**Annex 1**

**Technical Specifications and Requirements**

**Provision of professional Detailed Design for construction works services and preliminary costs estimation for the rehabilitation of office space for National Employment Agency’s General Direction in Chisinau**

**A. Background**

Migration still remains an overwhelming issue in the Republic of Moldova; with a decisive impact both, at national and local level. According to various sources, overall 1/4 of the country’s population is still residing abroad. The rural area of the country is particularly affected, as it loses its economically active population in favor of international labor migration and with it, its long-term development perspective. On the other side, remittances continue to make a difference and create significant dependence.

The Moldovan Government (GoM) acknowledges that, if addressed and managed properly, human mobility can also bring many opportunities, changes and improvements in the country. Due to the Swiss development support, the GoM migration policy focus shifted from a management and control perspective to capitalizing on the opportunities provided by migration.

Within the period of 2015-2018, with the support of SDC and UNDP, the Moldovan Government succeeded to successfully devise, enhance and spill over an innovative and effective tailor-made national DMD model of migrants’ engagement into local development process, pursuing the improvement of basic local services, creating jobs and income generating activities. Within the piloting phase, 38 communities (representing over 10% of the country population and located in all regions of Moldova) have been supported to pioneer a new DMD model, which resulted in improved local infrastructure and local services with tangible benefit for over 310,000 citizens.

Building on the previous positive experience at local level, the UNDP is implementing a new phase of ‘Migration and Local Development Project’ (MiDL Project) during 2019-2020. Overall Goal of this continuation is *maximizing the impact of migration on the socio-economic development through an improved institutional framework and engaged Diaspora.*

In this context, the project shall pursue two Outcomes:

*Outcome 1: Moldovan labour, potential, actual and returning migrants benefit from comprehensive employment support services;*

*Outcome 2: Community members, including migrants are meaningfully engaged in the local development process.*

To achieve the first Outcome, the MiDL Project shall assist the Ministry of Health, Labour and Social Protection, the National Employment Agency (NEA) and other relevant stakeholders in upgrading and consolidating the national policy, legal and institutional framework for labour migration. Dedicated efforts shall be made to enable employment service providers to deliver quality services to labour migrants at all stages of migration. In this context, the MiDL Project shall assist the NEA to innovate, modernize and improve efficiency of employment services in up to two local employment offices, that shall serve as model for MHLSP and NEA for replication in other territorial units. The modernization process shall include renovation and upgrading of physical facilities, business processes and procedures, as well as capacity building of its staff in the field of labour migration.

**B. Objective of the assignment:**

The overall objective of the assignment is to provide professional engineering/design work with emphasis on the development of complete design documentation and estimation of costs, as well as, elaboration of tender/construction documents, required for the reconstruction of the existing public infrastructure facility, 3rd floor, located on 53, Hincesti str., in Chisinau and its adaptation into the office of National Employment Agency - General Direction for Chisinau.

The contractor will develop the design documentation applying the most efficient technical solutions for proposed capital rehabilitation/reconstruction of public facility based on the type, technical characteristics and specifications of infrastructure and required scope of rehabilitation works.

The design services will also identify and provide the best opportunities/options for sustainable use, operation and functioning of the rehabilitated infrastructure, proposing modern environmentally friendly and sustainable materials, equipment, technologies, according to the international standards in the field.

**C. Design requirements:**

The content of design documentation shall be set up in corespondance with national building codes: NCM A.07.02-99.

The selected contractor will render its service for development of clear and complete designs including, but not limited to, the following:

1. **Statement of Works (SOW)** with narrative description of designed technological solutions, units of the main equipment, furniture and materials, technical systems/utilities, as well as, specification on how the capacity of new General Employment Direction for Chisinau of NEA, etc. were estimated;

2. **Drawings**: Complete detailed construction drawings of all works in sufficient detail for tendering, contractual and construction purposes. All drawings shall be presented in electronic (PDF) format and on appropriate paper support. All drawings should be clear, sharp, and accurate. Symbols and abbreviations should be defined in a legend. Layout plan of equipment and furniture and isometric drawings for the internal heating, water supply and sewerage systems will be also part of the design assignment.

3. **Bill of quantities (BOQ)**: Complete for technological equipment and furniture and all items of work with adequate description for each item. The quantities for all work items should be based on actual take-off calculation and not based on estimates. All BOQs shall be presented in a spreadsheet format, preferably MS Excel;

*Important: The BoQs should be entirely presented (either in Romanian or in Russian), in the following formats: Form 7, Form 5, and Form 3 (according to “WinSmeta”). Please note that, Form 7 should be submitted in Excel and translated into English.*

4. **Specifications**: Comprehensive and up to date, in accordance with current best practices, general and particular Technical Specifications for all works and equipment based on internationally accepted standards and sufficient for procurement, installation and construction works;

5. **Documentation** of all design literature and design calculations for all civil, planning, connections to utilities, structural, electrical, automation and mechanical works. All set of Design documentation shall be elaborated in 4 copies, including 3 copies on paper.

*Important: Documentation with detailed* *recommendations and measures for protection of environment will be also part of the design assignment*.

6. **Cost estimations**: comprehensive estimation of involved costs taking into account all necessary labor and materials based on current prices available on the local market and manpower remuneration, which shall not be below the minimum required by the national legislation.

*Important: The documents, the Drawings and Specifications, shall be of sufficient detail to enable construction works to proceed without need for on-site instructions and selection of materials, construction assembly, layout or location of any element or feature.*

The designs should comply with the local legislation State building norms and regulations, standards and specifications, local building regulations and shall also ensure:

1. reliable and safe operation of recommended equipment, materials, and engineering systems;

2. water supply and water treatment system’s performance requirements;

3. optimal energy efficiency measures of rehabilitated facilities and systems;

4. cost efficiency in terms on construction, operation and maintenance;

5. compliance with health and safety requirements;

6. compliance with environmental protection requirements;

**D. Key tasks and expected outputs:**

In accomplishing the assignment, the contractor commonly shall be responsible for undertaking all the necessary activities for turning out complete designs and tender documents for rehabilitation and putting into operation the aforementioned Site, including but not limited to, the following tasks:

1. Inspection of premises at 3rd floor, block “B”, in order to determine the volume of rehabilitation works and proper location of heating, ventilation, electrical, water supply and sanitary equipment;

3. Project site’s general plan, structural designs and engineering, incl. water, sewerage, heat, electrical design for all electrical equipment including low-current system design, earth/ground connection system, lightning protection, automation and control;

4. Evaluate and update the technical conditions for the connection to the water network and electricity grids (by case);

5. Design of organization of construction site (DOC);

6. Obtain jointly with Beneficiary Authority city planning permits (Urbanistic Certificate);

7. Obtain health and sanitary and environmental permits/preliminary opinions;

8. Assist Beneficiary in obtaining building permits (Authorization for Construction);

9. Provision of Detailed Design Author’s supervision;

10. Development of bill of quantities and preliminary cost estimates;

11. Participate in the preliminary and final commissioning procedures.

UNDP/MiDL Engineer will assist the Contractor in arranging and coordinating site visits with local Beneficiary Authority responsible for the implementation of MiDL project in Chisinau.

Contractor shall properly coordinate the design and engineering process with the local planning authorities, Beneficiary representatives and MiDL Project. Contractor should obtain expertise clearance for design from all relevant authorities, (when necessary).

Contractor should assist public facility’s owner in requesting and obtaining from the local authorities preliminary permits, if not obtained. Contractor should also assist public facility’s owner to prepare all necessary supporting documentations to obtain construction permit from local planning authorities.

All the detailed design documentation shall be subject to mandatory control by Independent Authorized Verifiers or the State Verification Department (by case). Design documentation shall also undergo an examination (by experts), when needed.

The design company assumes the responsibility to make the necessary technical adjustments (appeared in the process of construction) to the project documentation. These adjustments will be made within three working days upon the official request from the MiDL Project’s Engineer.

Upon termination of Construction Works, the Contractor will participate in the works hand-over activities and will endorse an author confirmation, certifying the compliance of Works to the design.

**E. Implementation timeframe**

The Contractor is expected to complete all investigations and present full design documentation, including complete drawings, BOQs authorized by verifiers, tender launching documentation, etc. in maximum 60 days without “Verification of the designs and Bill of Quantities” item and maximum 90 days including “Verification of the designs and Bill of Quantities” and expertise, if required, by the verification department, from the contract signature date.

**F. Deliverables**

Contractor is required to deliver the expected design services, in accordance with the following deliverable items and established schedules:

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| **Item****No.** | **Description/Specification of Services** | **Delivery Date** |
| **1.** | Detailed design for capital rehabilitation / reconstruction of the existing space, 3rd floor, into the Office for NEA General Employment Direction in Chisinau, including: - building quantity survey (planning drawings); - detailed layout of technological equipment and furniture;- elaborate internal design of a part of the office in 3D (circa 300m2);- architectural, structural and construction solutions;- internal decoration schedule and new floors;- heating and ventilation; - internal water supply, sewerage system and sanitation; - electricity, lighting, automation and low powered nets;- security and fire control system;- video security system;NEA General Direction’s yard surface – 500 m2;Typical, nine – stored building, 3rd floor, reinforced concrete frame structure, outside walls: prefabricated concrete panels; h=3m; S=690.0m2; Number of people - 30 persons;Actual roof surface – 720.0m2; | 60 days from the date ofcontract signing |
| **2.** | Detailed drawings/solutions for connection to existing water and power supply, sewerage nets; exterior lighting;Water - PE pipes; sanitation - PVC pipes; Ø by calculations and Technical Conditions;Video camera – operate 24 hours a day, distance IR up to 30m;Self-supported isolated electric conductors CIA-2A; Cable type - СИП 2\*25 mm2 (by case); | 60 days from the date ofcontract signing |
| **3.** | Design of site General Plan and in yard land arrangement; | 60 days from the date ofcontract signing |
| **4.** | Detailed Design of Organization of Construction site | 60 days from the date ofcontract signing |
| **5.** | Design of the fire and environment protection measures; | 60 days from the date ofcontract signing |
| **6.** | Project site geodesic survey (0.05ha); | 20 days from the date ofcontract signing |
| **7.** | Bill of quantities (BOQ), complete for all items of work with detailed description for each item; | 60 days from the date ofcontract signing |
| **8.** | Verification of the designs and Bill of Quantities by independent Authorized / Licensed Experts; | 90 days from the date ofcontract signing |
| **9.** | Design Author’s Supervision during the construction period; | N/A |

**Particular requirements for the deliverable items of Site:**

**Item 1** Detailed Design of capital rehabilitation / reconstruction of the existing space, 3rd floor, into the Office of NEA General Direction for Chisinau, particularly includes detailed layout of equipment and furniture, total reconstruction of internal walls and complete renovation of internal decorations, including replacement of existing floors with wood/laminate ones in public activities rooms (by case), and ceramic tiles in corridors, sanitary rooms, etc.; replacement of doors with PVC, MDF, wood ones (by case); design of access ways for disabled people to get inside the building, video security system. A narrative memo with overall description of project compartments, calculations, selected equipment and materials, reference to technical norms and standards, technical specifications, etc., will also be part of this item;

*Important: Contractor shall not elaborate building roofing and external decoration.*

**Item 2** This item will particularly consist of a plan and short description of connections of NEA General Employment Direction’s office to existing water supply, sanitation, and power supply nets, as well as, technical specifications and compliance with particular EU/National standards.

**Item 3** General Plan, developed with 1:500 scales, will include placement of building where NEA General Employment Direction’s office is located, with exterior entrances, existing exterior water and sanitation, and power supply infrastructure, land arrangement inside the yard. Architectural concept/terms shall be based on the Urbanistic Certificate for design, obtained according to the national legislation.

**Item 4** This particular design documentation shall consider mainly, but not limited to, recommendations for organization of construction works, while carrying out internal and outside construction works, without disturbing occupational process.

**Item 6** Geodesic survey shall mainly provide information on geographical/urban placement of NEA General Employment Direction’s office vs the existing buildings and other urban structures, as well as, information on existing underground and/or air infrastructure water, power supply nets, etc.;

**Item 8** Critical requirement!!! The estimation of quantities for all work items must be based on actual take-off calculation and not based on proximate estimates. All BOQs shall be presented in a spreadsheet format, preferably MS Excel, as mentioned above;

**Item 9** Author’s Supervision during the construction period will, also, include contractor’s participation at preliminary and final commissioning of completed works procedures

**G. General organizational information/requirements**

Elaboration of design documentation is initiated based on agreement of Government Direction of fixed Assets and the recommendations of NEA General Direction for Chisinau, as well as, Urbanistic Certificates for design work, issued by the Chisinau Local Public Authorities.

*First drafts, schemes and proposed architectural and technical solutions,* elaborated by the designers, shall be coordinated jointly with beneficiary agency, owner of the building and MiDL Project Engineer.

Technical Conditions for connection of newly designed facilities (by case) to existing utilities: water, sanitation and power supply nets, shall be obtained from respective institutions by the contractors, jointly with Beneficiary and at the contractors’ initiative.

*Buildings:*

The following special regional climate conditions and technical characteristics shall be taken into account while designing project buildings and constructions:

Climate rayon - III B;

Snow loading - 500 Па/м2;

Wind loading - 300 Па/м2;

Seismicity level - 7 grades;

Average outside temperature - 16°С;

Heating season duration - 166 days;

Average outside temperature during winter season - +0,6°С;

Earth structure data – in accordance with geological surveys (by case);