Request for Bids for Construction-to-Occupancy Turnover Management of a New Education Facility

Statement of Work

Background

A new Carnegie Mellon University Africa (CMU-Africa) campus is under construction in the Kigali Innovation City in Bumbogo, approximately 20 minutes out of Kigali town center. This first phase of construction comprises an Academic Building and an Amphitheatre, which are scheduled to be completed in May 2018. The academic building houses classrooms, laboratories, offices, a cafeteria, student resource center, and bookstore. It has the capacity to hold 300 students, 15 Faculty members, and 15 members of administrative staff. The Amphitheater is peripheral to the Academic building, with a 500-seat capacity. The combined size of the Academic building and Amphitheatre is approximately 6,500 square meters. The building owner is the Rwanda Development Board while CMU-Africa is the building occupant.

Scope of Work

To manage and oversee all aspects of building turnover from construction to occupancy, including managing the move from the current facility (in Telecom House on Boulevard de l’Umuganda in Kacyiru), as well as facility planning, space allocation, setting up vendors, and management of 6,500 sqm of a newly constructed education facility.

Work Requirements

- Assessing the structural, mechanical, and electrical integrity of the building, and giving recommendations on readiness for occupation.
- Documenting all requests for changes, in-field adjustments, as-built drawings and operations/maintenance manuals.
- On-site documentation of construction process (via reports and photos) that is to be distributed to the university administration.
- Co-ordinating the work of building owners, university administration, designers, outside consultants, and construction supervisors for all building fit-out work.
- Co-ordinating the procurement and installation of blinds, signage, artwork, interior plants, kitchenette furniture and appliances, and water heater.
- Receiving and managing installation of all building furniture and equipment, including
laboratory equipment and kitchen / café equipment.

- Assisting university administration with the installation of audio visual equipment, including IT management services.
- Assisting university administration in facility planning and executing space allocation.
- Overseeing the physical relocation of furniture, equipment, and documents from Telecom House to the new campus facility.
- Drafting preliminary emergency plans and evacuation procedures, including fire prevention and other safety systems, and implementing the plan with university administration.
- Overseeing the commissioning of the building with the contractor for start-up of all building systems, including auxiliary electricity supply systems (such as generators), mechanical / ventilations (including mechanical systems), fire prevention systems, domestic and sanitation plumbing.
- Co-ordinating the development and execution of the final construction punch-list with the building owner, university administration and architect/engineer.
- Instrumental in the strategic planning process for all building related matters by serving as the primary liaison and point of contact for relevant university administration (the building occupant) and for the Rwanda Development Board (the building owner).

Period of Performance

Work to commence immediately with an initial duration of 1 year; scope may be extended by the university administration for additional time as required.

Qualifications

Essential:

1. Building construction and engineering experience with projects of similar or larger size.
2. Facilities management experience for commercial and institutional buildings.
3. Ability to work in an English-language environment, as well as communicate in Kinyarwanda, including written and oral communication.
4. Ability to work with local construction management team, equipment and furniture vendors and service providers, on-site design and engineer professionals and the university administration.

Desired:

1. Experience with educational building projects.

This tender is open now and bids will be reviewed on a continuous basis. The expected start is in May 2018.

Please submit your tender proposals to CMU-Africa by email (chipiwa@africa.cmu.edu) by April 25th, 2018 at 11:59 p.m. CAT.