Request for Proposals (RFP) – RIT Kosovo (A.U.K)

Request for architectural conceptual design and quotation services for the construction of a multipurpose building with RIT Kosovo's campus

1. Purpose

The purpose of this request is to acquire professional architectural conceptual design and quotation services for the construction of a multipurpose building within RIT Kosovo’s campus. **RIT Kosovo is seeking a firm/consultant to provide architectural and quotation services for one (1) multipurpose building comprised of a student dormitory, learning commons, library, and gym/recreational area.** RIT Kosovo (A.U.K) is planning to submit a grant proposal to pre-qualified local and international mechanisms to fund this project. The maximum amount of the grant is two million USD, excluding general operating costs or overhead expenses.

2. Invitation:

RIT Kosovo (A.U.K) invites all qualifying and interested Kosovo-based firms and consultants to participate in this open competition at RIT Kosovo (A.U.K). Firms/consultants must submit a complete and free-of-charge proposal to RIT Kosovo (A.U.K), by April 15th, 2019. The firm/consultant that submits the winning design of the competition, **will be honored with a contract when (if) the grant for implementing this plan is awarded.** Interested companies/consultants can schedule a campus walk-through for prior analysis and questions. For additional information and/or to schedule visits at RIT Kosovo (A.U.K) please email bgojani@auk.org.

3. Project specifications and requirements:

The dimensions of the construction grounds for the multipurpose building at RIT Kosovo (A.U.K) are **(41 meters x 25 meters = 1,025 m²)**. The architectural design for the multipurpose building should contain therein: 1) a library, 2) learning commons, 3) a gym, 4) recreational area for students, 5) a segregated dormitory for women (2 floors) and men (1 floor), 6) an apartment for a resident assistant, 6) be accessible by persons with disabilities and abide all public access obligations (e.g. Emergency exits, Braille Code), 7) a twin elevator, and 8) the building must be B+4. Additional information can be obtained via email or by scheduling a visit to RIT Kosovo (A.U.K).

**Advantage will be given to proposals that incorporate proven new technologies (smart meters for electricity & heating, solar/wind powered utilities, etc.) thus offering the lowest possible ecological footprint. The technologies and smart-meters proposed for implementation must be proven in contemporary markets and must comply with all respective laws and regulations as mandated by the government of Kosovo.**

4. Instructions for participation:

All interested firms/consultants are required to submit a physical (hard copy documents) and a digital proposal (CD format) to RIT Kosovo (A.U.K). The physical/hard copy must be enclosed in an envelope containing all required company documentation and certifications, including 2 copies of the architectural proposal in an A0 format, printed and ready to be displayed for the RITK community for voting. **One copy of the final proposal in the A0 format that will be displayed to the RITK community should not contain any identifying company logos or brand names.** All other documents in the hard copy and digital copy in the CD form may contain all company information, logos and brand names. The proposals are to be submitted physically at RIT Kosovo (A.U.K) at the
main reception desk by 12:00 on April 15th, 2019. The winning proposal will be announced no later than May 5th, 2019.

5. Background

RIT Kosovo (A.U.K) is Kosovo’s only private, nonprofit higher education institution which teaches entirely in the English language. It is also the single institution in Kosovo whose degrees are accredited and recognized world-wide thanks to the partnership with the Rochester Institute of Technology (RIT) in New York.

Vision

RIT Kosovo (A.U.K) will be a leading international university whose excellence in academic programs, educational outcomes, and research best supports the professional achievements and personal growth of its students and the advancement of society in Kosovo, the region, and the world.

Mission

RIT Kosovo (A.U.K) will deliver an outstanding American education for students from Kosovo and the world through innovative curricular, experiential, and research programs in a student-centered culture. Our students acquire expertise, knowledge, and values that prepare them to contribute to the global society.

Programs

The RIT Kosovo (A.U.K) was founded to support Kosovo and its neighboring countries to develop their economies, societies and democratic institutions, by providing undergraduate, graduate and continuing education programs in the English language.

RIT Kosovo (A.U.K)’s core program is its undergraduate degree program. This will provide an excellent, career-oriented, American liberal arts education which will prepare its graduates to be leaders in their professions and communities, and to be global citizens.

RIT Kosovo (A.U.K) will deliver graduate degree programs, and continuing and professional education and training programs that are needed for the region’s development and that are appropriately delivered in English by an American institution.

Principles

RIT Kosovo (A.U.K) is a learning community of faculty, staff and students who are committed to core values of scholarship, integrity, service, and civility.

We will foster rigorous intellectual exploration, personal growth, and vigorous debate. We are committed to diversity and the promotion of understanding and mutual respect, in an environment that welcomes people of all nationalities and communities.

We will offer academic programs that are appropriate for the region’s development, that are financially self-sustaining, and that place academic integrity ahead of financial or political influences. In all that we teach, we seek to develop critical thinking, entrepreneurship, and technological sophistication as critical to the development of the region and its integration into Europe.

6. Scope of Work
The purpose of this request for proposals is to acquire professional architectural design and quotation services for estimating the total cost for the construction of a multipurpose building (MB) within RIT Kosovo’s campus, comprised of the student dormitory, student center, and student library. RIT Kosovo (A.U.K.) is seeking a firm/consultant to provide architectural and quotation services for the following activities:

1. Assess construction grounds at RIT Kosovo for a multipurpose building with dimensions (41 meters x 25 meters = 1,025 meters²);

2. Produce and submit a professional, contemporary and creative architectural design for a B+4 that will host the RIT student dormitory, learning commons, gym and recreational area, ;
   a. The dormitory rooms should be single rooms (10%), double rooms (60%), and triple rooms (30%) these percentages are indicative and should not limit the creativity of the competing firm/consultancies to come up with the most efficient/creative solution for dorm rooms.
   b. The dorm rooms should be designed with space efficiency in mind, and should aim to establish the max number of rooms in adherence with legal regulations regarding space.

3. Produce and submit a document with the latest market prices for all construction and installation materials based on the approved architectural plan, to reflect a competitive market-based pricing/quotation for the realization of RIT Kosovo’s multipurpose building, as set forth in the approved architectural plan.

4. Quotations for all parts/stages of the building may be offered in USD or in EUR using the exchange rate of the date that the proposal is submitted.

5. The multi-purpose building B+4 (basement + four stories) should be designed with the following specifications in mind:
   a. The basement will be the floor for the recreational area and gym;
   b. The first floor will contain the library and the learning commons;
   c. The second floor will contain the Men’s Dormitory;
   d. The third floor will contain the Resident Assistant’s Apartment and Women’s Dorm Rooms;
   e. The fourth floor will contain only Women’s Dorm Rooms;
   f. Each Dorm room should have a separate shower/restroom;

RIT Kosovo hereby welcomes quotations for these services from Architectural firms/individual consultants with a proven track record. The services are required immediately from the date that the contract is signed and funding becomes available;

7. Schedule of RFP Activities

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<tr>
<th>RFP Date of Issue:</th>
<th>February 20th, 2019</th>
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<tbody>
<tr>
<td>For Questions:</td>
<td>Email <a href="mailto:bgojani@auk.org">bgojani@auk.org</a> before 11:59pm on March 10th, 2019. Feedback will be sent within 4 business days.</td>
</tr>
<tr>
<td>For On-Site Visits:</td>
<td>Email <a href="mailto:bgojani@auk.org">bgojani@auk.org</a> before 11:59pm on March 10th, 2019. Visits will be arranged within 4 business days.</td>
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<tr>
<td>Final Proposal Due:</td>
<td>Deadline for submission of final proposals is 11:59pm, Monday, April 15th, 2019. Late submissions will not be considered.</td>
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8. Required documentation/certificates for submitting complete proposals:
1. Cover Letter;
2. Professional Qualifications (Architect’s Professional Certificate/License, other certifications);
3. Legal Documents (Business Registration Certificate, VAT and Fiscal Number Certificate);
4. **2 printed copies of the architectural proposal in an A0 format:**
   a. One copy should not have any identifying company names/logos or any information that can identify the applicant, and should be ready to be displayed for the RITK community for voting;
   b. One copy (that will be used internally for record keeping), may have all company identification info/name/logos.

5. In case the applying firm/consultant intends to enter into partnership with another firm/consultant for submitting a proposal:
   a. both partner firms/consultants must provide their legal documents as listed above, including a brief letter highlighting the structure of their partnership and the tasks which each member firm/consultant will be responsible for;
   b. In case of a consortium, parties must provide their legal documents as listed herein, including a brief letter highlighting the full structure of their cooperation and the tasks which each party will oversee and be responsible when (if) the funds for realizing the proposal become available.

6. At least 2 previous (max 5 references can be submitted) implemented projects to be submitted as references;

7. Resumes of Key Personnel that will be working directly on the proposal and project – if awarded.

8. **Organizational Chart (Organogram):**
   a. For partnerships/consortia, Organograms must be submitted for each individual entity participating in the partnership/consortium, as well as a joint-organogram illustrating the hierarchy of the relationship between the parties in the partnership/consortium as pertaining to this RFP.

9. **Review Process**

RIT Kosovo (A.U.K.) will form a committee to oversee the submission of the proposals. The committee may at any time seek clarification from candidate firm/consultant regarding any information or documentation contained within their proposal. The committee will only check the legal documents of the applicants, such as licenses, certificates, etc.

RIT Kosovo (A.U.K.) committee may also conduct reference checks to ascertain the quality of work performed previously.

The submitted proposals will be voted on by the RIT Kosovo (A.U.K) community. The proposal with the most votes will be selected as the winner. After the selection process is finalized and a winning proposal is selected, RIT Kosovo (A.U.K) will inform the bidding firm/consultant of their selection.

At this time, a binding agreement will be signed between RIT Kosovo (A.U.K) and the selected firm/consultant stipulating that when (if) RIT Kosovo (A.U.K) is awarded the grant of two million USD for the realization of the proposal (as designed and presented by the selected firm/consultant), the selected firm/consultant will be formally contracted to realize the project, at which time they will be entitled to enter negotiations with RIT Kosovo (A.U.K) for financial compensation/salary for the realization of the proposal.

10. **Important Notifications:**

- As stated above, RIT Kosovo will open the selection process for voting to the entire RIT Kosovo community. However, in case we must act to protect our Institution from misuse/misinterpretation of this RFP, or to protect the main objective of this RFP from any external factors and/or applicants that may unfairly and/or adversely affect the neutrality of the review & selection process in any way, fashion or form, RIT Kosovo (A.U.K.) reserves the right to remove that applicant from the competition without any type of compensation or process whatsoever, and/or
even to close and void the entire voting process altogether, and unilaterally select the firm which, in its sole judgement, best meets our needs.

- After the winning proposal is selected by May 5th, 2019 and the winning firm/consultant enters into agreement with RIT Kosovo (A.U.K) for the realization of the winning proposal (pending the award of grant funds), the realization of this project will still be subject to final approval for the construction by the Directorate for Urbanization in Prishtina, Kosovo and by all other respective legal departments that will have to approve and authorize the commencement of construction as laid forth in the winning proposal. During this approval process, if the legal authorities require additional changes to be made to the winning proposal to adhere to legal/urbanization specifications, (e.g. if the size of the construction site changes, or if we are required to shift the construction site from one location within our campus to another location within our campus, etc.) the winning applicant will be required to make said changes (this activity shall be completed also without any monetary or in-kind compensation) to adhere to all requirements as set forth by the Directorate of Urbanization and other relevant legal authorities, so that we can acquire full approval and then start realizing the project once (if) the grant funds are awarded to RIT Kosovo (A.U.K).

11. Disclaimer:

With regards to this request for proposals (RFP), RIT Kosovo (A.U.K) reserves the right to:

- Reject any or all offers and discontinue this RFP process without obligation or liability to any potential vendor;
- RIT Kosovo reserves the right to change, add or remove any information from this RFP as needed, and it may do so before, during or after this call has been opened and/or closed; In this case, all applicants will be informed simultaneously, and adjustments will be made to the delivery timeline to adequately reflect changed parameters;
- RIT Kosovo (A.U.K) reserves the right to reject any or all bids and any item or items therein, and to waive any non-conformity of proposals with this RFP, whether of a technical or substantive nature, as the interests of RIT Kosovo (A.U.K) may require;
- All firms/consultants preparing and submitting proposals to RIT Kosovo (A.U.K) as specified by this RFP, must do so with their own time and resources. No financial nor in-kind compensation of any kind will be made to any firm/consultant submitting proposals, albeit being in full adherence with the technical specifications and requirements.
- After the selection process is finalized and a winning proposal is selected, RIT Kosovo (A.U.K) will inform the bidding firm/consultant of their selection. Then and only then, a binding agreement will be signed between RIT Kosovo (A.U.K) and the selected firm/consultant stipulating that when (if) RIT Kosovo (A.U.K) is awarded the grant of two million USD for the realization of the proposal (as designed and presented by the selected firm/consultant), the selected firm/consultant will be formally contracted to realize the project, at which time they will be entitled to enter negotiations with RIT Kosovo (A.U.K) for financial compensation/salary for the realization of the proposal.
- In case that RIT Kosovo (A.U.K) is not awarded the grant of two million USD for the realization of this project, RIT Kosovo (A.U.K) will make a one-time payment of 2,000.00EUR to the firm/consultant that submitted the winning proposal, to partially or fully cover that firm’s/consultant’s expenses for preparing and submitting the proposal. This payment is non-negotiable and will be paid if and only if the grant is not awarded to RIT Kosovo (A.U.K) by 2021. In this case, when this payment is executed it will terminate all legal, technical and civil
obligations from RIT Kosovo (A.U.K) towards the selected firm/consultant that submitted the winning proposal.

- In case that RIT Kosovo (A.U.K) is awarded the grant after the calendar year of 2019 (in 2020 or 2021), the firm/consultant that has submitted the winning proposal will be contracted (with financial compensation) to update their proposal to account for improved opportunities and to adjust market prices. After the final proposal is updated to account for newer technology and/or materials, RIT Kosovo (A.U.K) will enter into a formal contractual agreement with the selected firm/consultant for the realization of the full project.

- During this entire process, any concealed misrepresentation of any component of the proposal such as market cost estimations, and/or large errors in assessing the benefits/impact of smart meters and/or of the eco-friendly technologies, and/or reckless negligence will result in termination of cooperation between RIT Kosovo (A.U.K) without any type of legal proceeding or compensation, regardless of the phase of the competition, even if the competition is in the post-award phase. Moreover, even unintentional misrepresentations that severely affect the feasibility of the implementation of the project within the technical and financial framework, may also lead to unconditional disqualification.