**Terms of Reference (TOR)**

**Securing Professional Services for the detailed designs, obtaining permits, tender documents and supervision of a new school facility in Shu’fat neighborhood in Jerusalem**

1. **Background**
   1. **Preface**

This document sets out the Terms of Reference for **Securing Professional Services for the Detailed Design, obtaining permits, Tender Documents and supervision of Two School Compounds in Jerusalem**. The assignment will be managed and supervised by the United Nations Development Programme/Programme of Assistance to the Palestinian People "UNDP/PAPP" (the Client), and financed through a contribution from the Government of Norway. School Construction is financed by the Islamic Development Bank (IsDB) with additional support by Government of Norway for provision of furniture and equipment.

* 1. **Introduction**

In Jerusalem, more than 103,391 students are subject to disparities of very weak education system, the education is fragmented among several service providers, the current shortage of classrooms estimated at 1,100 classrooms, whereas 63 new classrooms are needed annually, the drop-out rates remain extremely high in comparison to the national figures, reaching on average to 13% (9th grade: 9%; 10th: 16%; 11th:26%; 12th: 33), Palestinian curriculum in the City is under continuous threat and Israeli-imposed restrictions, school construction is prohibited similar to the other construction activities, lack of human resource capacities and teachers to run the system in a sustainable manner and quality education is generally in a very poor condition.

Within this context, a new strategic assistance response is designed for safeguarding and reinforcing the national Education system in the City, to tackle the massive shortage of classrooms and to cope with the growing demand as a result of the increased natural growth. This will equally ensure equitable access for the most marginalized children and youth and provide free and improved learning and quality education environments; reducing the effects of financial burdens imposed on families due to the limited options of enrolment and related costs of education within the complicated situation.

* 1. **Objectives**

The project aims to provide protective quality education to over 1200 students through the construction of 2 new schools in Jerusalem in accordance to international standards, with a total area of 11,000 sq.m, thus increasing the capacity of the Palestinian schooling system in Jerusalem, managed by the Islamic Waqf Department. Within this RFP, the project intends to provide consultancy services for the Construction a School in Shu’fat.

* 1. **Description of the project:**

The following is the available information obtained from the Jerusalem Municipality. It is the participants responsibility to check the accuracy of the following Data:

Shu’fat School (aerial photo is attached)

* Owner: Islamic Waqf and Affairs/ Jerusalem
* Beneficiary: Directorate of Education/ Jerusalem
* Description of the project: Building, furnishing and equipping a 24-classroom school, final number of classrooms will be identified in line with the local rules and regulations, with an attempt to achieve the maximum classroom capacity.
* Location: Jerusalem, Shu’fat neighborhood, block number (30546), parcel number (60).
* Land Area: 4,972 m2
* Zoning status: Residential zone per the approved plan (3456A) since 1996; the use of the land should be converted to public for community purpose use.

1. **Scope of Work:**

The Consultant is expected to perform the required detailed design services including rezoning TABA planning, obtaining building permits, tender documents and supervision for the new school facility located in Shu’fat, with an estimated capacity of 24 new classrooms, for serving co-education.

The services include licensing from the authorities, geotechnical and topographic surveys in the land location of the proposed school, and architectural, structural, mechanical, electrical and various specialized discipline detailed designs, tender documents, as well as supervision services.

* 1. **Scope Components**

**Service A:** TABA, Town planning, Zoning and District Committee for Converting Shu’fat land from residential land to public use for private school buildings.

**Service B:** Obtaining the building permits from the Municipality for Shu’fat School.

**Service C: Full detailed Design,** Drawings and tender documents for Shu’fat School.

**Service D:** Supervising the implementation of Shu’fat School Building including the license for use of building as a school (TOFES 1, 2 and 4) and securing the approval for using the building.

* 1. **Green Building**

The design should include a benefit-cost analysis of each of the following green building features, to be presented for approval by UND/PAPP, taken into consideration SILVER classification requirement set by the Palestinian Engineers Association, however, without any contradictions with the local authority rules and regulations.

1. Orientation: It is one of the greatest gifts for a high-performance building. North- oriented classrooms for maximum indirect sun light and to catch north prevailing cool wind.
2. Landscape: Green shaded courtyards create natural air movement through learning zones. Landscaped areas are planted to need minimal water, to encourage biodiversity, and to create cool and beautiful interior gardens.
3. Natural heating and cooling: Natural air movement is created through the difference in temperature between sunny and shaded spaces. Furthermore, the ground and the slab are a first bioclimatic moderator, acting as a natural heat/cold sink for the heat storages. Windows can be opened and closed for temperature regulation, while high quality solar glass insulates the building against heat and cold. Green roof is a bioclimatic moderator regulating daylight and solar gain provided to classrooms.
4. Lighting: Low energy fluorescent lighting, together with a daylight sensing and presence of detection system significantly reduces energy use while ensuring adequate light to work. School building has vertical view glass and south-facing roof canopies, providing indirect daylight in every room.
5. Energy efficiency: Generating electricity by photovoltaic systems. Solar heating system and light energy conservation. Wind turbine. All components in order to meet electric demand for appliances and provide hot water and supplement heating.
6. Water efficiency: Rainwater harvest - collected on the roof – are stored in underground tanks and used to irrigate landscape areas. Water saving taps and lavatories are introduced. Waste water is treated in a state-of-the-art onsite aeration facility and the clean water is used to irrigate the landscaped compound.
7. Green furniture and equipment: Recyclable and Renewable materials are used.
8. Green IT: Notebook computers use only a third of the electricity used by the desktop PCs they are replacing throughout the building.
9. **Tasks and Deliverables**

**All deliverables shall be in accordance with local (Israeli) accredited codes and standards.**

## **Service A: TABA, Town planning, Zoning and District Committee for Converting Shu’fat land from residential land to public use for private school buildings.**

1. The consultant should fulfill all the requirements of Jerusalem Municipality (specifically those of the Department of Public Institutions/Schools), and should provide all engineers and experts needed to get the approvals of the different involved departments of the licensing Authorities in Jerusalem.
2. The consultant should document all approvals and report all the steps to UNDP.
3. In addition of Jerusalem Municipality requirements, the topographic and geotechnical surveys should include but not limited to the following

**Topographic survey:** (surveyor should be accredited by Jerusalem Municipality)

All survey works shall be in accordance with the requirements of the Israeli Survey Department, Local Committee of Jerusalem Municipality, and District Committee (Ministry of Interior)

Survey plans shall include but are not limited to the following:

* + 1. Adjacent Street monuments, property corner markers, and existing benchmarks. Record all specific descriptors or identifiers for any monument or marker;
    2. Extents of retaining walls and other hard surfaces that define grade change;
    3. Extents and centreline of roads (include type of surfacing), edge of travel ways, trees over 100 mm diameter, as well as paths, sidewalks, drainage inlets, alley approaches, drive approaches, lane markings, traffic signs, road surface transitions, and other transportation related items that will be necessary for the design of surface restorations. Street names shall be recorded and included in the CAD file.
    4. Top back of curbs, gutter flow lines, and other drainage flow paths; hand drawn dimensioned sections of physical features such as curb and gutter shall be provided in the field survey note book to define the feature.
    5. Buildings and above ground storage tank corner/center locations/extents and floor elevations;
    6. Water bodies such as streams, or exposed drainage (including dry) courses.
    7. Observable evidence of landfills, hazardous waste sites, as well as earth moving operations involving borrow and fill areas.
    8. Locations and elevations of geotechnical borings;
    9. Locations of well casings;
    10. The location of trees, dense vegetative ground cover and hedges. Indicate location, diameter and species. Show the extents of wooden areas;
    11. Power, utility and light poles, overhead power lines, guy wires, anchors, electric vaults, and telephone pedestals;
    12. Underground utilities shall be researched with the utility owner and information on those utilities shall be included in the base mapping. Also surface features, such as manholes, valve boxes, air valves, etc, connected with these utilities shall be located as part of the topographic survey and that information shall be used to modify the utility location data provided by the utility company. Each utility company shall be contacted to locate their utilities with paint marks, these paint marks shall also be included in the topographic surveys and used to correct and adjust the original information provided by the utility company.
    13. Any other miscellaneous structures such as fences, visible rock formations, landscaping, etc. that may be considered an obstruction. Mapping shall include all angle points of existing structures;
    14. The Consultant shall gather information concerning the locations and extents of all property ownership, easements and right-of-ways. All properties, easements and right-of-ways adjacent to the survey site shall be located and referenced to the corresponding legal document;
    15. Contours shall be constructed using polyline or multi vertices line elements;
    16. Contours and spot elevations shall be placed at their actual “Z” values. No topographic data will be placed with a Z value of 0;

**Geotechnical Survey** (Laboratory should be accredited by all local Authorities)

The consultant shall perform the required geotechnical investigations of the site in accordance with the Israeli code, and the report should include but is not limited to:

1. Geotechnical Tests: The consultant is required to perform, but not limited to, the following tests:
2. Boreholes

|  |  |  |
| --- | --- | --- |
| **Number of Boreholes** | **Depth of Boreholes** | **Borehole Diameter** |
| 10 | 15 meters | 76 mm |
| 4 | 22 meters | 76 mm |

1. Cores: A total of 6 meter core samples shall be obtained from each borehole from the level of the foundation
2. Geophysical and chemical tests:

|  |  |
| --- | --- |
| **Test Type** | **Number of tests** |
| **Geophysical Test** | |
| Soil Resistivity | 100 Lines |
| Seismograph | 15 Lines |
| **Chemical Tests** | |
| pH content | 1 per borehole |
| Sulphate Content | 1 per borehole |
| Chloride content | 1 per borehole |

1. Any other task deemed necessary to complete this service in accordance with the relevant applicable Codes and Standards.
2. Seismic Investigations

As per UBC 1997 locally used seismic design criteria and considering 10% chance of occurrence in 50 years seismic event, depending on soil tests’ results and local experience, investigate for the following:

* 1. Seismic Zone Factor, Z
  2. Soil Profile Type such as Sc or Sd
  3. Near Source Factor, Na only if in Zone 4

1. 4.Near Source Factor, Nv only if in Zone 4
   1. Estimated Peak Ground Acceleration
   2. Response spectra for critical damping of 0.5 and 5 percent on a plot relating period, velocity, displacement, and acceleration. The period scale shall extend to 10 seconds.
   3. Potential for slope instability and recommendations for mitigation.
   4. Potential for liquification and recommendations for mitigation.
   5. Potential for settlement and recommendations for mitigation.
   6. Potential for onsite surface displacement due to faulting or lateral spreading, and recommendations for mitigation.
   7. The increase in lateral soil pressure due to seismic forces.
   8. The increase in lateral soil pressure due to liquification (if applicable).
   9. Potential for onsite surface rupture.
   10. Potential for damage to pipelines and features connected to structures.
   11. History of seismic events and locations of faults in the area.
2. Site Preparation
3. Methods, equipment, and levels of excavations.
4. Fill and backfill materials, compaction and methods of placement.
5. Preparation of excavated surfaces for placement of foundations.
6. Depth of aggregate base/drain rock to be placed over subgrade.
7. Temporary excavation slope during construction.
8. Permanent fill and cut slopes and drainage recommendations for the slopes.
9. Feasibility of dewatering the site for construction. (Note: Since dewatering is the Contractor’s responsibility, the study should confirm feasibility, but not recommend any single dewatering method.)
10. Design Recommendations for Structures-Should be in accordance with local Israeli Codes.
11. Active lateral soil pressures on cantilever walls, above and below the ground water surfaces.
12. At-rest lateral soil pressures on walls prevented from deflecting (non-yielding), above and below the ground water surface.
13. Effects of surcharge load on lateral soil pressures on walls due to adjacent foundations and traffic (H20 wheel loading, or largest expected truck wheel loading).
14. Passive soil pressures resisting lateral forces. Provide ultimate value or allowable (working) value with assumed safety factor.
15. Friction values between native soil and sub base and footings. Provide ultimate values or allowable (working) value with assumed safety factor.
16. Design bearing pressures under foundations for DL+LL and DL+LL+seismic/wind conditions, with corresponding anticipated settlements. Include permissible increases in bearing pressure with depth and with size of footing.
17. Unit weight of compacted backfill (for native soil and imported fill, if applicable).
18. Coefficient of sub-grade reaction for mat foundations.
19. Increase in lateral soil pressure due to seismic forces.
20. General foundation recommendations:
21. Minimum plan dimensions for spread footings.
22. Depth of embedment below finished grade.
23. Special conditions such as change in soil conditions across a structure, large differences in foundation elevations (need for stepped footings), etc.
24. Alternate foundation systems - Piles and Piers:
25. Recommendation on the necessity of piles or piers versus standard foundation.
26. Design bearing and lateral capacity values for pile and pier capacities including adjustment for down drag.
27. Recommended pile tip elevations for piles, and embedment into bedrock for piers.
28. Specifications for design and construction of piles and/or piers.
29. Foundation treatment recommendations for soft or liquefiable soils.
30. Drainage requirements for buried wall surfaces and beneath buried structures.
    1. **Services B**: **Obtaining the building permits from the Municipality Shu’fat School**.
31. The consultant should fulfil all the requirements of Jerusalem Municipality/local authorities and should provide all engineers and experts needed to get the approvals of the different involved departments of the licensing Authorities in Jerusalem, including Department of Public Institutions/schools.
32. The consultant should document all approvals and report all the steps to UNDP.

## **Services C: Detailed Designs and Tender Documents for Shu’fat School**

The Consultant shall carry out the following services and produce deliverables in accordance with the Municipality rules and regulations (areas of classrooms, laboratories, libraries and playgrounds). The Construction/Tender Documents shall consist of:

* Drawings: Complete detailed construction drawings of all works in sufficient detail for tendering, contractual and construction purposes.
* Specifications: Comprehensive and up to date, in accordance with current best practices, general and particular technical Specifications for all works based on internationally accepted standards.

The documents, the Drawings and Specifications, shall be of sufficient detail to enable construction to proceed without need for on-site instructions as to material selection, construction assembly, layout or location of any element or feature.

The Consultant shall carry out the following services and produce deliverables in accordance with, but not limited to, the following:

**Landscape**

1. Site plan(s) that show building locations, internal roads and passages, students yards, playgrounds, green areas, external parking lots, boundary walls, main entrances of the lot, layout of infrastructure utilities, security systems, water harvesting reservoir, grey water treatment facility and any other drawings deemed necessary, and as otherwise determined by the Technical Committee as necessary.
2. Site grading plan(s)
3. Planting Plans complete with planting locations and species designations and numbers of plants.
4. Construction details of all landscaped and hard surfaced areas, walkways, fencing or similar site features, ornamental features, seating areas, site furnishings, flagpoles, lighting standards, exterior signage, playgrounds etc.
5. Parking lot and security feature construction details.
6. Specifications under appropriate Sections of the above referenced specification format.
7. Playgrounds should comply with Jerusalem Municipality rules and regulations.

**Architectural**

1. Floor Plans at every level, above and below grade, including service levels, and roof areas, fully furnished, all classrooms, all walls, partitions, doors, washrooms, student circulation and required service spaces, etc.
2. Plans indicating life safety concept including location and extent of fire separations, extent and location of fireproofing, compartments, exits, total occupant loads within each compartment or suite, occupant loads at each exit, etc.
3. Legend indicating all symbols and abbreviations with corresponding definitions.
4. Plans of every level including roof(s) showing all built elements, including partition, wall and ceiling assemblies, roofing configuration, fully dimensioned, at appropriate scales to detail the full construction requirements of each and every space, and to incorporate all architectural, structural, mechanical, electrical, and other system requirements such as recesses for fixtures and accessories, fire hose cabinets, duct/piping risers, enclosures or cladding of structural elements, conduit risers, recesses for electrical panels, etc.
5. Reflected Ceiling Plans of every level showing ceiling materials and layout, complete with dimensioned layout of all ceiling mounted systems such as lighting fixtures, HVAC diffusers and registers, sprinkler heads, fire detection devices, illuminated emergency exit signage, public address speakers, etc.
6. Elevations of all building faces complete with designations and extent of every material, fully dimensioned, and with all finished floor top and underside of structure datum lines, etc.
7. Building Sections, Wall Sections and Section Details both overall and through exterior and key interior walls fully defining the construction requirements and detailing of all building elements and components of the materials and of the thermal, air and vapour barrier building envelope system, etc., at scales appropriate to the details shown, generally at 1:10 and 1:5.
8. Plan Details both overall and through exterior and key interior walls fully defining the construction requirements and detailing of all building elements and components, etc., at scales appropriate to the details shown, generally at 1:10 and 1:5.
9. Interior Elevations of various rooms and floor areas, such as libraries, laboratories lobbies, students and teachers’ washrooms, canteens, kitchenettes and coffee counters, and generally any area with built-in millwork, complete with material designations, dimensions and construction details, generally at 1:100 and 1:50 as appropriate.
10. Room Finish Schedule listing every room by Room Number reference, including finishes for floor, base, dadoes, all walls, ceilings, etc., with typical details of finish assemblies such as various applied floor finishes, floor transitions between different finishes, stair finishes, floor wall finish and wall base details, etc. All finishes labelled by type or reference corresponding to Specification designations.
11. Door Schedule listing every door by Door Number reference, including door size, type, frame type, fire rating (if any), glazing (if any), glazing type, hardware set reference to Door Hardware Schedule contained in the Specifications, etc., including details of all door types, frame types, and opening details.
12. Furniture schedule listing the fixed and movable furniture elements for each room in all levels. Including sections and details for the furniture. All furniture labelled by type or reference corresponding to Specification designations. The required furniture should comply with the requirements of the Ministry of Education.
13. Additional drawings as required to fully detail all aspects of the Works, including for example, floor finish pattern detail layout drawings, ceiling finish pattern detail layout drawings, built-in millwork and cabinetry and wall/ceiling wood panelling details, signage details of signage types, locations and messaging, both interior and exterior, etc.
14. Specifications under appropriate Sections of Divisions 1 through 14 of the above referenced specification format.

**Structural**

1. Typical construction details for typical building elements such as footings or pilings, pile caps, grade beams, foundation walls, retaining walls, sump pits, etc.
2. Legend indicating all symbols and abbreviations with corresponding definitions.
3. Structural framing plans of every level, including columns, slabs, slab edge, reinforcing, openings and their framing, etc., indicating all assumed static and dynamic loads and stresses, including seismic design vectors/forces, etc.
4. Schedules for columns, footings and walls.
5. Sections and Details of various atypical conditions, such as at slab edges, support for various architectural elements such as curtain walls, windows, roof overhangs, parapets, etc.
6. Other drawings and details as required to fully define the Works and to fully detail the construction of all structural conditions, fully coordinated with the architectural building envelope and interior fit-out.
7. Specifications under appropriate Sections of the above referenced specification format.

**Mechanical**

1. Legend indicating all symbols and abbreviations with corresponding definitions.
2. Typical details for construction and assembly of various components, such as ductwork, ductwork fire damper assemblies, ductwork turning vane assembly, duct jointing, duct silencers, penetration fire stopping, etc.
3. Plumbing and Drainage Plans of every level showing all fixtures, labelled by type corresponding to specification designations, all domestic cold/hot water piping, sanitary and storm drainage, including all floor drains, roof drains, sub-surface piping, sizes and slopes, to within 1.5m outside of the foundation walls at connections to site services, etc.
4. Fire Suppression System Plans of every level showing all sprinkler and stand pipe piping, sizes and distribution to all fire hose cabinets, sprinkler heads, identifying head types labelled by reference to corresponding specification designation, sprinkler valve assemblies including schematic of supervisory and flow valves, and system zoning, Siamese connection details, etc.
5. HVAC Plans of every level indicating all system components and their layouts such as equipment (boilers, air handlers, cooling towers/chillers, pumps, motor control centers, etc.), ductwork runs and distribution drawn to scale, sized, with air capacities indicated at each diffuser, grille; convectors, heaters, thermostats, CO2 and other control or sensor locations, etc.
6. Schedules for all air handling units, return air fans, exhaust fans, pumps, heaters, grilles and diffusers, etc., including all pertinent information as to motor types, sizes, power configurations, materials, sizes, dimensions, loads, etc.
7. Specifications under appropriate Sections of the above referenced specification format

**Electrical**

1. Legend indicating all symbols and abbreviations with corresponding definitions.
2. Typical details for construction and assembly of various components, such as penetration fires topping, electrical primary and secondary service details and configurations, transformer pads or slabs, underground duct banks, etc.
3. Site Plan indicating primary incoming service and transformer configuration and details; all exterior and site lighting poles and fixtures, lighting bollards, building mounted lighting fixtures, outdoor power receptacles, power to motorized gates or parking entry control devices, etc.
4. Lighting Plans of every level indicating every lighting fixture by type (labelled by type corresponding to specification designations), emergency illuminated exit signage fixtures, location of all switching or lighting control equipment devices with every fixture assigned to numbered circuit.
5. Power and System Plans of every level indicating every power receptacle, every receptacle assigned to numbered circuit, every voice and data outlet numbered, every fire alarm device including detection devices and pull stations, location of every lighting and power distribution panel, fire alarm control panel(s), annunciator(s), etc.
6. Detail Plans of every electrical and every telecommunication room indicating all equipment to be installed in each room, labelled by references corresponding to specification designations.
7. Block schematics and riser diagrams for all electrical systems.
8. Fixture schedules labelled by type corresponding to specification designations.
9. Electrical panel schedules identifying every lighting and power panel, every breaker, circuit number, etc.
10. Specifications under appropriate Sections of the above referenced specification format.

**Other Systems**

1. Legend indicating all symbols and abbreviations with corresponding definitions.
2. Site Plan indicating location of all exterior security devices such as CCTV surveillance and assessment system cameras, numbered, camera types, intercom stations, exterior alarm initiating devices, etc.
3. Plans of every floor indicating location of all security devices; CCTV cameras, intercom stations, access control devices (card readers, scanners, scramble pads and the like), alarm initiating devices, etc.
4. Plans of every floor indicating location of all audio-visual equipment and layouts, including detail plans or elevations as required to fully detail the installation requirements for all equipment and cabling.
5. Detail plans of control room(s) showing all equipment and layouts, etc.
6. Detail plans of audio-visual equipment room(s) showing all equipment and layouts, etc.
7. Block schematics and riser diagrams for all systems.
8. Specifications under appropriate Sections of Divisions 13 and/or 16 of the above referenced specification format.

**Cost Estimates**

1. Bills of Quantities with Method of Measurement: The Bills of Quantities shall be detailed with accurate quantities. The Bills of Quantities shall include collection pages and grand summary sheets.
2. Preparation of Cost Estimates for the Works in total.
   1. **Services D: Site supervision**

The site supervision services are intended for ascertaining compliance of the construction with the Construction/Tender Documents, the Drawings and Specifications, and with the project schedule; and for the occasional resolution of an unforeseen site condition. The quality level, and completeness, of the tendered construction documents is expected to be such that only occasional clarification may be required, or to implement changes to the project to suit specific unforeseen site conditions. The supervision activities and services are to include, but not be limited to, the following:

1. On-site technical representation by the Consultant for the duration of the construction of the school to follow up all the requirements of Jerusalem Municipality and to get the approvals for TOFAS 1,2 and 4.
2. Attendance at bi-weekly (at a minimum) project meetings attended by UNDP, the Architect, and by Engineers and other Specialists.
3. Issuance of directions or clarifications, in writing (through UNDP), as required to resolve design related issues as they may arise. All such directions shall be appended to each Monthly Report.
4. The consultant shall ensure accurate as built drawings are maintained throughout the course of the work, and the Consultant shall incorporate all of the “as built” records into a final record set of drawings and specifications that accurately document the actual, as built project.
5. **Outputs**

All deliverables shall be submitted in print as well as in soft digital form. The Consultant shall submit the following deliverables for comments and approval by UNDP:

1. Authorities approval (TABA) for changing the land use of Shu’fat land from residence to public school buildings as per service A.
2. **Topographic and Geotechnical Reports** in 16 copies. The contents shall be based on the deliverables outlined under service A above
3. Building permit approval for Shu’fat school outlined under service B above
4. **Landscape Documents for the school** shall be delivered in 16 copies. The contents shall be based on the deliverables outlined under services C, above.
5. **Architectural and Structural Documents** shall be delivered in 16 copies, with soft 3D model for the school. Deliverables are outlined under C, above.
6. **Mechanical and Electrical Documents** shall be delivered in 16 copies. Deliverables are outlined under services C, above.
7. **Other Systems Documents** shall be delivered in 16 copies. Deliverables are outlined under services C, above.
8. The Consultant shall submit to the Client all reports, documents and drawings (soft and hard) in the underneath mentioned formats and shall record them on 5 copies of computer media using software and formats to be specified by the Client.
9. The Report and Documents (Drawings, Specifications and supporting reports in each case) shall be submitted progressively in the programmed sequence as set out below.
10. The Documents submitted for approval must be stamped "For Approval". Following the approval of the submission all drawings and documents must be stamped "Approved".

|  |  |  |  |
| --- | --- | --- | --- |
| **Description of the Documents** | **Document Format** | **No. Copies** | **Weeks** |
| **Service A** |  |  |  |
| Changing of land use Municipality approval documents for Shu’fat Land (TABA, Town planning and Zonning) |  | 1 | 48 |
| Topographic Survey | A4, A0 | 16 | 2 |
| Geotechnical Survey | A4 | 16 | 3 |
| **Service B** |  |  |  |
| Approved Building permit documents for Shu’fat School |  | 1 | 40 |
| **Service C** |  |  |  |
| Landscape Documents | A0 | 16 | 8 |
| Architectural Documents | A4, A0 | 16 | 12 |
| Structural Documents | A4, A0 | 16 | 12 |
| Mechanical Documents | A4, A0 | 16 | 8 |
| Electrical Documents | A4, A0 | 16 | 8 |
| Other Systems Documents | A4, A0 | 16 | 4 |
| BOQs and Cost Estimate | A4 | 16 | 4 |
| Soft 3D model/ rendering for the school |  |  | 8 |
| **Service D** |  |  |  |
| TOFES 1,2 and 4 |  | 1 | 48 |
| Monthly Technical Reports During Construction | A4 | 5 | 4 |

1. **Human Resources**
2. The Consultant shall be responsible for performing all the duties and responsibilities mentioned in the above tasks under Scope of Work and as are defined and required in the pertinent sections of the Terms of Reference.
3. The Consultant shall provide, for the duration of the entire assignment activities, all experts technical advice and skills, which are normally required for the entire consultancy services in which they will be engaged under the assignment.
4. The Consultant shall provide only one Curriculum Vitae CV for each position. All staff must be approved by UNDP. It is the right of UNDP to withdraw, at any time, any approval for such staff if found to be unsuitable or otherwise not desirable, in which case the person or persons in question shall be replaced by others approved by the UNDP.
5. The Consultant’s minimum staff required for carrying out the assignment is included in the personnel table. The Consulting firm should review the assignment and determine what personnel are needed to complete the Works within the required time frame. It is to be noted that any staff member, other than those mentioned below, found to be needed for the assignment are to be included in the cost of the proposal.
6. Each member of staff shall be appointed for a period determined by the requirements of the assignment and as approved by the UNDP. The UNDP reserves the right to require the Consulting firm, at any time, to change the formation of the staff to ensure the quality of the work.
7. To be able to perform the required duties during the entire assignment duration, the Consultant shall provide an independent local office. This office shall be fully equipped with telephone, fax, internet server, photocopiers, computers, printers, plotters, etc.
8. The minimum required experience of proposed staff is as indicated in the following personnel table below.
   1. **Human Resources Table- Design and Licensing services**

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Title/Role** | **Min. No. of Years** | **Specific Experience** |
| 1 | Project Manager | 10 | Architect or Civil Engineer managing similar projects, Accredited by local authorities and managed at least three similar projects with Jerusalem Municipality during the last three years. |
| 2 | Urban Planner | 10 | Architect or related discipline with urban planning expertise on similar projects. Accredited by local authorities practiced the changing of land use with Jerusalem Municipality for at least 3 projects during the last three years. |
| 3 | Architect | 10 | Experience in schools’ designs, accredited and designed at least 3 schools during the last three years. |
| 4 | Civil Engineer | 10 | Structural Engineer, Seismic and shelter design, site/servicing development, accredited by Jerusalem Municipally. Designed and supervised at least 3 similar projects in size and cost during the last three years |
| 5 | Certified Surveyor | 10 | Experience in topographic surveying and local laws regarding lands, accredited by Jerusalem Municipality. |
| 6 | Electrical Engineer | 10 | Experience in similar projects accredited by Jerusalem District Electricity Company |
| 7 | Mechanical Engineer | 10 | Experience in similar projects |
| 8 | Safety Engineer | 10 | Experience in similar projects and accredited by Jerusalem Municipality |
| 9 | Disabilities expert | 10 | Architect experienced in providing facilities and solutions for disabled persons. Accredited by authorities. |
| 10 | Landscape Architect | 10 | Experience in schools’ playgrounds and students’ yards, familiar with Jerusalem Municipality rules and regulations. |
| 11 | Traffic Engineer | 10 | Experience in roads and intersections. Accredited by Jerusalem Municipality. Experienced in at least three roads projects with Jerusalem Municipality during the last three years. |
| 12 | Any other needed consultants |  | Acoustics, geologists, IT Technologists, draftspersons, clerks, etc. |

UNDP reserves the right to interview any or all the proposed consulting design team. **Any changes in the proposed key personnel shall require prior written approval of UNDP.**

The above proposed consultant team is the minimum required team to perform the task; any additional experts needed for the project during the design and supervision period is the responsibility of the consultant with no additional cost.

* 1. **Human Resources Table- Site Supervision**

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Title/Role** | **Min. No. of Years** | **Specific Experience** |
| 1 | Full time Resident site engineer | 10 | Civil Engineer, licensed to manage projects by local authorities in accordance with local building law |
| 2 | Part Time Electrical Engineer | 10 | Experience in similar projects accredited by Jerusalem District Electricity Company |
| 3 | Part time Mechanical Engineer | 10 | Experience in similar projects |
| 4 | Office support during the implementation period |  |  |

1. **Services and facilities provided by the UNDP**

The UNDP will only provide and facilitate to the Consultant the following:

* Reports, files and documents relevant to the assignment and as available;
* Access to all sites relevant to the assignment;
* Assistance with coordination with stakeholders.

1. **Overall Project Management**

The overall management and execution of the project will be undertaken by UNDP (Client), through its Project Management Team. UNDP will utilize its expertise in various fields: engineers, technical advisors, project staff, procurement specialists, etc. to ensure optimal review and implementation of the project design and various components.

1. **Periods for Approval by the UNDP**

UNDP will make comments on and/or give approvals, subject to incorporation of any comments, for submittals within 14days from receiving them, and within 30 days for the final submittal of each deliverable. It is understood that time is of the essence for all parties involved.

1. **Property of Documents**
2. All reports, plans, drawings, documents, data, etc. prepared or submitted by the Consulting firm about this TOR shall be and shall remain the full property of the Client.
3. While in the custody of the Consulting firm, the said documents shall be fully safe-guarded and treated as confidential and shall not be copied or their contents divulged to any third party without the written approval of the UNDP.
4. The final reports, drawings, specifications and all related documents shall follow international standards and will be a property of the UNDP, and will be handed over to the stakeholders.
5. **Payment Terms**

UNDP shall effect payments to the winning contractor upon achievement of the corresponding milestones:

|  |  |
| --- | --- |
| Service A: TABA, Town planning, Zoning and District Committee for Converting Shu’fat land from residential land to public use for private school buildings. Changing land Use, Topography and Geotechnical Survey  Service B: Building Permit  Service C: Tender Documents | |
| Milestones/List of Deliverables | Delivery Dates |
| 20% Advance for Services A + C  upon Signature of this Contract by both parties | Upon signing this contract |
| 20% for service A upon providing official progress | 24 Weeks from date of signing this contract |
| 60% for service A, upon successful approval from local authorities  20% for service B | 48 Weeks from date of signing this contract |
| 80% for service B, upon securing official approval from local authorities  20% for service C, upon approval of 20% Detailed Design | 88 Weeks from date of signing this contract |
| 30% for service C, upon approval of 50% Detailed Design | 94 Weeks from date of signing this contract |
| 30% for service C, upon approval of 100% Detailed Design | 100 Weeks from date of signing this contract |

|  |  |
| --- | --- |
| Service D: Supervision of Shu’fat School for a period of 18 months including TOFES 1, 2 and 4 and all other required services to secure the approval for using the school | |
| Milestones/List of Deliverables | Delivery Dates |
| (3) months supervision fee | after (3) months from the start of construction |
| (3) months supervision fee | after (6) months from the start of construction |
| (3) months supervision fee | after (9) months from the start of construction |
| (3) months supervision fee | after (12) months from the start of construction |
| (3) months supervision fee | after (15) months from the start of construction |
| (3) months supervision fee | after (18) months from the start of construction |

1. **Price Schedule**

The Consultant is required to prepare the Price Schedule, and include it with the RFP response in a separate envelope from the rest of the RFP response

* All prices/rates quoted must be Exclusive of all taxes, since the UNDP is exempt from taxes
* All prices shall be a lump sum on the maximum area of the school building permitted by the authorities.

The Price Schedule must provide a detailed cost breakdown. Provide separate figures for each category, as follows:

|  |  |  |
| --- | --- | --- |
| **Service Number** | **Description** | Cost (US$) |
| Service A | TABA, Town planning, Zoning and District Committee for Converting Shu’fat land from residential land to public use for private school buildings. Changing land Use, Topography and Geotechnical Surveys |  |
| Service B | Building Permit |  |
| Service C | Tender Documents |  |
| Service D | Supervision of Shu’fat School for a period of 18 months, including TOFES 1, TOFES 2 and TOFES 4, and all other required services to secure the approval for using the school |  |
|  | **TOTAL** |  |