

ADDENDUM No. 2

Date: 10 December 2025
Pages: 6 – including this page
Subject: Addendum 2: RFP AM-13055 Architectural & Engineering Services

Prospective Tenderers are advised of the following:

The deadline to submit proposals have been extended until **18 December 2025 – 5.00 pm Fiji TZ**

Question 1

Is the 90 days validity period referring to working days or calendar days?

Calendar days

Question 2

Should our submission exceed 10MB, will Tetra tech accept the provision of a share file link, particularly to access supporting documentation?

We have raised the submission limit to 20 MB. Please note we cannot accept links to documents; any submission that includes links will not be accepted.

Question 3

Alternative Offers - Clause 4.4 of RFP document - should any alternative offers be put forward in a separate submission document or within the complying response?

Bidders have the option to submit an alternative financial offer in addition to the conforming offer. Both submissions must be included in the same proposal document and submitted within same timeframe specified in the procurement documents.

Question 4

We understand that “The exact scope of services will be determined on a case-by-case basis, depending on the project requirements, available assessments, and country context”. Please clarify the minimum scope of services we are to price against.

Based on the Simulated Activity Note, bidders are required to submit financial proposals that reflect the estimated costs to deliver each output outlined under Section 8.3.1 Fees and Timeline Proposal. Additionally, bidders must provide hourly and daily rates for each member of the team who is allocated to deliver any of the necessary services described under Section 8.3.2 Hourly and Daily Rates.

Question 5

Are preliminary geotechnical investigations required to be conducted at Architectural Design stage? Or, is to be carried out during the Detailed Design stage?

This decision will be based on a case-by-case basis, taking into consideration site conditions, design requirements, and other programmatic considerations. Nevertheless, it is at the discretion of the bidder to use the Simulation Activity to propose the most appropriate time to carry out such investigations.

Question 6

Would Early Contractor Involvement (ECI) contracts be required?

Not required

Question 7

Is there a list of potential contractors that Tetra Tech would provide?

Where available and/or relevant to the services, the ISU team may share with the Service Provider a list of potential contractors considered for the tender process.

Question 8

Will the Service Provider be provided with the National Building codes of the partner country selected?

The Service Provider will be responsible for obtaining access to the National Building Code. Where possible, the ISU may provide support to the Service Provider to gain access to the document.

Question 9

Will the Tender Evaluation be carried out by Tetra Tech or, an appointed Tender Evaluation Committee?

The ISU will be responsible for managing the procurement process to select a Contractor, including the Evaluation Tender Panel. Under the Master Service Agreement, the responsibilities of the Service Provider are outlined in [Section 3.4 Tender Documentation](#) and [Section 3.6 Ad Hoc Technical Support / Procurement Support](#).

Question 10

Development Approval and Building Consent - Is this being carried out by the ISU project team or is the consultant expected to lodge development and building consent applications?

Under ISU responsibility.

Question 11

EIA - Environmental Impact Assessment - Proposal Application (or similar depending on the country) - Will the consultant be required to prepare and submit a Proposal Application (Solomon Islands - Environmental Impact Assessment Guidelines 2010, published by the Ministry of Environment, Conservation, and Meteorology) or will this be undertaken by the ISU team?

The ISU will be responsible for managing the submission of all relevant applications to the appropriate government departments. Where required, the Service Provider may be requested to provide technical support to finalise the necessary documentation.

Question 12

Environmental & Social Impact Assessments (ESIA) and Management Plans - Will there be a requirement to provide input into or carry out an Environmental or Social Assessments for the projects?

The ISU will be responsible for engaging with environmental and social safeguarding consultants to develop Environmental and Social Impact Assessments and Management Plans. Where required, the Service Provider may be requested to provide additional inputs to the report carried out by the consultants.

Question 13

UXO Clearance - For locations where UXO is a heightened risk, will Site UXO clearance be provided for each site?

The ISU will be responsible for managing UXO risk assessments and clearance, as required, in each country.

Question 14

Work Order response timeframe - As each site will have its complexities - how much time will be given to provide a commercial response to a work order request?

For Work Orders involving Ad-hoc Technical Support, and/or Technical Review, the Service Provider may be given approximately a week to provide a commercial response. For more comprehensive Work Orders, including the development of a full architectural package (e.g., Architectural Design, Detailed Design, Tender Documentation, etc.), the ISU may give up to 3 weeks.

Question 15

There has been considerable engagement across a broad spectrum. Other than the presentation requested, will ISU undertake all aspects of stakeholder engagement to which the consultant will provide ad-hoc advice?

The ISU will lead and coordinate all stakeholder engagement across each country. Where required, the ISU may request the Service Provider's support to prepare additional documentation for stakeholders (e.g., presentations, revised plans, etc.), or request their support at key presentations / meetings.

Question 16

Is there a preferred development programme so resourcing requirements can be assessed and aligned?

As stated in the TOR, Work Orders may be issued sequentially or simultaneously across multiple countries at any given time. However, the ISU anticipates three (3) Work Orders to be issued within Quarter-2 (April to June of 2026).

Question 17

Clause 19 of the draft Contract states that the Governing Law is that of South Australia. Is this correct? Is it not the case that the Governing Law will be that of the Consultant's country? or, that of the partner country in which the site is located?

The Governing Law of the Agreement is South Australia. In addition, as stated in Clause 5.1(i) of the MSA, the Service Provider is required to comply with all applicable laws and regulations of each country where the services are delivered, as well as those of the country in which the Service Provider is based.

Question 18

Schedule 1: Agreement Details - Insurance Requirements: A Public Liability Insurance limit of AUD 10M is noted. The Professional Indemnity Insurance states that the limit is "...not less than the amount specified in the Work Order (or, if no limit is specified, AUD 5 million). . .". Is there consideration by Tetra Tech to allow firms to bid even when having a PL and PI limit of say, FJ\$2M? How will this impact on the weighting criteria?

Public Indemnity (PI) and Product Liability (PL) insurance are not included in the evaluation weighting criteria, however, bidders must meet these requirements as a condition of eligibility to participate in the procurement process. Nevertheless, these insurance requirements may be negotiated during contract negotiations,

provided that the coverage levels remain within acceptable ranges and aligned with standard market practice.

Question 19

Please clarify what is required for the 'certificate or letter from a recognised Indigenous organisation'.

This is only applicable for Australia-based organisations. To clarify, bidders will not be scored against this criterion during the tender evaluation process.

Question 20

Is there a limit to the number of key personnels that can/must be listed under 7.1 Key Personnel?

It is at the discretion of each bidder to propose the personnel allocated to deliver the services.

Question 21

Our Structural Engineers will conduct the scope of work listed under the sub-heading Architectural Design. Would the submission of his engineering qualifications suffice?

As stated in Section 7.1 Key Personnel of Part D, bidders must provide details of the relevant experience and expertise, including CVs, for each team member proposed to deliver the services. It is at the discretion of each bidder to nominate the professionals they consider appropriate for the services.

Question 22

Would the overall submission of the Technical and Financial Proposals be considered a full response to the Work Order Simulation? Or is this specific to Annex 1 and is separate to the ToR of Part B?

Bidders are required to provide both financial and technical offers based on the information provided in the Simulated Activity Note (Annex -1), ensuring it considers the overall objectives, scope of works and methodologies outlined in the ToR.

Question 23

'Overall understanding of the tasks: A demonstration of how the bidder interprets the objectives, scope, and context of the project within the TOR, as well as the Pacific operating environment' ... are we to assume the background cover of the Pacific Operating environment (i.e. including the exact location) aside from the operational brief provided in Page 21?

Based on the Simulated Activity Note (Annex-1), bidders are required to submit a technical proposal that is tailored to the Pacific operating environment and takes into consideration the specific requirements of the Simulated Activity Note and the ToR. It is at the bidder's discretion to include any country-specific methodologies, examples, or contextual considerations to support their proposal.

Question 24

Is there any Fire protection required for storage? Or to the neighbouring building? Are there any sprinkler requirements? Has any fire engineering advice been provided as to the maximum storage heights etc? Should the designers include preparing a fire compliance report or will this be supplied?

Guidance on storage height will be provided to the ISU on a country-by-country basis as part of the Activity Note. Where required, the ISU may request inputs from the Service Providers. In addition, the Service Provider must incorporate all applicable fire protection requirements in accordance with the relevant national building code (e.g., fire resistance levels, means of escape, etc.). Sprinkler systems will NOT be included.

The ISU will only require a fire compliance report in countries where it is mandated under the applicable National Building Code. It is at the discretion of the bidders to include it in their proposal, based on the building codes requirements of the Pacific context.

Question 25

What Importance Level for the buildings (Are these IL=4 buildings?) and any Post Disaster function requirements? I.e SLS2 deflection limits.

All warehouses will be designed and built as a post disaster infrastructure (IL=4). All specific technical requirements, including deflection limits, will be defined, discussed, and formally agreed with the ISU and the Service Provider on a country-by-country basis.

Question 26

We understand that these buildings will need to be designed as having a post disaster function in accordance with the local building codes. Please confirm if the existing retaining walls should be reviewed to withstand similar loads or have such reviews been undertaken?

As stated in page 23 of Part-D, the reports and assessments available to the bidders for this Simulated Activity Note do NOT include any geotechnical and/or structural reports of existing structures. It is at the discretion of bidders include in their proposal, if they deem necessary, assessments and/or other relevant studies of the existing structures.

Question 27

Would it be possible to receive the site investigation reports including the survey if these are available? These will assist in formulating a detailed methodology for consideration.

On a general basis, Service Providers will be provided with land survey reports and drawings as part of the Activity Concept Note. For this simulated activity, the assessments are not shared with bidders. Nevertheless, bidders might describe the methodology to carry out the works assuming the reports are available.

Question 28

The activity note indicates that there are security/property protection requirements for fencing, lighting and CCTV monitoring. Please confirm the level of security that will be required to the building - i.e. 24/7 with alarm systems. Is access control required? Are there any additional requirements we need to be made aware of? Such as fencing standard specification or design requirements and if the fence has been investigated for structural integrity i.e. foundations?

The level of security may vary on a country-to-country basis depending on the local context (e.g. location, access constraints, surrounding environment). On a general basis, and as reflected in this Simulated Activity Note, specific security measures such as alarm systems and/or access control are not required. However, it is at the discretion of bidders to propose, where they deem necessary, additional measures such as structural assessments of existing perimeter fencing.

Question 29

Dangerous Goods Storage - Are there any dangerous goods required to be stored onsite i.e. diesel, petrol? This may impact on the layout and separation of buildings. Are there specific requirements for redundancy items such potable water storage for x number of days?

Although it is not specified in detail in the Simulated Activity Note, bidders should anticipate that warehouses may be required to store such items. It is at the discretion of the bidders to include in their proposal the most appropriate solutions to address these needs considering the Pacific operating environment.

Question 30

On-site Amenities (Gas) - We assume LPG or Natural gas is not required for use in any building operations - please confirm.

Not required

Question 31

The stream at the rear of the site and the flooding buffer area, has the location and overland flooding been investigated and modelled to understand the flood height levels and confirmed appropriate for the level of risk?

Climate Hazard Assessments, including inundation risk, are managed by the ISU. The results, including findings and recommendations issued by climate specialists, will be shared with the Service Providers in the Activity Note. For the purposes of this simulated activity, the bidders must assume the flood assessment has been carried out and identified a negligible inundation risk from the rear stream.

Question 32

Do we need to provide a storage rack design (including seismic restraint) or can it be assumed that the storage rack supplier provides seismic restraint details?

Guidance on racking storage height will be provided to the ISU on a country-by-country basis as part of the Activity Note. Where required, the ISU may request input from the Service Providers to support the integration of seismic considerations into the racking design.

Question 33

Can we assume that a single phase 63 amp connection to the existing infrastructure will be provided for each site by the local authorities/supply authority? Or, Will liaison with local electrical supply authorities be required by the designers and supporting any required infrastructure upgrades i.e. transformers?

The specific considerations may need to be investigated and described by the Service Providers. When issuing the Work Orders, the ISU will facilitate discussions with the relevant utilities authority in each country to obtain the required information. For this simulated activity, bidders are required to outline the process for developing the technical documentation, taking into account the Pacific operating environment and the parameters described in the ToR (e.g. low-resource setting considerations, in-country maintenance, limited local skill sets, etc.)

END OF ADDENDUM