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25 March 2019

Dear Prospective Bidder,

**SUBJECT: Request for Expression of Interest (REOI) for Provision of Architectural and Constructive Design Services for the Organisation for the Prohibition of Chemical Weapons, The Hague, The Netherlands – REOI No. 2019-02**

The Organisation for the Prohibition of Chemical Weapons (OPCW) in The Hague, The Netherlands, is an international organisation mandated to support the implementation of the Chemical Weapons Convention. The OPCW, with its 193 Member States, oversees the global endeavour to permanently and verifiably eliminate chemical weapons and prevent their re-emergence. For its extensive and successful efforts in eliminating chemical weapons, the OPCW received the 2013 Nobel Prize for Peace.

The OPCW intends to issue a competitive tender to award a Contract for Architectural and Constructive Design Services for a project to upgrade its existing Laboratory and Equipment Store, currently located in Rijswijk, The Netherlands, through the construction of a new Centre for Chemistry and Technology. This contract will be based on the model presented in the International Federation of Consulting Engineers (FIDIC) White Book, with modifications to account for the special status of the OPCW as an international organisation as well as the OPCW's General Terms and Conditions for Services.

This REOI consists of this Letter of Invitation, and the attached Information on Architectural and Constructive Design Services, Information on the Procurement Procedure and Timeline, REOI Instructions, Preliminary Request for Proposal (RFP) Information, and the following documents:

- **OPCW General Terms and Conditions for Services;**
- **Company Information and Self-declaration forms; and,**
- **General Instructions to Bidders.**

The REOI documents include the Programme of Requirements for the project, which is not attached to this letter. The Programme of Requirements will only be provided to Bidders who express their intention to the OPCW to participate in this REOI, in accordance with the REOI Instructions. For all issues which are not defined in the REOI documents, the General Instructions to Bidders will apply.

Qualified firms are hereby invited to submit their expression of interest, not later than **23 April 2019, at 16.00 hours CET**, to participate in the competitive bidding for the services summarized in the Information on the Architectural and Constructive Design Services.

We would also be grateful if, within five working days, you could acknowledge receipt of this REOI by return email and provide a contact person in your organisation who will be responsible for the response.

Yours sincerely,

L. Colijn,

Head, Procurement



## INFORMATION ON ARCHITECTURAL AND CONSTRUCTIVE DESIGN SERVICES

### 1. Project Information

1.1 The OPCW requires the provision of Architectural and Constructive Design Services for a project to upgrade its existing Laboratory and Equipment Store, currently located in Rijswijk, The Netherlands, through the construction of a new Centre for Chemistry and Technology (“ChemTech Centre”). The Laboratory and Equipment Store are central to the effectiveness and integrity of the verification regime of the Chemical Weapons Convention, and they also contribute to the OPCW’s capacity-building and international cooperation and assistance activities.

1.2 The OPCW needs the ChemTech Centre to keep pace with current chemical weapons (CW) threats as well as developments in science and technology, and to remain fit-for-purpose to address other current and future needs of OPCW Member States. The ambition of the OPCW is for the ChemTech Centre to be a recognized leader in the development and application of tools and techniques for verification, mission preparation and support, training, and capacity building in the global effort to rid the world of chemical weapons. Therefore, the facilities of the Lab and Equipment Store in Rijswijk will be expanded and bolstered with additional capabilities in the ChemTech Centre to match current use with future ambitions.

1.3 The Programme of Requirements provides a quantitative and qualitative description of the building requirements for the ChemTech Centre. It is a framework for the design and realisation of the new facility and describes the objectives for the Project. These objectives are translated in the document into functional requirements for the new facility. The ChemTech Centre must meet all the requirements described in Programme of Requirements.

1.4 The specific objectives for the project as identified in the Programme of Requirements are:

- Augmenting the laboratory’s analytical capabilities;
- Obtaining new laboratory capabilities to engage in research activities;
- Augmenting the capability to test, evaluate, and deploy equipment on missions;
- Augmenting training capabilities for OPCW inspectors;
- Augmenting international cooperation and assistance support for Member States, in the form of expanded training and capacity-building facilities;
- Obtaining business continuity capabilities for OPCW Headquarters.

1.5 These objectives should be achieved through adherence to the following general principles defined in the Programme of Requirements:

- Supports the work activities of the users;
- Is a safe, effective, flexible, and functional facility;
- Is secure;
- Is a futureproof facility;
- Provides an attractive working environment;
- Is appropriately hospitable for guests;
- Is energy neutral; and,
- Has low running costs.

1.6 The ChemTech Centre will cover a floor area of approximately 3.500 m<sup>2</sup> Gross Leasable Area, on a plot of 6.400 m<sup>2</sup>. It will provide facilities for the laboratory, equipment store, training, meeting rooms, and offices, and will function as a business continuity site for OPCW Headquarters. It will be realised in The Netherlands on Heron Business Park, within the municipality of Pijnacker-Nootdorp, which is approximately 12 km outside The Hague. The ChemTech Centre must therefore



be compliant with applicable national laws and regulations, and municipal zoning requirements, which are detailed in the Programme of Requirements.

1.7 Construction of the ChemTech Centre is currently planned to be completed by May 2022, including transition from the current facilities. The Project is funded exclusively by voluntary contributions of the Member States of the OPCW, and it will be implemented through separate tenders for the design and construction phases. As the Project will be funded through the voluntary contributions of Member States, obtaining both quality and value for money is a top project priority.

## 2. Services to be provided

2.1 The OPCW requires the services of an architectural and constructive design firm with a proven track record to implement the design phase of the Project. The required services include preparation of different design plans and of the technical documentation for the construction tender. Additionally, the required services include the Architectural Supervision task during the construction phase (planned to start in October 2020).

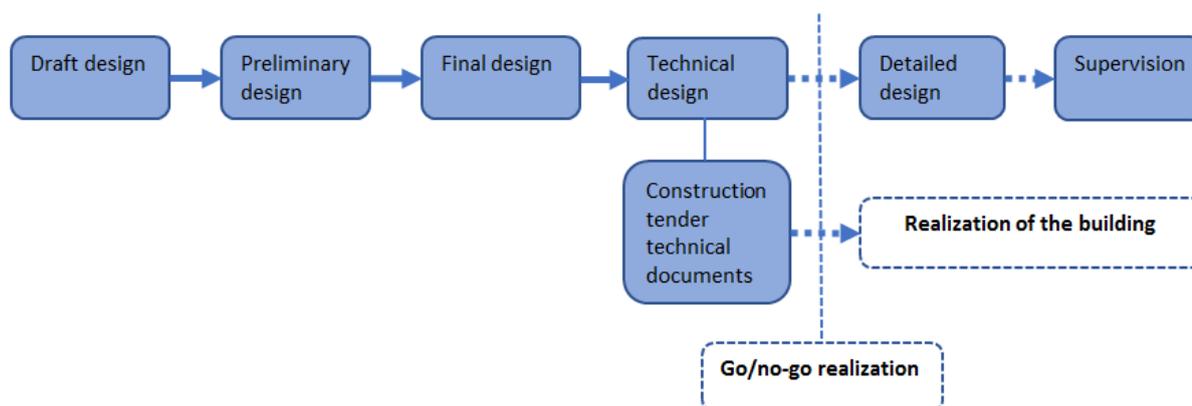
2.2 The following Architectural and Constructive Design plans will be delivered under the design contract:

- Draft design (Vision);
- Preliminary design;
- Final design;
- Technical design; and,
- Detailed design.

2.3 In addition, the contract will require the following additional deliverables:

- Technical documentation for the construction tender; and,
- Communication materials such as rendered images, 3D model, virtual tour, etc.

2.4 The detailed design and supervision of realisation tasks will be implemented during the construction phase of the project. Accordingly, these tasks will only begin after the OPCW authorises the start of this phase, as shown in Figure 1 below.



**Figure 1: Plan of Deliverables**

2.5 The Draft Design, Preliminary Design, Final Design, Technical Design, and the technical documentation for the construction tender are expected to be prepared in 8 months. The Detailed Design shall be prepared together with the Contractor for the Construction, before the construction works start, in 2 months. A brief description of each task in the design contract is provided below.



2.6 **Draft Design:** Develop a draft vision of the project that gives a good impression of possible urban zoning and solutions related to the main shape and main layout of the building.

2.7 **Preliminary Design:** Develop a high-level image of the building that gives a good impression of the (urban) positioning, functional and spatial layout, use of space, utility amenities, architectural shape of the building, and also the integration of components related to construction and installations.

2.8 **Final Design:** Develop a detailed image of the building that gives a good impression of the architectural shape of the building, internal and external structure, use of materials, details, structural design and character and capacity of the installations.

2.9 **Technical Design:** Develop and specify the building design in every aspect to enable the final pricing for realisation to be made as well as the drafting of the technical documentation for the construction tender. Advise the OPCW in evaluating the tender.

2.10 **Detailed Design:** As the first step in the Construction phase, develop the design to make it suitable for starting the production of construction and installation components and for starting the realisation process. This task is currently planned to start in October 2020 and take two months.

2.11 **Architectural Supervision:** Manage and supervise the quality and aesthetics of the design during the realisation phase. This task is currently planned to start in December 2020 and last 15 months. All aforementioned timeframes are estimated and may be subject to change.

2.12 **Provision of Communication Materials:** Produce communication materials required to promote fundraising and awareness of the project and its progress among Member States and other stakeholders.

2.13 The design contract will be based on the model presented in the International Federation of Consulting Engineers (FIDIC) White Book<sup>1</sup>, with modifications to account for the OPCW's special status as an international organisation as well as the OPCW's General Terms and Conditions for Services. A draft contract will be included in the RFP document.

### **3. Coordination with the Design Team**

3.1 The Contractor shall provide the architectural and constructive design services to the OPCW throughout the Project in coordination with other members of the design team. The team will additionally consist of an engineering contractor and laboratory planning consultant. A cost consultant will participate in the design development process in an independent capacity on behalf of the OPCW. Additional consultants, e.g., a security consultant, may also be brought into the team to contribute to design development. Members of the design team will be expected to work collaboratively and efficiently in delivering the required products jointly as a team. The design team will be part of the OPCW's Project Management Team and will be coordinated and supervised by the OPCW Project Manager.

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<sup>1</sup> The FIDIC White Book Model Services Agreement: <http://fidic.org/books/clientconsultant-model-services-agreement-5th-ed-2017-white-book>.



## **INFORMATION ON THE PROCUREMENT PROCEDURE AND TIMELINE**

### **4. Procurement Procedure**

4.1 The procurement procedure to award the contract for the provision of architectural and design services will consist of two phases:

- Phase 1: The REOI, in which participants will provide background information and an initial proposed vision for the project. These submissions will be used to identify interested and qualified vendors, and to pre-qualify up to five Bidders; and,
- Phase 2: Requests for Proposals (RFP), in which the pre-qualified Bidders will be invited to submit and subsequently present a detailed vision and commercial offer for the provision of services. Detailed instructions and information regarding this phase will be provided in the RFP document, which will be provided to pre-qualified Bidders.

4.2 Both phases will include clarification periods before their respective submission deadlines during which participants can submit questions to the OPCW. All questions shall be submitted in written form by email. Answers to all questions submitted in writing to the OPCW during these periods will be shared in written form with all Bidders.

4.3 In addition, during the question period of the REOI phase, the OPCW will hold an Information Day at OPCW Headquarters to provide Bidders with the opportunity to meet OPCW staff and consultants involved in the project, and to ask questions regarding the REOI and upcoming RFP. No submission or presentation is required or requested from candidates to participate in the Information Day, and attendance is not compulsory, though it is recommended.

4.4 Participants in the REOI phase will be evaluated according to their declared financial and technical capacities to provide the services required, and according to the technical and aesthetic quality of their initial vision. Bidders invited to participate in the RFP will be scored on technical, aesthetic, and commercial elements. Further details regarding the evaluation procedure for both the REOI and RFP are provided below in sections 8 and 10, respectively.

4.5 All information submitted by the OPCW to vendors as part of this tender procedure must be treated as confidential. The OPCW will treat all information submitted by vendors as part of this procurement procedure as confidential.

### **5. Procurement Timeline**

5.1 A procurement timeline providing relevant dates and timeframes for the REOI is shown in Table 1 below. Table 2 indicates provisional timing for the primary steps in the RFP phase, which are subject to modification based on OPCW operational requirements. A final, detailed timeline regarding the RFP phase will be provided in the RFP document.



REOI phase	Timeframe
Publication of announcement	25-03-2019
Registration deadline for Information Day	01-04-2019 16:00 (GMT+1)
Information Day	03-04-2019
Deadline for submitting clarification questions	05-04-2019 16:00 (GMT+1)
Deadline for answering clarification questions	12-04-2019
Deadline for submitting Expression of Interest	23-04-2019 16:00 (GMT+1)
Evaluation results provided	07-05-2019

**Table 1: REOI Procurement Timeline**

RFP phase	Timeframe
RFP Issued	07-05-2019
Deadline for submission of proposals	11-06-2019
Awarding of contract	16-08-2019
Planned date for start of services	02-09-2019

**Table 2: RFP Provisional Procurement Timeline**



## REOI INSTRUCTIONS

### 6. Pre-submission Activities

6.1 Companies interested in participating in this REOI are requested to inform the OPCW as soon as possible of their intention to participate via email to [procurement@opcw.org](mailto:procurement@opcw.org) and [orsolya.szecsenyi@opcw.org](mailto:orsolya.szecsenyi@opcw.org). This email should designate a contact person who will conduct all communications with the OPCW during this tender, and both an email address and phone number should be provided to the OPCW for this purpose. Upon receipt of this initial communication, the OPCW will share the Programme of Requirements to facilitate the Bidder's participation in the REOI.

6.2 Bidders are further requested to inform the OPCW, by the deadline identified in Table 1, if they wish to participate in the Information Day. Registration can be made by email to [procurement@opcw.org](mailto:procurement@opcw.org) and [orsolya.szecsenyi@opcw.org](mailto:orsolya.szecsenyi@opcw.org).

6.3 Questions regarding this REOI can only be submitted to the OPCW by the deadline identified in Table 1. These questions shall be submitted in writing by email to [procurement@opcw.org](mailto:procurement@opcw.org) and [orsolya.szecsenyi@opcw.org](mailto:orsolya.szecsenyi@opcw.org).

6.4 At the end of the clarification period, the OPCW will prepare written answers to all questions submitted to [procurement@opcw.org](mailto:procurement@opcw.org) and [orsolya.szecsenyi@opcw.org](mailto:orsolya.szecsenyi@opcw.org), and will share all questions submitted and all answers with all Bidders. Additionally, the OPCW will share with all Bidders all presentations delivered during the Information Day.

### 7. Preparation of Submissions

7.1 Bidders interested in providing the services specified in section 2 are invited to submit an Expression of Interest (EOI), which should consist of the information and forms specified below. Templates for all required forms can be found in Annex 1.

7.1.1 A General Vision, with both text and illustrations. This vision presents the general view and understanding of the Bidder regarding the requirements of the plot and the building, as well as the general principles of the ChemTech Centre as identified in paragraph 1.4 above. It does not yet require an in-depth understanding of the Programme of Requirements, which will be assessed in the RFP. With a view to the structure and aesthetics of the facility, the following elements must be described in the General Vision as they will be the basis for the evaluation of the REOI:

- Optimizing a functional, effectual, and aesthetic design/building;
- Relation between architecture, construction, and on-site infrastructure;
- Housing of a mixed and complex lab facility;
- Housing of a logistics facility;
- Relation between the building, plot area, and the surroundings;
- Security;
- Sustainability;
- Flexibility and adaptability of the building;
- Manufacturability and affordability of the design;
- Measures to be taken to ensure coordination and communication with other members of the design team; and
- Measures to be taken to ensure compliance with national and local laws and regulations.



The maximum size of the General Vision is 6 pages of text (A4 size, size 12 font), accompanied by appropriate illustrations.

- 7.1.2 Company Information Form providing a detailed company profile and contact information. Only companies, or partnerships of companies (no individuals) are invited to reply to this REOI. If the Bidder is part of a consortium or partnership of companies, individual Company Information Forms must be submitted for each company involved in the consortium or partnership, and the company leading the consortium or partnership in this procurement process must be indicated. Pre-selected Bidders for the RFP, including all companies that may be party to a single bid, will be requested to submit a copy of their certificate of business registration or incorporation.
- 7.1.3 Self-declaration Form 1 indicating that no conviction is pronounced against the Bidder by irrevocable judgement for any reason. Bidders invited to participate in the RFP will be requested to provide a statement to this effect signed by their authorised legal representative.
- 7.1.4 Self-declaration Form 2 describing experience in providing architectural and constructive structure design services in the construction of complex, mixed-laboratory buildings, including experience providing services of this type in the Netherlands (if any).
- 7.1.5 Self-declaration Form 3 indicating the Bidder's financial status. Bidders invited for the RFP will be requested to submit fully audited financial reports from 2016, and 2017, and from 2018 if such reports are available. If fully audited 2018 reports are unavailable, an unaudited 2018 financial statement will be acceptable. In case a consortium or partnership of companies submits an EOI, each company in the consortium or partnership must submit its own form, and the financial status will be evaluated for the consortium or partnership as a whole.
- 7.1.6 Self-declaration Form 4 indicating the Bidder's level of corporate and professional liability insurance. Coverage of at least €2.5M is required for the period of implementation of the contract (including and through the completion of the Architectural Supervision task). Bidders invited for the RFP will be requested to submit a copy of their corporate and professional liability insurance policy.
- 7.1.7 Self-declaration Form 5 indicating the Bidder's registration as an architect in the architect register of the relevant country. Bidders invited for the RFP will be requested to submit a copy of their registration.
- 7.1.8 Self-declaration Form 6 identifying reference projects that demonstrate that the Bidder can meet the following core competencies: (1) The Bidder has developed the architectural and constructive design of an equivalent building with a complex and mixed-lab programme, with at least the size of 5.000m<sup>2</sup> Gross Floor Area; and, (2) The Bidder has developed the architectural and constructive design of a similar building in which building flexibility and adaptability, security, sustainability, logistics, and workflows were important design issues. The final design stage of the reference projects must have been completed within the last 7 years. In case the Bidder submits only 1 reference project, this project must meet all required core competencies. Bidders are encouraged to submit reference projects that have been implemented in The Netherlands, if possible. Bidders invited to participate in the RFP will be requested to submit reference letter(s) regarding the submitted projects, signed by the Client, in a format to be specified by the OPCW.



7.1.9 Self-declaration Form 7 demonstrating the possession of skills and knowledge in using BIM, of appropriate BIM tools, and of skills and knowledge in the handling and management of relevant digital information systems.

7.1.10 The Company Information Form and all self-declaration forms can be found attached to this document in Annex 1.

7.2 EOIs must be submitted by the deadline indicated in Table 1 to [procurement@opcw.org](mailto:procurement@opcw.org) and [orsolya.szecsenyi@opcw.org](mailto:orsolya.szecsenyi@opcw.org). The OPCW reserves the right to reject EOIs received after this deadline.

## **8. Evaluation of EOIs**

8.1 The Company Information and Self-declaration forms are mandatory and will be used to determine if a Bidder is technically and commercially compliant with the requirements of this REOI. The General Vision will only be evaluated for submissions that are compliant with the technical and commercial requirements of this REOI. Experience in The Netherlands in construction projects of the type described in this REOI (as referred to in paragraph 7.1.4), and the submission of reference projects that have been implemented in The Netherlands (as referred to in paragraph 7.1.8) are not a requirement of this REOI, or of the RFP. However, such projects will be considered an asset in the RFP phase, which is when the quality of reference projects will be evaluated.

8.2 The General Vision will be evaluated by scoring each submission against the elements listed in paragraph 7.1.1. All elements will carry an equal weight and the total score for each submission will give a ranking of the Bidders. Based on this ranking, a maximum of five Bidders will be invited to the RFP.

8.3 The OPCW reserves the right to select the invitees for the RFP based on qualifications, certifications, and experience in providing architectural and constructive design services as well as based on their legal form and financial stability. Submission of an EOI does not automatically warrant participation in the RFP. However, participation in this REOI is mandatory for Bidders interested in the opportunity to participate in the RFP.



## PRELIMINARY RFP INFORMATION

### 9. RFP Submissions

9.1 A detailed Request for Proposals containing the Scope of Services and other instructions will be provided within the RFP document that will be sent to the pre-qualified companies invited to participate in the RFP. Generally, the RFP submissions will consist of three primary parts.

9.2 As the first part of each Bidder's submission, all self-declarations provided during the REOI phase will need to be substantiated through the provision of applicable, certified documentation.

9.3 The second part of the submission must provide a detailed Vision on the design task (in both text and illustration form). The Vision should properly reflect the project framework and concepts described in the Programme of Requirements, and it must be accompanied by an Offer for the cost of the services to be provided. With a view to the structure and aesthetics of the facility, the Vision must address at least the following subjects in detail:

- Housing of an international organization (the ChemTech Centre will have the same standing as that of the OPCW's Headquarters);
- Housing of a mixed and complex lab program;
- Housing of a logistics centre;
- Logistics and workflow concept;
- Sustainability concept;
- Security concept;
- Flexibility and adaptability concept;
- Added value of the Bidder to the design team, and;
- Added value of the Bidder to the Project.

9.4 For the third part of the submission, Bidders shall demonstrate that the team who will work on the design task possess the required skills and knowledge to implement this task by providing the Curriculum Vitae (CV) of the key experts who will conduct this work.

### 10. Evaluation of the RFP

10.1 Documentation provided to substantiate the self-declarations provided during the REOI phase will be reviewed to ensure that all self-declarations are sufficiently substantiated. Confirmation of these self-declarations constitutes a YES/NO criterion. The Vision and Offer will not be reviewed for submissions that fail to provide the required documentation.

10.2 During the evaluation period, Bidders will be requested to present their submissions to the OPCW at OPCW Headquarters. This is considered an opportunity for the OPCW to meet the employees proposed to work on the design task, so these individuals should attend the presentation. The electronic material of the presentation shall be submitted to the OPCW in advance of the presentation date. All relevant dates will be conveyed to Bidders in the RFP document.

10.3 The Vision will be evaluated based on the following general technical criteria:

- Extent to which the Vision meets the Programme of Requirements;
- Overall quality of the Vision;
- Quality of the team proposal;
- Quality of the presentation of the submission; and,
- Quality of the reference projects.



10.4 Overall the Proposals will be evaluated for both quality and cost with 60% weight given to technical criteria (quality) and 40% to financial criteria (cost). Further detail regarding the evaluation procedure will be provided in the RFP document.