

Request for Proposal Construction/Fit out Consultant

For the Construction of Kitchen Station at MoTIV Creations Limited.

1. TERMS OF REFERENCE

1.1 Summary and Background

MoTIV Creations Limited is a maker space established last year in June 2020. We are currently seeking proposals from suitably qualified individuals or companies for Fitout/Construction Consultant for the construction of our Kitchen Station comprised of 3 small commercial kitchens, a culinary training space, a larger main kitchen (complete with an office, cold room, dry storage, pastry station, salad station and general prep area)

The purpose of the Request for Proposal (RFP) is to solicit a proposal for the project which seeks to assist MoTIV provide professional project management for timely delivery of the project.

1.2 Objective of the Consultancy/Project Management

1.2.1 Purpose

The objective of the Construction Consultant/Project Manager is to provide guidance to MoTIV, to have oversight of the construction of our kitchen station that is timeless by design, energy efficient and built to the British safety standards.

1.3 Project Scope

The project manager is responsible for ensuring the project is delivered on time and within scope. This would include but is not limited to:

- a. Assisting MoTIV with reviewing the scope of work/terms of reference/BOQs for reasonable output and providing comparisons with market pricing;
- b. Coordinating professional services between the Architect and the Contractor;
- c. Attending and participating in meetings of the MoTIV Committee to provide any updates on performance and progress
- d. Review materials schedule for quantity and quality, ensuring that all material used is as defined in the scope of work/BOQs;
- e. Developing project scopes and objectives, involving all relevant stakeholders and ensuring technical feasibility;
- f. Maintaining ongoing dialogue with the Architect and/or Contractor and escalating issues to the incharge MoTIV representative(s) where necessary;

- g. Track all changes to the original design and ensure they are relevant and meet the building standards
- h. Developing and maintaining a Project Risk Management Plan for the project life;
- i. Providing a weekly report to the MoTIV incharge on the progress of the project;
- j. Scheduling and conducting on-site weekly progress meetings involving the Architect and the Contractor;
- k. Ensuring that all required permits are obtained and remain current for the duration of the project;
- l. Review Architect's plans to ensure they meet all building standards regarding electrical fittings, cooling systems, civil works and installations
- n. Create a SNAG list at the end of the project and ensure all snags are dealt with before project handover

2. PROPOSAL GUIDELINES AND SPECIFICATION

2.1 Instructions for Submission of Proposals

The proposal must be placed in a sealed envelope marked 'Private and Confidential' and addressed as follows:

Tender for Construction/Fit Out Consultant - MoTIV Creations Limited
The Procurement Manager
MoTIV Creations Limited
Plot 7, Oldportbell Road

OR

Emailed to: procurement@innovationvillage.co.ug

Proposals will be accepted until **11th July 2021** at **5:00pm**. All proposals must be duly signed. The original proposal must bear an original signature signed in ink and dated by the Proposer or a representative legally authorized by the Proposer, further defined as follows:

- In the case of an individual Proposer, by such individual Proposer.
- In the case of a partnership or limited liability partnership, the name of the partnership or limited liability partnership must appear on such Proposal and it shall be signed in the name of such partnership or limited liability partnership by at least one partner. In addition to such signature, the names of all partners shall be stated in the Proposal.
- In the case of a corporation, the corporate name must appear on such Proposal and it shall be signed by the authorized officer, and there shall be set forth under the signature of such officer the name of the office he or she holds or the capacity in which he or she acts for such corporation.

2.2 Proposal Contents and Evaluation Process

In addition to the specifications listed above, Proposals for the Services must include the following:

i. Description of Qualifications

The Proposal must provide evidence of licence/registration consistent with the requirement of the relevant regulatory authority of the jurisdiction. The Proposal must also contain a narrative description that conveys, at a minimum, the following information:

ii. Firm's Background

- Provide your firm's name, address, email address and phone number;
- Provide the name of the contact person submitting the Proposal;
- Briefly describe the history of your firm;
- Provide evidence of your Professional Liability Insurance Policy if available
- Indicate whether your firm or any personnel have been involved in any litigation, arbitration or mediation, either as defendant or plaintiff, over the five years immediately preceding the closing date of the RFP. If your firm or any personnel has been involved in any such litigation, arbitration or mediation, provide a general description of the cause or nature and status of each case or claim, and the identity of the client;
- Indicate whether your firm has ever been terminated from a project. If so, include the name(s) and address(es) of the client(s) and the nature of the termination.

iii. Project Team and Staffing

- Clearly describe your organizational approach to providing the services;
- Describe current work load and priority of providing the services as it relates to overall workload;
- Provide a brief resume of key personnel to be assigned to provide the services. All project workers will be subject to background checks;
- Describe responsibilities of personnel assigned to provide the services;
- State whether your firm is capable of performing all services described in this RFP and other services recommended in the proposal. If your firm intends to subcontract any of the services to other consultants or outside sources, the Proposal shall identify those consultants and describe the consultants' experience in providing the type of Services covered by this RFP.

iv. Related Experience

- a. Describe your previous experience on similar or other projects and provide two related references. Provide your firm's history of providing service on time and within budget. Supplement with a short statement describing any unique challenges or characteristics that played a major role in the development of the solution.
- b. Describe your firm's role in developing the budget, scope and schedule for the project and your firm's performance in achieving the budget, scope and schedule requirements for each.

v. Education, Experience and other Requirements

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in construction management, engineering, or project management, plus at least five (5) years' experience or ten (10) years of combined experience as a Project Manager/General Contractor.

Other knowledge Skills and Abilities;

- Knowledge of building codes, policies and guidelines;
- Knowledge of construction standards;
- Negotiation skills;
- Problem solving skills;
- Building electrical standards
- Effective written and oral communication skills

2.3 Cost of Service

- i. The proposal should include the total cost to complete the project and a breakdown that contains proposed milestones and the associated fees.
- ii. The proposal should be all inclusive in relation to the cost of any outsourced contract(s). The services of the Construction/Fit out Consultant will be subject to agreed terms and conditions.