

## **Request for Qualifications for Lead Consultant (Architect)** **(b22008) San Francisco, Swiss House Mission Street / BCC 290**

Public invitation to tender according to GATT / WTO (World Trade Organization)  
Selection process for Lead Consultant (Architect)

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Bern, 18.02.2022

Federal Department of Finance FDF  
**Federal Office for Buildings and Logistics FOBL**  
Buildings section  
Project management  
Fellerstrasse 21, 3003 Bern  
[www.bbl.admin.ch](http://www.bbl.admin.ch)

Projectnumber FOBL: TN10 / TN10/3715.011  
(b22008) San Francisco, Swiss House Mission Street / BCC 290

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# 1 The essentials in brief

The United States of America (US) is an important partner for Switzerland. The relationships are rich in tradition and extremely diverse. It is estimated that there are one million people in the US with roots in Switzerland. The US is the second most important destination for exports and an important hub for education and research. The location of the Consulate General in San Francisco is undisputed in its importance, which has since increased by the closure of the Consulate General in Los Angeles on the west coast of the US. The Swiss Consulate General is a place of bilateral representation of Switzerland in the US. It serves to maintain and develop Swiss relations and provides extensive services for Swiss citizens.

The Consulate General in San Francisco represents the interests of Switzerland and offers services for Swiss citizens in the states of California (CA), Alaska (AK), Arizona (AZ), Colorado (CO), Hawaii (HI), Idaho (ID), Montana (MT), Nevada (NV), New Mexico (NM), Oregon (OR), Utah (UT), Washington (WA) and Wyoming (WY).

With this presence, the visibility of Switzerland in San Francisco is increased and a modern, innovative image of Switzerland adapted to the local context is conveyed. In addition, synergies are sought in the partnership between the various stakeholders, the Consulate General FDFA, Swissnex, Switzerland Tourism and Switzerland Global Enterprise.

At the moment, these four stakeholders are located at Pier 17 in San Francisco. This lease is coming to an end, therefore the Swiss Confederation recently purchased the building at (1525-)1535 Mission Street. The building is a 'Category A' historical building, which allows for significant renovations but not complete demolition. A horizontal expansion of the building footprint is infeasible.

A "Swiss House Mission Street" with a total of 79 workplaces is to be constructed within the building. It should exemplify innovation and flexibility and represent Switzerland's culture of quality buildings.

The project should follow principles of sustainability, of which one aspect is flexible workplaces that takes into account possible future changes in how the tenant uses the space.

## Links to Stakeholders/End Users:

Consulate General:

<https://www.eda.admin.ch/countries/usa/de/home/vertretungen/botschaft-washington/generalkonsulat-san-francisco.html/content/contacts/de/FDFAVis/S/142>

Swissnex: Link: <https://swissnex.org/sanfrancisco/about-us/>

Switzerland Tourism: <https://www.stnet.ch/de/maerkte-vertretungen/amerika/>

Switzerland Global Enterprise: <https://www.s-ge.com/de/company/swiss-business-hub-usa>

Link to the FOBL Website: [www.bbl.admin.ch](http://www.bbl.admin.ch)

Link to the Film about Pier 17: <https://www.youtube.com/watch?v=Kn4ajWjdpBQ&t=8s>

(subtitles available in English)



## 2 Subject of the tender

Through this Request for Qualification (RFQ), the Swiss Confederation is seeking a Lead Consultant, an Architect, along with their sub-consultants, to design and engineer the building project.

### 2.1 Existing conditions

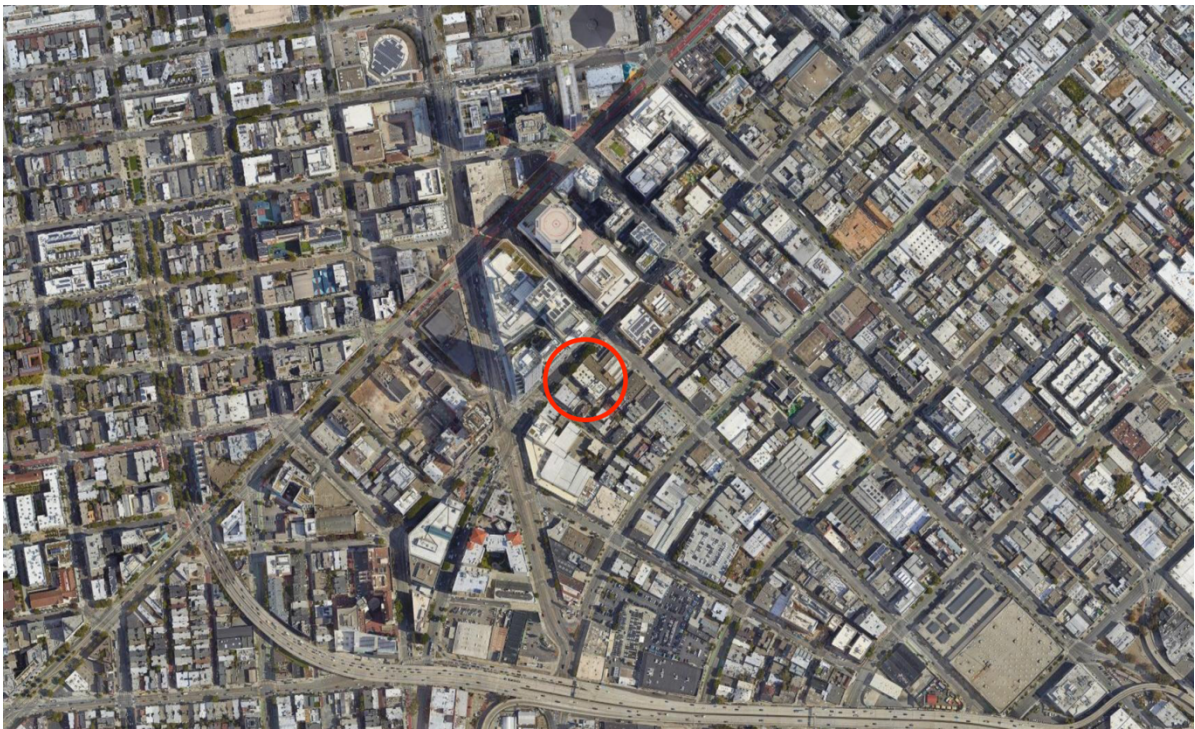


Image 1: 1535 Mission Street, San Francisco. Google Maps

1535 Mission Street is one block from the intersection of Van Ness Avenue and Market Street, one of San Francisco's major transportation hubs. Market Street is one of the main traffic routes and the building is very well connected to public transport (BART trains, MUNI trains and bus routes). Most of Market Street has recently been converted into a public transportation and pedestrian zone to limit cars and encourage bicycle traffic.

The area is characterized by office and high-rise residential buildings and small retail businesses on the street. Some large companies are based in this quarter such as Uber, Twitter, Dolby, the San Francisco Building Department and the San Francisco Transportation Department. City Hall, the Civic Center, the Asian Art Museum, and other civic buildings are approximately 3 blocks to the north. As a result, the district has a diverse and urban mix of uses.

The building is located in the Market-Octavia-Plan sub-area, which allows urban development with a higher density. Under this master plan, a luxury rental high-rise with 556 apartments has just been completed across from 1535 Mission Street. Two other projects with 418 apartments and 580 apartments are currently being built two blocks west. It can be assumed that the

district will see a younger workforce in the near future. The population growth and activity should mitigate the neglect and safety issues that have unfortunately been common throughout San Francisco.

The Swiss Consulate General, Swissnex, Switzerland Tourism and the Swiss Business Hub will relocate from Pier 17 to 1535 Mission Street when the building is complete.

1. The Consulate General in San Francisco represents Switzerland's interests and offers services to Swiss citizens.
2. Swissnex is the worldwide Swiss network for education, research and innovation. It supports its partners in international networking and their engagement in the global exchange of knowledge, ideas and talents.
3. Switzerland Tourism (ST) is a public corporation of the federal government and is responsible for promoting tourist demand for Switzerland as a holiday, travel and conference destination at home and abroad.
4. The Swiss Business Hub (Switzerland Global Enterprise) supports small and medium-sized companies as well as startups with their export strategies to the USA and promotes Switzerland as a business location.

1535 Mission Street is currently empty. Previously it had several tenants: an architecture firm, a bar, a club on the ground floor and offices on the 1st floor. The building has a rectangular floor plan of approx. 49 m x 23 m. The property has two full floors with partial mezzanines scattered throughout. The floor height between the two main floors is 5 m. The building does not have a basement.

The front facade of Mission Street is listed Category A – Known Historic Resource. More information can be found on the San Francisco Property Information Map page under Historic Preservation (insert the building address). <https://sfplanninggis.org/pim/>

The Consulate and Swissnex zoning category falls under Public Facilities.

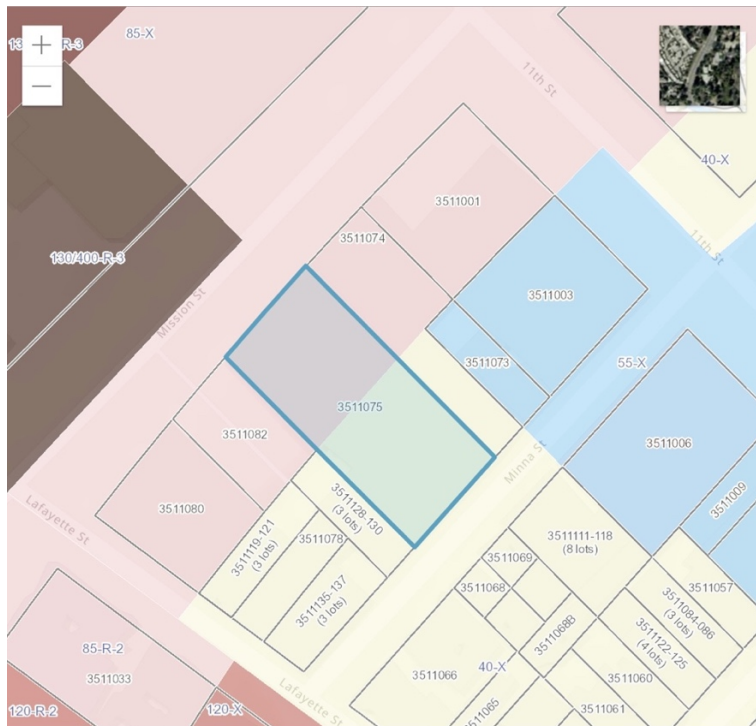


Image 1: Height Map, indication the location of a potential additional storey in pink. Area in yellow indicating the existing building height.





Image 2: Birds View, view from South - East



Image 3: View from Mission Street





Image 4 and 5: View from Minna Street

The existing building is a two-story unreinforced masonry bearing wall (UMB) building built circa 1923. It is not known when the existing mezzanines were added. It is reported that the seismic upgrade of the building was constructed after the Loma Prieta earthquake (1989), complied with the 1992 San Francisco UMB Ordinance requiring that UMB buildings in San Francisco be strengthened to mitigate seismic event hazards.

The existing gravity system (at the elevated levels) consists of wood framed floors and roof supported on wood beams and columns. The ground floor is constructed with a concrete slab on grade.

The existing foundation system cannot be confirmed at this time, but is assumed likely to include continuous shallow footings around the perimeter, with shallow spread footings and grade beams foundations at the interior of the building.

The existing lateral force resisting system consists of wood floor diaphragms transferring lateral loads to the unreinforced masonry walls and steel braced frames.

The lateral force resisting system providing resistance in the north-south (transverse) direction includes the steel braced frames and an interior brick wall; and in the east-west (longitudinal) direction is the unreinforced masonry walls.

The other components of the seismic strengthening include the out-of-plane wall bracing (in the form of periodically spaced vertical steel angles against the interior face of the brick walls), "holdown" anchors around the perimeter of the building tying the brick walls to the floor and roof framing, collector and force transfer connections that direct the load to the steel frames and shear walls, and the rooftop parapet bracing. Additional structural information can be provided at the next stage of the competition.

Early due diligence indicates that future loads can be accommodated with the addition of additional seismic upgrades. The Swiss government building standards also require a higher standard of seismic safety equivalent to approximately 125% of current California codes.

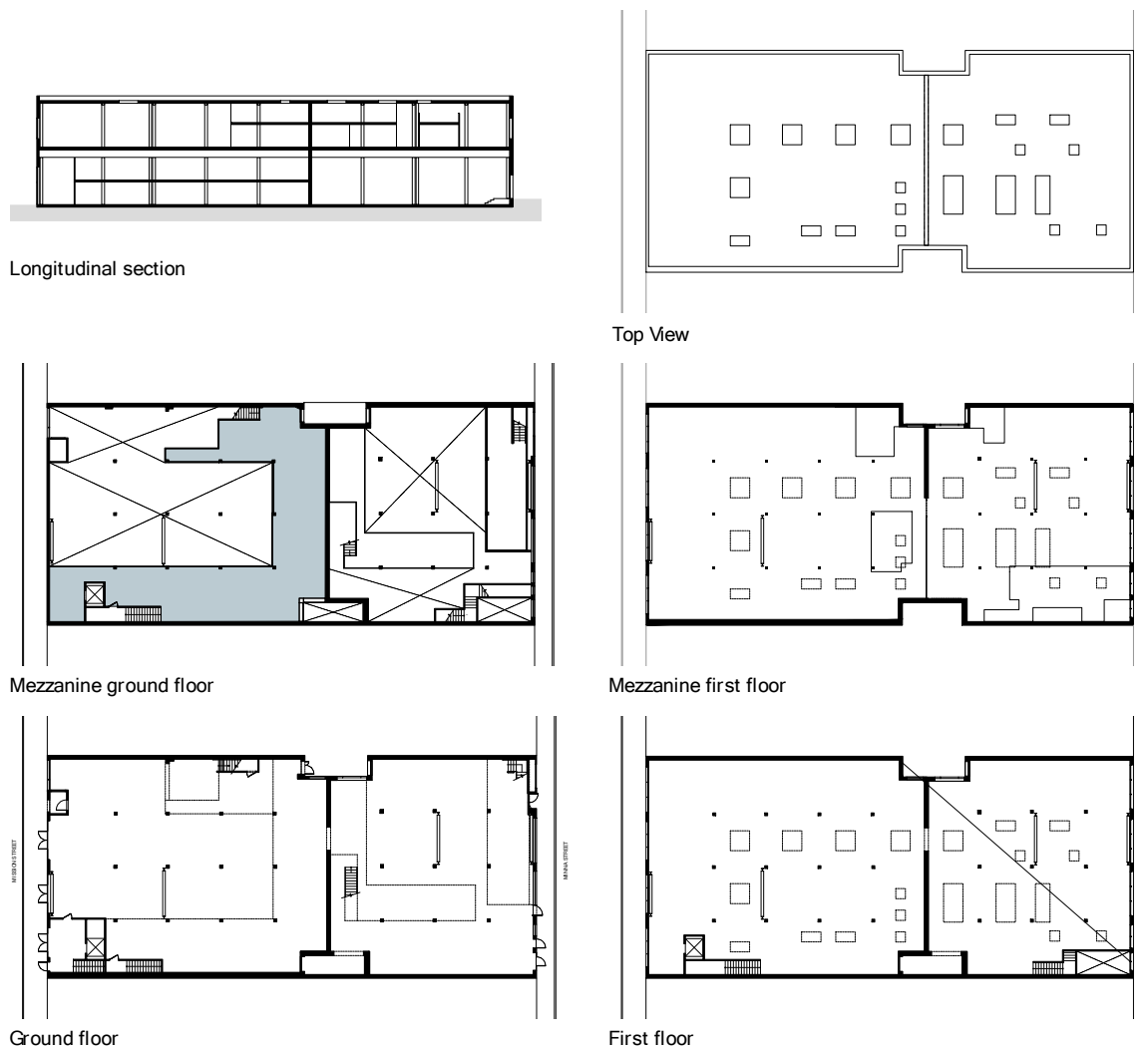


Image 6: Floor plans and section.

The trees in front and at the back of the building can potentially be removed. The local regulations for tree apply.

Further and more precise information regarding the above mentioned can be found in the Project Specification which will be issued for the second, RFP, phase.

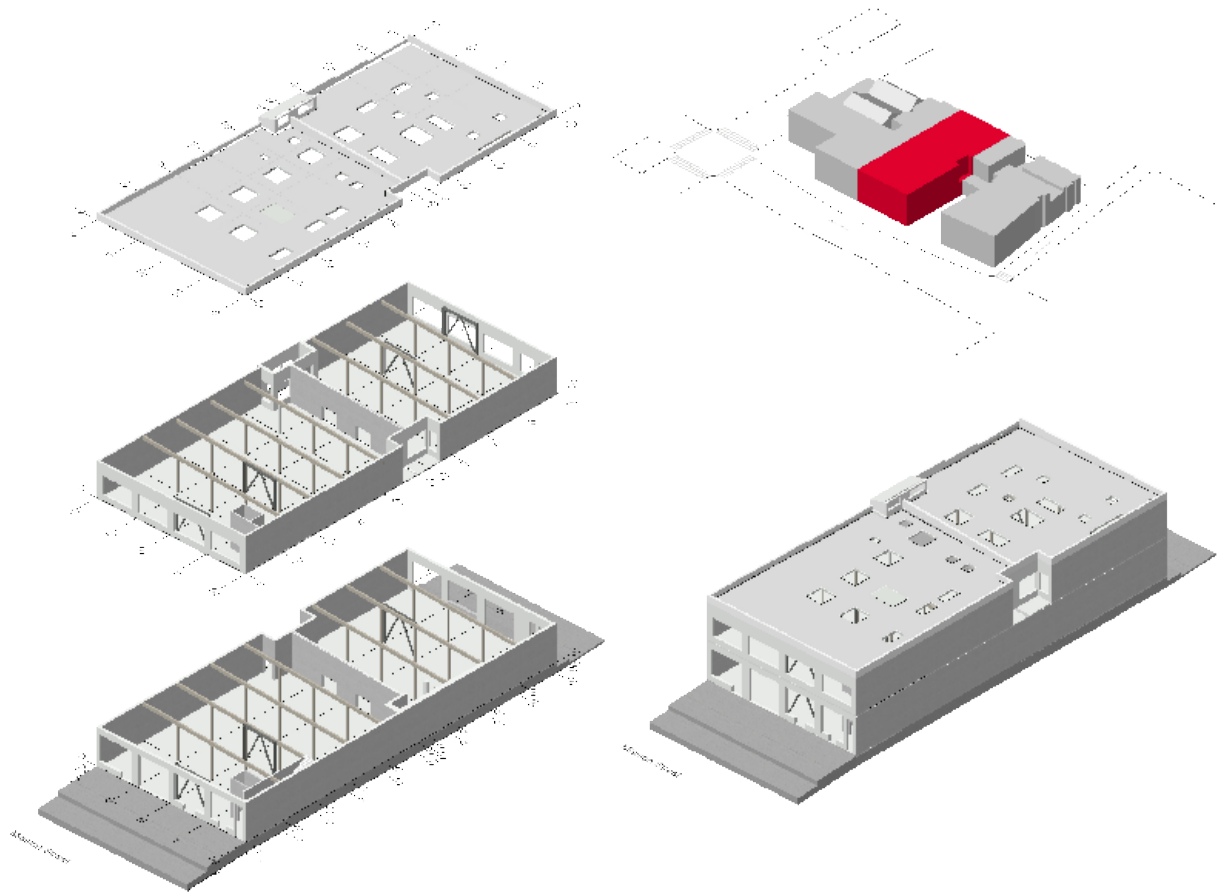


Image 7: CAD 3D Model with simplified structure. This will be supplied for second stage

## 2.2 Project objectives

The project will be considered the Swiss House Mission Street in San Francisco. Four primary entities will be housed in the building, fronted by the creation of a semi public space.

The project at 1535 Mission Street must demonstrate high-quality interiors and spatial connections. In addition, an innovative organization is expected, which should emulate Swiss values and provide a place where these values and a stimulating working environment can be experienced. This and its public nature should be made visible and approachable. Contemporary and flexible workplaces are to be created that take future changes of the user into account.

The design should represent Switzerland as an innovative country and exhibit high architectural quality. The building should acknowledge the cultural, economic and political context of America, especially San Francisco. It should represent Swiss values in a self-confident, precise, forward-looking way and translate this in an appropriate architectural style.

The building offers opportunities in its historic facade and also possible solutions for how to bring natural light to the interior of the building. Each should be of paramount architectural consideration. The possibility of a roof structure has the potential to showcase even more of the spirit of Switzerland to the outside world.

The needs of the users will undoubtedly change in the future. Sufficient flexibility must be provided so that the consular mission can effectively serve all of Swiss interests in the future in a rapidly changing world. The building should have operational and spatial flexibility to allow Swiss stakeholders a variety of functional spaces. It should offer creative, working,

meeting and event spaces, and serve as a catalyst for ambitious projects by Swiss stakeholders. It should foster Switzerland's brand of an innovative environment in San Francisco.

The program has approximately 79 workplaces. A multi-space concept is used for the workplaces in the chancellery and Swissnex. In the chancellery, 23 workplaces are to be created, and at Swissnex 46 workplaces are to be created as a multi-space environment. The remaining spaces are may be individual offices. Meeting rooms, multifunctional exhibition and event rooms are also required. The Consulate General and Swissnex are housed in the same building, but should function separately from an operational point of view. The Consulate will have specific security functions to access their space. Switzerland Global Enterprise and Switzerland Tourism will be physically located within the Consulate Generals' space.

An economically sensible project must be designed. Methods and materials of construction should be specified to ensure a sustainable and long-lasting building.

BIM shall be used in this project from Design Development through construction. The Architect will be tasked to participate in clash detection and coordination.

## 2.3 Task

The Lead Consultant selection process for the building project is intended to identify a creative Lead Consultant and innovative solutions that succeed in meeting the functional and operational program requirements while articulating Swiss values such as openness and modernity into an elegant architectural solution.

To implement the project, the Federal Office for Buildings and Logistics (FOBL) is organizing a two-stage selection process for the award of design services.

The Lead Consultants and all team members must be specified in the registration form. Any additional subconsultants that will be required will be agreed to after the Lead Consultant has been awarded and will be dealt with in accordance with Swiss procurement law requirements.

In parallel, a local project manager is being sought under a separate WTO procedure. It should be noted that the interface between the lead consultant and the project manager do not correspond to typical Swiss interface protocol. These communications are described in more detail in the project specifications (a submission to the selected short-listed teams for the second phase).

## 2.4 Project Milestones

Project dates and milestones:

February through September 2022	Selection Process
Q4 2022	Award of Contract
Q1 2023	Schematic Design
Q3 2023	Design Development, Construction Documents
2024	Project and Credit approval by swiss parliament



## 2.5 Consultant services

The following services are required:

Conceptual Design with Alternative Schemes

Schematic Design

Design Development with Detail Design Studies

BIM Coordination

Construction Documents and Tender Drawing preparation

Building Permit Preparation and successful approval

Assistance in Tender and Negotiations Phase

Value Engineering if required

Construction Administration

The Lead Consultant (lead management) will manage and coordinate with their subconsultants involved in the project. The lead consultants' fees shall include all subconsultants fees.

The building will be designed and built to local codes and regulations. The consultant is responsible to comply with the applicable state and local laws, standards and guidelines. FOBL will crosscheck these standards with the applicable swiss standards. FOBL may require some Swiss standards to be applied.

The Lead Consultant shall include the following subconsultants in their proposal:

- Interior Architect if different than Architect
- Structural Engineer
- Mechanical, Electrical, Plumbing Engineers
- Lighting Consultant

If additional specialists are required during the course of the project, these are to be procured by the client with the support of the Lead Consultant in accordance with Swiss public procurement law and integrated into the design team.

For example:

- Landscape Architect
- Surveyor
- Geotechnical Engineer
- Testing and Inspections Engineer
- Environmental Engineer
- Exterior Envelope Engineer
- Acoustic Engineer
- Security Consultant
- Signage and Wayfinding

The client intends to carry out the construction with a general contractor. Construction works are to be tendered and awarded by the FOBL in accordance with the Swiss federal procurement law.

## 2.6 Reimbursement

The client intends to award the Lead Consultant and his team with the design of the work in accordance with the following fee parameters. The project will be contracted within the framework of the Owner-Architect Contract.

The fee will be lump sum exclusive of VAT. The fees will also be assessed in relationship to the construction cost. Reimbursable costs are reimbursed as a flat rate of the fee amount with no mark-up allowed.

For the RFP phase, the selected design teams are provided with a scope of work document that outlines the interface between the prime consultants. The short-listed design teams will be provided with a fee table which must be filled out. Basic services for project handling with BIM will be more precisely defined for the 2nd phase and should be included in the fee proposal. The design team will need to provide an hourly rate for their staff and consultants plus one average rate for the whole design team.

Any additional services will have to be submitted to the client for approval prior to the work being carried out. It should be based on the submitted hourly rates.

The approval of the project budget and implementation will remain with the responsible authorities in Bern. If the deadline is postponed or the project is abandoned due to objections or complaints, no entitlement to compensation can be claimed.

## General Information on the tender

## 2.7 Client and submission address

## Client:

Swiss Confederation, Federal Office for Buildings and Logistics FOBL,  
Projektmanagement Ausland

## Submission address:

Federal Office for Buildings and Logistics FOBL  
Service of public tenders  
(b22008) San Francisco, Swiss House Mission Street / BCC 290  
Fellerstrasse 21  
CH-3003 Bern  
Email: beschaffung.wto@bbl.admin.ch

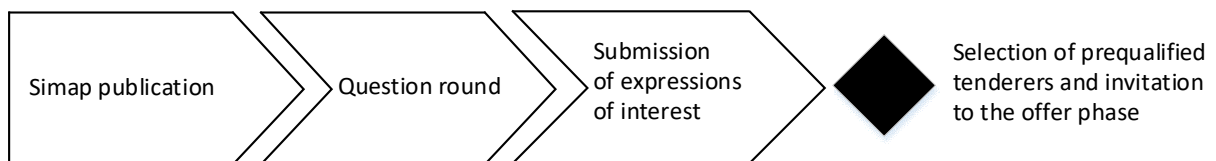
This contact is the sole responsible party for all inquiries, no other parties shall be contacted.

## 2.8 Procedure

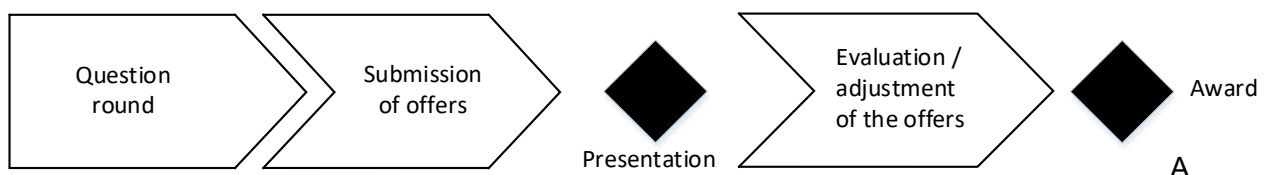
This tender is carried out using the selective procedure in accordance with the Federal Act on Public Procurement (PPA, SR 172.056.1) and the Ordinance on Public Procurement (PPO, SR 172.056.11). In addition, this procurement is subject to the GATT / WTO agreement on public procurement (GPA, SR 0.632.231.422).

The procedure is divided into the two stages. Prequalification and offer, see chapters 4 and 5.

### First stage - prequalification:



### Second stage - offer:



first pre- evaluation and an adjustment of offers will be carried out before the presentation.

The publication of the prequalified tenderers and the award will be made publicly on [www.simap.ch](http://www.simap.ch).

## 2.9 Evaluation Committee

### Members of the FOBL

- Jodok Brunner, Ressort Manager PM Abroad, Bern, Overall Management
- Stephan Kessler, Project Manager PM Abroad, Bern, Project Lead.

### External evaluation committee members

- Caesar Zumthor, Architekt FHNW, Basel
- Yves Behar, CEO & Founder fuseproject, Designer, San Francisco
- Lisa Iwamoto, Lisa Iwamoto, Partner, IwamotoScott Architecture, Chair and Professor of Architecture, UC Berkeley

### Advisors:

- James Suh, KASA Partners, San Francisco
- Martin Eglin, Eglin Partner Architekten, Baden (Alternate)

The owner reserves the right to call in further advisors.

## 2.10 Inclusion of younger firms

The FOBL would also like to give younger architects (startups) the opportunity to participate. For this reason, referenced projects that are under construction are also accepted as proof of suitability.

## 2.11 Questions

If you have any questions regarding the current advertisement, you can submit them anonymously in the Q&A forum for the tender ([www.simap.ch](http://www.simap.ch)). The tenderers shall be informed by email as soon as the answers have been published on [www.simap.ch](http://www.simap.ch). Questions received late will not be considered.

The answer to the questions serves as a supplement or specification to the submitted documents. All tenderers will be provided with all the answers to all the questions.

The submission deadline can be found under 2.13

## 2.12 Site visit

A site visit of the property is not planned. A walk through video of the building is available at <https://vimeo.com/658704930>, Password: BBL2021\_SanFran

## 2.13 Deadlines

### First stage - Prequalification (RFQ)

Tender publication:	18.02.2022
Deadline for questions:	11.03.2022

Reply expected on:	18.03.2022
Entry of application to participate (date of postmark):	08.04.2022
Prequalification decision expected on:	31.05.2022

### **Second stage – Proposals (RFP)**

The following dates are expected to apply.

The definitive dates will be announced with the invitation to submit an offer.

Invitation to submit an offer:	31.05.2022
Deadline for questions:	14.06.2022
Reply:	20.06.2022
Submission of offer (date of postmark):	02.08.2022
Presentations by the key persons	15.09.2022
Award publication:	01.11.2022

## **2.14 Submitted documents**

### **First stage - Prequalification (RFQ)**

The client provides the following documents:

- Lead Consultant selection process program
- 3715.011\_SF\_tender for the services of consultants\_Stage RFQ\_202220207
- Scope of Duties Project Manager - Architect
- Functional diagrams and schedule of accommodation
- Images and Drawings and Photo Map
- Form of Agreement between Owner and Architect

### **Second stage – Proposals (RFP)**

The following documents for the second stage are made available to the prequalified tenderers with the invitation to submit an offer:

- Lead Consultant selection process program
- 3715.011\_SF\_tender for the services of consultants\_Stage RFP\_202220207
- Owner's Project Specification (3715.011\_Project Specification Swiss House Mission Street\_V1.0.pdf)
- FOBL Standards for buildings abroad
- Floor plans and sections, 3 D model (Revit, Autocad)

## **3 First stage - Prequalification (RFQ)**

In the first stage, the prequalification application must show proof of suitability. A minimum of five applicants with the highest points will be selected by the evaluation committee on the basis of suitability criteria. A maximum of further five applicants will be selected if they reach 400 or more points, ranked by the highest score.

The aim is to find a Lead Consultant team exhibiting a high level of competence and proven experience in executing the tasks described. Proven ability to manage cost, quality, deadlines, and a smooth workflow will be given preference. The complexity of the task

requires knowledge of local conditions and construction in San Francisco.

The Lead Consulting teams must prove their suitability to participate in the competition and to carry out the construction project in accordance with the information in the application documents. Proof of suitability must be coordinated with the selection criteria listed below. Only the requested and submitted documents serve as information for the jury.

### 3.1 Selection criteria and corresponding verification

#### **Eligibility Criterion 1: Experience in the design and construction of building projects with similar characteristics, complexity and scope.**

Experience with buildings comparable to this program and size is sought. Referenced project's construction costs excluding professional fees must be greater than CHF 5 Mio (\$5 million US). Proven expertise in building in the USA is required; Partnership with a California licensed team is mandatory and must be demonstrated.

Mandatory requirements:

- Construction cost greater than 5.0 Mio.
- Projects completed after 2012 or under construction
- Partnership with a California licensed team
- At least one building located in the USA

The Lead Consultant must prove strength in innovation and technical know-how in these particular areas of architecture: rehabilitation of existing buildings / interior design / historic preservation / sustainability. Reference projects that are presented will preferably have a relationship with the building program.

#### **A: Form 1 must be used for the information.**

The Lead Consultant shall provide at least one reference for a building located in the USA, which has been completed or designed in the last 10 years and is of comparable size. Two different references shall be submitted. These should be:

##### **EC 1.1**

A reference project representing a rehabilitation and/or adaptive reuse of an existing building. It should be comparable to the project, including architectural qualities that exhibit a cohesive strategy.

##### **EC 1.2**

A reference project representing an office building or exhibit gallery, which should be comparable to the project, including energy conservation and established good standards for workplace comfort.

#### **B: Documentation of the referenced projects on A3 size paper**

The Lead Consultant must exhibit the referenced projects in such a way that shows that it meets the suitability criteria. A brief explanation shall be given as to how the referenced projects represent how the firm might approach the project at hand.

Layout: sheet format shall be A3 Landscape (42x29.7cm), printed on one side, unfolded, not bound or stapled.

Verification of Architecture, Interior Architecture, Adaptive Reuse:

A maximum of two (2) A3 sheets in total with documentation of one relevant reference project per sheet according to the application form.

A maximum of two (2) A3 sheets per team should be submitted for prequalification.

**Eligibility criterion 2: Organization and performance of the design team.**

The team must show an organizational structure that is appropriate for the construction project. Outline the qualifications and performance record of the key personnel responsible for the project in each company. Professional cooperation and a team that works well together should be exhibited.

Proof of ability to perform:

- Fully completed application form with self-declaration (Form 1)
- Documentation of the proposed organizational structure using an organizational chart, one sheet format A3 Landscape (42x29.7cm), printed on one side, unfolded, not bound or stapled. This can be provided with an organizational chart and additional text, images, graphics etc.

**Eligibility criterion 3: Economic capability**

The eligibility criterion EC3 is not weighted, but must be met for a prequalification.

The following proof of suitability must be submitted with the prequalification:

- Extract from the debt enforcement register, not older than three months at the time of the request by the client. For tenderers from abroad, comparable current, official documents from abroad proving continued financial viability of the firm.
- Valid proof of insurance or a declaration of intent from the intended insurance company; when the contract is concluded, public liability insurance must be taken out with the tenderer or the consortium.
- Proof of License to Practice Architecture in the State of California.



### 3.2 Evaluation and weighting

Eligibility criteria (EC)		Weighting Criteria in % (W)	Score (G)	G x W = P Max. Number of points
EC	Experience			
EC1	Quality of the design of building projects with similar characteristics, complexity and scope is evaluated together.	80 %	1 – 5	400
EC2	Organization and performance of the design team. The quality, clarity and presentation of the information is evaluated.	20 %	1 – 5	100
<b>Total</b>		<b>100 %</b>		<b>500</b>

The eligibility criteria EC 1 and EC 2 are evaluated with grades 1 to 5, with half grades being permitted. The grades have the following meanings:

Grade:	In relation to the fulfillment of the criteria:	In relation to the quality of the information:
5	Very good fulfilment	Qualitatively excellent, very large contribution to the achievement of objectives
4	Good fulfilment	Good quality
3	Adequate fulfilment	Average quality, according to the requirements of the tender
2	Inadequate fulfilment	Information does not have sufficient reference to the project
1	Very poor fulfilment	Insufficient, incomplete information
0	Ungraded	Not specified

A lack of evidence in the Eligibility criteria (EC) can lead to exclusion.

### 3.3 Further evidence

The following forms are part of the RFQ application and must be submitted in full, otherwise the application will be rejected:

3715.011\_SF\_tender for the services of consultants\_Stage RFQ\_20222020.  
Therein, a separate Form 2 and 3 have to be submitted for each Sub Consultant

### 3.4 Submission of the prequalification (RFQ) application

#### Documents to be submitted

The fully completed prequalification application to participate including the required attachments must be submitted as follows:

- 1 copy in paper form, printed on one side, loose (neither bound nor stapled)
- 1 copy in electronic file on USB stick.

The paper version takes precedence in the event of content-related contradictions and for compliance with the deadline.

The submitted documents will not be returned.

#### Requirements

When submitting to the FOBL physical address, Fellerstrasse 21, 3003 Bern (by the tenderer themselves or by courier):

- The submission has to be received on the submission date, during the hours of 08:00 - 12:00 and 13:00 - 16:00 against issuance of an acknowledgment of receipt by the FOBL.

For submission by mail:

- The postmark or barcode receipt of a Swiss or state-recognized foreign post office is decisive for compliance with the deadline (inhouse company postage is not considered a postmark). For dispatch via WebStamp franking, the burden of proof of submission within the deadline lies with the tenderer.

When submitting the application to participate in a Swiss diplomatic or consular mission abroad:

- Foreign tenderers can submit their application to participate at the latest by the deadline during opening hours to a Swiss diplomatic or consular mission in their country, with issue of an acknowledgment of receipt. You are obliged to send the confirmation of receipt from the relevant consular mission to the client by email by the deadline at the latest (in accordance with Chapter 3).

In any case, the tenderer must provide evidence of the timeliness of the submission of the application to participate.

Applications to participate submitted too late can no longer be considered. They will be returned to the sender.

## Deadline and input address

For the submission deadline, see Chapter 2: Deadlines.

## 4 Second stage – Request for Proposals (RFP)

In a second stage, the prequalified tenderers are invited to submit tenders, with the evaluation being carried out NOT anonymously by the evaluation committee. The publication of the prequalified tenderers and the award will be made publicly on [www.simap.ch](http://www.simap.ch).

No project proposals are expected to be constructed. Rather, the architectural proposals and the design strategy should be an expression of the project goals. By choosing the design team, the client does not commit to realizing their proposal.

The best offer will be evaluated in relation to the qualitative aspects mentioned below as well as the remuneration (fee).

In the RFP, the lead consultant and their team have to show their general approach to the project and also specifically answer the subject areas below according to the specified award criteria. This will determine the selected lead consultant to be commissioned.

The submitted documents become the property of the organizer.

### 4.1 Award criteria and evidence

The following four award criteria will be assessed:

#### **AC1 Concept/Task Understanding. Weighting 70%**

Quality of the proposed strategy for the task in terms of architecture, functionality and economy, taking sustainability into account as indicated below.

The following three topics should be examined more closely and presented on a maximum of three (3) A3 landscape sheets in total, printed on one side, using explanations, sketches and/or graphics.

- **Organizational and functional approach, spatial structure (25%)**  
Sequence of public, semi-public and administrative spaces. Access and visibility to the different functions and their linkage. Visibility, differentiation and independent functioning of the General Consulate, Swissnex, Switzerland Tourism and Global Enterprise. Evidence the fulfillment of the program requirements. Spatial and volumetric concepts. Sectional arrangement, vertical circulation and routing.
- **Attitude to the existing building including natural lighting and functions (25%)**  
Analysis of the existing structure, the protected façade, and spatial considerations with regard to the intended use. Consideration to be given to ventilation and air conditioning, natural and artificial lighting.
- **Sustainability, Health and Innovation (20%)**  
Attitude to reuse of resources, energy efficiency, technology, employee health, innovative energy concepts, economy of operations, approaches to Co2 neutrality, and choice of materials.

**AC 2 Fee Offer. Weighting 20%**

Lump sum fee based on the construction cost (excl. professional fees) of USD 18.0 million in today's prices exclusive of VAT. Subconsultant fees shall be clearly indicated. The total fee including auxiliary costs will be fixed for the entire construction project when the contract is awarded.

Basic services for participation in the BIM in accordance with Appendix 4, page 46, should be included in the fee.

**AC 3 Presentation/Interview: Weighting 10%**

Bidders who are selected (at least three) according to their score will be invited for an interview. The invitation will be issued by September 13 2022. Interview appointments are on September 15 2022 via Skype session or, if the Covid situation allows, at the Consulate General San Francisco.

The presentation should provide answers to the architectural approach to the task as well as the process and organization of the provider including key personnel. The committee assesses the following criteria: task analysis, understanding of the relevant issues, prioritization of the focal points and the skills and personnel brought into the process.

It is likely to be structured as follows:

- Introduction of the Client – 5min
- Introduction of the bidder and his project team - 5 min
- Presentation of a reference project of the bidder - 10 min
- Architectural approach of the bidder to the task - 20 min
- Strengths, Weaknesses, Opportunities and Threats - 10 min
- Q / A – 10 min

The bidder can attend to the presentation with a maximum of 2 key persons.

## 4.2 Evaluation and weighting

Award criteria (AC)		Weighting criteria in% (W)	Score (G)	G x W = P Max. Number of points
AC1	<b>The following are evaluated:</b> Quality of the proposed strategy for the task in terms of Program, Architectural Concept, Innovation, Sustainability and Health is evaluated together.	70%	0 – 5	350
AC2	<b>Fee Offer:</b> Amount of the offered fees and ancillary costs	20%	0 – 5	100
AC3	<b>The following are evaluated:</b> Presentation and interview of the key persons.	10%	0 – 5	50
<b>Total</b>		<b>100%</b>		<b>500</b>

The evaluation of **AC1** and **AC3** is graded from 0 to 5, with half grades being permitted. The grades have the following meanings:

Grade:	In relation to the fulfillment of the criteria:	In relation to the quality of the information:
5	Very good fulfilment	Qualitatively excellent, very large contribution to the achievement of objectives
4	Good fulfilment	Good quality
3	Adequate fulfilment	Average quality, according to the requirements of the tender
2	Inadequate fulfilment	Information does not have sufficient reference to the project
1	Very poor fulfilment	Insufficient, incomplete information
0	Ungraded	No information, unexcused absence at the presentation

The evaluation of **AC2** is based on the following evaluation method:

The offer with the lowest price receives a grade of 5. Offers that deviate from the lowest price by 100% or more receive the grade of 0. In between those, the grades (rounded to one decimal place) are assigned linearly and multiplied by the weighting.

**The offer with the highest number of points is awarded the contract.**

In the event of a tie, the offer with the lower price will be awarded the contract.

## 4.3 Submission of offer

### Required documents

The following documents must be submitted in full.

- AC 1 Task understanding: 3 sheet A3 (one-sided)
  - AC 2 Remuneration offer: complete offer and evidence for procurement procedures for planning services
  - AC 3 Clearly indicate the organizational chart of the entire team including key principals, managers and design leads. One (1) A3 landscape sheet, printed on one side.
- Form "Tender for the services of consultants"

The evidence of the award criteria must be submitted as follows:

1 copy in paper form

1 copy in electronic form as PDF files on a USB memory stick

The paper version is decisive in the event of content-related contradictions and for compliance with the deadline.

The documents submitted will not be returned.

## **5 Conditions for the tender**

### **5.1 General**

The Federal Act on Public Procurement (PPA; SR 172.056.1) with the associated ordinance (PPO; SR 172.056.11) as well as the present provisions on the procurement process for planning services apply to the present procurement procedure.

The tenderers must submit the complete prequalification application on the basis of the tender documents. By submitting the prequalification application to participate, the tenderers implicitly declare that they accept the conditions of this tender including the form of the Owner-Architect Contract.

### **5.2 Formal requirements**

Applications to participate and offers that are incomplete, have significant errors, or not submitted in time may be excluded from evaluation. The client's specified forms are to be used. Additional unsolicited attachments will not be evaluated.

#### **Place of service provision**

San Francisco. USA

#### **Sub-division into lots**

No

#### **Are variants allowed?**

Yes. Variants and considerations of different solution strategies can be used for AC1 if necessary.

#### **Are partial offers allowed?**

No.

#### **Deposits/guarantees**

None.

#### **Payment conditions**

30 days after receipt of the invoice, net in Swiss francs (CHF), exclusive of VAT, based on correct invoicing via e-invoice. Invoices can be submitted after the results have been published.

Information from the federal administration on e-invoices can be found on the following website: <http://www.e-rechnung.admin.ch/index.php>.



## **Costs to be included**

All prices are to be shown in US Dollars exclusive of VAT. The offer price, excluding VAT, includes all cost elements such as insurance, expenses and social security contributions, in accordance with Section 4.3 of the anticipated planning contract (see Annex, second stage).

## **Offer as syndicates**

Are allowed. If the tenderer participates in the process as part of a syndicate, he must nominate a member, who is to take the lead (representative, coordinator). The tenderer lists all shareholders and their assigned roles (function / responsibility) on Form 1 in Part B.

## **Subcontractors**

Are allowed. If the tenderer calls in subcontractors to perform the service, the tenderer assumes overall responsibility. The project relevant service must be provided by the Lead Consultant. The tenderer shall list all subcontractors involved with their assigned roles (function / responsibility) on Form 1 in Part B.

## **Multiple participation**

Multiple participation by individual team members is permitted, with the exception of the architect, lead consultant and interior architect.

## **Compensation for the offer**

The tenderers selected to go to the RFP phase will each receive an amount of CHF 10,000 exclusive of VAT for submitting a complete offer after the results have been published. No compensation will be paid for submitting the RFQ.

## **Validity of the offer**

180 days from the closing date for the receipt of the offers.

## **Languages of the offer**

In the RFQ stage, requests to participate can be submitted in either German, French, Italian and English.

In the RFP stage, the submission must be in English.

## **Language of the tender documents**

Tender documents are available in English.

## **Project language**

The project language is English.

## **Copyright**

The copyright shall remain with the authors. The documents submitted for the competition will become the property of the Client. Publication of these projects by the Client shall be made with full credit of the authorship; no special consent will be required. Publications of the entries for AC1 by their authors will not require the approval of the Client authority either.

## **Requirement for countries not belonging to the WTO agreement**

None.

## **General terms**

General terms and conditions for services (see supplement FOBL Form of Contract for services in the second stage).

## **Verification and adjustment of tenders**

The contracting authority verifies the tenders received for compliance with the formal requirements. It corrects any obvious calculation errors.

The contracting authority may require tenderers to explain their tenders. It keeps a written record of the request and the answers.

If a tender is received with a total price that appears unusually low in comparison with the other tenders, the contracting authority must obtain appropriate information from the tenderer as to whether the participation conditions have been complied with and whether the other requirements of the invitation to tender have been understood.

The contracting authority may work with the tenderers to adjust the tenders with regard to the goods, work or services and the arrangements for their provision in order to determine the most advantageous tender.

An adjustment takes place only if:

- a. this is the only way to clarify the contract or the tenders or to make the tenders objectively comparable in accordance with the award criteria; or
- b. supply changes are objectively and materially necessary, whereby what is to be supplied, the criteria and the specifications may not be adapted in such a way that the characteristic supply or the potential group of tenderers changes as a result.

A call for price adjustments is permitted only in connection with the circumstances described before under a and b.

The contracting authority logs the results of the adjustment.

## **Procedural principles**

For goods, work and services to be provided in Switzerland, the contracting authority shall award a public contract only to tenderers that comply with the workplace health and safety regulations and the terms and conditions of employment applicable at the place of performance, the notification and authorisation duties in accordance with the Federal Act of 17 June 2005 on Measures to Combat Illegal Employment and the provisions on the equal treatment of men and women in terms of equal pay. For goods, work and services to be provided abroad, the contracting authority shall award a public contract only to tenderers that comply as a minimum with the Core Conventions of the International Labour Organization (ILO) in accordance with Annex 6 PPA.

The contracting authority shall award a public contract only to tenderers that comply as a minimum with the legal provisions on the protection of the environment and the conservation of natural resources applicable at the place of performance; in Switzerland, these include the provisions of Swiss environmental law, and abroad the international conventions for the protection of the environment designated by the Federal Council. In the case of goods, work and services that are provided abroad, the conventions in accordance with Annex 2 PPO shall apply in addition to the environmental law applicable at the place of performance. The relevant self-declaration in form 1 (tender form) of the annex must be signed and submitted. The tenderer has to provide the evidence required upon request.

Subcontractors are obliged to comply with the same requirements set out. These obligations must be included in the agreements between tenderers and subcontractors.

## **Confidentiality**

The parties shall treat as confidential all facts and information that are neither obvious nor generally accessible. In case of doubt, facts and information are to be treated confidentially. The parties undertake to take all economically reasonable as well as technically and organizationally possible precautions so that confidential facts and information are effectively protected against access and knowledge by unauthorized persons.

## **Integrity clause**

The tenderer and the client undertake to take all necessary measures to avoid corruption, so that in particular no benefits or other advantages are offered or accepted.

If the integrity clause is breached, the tenderer must pay the client a contractual penalty. This amounts to 10% of the contract amount, at least CHF 3,000 per violation.

By submitting a tender, the tenderer acknowledges that a breach of the integrity clause usually leads to the cancellation of the contract and to the premature termination of the contract for cause by the client.

## **Legal bases and standards**

The Lead Consultant is responsible for understanding and following state and local laws, standards and guidelines and for complying with the specifications during project planning.

As a principle, design and construction is to be carried out according to US regulations. The FOBL Standards for buildings abroad 2018 have to be implemented.

## **Other Information**

### **Feasibility study**

The FOBL had a feasibility study for this project carried out. The conclusions can be found in the tender documents. With this disclosure, the authors of the study are entitled to participate in this procurement process. To allow the participants to digest the provided information the necessary time frames have been extended.

The companies below have participated in compiling the information:

Not authorized to participate in the tender

- KASA Partners, San Francisco

Authorized to participate in the tender:

- Mach Architektur GmbH, Zürich
- Emch+Berger AG Bern
- WDA Architects, San Francisco
- Page & Turnbull, San Francisco
- Holmes Structures, San Francisco

### **Exhibition after completion of the procedure**

The FOBL intends to publicly display the second stage submissions after the selection process has ended or to document them within a jury report.

## 6 Attachments

### 6.1 List of attachments:

#### First stage - Prequalification (RFQ)

3715.011\_RFQ\_Swiss House Mission Street\_V1.0.pdf

3715.011\_SF\_tender for the services of consultants\_RFQ Stage\_20220207

Plus separate Attachments:

E1 Scope of Duties Project Manager - Architect

E2 Functional diagrams and schedule of accommodation

E3 3715.011 220124\_San Francisco Images and Drawings and Photo Map.pdf

E4 3715.011 San Francisco KC 290 Form of Agreement between Owner and Architect  
20220202

#### Second stage – Request for Proposals (RFP)

3715.011\_RFQ\_Swiss House Mission Street\_V1.0.pdf

3715.011\_SF\_tender for the services of consultants\_ RFP Stage\_20220207

Plus separate Attachments:

E1 Owner's Project Specification (3715.011\_Project Specification Swiss House Mission  
Street\_V1.0.pdf)

E2 FOBL Standards for buildings abroad

E3 Floor plans and sections, 3 D model (Revit, Autocad)