

# PROJECT DESIGNER & CONTRACTOR

## SCOPE OF WORK & DELIVERABLES

*Under project execution model: Single-Stage Design & Build*

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# 1.0 Statement of Work

## 1.1 Objectives

The present document specifies requirements, deliverables, and scope of work to be included in the Tenderer proposal document in order to correspond to Roche design expectations for the project.

## 1.2 General Scope

The Tenderer agrees to and is obligated to deliver Interior Design (ID), Mechanical, Electrical & Plumbing (MEP) design services for all project phases, including but not limited to planning, conceptual & schematic design, detailed/developed design, tender documentation & participation, construction administration and post construction.

The Tenderer will execute the aforementioned phases, cognizant of and adhering to principles of Quality, Time, Cost, Operation & Function, Governance & Conformance, and Compliant to Statutory Requirements.

## 1.3 General Duties

The Tenderer design scope includes but is not limited to the following:

1. Advise and take into consideration statutory requirements such as local building code, fire safety code, air quality, etc.
2. Take into consideration Roche's requirements such as [Our Spaces](#) - Roche Guide of the Built Environment, Roche local design guidelines (if applicable), Workplace Strategy Report, etc.
3. Review, complete, and comply with Roche Fit-out Performance Specifications.
4. Take into consideration Landlord's requirements such as tenant handbook, fit-out guidelines, etc.
5. Evaluate and consider site conditions to ensure coordination with proposed design.
6. Conduct field survey and measure all conditions related to the scope. Conduct field inventory, photographing or otherwise recording and documenting all conditions observed in the field.
7. Employ sustainable design practices and ensure compliance with Roche sustainability requirements.
8. Provide several layout, concept, and design options, as specified in section 2. The Tenderer shall allow for multiple revisions at each stage of the design.
9. Anticipate that a reasonable number and variety of revisions and additions to the drawings and specifications will occur prior to the commencement of construction and during construction for a project of given scope and complexity. Include provisions in the fee accordingly.
10. Provide progress documents for review and comment by Roche throughout the design phases.
11. Hold responsibility for producing all concept, schematic, detailed design and construction documents for all disciplines contracted.
12. Consider acoustic, structural, MEP, and facility operations integrity in all aspects of design and incorporate into the solution, including but not limited to: maintenance, longevity, ceilings accessibility. Advise on any necessary requirement of acoustic, structural, MEP and facility to accommodate the completion of design.
13. Perform necessary acoustic calculations and provide a report to verify compliance of the design with Roche Fit-out Performance Specifications.
14. Provide tender documents including, but not limited to: Drawings, General Specifications, Material Selections.

15. Provide a furniture tender package including tagged drawings and Basis of Design furniture selections. Evaluate vendor RFP returns and provide comments and recommendations on furniture selections.
16. Provide a furniture reuse schedule and plan diagram identifying placement of existing furniture.
17. Provide a signage package for code-required signage. Provide general interior signage based on Roche standard templates available on [Roche Brand](#) site, such as Roche logo and room identifier plates. Exact scope and additional requirements to be verified by Roche team, including wayfinding, floor overview, directional, and display signage.
18. Prepare and maintain a schedule of drawings. The methodology and structure of the drawing register shall be submitted to the Project team for approval.
19. Provide and review Value Engineering options when needed.
20. Submit drawings, specifications and details as required to PM/TPM for cost estimation and work with PM/TPM in cost control exercises.
21. Attend all project meetings, workshops, calls, etc.
22. Provide regular site visits as often as necessary during design phases of the project and throughout the construction
23. Provide support to all Project team briefings, stakeholders interface, etc. when needed.
24. Present the proposed design to Roche for each of the design phases and gain approval for all design deliverables, as noted in section 2.0, prior to proceeding to the next phase.
25. Presentation quality 3D renderings shall be included as a part of the basic services. Visuals to be updated throughout the design phases to accurately reflect the final design selections.
26. Provide sufficient sets of drawings in every stage, in printed and CAD/PDF copies.
27. If the design of the Security, Audio Visual (AV) and IT systems is out of the scope of this Tenderer, the Tenderer shall allow for all necessary provisions, coordination, interfacing to support these systems. The Tenderer shall be responsible for the overall coordination with the aforementioned systems to ensure consistency in design.
28. Coordinate with the project team in all phases of design to ensure targeted project budgets are achieved.
29. The Tenderer is responsible for coordination and management of all design, professional services, and work product of the sub-consultants retained by the tenderer.
30. For requests outside of the vendor's scope of services, or variations to scope already completed and approved, the vendor shall submit a request for additional services including cost and time required. Roche approval must be received prior to proceeding with work.
31. Provide technical review and comment on variations throughout the project.
32. Provide a set of as-built drawings upon completion of construction.
33. Provide professional photographic documentation of the completed project according to [Roche Guidelines for Project Photography](#).

## 2.0 Scope of Work - Phasing Description

### 2.1 Concept Design & Layout

34. Kick-off workshop with the User, set up goals and objectives, considering Roche design philosophy and workplace strategy.
35. Finalise Design Brief / Performance Specifications.
36. Review the base building design, provisions/conditions, and advise matters which may have technical and/or statutory constraints to the project. Propose mitigations.
37. Review and inventory FF&E and other items to be reused.
38. Develop (2) Design Concepts to guide planning and overall design approach. One concept to be selected by Roche Project Team and Corporate Architect for further development. The concepts are to be reflected in the following deliverables:
  - a. Concept statement and reference imagery to illustrate each overarching idea.
  - b. Zoning diagram for each concept, based on defined criteria.
  - c. Visualisations, such as sketches, diagrams, 3D views, or similar, to illustrate each concept application.

Allow for minimum (2) revisions based on client feedback.

39. Layout plans: a minimum of (2) options, based on the selected concept and zoning approach. Allow for iterations and revisions - a minimum of (3) major revisions, plus (3) additional minor modifications. Plans must include numeric tables and metrics to illustrate alignment with Space Program (Workplace Strategy Report):
  - a. Total UFA (usable floor area)
  - b. List and quantity of space types (required and achieved) based on the Space Program.
  - c. Quantity of work seats & quantity of alternative work seats
  - d. UFA / SOU (simultaneous office user) ratio
  - e. Percentage of Enclosed WFA (work floor area) to Open WFA
40. Concept Design Presentation Package: including final selected design concept, zoning diagram, and layout plus:
  - a. Graphic materials (reference images, sketches, visualisations, etc.) as necessary to illustrate selected Design Concept applications.
  - b. (2) Materiality Concepts: including references to finishes and colour schemes, formatted as a Moodboard. One option to be selected by Roche Project Team and Corporate Architect for further development.

Provide revisions based on client feedback. The Concept Design package must receive full approval of the scope in order to complete the CD phase.

41. Concept Design & Layout Phase shall provide sufficient information for design concepts in order for Roche global and local stakeholders to make an informed decision and select clear direction for the subsequent phases.

### 2.2 Schematic Design

1. Carry out site survey & measurement. The Tenderer shall not rely on as-built drawings / information fully and shall verify all site conditions thoroughly.
2. Provide a final Layout Plan illustrating all architectural, furniture, and equipment components.

3. Refine selected Materiality Concept and develop finishes to a Schematic Design level.
4. Schematic Design Presentation Package - based on approved Conceptual approach, including:
  - a. Refined final Design Concept
  - b. Schematic finish selections and colour palettes, following approved Materiality Concept, including references to location and relevant context. Physical material samples to be presented to the local team as a board or individual samples.
  - c. Schematic Finish plan
  - d. Lighting design and fixture references
  - e. Schematic Reflected Ceiling Plan, including ceiling types
  - f. Furniture selections and product references, by space type, including finishes intent
  - g. Proposal and considerations for reuse of existing furniture, products, and architectural elements
  - h. Power/Data plan and equipment layout
  - i. Greenery allocation and placement plan, plants and planters selections
  - j. 3-D visuals, such as renderings, and elevations of key spaces and areas planned to receive specialty materials. Illustrate space geometry, architectural elements, millwork, and schematic material selections; including but not limited to: open office, reception, pantry/café, meeting room, break-out space, etc. A minimum of (5) and additional as necessary to illustrate the design.

Allow for minimum (2) revisions based on client feedback. The Schematic Design package must receive full approval of the scope in order to complete the SD phase.

5. Ensure Schematic Design compliance with design brief, WPS, Roche Fit-out Performance Specifications, including acoustic performance of proposed design, and Roche directives.
6. Ensure Schematic Design Compliance with [“Our Spaces”](#) - Roche Guide of the Built Environment
7. Prepare documents for a furniture tender package, including tagged drawings and a schedule of Basis of Design furniture selections.
8. Participate in furniture tender returns evaluations, review for alignment of proposed furniture items with approved Basis of Design.
9. Review vendor’s furniture specifications and drawings to ensure dimensional alignment with layout, compliance with intended functionality and technical requirements such as power modules, electrical/data distribution, ventilation, etc. based on project needs; confirm material and finish selections. Coordinate with power & communication drawings
10. Schematic MEP design drawings coordinated with architectural set and relevant drawings of team members/contractors, and other consultants, as required.
11. Participate in Schematic Design cost estimate and value engineering and support the TPM as needed with clarifying scope and design intent during these activities.
12. The Schematic Design should be presented with sufficient information to allow a reviewer to fully understand the main design concepts and orientation. All consultants are to produce their schematic plans following the same format, scale and drawing positioning as the architectural drawings. The Tenderer shall ensure all sub-consultant work is coordinated.

## 2.3 Developed Design

### *2.3a Architectural Design Packages.*

1. Developed Design Presentation Package – based on the approved SD package to fully describe the design and elements of the project. Including:

- a. 3D visuals - renderings of all relevant spaces to fully illustrate the design, including but not limited to: open office, reception, pantry/café, meeting room, break out space. A minimum of (5) and additional as necessary to illustrate the design. Renderings to be updated throughout the design process to ensure the final version accurately reflects the design and product selections.
- b. Material and Finish selections by space type, including references to location and relevant context, such as surrounding architectural elements and furniture. Physical material samples to be presented to the local team as a board or individual samples.
- c. Light fixture layouts and proposed selections by space type. Include an overall Reflected Ceiling Plan and enlarged diagrams of each respective space. Ceiling types to be identified and accessibility coordinated with the MEP and FM requirements.
- d. Light levels and power density calculations to illustrate compliance with Fit-out Technical Performance Specifications and [Our Spaces](#) guidelines.
- e. Furniture floorplan
- f. Furniture selections by space type, including references to location and relevant context, such as enlarged plan of each space and surrounding architectural elements. Specific furniture finishes to be selected by the designer in coordination with the furniture vendors based on the approved BoD, to be presented to Roche for final approval and record.
- g. Greening approach - plant selection and placement, including proposed planters and greenery species. Specific applications to be provided space by space, in coordination with the greenery vendor.
- h. Signage package, based on [Roche Brand](#) templates, illustrating general and code-required signage and their placement, such as logo and room name identifiers. If relevant, include project specific requirements, such as wayfinding and display signage.
- i. Typical elevations of glass partitions, including doors; plus elevations of feature spaces that include specialty materials, millwork, or signage such as logo.
- j. Details of specialty features and unique elements, such as a reception desk or a bespoke ceiling.

Provide revisions based on client feedback. The Developed Design package must receive full approval of the scope in order to complete the DD phase.

2. Architectural Drawings and Specifications Package, inclusive of, but not limited to:
  - a. Current dimensions of premises plan
  - b. Demolition plan (if applicable)
  - c. Furniture and equipment plans with symbols and legends, identifying and locating each item of furniture and equipment in the space
  - d. Partitions plan, incl. built-in/fixed millwork, furniture, and equipment
  - e. Reflected ceiling plans showing standard and special lighting coordinated with sprinkler heads and HVAC diffusers / grilles, as applicable
  - f. Light fixtures schedule
  - g. Lighting zoning plan
  - h. Lighting simulation report and visuals by space type, including a summary of the results verifying compliance with requirements given by Roche K18 directive and listed in the Fit-out Performance Specifications.
  - i. Sockets plan. Coordinate with furniture and equipment layout and with electrical engineer's drawings
  - j. Finish plans identifying materials for walls, floors and ceiling, and their locations throughout the space

- k. Acoustic report, including relevant acoustic calculations by space types. Provide a summary verifying compliance with acoustic requirements listed in the Fit-out Performance Specifications.
  - l. Glass partitions elevations, plan, and manifestation complying with [Our Spaces](#) - Roche Guide of the Built Environment
  - m. Elevations of partitions designed to receive specialty materials or millwork
  - n. Millwork, such as Reception desk, and others - enlarged plans and detailed drawings
  - o. Corporate Signage, navigation and logo definition in elevation, with dimensions
  - p. Sample board or set of samples of finish materials
  - q. Schedules of finishes, furniture, equipment, and door and ironmongery types
  - r. Accessories specification (WC, reception, pantry, etc)
  - s. Equipment specifications for pantry (also coffee points, meeting rooms, informal areas – where applicable)
  - t. Construction details showing, including but not limited to, partition and ceiling details, doors and frames, joinery and bespoke / in-built furniture and other bespoke items
3. Conduct a DD page-turn presentation of the full comprehensive design proposal with Roche team to ensure clarity.
  4. Timely obtain all required approvals for design from the Roche Project Team, the Landlord and statutory authorities
  5. Coordinate architectural drawings with the mechanical and electrical engineer's drawings and relevant drawings of team members/contractors, and other consultants, as required.
  6. Participate in DD cost evaluation and Value Engineering Exercises and support the TPM/PM as needed with clarifying scope and design intent during these activities.
  7. Ensure and verify compliance of the design with Roche Fit-out Performance Specifications.
  8. Ensure compliance of the premises with design brief, Workplace Strategy, and Roche directives
  9. Ensure compliance with [Our Spaces](#) - Roche Guide of the Built Environment
  10. The Design Development documents should clearly identify the developed architectural, structural, mechanical, electrical, plumbing, fire protection, specialty consultant and FF&E design solutions. All major features and components of the design solution should be documented and included. The submittal should be presented in the Presentation, standard plan and specification format with additional narrative materials as necessary.
  11. Provide written responses to design review comments. Resolve any outstanding issues on the design checklist.
  12. The Tenderer shall ensure all sub-consultant design and work product is coordinated.

### *2.3b Engineering Design Package.*

Detailed drawings inclusive of, but not limited to:

1. Structural design for slab loading (if needed – e.g., Server Room equipment, Document Storage, etc.)
2. HVAC
3. Plumbing
4. Fire detection and protection
5. Fire alarm system
6. Dedicated Air conditioning system for Server Room
7. Sprinkler system without changes to vertical riser distribution systems (if applicable)

8. Smoke Control / Extract System
9. Domestic hot and cold water services
10. Drainage system
11. Fire extinguishing system for IT room
12. Close control air conditioning for IT room, including N+1 (tbc) redundancy
13. Sub-main distribution system for new distribution switchboard(s)
14. UPS system (if applicable)
15. Clean power distribution systems
16. General and emergency lighting
17. Earthing
18. Structured cabling system (office premises and server room)
19. Server room IT equipment specification (if applicable)
20. Access control system (extension of system existing in the building)
21. CCTV and Security system
22. Audio/Video equipment for meeting rooms (if applicable)
23. Equipment specifications of all relevant systems
24. Timely obtain all required approvals for design from the Roche Project Team, the Landlord and statutory authorities
25. Value Engineering Exercise
26. Ensure compliance of the premises with design brief, Roche performance fit-out specifications and Roche directives

#### 2.4 Building Authority & LL Approvals

1. Provide detailed construction documentation with drawings, technical specifications, furniture specifications, based on the selected Concept, Schematic Design, approved Design Development Documents, and updated budget for the cost of the work.
2. Expedite the preparation of design and specifications packages for "long lead" items and construction activities which need to be ordered and implemented to meet the project timeline.
3. Coordinate all disciplines to deliver a complete design package.
4. Secure local authority and LL approvals for construction. Answer questions, clarifications, and make revisions as required.

#### 2.5 Construction Administration

1. Take part in regular project meetings
2. Coordinate interdisciplinary compliance of drawings
3. Provide regular (weekly) on-site inspections during construction and proactively inform Project Manager about issues
4. Resolve any technical design related issues during construction phase
5. Issue change request drawings initiated by Roche.
6. Review and approve shop drawings, technical proposals, sample / material submissions, change requests.
7. Conduct quality assurance checks prior to the completion of each construction element of the Project.

8. Work closely with the TPM/PM to advise on any and all potential variations foreseen. Advise and propose actions required to keep the project costs within budget.

## 2.6 Post Construction

1. Take part in the final site handover and provide punch list.
2. Provide assistance during move-in.
3. Witness testing & commissioning of all designed elements
4. Submit to Roche and Tech PM as-built documentation (incl. operational manuals), drawings to be submitted in PDF and .dwg formats, following [Roche Global IWMS CAD standards](#).
5. Assist PM in the negotiation of all recommended final accounts.
6. Provide professional photography documenting the project upon completion, following [Roche Guidelines for Project Photography](#). To be used for Roche internal purposes, possible marketing and publication. In advance of the photoshoot, provide a portfolio of proposed photographer(s) and annotated floor plan(s) with proposed views for evaluation and approval by Roche Global Architect. A meeting with Roche GA and selected photographer to be set up prior to the photoshoot to ensure alignment. Project designer and Roche facility manager should be present at the photoshoot.
7. The vendor shall sign and comply with the [Roche Publication Agreement](#) prior to arranging the photography.
8. All relevant space typologies should be captured to document various functions within a project; include additional images focusing on specialty details and/or materials. The quantity of images is to be determined based on the project size and scope. A select number of photos to be selected for post-production upon agreement with Roche GA. In addition to high resolution images, provide a low res set with an image size 800KB<1MB
9. Design of existing premises reinstatement work is not part of this service

## 3.0 Fit-out turn-key work (General Contractor)

### 3.1 General requirements

1. Conduct full scope of construction fit-out works according to design documentation within approved time limits and the budget
2. Provide detailed Project Program for Design-Build General Contractor works
3. Submit and approve with the Roche Project Team the list of specialist contractors
4. Procure all required materials and equipment according to approved specifications
5. Provision of ecological and environmental friendly materials
6. Provision of materials and equipment certificates to Roche Project Team before placing any orders and prior of any works
7. Obtaining of all necessary approvals from the Roche Project Team

### 3.2 During construction

1. Establish temporary site office

2. Coordinate all site works with all subcontractors
3. Ensure Health and Safety procedures compliance, educate all personnel on Roche H&S process, maintain H&S site register
4. Follow fire safety rules and regulations
5. Provide ecological and environmental friendly solutions and follow them
6. Keep site clean
7. Follow site security procedures
8. Provide single point of contact for all Project related issues
9. Provide a) English speaking Project Leader/Site Manager available on the site during business hours and b) responsible person available on the phone during off-business hours 24/7
10. Attend on-site meetings with Project Manager / the Roche Project Team / Architect / Designer meetings. Arrange office facilities and meeting room for these purposes
11. Provide weekly (bi-weekly) project status reports (as agreed with Roche Project Manager and TPM)
12. Timely inform Roche and Tech PM about delays, risks and incidents related to the Project
13. Follow Roche procedures and processes
14. Conduct commissioning and testing of all site systems prior to handover
15. Organise site hand over to the Roche Project Team in agreed time
16. Ensure snag rectification in agreed time
17. Quality control plan, establish procedures and measures to ensure all materials delivered to site meet the specified quality requirements
18. Organise training for the local Roche facility management team on facility and equipment usage