REQUEST FOR PROPOSAL

to engage a qualified Architectural Firm to design a solution for transforming the Alliance Bioversity and CIAT Headquarter building.

June 2023
The Alliance of Bioversity and CIAT is seeking a qualified Architectural Firm to design a solution for transforming our current Headquarter building in Via di San Domenico, 1, 00153, Rome, Italy, into a smart and sustainable building.

ORGANIZATION BACKGROUND

Bioversity is part of the Alliance Bioversity CIAT through the Partnership Agreement between the two International Centers, in force since January 1, 2020, having a director general and a common board of trustees as part of its governance structure. The Alliance delivers research-based solutions that harness agricultural biodiversity and sustainably transform food systems to improve people’s lives. Alliance solutions address the global crises of malnutrition, climate change, biodiversity loss, and environmental degradation. The Alliance is part of CGIAR, a global research partnership for a food-secure future.

OBJECTIVE

The objective is to select the Architectural Firm with the best proposal for the transformation of our headquarters building in Rome- 5 floors for a total of 2500 square meters - into a place of collaboration, motivation, and innovation by promoting the connection between staff to increase creativity and teamwork while safeguarding the building’s needs for high institutional representation to accommodate large events and meetings.

Process:

Interested firms are invited to request an appointment for a site inspection*** with the Facility Manager and the Administration and Operations Officer by sending an email to Alliance-Operations.Renovation@cgiar.org, including references as proof of expertise and experience in similar projects.

During the site inspection, the firms will analyze the needs, objectives, constraints, and requirements of our building.

The Architectural firm will review existing drawings, plans, and actual conditions of the venue and consider the utilization of the existing equipment and other assets.
Upon site inspection, the architectural firms still interested are requested to confirm their expression of interest to the above email address along with an estimate of the costs for developing the technical and financial proposal of the design solution**.

The timetable for this process is as follows:

- ***Deadline for agreeing and making the site inspection: July 31st, 2023
- **Deadline for receiving expression of interest along with the estimated cost for the elaboration of the design solution: September 15th, 2023

The estimated cost of the project must include:

- Experience and qualifications of the firm by providing a resume with evidence of similar projects executed in the past.
- Description of the approach, methodology, and work plan/schedule that the Architectural firm will follow in order to develop the design solution for the transformation of HQ office into a smart and sustainable building.
- An estimated cost of the project solution by indicating a range of implementation costs for each of the services rendered.
- Documents and certifications (Chamber of Commerce, DURC, etc.)

Selection Criteria:

The project proposals will be examined by the Alliance’s Global Procurement Committee and the final selection will be made using the following criteria:

- Expertise and experience.
- Methodology that will be used to develop the design solution.
- Range of services offered.
- Work plan/schedule.
- Estimated Cost.

Award:

The selected firm will be notified by email from the organization.
Upon award notice, the selected firm, after an evaluation with the various stakeholders, will provide one or more technical options/solutions, which will be analyzed and approved by the organization.

**Scope of Work:**

The new indoor workspace layout and outdoor workspace should foresee and facilitate the following:

| Eco-sustainable solution | - Reducing electricity consumption,  
                          | - performing an energy analysis of the building's systems (e.g., evaluating the replacement of the current data room air conditioning system with a more energy-efficient free cooling system) and of the structure (e.g., evaluating the condition of the current fixtures or adding doors in the offices to limit heat loss or the management of all main systems via BMS Building Management System  
                          | - Reducing water consumption  
                          | - performing a consumption analysis (e.g., rainwater for irrigation flushing or toilets).  
                          | - Making an eco-efficient office. (e.g., 1) maximum reuse of existing furniture e.g., 2) recovery of materials and re-introduction into the production cycle e.g., 3) provide a bottling area and warehouses with a related floor plan, to bottle the municipality's drinking tap water in glass bottles, eliminating the current plastic bottles and the CO2 footprint of their transport.  
                          | - Supporting ecological commuting by foot or bike. (e.g., internal cyclist area bicycle parking - changing rooms - showers - lockers - auto repair point etc.)  
                          | - Foresee mosquito repellent plants and essences for external areas, reducing the use of chemicals. |
| Hybrid working modality | - Promoting agile working (managed by a booking system - already available)  
                          | - reorganization and optimization of spaces: hot desks - dedicated desks - private office single or multiple - open space etc. - based on attendance and activity rates provided by HR.  
                          | - zero-noise private spaces for activities that require maximum concentration and privacy (ex: phone booth - acoustic partition panels etc.)  
                          | - open space for working together or simply for moments of sharing.  
                          | - outdoor areas (terraces - courtyard, etc.) as spaces to work and/or host events and meetings all year round. |
| Hosting international events and meetings | - increased number of meeting rooms - (e.g., acoustic troubleshooting)  
                          | - provision of meeting support areas (e.g., catering points inside and outside meeting rooms - catering preparation areas - guest luggage storage and cloakroom area etc. - employee coat racks  
                          | - Due to the maximum capacity and the logistical difficulties during events on the fourth floor, the relocation of the staff room to the ground floor should be considered, also taking advantage of the outdoor area. |
| Flexibility and multifunctionality | - all working environments (offices - meeting rooms - external area etc.) suitable for different uses and times of the working day that can be reconfigured in a short time.  
                          | - foresee storage areas for: furniture - consumables (cleaning product-paper etc.)  
<pre><code>                      | - due to the maximum capacity and the logistical difficulties during events on the fourth floor, the relocation of the staff room to the ground floor should be considered, also taking advantage of the outdoor area. |
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<thead>
<tr>
<th>Well-being, security, safety, and comfort</th>
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<tbody>
<tr>
<td>- acoustics comfort assessment (an acoustic correction project of the current layout is available).</td>
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<td>- lighting comfort assessment – (some improvements were made in 2021 by the previous facility manager)</td>
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<td>- indoor air quality assessment - e.g., indoor plants (biophilia) - the building is not equipped with AHU - Air Handling Unit)</td>
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<td>- provide fountains on all floors (currently the ground floor and the third floor do not have them)</td>
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<td>- assessing mosquito nets on windows</td>
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<td>- employee coat rack</td>
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<td>- assessing a dressing area for cleaning staff, water supply points and space for trolleys and equipment on the floors</td>
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<td>- security (implementation of the current system: CCTV, badge readers and technological alarms (e.g., IT room fire alarm). A security project is available.</td>
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<td>- the reception desk (manned from Mon to Fri from 8 a.m. to 8 p.m.) becomes the building's focal point, where all alarms (fire - access control - cameras - technology, etc.) are reported, which are transferred to our H24x7 security operations center during the night or on the weekends.</td>
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<td>- evaluating smoke detection and evacuation systems with which the building is not equipped (not required by local regulations).</td>
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