

## Selection of Architect cum Conservation Consultant

Kerala Institute of Local Administration (KILA) invites application for the selection of an Architect with conservation expertise as Consultant for the preparation of Master Plan and Detailed Project Report for the future development of KILA campus by conserving and modifying the existing structures, developing new structures and facilities as well as proposing landscape plan.

This Architect cum Conservation Consultant will be responsible for the identification of different structures and facilities that KILA requires based on its present and possible future mandates, preparation of Detailed Project Report for the different components, implementation, drawings including plans, sections and elevations and landscaping, and phasing the projects for execution. The consultant should be well equipped with expertise in the field and prior experience in preparation and execution of similar projects.

### Background

KILA started its functioning 29 years back and it has developed its campus on a regular basis, depending upon the need as well as the availability of funds. Government of Kerala has been supporting KILA to develop itself as a Centre of Excellence on Local Governance at the national and international levels. Apart from the facilities for training, hostel / guest houses, kitchen, mess, quarters, library etc, it is also in the process of developing a state of the art museum on Local governance in Kerala in the main campus. At the moment, its main campus has 25 acres which is soon to be expanded with an addition of 10 acres.

### Requirement

While venturing into a long term plan for development of the campus, KILA is also keen to conserve the existing structures which have come up over the last 29 years. The campus is to be developed into a world-class campus for training, research and policy advocacy for the local, national and international participants with an advance vision of 30 years and beyond.

The Consultant/ firm - an individual, or partnership or company engaged in running/developing similar sites with the specified qualification criteria may send their applications along with detailed statement of experience. The Architect cum Conservation Consultant's responsibilities include the following,

1. The firm selected has to provide support for conservation, and to develop the campus as a world-class training, research and policy advocacy centre.
2. The firm selected has to prepare a plan for the facelift of the campus and its facilities and to create new facilities and structures as per the requirements.
3. The firm selected may have to function as site advisor of the project execution, if called for.

If found satisfactory, the Consultant may have to do similar work for other campuses of KILA, if required.

## Scope of Services

- 1 The preliminary conceptual plans and Master Plan prepared by the Architect cum Conservation consultant shall be got approved by the Director KILA or the person authorised by the Director and the consultant shall modify if desired by KILA without any additional cost.
- 2 After obtaining the written approval of the Director KILA, three copies of the Master Plan, approved preliminary design and drawings (also referred to as revised drawing or design development) including plans, approximate cost estimate, drawing etc. shall be furnished to the Director KILA along with brief specifications and cost based on plinth area rate to the satisfaction of KILA. This process is to be done for each component according to the priority fixed.
- 3 After the written approval of the above mentioned documents and preliminary estimate and communicating the same to the Consultant by KILA, the Consultant shall prepare the detailed working drawings.
- 4 The Consultant shall also furnish detailed drawings and Construction drawings needed at the time of execution of the said work on the basis of the latest specification.
- 5 These should include proposed water supply systems including distribution pipes, stop-cocks, bib cocks, meters and fire hydrants.
- 6 These should also include proposed sewerage system and complete internal sanitary installation with stacks, Anti symphonic pipes and vents etc. in the case of sanitary work to the extent required including surface drainage.
- 7 Internal and external electrical installations, distribution boards, switches, plugs etc.
- 8 Proposals for furniture, furnishings and other items required to KILA's satisfaction.
- 9 The Architect cum Conservation Consultant shall prepare working drawings and details, sufficient for the proper execution of the works.
- 10 The Architect cum Conservation Consultant shall also render any other services connected with the said works usually and normally rendered by such Architect and Conservation Consultant and not referred to in any of the sub clauses.
- 11 The Architect cum Conservation Consultant shall submit to the Director KILA all the necessary sketch plans, within the period stipulated by KILA.
- 12 If the Consultant fails to adhere to the time schedule or extended time which may be granted by the Director KILA in his/her sole discretion, KILA shall be entitled to terminate this agreement and entrust the work to some other Consultant and in that case, the Consultant shall be entitled to fees or compensation only up to the stage of work carried out by him as decided by KILA alone.
- 13 The site map will be provided by KILA, but the drawings of the existing buildings will have to be done by the Architect cum Conservation Consultant (if not available with KILA) for which no expenses will be paid.
- 14 The Consultant shall observe all the statutory regulations prevailing in the state with regard to the approval from any authorities for carrying out this task by them.

## **Qualification Criteria**

The Consultant should have the following essential qualifications

1. The firm/individual should have prior experience in similar projects with tasks for master plan preparation and conservation, costing more than Rs. 25 crores.
2. The team composition should include experienced and qualified architects, conservation experts and engineers.
3. The firm/individual should have a track record of minimum 15 years in the field of architecture and conservation.
4. The firm/individual should have a registration with Government of India for GST.
5. Should have a person with Masters Degree in Architecture and Conservation/Conservation Architecture from approved University/Institution in the team

## **Termination of Agreement**

1. The Agreement herein may be terminated at any time on one months notice on either side.
2. In the event of the termination of the Agreement by KILA, the Consultant shall not be entitled to any compensation or damage by reason of such termination, but only to the fees for the services actually rendered up to the time of such termination to be decided by KILA.
3. If the Consultant shall close his business or die or become incapacitated from acting as such Consultant as aforesaid, or if this Agreement is terminated before, KILA may make use of all or any drawing, estimate or other documents prepared by the Consultant after payment for the same, as provided herein.

The Consultants are invited to submit details required for short listing. The application submitted will be the basis for short listing. Please note that KILA reserves the right to reject any or all of the proposals submitted for short listing without assigning any reasons.

The application should provide the following information using the attached Standard Forms :

(i) A brief description of the firm's organization and an outline of recent experience on assignments of a similar nature. For each assignments, the outline should indicate, inter alia, the profiles and names of the staff provided, duration of the assignment, contract amount, and firm's involvement.

A narrative description of each project taken up and completed by the firm in the last 15 years should be specially indicated to understand the capacity of the agency in planning of similar nature.

(ii) CVs recently prepared.

(iii) Any additional information that may reflect the firm's capabilities and credibility.

(iv) The bid documents consisting of Technical and Financial bids are to be submitted in separate sealed covers I and II respectively and enclosed in a single cover

c) The completed application must be delivered at the submission address on or before the time and date stated here. Any proposal received after the closing time for submission of proposals shall be returned unopened.

#### 4. Initial Short listing

The application received will be evaluated taking into consideration the experience and financial quote of the consultants.

5. If there are more number of applicants, KILA may call for a presentation if required

The Consultants who are initially shortlisted may be asked to make a presentation before a committee set up for this purpose.

The presentation will have to be made before the selection committee who will evaluate the application and award the total technical score based on the evaluation criteria and rank the consultants.

The financial quote is to be made in a percentage basis of the amount of the project in own format.

The fees payable for the consultancy services shall be quoted as a percentage of the actual cost of the Total outlay of the work

#### 6. Evaluation of Application

The evaluation committee appointed by the Client will evaluate the application on the basis of the details given in the application applying the evaluation criteria, sub criteria and point system specified below.

i. For Qualification and Experience of the Firm 20 points

ii. Experience in similar master plan and conservation preparation projects - 40 points

iii. Presentation of the concept including methodology - 40 points

The financial bids will be opened only after the completion of the evaluation of all techno-creative presentation

Lowest financial bid would be kept as the base for calculation of financial score (FS) of each bidder.

The financial score (FS) of each bidder shall be calculated in the following method:

$$\text{Financial Score (FS)} = \frac{\text{Lowest Financial Bid}}{\text{Financial Bid of Bidder}} \times 100$$

Financial Bid of Bidder

COMPOSITE EVALUATION :-The Composite Score (CS) of each bidder shall a weighted average of the Techno-Creative Score (TCS) and Financial Score (FS). Techno –Creative Score (TCS) will have a weightage of 70% and Financial Score (FS) will have weightage of 30%. The weighted average total would be the determining yardstick for selection of Bidder.

$$\text{Composite Score(CS)} = (\text{TCS} \times 70) + (\text{FS} \times 30) = 100$$

#### 7.1 Final Selection

Agencies will be ranked according to the total technical score obtained and the total number as required will be shortlisted. The committee will decide on, the best suited ~~Conservation~~ Consultants. Technical and Financial quote will be obtained from them, for that assignment for selection on QCBS (Quality and Cost Based Selection) principle (70:30).

8. Any disputes arising in this regard are to be settled in the appropriate court of law at Ernakulam

The date, time and address of the proposal opening are:

Application – 15 th December 2018, 5.00 PM at the office of the Director, KILA.

#### PROFORMA FOR PROFILE OF THE FIRM

##### General Information •

Name and address of Firm : •

Name of Contact person : •

Telephone No./Fax/ E-mail : •

PAN Number : •

GST Registration Number : •

Activity Areas : •

Total Experience in relevant field : •

Experience in Govt. works : Yes/No •

Organizational set up •

Status( Company /Firm /Individual/ Partnership etc) :