



Republic Geodetic Authority

**REQUEST FOR EXPRESSIONS OF INTEREST
CONSULTANCY SERVICES**

Republic of Serbia

Real Estate Management Project (REMP)

IBRD Credit No.84860

Assignment Title: Supervision of Works for Archive Building

Reference No. SRB-REMP-8486YF-CQS-CS-20-166

The Republic of Serbia / Republic Geodetic Authority have received financing from the World Bank toward the cost of the Real Estate Management Project, and intend to apply part of the proceeds for consulting services.

The consulting services (“the Services”) include services of professional supervision over the construction works. The Archive will be primarily used for permanent storage and keeping of the cadastral analog archive documents, however, an area for document scanning has been envisioned as well. The development of the building will be on the cadastral parcel No.98/27, Cadastral Municipality Zemun Polje, Municipality of Zemun, Ekonomija No.1. The parcel area is 6,000m². The location of the new building belongs to a major commercial zone stretching between the housing settlements of Galenika and Batajnica.

The Archive will have a total gross area of 4,897.34m², consisting of one underground floor with 1,204.80m² gross area and three floors above ground with a total gross area of 3,692.54m² (B+Gf+2). This prismatic building has an almost regular square footprint, measuring 34,55m x 35,9m, and the height of 14,98m. Spaces of the basement is being occupied by the technical areas and one large storage space. All administrative and operative contents are situated at the ground floor, while the remaining two stories above ground are reserved for archives, four on each floor. The archived area of the archives is 2.088m².

Deliverables / Performance period

The Consultant shall perform control, measurement and validation all of the documents and processes of relevance for construction work phases.

Type of works subject to professional supervision:

Preparatory and final works, earthworks, masonry works, concrete and reinforced concrete works, reinforcement works, carpentry works, roofing works, insulation works, construction carpentry, locksmithing, tin works, stone carving works, ceramics, flooring works, dry setup works, façade works, painting works, miscellaneous works, hydro-technical installations, electrical engineering installations, telecommunications installations, thermal-technical installations, inert gas fire extinguishing systems and landscaping.

The Consultant shall perform the reporting in the form of: Oral daily reports, Minutes of coordination meetings, Weekly progress reports, Final report and Monthly reports on the implementation of the measures defined in **the Environmental Management Plan**.

Beginning of engagement: The beginning of engagement will be synchronized with the construction works commencement.

Duration: The professional supervision shall be performed continuously over the period of **12(twelve) months**, which is the planned duration of the construction works. The performance of the activities shall be synchronized with the works’ performance, lasting until the completion of works and the usage permit issuance. Subject to unforeseen events, the engagement may be extended for a further period of up to 2(two) months, as it will be defined upon request of the Employer. Further extension may continue as a part-time engagement, which will encompass support to the Employer during the preparation of “As-Built Designs”, the final technical documentation, technical acceptance of the works, obtaining the usage permit and any additional follow up, as may be needed.

The Project Implementation Unit (PIU) of the Republic Geodetic Authority now invites eligible consulting firms (“Consultants”) to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services:

- Experience and description of similar assignments;
- Availability of skilled staff;
- CVs of key personnel, Key Expert – Team Leader and Key Expert that would be contracted for the assignment including licenses.

The Consultant shall furnish documentary evidence that meets following qualification criteria:

- The Consultant is registered with the competent authority, i.e. registered in the appropriate registry, having a minimum of **10(ten) years** of working experience in the field of architectural/engineering field of work and professional supervision, i.e. performing architectural and engineering business and technical advising (code 7111, 7112).

Meeting these conditions is substantiated by submitting:

- Resolution on registration in the SBRA’s registry or registry of bidders;
- Copies from the Act of founding of the bidder – statute, or extract from the SBRA noting the predominant business.

- The Consultant must have employed or otherwise contracted persons (pursuant to the provisions of the Labor Law) for the services of designing/professional supervision, university level engineers, holding the valid licenses by the Serbian Chamber of Engineers (SCoE).

Meeting these conditions is substantiated by submitting:

- Copies of the personal licenses of responsible designers/responsible contractors;
- Copies of SCoE’s verifications that the licenses submitted are valid;
- Copies of verifications by the Ministry of Labor, Employment, Veterans and Social Affairs;
- Proof of employment/engagement:

A. For indefinite/definite contracted staff – a copy of M-A form or copy of labor contract;

B. For person hired externally by the Consultant – a copy of work contract, contract on temporary work, or similar.

- Joint conditions for all persons, is to have working experience at the responsible designer/responsible contractor position for the minimum duration of **5(five) years**.

The Consultant shall hold the following qualifications:

- During the past **3(three) years**, prior to publishing EOI, (**2017, 2018, 2019**) has successfully provided the professional supervision services to the full completion of the works’ performance for a construction or reconstruction with addition of a minimum of **1(one)** high-rise business-type building, with a minimum **GBA of 5,000m2**. The building must have had completely finalized the following types of works: construction works, construction-craft works, water and sewage installations, thermal-technical installations, telecommunication and signaling installations, power supply installations and inert gas fire extinguishing system. Meeting these conditions is substantiated by submitting the verification signed by the Employer, stipulating data of importance, or copies of a contract;

• **Holding the valid certificates:**

- **ISO 9001:2008** - Quality management system;
- **ISO 14001:2004** - Environment management system;
- **OHSAS 18001:2007** - Staff management and safety system.

- The Decision on fulfillment of the conditions for the issuance of certificates on the energy properties of buildings, issued by the Ministry of Construction, Transport and Infrastructure, pursuant to the Law on Planning and Construction of the Republic of Serbia (“Official Gazette RS”, no.72/2009, 81/2009 – correction, 64/2010 – the decision of CC, 24/2011, 121/2012, 42/2013 – the decision of CC, 50/2013 – the decision of CC, 98/2013 – the decision of CC, 132/2014, 145/2014, 83/2018, 31/2019, 37/2019 and 9/2020) and Article 6 of the Law on Ministries (“Official Gazette RS”, No.44/14 and 14/15), Article 23. Paragraph 2 of the Law on State Administration (“Official Gazette RS”, No.79/05,101/05,95/10 and 99/14) and appropriate authorization of the Minister.

- Holds the licenses necessary for performing the professional supervision, pursuant to the Law on

Planning and Construction of the Republic of Serbia and provides the necessary staff holding the qualifications below for performing the present contract, pursuant to the description of works where requirements cannot be met if a single staff member holds multiple licenses:

- Valid **license 381** – responsible engineer for energy efficiency - **1 person**;
 - Valid **license 300** – responsible designer for architectural designs, free space arrangement and internal water and sewage installations, or **400** – responsible contractor for high-rise buildings and internal water and sewage installations, or **301** – responsible designer of high-rise buildings constructions, or **401** – responsible contractor for architectural-constructional facilities and construction-trading works on high-rise buildings - **2 persons - Team Leader**;
 - Valid **license 310** – responsible designer of high-rise, low-rise and water management constructions, or **410** – responsible contractor for construction facilities and construction-craft works on high-rise, low-rise and water management buildings, or **311** – responsible designer of high-rise constructions, or **411** – responsible contractor for building constructions and construction-craft works on high-rise buildings - **2 persons**;
 - Valid **license 314** – responsible designer of hydro-technical facilities and water and sewage installations or **414** – responsible contractor for hydro-technical facilities and water and sewage installations - **1 person**;
 - Valid **license 315** – responsible road designer or **415** – responsible road contractor - **1 person**;
 - Valid **license 330** – responsible designer for thermal-technical, thermal energy, processing and gas facilities or **430** – responsible contractor for thermal-technical, thermal energy, processing and gas facilities - **1 person**;
 - Valid **license 333** – responsible designer for transportation means, warehouses, machine constructions and technology or **434** – responsible contractor for transportation means, warehouses, machine constructions and technology - **1 person**;
 - Valid **license 350** – responsible designer of low and medium voltage power supply installations or **450** – responsible contractor of low and medium voltage power supply installations - **1 person**;
 - Valid **license 353** – responsible designer for telecommunication networks and systems or **453** – responsible contractor for telecommunication networks and systems - **1 person**;
 - Valid **license 370** – responsible designer for transportation and traffic signalization or **470** – responsible contractor for traffic signalization - **1 person**;
 - Valid **license 373** – responsible designer for landscaping or **474** – responsible contractor for vacant area landscaping - **1 person**;
 - Valid license for designing and developing special systems and fire protection measures issued by the Ministry of Interior, pursuant to the Law on Fire Protection (“Official Gazette RS”, No.111/09, 20/2015 and 87/2018) and the Rulebook on Taking Professional Exam and Conditions for Granting License and Authorization for Drafting the Main Design of Fire Protection and Special Fire Protection Systems and Measures (“Official Gazette RS”, No. 21/2012 and 87/2013). Solely for this position, the holding of multiple licenses is allowed - **1 person**,
 - **Valid verification** on the professional exam passed to perform the duties of Coordinator for execution of works, issued by the Ministry of Labor, Employment, Veterans and Social Policy, pursuant to the Occupational Safety and Health law (“Official Gazette RS”, No. 101/05, 91/2015 and 113/2017) and the Decree on Occupational Safety and Health at Temporary or Mobile Construction Sites (“Official Gazette RS”, no.14/09, 95/10 and 98/2018) - **1 person**.
 - **Valid verification** on the professional exam passed to perform the duties in Occupational safety and health practical competence, issued by the Ministry of Labor, Employment, Veterans and Social Policy, pursuant to the Occupational Safety and Health law (“Official Gazette RS”, No. 101/05, 91/2015 and 113/2017) and the Rule book on conditions for issuing licenses to perform work in the field of Occupational Safety and Health (“Official Gazette RS”, No. 16/2018) - **1 person**.
- The Consultant shall submit only one proposal, either individually or as a Joint Venture partner in another proposal. If a Consultant, including a Joint Venture partner, submits or participates in more than one proposal, all such proposals shall be disqualified. This does not, however, preclude a consulting firm to participate as a sub-consultant, or an individual to participate as a team member, in more than one proposal.

The following selection criteria with corresponding points will be used for the above positions in the evaluation procedure:

Specific experience relevant to the assignment50 pts

Qualifications for the assignment30 pts

Competence for the assignment20 pts

The attention of interested Consultants is drawn to paragraph 1.9 of the World Bank's "*Guidelines: Selection and Employment of Consultants under IBRD Loans and IDA Credits & Grants by World Bank Borrowers*", published by the World Bank in January 2011, revised in July 2014 ("Consultant Guidelines"), setting forth the World Bank's policy on conflict of interest.

A Consultant will be selected in accordance with the CQS procedure set out in the "*Guidelines: Selection and Employment of Consultants under IBRD Loans and IDA Credits & Grants by World Bank Borrowers*", published by the World Bank in January 2011, revised in July 2014.

Further information can be obtained at the address below during office hours 09:00 to 15:00 hours.

Expressions of interest must be delivered in a written form to the address below or via e-mail by **October 15, 2020, 12:00 AM.**

When submitting Expressions of interest please indicate assignment and reference number for which you are applying.

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