

TERMS OF REFERENCE

Development of Office layout and design for the Office of Mekong River Commission Secretariat in Vientiane, Lao PDR

Background

The Mekong River Commission (MRC) is the only inter-governmental organisation that works directly with the governments of Cambodia, Lao PDR, Thailand and Viet Nam to jointly manage the shared water resources and the sustainable development of the Mekong River.

As a regional facilitating and advisory body governed by water and environment ministers of the four countries, the MRC ensures the efficient and mutually beneficial development of the Mekong River while minimising the potentially harmful effects on the people and the environment in the Lower Mekong Basin.

The MRC Secretariat is the operational arm of the organisation with a staff of 70 persons. Its headquarters located in Vientiane, Lao PDR. The premises donated by the Lao government since 2004 and hosted in the past up to 120 people. After 13 years of use, renovation is required for creation of a good workplace for 70 staffs. Details of the organization chart is provided in the Annex I of this TOR

MRCS requires an engineering/architectural design and building space plan for interior fit-out of its office that will optimize the utilization of space and existing furniture, fixtures, equipment and accessories and promote an effective and efficient work environment.

Office building plans are provided in the Annex II of this TOR.

Scope of works

1. Design service

- Review the existing structural drawings of the building and prepare the architectural/engineering and space plan suitable to MRC Secretariat and suggest any internal civil and M&E works;
- Prepare layout for workstations, conference/meeting rooms and other facilities such as library, reception, canteen and restrooms, ... following the new MRCS staffing structure;
- Provide standard security requirement maintaining modern space efficient concepts and aesthetic view in consultation with MRCS management while preparing the office layout;
- Provide necessary instruction to the Maintenance team in consultation with the MRCS management for necessary internal civil works;
- Provide interior solution;
- Provide proper working drawings for all construction works;
- Provide all other details and budgetary estimate.

2. Advisory services

- Provide technical assistance in the procurement process for the fit out construction and purchase goods and services to implement the architectural/engineering and space plan, including assistance in the preparation of the TOR/Technical specifications/Schedule of requirements and other related documents required for the procurement; and the technical evaluation of the tenders;
- Provide advisory assistance on the progress of the implementation of the architectural and engineering and space plan;
- Submit a completion evaluation report upon the completion of the project.

Schedule of requirements

A. Technical requirements

1. Architectural design

- Interior floor plans with furniture and fixtures layout
- Furniture layout
- Interior elevations and sections
- Spot details
- Interior perspectives

2. Electrical design

- Ceiling and lighting layout
- Power layout
- Emergency power scheme (if required)
- Auxiliary layout: telephone, LAN (structure cabling and wifi) and DATA
- CCTV layout
- Sound system layout and paging system

3. Plumbing and sanitary

- Revised plumbing layout
- Revised restroom layout

4. Mechanical and Fire protection

- Revised A/C layout
- Revised fire alarm system layout
- Sprinkler layout
- Signage and decals details

5. Others

- Outline specifications/schedules of finishes
- Estimate budget

B. General requirements

- Renovation is desired to be cost-effective. However, due expenses to be required for a modern work place would be considered appropriate.
- Renovation should keep the original outlook of Lao traditional architecture.
- Renovation should try to accommodate the current organizational structure of the MRC, consisting of 4 division and an office of the CEO. Detailed structure is going to be provided together with number of staffs.

- Renovation might consider allocation of work space for staffs based on their grades from M5 to M15 similarly at international organizations such as the International Atomic Energy Agency in Vienna – Austria, the United Nations in New York – USA, or European Union in Brussels – Belgium.

C. *Specific requirements*

- Architects might visit the World Bank building at Vientiane to see how the highest graded green American architect built that building, where 10% of electricity consumption is covered by solar energy on its roof.
- Central air-conditioner system might be considered together with air-conditioner systems with one hot unit and several cold units. Current hot units of air-conditioners make the view of the premises not nice.
- Solar energy might be installed where appropriate. The roof of car parking places and of the main conference room seems to be perfect for covering with solar panels.
- Office furniture might be replace while reuse of existing office furniture is desired to reduce the cost. At the same time, modern furniture of an office is also desired.
- Better running of electrical and networking cabling is also desired.
- Modern restrooms are also desired.
- New efficient blinders are also desired.
- The canteen is desired to be renovated for better use and for the benefits of the staff working at the MRC.
- The main conference room requires better lighting and a good acoustic sound system. There is a procurement effort to equip it with big P3 billboard for conferencing purposes.
- Two black iron cage sections on the ground floor and on the first floor should be removed.
- Lightning in offices should be sectioned to turn on at individual tables when needed in order to save energy. LED lights are desired to replace current neon lights for better efficiency of electricity.
- ITC infrastructure should be updated following the new interior design.
- Layout of offices should consider the generous lighting intensity during the day in Vientiane in order to reduce use of electrical lightning for saving energy and to maximize use of daylight during the day. The blinders, curtains, window glasses, screening filters should be designed with such consideration.
- Vientiane is normally hot almost throughout year with a lot of sunshine. Use of air-conditioning is extensive. Therefore, consideration is needed to provide good isolation of heat through the window glasses to save energy used by air-conditioning. Ventilation is also required to ensure good and comfortable air in workplace for staffs.
- Landscaping around the building is also desired to be nice and pleasant with a good plan of trees and space for outside activities.
- Two lifts are desired to be improved and renovated.

Duration of works:

- 3 months from June to September 2017, with following estimation of working times:

Ref	Specific deliverables	Estimate number of required working days	Submission deadline
PHASE I - DESIGN			
1	Preliminary design with different possible options with estimate costs for MRCS consideration	10	30 June 2017
2	Site visit to prepare details of workstations and other interior elements	3	5 July 2017
3	Development of layout and design plan, working drawing for civil works and M&E, including electrical and LAN system.	10	15 July 2017
4	Presentation and submission of final version of drawings	2	31 July 2017
PHASE II – TENDERING AND SUPERVISION			
1	Preparation of BOQ in consultation with MRCS technical and senior staff	2	10 August 2017
2	Support of the tender dossier preparation and evaluation	2	15 August 2017
3	Monitoring and supervision of the project implementation	15	31 August 2017
4	Completion report including all as built layouts, BOQ and other technical documents	5	30 September 2017 (*)

(*) Completion date can be extended following the selected option and its implementation plan.

Responsibilities:The Consultant shall:

- Report in hard and soft copies to the Director of the Administration Division (ADD) for the project implementation;
- Submit the final proposal in hard and soft copies to the MRCS for approval through the ADD;
- Be responsible for the needed tools and equipment to produce the deliverables specified in the Scope of works, except as agreed upon by both parties.

MRCS shall:

- Provide the work space that may be required by the Consultant
- Provide the Consultant access to a printer and internet facilities
- Provide the Consultant access to relevant documents/records subject to the approval of the ADD

Competence and Qualifications

Minimum eligibility criteria for the Firm:

- Valid business license
- At least 3 years of experience in similar exercise
- At least 5 assignments in the office premise design

Minimum eligibility criteria for the team leader

- BSc. Engineer/Architect from reputed engineering university
- At least 5 years of experience in Internal decoration and civil engineering
- At least 3 similar working experience with international organization, private sector, UN agencies, reputed corporate offices, etc.

ANNEX I
ORGANISATION CHART

ANNEX II
OFFICE BUILDING PLANS