

TENDER BRIEFING MEETING MINUTES

Agenda: Tender Briefing – RFT AM-11868 Architectural Services. Standard Classrooms and WASH Facility Designs for the Fiji Social Infrastructure Program

Location: Masi Room, Level 1, Sabrina Building, FPSF

Meeting No: 01

Date & Time: 26th September 2024 at 11.30 am

Chair: Ruci Tabua

Recorder: Anudakhsha Chandra

No.	Invitees	Initials	Company	Role
1.	Mesi Haladei	MH	Fiji Program Support Facility	Program Manager
2.	Ruci Tabua	RT	Fiji Program Support Facility	Operations Coordinator
3.	Napolioni Baleibaravi	NB	LHM	
4.	Salote Buaserau	SB	LMH	
5.	Pola Designs	PD	Pola Designs	
6.	Amitia Hugget	AH	Architects Pacific	
7.	Hamish Boyd	HB	Jasmax	
8.	Doldo Dara	DD	Tetra Tech (Corporate)	Associate Director Infrastructure

Circulate Minutes to:

All consultants present in the Tender Briefing Meeting

PLEASE NOTE: IF THERE IS ANY CONTRADICTION BETWEEN THESE MEETING MINUTES AND THE RFT DOCUMENTATION, THE RFT DOCUMENTATION TAKES PRECEDENT.

INTRODUCTION:

Welcome - RT	<p>RT welcomed and thanked the Consultant Representatives present for their attendance virtually and in person for the Tender Briefing for Architectural Service.</p> <ul style="list-style-type: none"> • Introduction around the table and virtually too • Tender briefing presentation slide with Agenda for briefing
Project Background and Infrastructure Plan	
MH	<ol style="list-style-type: none"> Current Assessments: <ul style="list-style-type: none"> ○ The facility is assessing 86 schools along the Suva Nausori Corridor, a separate assignment executed by a different contractor. ○ The assessment will result in a report detailing the infrastructure needs of individual schools, forming the basis for future educational investments in Fiji. Alignment with Future Programs: <ul style="list-style-type: none"> ○ The assessment aims to align investment in education with the upcoming Fiji Social Infrastructure Program set to launch in 2025. ○ Several schools will be prioritised for infrastructure investment starting January 2025.

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	<p>3. RFT for Classroom Design:</p> <ul style="list-style-type: none"> ○ The RFT focuses on the design of standard modular classrooms and wash facilities, which can be configured to meet the unique needs of each school. ○ Proposed designs should accommodate varying numbers of classrooms, with flexibility to adapt to specific requirements. <p>4. Modular Design Requirements:</p> <ul style="list-style-type: none"> ○ The objective is to create modular classrooms and wash facilities based on the infrastructure plan and prioritization from the Ministry of Education. ○ The design should allow for a scalable approach, where schools can choose configurations that suit their needs without requiring a one-size-fits-all solution. <p>5. Next Steps:</p> <ul style="list-style-type: none"> ○ A desktop assignment is requested to submit proposed facility designs for classrooms and wash facilities. ○ By November-December, the team aims to finalise designs and identify specific areas for development in collaboration with the Ministry of Education. <p>Action Items:</p> <ul style="list-style-type: none"> ● Participants are tasked with preparing proposals for the delivery of modular classroom designs, keeping in mind the flexibility and specific needs of schools.
<p>RT</p>	<ul style="list-style-type: none"> ● Tender Documents Appendices: <ul style="list-style-type: none"> ○ Ruci highlighted the availability of tender documents, including appendices, which are accessible online along with other relevant documents. ○ Key documents include minimum wash standards, Ministry of Education standards, and the Fiji National Building Codes, all of which are crucial for the project's compliance and planning. <p>Action Items:</p> <ul style="list-style-type: none"> ● Team members are encouraged to review the provided documents to ensure alignment with standards and requirements when preparing proposals
<p>MH</p>	<ul style="list-style-type: none"> ● Design Requirements: ● Classroom Design: <ul style="list-style-type: none"> ○ Mesi emphasized the need for the design team to develop classroom designs suitable for both primary and secondary schools. The objective is to create a unified design applicable to both levels of education. ● Facility Specifications: <ul style="list-style-type: none"> ○ Designs should incorporate classrooms, administration offices, and necessary facilities, including accessible toilets and showers. The RFT will outline specific configuration requirements.

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	<ul style="list-style-type: none"> • Technical Standards: <ul style="list-style-type: none"> ○ General requirements include standard electrical, mechanical, and hydraulic systems, as well as fire engineering and structural drawings. An early work package will include necessary geotechnical surveys and reports. • Collaboration and Cost Planning: <ul style="list-style-type: none"> ○ Continuous consultation with stakeholders will be essential to determine specific needs for each school. Cost plans A and B should be developed alongside schematic designs to provide construction cost estimates, particularly for the Suva-Nasari area. • Exclusions from the Package: <ul style="list-style-type: none"> ○ Consultants are not required to conduct surveys or geotechnical assessments as part of their bids or in the delivery of the scope of works. Detailed structural assessments will be identified after schools are selected. • Modular Design Flexibility: <ul style="list-style-type: none"> ○ The design should allow for modular configurations, enabling the adaptation of classrooms to fit various school sizes, such as three or five classrooms in a single facility. <p>Action Items:</p> <ul style="list-style-type: none"> ○ Participants should focus on creating modular designs while adhering to specified standards, ensuring flexibility to accommodate different school needs. <ul style="list-style-type: none"> • Works Not Included (the following services are not included and not required for this tender, as they are site specific): <ol style="list-style-type: none"> 1. Survey 2. Geotechnical assessment 3. Detail Structural engineering relating to footings and foundations.
RT	<ol style="list-style-type: none"> 1. Overview of Tender Documents: <ul style="list-style-type: none"> ○ Ruci explained that the tender documents are divided into four parts: Part A (Tender Instructions), Part B (Scope of Services), Part C (Draft Contract), and Part D (Evaluation Criteria). 2. Mandatory Requirements: <ul style="list-style-type: none"> ○ Part D includes mandatory, technical, and financial criteria. Mandatory criteria require submission of all specified details, including engineering certificates, business licenses, and signing of the Facility GEDSI and Safeguarding compliance statements – see Annex 1 (also a part of the tender document). 3. Technical and Financial Criteria: <ul style="list-style-type: none"> ○ The technical criteria account for 80% of the evaluation and are provided in a Word format for ease of responding to tender. Financial criteria are assessed using an Excel template based on milestone tables, focusing on value for money.

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	<p>4. New Tender Timeline:</p> <ul style="list-style-type: none"> ○ The tender was released on September 14, with the last date for queries on October 9 and a closing date of October 14. Evaluation will occur over two weeks, with a target for contracting a preferred tenderer by November 11. <p>5. Contract and Payment Terms:</p> <ul style="list-style-type: none"> ○ Part C contains the draft services agreement, which bidders should review. Any deviations must be noted in Part D of the response form. Payment milestones are detailed in an Excel format included in the tender documents. <p>Action Items:</p> <ul style="list-style-type: none"> • Participants are encouraged to thoroughly review the tender documents and prepare their submissions in accordance with the specified requirements. • There is an option for an Alternative proposal, provided Participants submit a compliant proposal.
DD	Initiated the meeting and opened the floor for questions from the attendees
QUESTIONS & ANSWERS	
AH – Architects Pacific	<p>1. Will this presentation be shared?</p> <p>ANSWER:</p> <p>Yes. See Annex 1, meeting minute and Annex 2 for the PowerPoint presentation.</p>
AH – Architects Pacific	<p>2. Do we need to submit a draft design with our proposal?</p> <p>ANSWER:</p> <p>No. You need to describe the methodology on how you will provide the services from planning, reception to final 70% development of the design. You may wish to share or describe modular construction examples you have delivered for previous projects.</p>
HB	<p>3. Are you seeing these buildings as two Storey or single Storey? The module configurations for 3 or five classrooms do not lend themselves to be easily split across two stories.</p> <p>ANSWER:</p> <p>The modular designs should be able to be configured for both single and two storey solutions. On some sites space constraints will necessitate the two-storey solution. One arrangement may be to have staff office spaces and ablution blocks downstairs (addressing issues related to water pressure) and all classrooms on the second floor.</p>
HB	<p>4. Are WASH facilities required as part of the building as well as in the form of standalone blocks?</p>

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	<p>ANSWER:</p> <p>Yes, design will need to cover both WASH facilities withing the classroom blocks and as as standalone structure.</p>
<p>HB & AH</p>	<p>5. What does flexibility mean to the client? Does it mean that the walls open up between the teaching spaces or is it just that you can shift the furniture for different uses?</p> <p>Is there a need for extra power provisions for use as evacuation centres – given people will need to charge devices.</p> <p>ANSWER</p> <p>Classrooms are expected to be used as evacuation centers during disasters – so options to maximise space (i.e. through movable internal walls) man be considered to accommodate the needs.</p> <p>The RFT refers to options of solar power, and rainwater catchment for the building to be part of the design, with battery facilities at each school.</p>
<p>HB</p>	<p>6. Would there be situations where the administration and staff room areas could be separate freestanding building?</p> <p>Will everything be naturally ventilated?</p> <p>ANSWERS:</p> <p>Yes, the modular designs should consider situations where the administration building could be separate from the main classroom buildings.</p> <p>Yes, the preference is to be naturally ventilated.</p>
<p>HB</p>	<p>7. Site master planning can make a big difference to the outcome of how a campus is addressed. Can you confirm that this is not part of the scope? That the main focus of this RFT is to develop modular designs that could be used as building blocks on different sites?</p> <p>ANSWER:</p> <p>Correct.</p> <p>8. And in terms of each site, so once the modular designs are established and agreed upon, what happens after that?</p> <p>ANSWER:</p> <p>When the modular designs are finalised, MoE and DFAT will identify priority schools for capital investment where detailed designs are required. These may be through a design and build tender, where a contractor can finalise the 70% design to completion to ensure that it suit the specific conditions required for the services.</p> <p>9. Would you consider novating that design architect to the construction contractor so that there are no issues with IP?</p>

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	<p>ANSWER:</p> <p>The IP is vested with DFAT so whoever their new managing contractor is, IP will be novated to them.</p>
<p>Pola Designs</p>	<p>10. Are we supposed to provide our fee and timeline based on the milestone payment breakdown under the tender document Part D – price returnable schedule, for the milestone payment breakdown?</p> <p>ANSWER:</p> <p>Yes, note that the percentages and timeline provided are indicative and can be negotiated with preferred contractor.</p> <p>11. As part of the proposal, do we have to provide designs that we will be proposing?</p> <p>ANSWER:</p> <p>No, See Part D No. 6 Technical Criteria – Prior experience and reference. Respond to that criteria as per our requirements and provide sample designs relative to our requirement for schools or something similar.</p>
<p>HB & AH</p>	<p>12. For our bid we will be a sub consultant to Architects Pacific, is that acceptable?</p> <p>ANSWER:</p> <p>Yes, that is acceptable as per the requirement of the tender.</p> <p>13. Do you require all company documents from engineers for all our subconsultants in this joint venture and do they have to submit the same forms or is it just the lead consultant that needs to comply?</p> <p>ANSWER:</p> <p>The lead consultant is the main one that will be responding to the tender and need to provide all mandatory compliance documents. At the same time all key project staff need to be put in including subcontractor key personnel with CVs etc.</p> <p>Also, on Part D – Response form, section No. 9 External Resources, all your Subcontractors details need to go in there, if you will be going on a joint venture/consortium for these services.</p>
<p>HB</p>	<p>14. What sort of square meter rates are you building there for your schools? On a square meter rate, how much Fiji dollars would have cost to build 1 square meter of space, approximately? Do you have a target budget?</p> <p>ANSWER:</p> <p>The designer will need to use their experience and the development context to design to an appropriate rate / budget that is agreed in consultation with MoE and DFAT.</p>

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Other Clarifications and Final Comments	
RT	Addressed the group, stating that everything that was discussed in this briefing and any questions and answers that have been shared will be put down as an addendum to the tender. This will be posted online and emailed to everyone present here. A copy of the PowerPoint presentation is also provided – see Annex 2.
MH	Thanked everyone for their time. If you have any questions, feel free to reach out. Once the tender closes your proposals will be evaluated and we look forward to seeing who comes up as the preferred bidder.
	<ul style="list-style-type: none"> • Next Steps: • Addendum 2 will be posted up on the tender link with tender briefing minute and PowerPoint presentation will be annexed.
Meeting Ends	There were no further questions raised and the meeting closed at 12.45 pm.