



Open procedure

Provisions on the procurement procedure for planner services

0.1 Project title and project description

Project title: (b21012) New York, CG, RE - repair and spatial optimization / BCC 291

Project description:

The Swiss Consul General's Residence is located at a prime address on Park Avenue in New York, on the top floor of the 12-story Pre-War Apartment Building. The building was constructed in 1911. The facade facing Park Avenue is landmarked. The property was converted to a cooperative (co-op) in the 1940s.

A condition analysis of the residence demonstrated significant maintenance and indicated a need for repair. This total renovation is to be accompanied by a spatial optimization that will meet the current operational requirements of the Federal Department of Foreign Affairs (FDFA) and adequately represents Switzerland at this major location.

For the project planning and execution of this challenging task, we are looking for a planning team consisting of an architect/interior architect (in charge) and a lighting designer who is able to fulfill the task with the necessary competence.

0.2 Type of contract

Service.

Common procurement vocabulary (CPV):	71200000
Building cost classification number (BCC):	291

0.3 Type of procedure

Open procedure.

0.4 According to WTO/GATT agreement or treaty

Yes.

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1 Contracting authority

1.1 Official name and address of the contracting authority

Name: Federal Office for Buildings and Logistics FOBL
Project management - Constructions abroad
Address: Fellerstrasse 21
Postcode, city/town: 3003 Bern
Country: CH

1.2 Tenders are to be sent to the following address

Name: Federal Office for Buildings and Logistics FOBL
Attn.: Public Tenders
(b21012) New York, CG, RE - repair and spatial optimization / BCC 291
Address: Fellerstrasse 21 Email: beschaffung.wto@bbl.admin.ch
Postcode, city/town: 3003 Bern
Country: CH

1.3 Desired deadline for questions in writing

24.06.2021

Up to the deadline specified above, questions on this invitation to tender can be asked anonymously in the question forum for the tender (www.simap.ch). Any questions submitted after this deadline cannot be answered. Tenderers will be notified by email as soon as the answers have been posted on www.simap.ch.

Comments:

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1.4 Deadline for submitting tenders

Date: 16.07.2021

Submission conditions:

- The complete tender is to be submitted in **duplicate (one hard copy and one copy in unencrypted electronic format on a flash drive). The paper copy will be decisive for determining whether or not the deadline has been met or in the event of contradictory content.**
- If delivered in person to the FOBL's goods acceptance unit at Fellerstrasse 21, 3003 Bern (by the tenderer or a courier): the tender must be submitted no later than the above-mentioned submission deadline during the acceptance unit's opening hours (08:00-12:00 and 13:00-16:00) in order for a confirmation of receipt to be issued by the FOBL.
- When submitting by post: the date used to determine the timeliness of submission is the postmark date or trackable barcode issued by a Swiss post office or a state-recognised postal operator in another country (corporate postmarks are not accepted as official postmarks). In the case of dispatch using WebStamp franking, the burden of proof for timely submission lies with the tenderer.
- When submitting the tender to a Swiss diplomatic or consular mission abroad: tenderers based in another country may also submit their tender, before the above submission deadline and during opening hours, to a Swiss diplomatic or consular mission in their own country; confirmation of receipt will be issued by the mission. The tenderer must then email the confirmation of receipt from the respective mission to the contracting authority (email as specified in section 1.2) by the submission deadline.

The project name, BCC and category of planner must be indicated on the envelope.

In all cases, the tenderer must ensure that it receives proof that the tender was submitted on time. The tender, including all of the required evidence, will be included in the evaluation only if it has been submitted in full, signed and on time.



1.5 Date of tender opening

Date: 26.07.2021

The opening of tenders will not take place publicly.

2 Subject of procurement

2.1 Division into lots

A breakdown of the announced contract into various lots is

☒ not envisaged.

☐ planned as follows:

– Lot 1



2.2 Subject and scope of contract



2.2.1 Building Summary

The Swiss Consul General's residence at the prime address on Park Avenue in New York, is located on the top floor of the 12-story Pre-War Apartment Building (Co-op). The property was built in 1914 by architect James E. R. Carpenter. Architecture critic Carter Horsley describes Carpenter as "the city's leading architect of luxury apartment houses of his generation". Pre-War architecture in New York is characterized by an eclectic mix of styles. For example, the building is reminiscent of an Italian palazzo with a sandstone façade and alternating rectangular- and arcaded-style windows, but supplemented with Neo-Gothic, Greek Revival, and Beaux-Art style elements. What is remarkable is not necessarily the exterior appearance, but the fact that Each apartment occupies a single storey. This is a rarity in New York and guarantees exceptional privacy and space with tremendous open views and an abundance of natural light. In the 1940s, the property was converted into a co-op. In 1981, the building was landmarked and added to the Upper East Side Historic District register. Thus, any alteration to the street-facing façades are subject to landmarks (LPC) approval.

The very generously sized, light-flooded rooms are coherently arranged and adequately reflect the historical character of Park Avenue. This generosity allows for a very flexible use of the rooms, in which the user concept can be implemented without any problems and the requirements for representative purposes can be perfectly achieved. The residence thus forms an ideal working tool for the Swiss representation in New York. Against this background, but also from the point of view of historic preservation, this concept and uniqueness should be respected and floor plan optimizations should be oriented to it.

The basis for the work to be carried out is the condition analysis with the corresponding catalog of measures. These were recorded and described in the Scope of Work document and supplemented with photo documentation. All documents can be viewed (enclosure 7) and are to be understood as orientational and not conclusive.

The total refurbishment and optimization will focus on the following measures:

Windows	Replacement of all vertical sliding and casement windows Installation of interior blinds
Electrical	Replacement of entire electrical installation (incl. lighting concept), higher protection/performance for apartment, lighting concept
Plumbing	Complete replacement of all bathroom units incl. piping, appliances, built-in furniture, revision of layout.
A/C	Replacement of window/wall units with centralized system
Heating	Vent pipes, install thermostatic valves, revision, motorized valves in combination with new, central A/C
Floor/Floor Finishing	Replacement of all floor coverings (incl. new substructure/underlay)
Walls/Ceilings	wallpaper/paint
Built-ins	New shelves/dividers in all closets, new closet concept (esp. dressing room master bedroom).
Layout	Better separation between private and representative areas (corridor area). Reorganization storage (furniture, wine, etc.) Rearrangement/Redesign Master Bedroom (dressing room, bathroom) Redesign of bathrooms Integration new A/C central (central unit) Adaptations to corridor area (separation private/representative, optimization of storage space) New kitchenette (conversion of existing 'laundry room') New laundry room (conversion Staff-Room 2) Sliding door (instead of hinged door) as separation Dining/Living
Furnishing Concept	Furniture concept for the representative rooms/areas
Security	Implementation of security plan (security door Master-BR, scissor gate lift, new locking system)
Safety	Check/ensure functionality of escape doors/escape stairs, upgrade/retrofit smoke detectors (according to current codes), escape route markings/exit signs
Contaminated Materials	Disposal of any contaminated materials (insulation with asbestos is expected)

2.2.2 Budget

Based on the feasibility study, the project is assumed to have a construction cost of USD 4.88 million (excluding professional fees, incidental costs, fees, etc.).

2.2.3 Milestones

The realization for the government requires a somewhat longer instance path on the part of the building owner. In addition, the location in Manhattan as well as the form of ownership (Co-op) can have a decisive effect on the scheduling. The following milestones were assumed (informative):

11/01/2021	Award Design Team/PM
03/01/2022	Submission of preliminary design (project documentation incl. cost estimate +/-15%)
10/01/2022	Co-op approval
10/01/2022	Final design (project documentation incl. cost estimate +/-10%)
12/01/2022	Submission of a building application (DOB/LPC)
03/01/2023	DOB/LPC approval
04/01/2023	Tender general contractor
04/01/2024	Start construction
04/01/2026	Commissioning/move in (incl. reserve)

Will be optimized in the process of the project.

The draft of the overall schedule can be found in enclosure 3.

2.2.4 Project Team

The client plans to hire the following project team (with separate contracts):

- Client representative (architect based in Switzerland)
- Architect/Interior designer
- Project manager (local client representative)
- Cost consultant
- Mechanical-, Electrical- & Plumbing Consultants
- Structural/Civil engineer
- Expeditor
- Lawyer (advisory only if required)

2.2.5 Scope of Architect's Services

The Architect's expected scope of services shall be based on the American Institutes of Architects (AIA) designated contract document B132-2019. The following is expected:

- Basic Services gas per AIA B132-2019 Article 3 Scope of Architect's Basic Services.

Additionally, the following services should be included:

- Co-op: clarification/definition of requirements, preparation of necessary documents to obtain permits, coordination/communication with co-op's review architect/engineer.
- Landmark/Preservation (street-side facades): clarification/coordination with LPC, preparation of the necessary documents (incl. any presentations) to obtain a building permit.
- DOB: Clarifications/coordination with DOB, preparation of necessary documents (incl. presentations, if required) to obtain building permits.
- Codes: Clarification/Definition Requirements.
- Sustainability planning (focus on society, economy, environment).
- **'Waiver planning'** at the schematic design and design development phase is expected.
- Project close-out/Commissioning: revision plans (as-constructed record drawings), monitoring correction of defects removal.
- CAD: Project drawings according to CAFM guidelines.

- BIM: use appropriate to the phase is expected. The requirements of the client are as follows: 3D model, collision analysis, quantity takeoff for procurement and management, energy requirements determination. Basis is AIA E203-2013 (BIM and Digital Data Exhibit).
- Tendering of consultants and specialists: support PM in tendering/awarding of consultants and specialists.
- Implementation of any earthquake safety measures (according to information provided by the civil engineer).
- Schedule for planning services (Design Team).
- Lighting/Illumination concept.
- Furnishing concept for representative rooms.

2.3 Place of service provision or place of performance

640 Park Avenue, New York, NY 10065

2.4 Term of contract or framework agreement, performance timetable

Start: 01.11.2021 and end: 01.11.2026.

2.5 Options

- ☒ No.
☐ Yes. Description of options:

2.6 Are variants permitted?

No.

Comments:

2.7 Are partial tenders permitted?

No.

Comments:

3 Conditions

3.1 General conditions of participation

The Federal Act on Public Procurement (PPA; SR 172.056.1) and the accompanying ordinance (PPO; SR 172.056.11) as well as these provisions on the procurement procedure for planner services apply to this procurement procedure.

3.2 Deposit/security

None.

For any advance payments (see under 3.3), a corresponding bank guarantee is required.

3.3 Terms of payment

The contract document § 11 AIA B132-2019 serves as a reference.

In general, services rendered can be invoiced as a down payment.

The client shall deduct a 10 % guarantee retention on all payments until the contract has been entirely fulfilled.

The client shall settle payments due within 30 days.

Advance payments up to 20'000.- USD of the order volume are possible but not desired. Higher advance payments are possible but negotiable and to be secured with an appropriate bank guarantee. Advance payments are to be explicitly mentioned or shown by the bidder in the offer.

3.4 Costs to be included

Fully completed offer (form 7).

Additional costs: 1.5 % of the fee (includes all additional costs and travel expenses).

Insurances (are the responsibility of the bidder).

Fee is fixed price (no adjustment for inflation).

3.5 Bidding consortia

☐ Not permitted.

☒ Permitted.

Multiple bids by bidding consortium members belonging to more than one bidding consortium are not permitted.....

If the tenderer is taking part in the procedure as a bidding consortium, a partner must be designated as the lead (substitution, coordination). The tenderer must list all participants, together with their assigned roles.

3.6 Subcontractors

☐ Not permitted.

☒ Permitted.

Multiple bids by subcontractors are permitted.....

The characteristic service is to be provided by the tenderer and the participants must be listed, together with their assigned roles. Specialists (e.g. lighting planners, interior designers) can be called in for optimal service provision. These must be specifically listed and documented with appropriate references. In any case, the lead remains with the architect/interior designer.

3.7 Eligibility criteria

Evidence to be provided by the tenderer **when submitting the tender**:

EC 1 Specialist and technical capacity:

EC 1.1 Architect's/Interior Designer's reference:

Reference of the bidder (architect / interior designer) about the execution of a project comparable in complexity to the intended task (in particular with regard to conversion/renovation, preservation of historical monuments, co-op, representation) in the last approx. 10 years.

Please use **form 3** to provide the details.

EC 1.2 Light Designer's reference:

Reference of the light designer about the execution of a project comparable in complexity to the intended task (in particular with regard to conversion/renovation, preservation of historical monuments, co-op, representation) in the last approx. 10 years.

Please use **form 4** to provide the details.

The tenderer's references will be used to evaluate **award criterion AC 2**.

The contracting authority reserves the right to contact the reference people specified in **form 3** and **form 4**, in order to check the details of the references provided.

EC 1.3 Sufficient and suitable human resources:

The tenderer shall have sufficient and suitable human resources (at least 200 % (FTEs)) to execute the construction project on schedule.

Evidence is to be provided using **form 2**.

EC 2 Economic and financial capacity:

Tenderer Evidence to be provided by the tenderer following submission of the tender and prior to the award:

- Current extract from the commercial register or, in the cases of overseas tenderers, comparable and current official document from the foreign country (original or copy, no older than three months) when requested by the contracting authority).
- Current extract from the debt collection register (original or copy, no older than three months at the time of the request by the contracting authority). In the case of overseas tenderers, comparable and current official document from the foreign country.
- Valid proof of insurance or declaration of intent from the intended insurance company to provide professional indemnity insurance to the company or work group/bidding consortium upon contract conclusion.

The contracting authority reserves the right to request further supporting documentation following tender submission:

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3.8 Award criteria and required evidence

Criteria	Weighting in % (W)	Sub-criteria in %	Grade (G)	G x W = P max. points
AC 1 Price (excl. VAT)	40		1 - 5	200
AC 1.1 Proposed fee excl. VAT		40		
AC 2 Reference for bidder	35		0 - 5	175
AC 2.1 Reference Architect/Interior Designer		25		
AC 2.2 Reference Light Designer		10		
AC 3 Sustainability	10		0 – 5	50
AC 4 Presentation/Interview	15		0 - 5	75
Total	100 %			500

AC 1 Price (excl. VAT)	Total fee incl. any additional work and ancillary costs excl. VAT as established in the details in form 7 .
AC 2.1 Reference for bidder (Architect/Interior Designer)	Reference from the bidder (architect/interior architect) on the execution of a project comparable to the intended task (in particular with regard to conversion/renovation, preservation of historical monuments, co-op, representation) in the last approx. 10 years. Please use form 3 to provide the details. The architectural implementation of a renovation task in a comparable context or of comparable complexity will be evaluated based on the submitted documentation.
AC 2.2 Reference Light Designer	Reference from the bidder (architect/interior architect) on the execution of a project comparable to the intended task (in particular with regard to conversion/renovation, preservation of historical monuments, co-op, representation) in the last approx. 10 years. Please use form 4 to provide the details. The architectural implementation of a renovation task in a comparable context or of comparable complexity will be evaluated based on the submitted documentation.
AC 3 Sustainability	Sustainability: The bidder writes a statement on the handling of resources in relation to the contract to be performed, with special consideration of the topics of sustainability, material cycles, gray energy and handling of existing building fabric/substance. To be submitted as specified in form 8 .
AC 4 Presentation/Interview	Bidders who have a chance of being awarded the contract after reviewing the other criteria will be invited for an interview (at least three). Invitation will be issued by August 9, 2021. Appointments for interviews are August 16/17/18, 2021 Skype session or if the Covid situation allows, 8:30 a.m. or 1:30 p.m. at the Consulate General 633 Third Avenue, 29th/30th Floor, New York, NY 10017. The presentation should provide answers to the architectural approach to the task as well as the bidder's process and organization (as per Questionnaire Enclosure 5).

The tenderer must ensure that all referees listed for the fulfilment of the award criteria (or a representative with sufficient knowledge of the reference project) are available during normal office hours at the specified telephone numbers.

The contracting authority reserves the right to request further evidence following tender submission:

Evaluation of price

The price evaluation (AC 1.1/AC 1.2) is performed according to the following evaluation method:
The tender with the lowest valid price is awarded grade 5, the maximum grade. Tenders that deviate from the lowest tender by at least 100% are awarded a grade 1. For tenders in between this range, the grades (rounded to one decimal place) are awarded linearly.

Evaluation of quality criteria

Evaluation of references and sustainability criteria

Grades 5 to 1: based on average grade from referees (arithmetical mean of grades, rounded to a half-grade).

Grade Related to the fulfillment of the criteria (completeness and quality):

5	Very good fulfillment
4	Good fulfillment
3	Sufficient fulfillment
2	Insufficient fulfillment
1	Very poor fulfillment
0	Not assessable

Evaluation of Presentation/Interview

The awarding authority intends to invite the bidder to a presentation. The invitation will be issued after evaluation of the other award criteria for all bidders who still have a chance of being awarded the contract after examination of these other award criteria (but at least the three best-placed).

The presentation will be evaluated according to the following scale, which will be evaluated in steps of 0.5 points.

Grade Based on the fulfilment of the criteria (completeness and quality):

5	Very good
4	Good
3	Satisfactory
2	Unsatisfactory
1	Very poor
0	Not assessable

Award

For each criterion, the grades (G) are multiplied by the weightings (W). The tender with the highest number of points overall (P) is awarded the contract. In the event of tenderers receiving an equal number of points, the lower-priced tender will be ranked ahead of the higher-priced tender.

3.9 Conditions for receiving tender documentation

None.

3.10 Languages

Language of tenders

☒ English ☒ German ☐ French ☐ Italian ☐

Language of the procedure

☒ English ☒ German ☐ French ☐ Italian ☐

Language of the tender documentation:

☒ English ☒ German ☐ French ☐ Italian ☐

Comments:

The tender documents are available in German and English. In the event of contradictions between the versions, the German version shall prevail.

3.11 Validity of tenders

6 months after the deadline for submission of tenders.

3.12 Source for obtaining tender documentation

www.simap.ch.

Further information on obtaining tender documentation:

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3.13 Dialogue to take place?

No.

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4 Additional information

4.1 Prerequisites for countries not party to the WTO Agreement

None.

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4.2 Terms and conditions

In accordance with the General Conditions of Contract AIA:

- B132-2019 (Standard Form of Agreement Between Owner and Architect)
- A232-2019 (General Conditions of the Contract for Construction).

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4.3 Official site visit

☒ An official site visit is not envisaged.

☐ An official site visit will take place on

Additional information:

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4.4 Fundamental requirements

According to Art. 12 of the PPA. The relevant self-declaration in **form 1 (tender form) of the annex must be signed** and submitted.

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4.5 Already involved tenderers permitted to take part in the procedure

The architectural office of CH Create, 315 W 39th ST, New York, NY 10018 was used as local consultant in the preparation of the 2020 Feasibility Study.

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4.6 Other information

1. There is no compensation for the preparation and submission of tenders.

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2. The procedure is subject to the procurement maturity of the project and the availability of credit.

3. Type of fee:

Fee as a fixed price, in accordance with § 11 of the intended contract document for planner services AIA B132-2019. Details concerning the fee are to be given in **form 7**.

Project design and corresponding fees are authorized in phases

4. No adjustment of fees due to inflation.

5. **The** contracting authority and the tenderer must keep confidential all information which is not generally known or in the public domain.

6. The awarding office reserves the right to perform a plausibility check on the bids submitted by the tenderer.

4.7 Official publication

www.simap.ch

4.8 Statement of rights of redress

In accordance with Article 53 et seq. of the PPA, a written appeal against the simap publication can be lodged with the Federal Administrative Court, P.O. Box, 9023 St. Gallen, Switzerland, within 20 days. Any appeal is to be submitted in duplicate and must include what is being sought, the grounds for appeal, evidence and the signature of the person lodging the appeal or his or her representative. The complaint must be accompanied by a copy of the present publication and by the available evidence.

5 Tender documentation to be submitted and its structure

The following tender documentation is to be submitted in accordance with the **Tender and supporting documentation for planner services tender procedures** (if there is a checkbox: only if this is checked), completed in full, in duplicate and, where required, duly signed. The prescribed forms are to be used:

- ☒ Self-declaration (forms 1a, 1b, 1c).
- ☒ Tenderer's details (form 2).
- ☒ References for tenderer (architect/interior designer, form 3).
- ☒ References for light designer (form 4).
- ☐ Contract analysis (form 5).
- ☐ Organisation (form 6).
- ☒ Proposed fee (form 7).
- ☒ Other documents:
 - Statement sustainability (form 8)

Modifications to the documents submitted by the tenderer are not permitted; such tenders may be excluded from the tender procedure.

6 Tender documentation

- Tender with forms for completion.
- Form **Reference with evaluation** (enclosure 1).
- Draft of the overall schedule, indicative (enclosure 3)
- Organizational chart project organization, indicative (enclosure 4)
- Questionnaire Presentation/Interview AC 4 (enclosure 5)
- Drawings, indicative (enclosure 6)

- Feasibility Study, indicative (enclosure 7)
- Anti-Corruption declaration (enclosure 8)
- Link AIA (Contract and Standards)
<https://www.aiacontracts.org>
- Link Constructions Abroad
https://www.bbl.admin.ch/bbl/de/home/bauten/projekte_ausland/architektur.html
- Sustainable construction: KBOB terms and conditions for planner services (construction) of July 2017
<https://www.kbob.admin.ch/kbob/de/home/themen-leistungen/nachhaltiges-bauen.html> (available in German, French, Italian).
- FOBL directives on CAD data
<https://www.bbl.admin.ch/bbl/de/home/dokumentation/publikationen/projektmanagement/planung.html> (available in German, French, Italian).
- Factsheet on personnel security screening for third parties
<https://www.vbs.admin.ch/de/dokumente/suche.detail.document.html/vbs-internet/de/documents/ios/personensicherheitspruefung/Merkblatt-PSP-Dritte-d.pdf.html>.