



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:

RE-PUBLICATION: On-call Multidisciplinary Consultancy for Architectural, MEP and Specialist Services at UNHQ-NY

Date of this EOI: 19 April 2024

Closing Date for Receipt of EOI: 18 May 2024

EOI Number: EOIUNPD22587

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:

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 for the provision of a range of consultancy services to be provided to the Facilities and Commercial Activities Service of the UN on a single appointment, multi-disciplinary basis. The services will be used in connection with projects to occur at/within the UN Headquarters Campus in New York City and in associated leased properties as needed.

2. The consultancy services will include the following:

a. Architectural

b. Engineering (such as: Mechanical, Electrical and Plumbing (MEP))

c. Specialist consultancy services (including but not limited to: Feasibility Study and Cost Benefit Analysis, Referential Bill of Quantities (R-BOQ) with Construction Cost Estimates, Permit/Code Review, Expediting Services, Fire Protection, Security, IT/Telecommunications)

3. It is anticipated that an appointment will be made of a single multi-disciplinary company or of a single lead Architectural firm. Any services not provided directly by the lead company would be provided via subconsultancy arrangements.

4. For clarity, structural engineering consultancy services will NOT be required as part of this multidisciplinary appointment.

PLEASE NOTE THAT THIS IS A RE-PUBLICATION. IF YOU HAVE PREVIOUSLY SUBMITTED AN EXPRESSION OF INTEREST FOR THE SAME REQUEST LAST YEAR, IT IS NOT NECESSARY TO RE-SUBMIT AS WE ALREADY HAVE YOUR INFORMATION RECEIVED FOR RFP INCLUSION CONSIDERATION.

GENERAL REQUIREMENTS:

5. Vendors will be expected to demonstrate the following but not limited to:

a. Proof of possessing a minimum of five (5) years of engagement in services tied to the Scope of Works through local (CT, NY, NJ) business license registration.

b. Proof of technical personnel in providing design consultancy services on a multi-disciplinary basis:

i. Lead Principal Architect/Engineer - minimum eight (8) years experience

ii. Lead Architect and Engineer - minimum six (6) years experience each

iii. Junior Architect and Engineer - minimum three (3) years experience each

c. Experience of at least three (3) similar multi-disciplinary on-call appointments (contracts) on specific project examples with scope relevant to the envisaged UN projects (to include reference name/point of contact). In particular UN will seek experience of design appointments related to:

i. restricted access/high security areas/buildings

ii. government/public/commercial/office space

d. Experience of the lead/sub-consultant firm for major MEP and speciality projects.

e. Local (NYC, NJ, CT) presence or representation (upon appointment) to enable prompt response to urgent project requirements.



6. Preference may be shown to vendors who can demonstrate in-house design capability for both Architectural and MEP Engineering or similar capability via a joint venture or similar arrangement.
7. Vendor submissions in respect of these General Requirements will be requested and assessed at a later (RFP) stage

SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)

Responding to this Request

8. 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).
9. 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.
10. 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).
- 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) 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/232137>

In case you have difficulties submitting your interest electronically, please contact 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) 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>.

