

ROYAL NORWEGIAN EMBASSY IN PARIS

H002 DESIGN TEAM

INVITATION TO TENDER



MAY 2019

INVITATION AND INFORMATION

1. Invitation

Statsbygg - The Directorate of Public Construction and Property in Norway – represented by The Royal Norwegian Embassy in Paris - collectively known as the Client, invites you to participate in a tender competition for the award of the Design Team – hereafter called the Team - contract for the upcoming renovation work at the embassy.

The terms and description of the assignment are described in the enclosed tender documents:

1. Invitation to Tender
2. Description of Services – Annex 1
3. Tender Procedure rules and Terms of Contract – Annex 2
4. Tender Form – Annex 3
5. Code of responsible business conduct – Annex 4
6. Feasibility Study – Annex 5
7. European Single Procurement Document (*ESPD*)

The tender documents can be downloaded from Mercell Portal, <https://www.mercell.com/>

Suppliers wishing to participate in the competition should register their interest in Mercell Portal to receive notices about additional information, corrections and changes that Statsbygg publishes.

Please note that the tender documents most of the time do not distinguish between the designated person offered as the design team representative and the employer of this person(s). The distinction is, however, crucial in the following paragraph about qualification requirements and award criteria.

2. ESPD, qualification requirements and award criteria

2.1 European Single Procurement Document (ESPD)

The European Single Procurement Document (ESPD), in French *le document unique de marché européen (DUME)*, is a self-declaration of the businesses' financial status, abilities

and suitability for a public procurement procedure. It used as a preliminary evidence of fulfilment of the conditions required in public procurement procedures across the EU.

All bidders must complete and submit the English ESPD. The French version (DUME) is largely identical in content; hence, it can be used for guidance.

Please note that joint bidders (consortium bidders) each must submit their own separate ESPD.

2.2 Qualification requirements

The bidder(s) (i.e. the employer(s) of the persons designated as design team representatives awarded the contract according to the criteria listed in 2.3 below must meet the following qualification criteria: :

| Criteria | Documentation |
|--|---|
| <p>Adequate financial standing.</p> <p>The company has experience with assignments of relevance and requirements to meet local laws and regulations the past three years.</p> <p>The bidders must have experience with interior projects in occupied buildings, including replacement of plumbing, electrical wiring, air conditioning systems and fresh air systems.</p> <p>The bidders must have an employee architect(or come together with a specialized partner who have such employee) authorized to work on French territory and registered to the "Ordre des Architectes".</p> <p>Experience from projects with international clients.</p> | <ul style="list-style-type: none"> - The client will obtain a credit report - A description of such previous assignments. - References from previous projects for Statsbygg and/or the Norwegian Embassy in Paris will count. - Qualifications in the required disciplines - All required documentation above applies to all the bidders included in the Team. |

2.2 Award criteria

Note that each award criteria pertains to the individual person offered as the Team representative, not his or her employer):

| Criteria | Weight | Documentation |
|----------|--------|---|
| Price | 50% | Completed and signed price summary form |

| | | |
|--|------------|---|
| <p>Competence of designated personell:</p> <p>1. Experience with projects with reference value</p> <p>2. Fluency in English and French</p> | <p>50%</p> | <p>The bid must furnish the following information regarding each designated person:</p> <p>1. CV containing information about relevant education, general work experience as well as a description of similar assignments the person has carried out in the last four years. The assignments should be given an individual description giving details about the project (building), client, period and tasks performed.</p> <p>The client might carry out an interview for a further assessment of relevant competence.</p> |
|--|------------|---|

3. The works

The Norwegian Embassy in Paris is located in 28 rue Bayard. The Embassy occupies part of the 4th floor, the 5th and the 6th floor of a 9-storey building. The 4th floor is currently rented whereas the 5th and 6th floor is owned by Statsbygg. The total area of the Embassy's premises is approximately 1084m² with a team of 30 persons divided into diplomats and locally hired people.

The premises need to undergo a comprehensive renovation.

These works include the following:

- Demolition works.
- General refurbishment of all areas, including restrooms. Note that the upgraded premises must comply with local disability access requirements.
- New technical installations including electricity, plumbing and HVAC(ventilation/fresh air and cooling system).

The previsionnal budget of the project is about 1.5M€.

For a detailed description of how the future working space will be organized the bidders are referred to the attached feasibility study. There might be a few alterations in the plans due to technical installations or french norms or laws, but the works will mainly be done according to these plans. Hence the Team's principal task in the design period will mainly be to choose the adequate materials for the interior spaces and the most suitable technical system and equipment accordingly to the brief that the Client and the local project manager will give him once he is designated.

II BASIS OF COMPETITION

1. Services required

The services of the Team will mainly consist of:

1. Design and prepare tender documents(drawings and specifications) for all disciplines.
2. Implement health, environment and safety measures in the planning works.
3. Prepare construction detailed drawings for all disciplines.
4. Assist the Local project manager in tendering, evaluation and award of construction contract(s)
5. Preparing the necessary documents and required design and obtaining administrative authorizations from the relevant authorities (the authorization is needed mainly for implementing the HVAC equipments on the roof of the building, depending on the technical studies).
6. Quality control of the construction works at site.
7. Assistance in handover and project closure, including final financial settlement between the client and the contractors.
8. As built documentation.
9. Assisting client in the defects liability period.

The services required of the Team are described in detail in Annex 1, Description of services.

The Team is required to have all necessary qualifications for the assignment.

The contract language shall be English. The Team's representatives must have a fluent command of both English and French.

2. Statsbygg's exclusive status as client

Only Statsbygg by its project manager (not to be confused with the local project manager, see below) is authorized to make decisions regarding the project, including the scope of the works or other decisions carrying financial implication.

3. Local project manager

Statsbygg has hired a local project manager who will represent the project on the work-site in Paris and be responsible to Statsbygg.

4. Time Schedule

The project is expected to be handed over the 3rd quarter of 2020; the design phase should not last more than 3 to 4 months.

The currently estimated time for starting of construction works is the 2nd half of 2019; the demolition and asbestos removal works will most likely be undertaken during the design phase.

The Team shall assist the local project manager, upon his request, to work out a detailed schedule for the design phase and the construction phase to be accepted by the Client.

5. Supplementary information

If bidders find that supplementary information is required, the Client shall be addressed via the **Mercell Portal** and **only here** no later than 10 days prior to final delivery date of the tender.

III SUBMISSION OF BID

Bids, including the price summary form and the code of responsible business conduct signed, must be submitted electronically via the Merzell portal.

Bids are considered to be submitted once they have been registered electronically to the Merzell portal, www.mercell.no by 27.06.19 12.00 hrs. 2019. Bidders should allow at least an hour buffer time as

The language of the entire bid must be English.

The price summary form and the signed code of responsible business conduct shall be returned to the Client duly completed.

All documents must be signed and stamped with the name of the company.

Oslo, 20.05.19

(sign.) *Pigmar Mikvik*





Rigmor Leirvik
Statsbygg

