**Request for Proposal – Architectural design work services for reconstruction of former German embassy offices to serviced apartments.**

**Introduction**

RAKIA G is undertaking a tender for provision **of Architectural design work services for reconstruction of former German embassy offices on 3rd and 4th floor hotel annexes to serviced apartments** in Sheraton Grand Tbilisi Metechi Palace Hotel.

**Part One: Scope of work for architectural design works**

**General:**

* Minimum 10 years’ experience architectural and design works.
* A good reputation company portfolio to be provided.
* Preferable reference for designing hotels, malls or commercial objects.
* All design elements for general design, maintenance, and durability purpose to be agreed with RAKIA Georgia, subject to approval from Marriott design team.
* Minimum brand requirements for serviced apartments will be provided.

**Relates to the project.**

* Attached drawings editable format to be fully followed.
* Design area approx. 1000 m2 in total on 2 floors.
* The existing area must be re-designed fully, to be converted to service apartments, 10 unit by 50M2, 2 units by 56M2 , 2 units by 80- M2, 2 units by 100- M2. The concept could be taken from the existing guestroom in the Sheraton Grand (existing detailed drawings will be provided).
* Bathroom setup can be also designed same as existing bathroom in Sheraton Grand, only changes would be larger rooms (80 and 100 M2). Wherever possible, 2 bathrooms per apartment is required.
* Each service apartment needs to have a kitchenette with hot plate, small oven and dishwasher.
* Lighting arrangement and socket locations to be provided.
* Corridors to be redesigned according to the MEP needs shaft doors to be added and visual elements can be repeated as an existing corridor in Sheraton Grand (existing detailed drawings will be provided).
* Detail shop drawings need to be provided, considering attached drawings, including 3D visualization, sections, structural element with calculation, MEP modification as per requirement.
* Material data sheet to be provided.
* Quality and brand of materials or equipment’s needs indication.
* Constructive elements installation to be provided in design drawings, mandatory to be followed.
* Recommendation for Logistic plan of construction work to be provided.
* Selection of furniture, art, natural elements to be provided. Loose furniture, minimizing the build-in, fixtures is a preference.

**Part two: Methodology**

Please state your methodology for the scope of work mentioned above.

Additionally, we require confirmation of your ability to meeting the below timing for the delivery of design project:

* Signing of contract 01 September 2023
* Duration of fieldwork 6 weeks ending 13 October 2023
* Submission of first design project 23 October 2023
* Submission of final project 30 October 2023

**Part three: Credentials**

Please outline your credentials, with particular focus on hospitality expertise and experience. In addition, please provide short profiles on the team who will carry out the requested works.

**Part four: Fees**

Please confirm in table format the proposed fee for requested scope of work listed above. Please clarify the billing policy for any additional disbursements or charges that may be passed onto RAKIA G.

**Part five: Payment terms**

Please state your firm’s terms of payment.

**Selection process**

Your proposal will be evaluated with the following weightings:

|  |  |  |
| --- | --- | --- |
| **No.** | **Proposal** | **Weighting** |
| 1 | Ability to complete the scope of work | 25% |
| 2 | Methodology | 10% |
| 3 | Credentials | 10% |
| 4 | Fees | 50% |
| 5 | Payment terms | 5% |
|  | Total | 100% |

**Form of proposal**

Your proposal should contain all the five parts outlined above, in order and in a clear presentable manner. Two original and signed copies of your proposal should be submitted in a sealed envelope to the following address: RAKIA G, 0103, 20 Telavi str, Tbilisi, Georgia, Sheraton Grand Tbilisi Metechi Palace Hotel before the deadline, marked to the attention of Zviad Rusia. Please note that your proposal should not exceed 20 pages in length.

**Deadline**

The cut-off date for receiving your proposal 5th August 2023

**Acknowledgement**

To confirm that you have received this document, please acknowledge your receipt within 2 working days by emailing the following email address: v.orbeladze@rakia.ge