

## SUPPLEMENTARY INFORMATION FOR THE CALL FOR TENDERS PROJECT MANAGEMENT SERVICES FOR RENOVATION OF THE UPU HEADQUARTERS

1. Kindly provide us with any additional available documents to assess your requirements, specifically:
  - Description of the present premises, including architectural description and drawings, MEP systems descriptions and schemes.
  - Description of activities already carried out by UPU in preparation for the project, such as feasibility studies, concept design, preliminary design etc., providing information on the authors and the relevant documents describing the envisaged refurbishing (facade, civil works, structural works, MEP works...)
  - Tentative project schedule, including any preconstruction activities (e.g. consultant selection, stages of design, tender periods) and construction activities.
  - Tentative overall project budget and budget for required services
  - Information on required relocation of services and personnel and relevant identified solutions, if any, or services required in connection
  - Any other relevant information

### Basic information about the existing building:

The Universal Postal Union (UPU) building was designed by architects Daxelhofer and Andres in 1968, the composition of clear and simple cubes being a hallmark of 1960s architecture. Owing to its simplicity and clarity, the building has stood the test of time both urbanistically and architecturally. The UPU uses most of the office space and conference halls for itself, although several commercial tenants rent space in the building. Building regulations: Service zone D, development in accordance with the building line plan, with associated special building regulations from 1968. The building is not included in the City of Berne building inventory.

The key original drawings are in the annex section

please see the documents section on the website : Annexes

The preliminary activities conducted so far were as follows:

- a. Created the Project Board
- b. Created an in-house "user wish list" to the future building

The Project Manager to take it from there and create the structure and the schedule of the project

A tentative project schedule to be devised by the Project Manager.

A tentative project budget to be determined on the basis of the concept design, suggested by the Project Manager and subsequent +-15% cost estimate, preparation of which will be a separate Call for Tender, assisted by the Project Manager.

Information on required relocation of services and personnel and relevant identified solutions to be proposed by the Project Manager as part of their assignment

Project management service function can be delivered either by an individual or by a team of experts. If the latter, it needs to be coordinated by a single focal point, responsible for consolidated exchange of information and work flow.

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- 2. Chapter 4.3 seems to indicate that UPU's intention is to hire a single professional to carry out the services, rather than a PM team covering different disciplines. Is this confirmed?
  - Project management service function can be delivered either by an individual or by a team of experts. If the latter, it needs to be coordinated by a single focal point, responsible for consolidated exchange of information and work flow.
- 3. Chapter 4.5 seems to indicate that the consultant's activities shall not extend to the period of construction, is this confirmed?
  - The Project Manager engagement will come to an end at the time point when the building becomes ready for occupation.
- 4. Kindly advise whether a visit to the premises is foreseen or possible during the tendering period.
  - Visit of the premises during the tendering period may be arranged, subject to demand from potential bidders. If so decided, it will be announced by a separate posting here
- 5. Kindly provide any templates available for provision of the technical and financial offer.
  - Templates for provision of offer are not envisaged. As long as the essential information specified in the Call for Tender is provided, the offer will be deemed to be valid.
- 6. Remuneration as the scope of services is very general and no project-specific information is available, we would like to know whether the following proposals are conceivable in order to improve the comparability of the offers:
  - Proposal 1: Specification of an hourly quota for the envisaged project duration of 4 years by UPU
  - Proposal 2: Specification of an hourly rate by the providers, on the basis of which the services to be specified with the UPU can then be calculated.
  - Proposal 3: Calculation of only the first phases ("order specification/strategic planning") based on experience from similar projects. The calculation of the further phases (from SIA 31 preliminary project) would then be based on the services still to be specified with the UPU.
  - The expected timeline of the project is: creation of concept (1 year), project costing to +-15% (1 year) project plan and execution (2 years). The role of the Project Manager is to create the Concept and coordinate costing and execution (those will be tendered separately)
- 7. We would be pleased to present our offer and the designated key persons to you personally. Is a presentation of the offer planned, and if so, when is it scheduled for?
  - Personal presentation of the team is not envisaged at this stage
- 8. Can you send us the proposed project organization chart?

- Project will be governed by the Project Board, which includes all key stakeholders. The Project Manager will have an associated position on the Board and will report to the Project Director
- 9. Pls advise whether the building renovation is intended to be carried out with the building occupied by UPU staff and tenants or after relocation of the present occupants to other premises.
  - Staff positioning during renovation will be decided upon the strategic plan proposed by the Project Manager
- 10. Also, pls advise whether the Project Manager will be required to assist the UPU organization for moving and relocation of staff and equipment within the complex and/or to external premises.
  - Consequently, the Project Manager will be required to assist the UPU organization for moving and relocation of staff and equipment within the complex and/or to external premises

11. Quantities:

The UPU's real estate management must have the most important data we would like to request:

Building volume in m<sup>3</sup>, heated and unheated, garage etc.

Usable floor space and all other floor space data available to the administration.

- Refer to published earlier responses to other vendors.
- 12. Existing room program, construction and performance description of the existing building, description of the existing MEP systems.
 

The question about these documents was asked, but not answered with the delivery of documents.

Does the bidder have to assume that these documents are missing or that the UPU is unable or unwilling to provide them?

  - Current configuration is of no relevance for the first and foremost assignment for the PM will be to come up with an entirely new Concept of the future building.

13. Work carried out to date by the UPU:

a. Created the Project Board

b. Created an in-house "user wish list" to the future building

The following preliminary work has not yet been carried out and the bidder is expected to take this into account:

Inventory

Analysis of contaminated sites

Analysis of energy and sustainability: actual - future potential

Feasibility study

Concept design

Preliminary design or None of the services of the phases according to sia 102/2020,

1. strategic planning,

2. preliminary studies.

We ask for confirmation.

- Only what explicitly specified in the call for tender was carried out to date
14. Investment activities:  
A list of all investment activities in building maintenance and renovation since the new building was constructed.
- No such list exists in the records
15. Overall project budget:  
The Project Board has set the timeframe with an extension option under point 3.7 as follows  
Start 29.04.2024 - End 28.04.2028, i.e. 4 years or 48 months. Accordingly, the UPU must have set a framework for the overall project budget. Please let us know.
- The project budget will base on the +-15% cost estimate, delivery of which will be supervised by the PM and which will base on the developed by the PM Concept of the future building.  
Bidders to approach their pricing from the presumption that it will be a full-time engagement including Concept creation, supervision of +-15% costing and following up supervision of the engineering stage (from mobilization of contractors to turn key stage).
16. user wish list:  
We request that this list be made public.
- The briefing on review and verification of the wish list to be performed to the selected bidder
17. How will the UPU project team be structured, e.g. project lead, design manager, cost manager, etc.?
- Manager to advise using his/her expertise
18. Would it be possible to arrange a site visit prior to submitting the proposal to get a better idea of the scale and scope of the work?
- Yes, the date will be communicated separately
19. Is a presentation/pitch of the technical proposal planned, either live or via video conference?
- No promotional meeting envisaged at this point
20. With reference to item 2.4 *Background*, please indicate approximately how many people currently occupy the buildings that are to be renovated (factoring in all personnel who would be affected by the renovation work, such as UPU staff, embassies and UNHCR personnel, other commercial tenants).
- Current occupancy falls into the 250 persons range
21. With reference to item 2.13 *Signature*, please indicate if there is a policy (electronic, handwritten/wet signature).
- Wet signature for all essential documentation
22. With reference to item 2.17 *Evaluation procedure*, please indicate the weighting of the criteria listed.
- This is internal technical information
23. With reference to item 3.3 *Bidder Information*, please clarify what is meant by the term "payment details". E.g. payment schedule or precise payment account details, etc.?

- Schedule and bank details
24. With reference to item 3.8 *General Terms and Conditions*, we understand that, in addition to accepting the General Terms and Conditions set out in item 2 of the RFP document, bidders are also required to attach a separate declaration of acceptance of the UPU General Terms and Conditions for the Provision of Services. Please confirm that the version of August 2019 available on your website is the correct one.
- Yes
25. With reference to items 3.6 *Pricing structure* and 4.1 *Description of Services*, what is the scale of the intended renovation, e.g. should it only include changes to the layout or should it also include refurbishment/upgrading of the MEP systems, the façade, the roof, the underground car park and technical rooms, etc.? Are technical reports available to certify the functional status of MEP systems?
- The Project Manager to propose a Concept of the future building suitable to the brief. Upon the outcome the Project Manager to advise on the scope of engineering works.
26. This is crucial information for the tender calculation. An "all-inclusive" monthly fee can only be calculated once the size and scope of the project is known. Therefore, could you please (i) provide an overall budget for the refurbishment or (ii) detail the scope of the renovation or (iii) determine the manpower requirements on the Project Management side, e.g. number of hours per month / consulting days per month.
- The Project Manager to develop a Concept of the future building and then to lead supervision of Costing for funding application and later Execution stage. I.e. it is an equivalent of a full time job for the initial 4 years and subsequently for the remaining time until full completion of the building, so to be priced accordingly.
27. With reference to item 4.1 *Description of Services*:
- Is there a preferred tendering strategy, e.g. execution by a General Contractor (design & build) or by multiple contractors? This will have an impact on the project management effort during the tendering, design and construction phases, on which the PM manpower requirements depend.
    - The Project Manager to provide an expert advise on that
  - In terms of co-ordination with local authorities and host country representatives - are there any pre-established contacts or agreements that the Vendor should be aware of?
    - No
  - Is it plausible to assume that the personnel (question 4) could be relocated to a different available location as an interim solution during the renovation work?
    - The Project Manager to come up with a strategic advise on that
  - Please specify how point "*Execution of all tasks deemed necessary by the UPU concerning the project*" should be calculated within the monthly fee?
    - On the presumption that this is an equivalent of full time employment
28. With reference to item 4.2 *Bidder requirements* - how will the UPU define and measure the 'good performance' by the bidder, and are there specific performance metrics or KPIs that will be used?

- The Project Board will be the body to evaluate the quality of the service provided
29. With reference to item 4.5 *Location of the services*, what should the bidders assume in their calculation, e.g. travel once/twice a month, etc.? Bidders' proposals would be more comparable, if they were based on the same assumptions.
- The project engagement will be an equivalent of full time job with work hours corresponding to that
30. Would you be interested in having a Document Management Platform included in our bid or will the UPU provide one for the duration of the project?
- The PM to use their own document management platform which needs to be made shareable with UPU
31. We kindly ask you to take into account the standard terms and conditions of delivery and to include a standard limitation of liability for us, the amount of which is based on the potential liability risk in the specific case. Is it therefore possible to agree a liability provision under which liability for simple negligence is limited to the amount of foreseeable damage typical of the contract?
- The current 4 year term covers Concept creation, supervision of +-15 costing and beginning of acquisition of the contractors. It does not reach the engineering stage which is subject to liability clauses
32. Is it correct to assume that the result of the Vendor's work is not intended to be made available to third parties for the purpose of an economic decision?
- Yes, it is
33. Can the Vendor enter into agreements with third parties regarding the transfer and use of the work deliverables?
- The PM is solely responsible before UPU for the delivery of the project.
34. Can the Vendor assume that the records, documents or other materials provided to it do not infringe any copyright or other rights of third parties?
- Yes.
35. The Vendor shares a centralized IT infrastructure with the other members of its worldwide network of independent businesses. This includes network-wide IT systems which the Vendor uses **to comply with its professional rules** (in particular to avoid conflicts of interest and to ensure its independence), **to carry out quality controls** (e.g. reporting, quality reviews), **to increase efficiency and to map administrative and organizational processes** (e.g. accounting, uniform recording of services). Selected external service providers (DATEV, IT service providers including external data storage, Shared Services Centre) are used for operation and maintenance. Are we correct in assuming that information from the contracting authority can be entered into these systems and that this does not constitute a breach of confidentiality according to the tender documents?
- We are unfamiliar with this and will need consultations on it.
36. Could you tell us the weighting of the award criteria?
- The selection criteria and weightings are internal matter of the ordering party

37. Pls. advise whether “as built” drawings of the complex are available concerning architecture, structures, mechanical installations, electrical installations.

- “As built” drawings are available partially.

38. Pls advise whether any considerations have already been made by UPU with reference to the need to renovate or replace the facades of the complex.

- The facades have been renovated less than ten years ago.