

REQUEST FOR TECHNICAL PROPOSAL FOR PROFESSIONAL SERVICES

Date:	4/26/2024
Campus:	Beirut
Title:	Call For Pre-Qualification Of Civil Engineers / Architects
Reference Number:	250424
Project:	Updating As-Built Drawings

Dear Sir/Madam,

The Lebanese American University invites experienced civil engineers or architects to apply for pre-qualification for the project of updating as-built drawings at its Beirut and Byblos campuses as per the attached Owner's Project Requirements (OPR) document.

Kindly submit your **CV and Portfolio**, as per the detailed instructions and within the set deadline. Only info submitted in conformity with the requirements of this tender will be considered.

For inquiries or regrets, please respond back to the provided email address within the set period for clarifications. LAU reserves the right to amend or cancel this tender at any time.

Respectfully,

LAU-Beirut Campus

Section A – Description of Required Professional Services

A1. Organizational Information

The Lebanese American University (LAU) is an American institution of higher education that has been operating in Lebanon since 1924, with initial roots as the first school for girls in the Ottoman Empire. Committed to serving Lebanon, the Arab world, and beyond, LAU offers diverse academic opportunities in the fields of arts and sciences, business, engineering, architecture and design, pharmacy, medicine, and nursing. The university is accredited by the New England Commission of Higher Education, Inc. (NECHE), and many of its academic programs have received accreditation from field specific organizations. LAU operates in two campuses, one in Beirut and another in Byblos.

A2. Project Synopsis

The Consultant selected for this project will play a crucial role in ensuring the accuracy, completeness, and usability of the as-built drawings and room attribute documentation for buildings at the Lebanese American University.

By meeting the outlined objectives, scope, and performance criteria, the Consultant will contribute to enhancing the efficiency and effectiveness of facilities management and supporting the University's ongoing operations and future development initiatives.

A3. Project Objectives

- Updating and enhancing the accuracy of existing as-built drawings for buildings on both campuses of the Lebanese American University (LAU).
- Ensuring that all room attributes, including dimensions, functionalities, occupancies, and utilities, are accurately documented and reflected in the drawings.
- Improving the efficiency of space utilization and facilities management through comprehensive and up-to-date documentation.
- Facilitating future renovations, expansions, and maintenance activities by providing detailed and reliable building information.

A4. Scope of Required Professional Services

- Review existing building plans, and documentation to identify discrepancies, inaccuracies, and missing information.
- Conduct on-site surveys and field measurements to verify the current conditions of buildings, rooms, and facilities.
- Update as-built drawings to reflect any modifications, additions, or changes made to the buildings since their original construction; while standardizing methodology, blocks, file names ...
- Document accurate room attributes, including room numbers, sizes, shapes, configurations, functions, occupancies, utilities, finishes, and any specialized equipment or features.
- Ensure consistency and standardization in the representation of room attributes across all buildings and campuses.
- Provide electronic version of updated drawings and documentation, organized and labeled for ease of reference and use.
- Priority is given to obtaining the as-built drawings for the following old buildings:
 - Beirut Campus : Sage Hall, Nicol Hall, Shannon Hall, Irwin Hall & Safadi Fine Arts building.
 - Byblos Campus : Block A, Science Building

For the remaining buildings, existing as-built drawings are to be purged, with blocks and layers standardized, and attributes checked for accuracy.

A5. Expected Deliverables

- Updated as-built drawings in AutoCAD format, including floor plans, elevations, and sections, with detailed annotations and labels.
- Room attribute databases or spreadsheets containing comprehensive information for each room, sortable and filterable by various criteria.
- A final report summarizing the project methodology, findings, recommendations, and any challenges encountered.
- Training and documentation for university staff on how to access, interpret, and utilize the updated drawings and room attribute data.

A6. Period of Performance

Each building's as-built drawing should be completed within a maximum of one month, with milestones and progress updates communicated regularly to the Executive Director for Planning and Renovations or to his assignee.

A7. Maintenance Clause

Following the completion of the main project, maintaining the as-built drawings may be requested from the Consultant by signing the relevant contract.

Section B – Criteria and Requirements

B1. Constraints and Preferences

- The Consultant must comply with the University's policies, procedures, and protocols for access to campus facilities and data.
- The project budget is limited, and cost-effectiveness is a priority.
- The Consultant should have experience working on similar projects in educational or institutional settings.
- Flexibility in scheduling and coordination with the University staff and stakeholders is essential to minimize disruptions to campus activities.

B2. Evaluation Criteria

- The updated as-built drawings must accurately reflect the current physical conditions and configurations of buildings, rooms, and facilities.
- Room attributes should be documented with precision and consistency, meeting industry standards and best practices.
- The Consultant should demonstrate proficiency, as well as knowledge of relevant software and technologies.
- Deliverables must be provided within the agreed-upon timeline and budget, with opportunities for review and feedback from the University's facilities management team.
- The Consultant should adhere to all applicable regulations, codes, and standards governing building documentation and space management.

B3. Required Qualifications

LAU is looking for qualified bidders who demonstrate the following experience:

- Consultant should have a degree in civil engineering, architecture, with a minimum proven experience of five years in this field. A strong understanding of construction principles, building codes, and architectural design is essential.
- Consultant should have a prior experience in creating, updating, or managing as-built drawings. Familiarity with industry standards and best practices for documenting construction projects is necessary.
- Consultants should be proficient in surveying techniques and technologies to accurately capture existing conditions of buildings and infrastructure.
- As-built drawings must accurately reflect the current state of buildings and infrastructure. Consultants should have a keen eye for detail to identify discrepancies between original plans and constructed elements.

Furthermore, LAU reserves the right to modify/cancel this tender at any time prior to the submission deadline. A public notice will be released to that effect as well and LAU may consider, up to the discretion of the University, an extension of the deadline for the proposals submission.

B3. Eligibility of Bidders

All bidders must ensure - that at the time of the submission of their proposal - they are not bankrupt, suspended, debarred, sanctioned, and/or subject to legal proceedings that may affect their course of business or their insolvency. Bidders with proven conflict of interest will be disqualified.

B4. Application Submission

Interested parties should submit their technical proposal (*including CV/Resume, and a Portfolio describing similar work that has been done and including the names and contact details of the clients/employers*), by email to layal-kabalan@lau.edu.lb , no later than **Wednesday May 15th, 2024 at 12:00PM**

Please use “*CALL FOR PRE-QUALIFICATION OF CIVIL ENGINEERS / ARCHITECTS-YOUR FULL NAME*” as a subject in your email.

B5. Fees

Shortlisted candidates selected based on the above criteria will be contacted with more information about the project plans, and will be asked to submit their financial proposal accordingly; A separate deadline will be set for the financial offers submission and it will be shared with the short listers.

In consideration for providing the Services, LAU shall pay to the Consultant the amount that is agreed upon for each building’s as-built he bills, by issuing an invoice that shall be reviewed and approved in writing by the Executive Director for Planning and Renovations on the scope as referenced above.

B6. Questions and Clarifications

For inquiries or regrets, you may reach out to the following:

layal.kabalan@lau.edu.lb

All questions must be received by **Friday, May 10th, 2024 at 12:00 p.m.** Beirut local time. Questions sent after the deadline will not be addressed.

No bidder shall communicate directly with LAU staff concerning this tender. All communications must be in writing only, within the open period for questions, and to the specified email only. Other forms of communications may be grounds for dismissal or any submitted proposal.

Answers to appropriately received questions will be shared with all bidders if there is any additional and relevant information that helps in developing the proposals.