

Terms of Reference

Support the process for selecting an Architectural/Engineering Company and the on-going review of the design documentation (quality and technical check) for the Drilon - Tushemisht area in Pogradec

Background

Drilon-Tushemisht is an area located in the south of Pogradec Municipality, next to Ohrid Lake and only 5 km away from Pogradec city center. Drilon-Tushemisht is widely known in Albania as a touristic destination, but it is underperforming in terms of tourists' length of stay, protection of natural resources and overall tourism development vision.

AADF is looking for alternatives to unlock the potentials of the zone to contribute to the development of the area itself as well as those areas nearby. The end goal of AADF in this project would be to increase touristic stay in the area and also protect the natural landscape so it can contribute to sustainable tourism development in the area. In addition, these two villages are so close in proximity, yet the touristic communication and pathways of interlinking do not exist. Only 500-600 m distance between Drilon and Tushemisht village, about 5 km from the center of Pogradec and less than 3 km from the Macedonian border, the area presents a strong potential for an Eco-Tourism Destination Development.

A feasibility study that well depicts a management and financial plan of the area has been developed by Italian Institute SITI (Higher Institute on Territorial Systems for Innovation) in summer 2017.

The area is protected by law and is classified as a Protected Landscape. In addition, the Albanian Government has released their memorandum of understanding in the extension of the World Heritage status to the Albanian side of the Ohrid Lake. This requires that the potential outstanding universal value of the property and its features are protected, conserved, enhanced and promoted as to ensure appreciation by present and future generations. Despite the natural wealthy opportunities, the zone can offer, the main challenge for the zone is the lack of touristic models and other commercialization services. AADF is considering designing a project, which also includes the area architectonic plan and infrastructure development that can provoke investments that enhance, promote and activate resources of protected lands/waters which have been untapped. By investing in a potential cultural and natural heritage touristic areas, not only the economic return will be greater but more importantly the international social awareness of the zone will be much easier enticed.

The feasibility study highlights some potential interventions into the area as grouped in three main categories:

- Infrastructure Projects Interventions
- Policies, and
- Tourism and marketing products

AADF will contract an internationally experienced end-to-construction Architectural/Engineering (A/E) Company (or joint group of two companies, one local and one international) that would cover the entire project design process from initial ideas, analyses and programming, through to detailed design and proper documentation as required for construction.

It is expected that the contracted Architectural/Engineering Company takes into account the potential infrastructure projects interventions, elaborated in the feasibility study and also proposes other alternatives that complement the entire local detailed architectural plan of the area which will then be altered into a project detailed design, as part of the design process. The recommended policies safeguard the entire investment in the area and also guide the development of specific components which are important for the area touristic development as well as the local community. Additional policies can be recommended by the consultants as well.

Although the study has taken the opinion of governmental agencies and local community expressed in the roundtable organized in this regard, this is only a high-level guide how each of the activities rests in terms of land, biodiversity, property issues, etc. Details in this regard need to be elaborated by the design company.

Objective of the service

Objective of the consultancy service is for **foreign** Architects, Engineers or Urban planners to support AADF team to prepare for tendering and manage contract for development of construction design for Tushemisht, Pogradec, Albania.

The consultant/s will be engaged with preparation of the terms of reference for the Architectural/Engineering Company, assessing documentation submitted by the A/E Companies in tender and serve as opponent to the A/E Company's work during contract implementation.

In summary; the consultant must ensure that the A/E Company receives sufficient available details in the TOR, helps AADF select the best A/E Company through tendering process and ensures that the A/E contract deliverables' provide all necessary details for a smooth project implementation.

Project brief description and scope of works

The project is found in the area of Drilon and Tushemisht to include both villages and all nearby areas necessary for an integrated project development to include but not limited to the following: Drilon Springs, Tushemisht Village, the shoreline between Drilon and Tushemisht, agricultural land, roads, routes and trails (biking, hiking, riding, etc.). Apart from this area, the project shall include also potential interventions in other areas that complement the supply and activities to be available in Tushemisht (e.g. small touristic pier, sport courts, etc.).



The Government of Albania has submitted a nomination file to UNESCO so that Pogradec part of the Ohrid Lake inscribes on the UNESCO World Heritage List. The file is being processed by UNESCO.

Project target is approximately 150 ha and is briefly given in the map below, excluding other supporting areas nearby. This is displayed in the map below. The entire area shall require a detailed planning and detailed design.

The consultant upon signing of a contract will be given the feasibility study that is conducted for the area, as consultative and supporting documents for the deliverables.

The potential infrastructure project interventions as highlighted by the feasibility study for the area are the following¹:

- PR.1 - Remediation of water resources
- PR.2 – Building of Waterfront - promenade
- PR.3 - Enhancement of existing public transport (should be foreseen in the mobility map, but the enhancement of public transport must be done by Municipality itself)
- PR.4 – Building of cycle lane
- PR.5 - Channel ring between Tushemisht and Drlon
- PR.6 - Horse-cycle trails network
- PR.7 – Building of hiking network
- PR.8 – Building of visitor center
- PR.9 – Building of bird watching towers
- PR.10 - Info points
- PR.11 - Sport center
- PR.12 - Beach facilities on Ohrid Lake
- PR.13 - Service area and touristic pier
- PR.14 - Lake museum (existing)
- PR.16 - Channel from Drlon to Gurras
- PR.17 - Cableway (funicular) (this should be included in the concept map but details will be developed by an external investor)
- PR.18 - Horse rental service (this should be included in the concept map but details will be developed by an external investor)
- PR.19 - Bike rental service
- PR.20 - Tourist activities in Drlon Park waters
- PR.21 - Water sport (Ohrid lake)

¹ Details of the potential project interventions are given in a separate document attached.

PR.22 - Boat trip service (Pogradec-Tushemisht)
PR.23 - Winter activities in Drilon Park
PR.24 – Building of new ring roads

and the construction policies/protocols needed are:

PO.1 - Protocols for sustainable construction standards - new accommodations
PO.2 - Protocols for aesthetics (material/color)

Duration of the assignment

Duration of the assignment is approximately 12 months, depending on final delivery and acceptance of the work performed by the A/E Company. It may be extended in other phases should the parties agree to do so. The tentative deadlines for execution of the ToRs are given below:

- Within Jan 2018 – Advisory services performed before the launch of the tender for selecting the A/E Company (e.g. preparation of ToRs, participate in the criteria development process etc.);
- Within March 2018 – Advisory services during the tendering process until contract award (e.g. assist AADF team to answer pre-tender questions on ToR, review propositions received, etc.);
- Within November 2018 – Advisory/monitoring services during all design phases performed by the A/E Company; Pre-design, schematic design, design development and construction document development phase (e.g. review of project design, technical documentation delivered, recommend to AADF additional specific consultations if required, etc.). AADF will expect Consultants opinion on all these deliverables before final acceptance.

The work of the consultant will be completed with the final acceptance of the design documents by AADF and the official approval of design by the authorities, which may happen also before or after November 2018, to depend on speed and quality of the work performed by the A/E Company. **The work of the consultant as well as the A/E Company is limited only to the infrastructure project related aspects.**

Specific tasks

The work includes developing the most cost-effective terms of reference and program for the A/E Company that will be contracted in order for the latter to address Drilon-Tushemisht eco-tourism development goals. In addition, by reviewing design documents should be ensured that the solutions and opportunities provided by the A/E Company are detailed, feasible and doable in Albanian context.

The A/E Company work includes only infrastructure design of the Drilon-Tushemisht area development.

Tasks

Under the overall and general supervision of AADF appointed person and in close cooperation with AADF's Project Manager, the consultant will:

- Prepare the Terms of Reference for the A/E Company that will prepare the architectural and engineering design, based on the available documents (e.g. the feasibility study, Area Development Plan). Assist procurement during tendering phase with answering eventual questions about ToR.
- Work with AADF in establishing tender's evaluation criteria matrix. Support AADF during tendering phase answering questions from potential applicants regarding ToRs.
- Assist AADF in reviewing and evaluating tenders submitted by Architectural/Engineering Companies. Prepare a report of proposals evaluated against criteria clearly indicating strengths and weaknesses and Pros and Cons for each of them.
- Advise AADF in writing how to ensure that recommendations and project requirements established in the planning phase are being carried out and incorporated as necessary into the Design.
- Monitor the overall design project process. Prepare bi-weekly or monthly progress reports for AADF including the project status, technical challenges, decisions taken, highlighting issues to be resolved with respective recommendations for solutions when appropriate;
- Review the A/E Company's deliverables confirming they meet contractual requirements. Review shall be in terms of content, quality and technical requirements in order to advise AADF to request further improvements, detailing and/or additions, if necessary;
- When required, together with AADF team, liaise with other stakeholders, local government technical team and other consultants ensuring that the design is in compliance with legal and local development requirements;
- Review at the extent possible the BoQ submitted by Architectural/Engineering (A/E) company as design progress evolves;
- Participate in stakeholders' meetings as required.

- Identify the constraints/challenges in infrastructure proposition and project sharing² options given by A/E Company, and recommend solutions that can be implemented by the A/E Company to mitigate such type of challenges;
- Ensure that all interests of the AADF are served throughout the design phase of the project;

Other expectations

- Recommend to AADF and when required also to Architectural/Engineering (A/E) companies for additional specific consultations when deemed necessary (e.g. biodiversity issues, water issues, natural heritage, etc.).
- The consultant is not vested with decisional authority for any issue and does not represent the AADF in discussions with 3rd parties (e.g. Government, developers, contractors, etc.).

Key deliverables

- A comprehensive ToR and suggestions for the design RfP or tender;
- A written evaluation report of the A/E Company proposals/tenders including the relevant recommendations.
- Regular progress reports to AADF;
- Design documents opponency till final approval obtained by AADF/Government entities;
- Documented infrastructure cost sharing propositions between AADF and other entities

Requirements

The Consultant/s must have:

- An advanced university degree in Architecture, or Civil Engineering, or a first university degree with a good combination of academic and professional qualifications;
- A minimum of fifteen (15) years of professional experience working with government entities, developers, municipalities and contractors on similar projects. Demonstrated experience in foreign countries is highly desirable;
- Strong Experience writing ToR/design briefs for similar projects
- A good knowledge of local construction market and pertinent legislation is desirable;

² The execution of the infrastructure project may be shared between various donors (e.g. Central Government, Local Government, Private Organizations, etc.) with one implementing one share. A/E will be asked to divide the bigger project in mini-projects that can be executed independently, but safeguarding the bigger project.

- Ability to meet deadlines, problem-solve, work both independently and as part of a team;
- Good understanding of the project cycle from design, bidding, construction and close-out;
- Have a good understanding of all the disciplines involved in this project.
- Candidate must possess extensive knowledge of architectural, engineering, construction practices. Additionally, water, biodiversity or environmental engineering knowledge/experience is desirable.
- Familiar with International Building Codes.
- Professional License or the equivalent in country of origin
- Knowledge of Green Building principals and technologies is preferred.
- Proficiency in office automation – word processing, AutoCAD, Microsoft Projects, spread sheets, database management and Internet skills;
- Excellent oral and written communication skills in English.

Eligibility of Applicants:

The application is open to **foreign** professionals and legal entities, architects, urban planners and engineers who are registered or accredited by a formal registration or accreditation body in the applicant's country of origin; or where registration and accreditation is not available; the applicant is a member of the relevant professional institute.

Studios are allowed to outsource specialists or other studios, but the composition of the proposed group shall be disclosed and not changed during the course of the implementation period.

Subjects **cannot** apply if they:

- 1- Are not accredited.
- 2- Are bankrupt or in the process of filing for bankruptcy (if relevant).
- 3- Have been guilty of grave professional misconduct
- 4- Are guilty of serious misinterpretation in supplying information.
- 5- Were declared at serious fault of implementation owing to a breach of their contractual obligations
- 6- Are on any list of sanctioned parties issued by the United States Government, United Nations or European Union.

***Organization and Methodology Statement**

This document will have the following format and content

Rational

- Any comments of importance on the Terms of Reference for the successful execution of activities, in particular its objectives and expected results, thus demonstrating the degree of understanding of the contract. An opinion on the key issues related to the achievement of the contract objectives and expected results.
- An explanation of the risks and assumptions affecting the execution of the contract and how they will be mitigated.

Strategy

- An outline of the approach proposed for contract implementation.
- A list of the proposed activities considered to be necessary to achieve the contract objectives.
- The related inputs and outputs.
- A description of the team with a clear indication of the tasks that will be entrusted to each team members and a statement by the tenderer guaranteeing the eligibility of any sub-contractor.

Timetable of Activities

- The timing, sequence and duration of the proposed activities. The identification and timing of major milestones in execution of the contract, including an indication of how the achievement of these would be reflected in any reports, particularly those stipulated in the Terms of Reference.
- The methodologies contained in the offer should include a work plan indicating the envisaged resources to be mobilized.
- Planned travels to Albania

Documents to Submit:

- 1- Company's Profile (If relevant)
- 2- Team members' CVs and proof of certification or association (as relevant per country of origin)
- 3- A copy of Team Members' diplomas and awards
- 4- A short description of relevant projects realized in the last 7 years individually or as part of team. If part of a team, specify role played. Relevance of projects shall be determined by the role assigned in the team proposed
- 5- Financial Proposal. Detail your proposal by specifying daily consultancy fees and other costs. Divide your financial proposal in subsections for the three phases of the project:

- a. Pre-tender Phase: Formulation of Design Brief, assist in tender evaluation criteria selection, answer questions during tender application period etc. as requested in the ToR for this phase.
- b. Tender Phase: Serve as consultant to AADF's evaluation team by writing the reports mentioned in the ToR.
- c. Contract Implementation Phase: Supervise the work of the contractor as described in ToR

Propose payment schedule

- Make your best evaluation of number of consultancy days for each phase. Variations will be negotiated if necessary.

Deadline for Application;

ASAP. Position will be filled as soon as the right candidate will be identified.

Communication;

Queries and applications shall be sent to e.hasaj@aadf.org