UNOPS-SFRS-2015-S-029
ATTACHMENT 1

TERMS OF REFERENCES
FOR UNOPS-SFRS-2015-S-006

For the development of the Design for the Reconstruction/Rehabilitation of the Hall of Sports and Culture within Sports and Cultural Centre in Obrenovac

I. Background:

"Serbia Rehabilitation Support after Floods" project has been prepared in cooperation with the Government of the Republic of Serbia, and close coordination with its European Integration Office (SEIO), and the Norwegian Ministry of Foreign Affairs, as a response to devastating floods that hit Serbia in May 2014.

The overall objective of this action is to contribute to the efforts of the Government of Serbia to support the municipalities affected by May 2014 floods to restore living and working conditions. By extending assistance for rehabilitation of public buildings of primary importance (kindergartens, schools, health and cultural institutions) this project will directly aid the recovery process in the municipalities that suffered from the floods.

The specific objective of the project is to support the citizens of the municipalities affected by the floods to restore their living conditions, and to establish normal functioning of kindergartens, schools, health and cultural institutions.

The project will deliver four results:

- **Result 1**: Working conditions restored to normal in up to 12 kindergartens and schools in municipalities affected by the floods
- **Result 2**: Provision of services restored to normal in up to 18 health care institutions affected by the floods
- **Result 3**: Functioning of up to five cultural institutions affected by the floods restored to normal
- **Result 4**: Additional equipment provided for up to eight schools that are reconstructed from other funding sources but not fully equipped.

The final beneficiaries of the action are municipalities where public institutions will be rehabilitated and equipped; the Flood Affected Areas Assistance and Recovery Office, the Ministry of Education, Science and Technology Development, the Ministry of Health and the Ministry of Culture and Information.

The project will closely cooperate with the key stakeholders in order to achieve the planned results: the Government of Serbia Commission for Damage Assessment, the SEIO, the line ministries (the Ministry of Construction, Transport and Infrastructure, the Ministry of State Administration and Local Self Government, the Ministry of Education, Science and Technology Development, the Ministry of Health); local self-governments, and the Serbian Chamber of Engineers.

II. Justification

One of the Project's results is to restore to normal functioning in up to five cultural institutions in the municipalities affected by the floods. The Sports and Culture Centre in Obrenovac was assessed as the most important facility of culture and sport in the municipality by the municipal authorities and Ministry of Culture. Sports and Cultural Centre in Obrenovac consists of four buildings on four different locations, which operate independently. One of them is Hall of Sports and Culture Centre.

III. Immediate objective(s):

To provide Design for Reconstruction/Rehabilitation the Hall of Sports and Culture Centre as well as to recommend options for the staged reconstruction of the building.

IV. Scope of consultancy

The design company will, under the direct supervision of UNOPS Infrastructure advisor and the SERBIA FLOOD REHABILITATION SUPPORT project team engineers and overall supervision of SERBIA FLOOD REHABILITATION SUPPORT Project manager, develop the Project programme with rough cost estimates with options for building reconstruction and Reconstruction/Rehabilitation Design for the Hall of Sports and Culture Centre in Obrenovac.

Description of building

Prior to the floods

The Obrenovac Hall of Sports and Culture building is owned by the Sport and Culture Centre 'Obrenovac' PE. The building was commissioned on 8 October 1982. The Hall of Sports and Culture was designed in the style of socialist realism with futuristic elements. The basic structure is made of reinforced concrete and the dome structure is made of laminated wood supports. The large sports hall and theatre are located under the dome. Theatre hall can seat a total of 600 visitors to the stalls and gallery. The stage has a total area of 300 m^2 with orchestra pit, rotating stage diameter of 11 m, the mechanical equipment for the lower and upper stage, stage lighting, and sound system...The rest of the building is comprised of the following: art gallery, chamber stage, library, radio station, fitness club, sports and youth clubs offices, management offices and other venues. Prior to the floods all parts of the building were used daily for various sporting and cultural events. Total surface net area of Hall of Sports and Culture is 7.895 m2.

After the floods

The floods destroyed the 1800 m^2 parquet sports flooring in the sports hall and all equipment required for sports events. The offices with complete equipment, doctor's office, changing rooms and storage facilities, theatre auditorium, stage and stage mechanics technique, youth clubs with the small hall and chamber stage, i.e. all ground floor facilities that were flooded for an extensive period time to the level of 190cm were also destroyed. Damage is evident on the floor, interior and facade walls, doors and windows, and also all mechanical and electrical installation as well as water and sewer lines. Stage equipment in the theatre and lighting and sound systems suffered particularly high damage. The total surface net area of the building damaged in the flood is **4.760 m^2**. No programme or activity can currently be held in the Hall of Sports and Culture.

The Goal of the Reconstruction/Rehabilitation Design

Define all necessary work for the complete rehabilitation and reconstruction of the building, including architectural and structural works of the building, water and sewerage work, HVAC and electrical installation work, stage mechanics… as well as to recommend options i.e. independent stages in reconstruction that can be performed separately. Each stage must have the costs and activities clearly defined in the Designs.

The stages are:

1. **Restoring the basic function of the building (all content are available for public use)**
2. **Full Reconstruction/Rehabilitation of building, fittings and equipment**

Architectural and Structural works

The rehabilitation and reconstruction design shall provide for the type and scope of work that shall be executed to rehabilitate the damaged parts of the building and their components both visible and hidden architecture and construction elements that shall be established as damaged during the floods and that shall be necessary to be rehabilitated in order to hand over a fully functional building to the Beneficiary. After complete rehabilitation/reconstruction building must satisfy all applicable regulations and standards.

Water and Sewer Lines

The design for rehabilitation of the hydro-technical installations shall foresee all necessary equipment and works required for necessary system functioning. Outdated and dilapidated equipment shall be planned for replacement.

Electrical Installation

All and any electrical installation shall be tested by the Designer, and then, based on the results, rehabilitation and reconstruction of all electrical installation systems and parts thereof shall be designed in accordance with standing regulations, needs of the building users and their primary function.

HVAC Installation

All mechanical installation of the heating, ventilation and air conditioning system shall first be examined by the Designer, the type and degree of damage assessed and then all necessary design solutions and estimates necessary to restore operation of all mechanical installation in accordance with standing regulations shall be provided.

Separate parts

Work on rehabilitation and reconstruction of the theatre, stage equipment and light and sound system shall especially be defined. Due to the specificity of the entire building special attention shall be paid to the interior.

Note

In order to define optimum measures of reconstruction/rehabilitation it is necessary that the Designer shall do the following:

- Perform a detail survey and make detailed report which consists of technical report and drawings of the present situation. Currently available documentation are ACAD

drawings – architectural layouts and cross-sections. Main Design in hard copy was damaged in the floods and is not in good condition.

- Define a detailed Project programme with rough cost estimates with options for building reconstruction that must be approved by the Employers representatives, owner representatives and the user before start to develop a Main reconstruction/rehabilitation designs.

Roof reconstruction is done two years ago by user and it is in a good condition, have no need for intervention. Technical drawings are available in ACAD.

Contents of the Reconstruction/Rehabilitation Design

The Reconstruction/Rehabilitation Design shall contain all parts defined by the Law on Planning and Construction and related by Lows, necessary for obtaining Building permit and execution of construction works, including:

- Architecture and Construction Design with all required detail
- the water and sewer line installation design with all required detail and a detailed priced bill of quantities
- the electrical installation design with all required detail and a detailed priced bill of quantities,
- the HVAC installation design with all required detail and a detailed priced bill of quantities,
- Stage technique Design
- Fire Fighting and Fire Detection Design
- Energy Efficiency Elaborate
- All other books of design as necessary for the tendering, implementation and obtaining the usage permit

All parts of project shell have detailed priced bill of quantities with the clear distinction of stages for implementation reflected in the drawings and in the BoQ,

Other requirements:

- Project technical documentation shall be developed in accordance with the regulations of the Republic of Serbia for these types of buildings
- In all stages of project design the designer's duty is to cooperate with the Employer's team of professionals and act according to any comments by the Employer's representative team member
- The design shall be developed and submitted in 6 (six) hard copies and one e-copy on CD
- Technical control consultancy will be selected through separate tender procedure and will be available to the designer from the beginning of designing process.
- The Designer shall act as per technical control instructions as well as the instructions of relevant institutions (fire control, Ministry of Culture, Ministry of Sports, User, etc.).
- The Designer shall also be under the obligation to obtain the Building permit and all necessary approvals from utility companies which includes all corrections necessary for obtaining them.

These services should include but not limit to the following:

- Site visits, which include meeting with relevant officials, analysis of the original design documents should there be any, building surveillance and quantification and the assessment of the damage caused by the floods, as well as the assessment of the

entire building especially in terms of energy efficiency, etc. Prior to starting activities on development of the Reconstruction/Rehabilitation Design, Project programme needs to be defined by selected Designer and approved by the Employer, user and owners representatives.

- The content of the Reconstruction/Rehabilitation Design must comply in full with the Planning and Building Law as well as with all professional standards and regulations. In accordance with the ToR (Project programme), all available facts and information about the locations and the site visit of the facility the designer will prepare detailed Project brief (ToR for the detailed design) The ToR (Project programme) and the Project Brief must be approved and signed by the Employer, user and owners representatives.
- The Designs shall include but not be limited to the Bill of Quantities for rehabilitation of the entire building with accuracy of +/- 3% and with the clear distinction of stages for implementation reflected in the drawings and in the BoQ, Technical Description including the assessment of the existing state of the building and works to be performed and necessary technical drawings.
- Detailed project design shall be used for purposes of tendering and subsequent execution of works on reconstruction; therefore it is essential that the Design contains all necessary executive details which will enable smooth reconstruction process, with the clear distinction of stages for implementation reflected in the drawings and in the BoQ,
- Designer shell obtained all necessary technical conditions for developing Reconstruction/Rehabilitation Design as well as approvals issued by relevant institutions.
- The Designer shall ensure that the Design shall enable the beneficiary/owner of the building to obtain the necessary permits/licenses where necessary for the commencement of works. Given this, Designer shall provide any documentation needed for building permit or commencement of works for each stage

V. Outputs:

1. Detailed report which consists of technical report and drawings of the present situation – as- built design.
2. Project programme with rough cost estimates, options for reconstruction/rehabilitation with stage implementation plan and stage cost estimates
3. Detailed Project Brief (Terms of Reference for the detailed design) approved and signed by the Employer's representative professional team members, owner and user representatives
4. Reconstruction/Rehabilitation Design for Building permit with the clear distinction of stages for implementation reflected in the drawings and in the BoQs according to the legal Acts issued by relevant institution, and acknowledged by the Office for Reconstruction and Flood Relief.
5. Detail Design for execution construction work with the clear distinction of stages for implementation reflected in the drawings and in the BoQs

Work plan within 1 week of being contracted
Electronic copy of the Design and estimates and 6 hard copies

The Designs will remain the intellectual property of UNOPS.

VI. Activities:

Activities include, but are not necessarily limited to these tasks:

- Before submitting the offer it is mandatory to perform site visits (as many as needed) of the premises in order to note the type and scope of work required for the

developing main reconstruction/rehabilitation design.
- Desk research and consultations with stakeholders during the initial activities

VII. Inputs:

Contribution of the UNOPS Project Team:
The UNOPS Project Team shall ensure that the selected designer is forwarded all the available documentation, facts and information about the site

Contribution of the Consultancy:
The selected design company should have proven expertise and experience in:

- Working on Main Designs for large public multifunctional facilities (construction or reconstruction/rehabilitation)
- Thorough knowledge and understanding of Serbia's building and construction legal framework as well as all regulations related to this type of the construction
- Excellent communication skills and stakeholder management experience

The design company shall provide:

- References list – designs serving similar purposes
- Minimum three References and Letters of recommendation from reputable Investor for public multifunctional buildings – Main Design of construction or reconstruction/rehabilitation that have been implemented over the past 5 years, at least one bigger than 5.000 m2.
- List of proposed Design Team members as well as the personal CVs and copies of professional licences of the individual engineers, members of the proposed team.
- For the Team Leader – must have architectural background and valid architectural licence for responsible designer issued by Serbian Chamber of Engineers (or accredited by Serbian Chamber of Engineers). Lead Architect must prove relevant professional experience in Main Designs in at least 3 public buildings, one of them for multifunctional public building with decisions of appointment as responsible designer.
- For Responsible Designers by profession - List of proposed Design Team members/responsible designers as well as the personal CVs and copies of valid professional licences issued by Serbian Chamber of Engineers (or accredited by Serbian Chamber of Engineers). Team members/responsible designers must prove relevant professional experience with decisions of appointment for a responsible designer proving that each responsible team member/designer has participated in developing of Main Designs for at least 3 public building in the role of the responsible designer.

The Team must have, as the minimum, design engineers with licences covering the all parts of a project.

Timing:

The consultancy will be conducted over the period mid February 2014 to mid May 2015.

Reporting:

Inception Report after 3 weeks of being contracted
Interim Report
Final Report

Updates as requested