



## **CORRIGENDUM NO. 1**

**Invitation for Bids (IFB)  
(Authorise under Section 16(1) of Public Procurement Act 2006)**

**Procurement Ref: OU/OAB(RFP)/5/22-23**

### **Architectural Consultancy Services (ACS) for the Construction of a New University Campus at Cote D'Or**

Further to procurement notice dated 30 March 2023 for the Selection of Consultant for Architectural Consultancy Services (ACS) for the Construction of a New University Campus at Cote D'Or.

Please find below Corrigendum No. 1 and an extract of Section 7 – Terms of Reference is at **Annex**.

**Refer to Page 120 of the Bidding Document.**

a) Delete the following paragraph:

**Qualification and skills**  
**Support Architect for Design**

- Bachelor's Degree in Architecture having a minimum of ten years of Post Registration experience.

And replace with:

**Qualification and skills**  
**Support Architect for Design**

- Bachelor's Degree in Architecture having a minimum of five years of Post Registration experience.

b) Delete the following paragraph:

**Qualification and skills**  
**Support Architect for Supervision**

- Bachelor's Degree in Architecture having a minimum of ten years of Post Registration experience.

And replace with:

**Qualification and skills**  
**Support Architect for Supervision**

- Bachelor's Degree in Architecture having a minimum of five years of Post Registration experience.

c) Delete the following paragraph:

**Specific Professional Experience**  
**Support Architect for Design**

- The Architect shall have completed at least one multistorey building project of floor area at least 6,000 sqm and of value at least MUR 210 M in the last ten years.

And replace with:

**Specific Professional Experience**  
**Support Architect for Design**

- The Architect shall have completed at least one multistorey building project of floor area at least 6,000 sqm and of value at least MUR 210 M in at least the last five years.

**Refer to Page 121 of the Bidding Document.**

d) Delete the following paragraph:

**Specific Professional Experience**  
**Support Architect for Supervision**

- The Architect shall have completed at least one multistorey building project of floor area at least 6,000 sqm and of value at least MUR 210 M in the last ten years.

And replace with:

**Specific Professional Experience**  
**Support Architect for Supervision**

- The Architect shall have completed at least one multistorey building project of floor area at least 6,000 sqm and of value at least MUR 210 M in at least the last five years.

You are kindly requested to take the above into consideration whilst submitting your bid.

Thank you for your understanding.

Yours faithfully



Dr K S Sukon, PFHEA  
Director-General

## **Section 7. Terms of Reference**

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## Section 7. Terms of Reference

### 7.1 – CLIENT'S BRIEF

#### 1.0 GENERALLY

##### 1.1 Client's Objectives

The Open University of Mauritius (OUM) is a body corporate set up under the Open University of Mauritius Act 2010. The Mauritius College of the Air, which was established in 1971, integrated the Open University of Mauritius in July 2012.

As per the OUM Act No. 2 of 2010, the objects of the Open University of Mauritius are to:

- a) advance and disseminate learning and knowledge through a diversity of means, with emphasis on information and communication technologies;
- b) provide wider opportunities for education and training to the population, through open and distance learning, and promote lifelong learning;
- c) encourage the use of open and distance learning at all levels of education and training through collaboration, optimal use of existing resources and good practices;
- d) encourage and promote scholarship and conduct research and development in educational technology and related matters; and
- e) be the focal point for the provision of open and distance learning in Mauritius through the establishment of active partnerships with local public and private institutions, as well as overseas institutions engaged in providing education and training.

The vision of the Open University of Mauritius is to be amongst the best open universities in the world and its mission is to use latest technology and a flexible mode of teaching to serve society, transform lives, and provide high-quality education, lifelong learning, and training accessible to everyone while promoting excellence in research.

##### 1.2 Project Background

The Open University of Mauritius has its head office at Réduit and it is using the ex-MBC building since 2012 as its campus.

Since its establishment, the student population of OUM has been constantly increasing over the last 10 years and by its tenth anniversary in July 2022, it had reached around 13,000.

OUM also intends to register international students and unless it has the proper infrastructural facilities, it cannot achieve its internationalisation aims and objectives.

OUM is projecting to enrol 25,000 students by year 2043, with 2,500 students to be seated at any time in classes. The total number of staff in year 2043 is planned to stand at around 800. The current number of staff is 230.

OUM does not have a proper campus for its large student population. With the projected exponentially increasing student enrolment, the need for an appropriate campus offering a conducive learning environment and state of the art facilities is being felt more and more.

Therefore, in line with its Strategic Plan, the Open University of Mauritius intends to develop a new campus on a portion of land of 10 Arpents situated at Côte D'Or in three phases which will comprise the following:

- a) **Masterplan**
- b) **Phase 1** - Construction of an Academic Block of approximate floor area of 15,000 sqm including services, amenities and external works.
- c) **Phase 2** - Construction of an Administrative Block of approximate floor area 8,000 sqm including services, amenities and external works.

Construction of the two phases will be undertaken through two separate and distinct contracts.

The Open University of Mauritius shall use its own funds for the construction of its new Campus.

### 1.3 Principles Underpinning the Cote D'Or Campus

The development and implementation of the Cote D'Or Campus will be based on the following key principles:

**a) Provide an integrated environment for teaching, learning and research:**

The campus planning framework will identify a range of indoor and outdoor spaces and infrastructure to support formal and informal discovery and learning in a holistic, dynamic and integrated setting. It will support a culture of curiosity, contemplation, creativity and innovation, and it will encourage interchange through planned events both large and small, and serendipitous encounters of various kinds. It will prioritize the spaces and facilities that best support today's requirements while maintaining maximum flexibility to respond to emergent requirements in the future.

**b) Enhance the campus's distinctive sense of place:**

OUM's buildings and landscapes create a unique and inspiring setting that is integral to the campus experience. The campus planning framework will preserve and enhance this special character by promoting human scale, spatial cohesion and walkability. It will encourage the continuing creation and renewal of spaces that are beautiful, functional and enduring.

**c) Foster a setting that is welcoming and supportive and encourages positive interaction and exchange:**

The campus planning framework will support OUM's deeply held commitment to bring together people from all backgrounds and circumstances to learn, collaborate, engage and share experiences. The campus's physical design, facilities and amenities will clearly signal that the campus has been planned to be broadly welcoming, supportive and accessible. It will provide a setting that encourages meaningful engagement among students, faculty, staff, alumni, community members, and other academic, governmental, non-profit, and private sector partners, locally and globally. It will cater for the movement of disabled persons.

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**d) Create a climate that encourages thoughtful and creative approaches to sustainability**

The campus planning framework will support the University's goal of playing a leadership role in achieving sustainability and will embed sustainability as an integral part of the University's development and operations.

The campus will be designed to ensure a reliably high standard of service and resilience across all facilities, infrastructure and systems, even in the context of changing climatic, social and economic conditions.

**e) Serve communities that extend beyond the campus**

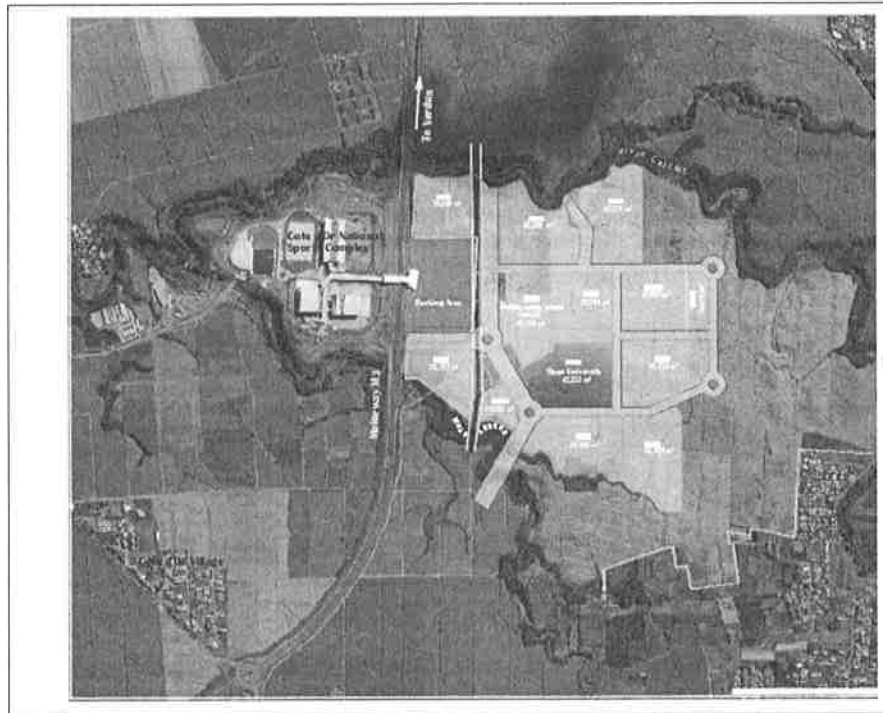
OUM's campus will continue to respect and strive to achieve mutually supportive relationships with neighbouring communities, and its future development will be sensitive to the broader community and regional context. The campus planning framework will also emphasize the University's continuing stewardship of physical, intellectual and cultural resources that are of importance to the wider scholarly and educational community.

The campus must not only house programs and people; it must also foster collaboration, invite serendipity, nurture inclusivity, cultivate argument, inspire creativity, generate community, and facilitate the rigorous, fearless, and path-breaking pursuit of truth. This campus plan seeks to fill that tall order through the development of a mission-centered vision for this specific part of Côte d'Or.

With the announcement of the Education Hub project by the government in the Budget 2019/20, OUM has seized this golden opportunity to become a partner in this major project of the Ministry of Education, Tertiary Education, Science and Technology.

**1.4 Site**

The site to an extent of 42,223 sqm (10 arpents) is located at Cote D'Or, at about 200 m from the parking of the Cote D'Or National Sports Complex as shown in plan below.



A Land Surveyor's Plan of the site is enclosed in Annex I.

The project site for the new OUM Campus is located within the district of Plaines Wilhems and forms part of the Côte d'Or Smart City. The project site is one of the plots allocated for the Education Hub project that stretches over an area of more than 30 arpents. Furthermore, the site will be near to the new Metro Station and park and ride facility to be built at Cote D'Or as announced by the Government.

#### **1.5 Access to Site**

Access to the site will be via a road network to be undertaken by other parties in the near future.

#### **1.6 Objective of the Client's Requirement Document**

The objective of this Client's Brief Document is to provide information on the function and the performance requirements of the Project to enable the Design Team to design the University Campus in accordance with the Client's requirements.

The Design Team shall carefully follow the Client's Brief's Document and shall identify and bring to the attention of the Project Manager any matters which deviate from this brief to allow further guidance to be provided. The principle of attention to detail is expected to be adopted by the Design Team in the development of the design, and the functioning of the Project and is to take precedence over aesthetic considerations.

This Document represents a general statement of the Client's Requirements and a summary of known data to enable the Design Team to develop the design and details for the construction of the Project.

The Design Team is responsible for assessing all design implications of the project site conditions, infrastructure, services, Local Authority and Statutory approvals, road and sewers, and all other associated risks to enable the Project to be designed and completed on time.

It is the Design Team's specific responsibility to liaise closely with the Project Manager to understand fully the Client's Requirements and to prepare a design which meets these requirements.

### 1.7 Consultants to Deliver

The Design Team are to design within the time set for the design and deliver to the **Open University of Mauritius** a campus which is wholly fit for its purpose, and one capable of being built within the time set for construction and within the cost agreed with the Project Manager and approved by the Client.

### 1.8 Project Design Philosophy

The **Open University of Mauritius** is looking to the skills and management expertise of the Design Team to produce and develop a **Modern, State of the Art and Smart Design** including **latest Information and Communication Technology suited for Open Universities**, to the criteria set out in this Document including:-

- a) his experience, innovative ability and talent in design, procurement and construction
- b) identifying, where relevant, standard reliable components, equipment and plant which can be procured at competitive cost and maintained readily
- c) a constructive and co-operative team approach to the Project with the Client, the Project Manager and the other Consultants.
- d) the establishment at an early date of a contractor's fixed price for constructing all elements of the Project
- e) an early date for construction to commence

The Client's Brief Document is intended to give general performance standards in order to achieve the benefits outlined above.

The design to be developed by the Design Team is to be presented for review and comment by the Client and the Project Manager at frequent intervals during the design development stage of the Project.

### 1.9 Project Summary

The Consultants shall design a **landmark campus** for the **Open University of Mauritius at Cote D'Or**, which will stand out with **dignity and pride**, become of **heritage value** and be a **legacy for future generations** over the next 100 years.

The outline design parameters of the Project are detailed later in this Document. These outline design parameters describe a university campus to meet the following basic criteria:-

- a) Master plan of the entire plot of land;
- b) **Phase 1**
  - a. An Academic Block of approximate floor area of 15,000 sqm to include lecturing facilities, library, offices, cafeteria and auditorium; and
  - b. Site works, drainage installation, landscaping and other amenities to operate the facilities under the first phase.



**c) Phase 2**

- a. An Administrative Block of approximate floor area 8,000 sqm comprising boardroom, offices, committee rooms, archive, workshop and cafeteria; and
  - b. Site works, drainage installation, landscaping and other amenities as necessary for phase 2 of the project.
- d) Accommodation for essential engineering plant and services for each Phase.
- e) A structure to conform with the British Standards and other relevant building codes to meet the most severe climatic conditions likely to be experienced in Mauritius with particular attention being given to cyclone-force wind loads of 280 km/hr.
- f) Mechanical and Electrical installation to conform with the latest relevant British Standards and other relevant Codes of Practice.
- g) Specific Requirements for Information and Communications Technology – Cable distribution, Data/telephone, wireless network and IT security to the latest British Standards or other approved standards.
- h) Boundary walls, car parks and external services.
- i) The auditorium, lecture theatres and classrooms shall have acoustically rated /soundproof floor, wall and ceiling finishes and sliding folding partitions.
- j) The boardroom, offices and committee rooms shall have acoustically rated /soundproof fixed partitions.
- k) Enclosed spaces such as, classrooms, lecture theatres, auditorium, boardroom, offices and committee rooms shall be airconditioned and have provisions for connecting/charging laptops/screens.
- l) The whole compound shall have wifi network.
- m) The campus and all buildings shall be designed in accordance with **sustainable/ green/ energy conscious building principles**, so as to **minimize the carbon emission**, such as low energy consumption plant and equipment; maximise natural lighting and natural cross ventilation; use of sunshades and high performance glazing to minimize heat gain; rain water harvesting, photovoltaic panels, etc.

**2.0 APPOINTMENT OF CONSULTANTS**

The Open University of Mauritius has appointed **Ong Seng Goburdhun Partners Ltd** (also referred to as the **Project Manager**) to provide **Project Management Consultancy Services**.

In conjunction with the Client, the Project Manager will organize for the appointment of an Architect, Civil/ Structural Engineer, Building Services Engineer, Quantity Surveyor, Landscape Architect and any other Consultants required for the project.

The above Consultants will be appointed on the basis of FIDIC Client/Consultant Model Services Agreement, Fifth Edition 2017.

The prerogatives and limitations of the Project Manager will be those attributed by the FIDIC Client/Consultant Model Services Agreement, Fifth Edition 2017 as scheduled hereunder.

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**3.0 SCOPE OF SERVICES**

The Scope of Services is enclosed as Appendix 1

**4.0 PERSONNEL, EQUIPMENT, FACILITIES AND SERVICES OF OTHERS TO BE PROVIDED BY CLIENT**

The Personnel, Equipment, Facilities and Services of others to be provided by Client is enclosed as Appendix 2.

**5.0 REMUNERATION AND PAYMENT**

The Remuneration and Payment Schedule is enclosed as Appendix 3.

**6.0 PROGRAMME**

The Project Implementation Programme is enclosed as Appendix 4.

**7.0 CONSULTANTS TO PROVIDE**

**7.1 Information Required for all Aspects of the Project**

The Design Team is to provide to the Client and the Project Manager with full details for all planning approvals to be obtained for the construction of the Project, together with details of any wayleaves, utilities permissions, etc., as are also relevant and necessary to the carrying out of the Project.

The following clauses set out the information that is to be provided by the Design Team during the design development and construction stages of the Project. The information submitted is to be reviewed by the Client and the Project Manager at each stage of the project. The Design Team and subsequently, the appointed Contractors must allow adequate time within their programmes for the Client and the Project Manager to review the information and to accommodate any comments made with regard to this information. These clauses are intended as a check list for the Design Team, but other information may be required to ensure that the Project Manager has all the detail necessary for carrying out his duties.

Method statements are required from Consultants for non standard elements as requested by the Client and the Project Manager for approval.

Documents are to be provided in an approved format with additional copies as required.

**7.2 Information Required for Architectural, Civil and Structural Aspects of the Project**

- a) A design report providing full details of all design criteria, design concepts, materials to be used and methods of construction.
- b) All general arrangement, sections, elevations and detailed drawings.
- c) A copy of all calculations for the design of the foundations, substructure, superstructure and civil aspects of the Project.
- d) Details of the strength and water penetration tests of the cladding, curtain walling and windows.
- e) Material and workmanship specifications developed in the detail design.

- f) Selected reinforcement detail drawings.
- g) Construction programme.
- h) Construction quality control procedures.
- i) Selected material tests.

### **7.3 Information Required for Building Services Engineering Aspects of the Project**

- a) A design report providing full details of all design criteria, design concepts, materials to be used and methods of construction.
- b) Report on electrical and fire alarm, mechanical, plumbing, fire fighting and fire prevention, lift, generator services.
- c) Report on audio visual services, including but not limited to LED screens, smart/ interactive screens, public address, music and sound system.
- d) Report on Information and Communications Technology distribution network, structured data cabling, wireless network, telephone, UPS, I.T Security.
- e) Report on security services, including CCTV and access control.
- f) Report on acoustic engineering of boardroom, committee rooms, classrooms, lecture theatres and auditorium.
- g) Report on the integration of services.
- h) General arrangement and co-ordination drawings.
- i) Design and drawing production programme.
- j) All major calculations for the design of the engineering services installations aspects of the Project.
- k) Manufacturers' details of selected equipment together with their capabilities to service the Client in the future.
- l) Material and workmanship specifications developed in the detail design.
- m) Installation drawings.
- n) Construction programme.
- o) Construction quality control procedures.
- p) Factory works tests.

### **7.4 Value Engineering**

The Project Manager is to arrange at significant points in the development of the design to record the process and outcome of the **Value Engineering** considering all aspects of the

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Project.

It is expected that all components and systems to be used in the building will be subjected to a **Value Engineering** process to achieve the minimum cost for the Client, to simplify the operation and maintenance of the building, to achieve a shorter programme of construction, while maintaining the functional requirements of the Client.

## 7.5 Quality Assurance

The purpose of this specification is to define the Consultant's general responsibility for demonstrating that the work under the contract is executed to the Quality standards required by the particular project / agreement.

Individual Consultants may be required to employ their own Quality System including internal auditing with associated records. They may be required to develop initial Quality and Project Plans.

The following list identifies the recommended quality standards that could be used by the consultant, other standards are available and the initial quality and project plan should identify the standards to be used as part of the project.

- a) BS EN61160:2005 Design Review
- b) ISO 9000:2008 Quality Management Systems-Fundamentals and Vocabulary ISO 9001:2008 Quality Management Systems Requirements
- c) ISO 9004:2008 QMS Guidelines for Performance Improvement
- d) ISO 10005:1995 Quality Management – Guidelines for Quality Plans
- e) ISO 19011:2002 Guidance on auditing of Quality & Environmental Management Systems
- f) Others by agreement

The Consultant will be responsible for Quality auditing and oversight of design and supervision consultants under their control. The Client may audit and monitor the Consultant's records and documents for compliance with their contract, Quality Plan and procedures.

The Design Consultants' Quality Plan will include or make reference to the plan(s) for design and development. It will take into account applicable codes, standards, specifications, Quality characteristics and regulatory requirements as appropriate. It will identify the criteria by which the design and development inputs and outputs should be accepted, and how, at what stage(s), and by whom, the outputs should be reviewed, verified and validated.

The Design Consultant's Quality Plan will also state the following:

- g) How requests for changes and development will be controlled;
- h) Who is authorised to initiate a change request;
- i) How changes will be reviewed in terms of their impact
- j) Who is authorised to approve or reject changes;
- k) How the implementation of changes will be verified.

- l) When design and development reviews take place;
- m) When value engineering reviews take place;
- n) When design and development verification take place,
- o) When design and development validation take place.

## **7.6 Document Management System**

For this type of project, a robust and functional document management is vitally important. It improves the integration of document management and approval processes. The Consultant will have to implement a Microsoft Share Point System or equivalent for the management of the documents and all parties involved in this project shall be provided with necessary access to the system.

The Consultant shall implement the document management system, operate the system, maintain the system, etc.

All costs associated therein shall be deemed to be included in the re-imbursable expenses of the Lump Sum

## **8.0 DESIGN CONCEPTS**

### **8.1 General Planning Parameters**

The Design Team is to abide by the requirements of all relevant Planning Policy Guidelines and Local/ Statutory Authorities in the design of the university campus.

### **8.2 Building Design Life**

The building structure is to be designed to give a minimum life of 100 years.

### **8.3 Floor Numbers**

The floors of the building are to be described as Ground Floor, First Floor, Second Floor, etc.

### **8.4 Client Policies**

The Client will be developing operational policies for the way in which students and staff use the building.

Those agreed so far are:-

- The building will be a no smoking zone.
- A clear desk policy will be in operation.
- A control policy for keys is to be implemented.
- A central security policy is to be implemented.

### **8.5 Building Quality**

The new campus at Cote D'Or is to be constructed to best quality similar to international university standards and specially designed to meet the specific operational needs of the **Open University of Mauritius**.

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## **8.6 Design and Construction Standards**

Within this Document, standards, codes of practice and specifications are generally referenced to the appropriate British Standards and other codes such as the CIBSEE guide.

The standards adopted are to be used consistently throughout the Project and identified in the Design Team's design submittals and verified as part of the value engineering process.

Care is to be taken to ensure that all external and internal components are compatible with each other. For effective internal planning, the buildings are to be designed and constructed using a standard module.

## **8.7 Flexibility**

The **University** functions are subject to change and departments will need to expand and contract accordingly. The flexibility of the Campus buildings design is to reflect this requirement and the Design Team is to demonstrate to the Client how future changes can be accommodated. Particular attention is to be given to the design of the air conditioning system to allow for the addition or removal of cellular offices/spaces without having to make changes to the air conditioning system and with minimal changes to the electrical, computer and telephone systems. Security systems are not to be affected by general changes in space usage.

## **8.8 Building Performance**

The buildings must meet the minimum standards given in this Document.

## **8.9 Ease of Maintenance**

The buildings must be easy and economical to maintain. The Design Team is to ensure that the supply of spare parts and local trade skills in Mauritius are consistent with his design. Care is to be taken in the design to ensure that all plant is safely accessible for routine maintenance purposes and for the eventual replacement of major plant at the end of its effective working life. Particular attention is to be paid to important items of plant especially the chilled water system components, air handling equipment, UPS, data cabling, computer rooms, I.T Security, etc.

## **8.10 Local Resources and Materials**

So far as may be consistent with price and quality, the Architect is to utilise materials, supplies and equipment indigenous to or manufactured in Mauritius, wherever practicable.

## **8.11 Client Involvement**

The Design Team is to meet with the Project Manager and the Client both at regular formal meetings and on an informal basis. It is the intention of the **Open University of Mauritius** to encourage a spirit of openness and cooperation whilst maintaining formal management links. The Design Team is to channel all enquiries and receive direction only by way of the Project Manager.

In order to maintain the programme constraints of the Project, it is the Client's declared intention to avoid making changes once the design parameters have been fixed.

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## **9.0 SITE PREPARATION & FACILITIES**

### **9.1 Temporary Services**

The Building Services Engineer is responsible for investigating the provision of all electrical lighting, power, water, sewer and telephone to the site to prepare for a prompt start to the construction of the buildings.

## **10.0 GENERAL CONSTRAINTS AND RESTRICTIONS**

### **10.1 Nuisance and Control of Noise and Pollution**

The Architect is to take account in the design for the need of the Contractors to comply with all statutory requirements for noise abatement and the control of pollution and to take all necessary precautions to prevent nuisance from water, smoke, dust, rubbish and all other causes.

The Architect is to be responsible for ensuring that the Contractors comply at all times with the recommendations of BS 5228 Code of Practice for Noise Control on Construction and Demolition Sites. The Architect is to detail the design such that the Contractors will be able to ensure that any construction noise does not cause nuisance to the occupants of the adjoining buildings and to other users of buildings or roads etc outside the site boundary.

### **10.2 Language**

The design drawings and all contractual documents, correspondence, minutes of meetings, etc are to be in the English language. Any document in any other language is to be translated by the Consultants at his cost before submission to the Client and the Project Manager. The English version of any such translated document is to take precedence over the original and is to be binding upon the Consultants.

### **10.3 Safety, Health and Welfare of Workpeople**

The Consultants are to ensure in their design that the contractor can comply with all relevant codes, regulations, agreements and statutes relating to safety, health and welfare in Mauritius, including but not limited to the **Occupational Health and Safety Act 2005**.

### **10.4 Testing of Main Components**

The Architect and Structural Engineer shall determine performance specifications for the main elements including for the cladding, curtain walling, windows, doors and frames. They shall specify tests to be carried out, including wind tunnel and other laboratory testing, inspect such tests and verify the results as relevant.

### **10.5 Factory Inspections**

Where appropriate the Architect and Engineers are to carry out inspections of materials or goods during preparation or manufacture at the supplier's factory prior to delivery to site to avoid unnecessary costs of rejecting materials and equipment delivered to site.

### **10.6 Guarantees**

All equipment to be supplied and installed in the Project is to be new and obtained from the Manufacturer or the Manufacturer's approved Agent and be in perfect condition and guaranteed for a minimum period of 12 months from the date of Practical/Substantial Completion. The full benefits of Standard Guarantees or Warranties on equipment which extend beyond this period are to be able to be assigned to the Client direct with the respective Manufacturers. Where

components or materials are assembled into systems such as the roofing or cladding of the vertical facades of the building the Architect should only specify those manufacturers who are prepared to provide long term warranty (at least for 10 years) of their products. This is particularly important in respect of the weatherproofing of the building envelope.

The Architect and Building Services Engineer shall recommend selected equipment/ building components for extended warranty. Elements to be specified as Contractor's Design shall have an associated design warranty of 10 years by the Contractor's Designer.

#### **10.7 Spare Parts and Spare Materials**

The Architect and the Building Services Engineer are to consider at the design stage the requirement for spare parts and materials which will need to be specified as part of the Construction contracts.

The Consultant team shall ensure that all Software Licenses are assigned to the Client together with maintenance options.

Equipment which is obsolete or for which there is no regional dealership carrying adequate spares will not be acceptable and is not to be specified for the Project.

#### **10.8 Future Maintenance of the Structure/ Components and Services**

The method of replacement of any broken element of the building is to be ascertained and the way in which the building can be adequately cleaned is also to be demonstrated to the Project Manager and Client during the design development stage.

Where major plant items are to be located at the top of the building, below ground or elsewhere in the building the Architect is to demonstrate to the Project Manager and the Client during the design development phase how these items can be replaced and maintained.

### **11.0 ACCOMMODATION REQUIREMENTS**

#### **11.1 Introduction**

The Architect and other Design Consultants will be required to work in collaboration with the Project Manager to finalise the Client's Brief and detailed Accommodation Schedule.

#### **11.2 Lifts**

The Building Services Engineer is to provide a detailed Vertical Transportation Analysis based on the maximum occupancy of the buildings and the likely traffic flows between floors at peak times as a part of the design development philosophy.

There is no requirement for a separate service lift, but at least one lift will be required as a fireman's lift. The Architect and Building Services Engineer shall comply with the Fire Department's requirements regarding fireman's lift(s). All lifts can therefore be considered to be available for all staff and services. It is expected that all lifts will be finished to a high quality.

#### **11.3 Plant Space and Vertical Ducts**

It is vital that adequate space is provided for services both for now and in the future and additional vertical ducts be provided to accommodate the services serving each floor. It is equally vital for services plant to be easily accessed to enable it to be properly maintained.

The Architect is therefore to ensure that sufficient space is provided for Building Engineering



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Services on each floor.

#### **11.4 Primary Circulation Allowance**

It is expected that the primary circulation allowance will include for staircases, fire staircase, lifts, landings, toilets, kitchenette and cleaning facilities as well as general circulation throughout the building. To minimise traffic between floors, it is expected that appropriate male and female toilets and a small kitchenette be located on each floor. The latest British Standard calls for a disabled toilet on each floor but it may be possible for the Architect to agree some relaxation with the Client as the number of disabled people visiting the campus is likely to be small.

### **12.0 STATUTORY CODES OF PRACTICE, REGULATIONS, STANDARDS AND SPECIFICATION**

#### **12.1 Architectural Works**

The design of all building components is to be in accordance with current revisions of all British Standards, Codes of Practice, Regulations and local Regulations and planning requirements.

#### **12.2 Civil and Structural Works**

The design of all building components is to be in accordance with current revisions of all British Standards, Codes of Practice, Regulations and other technical documentation (as produced by CIRIA, BRE, etc).

Design standards shall include but not be limited to:-

Concrete	BS 8110
	BS 5328
Concrete for Water Retaining Structures	BS 8007
Structural Steelwork	BS 5950
Masonry	BS 5628
Loading for Buildings	BS 6399
Wind Loading	CP 3 Chapter V Part 2
Foundations	BS 8004
Drainage	BS 5608

Laboratory tests shall be carried out on components including curtain walling and windows to prove strength and water tightness at the determined pressures.

Static and Dynamic testing methods and procedures shall be carried out on the curtain walling, windows and external cladding.

#### **12.3 Building Services**

The Building Services shall be designed in accordance with the latest and current revisions of all British Standards, Codes of Practice, Regulations, Building Control Act 2020 and other relevant technical documentation.

##### **12.3.1 Mechanical Services Installations**

Design standards shall include but not be limited to:-

DW142 Ductwork Specification  
CIBSEE Design Guides A, B and C

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CIBSEE Technical Memorandums  
CIBSEE Application Guides  
CIBSEE Commissioning Code for Air Distribution Systems  
CIBSEE Commissioning Code for Automatic Control  
CIBSEE Commissioning Code for Refrigerating Systems  
CIBSEE Commissioning Code for Water Distribution Systems  
BSRIA The Commissioning of VAV Systems in Buildings  
BSRIA The Commissioning of Water Systems in Buildings  
BSRIA The Commissioning of Air System in Buildings  
BSRIA Pre-commission Cleaning of Water Systems

### **12.3.2 Electrical Services Installations**

Design standards shall include but not be limited to:-

Design IEE Wiring regulations - 16th Edition BS 7671 (UK)  
Lighting CIBSEE UK

Code for Interior Lighting  
Code LG3 - Areas for Visual Display Terminals  
Code LG5 - The Visual Environment in Lecture, Teaching and Conference  
Rooms or as Equivalents  
BS 5266 Emergency Lighting  
BS 5839 Fire Alarm and Detection  
BS 7430 Earthing and Bonding

### **12.3.3 Public Health Services Installations**

Design standards shall include but not be limited to:-

BS 8301 Building Drainage  
BS 5572 Sanitary Pipework  
BS 6367 Drainage to Roof and Paved Areas  
BS 6700 Water for Domestic Use in Buildings  
BS 5306 Pt 1 Hydrant Systems, Hose reels and Foam Inlets

### **12.3.4 Lift and Escalator Installations**

BS 5655 Lifts and Service Lifts  
BS 7255 Safe Working on Lifts  
BS 5588 Fire Precautions in the Design and Construction of Buildings  
BS 5810 Codes of Practice for Access for the Disabled to Buildings

## **12.4 Proscribed Materials**

Proscribed materials and substances shall not be used within the construction of the building work. The Design Team shall use care and diligence when selecting materials for incorporation in the Project.

## **12.5 Sustainable Resources**

The Architect is to consider specifying materials that come from guaranteed renewable sources.

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### **13.0 ACCESS ROADS**

#### **13.1 Roadways and ramps**

Internal roadways within the site are to be designed to meet the functional needs of the Campus Buildings and amenities, in particular for heavy vehicles turning bays.

Roads are to be finished in asphaltic concrete, with pavement, concrete kerbs and suitable stormwater drains. Ramps are to be ribbed to provide grip for vehicles entering or leaving the site. Particular care is to be taken as vehicles exit the site to ensure that accidental fast 'exit' from the site is minimised.

#### **13.2 Lighting to Internal Roads**

Internal roadways are to be adequately lit using appropriate street lighting techniques in accordance with the CIBSEE guide.

#### **13.3 Refuse Collection**

A refuse collection point appropriate for the size of the project is to be provided with easy access for cleaners and collection vehicles. Wall and floor finishes are to be easy to clean and a water supply, pressure jet washing and floor drain are to be provided.

#### **13.4 External Signs and Flagpoles**

A main illuminated sign "OPEN UNIVERSITY OF MAURITIUS " and its logo are to be provided and located in an appropriate position near the main entrance to the Campus. Other signs and road and car park markings as necessary to direct traffic and pedestrians are also to be provided. All signs are to be of the best quality. The Architect is to develop his proposals in conjunction with the Client and the Project Manager.

Two flagpoles with a suitably sized flag are to be provided. One of the flags is to be the Mauritius National flag. Easy access to the base of these flagpoles for raising and lowering flags is to be arranged. The location of these flagpoles is to be agreed with the Client and Project Manager at an early stage in the design.

#### **13.5 Floodlighting**

The use of floodlighting will do much to provide additional security to the building ensuring that vulnerable areas are visible at all times and to establish the presence of the building on this important site. Floodlighting of the buildings is to be given due consideration in the design.

#### **13.6 Water for Irrigation**

As a conservation measure, consideration will need to be given to the collection of rainwater for use in irrigating the landscaped areas.

#### **13.7 Landscaping**

The Architect shall provide a master plan for the landscaping of Phase 1 and 2 of the project, in such a way that the internal and external environments of the building are compatible one with another.

A Landscape Architect to be appointed separately will be responsible for the detailed design of the hard and soft landscaping works.

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### **13.8 Secure Boundary**

The boundary of the site development is to be secured against unauthorised access, and vehicular and pedestrian access and egress should be via controlled access points. Any secondary access point(s) provided for "special purposes" are to be kept locked.

Imposing secure outer double main doors complete with suitable locking are to be provided at the main point of entry to the campus. At other entry points similar single or double doors are to be used. Electrically operated security quality roller doors are also to be used where appropriate at vehicle entry points, etc.

### **14.0 BUILDING STRUCTURE**

An overview of the minimum requirements for the design of the building is as follows:-

#### **14.1 Structural Frame**

The building design is to be in structural concrete frame and designed in accordance with the relevant British Standards.

To provide maximum internal clear floor space, columns should be limited, with maximum spans both ways.

Floor slabs should be designed to accept a live/ superimposed loads as per BS 6399 Part 1 (1996) and BS 6399 Part 3 for roof loads. Loading capacities in areas as the library, archives, storage areas, plant areas, etc., are to be designed for higher loadings appropriate to their use.

#### **14.2 Foundations design**

A Geotechnical Investigation will be undertaken by a Specialist Geotechnical Contractor to be appointed by the Client to determine the ground and sub strata conditions. The Civil/ Structural Engineer shall provide a Performance Specification for conducting the Geotechnical Investigation. The Civil/ Structural Engineer shall submit a report to advise on the method of foundation design to be adopted.

#### **14.3 Roof Construction**

The mandatory requirement of the Client is that the building shall remain watertight at all times including during cyclone conditions. It is recommended that all roofs are pitched, thereby avoiding the common problem of early failures of flat roofs. Roof design should allow for the efficient movement of surface water to the perimeter of the building.

Gutters are to be located wholly outside occupied spaces below and are to be provided with external overflows to allow safe discharge of water in the event of blockages occurring in the water disposal systems.

#### **14.4 Limiting Solar Gain**

The buildings are to be sited to gain maximum advantage of views over the surrounding area but the Design Consultants are required to take full account of the need to limit solar gain to the buildings as a whole. Window/wall ratio proposed need to be carefully considered to minimise heat gain. To minimise the cooling load, walls and roofs are to be well insulated.

All windows are to be positively shaded externally and are to be of modest proportions except where they form part of an Architectural feature.

#### **14.5 Building Envelope**

All individual elements of the building envelope are to be procured from internationally recognised Suppliers and their manufacture and workmanship are to be covered by insurance-backed guarantees of at least 10 years. In addition, the individual elements are to be selected to be compatible with each other for dimensional tolerances, material composition and strength.

Particular attention is also to be given to sealing the external envelope of the buildings to prevent air entering the building other than by way of the air conditioning system.

The Architect is to specify that the contractor is to provide warranties for the various component parts of the external envelope of the building. Details of the warranties for the products he intends to specify for roof finishes, cladding or applied wall finish, windows and doors, sun screening, etc., are to be submitted to the Project Manager for approval during design development.

#### **14.6 Window Construction and Wall Cladding**

The window design will need to be considered as part of the total wall cladding of the building. The design of the cladding and window is to be carefully considered to reduce the heat gain and to improve the thermal mass characteristics of the building. This may mean reducing the window area on each floor.

Where appropriate windows and their fixings are to be designed to the same cyclone design parameters that apply to the structure.

#### **14.7 External Doors**

External doors and their fixings are to be designed to the same cyclone design parameters that apply to the structure and are to be fitted with good quality security locks and protected hinges.

#### **14.8 Internal Access**

Whilst the principal means of physical movement to the upper floor of the buildings will be by lift, careful consideration is to be given to the location of staircases to encourage the idea that they can be used as a secondary means of moving around between adjacent floors. It is suggested that the staircases are designed as an Architectural focus rather than consider them for escape purposes only. The general use of the staircases will need to be integrated with the security requirements and access control.

#### **14.9 Lift Installation**

Car finishes are to be in keeping with the lifts' usage and are to be designed for minimal maintenance. Telephones are to be provided in each car for emergency contact. Care is required in the choice of lift manufacturer to ensure that full maintenance support can be provided within Mauritius. The lifts are to be suitable for disabled people and the requirements of BS 5810 and the UK building regulations are to be met in full.

A suitably comprehensive maintenance contract for all lifts is to be sought from specified Manufacturers/ Installers as part of the design development for use in compiling future operating cost for the Client.

#### **14.10 Vertical Ducts**

It is important that vertical ducts be provided in appropriate locations with direct access to

spaces above suspended ceiling on each floor of the building.

Each group of vertical ducts is to include separate ducts for the following:-

- i) public health and mechanical services
- ii) electrical services
- iii) Information and Communication Technology Systems, Structured Data Cabling, telecommunication systems, radio and TV installations
- iv) security systems

Distribution boards and data enclosures are to be provided within the ducts on each floor. Fire stopping is to be provided between ducts and to voids above suspended ceilings. All ducts are to have one hour fire protected doors which are to be fitted with office quality locks suited separately with a master key. Each duct is to have electric light and continuous air conditioning is required for server rooms.

#### **14.11 Plant Rooms**

In the design, the Architect is to consider the plant rooms as part of the aesthetics of the building. Plant rooms are to be carefully positioned outside the buildings to minimise the cost of service connections to the internal areas. Plant is to be positioned so that it can be fully maintained safely and without difficulty.

Plant room floors are to be laid to falls with a sealed finish and with full drainage provided. The aesthetics and finishes of the plant areas are to be considered as part of the overall design and finishes, which encourage quality maintenance thereafter, are to be specified. Plant rooms containing liquid are to be provided with adequate thresholds or bund walls to contain the liquid.

Each plant area is to be constructed to minimise the transmission of noise or vibration to any other part of the building. The main chiller plant is to be sited so as to provide free access to the outside air and this needs to be addressed early in the design process.

#### **14.12 Suspended Ceilings**

It is anticipated that a modular suspended ceiling system will be used generally but the Architect is to consider in his design how best to integrate good task lighting with an aesthetically pleasing environment and at the same time maintain easy access to all engineering services above ceilings.

#### **14.13 Floor to Ceiling Heights**

The minimum dimensions between finished floor level and the underside of suspended ceilings is to be minimum 2.9m. The clear space between the ceiling tiles and the underside of the slab is to be a minimum of 750mm (600mm below drop beams or Projections) to allow easy installation of the air conditioning equipment and access for maintenance thereafter. These dimensions may be varied dependent on the engineering solutions chosen, but approval by the Project Manager and the Client is required.

#### **14.14 Fire Protection**

A clear and logical approach to fire protection is to be established early in the design process. Detailed consultations will be required with the Fire Authorities regarding how they would be able to tackle a fire in the buildings.

Structural steel elements are to be sized, encased or cladded to provide the minimum periods of fire resistance required. The egress from the Buildings is to be arranged via protected fire

routes. The staircase design and size are to conform to British Standard and Codes of Practice.

Appropriate smoke barriers are to be provided above suspended ceilings and dampers provided in the air conditioning trunking where it crosses fire-compartmented areas.

The building is expected to be fully provided with wet and dry risers installed to provide water for fire fighting. Free-standing fire extinguishers are to be provided where appropriate for dealing with small fires.

A fire alarm system shall be specified for the buildings. Careful consideration will be required as to how this is configured for the best management of the buildings. It is expected that the fire alarm system will be interconnected with the air supply and extract systems to achieve the quickest clearance of smoke from the building.

## **15.0 INTERNAL CONSTRUCTION**

### **15.1 Internal Design**

The interior of the building should not only provide a pleasant environment to study/ work in, but it should also facilitate good working relationships between the various departments, students/ staff. Equally important is the need to provide a building which can be easily adapted and effectively maintained, using mainly local skills and at a reasonable cost.

On cost grounds, an open-plan solution is more economical for offices since the circulation space is largely subsumed within the space allocation. Nevertheless, the internal space is to be designed for flexibility so that additional cellular spaces can be added easily without the need for major changes to the air conditioning system.

### **15.2 Disabled Access**

Provision is to be made for wheelchair disabled persons to enter and access all floors of the buildings without the need to negotiate any steps. All doors within the main body of the building are to be a minimum of 1000mm wide.

### **15.3 Internal Partitions**

The auditorium, lecture theatres and classrooms shall have acoustically rated /soundproof and sliding folding full height partitions.

The boardroom, offices and committee rooms shall have acoustically rated /soundproof full height fixed partitions.

Also, where partitions are installed for fire-break purposes, they are to be constructed from floor slab to soffit of the floor slab above.

In other cases, partitions can be built from the floor slabs to the soffit of the suspended ceiling above.

Fire dampers are to be installed in all ventilation trunking passing through fire-rated partitions.

### **15.4 Internal Offices/ Spaces**

To make best use of available daylight, it is recommended that glass panels with privacy blinds are provided to office fronts.

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**15.5 Business Stations**

The concept of Business Stations within each office area is recommended, consisting of an enclosure or office specifically designed for the provision of photocopying facilities, fax, collation of documents, stationery storage and a collection point for shredding and disposal of confidential materials.

The suggested number of Business Stations are to be discussed and agreed with the Client.

**15.6 Filing**

Appropriate filing to be provided for office spaces. Central archiving will be provided separately.

**15.7 Washrooms**

Male and female washrooms are to be provided on each floor of the building. The minimum requirements are:-

All plumbing is to be accessed from a service duct. The service duct is to be provided with lighting.

All washroom walls are to be finished with ceramic tiling from floor to ceiling. Floors are to be finished with tiles and matching coved skirtings. Trapped floor gullies are to be provided.

A standard suspended ceiling with appropriate lighting is to be provided.

**15.8 Kitchenette**

A simple tea kitchen is to be provided on each floor adjacent to service risers as relevant. Each kitchen is to be equipped with a good sized refrigerator, sink unit, hot and cold water, storage cupboards and a trolley with sufficient work surface for preparing tea, coffee and cold drinks. The Architect is to discuss the possible need for water dispensers with the Client.

**15.9 Cleaners' Closets**

A cleaner's closet is to be provided on each floor. Walls and floors to cleaners' closets are to be tiled. A tall lockable cupboard for the storage of cleaning materials and a bucket sink with hot and cold water are to be provided to each closet with space allowed for storing a vacuum cleaner, buckets and mop.

**15.10 Interior Finishes**

Whilst the entrance hall and other prestigious areas may have high quality finishes, a theme of 'functional simplicity' should be maintained throughout the buildings taking care not to encourage an austere environment. The use of colour is significant to the lighting requirements and dark colours are to be used with discretion. For practical reasons, floor coverings are to be of a colour that does not show the usual stains and wear and tear expected in high usage areas.

**15.11 Internal Doors**

With the exception of doors to certain special areas in the building, all internal doors are to be a minimum of 900mm wide, 2.1m high.



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**15.12 Joinery**

All joinery is to be hardwood and of a quality.

**15.13 Room Numbering**

All rooms including plant rooms, ducts, staircases etc are to be numbered during design development and used as a reference throughout the Project and thereafter by the Client. The numbering system should be simple, logical and flexible enough to accommodate the creation of further cellular offices/ spaces.

**15.14 Signposting and Room Names**

A simple system of signposting is to be provided throughout the building. Room numbers are to be displayed adjacent to doors with a slide-in label giving the occupant's name or position.

**15.15 Locks, Keys and Door Furniture**

All locks are to be on separate master suites. The Architect is to propose details of the suite groups for approval by the Client.

All keys are to be provided with an engraved identification label. Wall -mounted key cabinets are to be provided, the location of which is to be determined later. All doors to plant rooms and ducts are to have door closers and latch locks. All security doors, air locks, fire doors, washrooms and plant rooms are to be fitted with automatic door closers suitable for the door weight. Panic bars to be fitted to all fire exit doors.

**15.16 Access Control**

An access control system is to be installed for specific doors. A controlled lobby is required enclosing the lift block on each floor and with controlled access to staircases the security of each floor is thereby achieved.

**15.17 Reception Desk**

A Reception Desk is to be provided in the Entrance Hall of each building incorporating the following minimum features:-

- two person desk positions with filing pedestal and drawers
- shelf over desk top
- two telephone console points
- computer points
- access control system connection
- two twin power outlets

The design of the desk is to allow the staff using the desk to see the entire entrance area whilst seated.

A visitors' seating area with telephone point and display area are to be provided in each Entrance Hall.

**15.18 Planting within the Building**

The Architect is to include in the design internal planting complete with pots in public areas where considered appropriate. Planting for individual spaces is to be provided as part of the furniture, fittings and equipment requirements. Care is to be taken to ensure that adequate safe

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maintenance of the plants can be achieved.

**15.19 Notice Boards**

The Architect is to consider with the Client and the Project Manager the provision and positioning of an appropriate number of notice boards, white boards and black boards to specific rooms, classrooms, offices, etc as well as general notice boards for staff.

**15.20 Door Mats**

Full width high quality door mats are to be provided at all entrances set flush with the floor finish.

**15.21 Protection to Finishes**

The Architect is to specify protection to the fabric of the building where there is likely to be the most damage, for example where trucks and trolleys are used.

Door stops, kicking plates and corner protection plates are typical solutions to these problems.

**15.22 Building and Engineering Spares**

Essential spares for all engineering services plant and for where the products specified will be difficult to match from standard manufacturers' ranges are to be specified by the Consultants for supply to the Client as part of the construction contract.

## **Annex 1**

## Section 7. Terms of Reference

### 7.2 - TERMS OF REFERENCE AND REQUIREMENTS FOR ARCHITECTURAL CONSULTANCY SERVICES

#### 1.0 GENERAL

The Consulting Architect shall perform all the services necessary by utilising the most economical and effective Design Concepts in accordance with the Local Regulations, relevant International Building Standards, Codes of Practice and Planning Requirements.

The Consulting Architect shall be required to work in a Team led by the Project Manager – **Ong Seng Goburdhun Partners Ltd.** The other Team members shall include the Civil/ Structural Engineer, Building Services Engineer, Quantity Surveyor and other Professionals and shall collaborate fully with them during the course of the project.

#### 2.0 THE ARCHITECTURAL FIRMS

The Architectural Firm submitting a proposal must have been established for minimum of 15 years for both the Local and Foreign Architect.

##### Specific Experience of Firm

##### **A. LOCAL ARCHITECTURAL FIRM**

- The Local Architectural Firm shall have completed at least three multistorey building projects of at least 8 storeys and each of floor area not less than 8,000 sqm and each of value at least MUR 280 M in the last ten years and at least one building in Higher or Tertiary Education of at least 5,000 sqm and of value MUR 150 M in the last fifteen years.

##### **B. FOREIGN ARCHITECTURAL FIRM**

- The Foreign Architectural Firm shall have completed at least two university campuses, and associated amenities and infrastructure, of floor area 20,000 sqm and of value of at least MUR 800 Million over the past ten years and at least three multistorey building projects of at least 10 storeys each of total floor area not less than 12,000 sqm and each of value at least MUR 420 M in the last ten years.

#### 3.0 QUALIFICATIONS AND EXPERIENCE OF KEY AND SUPPORT STAFF

The Key and Support staff must have been in the continuous employment of the firm for a period of at least 3 years prior to the date of submission of the Proposal. The Architectural Firms must submit proof of the employment of their key and support staff have been in continuous employment for the past 3 years.

Any misrepresentation on the time period of employment, experience and qualification of the Key and Support Staff will lead to the disqualification of the Proposal.

The Key and Support Architect in charge of the project shall have the following qualifications and experience:

## A. LOCAL ARCHITECT

### Qualification and skills

#### Key Architect for Design

- Bachelor's Degree in Architecture having a minimum of fifteen years of Post Registration experience.
- Is registered with the Professional Architect's Council of Mauritius.

#### Support Architect for Design

- Bachelor's Degree in Architecture having a minimum of five years of Post Registration experience.
- Is registered with the Professional Architect's Council of Mauritius.

#### Key Architect for Supervision

- Bachelor's Degree in Architecture having a minimum of fifteen years of Post Registration experience.
- Is registered with the Professional Architect's Council of Mauritius.

#### Support Architect for Supervision

- Bachelor's Degree in Architecture having a minimum of five years of Post Registration experience.
- Is registered with the Professional Architect's Council of Mauritius.

### Specific Professional Experience

#### Key Architect for Design

- The Architect shall have completed at least two multistorey building projects each of floor area at least 8,000 sqm and each of value at least MUR 280 M in the last ten years and at least one building in Higher or Tertiary Education of at least 5,000 sqm and of value MUR 150 M in the last fifteen years.

#### Support Architect for Design

- The Architect shall have completed at least one multistorey building project of floor area at least 6,000 sqm and of value at least MUR 210 M in least the last five years.

#### Key Architect for Supervision

- The Architect shall have completed at least two multistorey building projects each of floor area at least 8,000 sqm and each of value at least MUR 280 M in the last ten years and at least one building in Higher or Tertiary Education of at least 5,000 sqm and of value MUR 150 M in the last fifteen years.

Support Architect for Supervision

- The Architect shall have completed at least one multistorey building project of floor area at least 6,000 sqm and of value at least MUR 210 M in least the last five years.

**B. FOREIGN ARCHITECT**

Qualification and skills

Key Architect for Design

- Bachelor's Degree in Architecture having a minimum of fifteen years of Post Registration experience.
- Is registered with an approved and recognized International Professional Body for Architects.

Support Architect for Design

- Bachelor's Degree in Architecture having a minimum of ten years of Post Registration experience.
- Is registered with an approved and recognized International Professional Body for Architects.

Key Architect for Supervision

- Bachelor's Degree in Architecture having a minimum of fifteen years of Post Registration experience.
- Is registered with an approved and recognized International Professional Body for Architects.

Specific Professional Experience

Key Architect for Design

- The Architect shall have completed at least one university campus and associated amenities and infrastructure, of floor area 20,000 sqm and of value of at least MUR 800 Million over the past ten years and at least three multistorey building projects each of floor area at least 12,000 sqm and of value at least MUR 420 M in the last ten years.

Support Architect for Design

- The Architect shall have completed at least one university campus and associated amenities and infrastructure, of floor area 10,000 sqm and of value of at least MUR 400 Million over the past five years and at least one multistorey building project of floor area at least 5,000 sqm and of value at least MUR 150 M in the last ten years.

Key Architect for Supervision

- The Architect shall have completed at least one university campus and associated amenities and infrastructure, of floor area 10,000 sqm and of value of at least MUR 400 Million over the past ten years and at least three multistorey building projects each of floor area at least 12,000 sqm and of value at least MUR 420 M in the last ten years.

#### **4.0 DUTIES OF LOCAL AND FOREIGN ARCHITECT**

The Local and Foreign Architect shall undertake the following duties primarily. The other Architect shall complement the Primary Architect as and when required:

##### **A. LOCAL ARCHITECT**

Prepare Detailed Design, Production Information, Evaluation of Tenders and conduct site supervision during Construction Stage and snagging during Defects Notification Period.

##### **B. FOREIGN ARCHITECT**

Prepare Master Plan, Concept, Scheme Design and periodic supervision.

#### **5.0 VISIT TO MAURITIUS OF FOREIGN ARCHITECT**

The Foreign Architect shall conduct the following minimum number of visits to Mauritius to attend Meetings to be held with the Client and other Consultants:

- a) Stage 1 – Inception: 1 visit for 5 full working days
- b) Stage 2 – Concept Design: 1 visit for 5 full working days
- c) Stage 3 – Scheme Design: 1 visit for 3 full working days
- d) Stage 6 – Construction:
  - Phase 1 - 4 visits for 3 full working days
  - Phase 2 – 3 visits for 3 full working days

The Foreign Architect may effect more visits to Mauritius, if he deems fit, to complete his Architectural duties as per this Terms of Reference. He shall include the cost of all visits to Mauritius in his lump sum Fee Proposal and provide a breakdown of reimbursable expenses as per FIN-5.

In addition, when not in Mauritius, the Foreign Architect shall be actively involved in Design Coordination meetings via on-line meeting platform.

#### **6.0 MEETING AND REPORTING REQUIREMENTS**

##### **6.1 Meetings**

The Local Architect will be required to attend the various meetings throughout the project, i.e.,

- i) Regular Design coordination meetings
- ii) Site meetings
- iii) Client's coordination meetings
- iv) Project Management meetings
- v) Ad hoc meetings with Local Authorities/ Public Utilities and any other project Stakeholders.

## **1.2 Reporting Requirements**

The Architect shall submit regular reports at each Stage of the project as relevant:

- i) Design Reports
- ii) Monthly Reports during Construction Stage detailing the progress of works
- iii) Quality Reports during Construction and Defects Notification Stages
- iv) Tender Reports on all tenders received for construction works
- v) Completion Certificates – Taking over and Final Completion

## **7.0 BACKSTOPPING**

The Foreign and Local Architect shall ensure the availability of Key Personnel and Supporting Staff as stated in the Organigram, with administrators, secretaries, head office staff, drivers, etc., as necessary for the proper fulfillment of their obligations. The cost of the support staff must be included in the Fixed Lump Sum Fees of the Proposal.

Backstopping costs for logistical and management support must be included in the Fixed Lump Sum Fees.

The Architect shall identify and describe in the offer the arrangements for the provision of the support staff and backstopping facilities.

Backstopping and support staff costs must be included in the Fixed Lump Sum Fees as stated in the form FIN 1.

## **8.0 DISBURSEMENTS**

### **8.1 Travel and Associated costs**

Refer to Form FIN 2 – Schedule of Payments which is meant to be included in the Fixed Lump Sum Fees in FIN 1 – Financial Proposal Submission Form.

International (mobilization and demobilization) and local transport and associated costs (vehicles, including drivers if considered necessary, per diem, etc.) of Key and Non Key Personnel should be included in the Fixed Lump Sum Fees.

### **8.2 Cost of Short-Term Accommodation for Foreign Architect**

Refer to Form FIN 3 item 2.0.2 where it is meant to be included in Fixed Lump Sum Fees in FIN 1.

### **8.3 Cost of Long Term Accommodation for Foreign Architect**

Refer to Form FIN 3 item 2.0.2 where it is meant to be included in Fixed Lump Sum Fees in FIN 1.



## CHECKLIST TO BE FILLED MANDATORILY BY BIDDERS

SR No.	Description	Submitted (√)	Bidders to state page number and annexes as per bid submitted
<b>TECHNICAL SUBMISSION</b>			
1.	Form TECH-1: Technical Proposal Submission Form duly filled and signed		
2.	Form TECH-2: Consultant's Organization and Experience		
3.	Form TECH-3: Comments and Suggestions on the Terms of Reference and on Counterpart Staff and Facilities to be Provided by the Client		
4.	Form TECH-4: Description of Approach, Methodology and Work Plan for Performing the Assignment		
5.	Form TECH-5: Team Composition and Task Assignments		
6.	Form TECH-6: Curriculum Vitae (CV) for Proposed Professional Staff		
7.	Form TECH-7: Staffing Schedule		
8.	Form TECH-8: Work Schedule		
9.	Authorization to sign the bid on behalf of the bidder		
10.	Valid Copies of CIDB Certificates from Consultants and Sub Consultants		
11a)	Professional Indemnity Insurance Cover (MUR 45 Million)		
11b)	Public Liability Insurance Cover (MUR 10 Million)		
12.	Copies of Valid Certificates/Documents from respective Professionals Councils in Mauritius		
13.	Copies of Letter of Acceptance/Award, Completion/Taking over Certificates and Certified Final/Pre-Final Account Statements for all specified Projects mentioned.		
14.	Letter of Undertaking/Association from all Sub Consultants/individuals/Freelance		

SR No.	Description	Submitted (√)	Bidders to state page number and annexes as per bid submitted
<b>FINANCIAL SUBMISSION</b>			
1.	Form FIN-1: Financial Proposal Submission Form		
2.	Form FIN-2: Summary of Costs		
3.	Form FIN-3: Breakdown of Costs by Activity		
4.	Form FIN-4: Breakdown of Remuneration (Lump-Sum)		
5.	Form FIN-5: Breakdown of Reimbursable Expenses (Lump-Sum)		