



United Nations Office at Geneva (UNOG)

Geneva, Switzerland

REQUEST FOR EXPRESSION OF INTEREST (EOI)

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Title of the EOI:

Construction of a new office building ("Building H") at the Palais des Nations in Geneva, Switzerland.

Date of this EOI: 26 August 2016**Closing Date for Receipt of EOI:** 14 October 2016**EOI Number:****Address EOI response by fax or e-mail for the Attention of:** Boi-Lan Nguyen Lemoine**Fax Number:** na**E-mail Address:** shptender@unog.ch with copy to blemoine@unog.ch**UNSPSC Code:** 72100000, 72110000, 72121101, 72121100, 72120000, 72140000, 72141100, 95120000**DESCRIPTION OF REQUIREMENTS**

SECTION I. INTRODUCTION

The United Nations Office in Geneva ("UNOG"), Switzerland, located at the Palais des Nations, is the largest United Nations Office in Europe, providing conference support and facilitating the multi-lateral international diplomacy of the worldwide community. It is located within the 46 hectare Ariana Park.

The United Nations General Assembly approved the establishment of the Strategic Heritage Plan ("SHP") which includes a new office building of approximately 23'500 square meters (gross external area), with a site footprint of approximately 8'300 square meters, to be constructed adjacent to the location of the current conference and office building "E". The new office building is designed to step down a sloping site, consisting of six floors at the highest part and has two internal courtyards. See the two separate attachments with five images and four drawings of the new office building.

The new office building includes a double height reception lobby area and has primarily open plan flexible office space with some enclosed offices for some 1'400 workstations, meeting rooms, coffee shop, technical rooms, and support spaces. The new office building ("New Permanent Building" or "NPB") will be situated between the Chemin de l'Imperatrice and Building E on a sloping site in Ariana Park.

Construction services are required to build a modern stepped six story reinforced concrete structured building with large glazed curtain wall system and accessible green roof terraces. The NPB will comply with environmental standards and achieve Leadership in Energy and Environmental Design ("LEED"), LEED gold standards, or its equivalent.

Brief Description of Requirements:

UNOG seeks qualified contractors to undertake works to construct the NPB, the construction services include but are not limited to:

- i) Excavation; the main site excavation and soil relocation are excluded from the scope of construction services as they will already have been completed under a separate enabling works contract. However, under the construction services, the firm will be required to undertake only a superficial excavation of the main site of approximately 40 cm above nominal level for the majority of the basement level and then the necessary excavations for foundations, drainage, services connections, etc.
- ii) Main Structure; reinforced concrete pad and raft foundations, service trenches and retaining walls, precast and in situ reinforced concrete thermal floor slabs, precast and in situ reinforced concrete beams and columns, timber glulam beams.
- iii) Structural reinforcing and new opening to an existing underground parking structure.
- iv) Façade; floor to floor unitized curtain wall façades consisting of an outer glazing layer, conditioned cavity with integrated blind system, and inner operable triple glazing.
- v) Roof; including green planted roofs, parts of the roofs are accessible roof terraces.
- vi) Architectural Finishes; high level of interior finishes, raised floors, carpet, suspended metal and plaster ceilings, ceramic wall tiles, glass, stainless steel, paint, stone, wood.
- vii) Furniture, Fixtures and Equipment ("FFE"); internal furniture fittings and equipment, including installations (excluding loose furniture).

- viii) Landscaping; soft and hard landscaping, including soil relocation.
- ix) Mechanical, Electrical and Plumbing Construction ("MEP"); MEP services comprising the following; High/medium voltage supplies, low voltage supplies and associated equipment, interior and exterior lighting. HVAC services including variable air volume systems, chilled beams, supply and extract systems and associated piped services. Fire protection services sprinklers, fire alarm detection, smoke extraction. Extra low voltage services; Building Management Systems, access control, CCTV, public address, audio visual and IT systems structured cabling. Plumbing services including soil waste and vent pipework, rainwater pipework and drainage, hot and cold water services and hydrants.
- x) Building Information Modeling ("BIM"): The firm shall provide a BIM manager as part of the key personnel.
- xi) Testing, Commissioning, Handover, Training; The firm shall provide all Testing and Commissioning including Enhanced Commissioning as required by LEED in order to be able to achieve LEED certification at gold level, or its equivalent.
- xii) Defects Liability and Warranty Works; necessary remedy concerning any equipment and material defects as required after the UN has occupied the New Permanent Building.
- xiii) The firm shall undertake all necessary consultation and coordination with the applicable authorities.

SECTION II. PRE-QUALIFICATION PROCEDURE

1. Purpose of Prequalification

As the first step of the solicitation process, UNOG will conduct a pre-qualification of firms who wish to participate in the solicitation. The pre-qualification phase contains the request for and the submission of the firm's Expression of Interest ("EOI") and the UNOG's assessment of the EOIs received, based on the described requirements and criteria in this document.

The pre-qualification phase aims to obtain confirmation from firms of their interest and willingness to participate in the Request for Proposal ("RFP") for these works and to provide UNOG all the necessary information to determine, whether or not to invite the firm to participate in the tender process, based on UNOG's determination if the firm is suitably experienced, qualified to perform the scope of works and that it has the sufficient financial and resource capacity to undertake them.

2. Eligibility Criteria

In order to be pre-qualified, a firm shall meet all the requirements set out in Section III and submit all of the requested documents in the format set out below.

An EOI should be submitted by a firm who is able to demonstrate that they meet the criteria set out in Section III ("Prequalification Criteria").

A consortium (partnership or joint venture) can submit their EOI as one candidate. In this document the members of a consortium will be referred to as 'firm'. A consortium shall indicate which member of the consortium will take the lead contracting role. The number of legal entities forming one consortium shall be limited to three (3).

Firms can submit only one EOI, either independently or as part of a consortium.

3. Communications with UNOG

UNOG is the contracting authority for this pre-qualification process and the associated RFP solicitation for the construction of the NPB in support of the SHP objectives. Communications in relation to this pre-qualification must only be made in writing to the designated email address shptenders@unog.ch. All communications must be sent to this email address.

4. Required submission of documents

The firm shall complete all fields in the Statement of Qualifications Questionnaire (the "Questionnaire"), included as Attachment 1 to this document, and submit its responses and required supporting documents by midnight on 14 October 2016 via email to shptenders@unog.ch. All pages of the Questionnaire and all supporting documents must contain the firm's information, the signature of an authorized Official and the date of signature.

A firm who fails to provide the required documentation, fails to meet the Prequalification Criteria ("PQC") or does not respond to all of the criteria in the Questionnaire will be determined to fail the Prequalification Phase and will not be invited to participate in the RFP solicitation.

5. Evaluation

The firms will be evaluated on the basis of the pre-established PQC outlined in Section III. An assessment of whether each and all of the following PQC are met will be conducted by the UNOG and the evaluation will be on a pass/fail basis. Failure to meet any of the PQC, failure to provide the required documentation, and failure to respond to all of the criteria in the Questionnaire will result in the firm not being invited to the RFP. Firms that have passed the evaluation will receive the RFP, which is envisaged to be issued in November 2016, as per the indicative schedule outlined in Section V.

6. Governing conditions of this EOI

By submitting the EOI, the firm agrees to the content and the procedure of this pre-qualification process. Furthermore, the firm also declares, if selected, to submit a proposal on time and to have sufficient capacity to do so. UNOG provides the firms the opportunity to request clarification on the requirements of the PQC described in Section III. Only questions submitted in writing by 26 September 2016 via email to shptenders@unog.ch will be processed by UNOG, and answered in writing to all participating firms.

During the whole of the subsequent RFP solicitation process, the firms must continue to meet all PQC requirements as defined in this Request for Expression of Interest ("REOI"). If this is not the case, the firm should report this immediately to UNOG who may decide to exclude the firm concerned.

The firms have no right of any kind of compensation for participating in this Request for EOI or the subsequent RFP tender. UNOG has the right to temporarily interrupt or stop the RFP tender and to start a new RFP tender. UNOG is not obliged to award a contract at the end of the RFP tender process.

7. Non-Mandatory Information Session

Firms are invited to a non-mandatory information session, which will take place on 22 September 2016 in UNOG's offices. Firms can participate via VTC or conference call dial-in. Details on the exact time, location and technical information will be provided to all firms who have indicated interest to participate in such conference by 19 September 2016 in writing to shptenders@unog.ch. The session is intended to provide interested firms with the opportunity to visit the site where the construction of the NPB will take place and it will also provide non-binding information on this REOI and subsequent RFP solicitation. Any firm that wishes to participate will receive have to complete and submit a Non-Disclosure Agreement, which will be sent to the firm by email upon their written confirmation of interest to participate. If a firm does not wish to participate in the session via an authorized representative of its legal entity or, in case of a consortium, one of its members, it will not impact its evaluation process in any way or form.

The non-mandatory information session is for information purposes only and the evaluation of this REOI will be solely conducted based on the submitted Questionnaire and all associated documents pursuant to the pre-established PQC outlined in Section III.

SECTION III. PREQUALIFICATION CRITERIA ("PQC")

1. The firm or any of its member(s), in case of a consortium, must not be involved in any bankruptcy proceedings, sequestration or any analogous situation arising from a similar procedure provided for in law.
2. The firm or any of its member(s) in case of a consortium must not be subject of a judgment for fraud, corruption or any other illegal activity.
3. The firm or any of its member(s), in case of a consortium shall not have had a contract terminated for cause or default in the last three years or have been disqualified by any public agency from being awarded a contract.
4. The firm or any of its member(s), in case of a consortium, shall confirm that it is able to provide a bank guarantee amounting up to CHF 12 Million.
5. The firm or any of its member(s), in case of a consortium, shall confirm that it is able to provide a bid bond securing its bid in the amount of up to CHF 50'000.
6. The firm or any of its member(s), in case of a consortium, shall confirm that its key personnel responsible for the project are fluent in written and spoken English. The firm shall confirm that a BIM Manager shall be part of the key personnel team provided for the project.
7. The firm or any of its member(s), in case of a consortium, shall provide evidence that it is registered as a contractor for construction works.
8. Annual Turnover:
The firm shall have an average annual turnover of at least CHF 200 million per annum in construction works over the past three years. Audited/certified financial statements or tax returns for the past three years are to be provided.
For members of a consortium, each individual member must have a minimum average annual turnover of 50 million CHF per annum over the past three years and all members of the consortium must have an average annual turnover of at least CHF 200 million in construction works over the past three years.
9. Relevant Experience:
The firm shall provide information on three reference projects which have been recently completed (within the last five years), or which are in progress, which are relevant to this REOI.
In case of a consortium, the reference projects may relate to any of its members.

For a reference project to be considered relevant, four of the following seven minimum characteristics must be met for each of the three projects:
 - i. Multi-story, minimum three-stories, concrete building structure with integral heating / cooling systems;
 - ii. Office building with high-end finishes of 15,000 square meters minimum open office space with modular furniture, partitions, and contemporary data and power distribution system;
 - iii. Conference / meeting rooms with contemporary audio visual systems;

- iv. Façade composed of full floor height curtain walls 4,000 square meters minimum;
- v. Planted green roofs requiring specialized water-proofing;
- vi. LEED, BREAAAM, Minergie, or similar green building certification level of LEED NC 'Silver' (or comparable level) or higher;
- vii. Use of Building Information Management (BIM).

Firms shall provide each reference project on a separate document, maximum of 2 pages per project. Additional references will not be considered.

10. Health, Safety and Environmental protection matters.

The firm or any of its member(s) in case of a consortium, shall provide evidence of its respective applicable health, safety and environmental certifications obtained, if any, in compliance with applicable regulations.

11. Quality Assurance.

The firm or any of its member(s), in case of a consortium, shall provide a quality management system certification, which must be valid for at least 12 months from the date of the submission of the EOI.

12. The firm or any of its member(s), in case of a consortium, shall confirm that it has the capacity to meet the target dates to submit a proposal and to complete the construction works in the summary provisional timeline outlined in Section V below.

13. The firm or any of its member(s), in case of a consortium, shall be registered as a minimum in the Basic level in United Nations Global Market ("UNGM") to be invited to the RFP solicitation. The firm or any of its member(s), in case of a consortium shall be registered at Level 2 in UNGM to be eligible for contract award.

SECTION IV. TENDERING PHASE

The pre-qualified firms will receive the RFP for the above-referenced construction tender for the New Permanent Building. In the RFP, the Scope of Works, the applicable model contract and the envisaged time schedule will be outlined, as well as the requirements each respective proposal has to meet.

The deliverables expected from candidates during the tendering phase include, but are not limited to:

- i. Cost proposal, bill of quantities, and cash flow for the project execution;
- ii. Method Statement describing the approach to mobilization, construction, testing and commissioning, handover, and demobilization and rectification of defects;
- iii. Project time schedule describing approach to mobilization, construction, testing and commissioning, handover, and demobilization using critical path method approach and scheduling software;
- iv. Approach to Health, Safety and Environmental protection;
- v. Approach to Quality Control and Quality Assurance;
- vi. List of potential subcontractors and vendors;
- vii. Confirmation of acceptance of the model contract based on FIDIC Red Book.

V. TENTATIVE SCHEDULE

The RFP solicitation is tentatively scheduled as follows (the schedule may be amended by UNOG):

Main Activities	Date
Request for Expression of Interest (REOI) issued by UNOG	26 August 2016
Non-Mandatory EOI Information Session	22 September 2016
Submission by firms of questions on the REOI	26 September 2016
Submission by firms of their Expression of Interest (EOI)	14 October 2016
Invitation to Request for Proposal (RFP)	First half of November 2016
Submission Deadline for Proposals by the firms for the RFP	Mid-January 2017
Contract Award	Mid-May 2017
Start of Construction works	Mid-June 2017
Completion of New Permanent Building	latest by November 2019

SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)

SECTION VI. EOI SUBMISSION

The EOI must meet the following submission requirements:

1. Firms shall use the Questionnaire document for answering the questions and to submit their Expression of Interest. Reservations shall not be accepted. It is not allowed to add any other information than requested;
2. All questions must be answered completely and truthfully;
3. Any documents submitted in response of this REOI must be signed on each page by the authorized official;
4. All annexes should clearly be identified and coded and related to the associated section of the Questionnaire.
5. All annexes, statements and other information shall be provided in the English language. Certificates of incorporation may be provided in their original language, but shall be accompanied by a translation in English by a certified translator.

UNOG reserves the right to verify all information submitted by the firms and to contact any references provided. The information submitted will be treated confidentially by UNOG.

The Works will be initiated by the selected vendor in June 2017 for an estimated duration of 30 months.

Interested vendors will have the opportunity on 22 September 2016 to participate in a non-mandatory information session. Vendors shall confirm their interest in the information session by sending an email to shtenders@unog.ch with a copy to blemoine@unog.ch.

Vendors interested in the upcoming subject solicitation complete and return the attached "Vendor Response Form" to shptender@unog.ch with a copy to blemoine@unog.ch.

NOTE

Information on tendering for the UN Procurement System is **available free of charge** at the following address: <https://www.ungm.org/Public/Notice>

Only the United Nations Global Marketplace (UNGM) has been authorised to collect a nominal fee from vendors that wish to receive automatically Procurement Notices or Expressions Of Interest. Vendors interested in this Tender Alert Service are invited to subscribe on <http://www.ungm.org>

Vendors interested in participating in the planned solicitation process should complete the Vendor Response Form of this EOI and send it via fax or email to United Nations Office at Geneva (UNOG) (UNOG) before the closing date set forth above.

VENDOR RESPONSE FORM

R

TO: Boi-Lan Nguyen Lemoine

EOI Number:

FAX: na

FROM:

SUBJECT: Construction of a new office building ("Building H") at the Palais des Nations in Geneva, Switzerland.

NOTICE

- Companies can only participate in solicitations of the UN Secretariat after completing their registration (free of charge) at the United Nations Global Marketplace (www.ungm.org).
- As you express interest in the planned solicitation by submitting this response form, please verify and ensure that your company is registered under its **full legal** name with the **UN Secretariat** on the United Nations Global Marketplace (www.ungm.org).
- We strongly recommend all companies to register at least at **Level 1** under the United Nations Secretariat prior to participating in any solicitations.

To be completed by the Vendor (All fields marked with an '' are mandatory)*

COMPANY INFORMATION

UN Global Market Place (UNGM) Vendor ID Number*:

Legal Company Name (Not trade name or DBA name) *:

Company Contact *:

Address *:

City *:

State :

Postal Code * :

Country *:

Phone Number *:

Fax Number *:

Email Address *:

Company Website:

We declare that our company fully meets the prerequisites A, B, C, D, E and F, for eligibility to register with the United Nations as outlined in the paragraph 1 of the EOI INSTRUCTIONS page.

Signature : _____

Date: _____

Name and Title : _____

EOI INSTRUCTIONS

1) Registering as a Vendor with the United Nations

Vendors interested in fulfilling the requirement described above must be registered at the UN Global Marketplace (www.ungm.org) with the UN Secretariat in order to be eligible to participate in any solicitation. Information on the registration process can be found at <http://www.un.org/Depts/ptd>.

Prerequisites for Eligibility

In order to be eligible for UN registration, you must declare that:

- A. Your company (as well as any parent, subsidiary or affiliate companies) is not listed in, or associated with a company or individual listed in:
 - I. the Compendium of United Nations Security Council Sanctions Lists (http://www.un.org/sc/committees/list_compend.shtml), or
 - II. the IIC Oil for Food List website or, if listed on either, this has been disclosed to the United Nations Procurement Division in writing.
- B. Your company (as well as any parent, subsidiary or affiliate companies) is not currently removed or suspended by the United Nations or any other UN organisation (including the World Bank);
- C. Your company (as well as any parent, subsidiary or affiliate companies) is not under formal investigation, nor have been sanctioned within the preceding three (3) years, by any national authority of a United Nations Member State for engaging or having engaged in proscribed practices, including but not limited to: corruption, fraud, coercion, collusion, obstruction, or any other unethical practice;
- D. Your company has not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against your company that could impair your company's operations in the foreseeable future;
- E. Your company does not employ, or anticipate employing, any person(s) who is, or has been a UN staff member within the last year, if said UN staff member has or had prior professional dealings with the Vendor in his/her capacity as UN staff member within the last three years of service with the UN (in accordance with UN post-employment restrictions published in ST/SGB/2006/15).
- F. Your company undertakes not to engage in proscribed practices (including but not limited to: corruption, fraud, coercion, collusion, obstruction, or any other unethical practice), with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN.

For Registered Vendors: Vendors already registered at the UN Global Marketplace with the UN Secretariat must ensure that the information and documentation (e.g. financial statements, address, contact name, etc.) provided in connection with their registration are up to date in UNGM. Please verify and ensure that your company is registered under its full legal name.

For Vendors Interested in Registration: Vendors not yet registered should apply for registration on the United Nations Global Marketplace (<http://www.ungm.org>); information on the registration process can be found at <http://www.un.org/Depts/ptd>. Vendors must complete the registration process prior to the closing date of the REOI. Vendors who have not completed the UNGM registration process with the UN Secretariat before the closing date of the REOI are not considered eligible to participate in solicitations of the UN Secretariat. We strongly recommend all companies to register at least at Level 1 under the UN Secretariat prior to participating in any solicitations.

IMPORTANT NOTICE: Any false, incomplete or defective vendor registration may result in the rejection of the application or cancellation of an already existing registration.

2) EOI Process

Vendors interested in participating in the planned solicitation process should forward their expression of interest (EOI) to United Nations Office at Geneva (UNOG) (UNOG) by the closing date set forth in this EOI. Due to the

high volume of communications UNOG is not in a position to issue confirmation of receipt of EOIs.

Please note that no further details of the planned solicitation can be made available to the vendors prior to issuance of the solicitation documents.

This EOI is issued subject to the conditions contained in the EOI introductory page on the UNPD Website indicated above.