

CONCEPT DESIGNER

SCOPE OF WORK & DELIVERABLES

Under project execution model: Two-Stage Design & Build with Concept Designer

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1.0 CONCEPT DESIGNER RFP RESPONSE REQUIREMENTS

1.1 The proposal submitted by tenderer shall include

General:

1. Company profile
2. Proposed team structure and personnel CVs, including location(s)
3. Proposed contract template
4. Qualification license (although this will not be a selection criteria)
5. Proposed design timeline
6. Proposed resource plan, including team roles & responsibilities, time commitments, and hourly rates
7. Commercial proposal, including a Rate Card for the team with time and fee allocations

2.0 DESIGNER STATEMENT OF WORK

2.1 Objectives

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

2.2 General Scope - Concept Designer

The Tenderer agrees to and is obligated to deliver Interior Design (ID) services for the Concept Design+ project phase, including but not limited to programming, planning, conceptual design, basis of design specifications, tender documentation & participation. The tenderer also agrees to act in a limited advisory role throughout all phases of the project through 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.

2.3 General Duties

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

1. Take into consideration Roche's requirements such as "Our Spaces" - Roche Guide to the Built Environment, Roche local design guidelines (if applicable), Workplace Strategy Report (if applicable), etc.
2. Review, complete, and comply with Fit-out Performance Specifications. Perform necessary acoustic calculations to verify compliance. Take into consideration Landlord's requirements such as tenant handbook, fit-out guidelines, existing conditions and building constraints, etc.
3. Provide options for: zoning diagram, layout, concept, and basis of design specifications. The Tenderer shall allow for multiple revisions based on client feedback.
4. Consider acoustic, structural, MEP and facility operations integrity. Advise on any necessary requirement of acoustic, structural, MEP and facility to accommodate the completion of design.
5. Provide tender documents including, but not limited to: Drawings, Basis of Design Specifications and Material Selection, basis of design for Furniture selections.
6. Participate in the tender process including tender interviews, tender queries and clarifications, technical evaluation and recommendation for D&B Contractor, and other relevant vendor selection steps.
7. Provide and review Value Engineering options when needed.

8. Submit Concept Design drawings, specifications and details as required to TPM for cost estimation and work with TPM in cost control exercises.
9. Attend all project meetings and workshops during Concept+ and Layout Design phase, and key meetings and calls during further phases of the project.
10. Provide support to all Project team briefings, stakeholders interface, etc. when needed.
11. Present to Roche and gain approval for each of the design deliverables:
 - a. Concept & Layout
 - b. Basis of Design specifications & Concept Design Tender package
12. Provide sufficient sets of drawings in printed and CAD/PDF copies.
13. 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 Concept Design Package being in coordination with the aforementioned systems to ensure consistency in design.
14. Coordinate with the project team in all phases of design to ensure targeted project budgets are achieved.
15. Provide design review of Schematic Design, Developed Design, and Construction Documentation, comment on variations throughout the project.
16. Provide design review of the Furniture tender returns and advise on alignment with Furniture Basis of Design

2.4 Phasing Description

2.4a Concept Design+ & Layout

1. Kick-off workshop with the User, set up goals and objectives, considering Roche design philosophy and workplace strategy.
2. Finalize Design Brief / Performance Specifications.
3. Review the base building design, provisions/conditions, and advise matters which may have technical and/or statutory constraints to the project. Propose mitigations.
4. Review potential FF&E items to be reused.
5. 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 plus any relevant reference imagery to illustrate each overarching idea.
 - b. Zoning diagram for each concept, based on defined criteria.
 - c. Visualizations, such as sketches, diagrams, or similar, to illustrate each concept application.

Allow for a minimum of (2) revisions based on client feedback.
6. 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
7. Concept Design+ Presentation Package: including final selected design concept, zoning diagram, and layout plus:
 - a. Graphic materials and 2D visuals, such as reference images, diagrams, sketches, elevations, etc.

- b. 3-D visuals, such as renderings and axonometric drawings, illustrating key spaces and areas planned to have specialty features. Represent space geometry, architectural elements, millwork, and 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.
- c. Materiality Concept: based on the selected overarching Design Concept, including basis of design selections for materials and finishes by space type and a floor plan/diagram illustrating application strategy.
- d. Design of feature millwork elements and details deemed necessary for maintaining design integrity.
- e. Lighting Concept, including fixture references by space type.
- f. Reflected Ceiling plan/diagram showing ceiling types allocation.
- g. Furniture Concept and basis of design product references by space type.
- h. Greenery Concept with placement strategy and plant typologies.

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

- 8. Ensure Concept Design compliance with design brief, WPS, Roche performance fit-out specifications, including acoustic performance of proposed design, and Roche directives.
- 9. Ensure Concept Design Compliance with “Our Spaces” - Roche Guide to the Built Environment
- 10. Basis of Design pricing narrative and supporting drawings to illustrate allocation and design intent for flooring, walls, doors, millwork, ceilings, equipment, power distribution, and fixtures.
- 11. Basis of Design specifications for architectural elements and products, materials, finishes, lighting, greenery, and accessories.
- 12. Basis of Design schedule of furniture selections.
- 13. Participate in Concept Design cost estimate and value engineering.

2.4b Tender Documentation & Participation

- 1. Provide Concept Design tender documentation with tender drawings, based on approved Layout, visuals, and Basis of Design Specifications and Narrative.
- 2. Review and advise on design capability and technical capability of D&B bidders.
- 3. Clarify technical queries by D&B bidders.
- 4. Participate in tender evaluation and recommendation of D&B bidders

2.4c Schematic Design

- 1. Kick-off workshop with the client team, TPM, and Design & Build Contractor to review Concept Design+ package and set goals and objectives for the upcoming phases.
- 2. Throughout the SD phase, conduct reviews (assume total of 3) evaluating alignment with the approved Concept Design; provide feedback on the design progress, any revisions to the layout, and final SD deliverables, including the Schematic Design presentation. Reviews shall address all design related topics and deliverables, including but not limited to: drawings, renderings, specifications, specialty details, millwork, ceilings, material and finishes, equipment, lighting, furniture, greenery. The final review to be completed prior to Roche SD review and endorsement.
- 3. When requested, participate in project meetings (assume total of 3).
- 4. Participate in furniture tender returns evaluations, review for alignment of proposed furniture items with approved Basis of Design.
- 5. Review vendor's furniture specifications and drawings to ensure alignment with concept design and intended functionality; confirm material and finish selections.
- 6. Participate in Schematic Design cost estimate and value engineering.

2.4d Developed Design

1. Throughout the DD phase, conduct reviews (assume total of 3) evaluating alignment with the approved Concept Design; provide feedback on the design progress and final DD deliverables. Reviews shall address all design related topics and deliverables, including but not limited to: drawings, renderings, specifications, specialty details, millwork, ceilings, material and finishes, equipment, lighting, furniture, greenery. The final review to be completed prior to Roche DD review and endorsement.
2. When requested, participate in project meetings (assume total of 3).

2.4e Construction Administration

1. When requested, participate in project meetings (assume total of 3)
2. Throughout the CA phase, conduct reviews (assume total of 3) of site progress, based on photos and D&B reports, evaluating alignment with approved Schematic Design; provide feedback.

2.4f Post Construction

1. Participate in preparation for professional photography documenting the project upon completion: review the final D&B report and project photos, advise on photographer selection, provide recommendations on preferred locations for images.