



UNITED NATIONS OFFICE AT GENEVA  
SWITZERLAND

## REQUEST FOR PREQUALIFICATION SUBMISSION (RFPQS) Revision 3 [ Expression of Interest (EOI) ]

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### Title of the RFPQS:

Renovation of the Historical Building (Buildings A, B, C, D and S) at the Palais des Nations in Geneva, Switzerland (Revision 2)

### Date of this RFPQS:

8 June 2018

### Closing Date for Receipt of RFPQS:

9 July 2018

### RFPQS Number:

EOIUNOG15012

### Address RFPQS response by email to the attention of:

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### Fax Number:

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### UNSPSC Code:

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## DESCRIPTION OF REQUIREMENTS

### SECTION I: INTRODUCTION

#### 1 General Overview of the Project

The United Nations Office in Geneva (UNOG), Switzerland, located at the Palais des Nations, is the largest United Nations Office in Europe, providing conference support and facilitating the multi-lateral international diplomacy of the worldwide community. It is located within the 46 hectare Ariana Park.

The United Nations General Assembly approved the establishment of the Strategic Heritage Plan (SHP) which includes the Renovation of the Historical Buildings of the Palais des Nations (Buildings A, B, C, D and S) which were all constructed before 1950. These buildings predominantly contain mixed areas of conference rooms and office spaces. See Figure 1 in Attachment 1.

All attachments can be downloaded from the UNOG website at the following link:

[https://www.unog.ch/80256EDD006AC19C/\(httpPages\)/A84A316AD70C988DC125826A00433284?OpenDocument](https://www.unog.ch/80256EDD006AC19C/(httpPages)/A84A316AD70C988DC125826A00433284?OpenDocument)

## 2 Overview of Programme of Works

The renovation shall be undertaken whilst maintaining the business activities in the Palais des Nations (within the affected buildings as well as within the adjacent buildings). To lessen the impact on business continuity, the works shall be undertaken in phased Sections of Work according to an approved schedule agreed upon with the stakeholders and users of the Palais des Nations. In particular, the phasing of the different Sections of Work is planned to accommodate a schedule of international conferences already booked years in advance.

A Section of Work is a part of the Works that must be designed (to the extent that will be specified in the RFP solicitation, envisaged to be specialist contractor design portions only), supplied, constructed, commissioned and tested by the Contractor in accordance with the established Programme of Works and in accordance with specifications in the RFP solicitation. Each Section of Work must reach Substantial Completion by its indicative specified Completion Date. See Figure 2 and Figure 3 in Attachment 1.

To allow for the renovation of the existing buildings in a phased manner, a new building is currently under construction which will be in service in early 2020. This new building will provide the “swing space” required to vacate the different office areas of the Historical Buildings so as to allow for their renovation.

In this respect, an overall Programme of Works has been established to respect the needs of ongoing conference activity and the availability of “swing space” for the office and working areas. See Table 1 in Attachment 1.

The Programme of Works for the Renovation of the Historical Buildings is to comply with the SHP Global Project Timeline. See Table 2 in Attachment 1.

The complete Renovation of the Palais des Nations facility will be split into two contracts of which this RFPQS concerns what is referred to as Contract 2 in Table 2 of Attachment 1. The value of Contract 2 is estimated to be in the range CHF 240 million to CHF260 million.

## 3 Levels of Intervention

The Palais des Nations, originally built in two phases between the 1930's and the 1950's, includes the following historical buildings:

Building A (with AB and AC wings): comprises 11 levels (one basement floor, a ground floor and nine upper floors) and covers an area of approx. 47.000m<sup>2</sup>. Building A works comprises:

- o Approx. 4.700m<sup>2</sup> of large and medium-sized conference rooms of which seven rooms are to be completely refurbished or created as new and 10 are to have the audio-visual interpretation and conference systems upgraded.
- o Approx. 6.100m<sup>2</sup> of office space of which 30% is to be completely refurbished with the creation of a mixture of support nodes (small meeting rooms, kitchenettes and other support spaces) and open plan office spaces. The remaining office spaces require, in general, minor or medium-level interventions (e.g. the replacement of electrical systems, the renewal of suspended ceilings and floors, and the painting of walls) but with minimal structural work. Approx. 14.600m<sup>2</sup> of technical spaces including plant rooms, IT rooms and electrical rooms are also to be completely refurbished and upgraded.
- o Approx. 2.400m<sup>2</sup> of cafeteria space is to be completely refurbished, of which 31% comprises a new cafeteria extension.
- o The remainder of Building A floor area is predominantly composed of public spaces that are to be upgraded to comply with current accessibility and fire safety codes.

Building B: comprises nine floors (three basement floors, one ground floor and five upper floors) and covers an area of 15.350m<sup>2</sup>. Building B comprises:

- o 2.650m<sup>2</sup> of Historical Archives of the League of Nations, for which the entire area is to have the fire safety system upgraded, including the installation of an oxygen depletion system.
- o 5.900m<sup>2</sup> of the UNOG Library, for which the area is to have its fire safety systems upgraded, including the installation of a water mist sprinkler system.
- o 1.500m<sup>2</sup> of office space of which 30% is to be completely refurbished with the creation of a mixture of support nodes (small meeting rooms, kitchenettes and other support spaces) and open plan office spaces. The remaining office spaces require, in general, minor or medium-level interventions similar to those described above again with minimal structural work.
- o Five medium or small conference / meeting rooms are to have the audio-visual interpretation and conference systems upgraded.
- o The remainder of Building B floor area predominantly comprises public spaces that are to be upgraded to comply with current accessibility and fire safety codes.

Building C comprises eight floors (three basement floors, one ground floor and four upper floors) and covers an area of approx. 15.000m<sup>2</sup>. Building C comprises:

- o 2.400m<sup>2</sup> on the ground floor which is to be totally transformed with the creation of a new coffee shop, the new "Press Bar", and some additional new amenities and office spaces.
- o 1.600m<sup>2</sup> of conference and meeting rooms are to have the audio-visual interpretation and conference systems upgraded.
- o One conference room will be created anew from the former Council Cinema.
- o 2.700m<sup>2</sup> of office space of which 30% is to be completely refurbished with the creation of a mixture of support nodes (small meeting rooms, kitchenettes and other support spaces) and open plan office spaces. The remaining office spaces require, in general, minor or medium-level interventions similar to those described above again with minimal structural work.
- o The remainder of Building C floor area is composed of predominantly public spaces that are to be upgraded to comply with current accessibility and fire safety codes.

Building D comprises eight floors (one basement floor, one ground floor and six upper floors) and covers an area of approx. 5.300m<sup>2</sup>. It is predominantly an office building that was constructed with a different structure during the second stage of the construction of the Palais des Nations during the 1950's. An upgrade of the structural fire protection is required for Building B. 30% of the office area is to be completely refurbished with the creation of a mixture of support nodes (small meeting rooms, kitchenettes and other support spaces) and open plan office spaces. The remaining office spaces require, in general, minor or medium-level interventions similar to those described above again with minimal structural work.

Building S comprises seven floors (two basement floors, one ground floor and four upper floors) and covers an area of approx. 23.400m<sup>2</sup>. Building S is mainly an office building that was constructed during the initial construction period of the Palais des Nations, during, during the 1930's. 30% of the office spaces are to be completely refurbished with the creation of a mixture of support nodes (small meeting rooms, kitchenettes and other support spaces) and open plan office spaces. The remaining office spaces require, in general, minor or medium-level interventions similar to those described above again with minimal structural work. It is important to note that Building S will host a Security Center that shall operate Security Systems across the campus.

The preservation of the heritage of the Historical Buildings is a vital part of the renovation project, both during the process of conducting the renovation works as well as with regard to the final finished buildings. Throughout the process of the Renovation of the Historical Buildings, the historical architecture and a wide assortment of art objects contained within these buildings, must be preserved.

The renovation works must be guided by an overriding concern for the preservation of the heritage of the Historical Buildings at the Palais des Nations. This should govern the actual logistics during the renovation works as well as the design and construction choices for the final finished buildings.

From a technical point of view, it is worth mentioning that one of the main objectives of the SHP project is to bring the Historical Buildings up to the current standards required for Swiss building code compliance. As a consequence, the Renovation of the Historical Buildings includes the replacement and renovation of the majority of the mechanical, electrical and plumbing systems.

The campus of the Palais des Nations draws its power, data, heating, cooling and potable water supplies principally from the two main plantrooms in Buildings A and E via a service infrastructure backbone which connects all of the buildings, with only some local auxiliary generation and distribution units in place throughout the campus.

The plant in Building A and infrastructure distribution throughout the campus are, for the most part, in good condition and are well maintained. However, these facilities vary greatly in age, with some dating back to 1938. In many instances this infrastructure has far exceeded its recommended lifespans and so are a health and safety hazard for the occupants of the Palais des Nations. Some of these antiquated facilities should be replaced because they are very noisy, and also consume an excessive amount of energy.

#### Mechanical, Engineering and Plumbing (MEP) Backbone

The MEP backbone supplying the Palais des Nations with heating, cooling, potable water, power and data connects the main plantrooms in buildings A and E with the site distribution and supply networks.

The MEP backbone is generally fully accessible and shall remain in its current locations. Some strip out of piped services is envisaged as well as the replacement of all low-voltage (LV) and data cabling. Some new pipework for potable and chilled water shall be introduced along the existing routes.

#### Electrical Services

The existing medium-voltage (MV) cabling, switchgear and transformers are to be retained during the renovation of the Historical Buildings. However, all of the main low-voltage switchboards along with 80% of the radial feeds from the substations and main distribution boards shall be replaced. In addition, approximately 50% of the final distribution boards shall be replaced as well as the majority of the small power installations and the circuit systems that supply the lighting installations.

A new fire alarm, public announcement / voice alarm system and lighting controls shall be installed. A new structured data cabling system shall be provided along with the creation of new technology rooms. Central UPS power and distribution systems shall be provided together with the installation of a new technical earthing (grounding) system.

#### Mechanical Services

Approximately 30% of existing secondary pipework distribution systems are to be replaced. Ventilation plant and distribution ductwork serving conference areas of Buildings A and C shall be fully replaced. Limited interventions are envisaged for terminal units and some limited additional cooling / ventilation systems shall be provided to specific areas throughout the campus. Cooling shall also be provided to technical rooms and limited specialist workplace areas.

#### Public Health Services

New toilet cores shall be provided in building D and the Press Bar area. New accessible toilets shall be created throughout the premises. The possibility of installing a new hot water distribution system is also being considered.

#### 4 Brief Description of Requirements:

UNOG seeks a qualified General Contractor for the Renovation of the Historical Buildings of the Palais des Nations. The renovation construction services are currently anticipated to include, but are not limited to, those listed using the New Rules of Measurement 1– NRM1 classification standard. See Table 3 in Attachment 2.

The pie chart presented in Chart 1 of Attachment 2 sets out the approximate overall Programme of Works broken down by principle element / function as a percentage of the overall works value.

#### 5 Level of services

The project will have been developed up to a Technical Design stage by the time of the issuance of the RFP and the overall design responsibilities matrix is indicated in Table 4, Attachment 2.

#### 6 Legislation / Contract Applicable

Pursuant, inter alia, to the Charter of the United Nations and the Convention on the Privileges and Immunities of the United Nations, the United Nations, including its subsidiary organs, has full juridical personality and enjoys such privileges and immunities as are necessary for the independent fulfillment of its purposes.

The Contractor shall have the legal status of an independent contractor vis-à-vis the United Nations, and nothing contained in or relating to the Contract shall be construed as establishing or creating between the Parties the relationship of employer and employee or of principal and agent. The officials, representatives, employees, or subcontractors of each of the Parties shall not be considered in any respect as being the employees or agents of the other Party, and each Party shall be solely responsible for all claims arising out of or relating to its engagement of such persons or entities.

The Contractor shall comply with all laws, ordinances, rules, and regulations bearing upon the performance of its obligations under the Contract. In addition, the Contractor shall maintain compliance with all obligations relating to its registration as a qualified vendor of goods or services to the United Nations, as such obligations are set forth in the United Nations vendor registration procedures. The firm shall also implement the project to a standard at least equivalent to the one imposed by local laws (including the Terms and Conditions applicable to the Swiss Construction Industry, dated 1 June 2016, issued by the Geneva Cantonal Office for Work Inspection and Labour Relations (OCIRT), see Attachment 3.

The draft Construction Contract is being prepared by the United Nations using elements of the "Federation of Consulting Engineers" (FIDIC) "Red Book" General Conditions of Contract (1999 Edition) with due permission from FIDIC and with amendments made to reflect the unique nature of United Nations. The draft Construction Contract will be included as part of the RFP solicitation package.

#### 7 Security at UNOG

The UN campus is subject to restricted access procedures for personnel and vehicles. All persons entering the campus must comply with the security measures and rules of the site. All personal working on the site are subject to background and criminal checks.

### SECTION II: PREQUALIFICATION PROCEDURE

#### 1 Purpose of Prequalification

As the first step of the solicitation process, UNOG will conduct a prequalification of firms who wish to participate in the RFP solicitation. The prequalification phase contains the request for and the submission of the firm's Prequalification Submission ("PQS") in response to this Request for Prequalification Submissions (RFPQS) and the UNOG's assessment of the PQS received, based on the described requirements and criteria in this document.

The prequalification phase aims to obtain confirmation from firms of their interest and willingness to participate in the Request for Proposal (RFP) for these works and to provide UNOG all the necessary information to determine, whether or not to invite the firm to participate in the tender process. This information will allow UNOG to determine if the firm is suitably experienced and qualified to perform the scope of works and if it has the sufficient financial and resource capacities to undertake the works.

UNOG will establish a ranking of the firms according to the prequalification criteria contained in this document. UNOG anticipates, in line with construction industry tendering best practice, that the Request for Proposal solicitation will be issued only to the prequalified firms which have been assessed to have met the relevant criteria identified below.

## 2 Eligibility Criteria

In order to be ranked, a firm shall meet all the requirements set out in Section III and submit all of the requested documents in the format set out below.

A Prequalification Submission (PQS) should only be submitted by a firm which is able to demonstrate that it meets the criteria set out in Section III (Prequalification Criteria or PQC).

A consortium (partnership or joint venture) can submit its PQS as one candidate. In this document the members of a consortium will be referred to as the 'firm'. A consortium shall indicate which member of the consortium shall take the lead contracting role. The number of legal entities forming one consortium is limited to five.

Firms shall submit only one PQS, either independently or as part of a consortium.

## 3 Communications with UNOG

UNOG is the contracting authority for this prequalification process and the associated RFP solicitation for the Renovation of the Historical Buildings (Buildings A, B, C, D and S) at the Palais de Nations in support of the SHP objectives. Communications in relation to this prequalification must only be made in writing to the designated email address: unog-shp-tenders@un.org. All communications must be sent only to this email address.

## 4 Required Submission of Documents

The firm shall complete all fields in the Statement of Qualification Questionnaire (the Questionnaire), included as Attachments 4, 9 and 10 to this document, and submit its responses and required supporting documents by midnight (Geneva time) on 2 July 2018 via email (limit 10 MB) to unog-shp-tenders@un.org.

Alternatively, the firm may use a document transfer platform such as WeTransfer (which allows up to 2 GB per instance, see <https://www.wetransfer.com/>) or through a storage and online document sharing service such as Dropbox, or similar tools.

All pages of the Questionnaire and all supporting documents must contain the Name(s) of the Firm(s), the signature of an Authorized Official, the Stamp of the Firm(s) and the Date of Signature.

A firm which fails to provide the required documentation, fails to meet the PQC or does not respond to all of the criteria in the Questionnaire will be determined to fail the Prequalification Phase and will not be considered in the ranking of the prequalification.

It is the firm's responsibility to ensure that, whatever method chosen for delivering the PQC to UNOG, that it is delivered and received in due time.

## 5 Evaluation

The firms will be evaluated on the basis of the PQC outlined in Section III. An assessment of whether each and all of the PQC are met will be conducted by the UNOG.

The prequalification will be conducted in four steps.

Step A — Mandatory Technical Criteria  
Step B — Scored Technical Criteria  
Step C — Scored Technical Criteria Site Visit  
Final Step — Establish List of Prequalified Firms

Firms who meet all the Mandatory Technical Criteria will be evaluated against the Scored Technical Criteria. The total score which a firm may obtain for the Scored Technical Criteria is 130 points.

#### Step A: Mandatory Technical Criteria

Firms will be evaluated against the Mandatory Technical Criteria. An assessment of whether each and all of the Mandatory Technical Criteria are met will be conducted. This will be evaluated based on a Pass / Fail evaluation.

Any PQS submission failing to meet any of the Mandatory Technical Criteria will be rejected as non-compliant. Only firms passing all Mandatory Technical Criteria will be considered for the Scored Technical Criteria Evaluations.

#### Step B: Scored Criteria of written PQS submissions (120 points)

PQS submissions of those passing the Mandatory Technical Criteria, will then be scored against the Scored Criteria in Step B. Only firms which obtain at least 75 points under Step B will be subject to the Scored Criteria Site Visit in Step C.

#### Step C: Scored Criteria Site Visit

UNOG will score the Site Visit of the reference project sites proposed by the firms which obtained at least 75 points in Step B, against the Scored Criteria in Step C.

#### Final Step: Establish List of Prequalified Firms

The firms which meet all the Mandatory Technical Criteria under Step A, and which score at least 85 points following the Scored Criteria Steps B and C may be included on the list of prequalified firms and invited to the RFP solicitation.

## 6 Governing Conditions of this PQS

By submitting the PQS, the firm agrees to the content and the procedure of this prequalification process. Furthermore, the firm also declares, if selected, to submit a proposal on time and to ensure they have sufficient capacity to do so.

UNOG provides the firms the opportunity to request clarification on the requirements of the PQC described in Section III. Only questions submitted in writing by 28 May 2018 via email to unog-shp-tenders@un.org with a copy to boi-lan.lemoine@un.org will be processed by UNOG, and a reply will be provided in writing to all participating firms.

During the whole of the subsequent RFP solicitation process, the firms must continue to meet all PQC requirements as defined in this RFPQS. If this is not the case, the firm should report this immediately to UNOG which reserves the right to exclude the firm concerned.

The firms have no right to any kind of compensation for participating in this RFPQS or the subsequent RFP solicitation process. UNOG has the right to temporarily interrupt or stop the solicitation process and also to start a new solicitation process. UNOG is not obliged to award a contract at the end of the solicitation process.

## 7 Non Mandatory Information Session(s)

Firms are invited to attend one of the two Non-Mandatory Information Sessions, which will take place on 3 May 2018 and on 17 May 2018 in UNOG's offices. Details on the time and location are in Attachment 5.

The Non-Mandatory Information Session is intended to provide interested firms with the opportunity to receive a general presentation and non-binding information on this RFPQS and the subsequent RFP solicitation of the Strategic Heritage Plan Historical Building Renovation at the Palais des Nations in Geneva, Switzerland.

Firms who are interested to participate in one or both Non-Mandatory Information Sessions shall submit the Confirmation Letter by 30 April 2018 (for the session on 3 May 2018) and by 13 May 2018 (for the session on 17 May 2018) to unog-shp-tenders@un.org. See Attachment 5, Confirmation Letter for Participation in the Non Mandatory Information Session.

## 8 Optional On-Site Visit to the UNOG Premises

Firms may also request to undertake an Optional On-Site Visit to the UNOG Premises to familiarize themselves with the campus.

The Optional On-Site Visit to the UNOG Premises may be scheduled during week-days from 4 May 2018 until 18 June 2018, as long as three days' advance notice is given to the UNOG. Firms shall submit the Confirmation Letter to unog-shp-tenders@un.org. See Attachment 6, Confirmation Letter for Request for an Optional On-Site Visit to the UNOG Premises.

## SECTION III: PREQUALIFICATION CRITERIA ("PQC")

### Part A — Mandatory Criteria

#### 1 Bankruptcy (PASS / FAIL)

The firm or any of its member(s), in case of a consortium, must not be involved in any bankruptcy proceedings, sequestration or any analogous situation arising from a similar procedure provided for in law.

#### 2 Corruption or any other illegal activity. (PASS / FAIL)

The firm or any of its member(s) in case of a consortium must not be the subject of a judgment for fraud, corruption or any other illegal activity.

#### 3 Contract Termination

The firm or any of its member(s), in case of a consortium shall set out, with all relevant details and justifications, where they have had their contract terminated as a result of their non-performance or default in the last five years or have been disqualified by any public agency from being awarded a contract. UNOG would determine, at its sole discretion, if any such termination or disqualification would permit the firm or its members to continue in the prequalification process.

#### 4 Bank Guarantee for Performance (PASS / FAIL)

The firm or any of its member(s), in case of a consortium, shall provide evidence to the satisfaction of UNOG that it is able to provide a Bank Guarantee for Performance amounting up to CHF 25 Million in the form of wording in Attachment 7.

#### 5 Contract Language (PASS / FAIL)

The firm or any of its member(s), in case of a consortium, shall confirm that it has the capacity to provide key personnel who are fluent in written and spoken English for the project (project management and site team),

#### 6 Annual Turnover (Revenue) (PASS / FAIL)

The legal entity of the bidding group and/or firms (or firms in the case of a consortium) shall have an average annual turnover (revenue) of at least CHF 500 Million per annum in construction-related activities over the past three years. Audited/certified financial statements or tax returns for the past three years are to be provided.

If a consortium is bidding, the total average annual turnover of the consortium firms must be at least CHF 500 Million and each individual member must have a minimum average annual turnover that exceeds CHF 500 Million multiplied by their percentage stake in the consortium.



## 7 Registration UNGM

The firm or any of its member(s), in case of a consortium, shall be registered, as a minimum, at the Basic Level in the United Nations Global Market ("UNGM") to be invited to the RFP solicitation. Firms which are prequalified and invited to the RFP are encouraged to complete this registration to Level 2 prior to the submission of their proposal for the RFP.

## 8 Exclusions for Conflict of Interest (PASS / FAIL)

Firms shall confirm that they do not have any potential conflict of interest. A list of names of UNOG's consultants involved in the preparation of the RFP and the firms that were involved in the preparation of the technical tender documents have been included in Attachment 8.

The use of any of the listed SHP consultants by a firm without prior written approval from UNOG shall be considered as a potential Conflict of Interest and shall be considered as grounds for disqualification during the prequalification process.

In addition, these consultants cannot be used by the selected prequalified shortlisted bidders as part of their proposed consultants or subcontractors for the contract in subsequent RFP solicitation.

## 9 Relevant Experience (PASS / FAIL)

The firm shall provide information on projects they have recently completed, or which are in progress, that are relevant to this RFPQS (as specified below). In case of a consortium, the reference projects may relate to any of its members and it should be clearly stated to which member they belong.

Firms shall provide a description of each reference project on a separate document, with a maximum of two pages per project. In addition, they should provide a summary table for each capacity outlined below, indicating the breakdown of the area of intervention per project in square meters, the location and the year.

Firms shall use the template provided in Attachment 9. Additional references will not be considered.

The reference projects should demonstrate that the firm has sufficient experience as a General Contractor during the stated period of reference to address each of the following requirements:

- i Major renovation projects in the following area of operating public buildings (hospital, airport, railway station, convention center, or other relevant public building type) while operations are ongoing and the building remains open. The reference projects (maximum eight) should cover a floor area of at least 150.000m<sup>2</sup>, and should all be from the last 10 years.
- ii Renovation of heritage or high profile buildings (museums, listed buildings or other historical or protected buildings). The reference projects (maximum four) should cover at least 30.000m<sup>2</sup>, and should all be from the last 10 years.
- iii Renovation or construction of office buildings with high-end finishes of open office space with modular furniture, partitions, and contemporary data and power distribution system. (maximum eight) should cover a floor area of at least 150.000m<sup>2</sup>, and should all be from the last 10 years.
- iv Renovation or construction of conference centers with high end audio visual systems and simultaneous interpretation system. The reference projects (maximum four) should cover a floor area of at least 5.000m<sup>2</sup>, and should all be from the last five years.
- v Implementation of Building Information Management (BIM) of building construction or renovation projects. The reference projects (maximum four) should cover a floor area of at least 50.000m<sup>2</sup>, and should all be from the last five years.

Part B — Scored Written Criteria (120 points)

1 Document Format (5 points)

The overall organization of the PQS makes a statement about the professional ability of the firm submitting the PQS. A simple design with a header and footer is required. All pages shall be numbered and the document shall be submitted in a single searchable PDF. The footer should contain the page number and proposal title. Throughout the document there should be a consistent font, text size, alignment and numbering sequencing used. The proposal should be clear, concise and easy to understand. Reference documents and examples provided shall be clearly identified and numbered. When project references are used to respond to multiple questions, a reference shall be made to the name of the project and page where the example can be found.

2 Project Management. (20 points – maximum 10 pages)

The firm shall describe how they have structured, coordinated and managed renovation projects of a similar nature and complexity. Describe the firm's project management methodology including the type of documentation utilized by the firm, the coordination plan with the Employer and the type and frequency of meetings organized through the entire project. The firm shall also describe its approach to the mitigation of issues arising during the construction works so as to mitigate or obviate their impact on time, cost and quality of the finished product.

The firm shall describe how it has ensured that projects have been successfully completed, including the typical staffing structure, specialist resources utilized and staff experience levels. It shall also describe its methodology for the procurement and management of subcontractors throughout the various stages of the works.

3 Technical Installations, such as Mechanical, Engineering and Plumbing (MEP) Audio Visual, IT systems. (15 points: 10 for narrative and 1 point for each reference project, with a maximum of 5 – maximum four pages)

Technical Installations are an important component of this project. The firm shall describe how it has organized, coordinated and managed this element in renovation projects of a similar nature and complexity: e.g. how it ensured the quality and capacity of the specialized firms chosen as subcontractors / partners and the type of contractual relationships with those firms.

The firm shall also include up to five reference projects (completed in the last five years), where either a multiple language interpretation system or a broadcasting system was implemented and describe how the technical complexities of these installations were managed,

4 Health, Safety and Environmental Protection Matters. (10 points – max two pages)

The firm, or its lead member in the case of a consortium, shall provide evidence of its respective health, safety and environmental certifications obtained, if any, or internal policy in compliance with applicable regulations.

The firm shall describe how its health, safety and environmental policy has been applied to projects of a similar nature and complexity. The firm shall demonstrate its understanding of health, safety and environmental protection in Switzerland.

5 Quality Assurance. (10 points – max four pages)

The firm, or all of its members in case of a consortium, shall provide a quality management system certification (preferably ISO 9001:2008 or equivalent) which must be valid for at least 12 months from the date of the submission of the PQS.

The firm shall describe how its Quality Management system has been implemented, monitored, reviewed, and enforced during works on renovation projects of a similar nature and complexity. Include details such as offsite, onsite and independent Quality Control. Any construction management tools and techniques that have been successfully developed and applied such as lean construction, change tracking systems, mobile technology or any other tool utilized in managing projects of a similar nature and complexity should be described here.

6 Programme (10 points – max four pages)

The firm shall provide sufficient written information as to how it has ensured that the works have been completed on or ahead of schedule in renovation projects of a similar nature and complexity, including details of the key staffing positions responsible for the contract programme and planning activities for the various stages of the works that were deemed appropriate for successful completion.

Primavera P6 is utilized by SHP and shall be used by the Contractor as the principal scheduling software for this project.

7 Risk Management (10 points – two pages)

The firm shall describe the process through which risks are identified, managed, mitigated or avoided in renovation projects of a similar nature and complexity.

Based on its knowledge of projects of a similar nature and complexity, the firm shall present an example of a preliminary risk analysis (main 10 risks) describing the impact of each of the identified risks in relation to:

- i Time
- ii Cost
- iii Quality

The Overall Preliminary Risk Analysis shall be completed in the form in Attachment 10.

8 BIM Management Plan (5 points: 3 points for narrative, and 1 point for each of up to two reference projects – max four pages)

The firm shall describe how the Building Information Model Management, including the incorporation of Contractor Design Portions, have been implemented, monitored, reviewed and enforced in its projects. It should provide and explain effective practices to enhance the use of BIM on the construction site and as a functional As-Built tool.

The Firm shall include up to two reference projects completed within the last five years where BIM was utilized in a renovation project covering a floor area of minimum 10.000m<sup>2</sup>.

9. Business Continuity (25 points: 20 points for narrative, 1 point for each of up to five reference projects – max eight pages)

The continuity of business activities is critical to the success of the SHP renovation project. Members of the public, visitors, staff and delegates attending conferences at the Palais des Nations will need to be able to do so with a minimum of disruption and without threat to their health and safety.

The firm shall describe how it has ensured Business Continuity of surrounding operational activities whilst undertaking works in renovation projects of a similar nature and complexity. Aspects such as safe circulation, health and safety of employer's staff, any security requirements, etc. shall be covered in this document.

The firm shall include up to five reference projects completed in the last 10 years in which either the number of staff/users was in excess of 2.000 or, where the site area was in excess of 50.000m<sup>2</sup>. and where Business Continuity was adequately addressed.

10. Heritage Management (10 points: 8 points for narrative and 1 point for each of up to two reference projects – max four pages)

The firm shall describe how Heritage Management (i.e. ensuring that all heritage objects and fixed heritage features were adequately protected and heritage issues managed during renovation works) have been implemented in its projects.

The firm shall present up to two reference projects completed within the last 10 years with a total floor area in excess of 20.000 m<sup>2</sup> and where Heritage concerns were adequately addressed.

Part C — Site Visit of Reference Project(s) (10 points)

11 Site Visit (10 points)

The firm shall present its ability to organize and manage works in renovation projects of a similar nature and complexity through a site visit to one of the reference projects presented in the PQS of its choice. This project should reflect a complexity similar to the Renovation of the Historical Buildings at UNOG, with at least one or more of the following key aspects addressed: business continuity in a live operating building environment; renovation of a major building; and / or renovation of a heritage building.

UNOG will determine which of the firms responding to the PQS it will request to organize a visit, pursuant to its assessment of the written presentations in Parts A and B. UNOG will pay for the travel of its personnel to the proposed reference project site. The duration of the visit, including reasonable travel time, is not expected to exceed one business day.

**SECTION IV: PQS SUBMISSION**

The PQS must meet the following submission requirements:

- 1 Firms shall use Attachments 4, 9 and 10 to submit its Prequalification Submission by email to unog-shp-tenders@un.org by midnight (Geneva time) on 9 July 2018. Incomplete questionnaires shall not be accepted. Firms should not add any information other than what has been requested.
- 2 All questions must be answered completely and truthfully.
- 3 Any documents submitted in response of this RFPQS must be signed on each page by an authorized official (electronic signatures are accepted).
- 4 All annexes of the firm's PQS should clearly be identified and coded and related to the associated section of the Questionnaire.
- 5 All annexes, statements and other information of the firm's PQS shall be provided in the English language. Certificates of incorporation may be provided in their original language, but shall be accompanied by a translation into English by a certified translator.

**SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)**

UNOG reserves the right to verify all information submitted by the firms and to contact any references provided. The information submitted will be treated confidentially by UNOG.

UNOG should receive the Prequalification Submission by midnight (Geneva time) on 9 July 2018 from interested firms.

UNOG intends to complete the prequalification process by Autumn 2018 and to issue the RFP solicitation by the end of Autumn 2018.

The Renovation Construction Works are expected to be initiated on site by the selected vendor in June 2019 for an estimated duration of 40 months.

Interested vendors will have the opportunity on 3 May 2018 and on 17 May 2018 to participate in a non-mandatory information session. Vendors shall confirm their interest in the information session by sending Attachment 5 to unog-shp-tenders@un.org by 30 April 2018 (for the session on 3 May 2018) and by 13 May 2018 (for the session on 17 May 2018)

Interested vendors will have the opportunity to participate in an optional on-site visit to the premises during weekdays from 4 May until 18 June 2018. Vendors shall confirm their interest by sending Attachment 6 to unog-shp-tenders@un.org.

Vendors interested in prequalifying for the upcoming subject solicitation shall complete and return the attached "Vendor Response Form" to unog-shp-tenders@un.org with a copy to procurement@un.org as early as possible, so that the progression of the prequalification can be organized effectively. UNOG would appreciate to receive this confirmation by 18 June 2018, if possible.

Please see responses to questions received by 5 June 2018 as Attachment 11.

#### NOTE

Information on tendering for the UN Procurement System is **available free of charge** at the following address: <https://www.ungm.org/Public/Notice>

Only the United Nations Global Marketplace (UNGM) has been authorized to collect a nominal fee from vendors that wish to receive automatically Procurement Notices or Requests for Expression of Interest. Vendors interested in this Tender Alert Service are invited to subscribe on <http://www.ungm.org>

***Vendors interested in participating in the planned solicitation process should complete/submit the Vendor Response Form of this RFPQS either electronically (through the link available on the next page) or send it via e-mail to unog-shp-tenders@un.org before the closing date set forth above.***

# VENDOR RESPONSE FORM

**TO:** Boi-Lan Nguyen Barbillo

**RFPQS  
Number:**

Error! Reference  
source not found.

**Email:** [unog-shp-tenders@un.org](mailto:unog-shp-tenders@un.org)

**FAX:** Not applicable

**FROM:**

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

## NOTICE

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

**PLEASE NOTE: You can express your interest to this RFPQS by filling out this form manually or electronically (recommended) at:**  
[Procurement@un.org](mailto:Procurement@un.org)

*To be completed by the Vendor (All fields marked with an '\*' are mandatory)*

## COMPANY INFORMATION

**UNGM Vendor ID Number\*:**

**Legal Company Name** (Not trade name or DBA name) \*:

**Company Contact \*:**

**Address \*:**

**City \*:**

**State:**

**Postal Code \* :**

**Country \*:**

**Phone Number \*:**

**Fax Number \*:**

**Email Address \*:**

**Company Website:**

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

Signature : \_\_\_\_\_

Date: \_\_\_\_\_

Name and Title : \_\_\_\_\_

## RFPQS INSTRUCTIONS

### 1) Registering as a Vendor with the United Nations

Vendors interested in fulfilling the requirement described above must be registered at the UN Global Marketplace ([www.ungm.org](http://www.ungm.org)) with the UN Secretariat in order to be eligible to participate in any solicitation. Information on the registration process can be found at <https://www.un.org/Depts/ptd/vendors>.

#### **Prerequisites for Eligibility**

In order to be eligible for UN registration, you must declare that:

- A. Your company (as well as any parent, subsidiary or affiliate companies) is not listed in, or associated with a company or individual listed in:
  - I. the Compendium of United Nations Security Council Sanctions Lists (<https://www.un.org/sc/suborg/en/sanctions/un-sc-consolidated-list>), or
  - II. the IIC Oil for Food List website or, if listed on either, this has been disclosed to the United Nations Procurement Division in writing.
- B. Your company (as well as any parent, subsidiary or affiliate companies) is not currently removed or suspended by the United Nations or any other UN organisation (including the World Bank);
- C. Your company (as well as any parent, subsidiary or affiliate companies) is not under formal investigation, nor have been sanctioned within the preceding three (3) years, by any national authority of a United Nations Member State for engaging or having engaged in proscribed practices, including but not limited to: corruption, fraud, coercion, collusion, obstruction, or any other unethical practice;
- D. Your company has not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against your company that could impair your company's operations in the foreseeable future;
- E. Your company does not employ, or anticipate employing, any person(s) who is, or has been a UN staff member within the last year, if said UN staff member has or had prior professional dealings with the Vendor in his/her capacity as UN staff member within the last three years of service with the UN (in accordance with UN post-employment restrictions published in ST/SGB/2006/15).
- F. Your company undertakes not to engage in proscribed practices (including but not limited to: corruption, fraud, coercion, collusion, obstruction, or any other unethical practice), with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN.

**For Registered Vendors:** Vendors already registered at the UN Global Marketplace with the UN Secretariat must ensure that the information and documentation (e.g. financial statements, address, contact name, etc.) provided in connection with their registration are up to date in UNGM. Please verify and ensure that your company is registered under its full legal name.

**For Vendors Interested in Registration:** Vendors not yet registered should apply for registration on the United Nations Global Marketplace (<http://www.ungm.org>); information on the registration process can be found at <https://www.un.org/Depts/ptd/vendors>. Vendors must complete the registration process prior to the closing date of the RFPQS. Vendors who have not completed the UNGM registration process with the UN Secretariat before the closing date of the RFPQS are not considered eligible to participate in solicitations of the UN Secretariat. We strongly recommend all companies to register at least at Level 1 under the UN Secretariat prior to participating in any solicitations.

**IMPORTANT NOTICE: Any false, incomplete or defective vendor registration may result in the rejection of the application or cancellation of an already existing registration.**

### 2) RFPQS Process

Vendors interested in participating in the planned solicitation process should forward their expression of interest (RFPQS) to **Error! Reference source not found. (Error! Reference source not found.)** by the closing date set forth in this RFPQS. *Due to the high volume of communications Error! Reference source not found. may not in a position to issue confirmation of receipt of all correspondence to this RFPQSS.*

Please note that no further details of the planned solicitation can be made available to the vendors prior to issuance of the solicitation documents.

This RFPQS is issued subject to the conditions contained in the RFPQS introductory page.