Request for Proposal

for

Appointment of Consultant

for

Proposed Refurbishment and Renovation Works at Old Kuala Terengganu Specialist Hospital Building at 443B, Jalan Kamaruddin, 20400 Kuala Terengganu, Terengganu
to be TDM Berhad Office Building

The proposal must be submitted to:

Procurement Unit
TDM Berhad
Aras 2, Bangunan UMNO Terengganu
Lot 3224, Jalan Masjid Abidin
20100 Kuala Terengganu
Introduction

TDM Berhad would like to invite Architect Consultant Companies ("the consultant") incorporated in Malaysia with relevant experience and registered with Kementerian Kewangan Malaysia (MOF) and registered with Lembaga Arkitek Malaysia (LAM) to participate in the Request for Proposal for the appointment of Consultant for:

**Proposed Refurbishment and Renovation Works at Old Kuala Terengganu Specialist Hospital Building at 443B, Jalan Kamaruddin, 20400 Kuala Terengganu, Terengganu to be TDM Berhad Office Building.**

This project is to refurbish and renovate a previously hospital building into an office building. The building is a four (4) story shop lot building which has been use as a hospital located at 443B, Jalan Kamaruddin 20400 Kuala Terengganu. The building will be renovated into an office building.

The architect shall be appointed as the sole consultant to carry out the project until completion. Any other professional services required shall be under the cost of the architect.

**Project Requirement**

1. **Design Requirement**

An approximately 3500 sqm four (4) story building which previously used as a hospital with hospitals facilities such as hospital wards, clinics, operation theatre and other hospital’s facilities to be converted into a corporate office equipped with Chairman’s and CEO’s Office, meeting rooms, filing rooms, training room, vault and other facilities required for an office to function.

The consultant shall advice and design the followings:

<table>
<thead>
<tr>
<th>Items</th>
<th>Description</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>No of Staff</td>
<td>90 Pax</td>
<td></td>
</tr>
<tr>
<td>Department</td>
<td>Chairman’s Office</td>
<td>To design working space for each department that consist of HOD’s Room and comfortable working area for staff according to the requirement of each department.</td>
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<tr>
<td></td>
<td>GCEO’s Office</td>
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<tr>
<td></td>
<td>CFO’s Office</td>
<td></td>
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<tr>
<td></td>
<td>Corporate Services</td>
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<td></td>
<td>Human Resource</td>
<td></td>
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<td></td>
<td>Administration</td>
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<td></td>
<td>Legal &amp; Secretarial</td>
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<td></td>
<td>Corporate Communication</td>
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<td></td>
<td>Information Technology</td>
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<td></td>
<td>Account, Planning &amp; Procurement</td>
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<td></td>
<td>Corporate Finance</td>
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<td></td>
<td>Internal Audit</td>
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<td></td>
<td>Operation</td>
<td></td>
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<tr>
<td>Rooms</td>
<td>Board Meeting Room</td>
<td>1 Nos that accommodate up to 20 persons at one time complete with facilities required for a meeting room.</td>
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<tr>
<td></td>
<td>General Meeting Rooms</td>
<td>3 Nos that accommodate up to 10 persons at one time complete with facilities required for a meeting room.</td>
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<tr>
<td>Training Room</td>
<td>1 Nos that accommodate 70 pax with the facilities required for a training room.</td>
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<tr>
<td>Small Discussion Room</td>
<td>4 Nos that accommodate 3 to 5 persons at one time.</td>
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<tr>
<td>Filing Rooms</td>
<td>One filing room for each department according to the requirement of each department.</td>
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<tr>
<td>Vault</td>
<td>1 Nos complete with CCTV and safety feature.</td>
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<tr>
<td>Pantry</td>
<td>1 pantry for each floor</td>
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<tr>
<td>Drivers’ Locker Room</td>
<td>1 Nos as a locker room and drivers’ rest area.</td>
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<tr>
<td>Toilet</td>
<td>1 toilet each for Chairman’s Room and GCEO’s Room. Another toilet requirement to be advised by the architect.</td>
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<tr>
<td>Prayer Room</td>
<td>Two prayer rooms (Male &amp; Female)</td>
<td></td>
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<tr>
<td>Safety</td>
<td>Door Access</td>
<td></td>
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<tr>
<td></td>
<td>Main Entry, every department entry and any room that in the opinion of the client required for the door access.</td>
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<tr>
<td>CCTV</td>
<td>Main Entrance, Lift Lobby, every department entrance and parking area.</td>
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<tr>
<td>M&amp;E</td>
<td>Lift, Electrical wiring, air conditioning and etc.</td>
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<td>All aspect of Mechanical &amp; Electrical for an office to function.</td>
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<tr>
<td>Authority Requirement</td>
<td>All</td>
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<td></td>
<td>To advice and manage any authority requirement for the client.</td>
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</tbody>
</table>

The above requirements may be added during the design and development stage.

2. **Scope of Works**

The architect shall act as the project consultant that provide the services but not limited to the following:

i) Advisory Services


iv) Project Management & Administration Services

1) **The Advisory Services shall include:**

a) Preparing the outline of the project such as the preliminary project planning, implementation schedule and resource planning.

b) Carrying studies preparing project reports that necessary to the project such as value management report for CPM Areas, Schedule of Accommodation (SOA), Post Occupational Evaluation.

c) Reviewing with the client alternative design and construction solution, evaluating their respective advantages and disadvantages.
d) Advising on the optimum cost estimate to complete the project.
e) Advising on all relevant aspect of obtaining statutory approvals necessary for the implementation of the projects.
f) Any other relevant advisory services for the completion of the project.

2) Design & Development Services shall include:
   a) Schematic Design Phase.
      i) Taking the client's instructions and analysing the Project Brief.
      ii) Preparing the preliminary conceptual proposal to interpret the Project Brief.
      iii) Developing the preliminary conceptual sketch proposal into sketch designs to a stage sufficient to enable an application to be made for planning approval or approval in principle to comply with the relevant by laws and meet the client cost estimate.
      iv) Where applicable, preparing and submitting the drawing and other necessary documents to the relevant approving authorities.

   b) Design Development Phase
      i) Develop all the related design work which all necessary particular such as interior design, mechanical & electrical and all services for an office to functionality that required for the tendering processes.
      ii) Preparing the working drawings and submitting the same together with all necessary particulars to the relevant authorities to obtain statutory building approval.
      iii) Updating the preliminary estimates of construction costs and submitting the same to the client approval.
      iv) Updating the project planning and implementation schedule and submitting the same to the client approval.

3) Contract Documentation Preparation Services shall include:
   a) Preparation of Schedule of Rates and all the related documents necessary for the tendering purposes.
   b) Preparing and finalizing the detailed drawings, a complete bill of quantity and other particulars necessary.
   c) Assisting the client for the invitation of tender, evaluating the tenders received, negotiating tenders and price with shortlisted contractors under the client's tender procedures.
   d) Preparing the contract document between the client and the contractor with the advised and reviewed by the client appointed solicitor.

4) Project Management & Administration Services shall include:
   a) Contract documentation services.
      i) Prepare the draft contract document for the project.

   b) Contract Implementation services.
      i) Performing all the function and duties of the consultant under the terms and conditions of the building contract.
      ii) Providing information and issuing instructions to the contractor as required under the terms and conditions of the building contract to enable the contractor to proceed with the works.
      iii) Examining the works programme submitted by the contractor and to be satisfied that the work can reasonably be completed within the contract period.
iv) Inspecting the works at periodic intervals so as to ensure that the works are being executed in general accordance with the building contract and to enable the architect to certify the completion of the various stages of the works required in support of an application for a certificate of fitness for occupation from the relevant appropriate authority.

v) Accepting on behalf of the client and buyer the work at various stages of completion.

vi) Certification of the works at various stages of completion.

vii) Providing a set of construction drawing.

viii) Providing a set of drawings showing the building as constructed and obtaining for the CLIENT the drawings of the building’s services as installed together with all warranties and maintenance manual.

c) Management & Administration Services.

i) Providing total project management services from the inception to completion of a project including preparation of project briefs, appointing and coordinating all consultants, client and suppliers, preparation of various levels of project schedules for planning and implementation and monitoring all the activities and elements relative to the agreed targets, preparing reports and their submission to the CLIENT, and accepting the completed works on behalf of the client.

ii) Providing periodic or full-time resident site personnel for frequent or constant inspection of the works.

iii) Providing the full services required for construction management in serving as the overall coordinator where separate contracts for each trade are awarded.

iv) Preparing ‘as built’ drawings.

v) Preparing a program for the maintenance of a building and arranging maintenance contracts.

3. Evaluation Criteria and Proposal Submission

The proposal shall constitute the following information to comply with the evaluation criteria:

1) Company profile.

a) Shareholding structure (form 24, 44, 49 and etc.).

b) MOF Registration

c) Lembaga Arkitek Malaysia (LAM) Registration.

d) 2016 - 2018 audited financial statements.

e) 3 months latest bank statements.

f) Technical expertise.

g) Completed and on-going projects.

2) Proposed implementation schedule / time line.

a) Project planning and approvals.

b) Construction / implementation.

3) Fee proposal.
The Consultant are required to attend a briefing and a site visit on 24th November 2019 at 10.00 am at the following address:

TDM Berhad,
Training Room
Aras Mezzanine, Bangunan UMNO Terengganu
Lot 3224, Jalan Masjid Abidin,
20100 Kuala Terengganu,
Terengganu, Malaysia

The Consultant are required to submit their duly completed proposals in a sealed envelope marked:

"Proposed Refurbishment and Renovation Works at Old Kuala Terengganu Specialist Hospital Building at 443B, Jalan Kamaruddin, 20400 Kuala Terengganu, Terengganu to be TDM Berhad Office Building"

... to be submitted by hand before on Wednesday, 4th December 2019, before 4.30 p.m. to:

TDM Berhad,
Procurement Unit
Aras 2, Bangunan UMNO Terengganu
Lot 3224, Jalan Masjid Abidin,
20100 Kuala Terengganu,
Terengganu, Malaysia