



MINISTRY OF ENVIRONMENT

MALE' REPUBLIC OF MALDIVES

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Review and Amend Design of Green Office Building to attain BREEAM Certification

[27th October 2020]

Prepared by:

Project Management Unit

Strengthening Low Carbon Energy
Island Strategies (LCEI) Project



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1. Introduction & Background

The development of Hulhumale’ is one of the most ambitious projects undertaken by the government of Maldives, which is also the largest land reclamation project in the country. The Housing Development Corporation Ltd. (HDC) is a 100 percent state owned enterprise with the mandate of undertaking housing, commercial and key economic developments, creating opportunities for better homes, health, employment and education in the Maldives being the master developer of Hulhumale’.

HDC is working towards, creating Hulhumale’ to become the first smart and sustainable city in the Maldives consisting of hospitality, residential, commercial, recreational and industrial developments. BREAM standards have been chosen as a framework for ensuring the sustainable development of buildings and communities within the city.

Green office building has been chosen as a pilot project to update the design and standards to attain certification based on the BREEAM guideline and certification. The Green Office building will be the first building to attain BREEAM certification to be developed in Hulhumale’.

Ministry of Environment under the “Strengthening Low Carbon Energy Island Strategies Project (LCEI)” is providing assistance to assess the design of Green Office Building and update the design to attain BREEAM certification.

The LCEI project is designed with a goal of market transformation for energy efficient technologies in buildings and the built environment in the Maldives; and promotion of energy efficiency investments in buildings. The project will not only target energy efficient technologies, but will also promote emerging low carbon energy technologies for the building sector.

LCEI Project is funded by the Global Environment Facility (GEF) and implemented by the Ministry of Environment with support from UN Environment. The project aims to reduce greenhouse gas (GHG) emissions through energy efficiency in the building sector.

The LCEI project is seeking a qualified consultancy firm to review and amend sustainability features in design to attain BREEAM certification.

2. Objective

The objective of the assignment is to study, review and prepare changes in the design of the Green Office Building to attain BREEAM certification (New Construction for Office building)

The consultant also needs to furnish an initial assessment report delineating the efficiency of the existing building as well as a final assessment report for efficiency once the exercise has been completed to improve as per BREEAM guidelines to achieve a “VERY GOOOD” rating.

Furthermore, the draft Energy Efficiency Guideline for Buildings in Maldives must be referred to as the reference guideline for energy efficient buildings in Maldives.

Green Office Building Details:

- Plot Area: 940 Sq. M. (10,118 Sq. Ft.)
- Foot Print: 737 sqm (7,933 Sq. Ft.)
- Gross Floor Area: 7,683 sqm (82,699 Sq. Ft.)
- Height: 37m (10 stories)

3. Scope of Assignment

The scope of work involves the following tasks to achieve the objective above;

- (A) Review the existing design of the Green Office Building and feasibility study of features of the building.
- (B) Make all necessary recommendations to fit this building for BREEAM “Very Good” rating for New Construction certification
- (C) Bring all necessary amendment with the approval HDC to the design to fit the building for BREEAM “Very Good” rating for New Construction certification
- (D) Acquire BREEAM “Very Good” New construction rating certification for the building
- (E) Preparation of Sustainability Assessment Report furnishing the efficiency and sustainability features of the building as compared to baseline of Maldives

4. Indicative Tasks

The design of the green office building was sought as the first green building and has been completed and approved. However, with the aim for review and update following the efforts in producing world recognized sustainable buildings, the assignment looks forward to review the current design and revise it to achieve a BREEAM certificate.

The following are indicative tasks to achieve the objectives of the consultancy, but are not necessarily limited to these activities:

1. Study and review the existing designs of the Green Office Building including but not limited to;
 - a. Study and review the architectural design drawings of the building.
 - b. Study and review the structural design of the building.
 - c. Study and review the design of the building services:
 - i. Mechanical design
 - ii. Electrical design
 - iii. Plumbing design
 - iv. Fire Protection design
 - v. Smart building services features
2. Study and review the sustainability design elements of the building and carrying out feasibility study of the existing features including but not limited to
 - a. Natural ventilation
 - b. Integrated landscape design
 - c. Natural day lighting

- d. Sun shading
 - e. Light façade
 - f. Integration of photovoltaic cell, etc.
 - g. Energy and resources generation, controlling consumption and recycling
3. Analysis through energy simulation, daylight simulation, and sun shading simulations to see the various features like energy profile, daylight penetration, ventilation strategies etc. of the building and optimize the orientation and other design features. The draft Energy Efficiency Guideline must be referred as the energy efficiency building guideline for the Maldives.
4. Meeting with stakeholders (Building Architect, Structural Engineer, Services (Mechanical, Electrical and Plumbing) Engineers and authorities from Housing Development Corporation Ltd., and Ministry of Environment etc.)
- a. Stakeholders must be introduced to outline of the BREEAM certification requirements and process of certification.
 - b. Conduct stakeholder discussion on the existing design features of the Green Office Building.
 - c. Update stakeholders with the feasibility study of BREEAM certification and concurrently provide the work-responsibility matrix for attaining BREEAM certification.
5. Prepare recommendation and solutions and discuss with ME and HDC to attain changes which are feasible due to BREEAM certification requirements.
6. Prepare required changes in the design of the Green Office Building Consultation including but not limited to
- a. Architectural design elements
 - b. Construction materials

- c. Construction methodology
 - d. Services design
 - e. Sustainability design elements
7. Prepare Sustainability assessment report outlining the performance of the building in aspects including but not limited to energy efficiency, CO2 emissions, material efficiency, site sufficiency, water efficiency, waste minimisation, occupant wellbeing etc. The report must also include the analysis and conducted and their results, expected energy use index, CO2 savings compared to a baseline building and compared to the existing building design.
8. Assisting Housing Development Corporation Ltd. for the Green Office Building in attaining BREEAM Certification.
- a. Assign necessary licensed assessment personals such as the BREEAM Assessor or Sustainability champion.
 - b. Complete the application form and submit the same with BRE
 - c. Address all the queries raised by BRE in the feedback
 - d. Providing evidence and references to BRE is support of the claimed credits
 - e. Apply for the Pre-Approval and design stage certification with BRE

5. Deliverables

Deliverable	Delivery Date*
1. Feasibility report with findings from the study of existing design of Green Office Building.	20 days

2. Draft report on solutions and recommendations in design of the office building 3. Report on consultation workshop	30 days
4. Final report on solutions and recommendations in design of the office building	10 days
5. Updated designs incorporating the required changes in accordance with the BREEAM certification requirements	45 days
6. Sustainability assessment report outlining the sustainability features, efficiency of the building as compared to baseline Maldives building. 7. Attain the BREEAM certification (design stage)	45 days

* From the date of contract signing.

6. Duration of the Consultancy

Duration of the assignment is 05 calendar months upon signing the contract.

7. Provision of Monitoring and Progress Controls

The consultants will report directly to Planning and Development of HDC. The consultants shall attend progress meetings once every 2 weeks with the HDC. Team members in post(s) under section 8 (Requirements for Experience and Qualification) must participate in the progress meetings. Team members in post(s) under section 8 who are not in Maldives at the time of the meeting shall participate via internet.

For meetings held under this consultancy, the Minutes of Meeting must be provided to the HDC within 2 days of the meeting.

8. Requirements for Experience and Qualifications

In executing this TOR, the consultancy is expected to meet the following eligibility criteria and should provide CVs and commitment letters of team member(s) meeting the following requirements:

#	Post	Nos
1	BREEAM Assessor	1
2	Energy Modelling Expert	1

Details of any other support persons and positions must be included in Standard Forms 3 and 4.

1) BREEAM Assessor

- Academic qualification
 - Must have Bachelor's degree relevant to thematic area in Civil, Mechanical Engineering, Architecture, or any other related field; relevant higher qualification will score higher points.
- Professional experience
 - At least five (05) years of practical work experience
 - Sound knowledge and understanding of building design and operational procedures of building systems.
 - Must produce BREEAM assessor license along with prior experience of BREEAM projects.
 - Must have prior experience of at least one BREEAM completed project. Must provide details of the completed project and Completion certificate/ BREEAM rating certificate.
 - Must have sound knowledge of BREEAM certification process and proceedings.
 - Must have demonstrated ability to write precise reports.
 - Must have demonstrated experience and abilities to pro-actively lead and coordinate a team, including strong interpersonal skills with ability to multi-task and maintain effective work relationships with diverse range of institutional partners and undertake complex assignments.
 - Must demonstrate experience via samples of similar work previously conducted
 - Must have excellent speaking, reading, report writing and presentation skills in English

2) Energy Modelling Expert

- Academic qualification
 - Must have Bachelor's degree relevant to thematic area in Civil, Mechanical Engineering, Architecture/Planning, or any other related field; relevant higher qualification will score higher points.

- Professional experience
 - At least five (05) years of practical work experience
 - Must have sound knowledge and understanding of all building systems related to energy performance
 - Must have demonstrated experience with design phase modeling
 - Ability to demonstrate how energy modeling can be used to perform cost benefit analysis
 - Ability to evaluate the simulation results for reasonableness in relation to the energy modeling inputs, including energy consumption by end-use, cost, and the performance savings claimed
 - Must have demonstrated ability to write precise reports.
 - Must have demonstrated experience and abilities to pro-actively lead and coordinate a team, including strong interpersonal skills with ability to multi-task and maintain effective work relationships with diverse range of institutional partners and undertake complex assignments.
 - Must demonstrate experience via samples of similar work previously conducted
 - Must have excellent speaking, reading, report writing and presentation skills in English

9. Evaluation and comparison of proposals

9.1 Preliminary Examination

The Client will examine the proposals to determine whether they are complete, the documents have been properly signed and the proposals are generally in order, and all the documents stated in Section 12 (Application) have been included in the proposal.

Prior to the detailed evaluation, the Client will determine the substantial responsiveness of each proposal to the Terms of Reference (TOR).

If a proposal is determined as incomplete or as not substantially responsive, Client has authority to reject the proposal. Criteria for determining completeness and substantial responsiveness is given in Annex 2.

9.2 Evaluation of Proposals

A two-stage procedure is utilized in evaluating the proposals.

The Technical Evaluation will be completed at the First Stage of the evaluation. The proposals which pass the minimum technical score of **70%** of the obtainable score of 1000 points in the technical evaluation will be considered in the Second Stage of the evaluation.

Financial Proposal will be evaluated in the Second Stage. The proposal with the Lowest Financial Quote (Fq) will get the maximum Financial Score (Sf) of 100 points. The Financial Scores (Sf) of the other Financial Proposals will be computed according to the following formula:

$Sf = 100 \times Fq / F$, in which Sf is the financial score, Fq is the Lowest Financial Quote received and F is the price of the proposal under consideration.

Proposals will be ranked according to the combined Technical Score (St) and Financial Score (Sf) using the weights (T = the weight given to the Technical Proposal; P = the Weight given to the Financial Proposal; T+P = 1) and will be computed according to the following formulae.

$S = St \times T\% + Sf \times P\%$, in which S is the combined score,

Where T% = 70% and P% is 30%

ME reserves the right to undertake a post-qualification exercise aimed at determining to its satisfaction, the validity of the information provided in the proposal. Such post-qualification shall be fully documented and, among those that may be listed in the Annex 2, may include, but need not be limited to, all or any combination of the following:

- a) Verification of accuracy, correctness and authenticity of information provided by the proponent on the legal, technical and financial documents submitted;
- b) Validation of extent of compliance to the TOR requirements and evaluation criteria based on what has so far been found by the evaluation team;
- c) Inquiry and cross-checking with other previous clients on the quality of performance on ongoing or previous contracts completed;

10. Payment

Payments will be made in accordance with the schedule specified below:

REQUIREMENT	ALLOCATION
Submission and acceptance of feasibility report of existing design of Green Office Building	10%
Submission and acceptance of draft report stating recommendations in the design of office building	10%
Submission and acceptance of • Consultation meeting report • Report stating final required recommendations and solutions in the design of office building	10%
Submission and acceptance of updated designs of the Green Office Building in accordance with the BREEAM certification	20%
Submission and acceptance of sustainability assessment report stating the performance of building as compared to baseline	20%
Attaining the BREEAM certification	30%
Total	100%

11. Additional Information

The LCEI-PMU of ME has overall responsibility for the management of the contract and contractual reporting obligations.

Documents and data provided by the government for the purpose of this assessment which is not of public nature shall be considered confidential and should not be disclosed to any other party.

All outputs and materials produced as part of this TOR shall be handed over to the LCEI-PMU at the end of the contract and will become the sole property of ME.

Obtaining any necessary visa and documents are the responsibility of the proponent. ME will only provide a visa facilitation letter if necessary.

12. Application

Registered entities under Maldives Inland Revenue Authority (MIRA) can apply for this consultancy

Interested international consultancy who are not registered under MIRA may apply to this consultancy in association with local consultancy firms.

Proponent should submit their proposals containing the following (Standard forms, where required, are provided in Annex 1):

- a. Completed proposal submission form ([FORM-1](#))
- b. Completed financial breakdown form ([FORM-2](#)).
- c. Brief description of the proponent and an outline of recent similar consultancy services provided, with references. This section must include an introduction of the proposed experts with a description of their experiences relevant to the required tasks, justifying their ability to complete the assignment.
- d. A description of the approach, methodology and work plan for performing the assignment covering the following subjects: technical approach and methodology, work plan, and organization and staffing schedule. Guidance on the content of this section is provided in [FORM-3](#).
- e. The list of the proposed professional staff team, the positions they would be assigned, and their tasks ([FORM-4](#)).
- f. A summary of the work plan must be presented in the format in Work Schedule ([FORM -6](#)) showing in the form of a bar chart the timing proposed for each activity.
- g. Detailed CVs of the experts signed by the expert themselves (required experiences and other experiences relevant to this TOR must be specified clearly or highlighted in their respective CVs.)
- h. Demonstrations of required experiences listed in this TOR
- i. Letter of commitment from each member to undertake the project ([FORM -5](#)).
- j. Copy of Company/Institution Registration
- k. Copy of Tax Registration certificate issued from Maldives Inland Revenue Authority
- l. Tax Clearance Report issued from Maldives Inland Revenue Authority

13. Queries

For any queries please email to procurement@environment.gov.mv and CC to low.carbon@environment.gov.mv before **0000hrs on 3rd November 2020**. Answers will be provided to all the queries received before the deadline and will be made available via the Ministry website (www.environment.gov.mv) on **5th November 2020**.

14. Submission

Bid submission	Before 16th November 2020 at 1130 hours local time
Bid opening	16th November 2020 at 1130 hours' local time. Proposals will be opened in the presence of the bidders or their representatives who choose to be present at the address below at the time of proposal opening.
Submission instruction	Proposals must be delivered in sealed envelopes titled <i>“Do not Open Before 16th November 2020 at 1130 hours - Review and Amend Design of Green Office Building to attain BREEAM Certification”</i> and the submitting party's name and address Electronic submission is not permitted. Late proposals will be rejected.
Submission address	Procurement Section Ministry of Environment Green Building, Handhuvaree Hingun, Maafannu Male', 20392, Republic of Maldives Email: procurement@environment.gov.mv Website: www.environment.gov.mv Project name: Strengthening Low Carbon Energy Island Strategies (LCEI) Announcement number: (IUL)438-CCD/438/2020/186

ANNEX 1: STANDARD FORMS

1. STANDARD FORMS

FORM -1: PROPOSAL SUBMISSION FORM

[Location, Date]

To: [Name and address of Client]

Dear Sir/Madam:

We, the undersigned, offer to provide the **“Review and Amend Design of Green Office Building to attain BREEAM Certification”** in accordance with your Terms of Reference dated [Insert Date] and our Proposal. We are hereby submitting our Proposal; our financial offer is for the sum of **[Insert amount(s) in words and figures (Should quote the amount in Maldivian Rufiyaa)]** which is inclusive of the all applicable taxes.

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

Proposal validity is for a period of **[Insert number of days, 60 days minimum]** days. If negotiations are held during the period of validity of the Proposal, we undertake to negotiate on the basis of the methodology and proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We undertake, if our Proposal is accepted, to initiate the services and fulfil the requirements of the terms of reference.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature [In full and initials]: _____

Name and Title of Signatory: _____

Name of Company: _____

Address: _____

FORM-2: FINANCIAL BREAKDOWN

	Description	USD
	Total :	
	GST/Applicable tax :	
	Total with GST/Applicable tax:	

Indicate the total cost with detail cost to be paid in Maldivian Rufiyaa.

Note: The total contract price should be quoted inclusive of Goods and Services Tax (GST) or any applicable Maldivian taxes as per the Tax Legislation and must be shown in the breakdown.

FORM-3: DESCRIPTION OF APPROACH, METHODOLOGY AND WORK PLAN FOR PERFORMING THE ASSIGNMENT

Technical approach, methodology and work plan are key components of the Technical Proposal. You are suggested to present your Technical Proposal divided into the following three chapters:

- a) Technical Approach and Methodology,*
- b) Work Plan, and*
- c) Organization and Staffing,*

a) Technical Approach and Methodology. In this chapter you should explain your understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them (including details of any instruments, software, technical formulae, information files, and file formats where applicable). You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.

b) Work Plan. In this chapter you should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan.

c) Organization and Staffing. In this chapter you should propose the structure and composition of your team. You should list the main disciplines of the assignment, the proposed professional staff responsibility.

FORM-4: TEAM COMPOSITION AND TASK ASSIGNMENT

Name of Staff	Position Assigned	Task Assigned

FORM-5: Letter of Commitment

[Date]

[Company Name]
[Road Name]
Male'
Maldives

Re: **Review and Amend Design of Green Office Building to attain BREEAM Certification** , Ref no: _____

Dear Sir/Madam,

I am writing to confirm my availability to provide services as _____ to the **Review and Amend Design of Green Office Building to attain BREEAM Certification** for the Ministry of Environment.

I undertake, if this proposal is accepted, to complete and deliver the whole of the services assigned to me in the scope of services.

I undertake, if this proposal is accepted upon receipt of the Ministry of Environment's notice, to commence performance of the services with due expedition and without delay.

Yours sincerely,

Name: _____

Passport /ID card No: _____

Date: _____

Signatory: _____

FORM-6: WORK SCHEDULE

[illegible]

ANNEX 2: EVALUATION OF PROPOSALS

Criteria for Preliminary Examination of Proposals	<u>Document pre check</u> 1. Proposal is received on or before the date and time specified 2. Proposal is properly sealed / un-tampered 3. Proposal bears the (i) name of the submitting entity and (ii) title of the Contract outside the envelope 4. Completed Form-1: Proposal Submission is included in the proposal 5. Completed Form-2: Financial Breakdown is included in the proposal 6. Completed Form-3: Description of Approach, Methodology and Work Plan for Performing the Assignment is included in the proposal 7. Completed Form-4: Team Composition and Task Assignment is included in the proposal 8. Completed Form-5: Letter of commitment for all the experts as described in section 8 of the TOR is included in the proposal 9. Completed Form-6: Work Schedule is included in the proposal 10. Signed CVs of the key staff is included in the proposal 11. Minimum 60 days' proposal validity provided 12. All the standard forms are included (i.e. no standard contents deleted, no reservations added) 13. Proponent's Profile including the profile of the proposed experts 14. Copy of Company/Institution Registration 15. Copy of Tax Registration certificate issued from Maldives Inland Revenue Authority 16. Tax Clearance Report issued from Maldives Inland Revenue Authority <u>Technical pre check</u> 1. Is the proponent's understanding of the objective of the assignment explained? 2. Is the proponent's understanding of the objective consistent with the objective of the assignment? 3. Is the proponent's approach and methodology explained in detail? 4. Does the approach and methodology address the full scope of requirements of the assignment? 5. Are the problems being addressed through this assignment, identified and their importance explained? 6. Is there an explanation of the technical approach that the proponent will undertake to address the problems? 7. Does the work plan include the main activities and their content of the assignment? 8. Does the work plan show phasing, interrelations and milestones of the activities, and delivery dates of reports? 9. Are the work plan and proposed approach and methodology consistent with each other and the TOR? 10. Is the structure and composition of the team explained? 11. Does the proposed team members' qualification and experience meet the minimum requirements?
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	12. Are the main activities and tasks assigned to members of required qualification/experience? 13. Are the tasks assignment and the proposed methodology consistent with each other? 14. Proposal is strictly for the full scope of requirements (i.e. partial offer is not allowed) 15. There are no exceptional conditions stated that are unacceptable to ME
Criteria for Essential Eligibility/Qualification of key personnel	Refer to Section 8 of this TOR
Note: 1. If proponents do not meet any of the above listed criteria, their proposal may not be considered for further evaluation. 2. Proponents meeting above listed criteria are required to submit evidences (details / documents) in support – otherwise proposal may be disqualified.	

Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable
1.	Proposed Methodology, Approach and Work Plan	50%	600
2.	Personnel	50%	400
	Total		1000

Technical Proposal Evaluation Form 1		Points Obtainable
Proposed Methodology, Approach and Work Plan		
2.1	To what degree does the proponent understand the task mentioned in this TOR?	100
2.2	Did the proposal address in sufficient detail the important aspects of tasks listed?	120
2.3	Are the different components of this TOR planned to be implemented in a cohesive manner?	100
2.4	Is the conceptual framework adopted appropriate for the task?	90
2.5	Is the scope of task well defined and does it correspond to the TOR?	90
2.6	Is the responsibilities of the key personnel addressed clearly in line with the methodology described	100
	Total	600

Technical Proposal Evaluation Form 2			Points Obtainable
Personnel			
3.1	BREEAM Assessor		200
	- Academic qualification	100	
	- Professional Experience	100	
3.2	Energy Modeller		200
	- Academic qualification	100	
	- Professional Experience	100	
	Total		400