



## Request for Quotes: Vaikapuangi Project Preliminary Fire Design

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The Cook Islands Investment Corporation (CIIC) is inviting quotations from suitably qualified engineers (Consultants) to undertake the fire assessment on the Vaikapuangi Project to produce the Preliminary Fire Design Report. This is a short-term output based assignment.

This assignment is expected to be carried out within the June to July 2022 period.

The details of the role is contained in *Attachment 1 Terms of Reference*.

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<b>Deadline for submission of quotes:</b>	3.00pm (CI Time) Friday 27 May 2022 (CI Time)
<b>Indicative contract start date:</b>	Monday 6 June 2022
<b>Contract Period:</b>	Approximately 2 months

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### Conditions of Quotation

#### 1. Contents of this RFQ

This RFQ consists of:

- Conditions of Quotation
- Attachment 1: Terms of Reference
- Attachment 2: Assessment Criteria
- Attachment 3: Pricing Template
- Attachment 4: Conflict of Interest Declaration

The successful applicant will be engaged under a consultancy arrangement. Refer to the Cook Islands Government *Conditions for a Consultancy Agreement* on <http://procurement.gov.ck/wp-content/uploads/2016/10/Conditions-for-a-Consultancy-Agreement.pdf> for the applicable terms and conditions.

#### 2. Quotation Requirements

Quotations must be addressed to:

Cook Islands Investment Corporation  
Avarua  
Rarotonga  
Subject line: Vaikapuangi Project Fire Design

Quotations may be sent by email to [ciic.projects@cookislands.gov.ck](mailto:ciic.projects@cookislands.gov.ck).

**Applications are due by 3pm, Friday 27 May 2022, CI Time.**

Applications must contain the following:

1. Cover letter highlighting as a minimum, relevant experience, availability, and methodology.
2. Pricing Template (Attachment 3),
3. Detailed CV of key persons and the names and contact information of two (2) referees, and
4. Conflict of Interest Declaration (Attachment 4).

#### 3. Communications regarding this RFQ

All correspondence and questions relating to this RFQ must be in writing via email and directed to the Nominated Contact:



Anne Taoro  
General Manager, Asset Development  
Cook Islands Investment Corporation  
Rarotonga, Cook Islands  
Email address: [anne.taoro@cookislands.gov.ck](mailto:anne.taoro@cookislands.gov.ck)

During the RFQ period, respondents must not contact any CIIC staff member in relation to this RFQ, or any other person associated with the RFQ, other than the person listed above.

#### **4. Confidentiality**

CIIC will treat all quotes in confidence. Respondents are advised that CIIC is subject to the Official Information Act 2008. CIIC cannot guarantee that information marked as Commercial – In Confidence can be protected if CIIC receives a request for information under the OIA.

#### **5. The RFQ Process**

CIIC reserves the right to change, suspend, cancel or reissue this RFQ, or the contents of the RFQ documentation at any time.

CIIC shall have no liability for any information it provides, or for any cost or loss to any respondent, in the event that this RFQ is cancelled, suspended, changed or reissued.

CIIC reserves the right to negotiate without restriction with respondents after the close of the RFQ on any matter contained in the quote, without disclosing this to any other person. CIIC reserves the right to accept or reject any, or all quotes, and to cancel the RFQ process, at any time, thereby rejecting all quotes, prior to any contract being awarded.

#### **6. Evaluation of Quotes**

Quotes will be assessed against the criteria outlined in Attachment 2: Assessment Criteria. CIIC reserves the right to clarify or request additional information from any respondent before accepting any quote and to implement additional processes to evaluate the quote. The lowest priced quote, or any quote, will not necessarily be accepted.

Each respondent shall be notified in writing as to whether or not it has been successful as soon as possible. CIIC reserves its absolute discretion in the evaluation and selection process.

#### **7. Subject to Contract**

Quotes are submitted on the basis that no binding legal relations with CIIC are created unless and until a formal written contract is signed by both CIIC and the successful respondent. The acceptance by CIIC of any quote, whether with or without negotiation, shall not create binding legal relations between CIIC and the party whose quote has been accepted or which is being negotiated with CIIC.

If, in the opinion of CIIC, and at CIIC's sole discretion, none of the quotes submitted are acceptable, CIIC reserves the right to enter into negotiations with one or more of the respondents for a satisfactory offer.

#### **8. Governing law**

This RFQ is governed by Cook Islands law, and the Cook Islands courts have exclusive jurisdiction to all matters relating to this RFQ.

#### **9. Contract Negotiations**

Both parties agree to negotiate in good faith, and on successful conclusion of negotiations the preferred Respondent will sign a formal contract with CIIC.



## Attachment 1: Terms of Reference

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### About this document

This document specifies the Terms of Reference for the Vaikapuangi Project Preliminary Fire Engineering Designs.

### Background and purpose

The Vaikapuangi Government Centre project is the result of close to 10 years of deliberations and over 5 years of planning, scoping, assessments, design works and consultations. The project features a thoughtfully designed complex (buildings) that can accommodate around 500 workers from 20 Government Agencies and Statutory Entities in a flexible, adaptable and sustainable work environment, so that Government services are delivered effectively, for the nation.

The Vaikapuangi project will be transformational for the country. Transformational for the public service to serve the public. Transformational in terms of stimulus. Transformational in terms of sustainability and resilience and future proofing.

Vaikapuangi Section 2, located in central Avarua, Rarotonga, is the proposed location for the new Government Centre. It is situated between the Ministry of Justice and the Office of the Prime Minister, and in walking distance of other Government Agencies and the Avarua town centre. The MFEM buildings, NZ High Commission building and the Te Mato Vai compound will be cleared to make way for the new Government Centre.

Four (4) interconnected 3-storey buildings are proposed. The shape and form of the Centre complements the site and is inspired by the Tikitiki Tangata and Manu Ta'i motifs - symbolising a unified voyage towards greater outcomes for our people. The groundfloor will feature a public foyer and service counters for agencies frequented by the public. Facilities for small conferences, meetings, and consultations, and spaces for commercial, retail and banking services will also be provided on the groundfloor. For public and staff convenience a bus stop alongside disability parking will be situated at the main entrance to the Centre together with strategically located pedestrian and cycle access ways. Visitors parking will be located on the groundfloor of the southern end building and along the access road. Accessible facilities will be incorporated throughout all public and offices spaces.

The offices will be located on the upper first and second floors of the building. These floors are modular in design, allowing for spaces to be adapted or reconfigured in little time should the need arise, at little to no cost. Shared facilities include break rooms, meeting rooms, amenities and records storage areas. The buildings have been designed to green building standards to minimise operational costs and negative impacts on the environment and wellbeing.

Additional information is available online - <https://www.ciic.gov.ck/projects/vaikapuangi-redevelopment-project/>

The Concept Designs were produced in 2020 following a series of consultations dating back several years. The concept development led by Thomson Adsett was approved by the Cook Islands Investment Corporation (CIIC).

The Design Team charged with developing the design further is based in CIIC's Asset Development Division, comprising of local architects. The team is supplemented by specialist consultants in the various disciplines. Preliminary designs are currently in development with recruitment of specialist expertise now required.

CIIC intends to engage a Fire Engineering Consultant which may comprise of one or more individuals to provide the services outlined in the following section.



## Scope of Services

### Outputs

The Consultant work with the CIIC Project Design Team to produce the following outputs:

Outputs	Activities/deliverables	Indicative delivery timeframe
1. Concept Design Review and Fire Engineering Design Brief	<ul style="list-style-type: none"><li>• Review architectural documentation, concept floor layouts, draft specifications, structural engineering sketches/markups and other relevant document produced to date</li><li>• Review applicable authority codes and standards</li><li>• Discuss design intent with the design team and fire performance requirements</li><li>• Establish design criteria for fire engineering design</li><li>• Prepare draft fire engineering design brief</li></ul>	6 to 15 June 2022
2. Preliminary Fire Engineering Design Report, Drawings & Specifications	<ul style="list-style-type: none"><li>• Consider various design options to meet design intent for the buildings and code requirements, and taking into account local supplies and buildability</li><li>• Undertake egress analysis including required egress time and available time</li><li>• Review structural design and advise on fire rating requirements</li><li>• Define interface requirements with other services</li><li>• Identify smoke control measures</li><li>• Confirm escape route requirements and dimensions</li><li>• Provide outline drawings locating firecells, fire ratings and escape routes and evacuation zones</li><li>• Describe various design options and provide recommended methodology, detailed sketches and typical section details for key design elements</li><li>• Prepare outline specifications for any special requirements and/or alternative solutions</li><li>• Prepare preliminary fire engineering design report (and update design brief if required).</li></ul>	15 June to 15 July 2022

### Methodology

The Consultants are expected to work collaboratively with CIICs Design Team throughout the delivery of the outputs. It is expected that the majority of the services will be provided remotely except for an initial inception visit to Rarotonga at the early stages. The inception visit will allow the consultants to gain an in-depth understanding of the concept design, the site, and local construction industry. This visit will warrant a 2-3 day visit.

Throughout the remainder of the delivery period the consultants will remain in contact with the Design team and other consultants i.e. structural engineers, including through scheduled video-conferences and impromptu calls/emails as required. Regular communication is essential to ensure information flows between the consultants and design team in a time manner and that all parties are progressing towards individual and collective targets.



Drawings shall be provided in dwg and pdf formats utilising BIM Docs as the main data centre/transfer point.

The above indicative delivery timeframes broadly reflects the timing of when other design disciplines will come online i.e. structural engineering and quantity surveying. There may be some flexibility however the indicative dates should be used as a baseline to guide planning.

## General Requirements of the Consultant

### Qualifications and personal attributes

The consultant may be one or more individuals. The minimum requirements to be met as a collective are as follows:

- Chartered Professional Engineer (Fire Engineering)
- At least 15 years relevant experience
- Fluency in spoken and written English
- Proficiency in use of design software
- Pacific Island project design experience

If the consultant is an individual, the consultant is expected to possess all of the attributes.

### Performance Standards

The Consultant will provide its services with high-level of professionalism and uphold as a minimum code of conduct expected of the public service.



## Attachment 2: Assessment Criteria

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No.	Assessment Criteria	Weighting (%)
1	Availability to undertake assignment during the prescribed period or has proposed changes that will not cause any major delays to the entire design process	Pass/Fail
2	Understanding of project and role requirements, environment, and potential challenges	20%
3	Relevant qualifications and experience	30%
5	Value for money	50%
<b>Total</b>		<b>100%</b>



## Attachment 3: Pricing Template

All amounts are to be in New Zealand dollars and to be exclusive of CI Value Added Tax.

### Fees

No.	Item	Fees (NZ\$)
1	Output 1	
2	Output 2	

TOTAL FEES

NZ\$

Note: CIIC only pays Fees on agreed milestone delivery which may be output or partial-output based. This is subject to negotiation with the preferred consultant.

### Budget for Expenses (e.g. Travel, goods, per diems and associated services)

Expense	Detail	Cost	Quantity	Amount

TOTAL EXPENSES

NZ\$

Note: CIIC only pays Expenses on a reimbursement basis at Economy travel and UNDP DSA rates.

### Fees for additional services

No.	Person & nature of inputs	Hourly rate (NZ\$)	Day rate (NZ\$)
1			
2			
3			

Add additional rows if required.



## Attachment 4: Conflict of Interest Declaration

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A conflict of interest arises if you or a close family member has an interest e.g. is a board or committee member or is employed in a senior position in the Government agency that wants to purchase the goods or services relating to this RFQ process.

In submitting this Quote I declare:

- That I understand an actual, potential or perceived conflict of interest may arise in participating in this quote process and that I am obliged to declare any such conflict of interest.
- That in submitting this information that I have either declared any potential conflicts of interest or that I am not aware of any situation or issue that would conflict with the interest of the CIIC.
- If a conflict of interest arises at any time before the selected Respondent has been awarded the contract, I will advise the CIIC immediately.
- I have personally completed this declaration on behalf of the Respondent and declare that the submitted Quotes provided are true and correct.

I declare that I have a potential conflict of interest as follows:

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I will manage this conflict of interest by:

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Declared by:

Signature

Date

Full Name

Position (if Company)