

TERMS OF REFERENCE FOR CONSULTANCY SERVICES TO PREPARE MASTER PLAN OF DHA SUFFA UNIVERSITY CAMPUS



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A Project of DHA, Karachi
DG-78 Off Khayaban-e-Tufail
DHA Phase VII (Ext)
Karachi 75500
<http://www.dsu.edu.pk>

INSTRUCTIONS FOR CONSULTANTS TO PREPARE EXPRESSION OF INTEREST

1. The Expression of Interest submitted by interested consultants **MUST** contain:
 - a. Company Profile including company history, major projects and key personnel.
 - b. List of at least 3 recent clients where similar consultancy services were delivered with Contact Persons and Contact Details.
 - c. Bank Draft/Pay Order for Rs. 8,000/- from a Scheduled Bank of Pakistan in favor of "DHA Suffa University".
 - d. Details of Technical Staff to be deployed for the project.
 - e. Details of Certifications in possession of the firm and key personnel of the firm.
 - f. Copy of Audited Financial Statements for the last three (03) years.

2. The consultants are advised to read carefully and understand all the Terms and Conditions given in this document.

3. In case of any **technical query** related to this Request for Expression of Interest, please contact:

Dr. Athar Mahboob
Dean
DHA Suffa University
Cell: 0333-2344105
Email: dean@dsu.edu.pk

4. In case of any **non-technical query** related to this Request for Expression of Interest, please contact:

Lt. Col. (R) Aiyaz Ahmed Khan
Administrative Officer
DHA Suffa University
Cell: 0322-9253131
Office: 35244860
Email: ao@dsu.edu.pk

TECHNICAL EVALUATION CRITERIA **FOR SHORTLISTING OF CONSULTANTS**

It is notified for the information of the interested parties that following criteria along with the respective points will be used for technical evaluation of the received submissions. In order to be shortlisted a consultant MUST obtain at least 70 points in this Technical Evaluation.

S. No.	Criterion	Points
1.	<p>Years of experience of the company in providing relevant consultancy services.</p> <p>The consultant will get 1 point for each year upto a maximum of 10.</p>	10
2.	<p>Number of similar projects done for customers/universities.</p> <p>The consultant will get 2 points for each similar project upto a maximum of 5 projects.</p>	10
3.	<p>Financial Strength of the consultant.</p> <p>The consultant will get 1 point for each PKR 1 million in annual turnover.</p>	10
4.	<p>Customer feedback about the consultant.</p> <p>For each positive feedback the consultant will get 2 points.</p>	10
5.	<p>Qualifications of key personnel.</p> <p>For each written and authentic international qualification of key personnel and each 10 years of post qualification experience the consultant will get 1 point upto a maximum of 10 points.</p>	10
6.	<p>Concept, vision and master planning strategy in view of the Terms of Reference provided by DSU.</p> <p>The consultants are advised to prepare at least a 5 page writeup elaborating on their concept of the DHA Suffa University Campus Master Plan. Points will be awarded to consultants based on the quality of their writeup and attractiveness of their concept and vision. The evaluation will be performed by DSU Master Plan Committee.</p>	50

BASIC PARAMETERS FOR THE DSU MASTER PLAN AND **THE OUTLINE FOR SCOPE OF WORK**

1. Following information/data shall be provided to the consultant:
 - a. The present and progressive growth of student, faculty and staff strength at DHA Phase VII (Ext) Campus to reach saturation in the 4th year.
 - b. The existing area of land, buildings and their capacities at DHA Phase VII (Ext) Campus.
 - c. Student/Faculty/Staff strength in different phases planned for the new and state of the art Campus at DHA City.
 - d. Phase wise requirement of the following with quantities and dimensions:
 - i. Administration Block
 - ii. Academic Blocks (Classrooms, Labs, Workshops, Offices, Conference Rooms/Meeting Rooms)
 - iii. Library
 - iv. Convention Center/Auditorium
 - v. Mosque
 - vi. Faculty and Students' Common Rooms
 - vii. Student Hostels
 - viii. Cafeterias
 - ix. Faculty Residence
 - x. Staff Residence
 - xi. Sports Fields/Courts
 - xii. Swimming Pools
 - xiii. Gymnasiums
 - xiv. Faculty Club
 - xv. Staff Community Center
 - xvi. Medical Center
 - xvii. Transport Yard
 - xviii. Shopping/Commercial Precinct
 - xix. Utilities (Power Supply Structures, Gas, Water etc.)
 - xx. Telecommunication
 - xxi. Perimeter Wall with Security Towers and Technology
 - xxii. Air-Conditioning
2. The Consultant is to prepare 6 different Master Plans for the following given parameters:

- a. All buildings up to a maximum of 4 floors - without elevators:
 - i. With a Built Up Area to Open Space Ratio of 10% : 90%
 - ii. With a Built Up Area to Open Space Ratio of 15% : 85%
 - iii. With a Built Up Area to Open Space Ratio of 20% : 80%
 - b. All buildings up to a maximum of 8 floors - with elevators:
 - i. With a Built Up Area to Open Space Ratio of 10% : 90%
 - ii. With a Built Up Area to Open Space Ratio of 15% : 85%
 - iii. With a Built Up Area to Open Space Ratio of 20% : 80%
3. The consultants will do/provide the following:
- a. Six layout plans indicating the total land area required in each assuming uni-level topology of land.
 - b. Estimate and indicate the requirement of land, infrastructure and facilities for meeting the requirements of DSU at DHA Karachi.
 - c. Estimate the financial effects of building all infrastructure and facilities at DHA Karachi and at DHA City for each proposed Master Plan layout.
 - d. Estimate the time required for developing/constructing each building/infrastructure/facility given in the selected Master Plan of new campus and prepare a consolidated Timeline Activity Chart (Gantt Chart) in consultation with DSU Management.

OTHER TERMS AND CONDITIONS

1. Please sign and/or stamp each page of the submitted documents, otherwise, it will not be considered/accepted.
2. Consultants are required to have a **minimum of 3 years experience** of similar work with reputable universities/organizations/institutes/companies.
3. Evaluation to short-list consultants shall be done as per criteria provided in this Terms of Reference Document. Minimum 70 passing score in Evaluation is required to qualify for Request For Proposal (RFP) stage.
4. In the RFP stage, the Two Envelope Single Stage Procedure shall be used. Full details will be provided to shortlisted consultants through the RFP.