



Republic Geodetic Authority

**REQUEST FOR EXPRESSIONS OF INTEREST
CONSULTANCY SERVICES**

Republic of Serbia
Real Estate Management Project (REMP)
IBRD Credit No.84860

Assignment Title: Design & Supervision of Works for Archive Building
Reference No. SRB-REMP-8486YF-CQS-CS-17-080

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 production of design for the RGA’s Archive Depot building, provision of all necessary permits/consents for the construction and services of professional supervision over the construction works. The Archive Depot will be primarily used for permanent storage and keeping of the analog archive cadastral documents with an area for document scanning. The development of the building shall be on the cadastral parcel No.98/27, CM Zemun Polje, Ekonomija no.1. Parcel area is 6,000 m². It is planned for the building to have a total gross building area (GBA) of approximately 4.000 m², consisting of three underground levels 1.000 m² each, and ground level 1.000 m².

Deliverables / Performance period

Task No. 1: Production of design:

Detailed schedule for the design production, Conceptual solution, Preliminary solution, Design for Issuing Building Permit, Detailed Design and Energy passport.

Beginning of engagement: Upon signing of the contract.

Duration: The estimated performance duration of the Consultant’s activities planned is **4.5 months**.

Task no. 2: Professional supervision:

The Consultant shall verify and confirm all of the documents of relevance for construction work phases. 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 EMP.

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 **18 months**, which is the planned duration of the construction works. Performance of the activities shall be synchronized with the works performance, lasting until the completion of works and the usage permit issuance.

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), where one person may hold multiple licenses.
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 – copy of M-A form or copy of labor contract;
 - B. For person hired externally by the Consultant – copy of work contract, contract on temporary work, or similar.
- Joint conditions for all persons, **except for the 381 license holders**, is to have a working experience at the responsible designer/responsible contractor position for the minimum duration of **5 (five) years**.

Task No. 1: Production of design

The Consultant shall hold the following qualifications:

- During the past **3 (three)** years (prior to publishing of EOI), to have produced:
 1. A minimum of **3 (three)** complete Main designs (Detailed designs) covering all professions for a new business-type building development, with a minimum GBA of **5,000 m²** (per building);
 2. A minimum of **3 (three)** Main designs (Detailed designs) for construction or reconstruction of premises or depot for archive document storage, with a minimum summary GBA of such areas of **3,000 m²** minimum;
 3. Having produced Studies on energy efficiency for a minimum of **3 (three)** high-rise business-type buildings, with a minimum total summary GBA of such buildings being **15,000 m²** minimum, and a minimum **1 (one)** of those buildings having GBA in excess of **5,000 m²**.
Meeting these conditions is substantiated by submitting the Employers' verifications, stipulating data of importance, copies of contracts or building or usage permit, or final technical control report.
- Holds the appropriate permits, resolutions by the competent authorities, for performing the activities subject to this procurement. Meeting these conditions is substantiated by submitting:
 1. Resolutions verifying that the Contractor meets the conditions to issue certificates on energy properties of the high-rise buildings, issued by the Ministry of Construction and Urban Planning, pursuant to the Law on Planning and Construction ("Official Gazette RS", no.72/09, 72/2009, 81/2009 – correction, 64/2010 – decision of CC, 24/2011, 121/2012, 42/2013 – decision of CC, 50/2013 – decision of CC, 98/2013 – decision of CC, 132/2014 and 145/2014);
 2. Permit – resolution by the Ministry of Interior for producing the Main design of fire protection, pursuant to the Article 32 of the Law on Fire Protection, "Official Gazette RS", no.111/09 and 20/15);
 3. Permit – resolution by the Ministry of Interior for designing special systems and fire protection measures pursuant to the Article 38 of the Law on Fire Protection, "Official Gazette RS", no.111/09 and 20/15), namely for:
 - A. Producing the design of stationary fire extinguishing systems and implementation of these systems;
 - B. Producing the design of stationary fire alerting systems and implementation of these systems;
 - C. Designing the systems for smoke and heat dissipation.
- Holds the licenses necessary for producing the design 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:
- **Valid licenses:** license 381 - 1 person; license 300 or 301 - 2 persons - Team Leader; license 310 or license 311 - 2 persons; license 314 - 1 person; license 315 - 1 person; license 330 - 1 person; license 333 - 1 person; license 350 - 1 person; license 352 - 1 person; license 353 - 1 person; license 370 - 1 person; license 373 - 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 and 20/15) 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.21/12 and 87/13) for the following categories A, B1, B2 and B6:

- Producing the Main design for fire protection;
- Production of Design for stationary fire extinguishing system;
- Production of Design for stationary fire alerting system;
- Production of smoke and heat dissipation system design.
- **A minimum of 1 person;**
- Valid verification on the professional exam passed to perform the duties of Coordinator for design production, issued by the Ministry of Labor, Employment, Veterans and Social Affairs, pursuant to the Law on Work Safety and Health (“Official Gazette RS”, No.101/05) and the Decree on Work Safety and Health at Temporary or Mobile Construction Sites (“Official Gazette RS”, no.14/09 and 95/10) - **1 person.**

Task No. 2: Professional supervision

The Consultant shall hold the following qualifications:

- During the past **3 (three)** years (prior to publishing EOI), to have successfully provided the professional supervision services to the full completion of the works performance for a minimum of **1 (one)** high-rise business-type building, with a minimum GBA of **5,000 m²**. The building must have had completely finalized following types of works: construction works, construction-craft works, water and sewage installations, thermal-technical installations, telecommunication and signaling installations, power supply installations and fire protection system. Meeting these conditions is substantiated by submitting the verification signed by the Employer, stipulating data of importance, or copies of contract;
- **Holding the valid certificates:** ISO 9001:2008 - quality management system; ISO14001:2004 - environment management system; and OHSAS 18001:2007 - staff management and safety system;
- Holds the licenses necessary for producing the design and 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:
- **Valid licenses:** license 381 - 1 person; license 300 or 400 or 301 or 401 - 2 persons - Team Leader; license 310 or 311 or 410 or 411 - 2 persons; license 314 or 414 - 1 person; license 315 or 415 - 1 person; license 330 or 430 - 1 person; license 333 or 434 - 1 person; license 350 or 450 - 1 person; license 353 or 453 - 1 person; license 370 or 470 - 1 person; license 373 or 474 - 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 and 20/15) 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. 21/12 and 87/13) - **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 Affairs, pursuant to the Law on Work Safety and Health (“Official Gazette RS”, No. 101/05) and the Decree on Work Safety and Health at Temporary or Mobile Construction Sites (“Official Gazette RS”, no.14/09 and 95/10) - **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 assignment 30 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 (“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 **June 14th, 2017, 12:00 AM.**

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

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