



## United Nations Procurement Division

**REQUEST FOR EXPRESSION OF INTEREST (EOI)**

This notice is placed by UNPD. The accuracy, reliability and completeness of the contents of furnished information is the responsibility of United Nations Procurement Division. You are therefore requested to direct all queries regarding this EOI to United Nations Procurement Division using the fax number or e-mail address provided below.

**Title of the EOI:**

Provision of Project Architectural and Engineering Services for UNDC2 Office Refurbishment and Flexible Workspace Conversion Project

**Date of this EOI:** 7 November 2023

**Closing Date for Receipt of EOI:** 6 December 2023

**EOI Number:** EOIUNPD22066

**Beneficiary Country/Territory:** United States of America

**Commodity/Service category:** Engineering Design and Construction

**Address EOI response by fax or e-mail to the Attention of:** Christian Provencher

**Fax Number:** N/A

**E-mail Address:** provencher@un.org

**UNSPSC Code:**

72000000 - Building and Facility Construction and Maintenance Services

81000000 - Engineering and Research and Technology Based Services

81101508 - Architectural engineering

80111617 - Temporary architectural services

72153612 - Interior design or decorating



## DESCRIPTION OF REQUIREMENTS

1. United Nations Procurement Division (UNPD) seeks Expressions of Interest (EOI) from suitably qualified companies with required expertise and experience to provide project architectural and engineering services in support of the Organization's planned renovation and Flexible Workplace conversion of office space at Two United Nations Plaza Building (UNDC2) in New York City.

### GENERAL REQUIREMENTS:

2. It is envisaged that the services will be required in several phases. Each phase will consist of simultaneous Programme and Conceptual Planning work, Architectural and Engineering construction document production and Construction Administration activity covering groups of 2 to 8 floors at a time.

3. UNDC2 Building is owned by the United Nations Development Corporation and the United Nations maintains a long-term lease with a footprint of approximately 360,000 sq. ft. spread over 26 Floors.

4. The types of services required will include:

a. Programming Services:

- i. Flexible Workplace Programming/Scheduling
- ii. Development of Concept Plans
- iii. Initiation of digital/on-line programming surveys
- iv. Conduct of Post-occupancy survey

b. Preparation of Construction documents.

c. Construction and administration phase.

5. The scope of the renovation program for programming, architectural and engineering services is envisaged to consist of the following:

a. Complete demolition of all existing interior spaces, including all ceilings, finishes, furniture systems, and MEP floor systems.

b. Conversion of full floor space to a Flexible Workspace layout provided by Separate Programme Management firm.

c. Replacement of mechanical and electrical systems.

d. Installation and upgrade of fire safety systems to meet local authority requirements.

## SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)

6. Evaluation of company's capabilities and suitability to provide the Project/Programme Architectural and Engineering services will take place following the eventual submission of Technical and Financial proposals in response to a Request for Proposals (RFP). At this later RFP stage, bidders are likely (at a minimum) to be expected to submit/demonstrate:

a. Documented evidence showing that the Lead firm is licensed and registered in the State of New York and has been in business in, at least the past five (5) years with Architectural consultancy services as its core business.

b. Documented evidence showing that sub-consultants are licensed in the State of New York and have been in business for at least five (5) years. Primary sub-consultant should have MEP as its core business.

c. Bidder's office location within 2 hours of attendance time to UNHQ NYC complex

d. Brief Statement of Experience

i. Architectural and Engineering office Interior design

ii. Institutional and Government Work



- iii. Familiarity with all NY local and state building codes
- iv. Capability, interest and personnel available for this project

- e. Annual Volume of Work -- Last 5 Years, construction volume
- f. References from past projects.
- g. Current Firm Capacity

7. UNGM registration identifying 'UN Secretariat' as a selected agency at minimum, Basic Level, with the understanding that the eventual awardee will be expected to meet Level 2 registration status - for Estimated Contract Award \$500,000 and above).

8. The UN reserves the right to issue the final solicitation documents only to those prospective Vendors that respond to the EOI, and are deemed qualified upon completion of an objective evaluation of their submission, or to change or cancel the requirement at any time during the EOI and/or solicitation process. Thus, submitting a reply to this REOI does not automatically guarantee participation in the eventual RFP.

9. The RFP and any subsequent commitment to contract will be issued in accordance with UN rules and regulations.

#### NOTE

Information on tendering for the UN Procurement System is **available free of charge** at the following address: <https://www.ungm.org/Public/Notice>

Only the United Nations Global Marketplace (UNGM) has been authorised to collect a nominal fee from vendors that wish to receive automatically Procurement Notices or Requests for Expression Of Interest. Vendors interested in this Tender Alert Service are invited to subscribe on <http://www.ungm.org>

***Vendors interested in participating in the planned solicitation process should submit the Vendor Response Form of this EOI electronically (through the link available on the next page) before the closing date set forth above.***



# VENDOR RESPONSE

## NOTICE

- Companies can only participate in solicitations of the UN Secretariat after completing their registration (free of charge) at the United Nations Global Marketplace ([www.ungm.org](http://www.ungm.org)).
- As you express interest in the planned solicitation by submitting this response form, please verify that your company is registered under its **full legal** name on the United Nations Global Marketplace ([www.ungm.org](http://www.ungm.org)) and that your application has been submitted to the **UN Secretariat**.
- While companies can participate in solicitations after completion of registration at Basic Level, we strongly recommend all companies to register at least at **Level 1** under the United Nations Secretariat prior to participating in any solicitations.
- Companies are reminded of the restrictions of employment of former UN personnel that were involved in the procurement process during their last three years of service as per [ST/SGB/2006/15](#), including (a) employing those personnel for one year after separation of service and (b) allowing those personnel to communicate with, or appear before, active UN personnel for matters related to the procurement process for two years after separation of service. Violation of the provisions of ST/SGB/2006/15 may lead to suspension of the registration of the company as a UN vendor.

**PLEASE NOTE: You should express your interest to this EOI electronically at:**

<https://www.ungm.org/Public/Notice/219236>

**In case you have difficulties submitting your interest electronically, please contact [provencher@un.org](mailto:provencher@un.org) directly for instructions.**



## EOI INSTRUCTIONS

### 1) Registering as a Vendor with the United Nations

Vendors interested in fulfilling the requirement described above must be registered at the UN Global Marketplace ([www.ungm.org](http://www.ungm.org)) with the UN Secretariat in order to be eligible to participate in any solicitation. Information on the registration process can be found at <https://www.un.org/Depts/ptd/vendors>.

#### **Prerequisites for Eligibility**

In order to be eligible for UN registration, you must declare that:

- A. Your company (as well as any parent, subsidiary or affiliate companies) is not listed in, or associated with a company or individual listed in:
  - I. the Compendium of United Nations Security Council Sanctions Lists (<https://www.un.org/securitycouncil/content/un-sc-consolidated-list>), or
  - II. the IIC Oil for Food List website or, if listed on either, this has been disclosed to the United Nations Procurement Division in writing.
- B. Your company (as well as any parent, subsidiary or affiliate companies) is not currently removed or suspended by the United Nations or any other UN organisation (including the World Bank);
- C. Your company (as well as any parent, subsidiary or affiliate companies) is not under formal investigation, nor have been sanctioned within the preceding three (3) years, by any national authority of a United Nations Member State for engaging or having engaged in proscribed practices, including but not limited to: corruption, fraud, coercion, collusion, obstruction, or any other unethical practice;
- D. Your company has not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against your company that could impair your company's operations in the foreseeable future;
- E. Your company does not employ, or anticipate employing, any person(s) who is, or has been a UN staff member within the last year, if said UN staff member has or had prior professional dealings with the Vendor in his/her capacity as UN staff member within the last three years of service with the UN (in accordance with UN post-employment restrictions published in ST/SGB/2006/15).
- F. Your company undertakes not to engage in proscribed practices (including but not limited to: corruption, fraud, coercion, collusion, obstruction, or any other unethical practice), with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN.

**For Registered Vendors:** Vendors already registered at the UN Global Marketplace with the UN Secretariat must ensure that the information and documentation (e.g. financial statements, address, contact name, etc.) provided in connection with their registration are up to date in UNGM. Please verify and ensure that your company is registered under its full legal name.

**For Vendors Interested in Registration:** Vendors not yet registered should apply for registration on the United Nations Global Marketplace (<http://www.ungm.org>); information on the registration process can be found at <https://www.un.org/Depts/ptd/vendors>. Vendors must complete the registration process prior to the closing date of the REOI. Vendors who have not completed the UNGM registration process with the UN Secretariat before the closing date of the REOI are not considered eligible to participate in solicitations of the UN Secretariat. We strongly recommend all companies to register at least at Level 1 under the UN Secretariat prior to participating in any solicitations.

**IMPORTANT NOTICE:** Any false, incomplete or defective vendor registration may result in the rejection of the application or cancellation of an already existing registration.

### 2) EOI Process

Vendors interested in participating in the planned solicitation process should forward their expression of interest (EOI) to United Nations Procurement Division (UNPD) by the closing date set forth in this EOI. *Due to the high volume of communications UNPD is not in a position to issue confirmation of receipt of EOIs.*

Please note that no further details of the planned solicitation can be made available to the vendors prior to issuance of the solicitation documents.

This EOI is issued subject to the conditions contained in the EOI introductory page available at <https://www.un.org/Depts/ptd/eoi>.

