



RESERVE BANK OF FIJI

Progressive and Resilient Central Bank, Trusted by Our People

RESERVE BANK OF FIJI

REQUEST FOR TENDER

**Proposed Engagement of Lead Engineering Consultant for the
Building Services and Structural Upgrade – Reserve Bank Building**

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A. OBJECTIVE

1. The objective of this Request for Tender (RFT) is to engage a suitably qualified and experienced Lead Engineering Consultant to deliver and coordinate a multidisciplinary design team for the Reserve Bank of Fiji (RBF) Building Services and Structural Upgrade Project.
2. The Lead Consultant shall be responsible for providing full technical leadership, design coordination, and delivery of all professional design services required for the project, from concept design through to Issued for Construction (IFC) documentation and construction phase support.
3. The Lead Consultant shall assemble, appoint and manage a multidisciplinary Design Team including all required subconsultants and shall be fully responsible for the performance, coordination and deliverables of the entire consultation team.
4. The multidisciplinary Design Team shall include a minimum:
 - a. Building Services Engineer (Mechanical, Electrical and Hydraulic) – Lead Engineering Discipline.
 - b. Experienced Fire Engineer.
 - c. Experienced Structural Engineer.
 - d. Experienced Quantity Surveyor.
 - e. Building Management System (BMS) Specialist.
 - f. Architect (supporting role – spatial planning, coordination and interior design).
 - g. Experienced Acoustic Engineer.
 - h. Other specialist consultants as required for the duration of the project.
5. The Lead Engineering Consultant and Fire Engineer are mandatory appointments and must:
 - a. Be suitably qualified firms with demonstrated capability in high rise building services design.
 - b. Demonstrate direct experience in occupied high rise building upgrades (minimum 15 stories).
 - c. Demonstrate experience in staged refurbishment of operational commercial buildings.
 - d. Demonstrate proven design experience in accordance with current Australian and New Zealand Standards (AS/NZS).
 - e. Be affiliated with a relevant professional institution or regulatory body.
6. The Lead Consultant shall be the single point of contractual responsibility to RBF. All subconsultants shall be engaged and managed by the Lead Consultant and no separate contractual relationships shall exist between RBF and any subconsultant.
7. The Lead Consultant shall work under the direction of the RBF Project Manager and Project Oversight Committee (POC), and shall comply with all governance, reporting, program and approval requirements established by RBF.
8. The Design Team, under the coordination of the Lead Engineering Consultant and direction of the RBF Project Manager shall develop:
 - a. A complete building services master plan with an approx15-year planning horizon.

- b. Fully coordinated, construction ready documentation suitable for competitive tendering.
 - c. A staged implementation strategy that maintains full business continuity within the occupied high rise building.
 - d. Standardised layouts and technical design benchmarks to eliminate historical inconsistencies in office planning and services distribution.
9. The upgrade works are based on findings from a comprehensive Building Services Audit undertaken by RBF, which will be made available during the tender process and site inspection.
10. The engagement is outcome driven. The Lead Consultant shall be accountable for:
- a. Technical design integrity and compliance.
 - b. Interdisciplinary coordination across all design disciplines.
 - c. Program adherence to RBF milestone requirements.
 - d. Cost alignment with approved capital planning budgets. (in coordination with the Quantity Surveyor).
 - e. Delivering documentation that is complete, coordinated, and suitable for construction without rework, ambiguity, or scope gaps.
 - f. Provide technical leadership across all services disciplines.
 - g. Ensure all engineering design is undertaken or supervised by Registered Professional Engineers.
 - h. Ensure design documentation is prepared by qualified Design Practitioners.

B. INTRODUCTION

11. The RBF owns and operates an 18 storey commercial office premises in Suva that accommodates critical banking, financial, operational and administrative functions.
12. The RBF Building is a high rise facility comprising four podium levels and fourteen tower levels and remains fully operational on a daily basis. The building supports sensitive infrastructure and therefore requires a carefully staged and risk managed and technically robust upgrade approach.
13. Over the past decade, several building services components have reached or exceeded their intended service life. Independent technical reviews have identified:
- a. Non-compliance with current fire safety expectations.
 - b. Ageing electrical distribution infrastructure.
 - c. Mechanical plant approaching end-of-life.
 - d. Limited integration between services systems.
 - e. Structural strengthening requirements in specific locations
 - f. Historical inconsistencies in office fit-out standards and services layouts.
14. In 2025, RBF engaged a consultant to complete a comprehensive Building Services Audit identifying critical compliance gaps, lifecycle risks and system coordination deficiencies.
15. The RBF has established a POC to provide governance over a structured, whole-of-building upgrade program. The works will be delivered in carefully planned and controlled stages to ensure business operations remain uninterrupted. The appointed

Lead Consultant shall report directly to the RBF Project Manager and operate within the approved project governance framework, including compliance with all reporting, approval and risk management requirements.

16. Given the scale, complexity and operational sensitivity of the building, RBF has determined that:
 - a. A Lead Engineering Consultant shall be appointed to provide technical leadership for the project
 - b. The Lead Consultant shall assemble and manage a full multidisciplinary design team.
 - c. Building Services and Fire Engineering expertise is mandatory to ensure design robustness, international best practice alignment, and compliance with Australian and New Zealand Standards.
 - d. All consultants shall be responsible for meeting all applicable local regulatory compliance requirements related to the scope of work.
17. The RBF requires a Design Team capable of:
 - a. Delivering technically robust and constructible documentation.
 - b. Managing staged construction within an occupied high-rise building.
 - c. Providing strategic long-term planning beyond immediate rectification works.
 - d. Protecting the Bank's operational continuity, reputation and risk exposure.
18. This RFT therefore seeks to engage a highly experienced Lead Consultant who can demonstrate:
 - a. Proven delivery of complex high-rise building upgrades.
 - b. Strong coordination and delivery capability across multidisciplinary engineering teams.
 - c. Demonstrated experience in building services-intensive projects.
 - d. Access to suitably qualified local and/or international engineering expertise.
 - e. Clear accountability and technical leadership across all phases of the project.

C. PROJECT OVERVIEW

19. The RBF Building is an occupied 18-storey commercial office building comprising four podium levels and fourteen tower levels, arranged as follows:
 - a. Podium Levels 1 to 4, with Podium Level 1 being the lowest level.
 - b. Tower Levels 1 to 14 above the podium structure.
 - c. Podium Levels 1 to 4 and Tower Levels 1 to 10 are occupied by operational departments.
 - d. Tower Levels 11 and 12 are primarily used as conference and meeting facilities.
 - e. Tower Levels 13 and 14, together with sections of Podium Level 2, are dedicated plant rooms housing major building services infrastructure.
20. The building services infrastructure has evolved progressively since original construction. Multiple refurbishments and system modifications have been undertaken over time, resulting in:
 - a. Inconsistent system configurations across floors.
 - b. Varying levels of compliance between building areas.

- c. Capacity constraints within plant rooms and vertical risers.
 - d. Limited standardisation of equipment and controls; and system integration.
 - e. Documentation gaps and outdated as-built records.
21. Priority compliance works are already underway or planned, including:
 - a. Fire alarm system upgrades.
 - b. Electrical sub-board replacement works.
 - c. Associated emergency lighting rationalisation.
 22. While the above works address immediate compliance risks, they do not constitute a coordinated complete building solution. The engagement of a Lead Engineering Consultant and multidisciplinary Design Team is therefore required to develop an integrated building services and structural upgrade master plan that:
 - a. Rationalises and standardises existing systems.
 - b. Defines logical and technically feasible upgrade sequencing.
 - c. Integrates all engineering disciplines into a coordinated design framework.
 - d. Supports long-term operational reliability and asset performance.
 23. The Lead Consultant shall be responsible for integrating all disciplines into a single coordinated design outcome and ensuring alignment with program milestones set out in section E.2, under the direction of the RBF Project Manager.
 24. The project will be delivered in staged phase generally structured as:
 - a. Initiation.
 - b. Planning (Design Development and Documentation).
 - c. Execution (Construction and Implementation); and
 - d. Closure.
 25. The design must accommodate delivery within a fully operational building and shall include:
 - a. Staged floor by floor implementation.
 - b. Temporary service arrangements during system changeovers.
 - c. Decanting and occupant relocation strategies; and
 - d. Maintenance of critical building services at all times.
 - e. Recommendations to integrate climate responsive design principles and utilise environmentally friendly materials, ensuring energy efficiency, reduced carbon footprint and long term sustainability of the building.
 26. The design team shall assume that all building services systems are live and operational unless otherwise confirmed in writing. All design solutions must therefore account for:
 - a. Shutdown planning and sequencing.
 - b. Risk mitigation and contingency measures.
 - c. Business continuity requirements; and
 - d. Coordination with RBF Facilities, ICT, Currency team and Security teams.
 27. The overall intent of this project is to deliver a safe, compliant, energy efficient and fully coordinated building services and structural environment capable of supporting RBF's operational requirements over a 15 year planning program.

D. SCOPE OF PROFESSIONAL SERVICES (BY DISCIPLINE)

28. The Lead Consultant will be fully responsible for delivering a coordinated, compliant, and construction-ready design package for the RBF Building Services and structural upgrade.
29. The Lead Engineering Consultant shall assemble, manage and coordinate a multidisciplinary design team in accordance with the mandatory requirements set out in this RFT.
30. The scope of services shall include but not be limited to the following:

D.1 LEAD ENGINEERING CONSULTANT.

31. The lead consultant shall act as:
 - a. Technical Design Lead.
 - b. Multidisciplinary Design Coordinator.
 - c. Contract Administrator for design related matters during construction.
32. The Lead Engineering Consultant shall be fully responsible for the technical leadership, coordination and delivery of all design services and shall:
 - a. Providing overall technical leadership across all disciplines with particular emphasis on building services and structural integration.
 - b. Establishing and managing the design program to meet all key requirements.
 - c. Engaging, coordinating and managing all subconsultants forming the multidisciplinary Design Team.
 - d. Leading all design coordination workshops and stakeholder engagement sessions.
 - e. Ensuring full integration of mechanical, electrical, hydraulic, fire, structural, BMS, and architectural designs.
 - f. Managing design compliance with all applicable AS/NZS standards and statutory requirements.
 - g. Implementing and maintaining a formal design quality assurance and review process.
 - h. Coordinating preparation of all tender documentation for construction procurement.
 - i. Managing all authority approvals including liaison, submissions, and responses.
 - j. Overseeing Building Information Modelling (BIM) coordination and clash detection processes across all disciplines.
 - k. Ensuring all design documentation achieves IFC standard at minimum Level of Detail 350 (LOD 350).
 - l. Managing construction phase services including:
 1. Shop drawing reviews.
 2. Site inspections.
 3. Responses to Requests for Information (RFIs).
 4. Certification of works and progress claims
 - m. Ensuring design outputs are:

1. Fully coordinated.
2. Buildable within an occupied environment.
3. Free from ambiguity and scope gaps.

D.1.1 USE OF EXISTING TECHNICAL REPORTS AND DATA

33. The Lead Consultant and all subconsultants shall base their design on existing documentation provided by RBF, including but not limited to:
 - a. Building Services Audit Report.
 - b. Fire Engineering Report.
 - c. Seismic Assessment Report.
 - d. Architectural as-built drawings.
 - e. Existing services drawings.
 - f. Any supplementary technical reports issued during the tender process
34. The Design Team shall:
 - a. Review and validate all existing reports and data prior to design development.
 - b. Identify any gaps, inconsistencies, or outdated information.
 - c. Notify RBF of any discrepancies that may impact design, cost, or program.
 - d. Avoid duplication of completed investigations unless specifically required and approved by RBF.
 - e. Rely on validated data as the basis for all design decisions.
35. The Lead Consultant shall ensure that:
 - a. All subconsultants fully understand and incorporate the findings of the existing reports.
 - b. Design solutions directly address identified compliance gaps, lifecycle risks, and system deficiencies.
 - c. Structural and fire constraints identified in prior assessments are fully integrated into the design.
 - d. No design assumptions contradict existing verified data without formal justification and approval.

D.1.2 DESIGN RESPONSIBILITY AND ACCOUNTABILITY

36. The Lead Consultant shall remain fully accountable for:
 - a. Technical accuracy and completeness of all design documentation.
 - b. Coordination across all disciplines, ensuring no clashes or scope gaps.
 - c. Delivering a buildable, staged solution suitable for an occupied high-rise building.
 - d. Ensuring that documentation issued for construction does not require redesign or rework.
37. The Lead Consultant shall ensure:
 - a. All engineering design is carried out or supervised by Registered Professional Engineers.
 - b. All documentation is prepared by qualified Design Practitioners.

- c. Internal design reviews and interdisciplinary coordination reviews are completed prior to submission.

D.1.3 MULTIDISCIPLINARY TEAM INTEGRATION

38. The Lead Consultant shall assemble and manage a Design Team including, at minimum:
 - a. Building Services Engineer. (Mechanical, Electrical, Hydraulic)
 - b. Experienced Fire Engineer.
 - c. Experienced Structural Engineer.
 - d. Experienced Acoustic Engineer.
 - e. Experienced BMS Specialist.
 - f. Experienced Quantity Surveyor.
 - g. Experienced Architect (supporting role – planning, coordination and interiors).
 - h. Any additional specialist consultants required for the project.
39. The Lead Consultant shall:
 - a. Clearly define roles, responsibilities and deliverables for each discipline.
 - b. Coordinate all inputs into a single federated and fully integrated design.
 - c. Ensure consistent standards, documentation quality and naming conventions across all disciplines.
 - d. Manage all subconsultants as a single accountable team.

D.1.4 COORDINATION WITH RBF PROJECT MANAGEMENT

40. The Lead Consultant shall:
 - a. Work under the direction of the RBF Project Manager.
 - b. Reports to the POC that need to be provided:
 1. Fortnightly progress reports for all areas,
 2. Design coordination updates.
 3. Risk register updates.
 4. Program tracking.
 - c. Escalate risks, delays, or design issues early with clear mitigation strategies.

D.2 ARCHITECTURAL & INTERIOR DESIGN SERVICES

41. The Architectural Consultant shall operate as a supporting discipline under the direction of the Lead Engineering Consultant and shall be responsible for spatial planning, layout coordination and interior design. The Architectural Consultant shall not alter or compromise engineering system requirements without formal coordination and approval from the Lead Engineering Consultant.
42. Scope of services shall include:
 - a. Interior Concept Design.
 1. Development of three (3) distinct interior concept design options which will include:
 - Space planning layouts.

- Reflected ceiling plans coordinated with services.
 - Lighting design concepts in coordination with electrical engineering.
 - Material and finishes palettes.
 - Furniture typologies and workplace standards.
 - 3D visualisations.
 - Design narratives
 - Facilitation of design presentations and workshops with the Project Oversight Committee (POC)
 - Allowance for up to three (3) formal design revision cycles.
- b. Space Planning and Standardisation.
1. Development of standardised workplace layouts across all floors.
 2. Establishment of:
 - Office sizing standards.
 - Executive and management office templates.
 - Meeting room and collaboration space typologies.
 - Workstation standards.
 - Furniture and joinery guidelines.
 3. Alignment of layouts with services zones, risers and structural constraints
- c. Coordination with Engineering Disciplines
1. The Architectural Consultant shall ensure full integration of layouts with:
 - Mechanical systems (ductwork, diffusers, return air paths, access zones)
 - Electrical systems (lighting, power distribution, emergency systems)
 - Fire systems (sprinklers, detectors, exit paths, fire ratings, new secondary fire escape)
 - Structural systems (beams, slabs, penetrations, load constraints)
- d. Documentation Requirements
1. Preparation of fully coordinated architectural drawings suitable for construction
 2. Compliance with:
 - IFC documentation standards
 - Minimum Level of Detail: LOD 350
 3. Inclusion of:
 - Reflected ceiling plans aligned with services
 - Builder's work drawings (penetrations, openings, interfaces)
 - Coordination layouts with all disciplines
- e. Design Integration Responsibility

1. The Architectural Consultant shall ensure that all architectural outputs:
 - Do not compromise building services functionality
 - Do not introduce coordination conflicts
 - Are aligned with staging and decanting strategies
 - Are fully coordinated with structural and fire requirements

D.3 BUILDING SERVICES ENGINEERS (MECHANICAL, ELECTRICAL, HYDRAULIC)

43. The Building Services Engineer shall act as the primary technical discipline under the Lead Engineering Consultant and shall be responsible for the design, integration and performance of all building services systems.
44. The Building Services Engineer must demonstrate:
 - a. Proven experience in high-rise buildings (minimum 15 storeys).
 - b. Experience in staged upgrades within occupied buildings.
 - c. Strong capability in multidisciplinary services coordination.
 - d. Compliance with current AS/NZS standards

D.3.1 USE OF EXISTING BUILDING SERVICES AUDIT

45. The Building Services Engineer shall:
 - a. Review and validate the existing Building Services Audit and all supporting documentation provided by RBF.
 - b. Use the audit as the primary basis for all design development.
 - c. Identify any gaps, inconsistencies, or outdated information.
 - d. Notify RBF of any discrepancies affecting design, cost, or program.
 - e. Not duplicate completed investigations unless approved by RBF.

D.3.2 ELECTRICAL SERVICES

46. Scope shall include:
 - a. Design of main switchboard replacement and upgrade strategy.
 - b. Development of sub-distribution board hierarchy and rationalisation.
 - c. Power reticulation redesign across all floors.
 - d. Energy efficient lighting system redesign including full LED conversion.
 - e. Emergency lighting system design compliant with AS/NZS 2293.
 - f. Surge protection and power quality management strategy.
 - g. Load calculations and maximum demand analysis.
 - h. Fault level studies and protection coordination.
 - i. Selectivity and discrimination of protection systems.
 - j. Integration of smart metering and energy monitoring systems.
 - k. Coordination with BMS for monitoring and control.
 - l. Development of shutdown, changeover, and temporary power strategies.
 - m. Coordination with live building constraints and critical systems.
 - n. Commissioning requirements and testing procedures.

D.3.3 MECHANICAL SERVICES (HVAC)

47. Scope shall include:
- a. Chiller plant assessment, refurbishment, or replacement strategy.
 - b. AHU and FCU replacement and standardisation strategy.
 - c. Ductwork redesign to improve efficiency and coordination.
 - d. Ventilation compliance with AS/NZS 1668.
 - e. Indoor air quality improvements.
 - f. Zoning strategy aligned with floor usage and occupancy.
 - g. Energy efficiency improvements including variable speed drives.
 - h. Thermal load calculations and equipment sizing.
 - i. Coordination of plant room layouts and spatial requirements.
 - j. Integration with BMS for control and optimisation
 - k. Coordination with Acoustic Engineer for noise and vibration control.
 - l. Development of staging and temporary cooling strategies during upgrades.
 - m. Commissioning, testing, and balancing (TAB) requirements.

D.3.4 HYDRAULIC SERVICES

48. Scope shall include:
- a. Domestic water system upgrade and replacement strategy.
 - b. Sewer system replacement and upgrade.
 - c. Stormwater system redesign and compliance.
 - d. Pump and tank refurbishment or replacement.
 - e. Backflow prevention and cross-connection elimination.
 - f. Water efficiency and conservation measures.
 - g. Leak detection and pressure management systems.
 - h. Coordination with structural and architectural constraints.
 - i. Integration with BMS for monitoring and alarms.
 - j. Development of staged changeover strategies to maintain continuous operation.
 - k. Coordination with fire systems and authority requirements.
 - l. Commissioning and pressure testing requirements.

D.3.5 SERVICES COORDINATION & INTEGRATION

49. The Building Services Engineer shall:
- a. Take full ownership of services coordination across all disciplines.
 - b. Define and control services zones within ceilings, risers, and plant rooms.
 - c. Coordinate all service routes with structural and architectural constraints.
 - d. Lead BIM coordination and clash detection processes.
 - e. Resolve all clashes and coordination issues prior to IFC documentation.
 - f. Ensure no spatial or system conflicts remain at construction stage.
 - g. Develop detailed shutdown, staging, and changeover strategies for all services.

- h. Ensure maintainability, access, and replacement strategies are fully incorporated.
- i. Coordinate with Fire Engineer to ensure compliance is maintained.
- j. Coordinate with Acoustic Engineer to manage noise and vibration impacts.

D.3.6 DESIGN DELIVERABLES

50. The Building Services Engineer shall deliver:
- a. Concept-level system strategies and layouts.
 - b. Detailed design calculations and equipment schedules.
 - c. Fully coordinated drawings suitable for IFC (LOD 350).
 - d. Specifications and performance requirements.
 - e. Input into cost planning and value engineering.
 - f. Construction support including shop drawing review and commissioning input.
 - g. Commissioning and testing strategies for all building services systems.
 - h. Input into staging, decanting, and temporary services planning.
 - i. As-built documentation requirements and system verification.

D.4 FIRE ENGINEER

51. The Fire Engineer shall be responsible for developing, validating and coordinating a fully compliant fire engineering strategy for the building, aligned with all applicable standards, regulatory requirements and the existing Fire Engineering Report.

D.4.1 USE OF EXISTING FIRE ENGINEERING REPORT

52. The Fire Engineer shall:
- a. Review and validate the existing Fire Engineering Report provided by RBF.
 - b. Use the report as the primary basis for all fire engineering design.
 - c. Identify any gaps, inconsistencies or areas requiring update or refinement.
 - d. Notify RBF of any discrepancies affecting compliance, design, cost or program.
 - e. Not duplicate completed fire investigations unless approved by RBF.

D.4.2 FIRE ENGINEERING SCOPE

53. The Fire Engineer shall develop and coordinate:
- a. Fire alarm system integration strategy with new and existing systems.
 - b. Sprinkler and hydrant system coordination and upgrade requirements.
 - c. Fire pump compliance review and upgrade strategy.
 - d. Egress and evacuation strategy including:
 - 1. Travel distances.
 - 2. Exit capacity.
 - 3. Staircase adequacy and redundancy.
 - 4. Occupant load calculations.
 - 5. A possible secondary escape route.
 - e. Fire compartmentation and fire separation strategy.

- f. Fire-rated penetrations and sealing details.
- g. Smoke management and control strategy, including pressurisation where required.
- h. Interface requirements with mechanical systems (e.g. smoke extraction, shutdowns).

D.4.3 SERVICES INTEGRATION AND COORDINATION

- 54. The Fire Engineer shall:
 - a. Coordinate closely with:
 - 1. Building Services Engineer.
 - 2. Structural Engineer.
 - 3. Architectural Consultant.
 - b. Ensure fire requirements are embedded early in design to avoid rework.
 - c. Review all service penetrations, ceiling layouts and plant configurations for compliance.
 - d. Ensure all fire systems are fully coordinated with building services and BMS interfaces.

D.4.4 COMPLIANCE AND AUTHORITY APPROVALS

- 55. All fire engineering design shall comply with:
 - a. NZS 4510 – Fire hydrant systems.
 - b. NZS 4512 – Automatic fire sprinkler systems.
 - c. AS/NZS 1670 – Fire detection and alarm systems.
 - d. AS/NZS 2293 – Emergency lighting and exit signage.
 - e. Relevant Fiji Fire Authority requirements
- 56. The Fire Engineer shall:
 - a. Prepare a comprehensive fire compliance strategy for authority submission.
 - b. Liaise with the Fiji Fire Authority and relevant regulators.
 - c. Respond to authority comments and obtain approvals.
 - d. Provide certification of compliance for all fire systems.

D.4.5 DESIGN DELIVERABLES

- 57. The Fire Engineer shall deliver:
 - a. Fire engineering report and compliance strategy.
 - b. Coordinated fire system layouts and drawings.
 - c. Egress and evacuation analysis.
 - d. Fire system specifications and performance requirements.
 - e. Input into staging and construction sequencing.
 - f. Construction support including shop drawing review and inspections.

D.5 STRUCTURAL ENGINEER

58. The Structural Engineer shall be responsible for assessing, validating, and designing all structural works associated with the building services and architectural upgrades, based on the existing structural and seismic assessment reports.

D.5.1 USE OF EXISTING STRUCTURAL & SEISMIC REPORTS

59. The Structural Engineer shall:
- a. Review and validate:
 1. Structural assessment reports.
 2. Seismic assessment reports.
 3. Existing structural drawings.
 - b. Use these reports as the primary basis for all structural design.
 - c. Identify any gaps, inconsistencies, or limitations in existing data.
 - d. Notify RBF of any structural risks impacting design, cost, or program.
 - e. Not duplicate structural investigations unless approved by RBF.

D.5.2 STRUCTURAL DESIGN SCOPE

60. The Structural Engineer shall assess and design for:
- a. Additional loads from new plant and equipment.
 - b. Modifications associated with ceiling removals and services upgrades.
 - c. Slab penetrations required for:
 1. Services routing.
 2. Fire systems.
 3. Potential new vertical shafts or escape routes.
 - d. Structural implications of architectural reconfiguration.
 - e. Structural strengthening requirements identified in previous reports.
 - f. Structural implication of a new second escape stairway.
61. The Structural Engineer shall:
- a. Assess structural implications of:
 1. New service loads
 2. Ceiling removals
 3. Plant replacements
 4. Slab penetrations
 5. A new second escape stairway.
 - b. Review findings from audit reports indicating areas requiring structural strengthening.
 - c. Design structural strengthening works where required, including:
 1. Slab strengthening.
 2. Beam reinforcement.
 3. Plant platform modifications.
 4. Seismic bracing (if required).

- d. Certify all structural modifications.

D.6 ACOUSTIC ENGINEER

62. The Acoustic Engineer shall be responsible for the assessment, design, and coordination of all acoustic performance requirements within the building, ensuring a suitable internal environment for speech clarity, privacy, occupant comfort and noise control of building services.
63. The Acoustic Engineer must demonstrate:
 - a. Experience in high-rise commercial buildings.
 - b. Experience in occupied building upgrades and refurbishments.
 - c. Capability in building services noise control and architectural acoustics.
 - d. Familiarity with relevant AS/NZS acoustic standards and international best practices.

D.6.1 SCOPE OF ACOUSTIC ENGINEERING SERVICES

64. The Acoustic Engineer shall provide, but not be limited to, the following:
 - a. Building Services Noise Control
 1. Assessment of noise and vibration from:
 - Chillers.
 - AHUs and FCUs.
 - Pumps and hydraulic systems.
 - Electrical equipment (transformers, switchboards)
 2. Establishment of acceptable noise level criteria for different spaces.
 3. Design of mitigation measures including:
 - Acoustic lining of ductwork.
 - Vibration isolation systems.
 - Equipment isolation mounts.
 - Acoustic enclosures where required.
 4. Coordination with Mechanical and Electrical Engineers to ensure noise control is integrated into system design.
 - b. Architectural Acoustics
 1. Acoustic design for:
 - Offices.
 - Meeting rooms.
 - Conference floors (critical for your Levels 11–12).
 - Open-plan workspaces.
 2. Control of:
 - Reverberation (echo).
 - Sound insulation between rooms.
 - Speech and noise privacy between offices.
 3. Recommendations for:

- Wall constructions.
 - Ceiling systems.
 - Floor finishes.
 - Acoustic panels and treatments.
- c. Sound Insulation & Privacy
 1. Design of partition performance requirements (Rw/STC ratings).
 2. Control of noise transfer between:
 - Offices.
 - Meeting rooms.
 - Plant rooms and occupied spaces.
 3. Coordination with Architectural and Structural disciplines to ensure compliance.
 - d. External Noise Considerations
 1. Assessment of external noise intrusion (traffic, urban environment, other building services).
 2. Recommendations for façade performance where required.
 - e. Coordination with Design Team
 1. Full integration with:
 - Architectural layouts
 - Mechanical services design
 - Structural systems.
 2. Participation in BIM coordination and clash detection workshops.
 3. Ensuring acoustic requirements are incorporated into IFC documentation.

D.6.2 DESIGN DELIVERABLES

65. The Acoustic Engineer shall deliver:
 - a. Acoustic design criteria report.
 - b. Noise and vibration assessment reports.
 - c. Acoustic modelling where required (e.g. conference rooms).
 - d. Detailed recommendations integrated into design drawings and specifications.
 - e. Input into coordinated IFC documentation (LOD 350).
 - f. Construction phase support including review of shop drawings and site inspections.

D.6.3 PERFORMANCE OBJECTIVES

66. The acoustic design shall ensure:
 - a. Acceptable background noise levels for all occupied spaces.
 - b. Clear speech intelligibility in meeting and conference rooms.
 - c. Adequate sound insulation and privacy between spaces.
 - d. No adverse impact from building services noise or vibration.

D.7 BMS SPECIALIST.

67. The BMS Specialist shall be responsible for the design, integration, and implementation strategy of a fully coordinated Building Management System across all building services.
68. The BMS Specialist must demonstrate:
 - a. Proven experience in high-rise commercial buildings.
 - b. Experience integrating legacy systems into modern BMS platforms.
 - c. Expertise in open-protocol systems (e.g. BACnet, Modbus).
 - d. Capability in cybersecurity for operational technology (OT) systems.
 - e. Experience in staged implementation within occupied buildings.

D.7.1 SCOPE OF SERVICES

69. The BMS Specialist shall provide, but not be limited to, the following:
 - a. BMS Strategy & Architecture
 1. Development of a whole-of-building BMS master plan aligned with the 15-year upgrade strategy.
 2. Assessment of existing BMS and control systems.
 3. Definition of system architecture including:
 - Central server and head-end system.
 - Network topology.
 - Field controllers and interfaces.
 4. Selection of open and scalable system architecture to avoid vendor lock-in.
 - b. System Integration
 1. Integration of all major building systems into the BMS, including:
 - Mechanical systems (chillers, AHUs, FCUs).
 - Electrical systems (main switchboard monitoring, sub-boards, metering).
 - Lighting control systems.
 - Fire system monitoring interface (status only, no control unless permitted).
 - Hydraulic systems (pumps, tanks, alarms).
 - Lift monitoring (status and fault indication)
 2. Coordination with all engineering disciplines to ensure compatibility.
 - c. Monitoring, Control & Analytics
 1. Development of control philosophies for all integrated systems.
 2. Design of user interface dashboards for:
 - Facilities management.
 - Energy monitoring.
 - Alarm management.

3. Implementation of:
 - Energy analytics and reporting.
 - Trend logging and historical data storage.
 - Fault detection and diagnostics (FDD).
- d. Smart Metering Integration
 1. Design and coordination of smart metering across:
 - Main incoming supply.
 - Sub-distribution boards.
 - Major plant and equipment.
 2. Integration into BMS for real-time monitoring and reporting.
- e. Cybersecurity & Network Coordination
 1. Development of cybersecurity requirements for all BMS components.
 2. Coordination with RBF ICT team for:
 - Network architecture.
 - Data security.
 - Access control and user permissions.
 3. Segregation of operational technology (OT) and IT networks where required.
- f. Staging & Implementation Strategy
 1. Development of staged BMS implementation aligned with construction sequencing.
 2. Integration of new systems with existing systems during transition.
 3. Minimisation of operational disruption during changeover.

D.7.2 DESIGN DELIVERABLES

70. The BMS Specialist shall deliver:
 - a. BMS master plan and system architecture report.
 - b. Points list and control schematics.
 - c. Network architecture diagrams.
 - d. Control philosophies and sequences of operation.
 - e. Fully coordinated BMS layouts integrated into BIM model (LOD 350).
 - f. Specifications for hardware and software.
 - g. Commissioning requirements and performance criteria.
 - h. As-built documentation and operator manuals.

D.7.3 PERFORMANCE OBJECTIVES

71. The BMS design shall ensure:
 - a. Full visibility of all critical building systems.
 - b. Improved operational efficiency and fault detection.
 - c. Reduction in energy consumption aligned with ESD targets.
 - d. Scalability for future upgrades.

- e. Secure and reliable system operation.

D.8 QUANTITY SURVEYOR

- 72. The Quantity Surveyor shall be responsible for all cost planning, financial management, and commercial advisory services throughout the project lifecycle.
- 73. The QS must demonstrate:
 - a. Proven experience in high-rise commercial projects.
 - b. Experience in staged refurbishment within occupied buildings.
 - c. Strong knowledge of local construction market conditions in Fiji.
 - d. Capability in cost control for complex multidisciplinary projects.

D.8.1 SCOPE OF SERVICES

- 74. The Quantity Surveyor shall provide, but not be limited to, the following:
 - a. Cost Planning & Estimation
 - 1. Preparation of:
 - Concept cost estimates
 - Elemental cost plans
 - Detailed pre-tender estimates
 - 2. Alignment of cost plans with the 15-year master plan strategy.
 - 3. Development of cost benchmarks for building services systems.
 - b. Value Engineering
 - 1. Ongoing cost optimisation in coordination with the design team.
 - 2. Identification of:
 - Cost-saving opportunities
 - Alternative materials and systems
 - 3. Assessment of lifecycle costs (not just capital cost).
 - c. Cashflow & Budget Management
 - 1. Preparation of project cashflow forecasts aligned with staging strategy.
 - 2. Monitoring of budget against design development.
 - 3. Early identification of cost overruns and risk areas.
 - d. Tender Support
 - 1. Preparation of Bills of Quantities (BOQ) where required.
 - 2. Review of tender documentation for completeness and clarity.
 - 3. Assistance in tender evaluation, including:
 - Commercial analysis.
 - Price comparisons.
 - Identification of exclusions and risks
 - e. Construction Phase Cost Control
 - 1. Assessment and certification of:
 - Progress claims.
 - Variations.

2. Cost reporting to RBF and POC.
 3. Tracking of committed vs actual expenditure.
- f. Final Account
1. Agreement of final contract sums.
 2. Preparation of final account reports.
 3. Financial close-out of the project.

D.8.2 COST REQUIREMENTS

75. All cost estimates and reports shall:
- a. Be expressed in Fiji Dollars (FJD).
 - b. Clearly identify assumptions, exclusions, and contingencies.
 - c. Be aligned with current market rates and supply conditions.
 - d. Reflect staged implementation constraints and operational risks.

D.8.3 DELIVERABLES

76. The Quantity Surveyor shall deliver:
- a. Concept and detailed cost plans.
 - b. Pre-tender estimates.
 - c. Cashflow forecasts.
 - d. Value engineering reports.
 - e. Tender evaluation reports.
 - f. Monthly cost reports during construction.
 - g. Final account statement.

D.9 ICT & SECURITY SYSTEMS COORDINATION (INCLUDING ACCESS CONTROL)

77. The Consultant Team shall coordinate all ICT and security-related systems to ensure protection of RBF's operational, financial, and physical assets.

D.9.1 SCOPE OF SYSTEMS

78. Systems shall include but not be limited to:
- a. Access control systems.
 - b. CCTV and surveillance systems.
 - c. Intrusion detection systems.
 - d. Security alarm systems.
 - e. ICT infrastructure (data, communications, server environments).

D.9.2 COORDINATION REQUIREMENTS

79. The Consultant Team shall:
- a. Coordinate closely with RBF ICT and Security teams.
 - b. Ensure all systems are fully integrated with:
 1. Electrical infrastructure.
 2. BMS (monitoring interface only where required)

3. Architectural layouts.
- c. Protect critical infrastructure during staged construction.

D.9.3 ACCESS CONTROL SYSTEMS

80. The Design Team shall:
- a. Develop access control strategies aligned with security requirements.
 - b. Define:
 1. Secure zones.
 2. Restricted access areas.
 3. Entry/exit control points.
 - c. Coordinate door hardware, locks, and control systems with architectural design.

D.9.4 ICT INFRASTRUCTURE

81. The Consultant Team shall:
- a. Ensure adequate provision for:
 1. Server rooms.
 2. Data rooms.
 3. Network distribution pathways.
 - b. Coordinate:
 1. Power redundancy.
 2. Cooling requirements.
 3. Fire protection systems for ICT spaces.

D.9.5 SYSTEM RESILIENCE

82. The Consultant Team shall ensure:
- a. Critical systems have appropriate redundancy.
 - b. Continuous operation during staged works.
 - c. Protection against system failure or disruption.

D.9.6 DELIVERABLES

83. The Consultant Team shall deliver:
- a. Security systems layouts and strategies.
 - b. ICT coordination drawings.
 - c. Access control design documentation.
 - d. Integration requirements with other systems.

D.10 BIM AND DIGITAL ENGINEERING REQUIREMENTS

84. All consultants shall adopt a fully coordinated BIM approach to ensure integration across all disciplines and delivery of complete, clash-free, and construction-ready documentation.
85. BIM shall be used as the primary coordination and design management tool for the project, not as a secondary or optional deliverable.

D.10.1 GENERAL BIM REQUIREMENTS

86. The Design Team shall:
- a. Develop and implement a BIM Execution Plan (BEP) at project commencement.
 - b. Nominate a BIM Manager/Coordinator responsible for model management and coordination.
 - c. Establish:
 1. Modelling standards.
 2. Naming conventions.
 3. File structures.
 4. Data exchange protocols.
 - d. Ensure all disciplines model their scope in a coordinated environment.

D.10.2 MODEL DEVELOPMENT REQUIREMENTS

87. All disciplines shall produce models to the following minimum standards:
- a. Level of Development:
 1. Concept Stage: LOD 200–300.
 2. Detailed Design/IFC Stage: LOD 350 (minimum mandatory)
 - b. Models shall include:
 1. Architectural layouts.
 2. Structural elements.
 3. Mechanical, electrical, hydraulic, fire and BMS systems.
 4. Plant rooms and risers fully coordinated.
 - c. Models must accurately represent:
 1. Spatial requirements.
 2. Access zones for maintenance.
 3. Equipment clearances.
 4. Builder's updated work requirements (penetrations, openings)

D.10.3 COORDINATION & CLASH DETECTION

88. The Design Team shall:
- a. Conduct regular BIM coordination workshops (minimum fortnightly during design stages).
 - b. Perform formal clash detection across all disciplines.
 - c. Resolve all clashes progressively prior to IFC issue.
89. Clash detection shall include, but not be limited to:
- a. Services vs structure.
 - b. Services vs architecture.
 - c. Services vs services.
 - d. Maintenance and access conflicts.
90. No IFC documentation shall be issued with unresolved major clashes.

D.10.4 FEDERATED MODEL REQUIREMENTS

91. The Lead Consultant shall maintain a federated BIM model integrating all disciplines.
92. The federated model shall:
 - a. Be updated at agreed milestones.
 - b. Be used for design reviews and decision-making.
 - c. Represent the single source of truth for all design information.

D.10.5 DOCUMENTATION STANDARDS (IFC)

93. All IFC drawings shall be:
 - a. Fully coordinated with the BIM model.
 - b. Fully dimensioned and annotated.
 - c. Construction-ready and buildable.
 - d. Free from ambiguity, gaps or conflicting information.
94. The Design Team shall ensure:
 - a. No schematic or incomplete drawings are issued for construction.
 - b. All disciplines' drawings are aligned and cross-referenced.

D.10.6 SHOP DRAWINGS & CONSTRUCTION COORDINATION

95. The Consultant Team shall:
 - a. Review contractor shop drawings against the BIM model.
 - b. Ensure all shop drawings align with design intent and coordination requirements.
 - c. Update models where required to reflect approved changes.

D.10.7 AS-BUILT MODEL & HANDOVER

96. Upon completion of construction, the Consultant Team shall deliver:
 - a. A fully coordinated as-built BIM model.
 - b. Verified asset information aligned with installed systems.
 - c. Integration with RBF asset management systems (MESP).
97. The as-built model shall include:
 - a. Equipment data.
 - b. Asset tags.
 - c. Maintenance information.
 - d. System relationships.

D.10.8 PERFORMANCE REQUIREMENT

98. The BIM process shall ensure:
 - a. Elimination of design clashes prior to construction.
 - b. Accurate coordination of all building services.
 - c. Reduction in rework, delays and cost overruns.

- d. Smooth transition from design to construction and operations.

D.11 AUTHORITY APPROVALS

99. The Consultant Team shall be fully responsible for obtaining all necessary statutory and regulatory approvals required for the project.

D.11.1 GENERAL REQUIREMENTS

100. The Consultant Team shall:
 - a. Identify all approval requirements at project commencement.
 - b. Develop an approvals strategy aligned with the project program.
 - c. Engage early with relevant authorities to avoid delays.

D.11.2 REQUIRED APPROVALS

101. Approvals shall include but not be limited to:
 - a. Local authority building approvals (SCC).
 - b. Fire authority approvals (NFA).
 - c. Utility authority approvals, including:
 1. Electrical (EFL or relevant authority)
 2. Water and sewer (WAF or relevant authority)
 3. Any other statutory or regulatory approvals required for the works.

D.11.3 COMPLIANCE RESPONSIBILITY

102. The Consultant Team shall ensure that:
 - a. All designs comply with applicable laws, codes, and AS/NZS standards.
 - b. All documentation submitted for approval is complete and coordinated.
 - c. No non-compliant design is submitted to authorities.

D.11.4 COORDINATION & SUBMISSIONS

103. The Consultant Team shall:
 - a. Prepare and submit all required documentation.
 - b. Coordinate responses to authority comments.
 - c. Revise and resubmit documentation as required.
 - d. Track approval status and report to RBF and POC.

D.11.5 COSTS & PROGRAM

104. The Consultant Team shall:
 - a. Include all costs associated with approvals in their scope.
 - b. Ensure approvals are obtained in line with project milestones.
 - c. Identify any risks to program due to approval delays.

D.11.6 PERFORMANCE REQUIREMENT

105. The approvals process shall ensure:
 - a. No delays to construction due to incomplete or non-compliant submissions.

- b. Full regulatory compliance prior to construction.
- c. Smooth progression from design to tender and construction.

D.12 DECANTING & STAGED CONSTRUCTION PLANNING

106. The Design Team shall develop a fully coordinated staged construction and decanting strategy to enable the upgrade works to be carried out within a fully operational building.

D.12.1 GENERAL REQUIREMENTS

107. The Design Team shall:
- a. Assume the building is always fully occupied and operational unless otherwise directed in writing.
 - b. Develop a staging strategy aligned with:
 - 1. Operational requirements.
 - 2. Program constraints.
 - 3. Risk management considerations.
 - c. Ensure that disruption to RBF operations is always minimised.

D.12.2 STAGING STRATEGY

108. The staging strategy shall include:
- a. Floor-by-floor or zone-based implementation approach.
 - b. Logical sequencing of works across all disciplines.
 - c. Identification of:
 - 1. Work zones
 - 2. Live zones
 - 3. Restricted/high-security areas.
 - d. Provision that a minimum number of floors always remain operational (as directed by RBF).

D.12.3 DECANTING STRATEGY

109. The Design Team shall:
- a. Develop a decanting plan for temporary relocation of occupants.
 - b. Identify:
 - 1. Swing spaces.
 - 2. Temporary office arrangements.
 - 3. Relocation sequencing.
 - c. Coordinate closely with RBF departments to align with operational needs.

D.12.4 TEMPORARY SERVICES & CONTINUITY

110. The Design Team shall:
- a. Develop strategies for temporary provision of:
 - 1. Power.

2. Lighting.
 3. HVAC.
 4. Fire protection systems.
 5. ICT and critical systems.
- b. Ensure no interruption to critical building operations, including:
 1. Banking systems.
 2. Security systems.
 3. Data and communications.
 - c. Coordinate shutdowns and changeovers with RBF approval.

D.12.5 SHUTDOWN & CHANGEOVER PLANNING

111. The Design Team shall:
 - a. Develop detailed shutdown procedures for all services.
 - b. Define:
 1. Duration of outages.
 2. Risk mitigation measures.
 3. Fallback/contingency plans.
 - c. Schedule all shutdowns outside critical operational periods where possible.

D.12.6 RISK MANAGEMENT

112. The Design Team shall:
 - a. Identify risks associated with staged construction, including:
 1. Service disruptions.
 2. Safety risks.
 3. Coordination failures.
 - b. Develop mitigation strategies for each identified risk.

D.12.7 DELIVERABLES

113. The Design Team shall deliver:
 - a. Staging and sequencing plans.
 - b. Decanting strategy documentation.
 - c. Temporary services design.
 - d. Shutdown and changeover procedures.

D.13 ENVIRONMENTALLY SUSTAINABLE DESIGN (ESD) INTEGRATION

114. The Design Team shall incorporate environmentally sustainable design principles into all aspects of the project.

D.13.1 OBJECTIVES

115. The ESD strategy shall aim to:
 - a. Improve overall building energy efficiency.
 - b. Reduce operational costs.

- c. Enhance indoor environmental quality.
- d. Support long-term sustainability objectives.

D.13.2 MINIMUM REQUIREMENTS

116. The Design Team shall incorporate:
- a. Energy-efficient lighting systems indoor and outdoor (LED and controls).
 - b. High-efficiency mechanical systems (chillers, AHUs, FCUs).
 - c. Variable speed drives on major plants.
 - d. Smart metering and energy monitoring systems.
 - e. Improved ventilation and indoor air quality monitoring.
 - f. Water-efficient fixtures and water monitoring systems.

D.13.3 PERFORMANCE TARGETS

117. The design shall target:
- a. Minimum 20–30% reduction in building energy consumption.
 - b. Measurable performance improvements are verified through design calculations.

D.13.4 INTEGRATION

118. The ESD strategy shall be:
- a. Fully integrated with BMS systems for monitoring and optimization.
 - b. Coordinated across all disciplines.
 - c. Supported by lifecycle cost analysis.

D.14 CONSTRUCTION PHASE SERVICES

119. The Consultant Team shall provide full professional support during construction to ensure the works are delivered in accordance with the design intent.

D.14.1 GENERAL RESPONSIBILITIES

120. The Consultant Team shall:
- a. Act in accordance with their roles as defined in this RFT.
 - b. Support the Project Manager and RBF throughout construction.
 - c. Ensure quality, compliance, and coordination on site.

D.14.2 CONSTRUCTION SUPPORT SERVICES

121. Services shall include:
- a. Review of contractor shop drawings.
 - b. Responses to Requests for Information (RFIs).
 - c. Site inspections and reporting.
 - d. Attendance at site meetings.
 - e. Verification of works against design documentation.

D.14.3 COMMERCIAL & CONTRACT ADMINISTRATION

122. The Consultant Team shall:
- a. Assess and recommend approval of:
 1. Progress claims.
 2. Variations.
 3. Ensure all laws and regulations are followed.
 - b. Provide technical input to contract administration processes.

D.14.4 TESTING & COMMISSIONING

123. The Consultant Team shall:
- a. Define commissioning requirements.
 - b. Witness testing and commissioning of systems.
 - c. Verify system performance against design intent.

D.14.5 PRACTICAL COMPLETION & DEFECTS

124. The Consultant Team shall:
- a. Inspect works for Practical Completion.
 - b. Identify defects and incomplete works.
 - c. Verify rectification of defects.

D.15 DELIVERABLES

125. The Consultant Team shall deliver:
- a. Whole-of-building master plan (15 - year horizon)
 - b. Concept design (3 options + 3 revisions)
 - c. Detailed coordinated design documentation
 - d. IFC drawings (LOD 350)
 - e. Cost plans
 - f. Tender documentation
 - g. Construction phase reports and certifications.
 - h. As-built documentation and BIM model.
 - i. Authority approvals and compliance documentation

D.16 INDEPENDENT PEER REVIEW (MANDATORY HOLD POINT)

126. Upon completion of detailed design and prior to issuing any documentation for construction or tender, the full coordinated design package shall be submitted for independent peer review.

D.16.1 APPOINTMENT

127. The Independent Peer Reviewer shall:
- a. Be appointed by RBF.
 - b. Be independent from the Lead Consultant and Design Team.

- c. Be suitably qualified in high-rise building services design.

D.16.2 SCOPE OF REVIEW

128. The peer review shall assess:
- a. Compliance with AS/NZS standards.
 - b. Interdisciplinary coordination.
 - c. Constructability within an occupied building.
 - d. Fire and life-safety integration.
 - e. System sizing, redundancy, and performance.
 - f. Alignment with ESD objectives.
 - g. Completeness of IFC documentation (LOD 350).

D.16.3 REVIEW OUTPUTS

129. The peer review shall include:
- a. Formal written report.
 - b. Marked-up drawings.
 - c. Identification of risks and non-conformances.
 - d. Recommendations for improvement.

D.16.4 CONSULTANT RESPONSIBILITIES

130. The Lead Consultant shall:
- a. Respond to all peer review comments.
 - b. Revise documentation accordingly.
 - c. Resubmit for confirmation of compliance.

D.16.5 HOLD POINT REQUIREMENT

131. No documentation shall be issued for construction or tender until:
- a. Peer review comments are resolved.
 - b. Written approval is provided by RBF.

D.17 COMMISSIONING & SOFT LANDINGS

132. The Consultant Team shall develop and implement a comprehensive commissioning and handover strategy to ensure that all building systems are fully tested, integrated, and operational in accordance with design intent.

D.17.1 COMMISSIONING STRATEGY

133. The Consultant Team shall:
- a. Develop a Project Commissioning Plan at the design stage.
 - b. Define commissioning requirements for all systems, including:
 - 1. Mechanical (HVAC).
 - 2. Electrical systems.
 - 3. Hydraulic systems.

4. Fire systems.
 5. BMS and controls.
 6. Security and access control systems.
- c. Ensure commissioning is fully coordinated across all disciplines, not undertaken in isolation.

D.17.2 INTEGRATED SYSTEMS TESTING

134. The Consultant Team shall:
 - a. Develop and document Integrated Systems Testing (IST) procedures.
 - b. Verify correct interaction between systems, including:
 1. Fire alarm interfacing with mechanical shutdown.
 2. BMS monitoring and control responses.
 3. Power failure and backup system response.
 4. Security and access control integration.
 - c. Witness and certify all IST activities.

D.17.3 COMMISSIONING EXECUTION

135. The Consultant Team shall:
 - a. Review contractor commissioning plans.
 - b. Witness testing and commissioning activities.
 - c. Verify system performance against design intent.
 - d. Ensure all defects and deficiencies are rectified prior to completion.

D.17.4 SEASONAL & DEFERRED COMMISSIONING

136. The Consultant Team shall:
 - a. Allow for seasonal commissioning of HVAC systems where required.
 - b. Verify system performance under varying load conditions.

D.17.5 SOFT LANDINGS/POST-COMPLETION SUPPORT

137. The Consultant Team shall provide a Soft Landings period (minimum 3–6 months) following Practical Completion, including:
 - a. Support to RBF Facilities team.
 - b. Fine-tuning of building systems.
 - c. Monitoring of system performance.
 - d. Resolution of operational issues.

D.17.6 TRAINING

138. The Consultant Team shall ensure:
 - a. Comprehensive training is provided to RBF personnel.
 - b. Training covers:
 1. System operation.
 2. BMS usage.
 3. Maintenance procedures.

D.17.7 DELIVERABLES

139. The Consultant Team shall deliver:
 - a. Commissioning plan.
 - b. IST procedures and reports.
 - c. Test and commissioning records.
 - d. Training manuals and records.
 - e. Final commissioning report.

D.18 ASSET INFORMATION & HANDOVER REQUIREMENTS

140. The Consultant Team shall ensure that all asset information is captured, structured, and delivered in a format suitable for integration into RBF's asset management system.

D.18.1 GENERAL REQUIREMENTS

141. The Consultant Team shall:
 - a. Develop an Asset Information Delivery Plan at project commencement.
 - b. Define asset data requirements for all systems.
 - c. Coordinate asset data collection across all disciplines.

D.18.2 ASSET REGISTER REQUIREMENTS

142. The Consultant Team shall ensure:
 - a. All assets are recorded in a structured asset register.
 - b. Each asset includes:
 1. Unique asset ID.
 2. Asset type classification.
 3. Location (building, level, zone).
 4. Manufacturer and model.
 5. Serial number.
 6. Capacity and technical data.
 7. Installation date.
 8. Warranty information.

D.18.3 ASSET TAGGING

143. The Consultant Team shall:
 - a. Develop and implement an asset tagging system aligned with RBF standards.
 - b. Ensure all assets are physically tagged on site.
 - c. Align asset codes with:
 1. Drawings
 2. BIM model
 3. Asset register

D.18.4 DOCUMENTATION & O&M MANUALS

144. The Consultant Team shall ensure:
 - a. All Operation & Maintenance (O&M) manuals are:
 1. Complete.
 2. Structured.
 3. Digital (searchable format)
 - b. Manuals include:
 1. System descriptions.
 2. Maintenance procedures.
 3. Spare parts lists.
 4. Troubleshooting guides.

D.18.5 BIM & ASSET INTEGRATION

145. The Consultant Team shall:
 - a. Ensure all assets are embedded within the BIM model.
 - b. Link asset data to model elements.
 - c. Deliver an as-built model aligned with asset register data.

D.18.6 DATA QUALITY ASSURANCE

146. The Consultant Team shall:
 - a. Validate all asset data prior to handover.
 - b. Ensure consistency across:
 1. Drawings.
 2. BIM model.
 3. Asset register.

D.18.7 DELIVERABLES

147. The Consultant Team shall deliver:
 - a. Complete asset register.
 - b. Asset tagging system and records.
 - c. O&M manuals.
 - d. As-built BIM model with asset data.
 - e. Data ready for upload into MESP.

E. DELIVERABLES AND PROGRAM REQUIREMENTS

148. This section defines the required deliverables, program expectations, and review controls for the project. The Lead Consultant shall ensure all deliverables are fully coordinated, compliant, and suitable for construction within an occupied high-rise environment.
149. All deliverables shall:
 - a. Be based on and aligned with the existing documentation provided by RBF, including:

1. Building Services Audit Report.
 2. Fire Engineering Report.
 3. Seismic Assessment Report.
 4. Architectural as-built drawings.
- b. Be verified by the Consultant Team, with any discrepancies, gaps, or conflicts clearly identified and resolved.
 - c. Comply with:
 1. Applicable Australian and New Zealand Standards (AS/NZS).
 2. Relevant statutory and authority requirements.
 - d. Be fully coordinated across all disciplines prior to submission.
 - e. Be suitable for staged construction within an operational building environment.
 - f. Not contain ambiguity, design gaps, or reliance on contractor interpretation.

E.1 DELIVERABLES BY PROJECT STAGE

150. The Lead Consultant shall deliver the project in defined design stages. Each stage shall achieve a clear level of design maturity and coordination before progressing to the next stage.
151. The design stages shall be as follows:
 - a. Initiation/Inception.
 - b. Concept Design (30%).
 - c. Developed Design (60%).
 - d. Detailed Design (90%).
 - e. Issue for Construction (IFC – 100%).
 - f. Construction Phase Services.
152. Each stage shall:
 - a. Build upon the previous stage with increasing level of detail and coordination.
 - b. Include multidisciplinary integration across:
 1. Architectural.
 2. Building Services (Mechanical, Electrical, Hydraulic).
 3. Fire Engineering.
 4. Structural Engineering.
 5. Acoustic Engineering
 6. BMS.
 7. ICT and Security Systems.
 - c. Be aligned with:
 1. Staging and decanting requirements.
 2. Business continuity constraints.
 3. Live building operations.
 - d. Be subject to formal review and approval by RBF prior to progression.
153. The Lead Consultant shall be responsible for:
 - a. Ensuring that all disciplines deliver in a coordinated manner at each stage.
 - b. Preventing design conflicts from being carried forward to later stages.
 - c. Maintaining alignment between design, cost, and program throughout all stages.

- d. Ensuring that design decisions made at early stages are validated and carried through to IFC without deviation unless approved.

E.1.1 INITIATION / INCEPTION PHASE

154. The Initiation Phase shall establish the technical foundation for the project. The Consultant Team shall fully review, validate, and adopt all existing documentation provided by RBF prior to commencing any design work.
155. The Lead Consultant shall ensure that no design assumptions are made without verification against the available reports and site conditions.

E.1.1.1 REVIEW OF EXISTING DOCUMENTATION

156. The Consultant Team shall review all documentation provided by RBF, including but not limited to:
 - a. Building Services Audit Report.
 - b. Fire Engineering Report.
 - c. Seismic Assessment Report.
 - d. Architectural as-built drawings.
 - e. Existing services schematics and records.
 - f. Any other relevant technical documentation.

E.1.1.2 VALIDATION AND GAP ANALYSIS

157. The Consultant Team shall:
 - a. Verify the accuracy and completeness of all provided information.
 - b. Identify and document:
 1. Gaps in information.
 2. Conflicts between reports.
 3. Outdated or unreliable data.
 4. Missing as-built details.
 - c. Undertake site inspections to confirm existing conditions, including:
 1. Plant rooms.
 2. Risers.
 3. Ceiling spaces.
 4. Critical service areas.

E.1.1.3 DESIGN CONSTRAINTS AND RISK IDENTIFICATION

158. The Consultant Team shall identify and document all key constraints, including:
 - a. Structural limitations (based on seismic assessment).
 - b. Capacity constraints in plant rooms and risers.
 - c. Live services and operational limitations.
 - d. Access restrictions within the building.
 - e. Critical systems requiring continuous operation.
159. A project-specific Risk Register shall be developed, identifying:
 - a. Design risks.

- b. Construction risks.
- c. Operational risks.
- d. Staging and decanting risks.

E.1.1.4 PROJECT EXECUTION AND DESIGN MANAGEMENT PLANNING

160. The Lead Consultant shall prepare and submit the following:

- a. Project Execution Plan (PEP) outlining:
 - 1. Project delivery methodology.
 - 2. Roles and responsibilities.
 - 3. Communication protocols.
 - 4. Coordination procedures
- b. Design Management Plan including:
 - 1. Design stage deliverables.
 - 2. Coordination strategy.
 - 3. BIM execution approach.
 - 4. Clash detection methodology.
- c. Program (Baseline Program) including:
 - 1. Design stages.
 - 2. Key milestones.
 - 3. Review and approval periods.
 - 4. Authority approval timelines.

E.1.1.5 CONFIRMATION OF DESIGN BASIS

161. The Consultant Team shall prepare a Design Basis Report which shall:

- a. Confirm adoption of existing reports as the basis of design.
- b. Clearly define:
 - 1. System design philosophies.
 - 2. Key assumptions.
 - 3. Design criteria.
- c. Identify any areas requiring further investigation or testing.

E.1.1.6 INCEPTION REPORT SUBMISSION

162. The Lead Consultant shall submit a consolidated Inception Report incorporating:

- a. Summary of findings from all documentation reviews.
- b. Gap analysis outcomes.
- c. Identified risks and constraints.
- d. Design basis confirmation.
- e. Program and planning documents.

E.1.1.7 APPROVAL REQUIREMENT

163. The Inception Report shall be submitted to RBF and the Project Oversight Committee (POC) for review.
164. No progression to Concept Design shall occur until:
 - a. The Inception Report is reviewed.
 - b. Written approval is provided by RBF.

E.1.2 CONCEPT DESIGN (30% DESIGN)

165. The Concept Design stage shall establish the overall design intent, performance objectives, and coordination framework across all disciplines.
166. Architectural Scope
 - a. Prepare three (3) distinct interior concept design options for the office fit-out, including:
 1. Space planning layouts.
 2. Reflected ceiling plans coordinated with services.
 3. Lighting concepts coordinated with electrical engineering.
 4. Materials, finishes, and furniture typologies.
 5. 3D visualisations and design narratives.
 - b. Present the concepts to the Project Oversight Committee (POC) and facilitate workshops as and when required.
 - c. Allow for up to three (3) formal revision cycles following POC feedback.
 - d. Consolidate the approved concept into standardised templates for:
 1. Workplace layouts.
 2. Executive and management offices.
 3. Meeting rooms and collaboration spaces.
 4. Workstation standards.
 5. Furniture and joinery guidelines.
167. Building Services Engineering Scope
 - a. Provide high-level concept strategies for mechanical, electrical, hydraulic, fire and BMS systems, including:
 1. System zoning and riser locations.
 2. Load and capacity assessments.
 3. Preliminary layouts integrated with architectural options.
 4. Key compliance considerations (fire, structural, statutory).
 - b. Ensure interdisciplinary coordination with architectural layouts and structural constraints.
 - c. Identify critical system interfaces and potential conflicts to inform developed design.
168. Structural Engineering Scope
 - a. Conduct initial review of load implications from proposed architectural and services concepts.
 - b. Identify areas requiring structural strengthening, slab penetrations, or beam modifications.

- c. Provide high-level structural feasibility advice to inform concept layouts.
169. Fire Engineering Scope
- a. Provide preliminary fire strategy:
 - 1. Fire alarm and sprinkler zoning concepts.
 - 2. Egress path layout review.
 - 3. Smoke management and compartmentation strategy.
 - b. Ensure initial compliance with relevant NZS/AS standards.
170. Acoustic Engineering Scope
- a. Provide concept-level acoustic assessment for:
 - 1. Office layouts, meeting rooms, and plant room interfaces.
 - 2. Noise control and mitigation strategies.
 - 3. Coordination with mechanical, electrical and architectural plans.
171. Deliverables at Concept Design Stage
- a. Coordinated architectural concept options (3 options, 3 revisions).
 - b. Concept layouts and system strategies for all engineering disciplines.
 - c. Initial design coordination report, highlighting:
 - 1. Key conflicts or risks.
 - 2. Compliance gaps.
 - 3. Potential impacts on program, cost and operations.
 - d. Updated program and milestone plan.
172. All concept design outputs shall be suitable for POC review, interdisciplinary coordination, and shall form the basis for the Developed Design (60%) stage.

E.1.3 DEVELOPED DESIGN (60% DESIGN)

173. The Developed Design stage shall refine the approved concept into a fully coordinated, detailed design across all disciplines, providing sufficient information for cost estimation, authority approvals, and tender documentation.
174. Architectural Scope
- a. Refine the approved concept into a single coordinated layout, including:
 - 1. Detailed floor layouts and zoning.
 - 2. Reflected ceiling plans fully integrated with services.
 - 3. Finalised material, finishes, and furniture specifications.
 - 4. Standardised workplace templates applied across all floors.
 - b. Coordinate architectural layouts with structural, mechanical, electrical, hydraulic, fire and BMS disciplines.
 - c. Prepare documentation suitable for cost planning, authority approvals and tendering.
175. Building Services Engineering Scope
- a. Provide detailed system designs, including:
 - 1. Mechanical: AHU, FCU, ductwork, chiller and plant room layouts, ventilation compliance, zoning and energy optimisation strategies.

- 2. Electrical: Main switchboard, sub-board hierarchy, lighting, emergency systems, surge protection, metering and BMS integration.
 - 3. Hydraulic: Domestic water, sewer, stormwater, pumps, tanks, backflow prevention and monitoring systems.
 - b. Conduct load calculations, fault studies, and system simulations.
 - c. Integrate all systems into coordinated layouts aligned with architectural and structural constraints.
 - d. Identify critical interfaces and sequencing requirements for staged construction.
176. Structural Engineering Scope
- a. Develop detailed structural designs to support all architectural and services requirements.
 - b. Design and document any required strengthening works, slab penetrations, or plant platforms.
 - c. Ensure structural feasibility of services routes and equipment loads.
 - d. Provide certification of structural compliance at developed design stage.
177. Fire Engineering Scope
- a. Finalise fire strategy, including:
 - 1. Sprinkler and alarm layouts.
 - 2. Egress paths, compartmentation and smoke management.
 - 3. Fire-rated penetration detailing.
 - b. Provide detailed compliance calculations and documentation in line with NZS 4510, NZS 4512, and relevant standards.
178. Acoustic Engineering Scope
- a. Conduct detailed acoustic modelling for offices, meeting spaces, and plant rooms.
 - b. Recommend materials and treatments to meet acoustic performance criteria.
 - c. Coordinate with mechanical and architectural layouts to avoid noise conflicts.
179. BMS, ICT & Security Coordination
- a. Refine monitoring, control, and integration strategies.
 - b. Coordinate building management, access control, and security systems with services and architectural layouts.
 - c. Ensure cybersecurity considerations are addressed in system design.
180. Quantity Surveying Scope
- a. Prepare detailed cost plans based on the developed design, including:
 - 1. Preliminary Bill of Quantities.
 - 2. Cost estimates for each discipline.
 - 3. Cashflow projections and value engineering options.
181. Deliverables at Developed Design Stage
- a. Fully coordinated design documentation for all disciplines.
 - b. Updated master plan reflecting architectural, engineering and fire coordination.
 - c. Cost plans, preliminary tender documentation, and risk register.
 - d. Design review reports highlighting unresolved issues or potential conflicts.
 - e. Program update aligned with developed design outputs.

182. All Developed Design outputs shall be suitable for submission to the Independent Peer Reviewer form the basis for tender-ready documentation and provide confidence in constructability, compliance and operational continuity.

E.1.4 ISSUED FOR CONSTRUCTION DESIGN (100%)

183. The IFC Design stage shall produce fully coordinated, construction-ready documentation for all disciplines, incorporating all peer review feedback, authority approvals, and design development outcomes.
184. Architectural Scope
- a. Finalised architectural drawings, including:
 1. Floor layouts and plans fully integrated with services and structural constraints.
 2. Reflected ceiling plans aligned with mechanical, electrical, and fire systems.
 3. Detailed finishes, furniture, and joinery specifications.
 4. Builder's work details for penetrations, openings, and interfaces.
 - b. Final coordination with structural, mechanical, electrical, hydraulic, fire, BMS, ICT and security systems.
 - c. Documentation suitable for construction and tendering, meeting LOD 350 requirements.
185. Building Services Engineering Scope
- a. Complete design of all systems, including:
 1. Electrical, mechanical, hydraulic, and fire systems fully integrated with architecture and structure.
 2. Verified load calculations, fault studies, system simulations, and energy modelling.
 3. Shutdown sequencing and staged construction strategies.
 4. BMS integration for monitoring and control.
 - b. Detailed documentation for construction, including specifications, equipment schedules, and coordination layouts.
186. Structural Engineering Scope
- a. Complete structural design and documentation for all modifications and strengthening works.
 - b. Certification of all structural elements and compliance with AS/NZS standards.
 - c. Integration of services supports, penetrations, and plant platforms.
187. Fire Engineering Scope
- a. Fully detailed fire system layouts and egress strategies.
 - b. Final compliance calculations and documentation for statutory approvals.
 - c. Coordination with architecture, services, and structural design to eliminate conflicts.
188. Acoustic Engineering Scope
- a. Finalised acoustic design, including treatments, modelling and verification of noise levels.
 - b. Coordination with mechanical and architectural layouts.

189. BMS, ICT & Security Coordination
 - a. Final integration of monitoring, control, access, and security systems.
 - b. Verification of cybersecurity compliance and operational resilience.
 - c. Documentation of system layouts, interfaces, and commissioning requirements.
190. Quantity Surveying Scope
 - a. Finalised cost plans and tender-ready bills of quantities.
 - b. Updated cashflow projections and value engineering outcomes.
 - c. Verification of budget alignment with RBF capital planning requirements.
191. Deliverables at IFC Stage
 - a. Fully coordinated IFC drawings for all disciplines (LOD 350).
 - b. Specifications, schedules, and shop drawings for construction.
 - c. Authority submission documentation and approvals coordination.
 - d. Construction support documentation and sequencing plans.
 - e. Updated master plan and design register incorporating all final revisions.
192. All IFC documentation shall be ready for construction without rework, fully compliant with statutory and regulatory requirements, and suitable for staged implementation within the occupied high-rise building.

E.2 PROJECT MILESTONES & PROGRAM

193. The project will be delivered in a structured program with defined milestones to ensure coordination, compliance, and timely delivery. All design stages will consider the building as fully operational, integrating decanting strategies and staged construction planning.

E.2.1 MILESTONES OVERVIEW

194. Inception / Kick-Off
 - a. Confirm project brief, scope, responsibilities, and reporting protocols.
 - b. Review all audit reports, including Building Services, Fire, Seismic Assessment, Architectural As-Builts and previous investigations.
 - c. Establish stakeholder engagement plan and governance framework.
 - d. Deliverable: Inception report including risk register, draft program, and stakeholder plan.
 - e. Timeframe: 4–6 weeks from contract award.
195. Concept Design – Architectural Office Fit out
 - a. Develop three (3) interior concept options for office fit out.
 - b. Include space planning, reflected ceiling plans, lighting, materials, furniture, 3D visualisations, and design narratives.
 - c. Facilitate presentations and workshops with the Project Oversight Committee.
 - d. Allow up to three formal design revision cycles.
 - e. Deliverable: Approved concept and standardised workplace layouts.
 - f. Timeframe: 6–8 weeks after inception approval.
196. Concept Design – Building Services & Structural

- a. Develop preliminary system strategies for Mechanical, Electrical, Hydraulic, Fire, BMS, Acoustic, Structural and Security systems.
 - b. Assess capacities, risks and staged implementation within an occupied building.
 - c. Deliverable: Concept-level system layouts, preliminary equipment schedules, high-level cost estimates, BIM concept model and draft decanting strategy.
 - d. Timeframe: 6–8 weeks after inception approval.
197. Developed / Detailed Design (50–75%).
- a. Progress all disciplines to detailed coordinated designs.
 - b. Conduct BIM coordination and clash detection workshops.
 - c. Incorporate POC and authority feedback.
 - d. Deliverable: Coordinated detailed drawings, specifications, equipment schedules, preliminary cost plans, decanting plan.
 - e. Timeframe: 10 - 12 weeks after concept approval.
198. Independent Peer Review (Mandatory Hold Point)
- a. Conduct peer review to assess compliance, coordination, constructability, and fire life-safety integration prior to IFC.
 - b. Deliverable: Peer review report, marked up drawings, identified non-conformances, recommendations; Lead Consultant to respond and revise documentation.
 - c. Timeframe: 2–3 weeks immediately after Detailed Design.
199. Issued for Construction (IFC) Design & Tender Package
- a. Finalise IFC documentation, obtain all authority approvals, and prepare contractor prequalification and main construction tender package.
 - b. Deliverable: IFC drawings (LOD 350), specifications, cost plans, coordinated BIM model, staged construction plans and tender documentation.
 - c. Timeframe: 8–10 weeks after peer review clearance.

E.2.2 SUMMARY TABLE – PROJECT MILESTONES & PROGRAM

Milestone/Stage	Objectives	Deliverables	Timeframe	Responsible Party
Inception/Kick-Off	Confirm brief, scope, governance; review all audit reports	Inception report: risk register, draft program, stakeholder plan	4 - 6 weeks	Lead Consultant/ RBF Project Officer
Concept Design – Architectural Office Fit out	Develop 3 interior concept options; integrate with services & structural	Three coordinated concept options, layouts, finishes, furniture, 3D visualisations, POC approval	6 - 8 weeks	Architectural Consultant/Lead Consultant
Concept Design – Building Services & Structural	Preliminary system strategies; assess capacities, risks, and staging	Concept-level layouts, preliminary equipment schedules, high-level cost estimates, BIM concept model, draft decanting strategy	6 - 8 weeks	Lead Engineering Consultant/Design Team
Developed/Detailed Design (50–75%)	Detailed design development; BIM coordination; incorporate feedback	Coordinated detailed drawings, specifications, equipment schedules, preliminary cost plans, decanting plan	10 - 12 weeks	Lead Consultant/ Design Team

Independent Peer Review	Verify compliance, coordination, constructability	Peer review report, marked-up drawings, non-conformances, recommendations; Lead Consultant response & revisions	2 - 3 weeks	Independent Peer Reviewer/Lead Consultant
Issued for Construction (IFC) Design & Tender Package	Final designs for tender & construction; authority approvals; contractor prequalification	IFC drawings (LOD 350), specifications, cost plans, coordinated BIM model, staged construction plans, tender documentation	8 - 10 weeks	Lead Consultant/RBF Project Officer

E.3 DESIGN TEAM RESPONSIBILITIES DURING CONSTRUCTION AND STAGING

200. The Design Team, under the leadership of the Lead Consultant, shall provide full support during construction and staged implementation to ensure the project is delivered safely, efficiently, and with minimal disruption to RBF operations.

E.3.1 CONSTRUCTION PHASE RESPONSIBILITIES

201. Design Coordination & Review

- a. Review and approve contractor shop drawings and submittals.
- b. Resolve design queries (RFIs) promptly to avoid construction delays.
- c. Maintain coordination between architectural, building services, structural, fire, acoustic, BMS, ICT, and security disciplines.
- d. Conduct periodic site inspections to verify construction compliance with IFC documentation and design intent.

202. Staged Implementation & Decanting

- a. Provide guidance for temporary service arrangements and phased floor-by-floor construction.
- b. Ensure at least two floors always remain operational unless otherwise approved.
- c. Advise on service shutdown sequencing, changeovers, and occupant relocation strategies.
- d. Coordinate access and protection measures for sensitive areas such as currency operations and ICT infrastructure.

203. Authority Approvals & Compliance

- a. Ensure all works meet statutory requirements and approved authority conditions.
- b. Certify construction compliance where required.

204. Construction Reporting & Documentation

- a. Maintain accurate records of as-built changes.
- b. Review and certify contractor progress claims.
- c. Participate in progress and coordination meetings with the Project Oversight Committee (POC).

205. Commissioning Support

- a. Review commissioning plans and assist with system testing.
- b. Ensure mechanical, electrical, hydraulic, fire, BMS, ICT, and security systems function as designed.

- c. Document defects, punch-list items, and provide guidance for remediation.

E.3.2 DELIVERABLES DURING CONSTRUCTION

206. Approved shop drawings and coordination layouts.
207. Design responses to RFIs and variation assessments.
208. Updated as-built documentation and BIM model revisions.
209. Certificates of compliance and practical completion verification.
210. Handover documentation including operation and maintenance manuals, and system integration guides for BMS, ICT, and security systems.

E.3.3 DESIGN TEAM ACCOUNTABILITY

211. The Lead Consultant remains the single point of responsibility for all design outputs.
212. All subconsultants must comply with program milestones, POC requirements and staged implementation strategies.
213. The Design Team shall coordinate fully with RBF Facilities, ICT, Security and Operations teams to minimise disruption and safeguard critical services.

E.4 HANDOVER, CLOSE-OUT AND AS-BUILT DOCUMENTATION

214. This stage ensures the project is properly completed, all systems are fully operational, and RBF is handed a building that is complete, compliant and to the satisfaction of the Bank as well as comprehensively documented and ready for long-term operation and maintenance.

E.4.1 PRACTICAL COMPLETION

215. The Design Team shall support the assessment and certification of Practical Completion.
216. This includes:
 - a. Verification that works are completed in accordance with IFC documentation.
 - b. Identification and documentation of defects and outstanding works (defects list /punch list).
 - c. Confirmation that all critical building services systems are operational and safe.

E.4.2 COMMISSIONING AND SYSTEMS VERIFICATION

217. The Design Team shall oversee and verify commissioning of all systems, including:
 - a. Electrical systems (switchboards, distribution, emergency systems).
 - b. Mechanical systems (chillers, AHUs, FCUs, ventilation).
 - c. Hydraulic systems (water, sewer, stormwater).
 - d. Fire systems (alarm, sprinklers, pumps, smoke management).
 - e. BMS, ICT, and security systems integration.
 - f. Responsibilities include:
 - g. Review and approval of commissioning plans.
 - h. Witnessing of testing and commissioning activities.

- i. Verification that systems meet design intent and performance requirements.
- j. Coordination of integrated systems testing (especially BMS, fire, and ICT interfaces).

E.4.3 AS-BUILT DOCUMENTATION

218. The Design Team shall ensure all as-built information is complete, accurate and coordinated.
219. Deliverables shall include:
- a. Updated IFC drawings reflecting as-built conditions.
 - b. Federated BIM model updated to as-built status.
 - c. Asset registers aligned with installed equipment.
 - d. Equipment schedules and final technical data sheets.
220. All documentation shall be:
- a. Coordinated across all disciplines.
 - b. Free from discrepancies and omissions.
 - c. Suitable for long-term facilities management and maintenance planning.

E.4.4 OPERATION AND MAINTENANCE (O&M) MANUALS

221. The Design Team shall review and verify contractor-submitted O&M manuals.
222. Manuals shall include:
- a. System descriptions and operating procedures.
 - b. Maintenance requirements and schedules.
 - c. Manufacturer documentation and warranties.
 - d. Troubleshooting guides.
223. All manuals shall be compiled in both digital and hardcopy formats and aligned with RBF asset management systems.

E.4.5 TRAINING AND HANDOVER

224. The Design Team shall coordinate and facilitate training for RBF Facilities, ICT and Security teams as well as documented process of all operations.
225. Training shall cover:
- a. Operation of all major systems.
 - b. BMS interface and monitoring.
 - c. Emergency systems and procedures.
 - d. Maintenance requirements and fault response.
226. Handover shall only be considered complete once:
- a. All documentation is submitted and approved.
 - b. Training is completed.
 - c. Systems are fully operational and verified.

E.4.6 DEFECTS LIABILITY PERIOD (DLP) SUPPORT

227. The Design Team shall provide support during the Defects Liability Period, including:
- a. Review and verification of defect rectification works.
 - b. Site inspections as required.
 - c. Final defects clearance and close-out certification.

E.4.7 FINAL COMPLETION

228. Final Completion shall be achieved upon:
- a. Closure of all defects.
 - b. Final authority approvals and certifications.
 - c. Submission of complete and verified as-built documentation.
229. The Lead Consultant shall certify that:
- a. The project has been delivered in accordance with design intent.
 - b. All systems are compliant with applicable standards.
 - c. The building is fit for its intended operational use.

F. TECHNICAL STANDARDS AND COMPLIANCE REQUIREMENTS

F.1 GENERAL COMPLIANCE OBLIGATIONS

230. All professional services shall be carried out in full compliance with:
- a. Current Australian and New Zealand Standards (AS/NZS).
 - b. Applicable Fiji statutory and regulatory requirements.
 - c. Local authority approval requirements.
231. Where conflicts arise between standards, the more stringent requirement shall apply.
232. The Lead Consultant shall ensure that all subconsultants comply with these requirements.

F.2 DISCIPLINE-SPECIFIC STANDARDS

233. The following standards are minimum mandatory requirements. Tenderers shall demonstrate familiarity and compliance capability.
234. Electrical Services
- a. Design shall comply with (but not limited to):
 1. AS/NZS 3000 – Electrical Installations (Wiring Rules).
 2. AS/NZS 61439 – Low-voltage switchgear and control gear assemblies.
 3. AS/NZS 2293 – Emergency lighting and exit signs.
 4. AS/NZS 3017 – Electrical installations verification.
 - b. Electrical design shall:
 1. Include fault level calculations.
 2. Confirm protection coordination.
 3. Ensure emergency lighting segregation.
 4. Provide surge protection strategy.

5. Incorporate smart metering for energy monitoring.

235. Mechanical (HVAC & Ventilation)

- a. Design shall comply with:
 1. AS/NZS 1668 – Ventilation and indoor air quality.
 2. AS/NZS 3666 – Air-handling and water systems of buildings.
 3. AS/NZS 4254 – Ductwork construction.
 4. AS/NZS 2107 – Recommended design sound levels.
- b. Mechanical systems shall:
 1. Improve fresh air compliance.
 2. Incorporate energy-efficient controls.
 3. Provide humidity control strategy.
 4. Integrate with BMS.
 5. Include testing and balancing requirements.

236. Fire Services

- a. Design shall comply with:
 1. NZS 4510 – Fire hydrant systems.
 2. NZS 4512 – Automatic fire sprinkler systems.
 3. AS/NZS 1670 – Fire detection and alarm systems.
 4. AS/NZS 2293 – Emergency lighting.
 5. Relevant Fiji Fire Authority requirements.
- b. The Fire Engineer shall:
 1. Provide compliance strategy.
 2. Coordinate sprinkler and hydrant upgrades.
 3. Review fire compartmentation.
 4. Review structural strengthening where required.
 5. Certify compliance for regulatory submission.

237. Hydraulic Services

- a. Design shall comply with:
 1. AS/NZS 3500 – Plumbing and drainage.
- b. Hydraulic design shall address:
 1. Potable water integrity.
 2. Backflow prevention.
 3. Sewer and stormwater upgrades.
 4. Leak detection and pressure management.

238. Structural Services

- a. Structural design shall comply with:
 1. AS/NZS 1170 – Structural design actions
 2. AS 3600 – Concrete structures.
 3. AS 4100 – Steel structures.
- b. Structural services shall:
 1. Assess slab penetrations.

2. Design strengthening for plant loads.
 3. Verify structural capacity for new equipment.
 4. Certify structural modifications.
239. Building Management System
- a. BMS design shall:
 1. Integrate mechanical, hydraulic, lighting, fire interface, lift and power monitoring
 2. Allow centralised monitoring and control.
 3. Provide energy analytics capability.
 4. Be scalable for future upgrades.

F.3 LEVEL OF DESIGN DEVELOPMENT

240. All IFC documentation shall achieve LOD 350.
241. LOD 350 documentation shall include:
- a. Accurate equipment dimensions.
 - b. Verified service routes.
 - c. Fully coordinated penetrations.
 - d. Access and maintenance clearances.
 - e. Clash detection completed.
242. Drawings that are conceptual, indicative, or incomplete will not be accepted as IFC documentation.

F.4 CERTIFICATION REQUIREMENTS

243. All engineering design documentation shall be certified by Registered Professional Engineers in the relevant discipline.
244. Design documentation shall be prepared and coordinated by qualified Design Practitioners with demonstrated experience in high-rise building services design.
245. Engineers shall be registered with a recognized professional institution in their respective fields.
246. Evidence of qualifications, registration and professional affiliation shall be provided upon request.

F.5 QUALITY ASSURANCE AND DOCUMENT CONTROL

247. The Lead Consultant shall operate under a formal Quality Management System.
248. All design documentation shall undergo:
- a. Internal discipline review.
 - b. Interdisciplinary coordination review.
 - c. Independent peer review (as defined in Section D).
249. All documents shall be submitted in:
- a. Editable format (DWG, Revit or equivalent BIM format).
 - b. PDF format.

- c. Structured naming convention agreed with RBF.

F.6 SUSTAINABILITY AND ESD COMPLIANCE

- 250. Design must incorporate ESD principles consistent with the RBF Strategic Plan 2024–2029.
- 251. Minimum requirements:
 - a. LED lighting throughout internal and external.
 - b. Energy-efficient HVAC controls.
 - c. Variable speed drives.
 - d. Smart metering.
 - e. Water-efficient fixtures.
 - f. Life-cycle costing in cost plans.
- 252. The design shall target:
 - a. 20–30% reduction in overall building energy consumption.

F.7 REGULATORY APPROVALS

- 253. The Lead Consultant shall:
 - a. Identify and provide recommendations for all required regulatory approvals.
 - b. Prepare documentation for submission.
 - c. Respond to authority comments.
 - d. Obtain required clearances prior to construction tender issue.

G. TENDER SUBMISSION REQUIREMENTS

G.1 GENERAL REQUIREMENTS

- 254. Tenderers shall submit a complete proposal addressing all requirements of this RFT.
- 255. Proposals must be clear, structured, and indexed in accordance with the format outlined in this Section.
- 256. Submissions that are incomplete, non-conforming, or fail to address mandatory requirements may be rejected without further consideration.
- 257. This RFT seeks conforming tenders only. Alternative methodologies or team structures will not be accepted unless expressly permitted in writing prior to tender close.

G.2 PROPOSAL FORMAT

- 258. Tenderers shall submit their proposal in the following format:
 - a. Cover Letter
 - 1. Signed by an authorised representative.
 - 2. Confirmation of understanding of the scope.
 - 3. Confirmation of ability to meet program requirements.
 - 4. Confirmation of validity period (minimum 60 days).
 - b. Company Profile (Lead Consultant)
 - 1. Legal entity name and registration details.

2. Office locations.
 3. Years in operation.
 4. Organisational structure.
 - c. Demonstrated experience in:
 1. High-rise commercial buildings.
 2. Staged upgrades in occupied buildings.
 3. Coordination of multidisciplinary building services design.
259. Proposed Project Team Structure
- a. Tenderers must provide organisational chart showing:
 1. Lead Consultant.
 2. Building Services Engineer.
 3. Fire Engineer.
 4. Structural Engineer.
 5. BMS Specialist.
 6. Quantity Surveyor.
 7. Acoustic Engineer.
 8. ICT & Security System Specialist (including access control, CCTV, intercom).
 9. Any other subconsultants.
 - b. Identification of:
 1. Key personnel.
 2. Discipline leads.
 3. Reporting structure.
260. CVs (maximum 3 pages per key person) must be attached.
261. Details of key personnel qualifications, including:
- a. Professional Engineer registration.
 - b. Design Practitioner status.
 - c. Professional institution membership.
262. Relevant Project Experience
- a. Provide at least three (3) comparable projects demonstrating:
 1. High-rise commercial building upgrades.
 2. Full services replacement or refurbishment.
 3. Work undertaken in operational/occupied environments.
 4. Integration of BMS systems.
 5. Compliance with AS/NZS standards.
 - b. Include:
 1. Project description.
 2. Construction value (in FJD or equivalent).
 3. Role performed.
 4. Client reference contact.
263. Technical Approach and Methodology

- a. Tenderers must clearly describe:
 - 1. Approach to whole-of-building master planning (15-year horizon).
 - 2. Design coordination methodology.
 - 3. BIM coordination approach.
 - 4. Interior concept development process (three architectural options + revisions)
 - 5. Construction staging strategy.
 - 6. Risk management approach.
 - 7. Quality assurance procedures.
 - 8. Approach to peer review coordination.
 - 9. How business continuity will be maintained during staged works.
- b. BIM Capability - Tenderers shall demonstrate:
 - 1. Experience with BIM Level 2 or higher.
 - 2. Use of federated models across disciplines.
 - 3. Clash detection processes.
- c. Previous project examples using LOD 350.
- d. This section is critical. Generic answers will not score well.

264. Program

- a. Tenderers shall submit a detailed design program aligned with Section E, including:
 - 1. Inception Phase.
 - 2. Concept Design Phase.
 - 3. Detailed Design Phase.
 - 4. Independent Peer Review Hold Point.
 - 5. IFC Documentation.
 - 6. Tender Documentation.
- b. The program shall:
 - 1. Clearly identify durations for each phase.
 - 2. Include peer review as a mandatory hold point.
 - 3. Demonstrate alignment with staged building constraints.
 - 4. Include internal coordination and review milestones.
 - 5. Identify key resource allocation per phase.

265. Deliverables Matrix

- a. Tenderers shall submit a Deliverables Schedule identifying:
 - 1. Initiation/Inception Phase.
 - 2. Concept Design submission.
 - 3. Detailed Design submission.
 - 4. Independent Peer Review submission
 - 5. IFC documentation.
 - 6. Authority submission packages.
 - 7. Tender documentation.

8. Construction phase reporting.
 9. As-built review process.
- b. Each deliverable must include:
1. Responsible discipline.
 2. Format (PDF, DWG, BIM model, report).
 3. Submission timing.

266. Fee Proposal

- a. The Fee Proposal shall be submitted in a separate clearly labelled section and must include:
1. Lump sum fee for:
 - Initiation / Inception Phase
 - Concept Design.
 - Detailed Design.
 - IFC Documentation.
 - Tender Documentation.
 - Construction Phase Services.
 - Project Management / Lead Consultant services
 - Peer Review coordination allowance.
 2. Breakdown by discipline.
 3. Payment milestone schedule.
 4. Confirmation that fees include all travel and expenses.
- b. All prices are to be in FJD (Fiji Dollars) exclusive of VAT unless otherwise stated.

267. Insurance and Compliance Documentation

- a. Tenderers must provide:
1. Professional Indemnity Insurance certificate.
 2. Public Liability Insurance certificate.
 3. Company registration documents.
 4. Tax compliance certificate
 5. FNPF compliance certificate
 6. Declaration of no conflict of interest for all areas of the project.

268. Mandatory Confirmations

- a. Tenderers shall provide written confirmation of:
1. Compliance with LOD 350 IFC requirement.
 2. Acceptance of Independent Peer Review hold point.
 3. Capability to deliver staged works in an occupied building.
 4. Responsibility for full multidisciplinary coordination.

G.3 SUBMISSION METHOD

269. Proposals shall be submitted electronically in PDF format detailing all areas as stated in the RFT.

- 270. Late submissions will not be considered.
- 271. Tenderers are responsible for ensuring successful delivery of their submission.

G.4 CLARIFICATIONS

- 272. All requests for clarification must be submitted in writing prior to the deadline stated in Section K.
- 273. Responses to clarifications may be circulated to all tenderers to ensure fairness and transparency.

G.5 VALIDITY PERIOD

- 274. Tender submissions shall remain valid for a minimum period of sixty (60) days from the closing date.

H. TENDER EVALUATION CRITERIA

H.1 GENERAL

- 275. All conforming tenders will be evaluated by the RBF in accordance with the criteria set out in this Section.
- 276. The evaluation process will be undertaken by an appointed Tender Evaluation Committee and may include representatives from:
 - a. Project Oversight Committee.
 - b. Building Upgrade Committee.
 - c. Technical Services.
 - d. Finance.
- 277. RBF reserves the right to:
 - a. Seek clarification from any Tenderer.
 - b. Request additional information.
 - c. Conduct interviews or presentations.
 - d. Verify references.
 - e. Negotiate with the preferred Tenderer prior to award.
- 278. The lowest fee proposal will not necessarily be accepted.

H.2 MANDATORY COMPLIANCE REQUIREMENTS (PASS / FAIL)

- 279. The following are mandatory requirements. Failure to comply may result in disqualification:
 - a. Lead Consultant must be a suitably qualified and experienced engineering consultancy with demonstrated capability in multidisciplinary building services design for high-rise buildings.
 - b. Building Services Engineering including Fire engineer must be a professional engineer registration, design practitioner status and professional institution membership.
 - c. Team structure must include all required disciplines listed in Section D.
 - d. Professional Indemnity Insurance must meet minimum specified limits.

- e. Confirmation of ability to meet program requirements.
- f. Acceptance of Independent Peer Review hold point.
- g. Acceptance of LOD 350 IFC documentation requirement.
- h. Demonstrated experience in at least three (3) occupied high-rise building upgrade projects (minimum 15 stores).
- i. Submission of a fully compliant program aligned with Section E.
- j. Inclusion of all required disciplines including Acoustic and ICT/Security systems.
- k. Demonstrated BIM capability and ability to deliver LOD 350 coordinated models.
- l. Acceptance of full design responsibility as a single point of accountability.

280. Only compliant tenders will proceed to detailed evaluation.

H.3 DETAILED EVALUATION CRITERIA (WEIGHTED)

281. Tenders will be evaluated using the following weighted criteria:

- a. Relevant Experience – 20%
 - 1. Assessment will consider:
 - Experience in high-rise commercial building upgrades.
 - Experience in occupied building refurbishments.
 - Demonstrated delivery of coordinated multidisciplinary designs.
 - Experience working to AS/NZS standards.
 - Comparable project scale and complexity.
- b. Team Composition and Capability – 25%
 - 1. Assessment will consider:
 - Strength of Lead Consultant
 - Quality of building services consultant.
 - Strength of fire engineering capability.
 - Structural engineering capability
 - Experience of nominated key personnel.
 - Demonstrated coordination experience as a single integrated team.
 - Clear reporting lines and accountability will score higher.
 - Commitment of nominated key personnel for the duration of the design phases
 - Limited substitution of key personnel without prior approval from RBF
- c. Technical Methodology – 30%
 - 1. Assessment will consider:
 - Approach to whole-of-building master planning (15-year horizon).
 - Concept design development process (three options and selection facilitation).
 - BIM coordination strategy (LOD 350 at IFC).

- Approach to staging and decanting.
 - Risk management strategy.
 - Business continuity planning.
 - Quality assurance processes.
 - Peer review cooperation methodology.
 - Approach to working from existing audit reports (fire, seismic, services, as-builts)
 - Strategy for validating existing conditions and resolving documentation gaps
 - Approach to shutdown planning and live environment risk mitigation
 - Coordination with ICT, security, and operational stakeholders
- ii. Generic responses will score poorly.
- d. Program and Deliverables – 10%
1. Assessment will consider:
 - Realistic sequencing.
 - Resource allocation.
 - Alignment with prescribed durations in Section E
 - Inclusion of peer review hold point
 - Logical sequence for staged works in an occupied building
 - Adequacy of resources to meet program
 - Identification of critical path activities
- e. Commercial Proposal (Fee) – 15%
1. Assessment will consider:
 - Overall value for money.
 - Fee transparency and breakdown.
 - Balance between cost and capability.
 - Alignment of fee with scope.
 - Commercial risk to RBF.
 - Unrealistically low or unbalanced fee proposals may be deemed non-conforming or high risk and may be rejected at RBF's discretion.

H.4 INTERVIEW / PRESENTATION STAGE

282. Shortlisted Tenderers may be invited to:

- a. Present their methodology.
- b. Introduce key team members.
- c. Explain staging strategy.
- d. Demonstrate BIM coordination approach.
- e. Clarify commercial assumptions.
- f. Demonstrate understanding of project risks based on provided audit reports.
- g. Present a preliminary staging or sequencing approach.

283. Failure to attend interview (if requested) may result in disqualification.

H.5 DUE DILIGENCE

284. RBF reserves the right to:

- a. Contact referees.
- b. Verify insurance coverage.
- c. Confirm professional registrations.
- d. Assess financial capability of the Lead Consultant.

H.6 TENDER PROCESS

285. The RFT process shall generally include:

- a. Issue of Request for Tender
- b. Site briefing and clarification period
- c. Tender submission
- d. Compliance assessment (Pass/Fail)
- e. Detailed technical and commercial evaluation
- f. Shortlisting of Tenderers
- g. Interviews / presentations (if required)
- h. Final evaluation and recommendation
- i. Approval and award
- j. Contract finalisation and execution

I. ADMINISTRATIVE REQUIREMENTS AND CONDITIONS OF TENDER

I.1 TENDERER TO INFORM THEMSELVES FULLY

286. Each Tenderer shall carefully examine this RFT and shall be deemed to have fully informed themselves of:

- a. The scope of services required.
- b. The building constraints.
- c. The operational nature of the facility.
- d. The staging and decanting requirements.
- e. Program constraints and milestone expectations.

287. Failure to obtain clarification prior to tender closing shall not relieve the successful Tenderer of any responsibility under the Contract.

288. No claim arising from misunderstanding of the RFT documents will be entertained after submission.

I.1.1 RELIANCE ON EXISTING INFORMATION

289. The Tenderer shall be deemed to have reviewed all available documentation provided by RBF, including but not limited to:

- a. Building Services Audit
- b. Fire Engineering Reports

- c. Seismic Assessment Reports
 - d. Architectural as-built drawings
 - e. Existing services documentation
290. The Tenderer shall:
- a. Validate and verify existing information as part of their design process
 - b. Identify discrepancies, gaps, or risks during the Inception Phase
 - c. Not rely solely on existing documentation without verification
291. No claim for additional fees or time will be accepted based on:
- a. Incomplete or outdated as-built information
 - b. Coordination conflicts arising from existing conditions unless such issues were not reasonably identifiable during the design phase.

I.2 SITE FAMILIARISATION

292. Tenderers are required to attend a site briefing and building walkthrough at the time specified in Section J.
293. Tenderers shall be deemed to have satisfied themselves as to all site conditions, access constraints, and operational limitations.
294. The building is a live, operational high-rise facility. Tenderers must familiarise themselves with:
- a. Access constraints.
 - b. Plant room locations.
 - c. Structural limitations.
 - d. Existing services conditions.
 - e. Occupied floor layouts.
295. Failure to attend a site visit shall not be grounds for variation or additional fees.

I.3 CLARIFICATIONS

296. All clarification requests must be submitted in writing via email to the nominated contact person prior to the clarification deadline stated in Section J.
297. Responses to clarifications may be circulated to all Tenderers to ensure fairness and transparency.
298. Only written clarifications issued by RBF shall form part of the RFT. Verbal discussions, site comments, or informal communications shall not be relied upon by the Tenderer.

I.4 TENDER VALIDITY

299. Tenders shall remain valid for a minimum of sixty (60) days from the closing date.
300. RBF may request an extension of validity where evaluation or approvals require additional time.

I.5 CONFIDENTIALITY

301. All information provided by RBF in this RFT is confidential and shall not be disclosed to third parties without prior written consent.

302. Tenderers shall treat all building information, audit reports, and drawings as sensitive.

303. Unauthorised disclosure may result in disqualification.

I.6 CONFLICT OF INTEREST

304. Tenderers must declare any actual or potential conflict of interest.

305. Failure to disclose conflicts may result in immediate disqualification.

306. RBF reserves the right to determine whether a declared conflict is acceptable.

I.7 INSURANCE REQUIREMENTS

307. The successful Tenderer shall maintain, at minimum:

- a. Professional Indemnity Insurance - minimum FJD 5,000,000 per claim
- b. Public Liability Insurance – minimum FJD 10,000,000
- c. Workers Compensation Insurance (where applicable).

308. Certificates of currency must be provided prior to contract execution.

I.8 SUBCONSULTANTS

309. The Lead Consultant shall ensure all subconsultants:

- a. Comply fully with the requirements of this RFT
- b. Are suitably qualified and experienced
- c. Are adequately resourced to meet program requirements

310. Any failure by subconsultants shall be deemed a failure of the Lead Consultant.

311. No substitution of nominated subconsultants shall occur without prior written approval from RBF.

312. The Lead Consultant remains contractually responsible for:

- a. Coordination.
- b. Quality.
- c. Program compliance.
- d. Deliverables.

I.9 VARIATIONS TO SCOPE

313. The Tenderer shall base their submission strictly on the scope defined in this RFT.

314. The Tender shall be deemed to include all work necessary to deliver a complete, coordinated, and construction-ready design, whether explicitly stated or reasonably inferred.

315. No additional fees shall be payable for:

- a. Coordination between disciplines
- b. Resolution of clashes or design conflicts
- c. Integration of systems
- d. Compliance with applicable standards

316. Variations will only be considered where:

- a. A formal change in scope is instructed by RBF; and
 - b. The work is demonstrably outside the original scope.
317. RBF reserves the right to reject any claims arising from inadequate coordination, incomplete design, or failure to comply with this RFT.

I.10 CONTRACT NEGOTIATION

318. Following evaluation, RBF may enter negotiations with the preferred Tenderer.
319. Failure to reach agreement within a reasonable period may result in RBF entering negotiations with the next ranked Tenderer.

I.11 NO OBLIGATION TO AWARD

320. RBF is not bound to accept the lowest or any tender.
321. RBF may cancel or suspend the RFT process at any time without liability.

I.12 COST OF TENDERING

322. All costs incurred in preparing and submitting a tender are the sole responsibility of the Tenderer.
323. RBF shall not reimburse any tender preparation costs.

I.13 GOVERNING LAW

324. The Contract shall be governed by the laws of the Republic of Fiji.

I.14 PROGRAM COMMITMENT

325. The Tenderer shall commit to the program submitted as part of their proposal.
326. Failure to meet agreed milestone dates without reasonable justification may be considered a breach of contract.
327. The Tenderer shall allocate sufficient resources to meet program requirements.

I.15 KEY PERSONNEL

328. The Tenderer shall commit to the availability of nominated key personnel for the duration of the design phases.
329. Substitution of key personnel shall not be permitted without prior written approval from RBF.
330. Replacement personnel must be of equal or higher qualification and experience.

I.16 OWNERSHIP OF DOCUMENTS

331. All drawings, models, reports, and documentation produced under this contract shall become the property of RBF upon payment
332. RBF shall have the right to use the documentation for future works, maintenance, and upgrades

333. The Consultant shall not use the documentation for other purposes without written approval.

I.17 ASSIGNMENT

334. The Tenderer shall not assign or transfer their obligations under the Contract without prior written approval from RBF.

J. SITE INSPECTION & KEY DATES

J.1 SITE INSPECTION ARRANGEMENT

335. A formal site briefing and inspection will be conducted during the period specified in the Tender Notice.
336. Attendance at the formal site briefing and inspection is mandatory for all Tenderers intending to submit a proposal:
- a. The complexity of the existing building services.
 - b. Structural strengthening requirements identified in previous audits.
 - c. Occupied floor constraints.
 - d. Plant room access limitations.
 - e. Decanting and staging considerations.
337. Failure to attend the mandatory site inspection may result in the Tender being deemed non-compliant.
338. The site inspection shall be conducted as a controlled briefing session. All Tenderers shall receive the same information at the same time. Any questions raised during the site inspection must be submitted formally in writing in accordance with Section I.3 (Clarifications).
339. No verbal responses provided during the site inspection shall be relied upon unless subsequently issued in writing by RBF.
340. Tenderers must confirm attendance by contacting:

Name: Mr Mervyn Wesley

Position: Project Officer – Plants & Properties Unit, Currency and Corporate Services Group, RBF.

Contact: 9988027

Email: mervyn@rbf.gov.fj

Attendance confirmation must be submitted no later than two (2) working days prior to the scheduled inspection.

J.2 KEY TENDER DATES

341. The anticipated tender process timeline is as follows:
- a. Issue of Request for Tender – 11/04/2026.
 - b. Site Inspection Period – 13/04/2026 – 24/04/2026.
 - c. Deadline for Clarifications – 11/05/2026 (5 working days prior to tender close).
 - d. Tender Closing Date – 22/05/2026.
 - e. Evaluation Period – Approximately 3 - 4 weeks from closing.
 - f. Shortlisting/Interviews (if required) – The Consultant will be contacted directly.

g. Intended Award - June 2026.

342. The RBF reserves the right to amend these dates by formal notification.

K. PROPOSAL SUBMISSION DEADLINE

K.1 SUBMISSION CLOSING

343. Tenders must be received no later than:

a. 4:00pm on 22/05/2026 Fiji Standard Time.

344. Late submissions will not be considered.

345. It is the Tenderer's responsibility to ensure submission is received before the deadline.

K.2 SUBMISSION METHOD

346. Proposals must be submitted electronically in PDF format only.

347. Submissions shall be emailed to:

a. Board Secretary: Ms Subrina Hanif on subrina@rbf.gov.fj

b. Manager General Administration Services: Ms Melania Tamaue on melania@rbf.gov.fj

348. The subject line must state:

"RFT – ENGAGEMENT OF LEAD ENGINEERING CONSULTANT FOR THE BUILDING SERVICES AND STRUCTURAL UPGRADE – RBF BUILDING"

K.3 SUBMISSION FORMAT

349. Proposals must be structured in accordance with **Section G – Tender Submission Requirements** and shall include the following sections in order:

- a. Cover Letter.
- b. Company Profile and Corporate Structure.
- c. Proposed Team Structure (including subconsultants).
- d. Relevant Project Experience.
- e. Technical Methodology.
- f. Program and Deliverables Schedule.
- g. Commercial Proposal (Trade Summary - Fee breakdown).
- h. Risk Management Approach.
- i. Quality Assurance and BIM Coordination Strategy.
- j. Confirmation of Compliance with LOD 350 IFC requirement.
- k. Confirmation of cooperation with Independent Peer Reviewer.
- l. Administrative and Compliance Documents.

350. Submissions that do not follow the required format may be deemed non-conforming

L. PAYMENT TERMS

L.1 FEE PROPOSAL REQUIREMENTS

351. All prices shall be quoted in Fiji Dollars, inclusive of VAT unless otherwise stated.
352. The fee proposal shall include:
- a. Lump sum fee for full delivery of the services defined in this RFT.
 - b. Breakdown by discipline (aligned with Section M).
 - c. Breakdown by project phase:
 1. Inception/Initiation.
 2. Concept Design (Architectural only).
 3. Detailed Design.
 4. IFC Documentation (LOD 350).
 5. Tender Documentation.
 6. Construction Phase Services.
 - d. Allowance for:
 1. Independent peer review coordination and responses
 2. Three (3) architectural concept options and up to three (3) client-directed refinements
 - e. Confirmation that fees include:
 1. All coordination.
 2. BIM modelling and clash detection.
 3. Site inspections.
 4. Authority submissions.
 5. Travel and disbursements.
 - f. Any exclusions must be clearly stated. If not stated, all items shall be deemed included in the lump sum fee.
 - g. Provisional sums must be:
 1. Clearly identified.
 2. Justified.
 3. Approved by RBF prior to expenditure.

L.2 TAXATION

353. All taxation shall be in accordance with the laws of the Republic of Fiji.
354. Applicable deductions may include:
- a. Provisional Tax.
 - b. Withholding Tax (for non-resident consultants).
355. The tenderer is solely responsible for:
- a. Understanding applicable tax obligations.
 - b. Ensuring compliance with Fiji tax regulations.

L.3 PAYMENT CONDITIONS

356. Payments will be made upon submission of:
- a. Valid tax invoice.
 - b. RBF issued confirmation of milestone completion.

- c. Evidence that deliverables meet RFT requirements.
357. RBF reserves the right to:
- a. Reject non-compliant deliverables.
 - b. Withhold payment until deficiencies are rectified.
 - c. Request re-submission at no additional cost
358. No payment shall constitute acceptance of defective or incomplete work.

L.4 FEE VALIDITY

359. The Tender shall remain valid for a minimum sixty (60) days from the closing date.
360. Fees shall be fixed for the duration of the design phase unless:
- a. A formal variation is issued by RBF; or
 - b. Scope changes are instructed in writing.

M. TRADE SUMMARY (FEE SCHEDULE)

M.1 GENERAL REQUIREMENTS

361. Tenderers shall complete this Trade Summary in full.
362. All amounts shall be quoted in Fiji Dollars, inclusive of VAT unless otherwise stated.
363. Prices shall be lump sum unless otherwise indicated.
364. All pricing shall be deemed to include full compliance with:
- a. The Scope of Professional Services (Section D)
 - b. Deliverables and Program Requirements (Section E)
 - c. Independent Peer Review coordination and close-out (Section D.16)
 - d. IFC documentation to LOD 350
 - e. BIM coordination and clash detection
 - f. Staged construction and decanting requirements
 - g. Construction phase services
365. No additional claims will be entertained for work:
- a. Explicitly stated in the RFT; or
 - b. Reasonably inferred as necessary to deliver a complete and coordinated outcome.
 - c. Any exclusions must be clearly stated. If not stated, all items shall be deemed included in the lump sum fee.

M.2 OVERALL LUMP SUM FEE

Item	Description	Lump Sum Fee (FJD)
1	Total Lump Sum Fee – Lead Engineering Consultant and Multidisciplinary Design Team for Building Services and Structural Upgrade	

M.3 FEE BREAKDOWN BY DISCIPLINE

366. Tenderers must provide a breakdown of the total fee by discipline.

Item	Discipline	Lump Sum Fee (FJD)
1	Lead Consultant	
2	Electrical Engineering	
3	Mechanical (HVAC) Engineering	
4	Fire Engineering	
5	Hydraulic Engineering	
6	Structural Engineering	
7	BMS / Controls Engineering	
8	Acoustic Engineering	
9	Quantity Surveying (Cost Planning & Estimates)	
10	ICT & Security System Coordination (if applicable)	
11	Other (Specify)	
	Total (Must Equal M.2)	

M.4 FEE BREAKDOWN BY PROJECT PHASE

367. Tenderers must allocate their fees across the following project stages:

Item	Project Stage	Fee (FJD)
1	Inception/Initiation Phase	
2	Concept Design (Architectural only – 3 options + 3 refinements)	
3	Detailed Coordinated Design (All disciplines)	
4	Independent Peer Review Coordination & Close-Out	
5	Issued for Construction (LOD 350 Documentation)	
6	Tender Documentation & Contractor Support	
7	Construction Phase Services	

	Total (Must Equal M.2)	

M.5 CONSTRUCTION PHASE SERVICES (DETAIL)

368. Tenderers must confirm what is included under construction phase services:

Priority Key:

M – Mandatory Requirement

D – No mandatory requirement, Desirable

Item	Description	Priority	Included (Yes/No)
1	Site inspections (frequency to be stated)	M	
2	Shop drawing review	M	
3	RFI response	M	
4	Variation assessment	M	
5	Attendance at site meetings	M	
6	Certification of progress claims	M	
7	Practical completion inspections	M	
8	Defects liability inspections	M	

369. Tenderers shall state:

- Frequency of site inspections.
- Maximum response times for RFIs and shop drawings.

M.6 HOURLY RATES (FOR VARIATIONS ONLY)

370. Hourly rates shall apply only where RBF instructs additional services outside the defined scope.

Item	Position	Hourly Rate (FJD/hr)
1	Project Director	
2	Project Manager	
3	Senior Architect	
4	Senior Engineer	
5	Engineer	
6	Drafter/BIM Technician	
7	Quantity Surveyor	

M.7 REIMBURSABLE EXPENSES

371. Reimbursables shall be included in the lump sum unless specifically listed below:

Item	Description	Allowance (FJD)
1	Overseas travel (if required)	

2	Printing/plotting	
3	Specialist testing	
4	Other (specify)	

372. If left blank, reimbursables shall be deemed included in the lump sum fee.

M.8 PROGRAM CONFIRMATION

The Tenderer confirms that the submitted fee includes delivery in accordance with:

- Section E Program and Milestones
- Staged works in an occupied building
- Peer review hold points

Confirmed

M.9 DECLARATION

The Tenderer confirms that:

- The pricing submitted includes full compliance with this RFT
- Peer review coordination and close-out have been allowed for
- IFC documentation to LOD 350 has been allowed for
- Staged construction within an occupied building has been fully considered
- All disciplines are fully coordinated within the submitted fee
- No exclusions apply other than those explicitly stated below

Exclusions (if any must be clearly stated or attached a separate Exclusion list):

Authorised Signatory: _____

Company: _____

Date: _____

END OF SECTION