

# REQUEST FOR PROPOSAL

**Project:** UFAR-25/02 - Interior & Engineering Systems Design Services for the Renovation of the French University in Armenia (UFAR)

**Location:** Abovyan Street, Yerevan, Armenia

**Building Size:** Approx. 5579 m<sup>2</sup> (**plus** shared areas)

**Client:** French University in Armenia (UFAR)

## 1. BACKGROUND

The French University in Armenia (UFAR) is a prominent higher education institution established in 2000 through Armenian-French collaboration. It offers dual diplomas in areas such as law, management, finance, marketing, and computer science. Having operated in the same facility since its inception, the existing infrastructure no longer meets the university's evolving academic and operational needs. To support future growth and excellence, the Government of Armenia has allocated a new building, formerly part of the State Agrarian University. UFAR will occupy a dedicated section with a separate entrance, while some areas (e.g., central entrance, staircase, elevator, sports hall, cafeteria, big hall and its entrance, roof and basement) will be shared. The university intends to renovate this structure into a modern, inclusive, and future-ready educational facility.

## 2. OBJECTIVE

UFAR seeks proposals from qualified architectural and engineering teams for the design and implementation of comprehensive interior design, including necessary architectural, structural, and MEP (Mechanical, Electrical, Plumbing) components.

Please note that this invitation outlines the general expectations and goals of the project are based on the previous. Despite this document gives detailed list of the required spaces, a more detailed and specific technical task will be co-developed with the selected service provider following the contract award, through close collaboration with UFAR's project team.

## 3. SCOPE OF SERVICES

The scope includes:

- Development of design concepts with zoning, layout plans, and 3D visualizations
- Preparation of full architectural, structural, and engineering (HVAC, electrical, plumbing, low current

and smart solutions) documentation

- Specification of materials, products, finishes, and furniture
- Construction documentation for tendering and permitting, if necessary.
- Cost estimation
- Construction supervision, including author's supervision and weekly quality control.
- Coordination with subcontractors and suppliers
- Preparation of reports and assistance with permit applications

***Note: Unforeseen structural or mechanical work may arise. The selected firm must be ready to engage engineers accordingly.***

#### **4. REQUIRED QUALIFICATIONS**

- Company must have valid License for providing Design Services.
- Company must have registered team of certified architects and structural engineers in house. These services cannot be outsourced or provided through consortiums. This does not relate to other parts of design project: HVAC, Low Current, Plumbing and etc.
- Minimum 5 years of experience in public space/institutional design
- Previous collaboration with international institutions or agencies (preferred)
- Experience with sustainable design (preferred)
- Proven knowledge of local regulations (Republic of Armenia)
- Familiarity with modern educational design standards and international best practices

#### **5. PROPOSAL CONTENT & SUBMISSION REQUIREMENTS**

Proposals must be submitted electronically to [daf@ufar.am](mailto:daf@ufar.am) and [achats@ufar.am](mailto:achats@ufar.am). Offer consists of:

- Concept** with floor plan layouts, sections with visualizations (the best way you can present your ideas).
- Preliminary **cost breakdown** for **construction works**: Architecture/Interior works, Structural Reinforcement and additions, HVAC, Plumbing, Low Current & BMS, Solar Systems, and etc.
- Explanatory **letter** with proposed **methodology** and your **suggested schedule**.
- Sectioned **fee proposal** for design services : Design Project; Author Inspection
- Team structure and CVs of key personnel.
- List of the public buildings in your **portfolio**.
- Reference** contacts of former clients.

*Note: You can use the form for submitting the financial offer.*

## 6. PROJECT PHASES & DELIVERABLES

### **Phase 1.1: Schematic Design (SD)**

*Expected duration: **20 calendar days** (after contract)*

- Zoning & space planning
- Floor plan concepts (1–3 options)
- 3D visualizations (can be represented with references)
- Schematic design report

### **Phase 1.2: Design Development (DD)**

*Expected duration: **40 calendar days** (after SD)*

- Architectural drawings (final floor layout plans, sections, engineering parts)
- 3D visualizations
- Preliminary structural framing & calculations (elevator shafts and others parts if necessary).
- Coordination with required surveys
- MEP concept drawings & diagrams
- DD package report
- City Hall approval package (if needed)
- BOQ & Cost Estimation (ready for Contractor selection)

### **Phase 1.3: Construction Documentation (CD)**

*Expected duration: **60 calendar days***

- Architectural plans, sections, elevations, reflected ceiling plans
- Interior door/window/furniture schedules, finishes, fittings schedules.
- HVAC, electrical, low current systems, plumbing, and fire safety drawings and schedules
- Solar PV, BMS, and smart systems drawings & coordination
- Site & landscaping plan with pathways
- Coordination of all engineering disciplines
- 3D visualizations (final)

### **Phase 2: Construction Supervision (Author Inspection)**

- Site visits (min. 3 times/week)
- Participation in weekly site meetings
- Quality control and reporting (including photos)
- Adjustment of documentation based on site changes

## 7. PROJECT TIMELINE

- Proposal submission deadline: **30 JUNE 2025; 23:59 Yerevan Time**
- Contract award: As soon as possible
- Total design development duration: **120 calendar days**

## 8. FINANCES & PAYMENTS

- Financial terms and payment schedule will be negotiated after the selection of the service provider.
- All payments will be made in Armenian Drams (AMD) via bank transfers.
- All the required surveys and Private Expertise MUST be included in your offer and mentioned with SEPERATE LINE.
- We will ask you to represent Bank Insurance for some percentage of your contract cost.

## 9. SELECTION PROCEDURE

All submitted proposals will be reviewed by UFAR's Evaluation Committee. The selection procedure will follow these key steps:

- a. **Compliance check** – Proposals will be screened for completeness and compliance with the submission requirements.
- b. **Technical evaluation** – Qualitative aspects such as relevant experience, team qualifications, methodology, and understanding of the project will be evaluated.
- c. **Financial evaluation** – Proposals will be assessed for cost-effectiveness and value for money.
- d. **Clarifications (if needed)** – Shortlisted bidders will be invited for clarification interviews or to provide additional details.
- e. **Final selection and negotiation** – The highest scoring proposal (technical + financial) will be selected for contract negotiation.

*Note: The Evaluation Committee reserves the right to request additional information, clarify ambiguities, or adjust the scope before contract award.*

## 10. ATTACHEMENT LIST

- a. *Floor plans of the building (pdf+dwg).*
- b. *Photos from the building.*
- c. *Offer template.*
- d. *Contract Draft (Revision will done, after selection of the contractor).*

## 11. SPACE REQUIREMENTS FOR NEW BUILDING

UFAR being university specialized in business sciences, needs more of classic academic environment, then non-formal or field related specific areas, like laboratories, experiment areas. In general there is need of four types of spaces: Academic, Administrative, Technical, Sport and Recreation. The Academic and Administrative parts, also some Security related technical rooms must be fully in the section of the building that belongs to the UFAR. Sport and Recreation areas will be in the shared areas mostly, but UFAR needs some recreation areas for only its use for students and for the staff too.

As the first two floors of the building have 4.5 (or 5) meters height we do imagine to have mezzanines to expand our usable areas. We are open to see that floor used as academic halls or administrative offices, whichever will make the usage more effective.

### ACADEMIC SECTION

The academic facilities at UFAR must foster an environment conducive to focused learning, intellectual collaboration, and academic excellence. Spaces should be carefully designed to accommodate a range of teaching methodologies, from large amphitheaters for lectures and seminars to smaller classrooms and specialized computer laboratories for interactive learning. Special emphasis must be placed on spaces promoting individual study and research, including a modern library with quiet zones and private study cabins, active learning environments, and dedicated areas for researchers and doctoral students. The design should effectively integrate **mezzanine levels** to maximize spatial efficiency, facilitating flexible use as both academic and administrative areas, ensuring adaptability for future academic demands. We do aim to have 4000-4500 square meters academic area maximizing UFAR's capacity.

No.	ROOM TYPE	QUANTITY	CAPACITY (PERSON)	EST. AREA (M <sup>2</sup> )	NOTES
1.	Auditorium Type 1 (Amphitheatre)	1	150	150	
2.	Auditorium Type 2 (Amphitheatre)	5	100	100-110	

3.	Lecture Rooms (Salles de cours pour les TD)	25	45	70-80	
4.	Seminar Rooms (Salles de cours)	23	30-40	45-50	
5.	Computer Labs	12	25	50-70	
6.	Library	1	100-150	150	Must include silent cabins/rooms. Can be joined with the row below.
7.	Active Learning Space	1	80-100	150	Must include 4-5 co-working rooms. Can be joined with the row above.
8.	Salle de sport				Shared Facility
9.	Doctoran't & Researcher's Room	1	10	35	Separate desks and 1 meeting.
10.	Court Room	1	N/A	50+	
11.	Chair's head office	4	1	15	With meeting table for 3-4 people.
12.	Chair of French	1	-50	50	Must have 3 desks for Chair's administrative workers. Additionally small desks with computers and 1 big table for notebook users. Chair for Foreign languages has 4 sections, private desks needed for the heads.
13.	Chair Foreign languages	1	60	80-90	
15.	Professors Communal Space	1	40-50	80-100	Must be professors area to wait, work and have rest. Must include private areas, kitchennete and students' consultation tables and a meeting room.

16.	Exam Surveillants office	1	4-5	10-15	
17.	Student Union	1	15-20	25-30	

## ADMINISTRATIVE SECTION

UFAR's administrative spaces must provide efficient, secure, and comfortable working conditions, fostering productive interactions among staff, faculty, and students. The design must reflect clear hierarchical structuring while encouraging open communication and collaboration. Offices for senior management, deans, and administrative personnel should balance privacy with accessibility, incorporating waiting and small meeting areas. Deputy Rectors and Administrative-Financial Director can have one assistant in-between their offices with shared waiting area. Special attention must be given to the layout and ergonomic design of offices supporting critical university functions, including admissions, student services, human resources, finance, marketing, development, and international relations. The administrative area must include strategically placed meeting rooms, conference facilities, and archival spaces to ensure seamless operational functionality and effective internal communications. We do consider to have all the listed rooms in one zone (on the same floor), but if there is more efficient ways to is the building, we are open for discussions to separate some areas, considering their function. For example Deans offices and adjunctive sectors can be more into academic area. Administrative section we do consider to occupy about 600 square meters.

No.	ROOM TYPE	QUANTITY	CAPACITY (PERSON)	EST. AREA (M <sup>2</sup> )	NOTES
1.	<b>Rector's office</b> - Reception/Waiting - Recreation area - WC & Shower	1	N/A	50-70	With small meetings area for 4-5 persons. Assistant desk must be at reception.
2.	<b>Deputy Rectors Office</b> - Recreation area - WC	2	N/A	25	- Office desks to have 3 guest seats. - With small meetings area for 4-5 persons.
4.	<b>Administrative and Financial Director's office</b> - Recreation area - WC	1		25	- Can have joint WC. - Joint Assistant desk and reception/waiting area.

5.	<b>Dean's Office</b>	6	1	16	With meeting table for 3-4 people.
6.	Faculty Room	6	4	20-30	Will be used by dean's assistants and students case coordinators.
7.	<b>Accounting Office</b>	1	3	16-20	
8.	<b>Chief accountant</b>	1	1	10-12	Can be with Accounting office, but with high privacy level.
9.	Office for Procurement and Operation Managers	1	2	12-20	
10.	Teaching Director's Office	1	1	16-22	With meeting table for 3 people.
10.1	Teaching Process Coordination Office	1	5	20-25	Lesson Scheduling, Key management.
11.	Faculty Administrative Responsibles	1	8	30-35	Can be divided into 2 rooms.
12.	Admission Officer	1	3	16-22	Has to have enough area for to held 1 to 1 consultations on 3 desks.
13.	HR Office	1	3	16-20	
14.	Communication Department	1	4	35	Must have separate section for the Head of Department.
15.	Development Department	1	5	18-22	Must have separate section for the Head of Department.
16.	Legal officers	1	2	10-16	
17.	Students administrative-financial coordinators	1	3	12-22	



18.	Quality Assurance & International Relations Office	1	5-6	32	
19.	Meeting room Big	1	40-50	40	
20.	Meeting Room Small	1	7-12	12	
21.	Conference Room	1	15-20	20	
22.	Files Archive	1	N/A	10-15	
23.	Printing Facility	1	N/A	10-15	

## TECHNICAL SECTION

Security is one of our priorities, especially considering the shared areas and entrance, special measures must be applied to ensure security of our students, staff and our property. The building must be divided from the parts of Agrarian University by turnstiles or doors with electronic locks. Entrance to UFAR can be organized using staff/student cards or by Face Recognition systems. All the video surveillance must be gathered in the office of the head of security. Each floor in the main building will have a Controller's desk, who must maintain security in the floor and in case emergency contact the head. We do aim to put as much as possible technical areas in the basement to use upper floor more for academic and administrative purposes.

No.	ROOM TYPE	Quantity	CAPACITY (PERSON)	AREA (M <sup>2</sup> )	NOTES
1.	Security Head's Office	1	2	9-12	
2.	Severs/Head of IT department	1	2	12	
3.	Medical Help Office	1	2	12-16	with WC
4.	Controller's Desk	5	1	3	on the each floor
5.	Janitorial	5	N/A	3	on the each floor
6.	Small Storage Rooms	5	N/A	5	on the each floor
7.	Main Storage	1	N/A	N/A	in the basement

7.1.	Storage responsible's room	1	1	9-12	in the basement
8.	Main Archive	1	N/A	N/A	in the basement
9.	Workshop	1	N/A	30-50	in the basement, must include desk/office and shower.
10.	Janitors room	1	5	10-25	Including dressing room and shower.
11.	Restrooms for students/public	10	N/A	N/A	As much as required
12.	Restrooms for staff	5-6	N/A	10	
13.	Restrooms attached to executive's offices	2-4	N/A	2-4	Where possible

## SUSTAINABLE/SMART SOLUTIONS

UFAR aims to have energy and cost efficient, sustainable facility and any sustainable solution that could be incorporated in the building is welcomed. We consider having solar **photovoltaic** panels on the **roof**, solar water heaters. Regarding the HVAC equipment we would like to have **energy-efficient** ones. Whatever is incorporated, the payback period must be maximum of 5-7 years.

## SHARED AREAS

### BASEMENT FLOOR

The basement area beneath UFAR's section of the building is exclusively allocated for UFAR's use, given its existing separation from other sections. It is intended primarily for technical rooms. Additionally, contingent upon regulatory compliance, we propose including active learning spaces or student recreation areas within this basement.

## CAFETERIA

The cafeteria is situated in a separate building located in the backyard area and will cater exclusively to our students and staff. Given the presence of a spacious terrace, comprehensive site development planning for this area is also required.

## SPORTS HALL

The sports hall is a shared facility currently in suboptimal condition. Renovations must be undertaken for the hall itself and the adjacent rooms. The decision regarding the installation of HVAC systems will be made subsequent to a detailed review of the overall project cost estimates.

## MAIN HALL

Located within the primary Agrarian University building, the main hall will serve UFAR's requirements for large-scale events. The feasibility of undertaking renovations in this hall is yet to be finalized; however, please include the necessary design services for this space within your proposed cost.

Note: Interior renovations within shared areas should be minimal yet effectively create convenient environments supportive of modern educational processes.

## Visualization Requirements

Interior design services are required to provide detailed visualizations for the following areas:

- Each type types of academic rooms (Auditorium Type 1, Type 2, Seminar Room, Lecture Room, Computer Lab).
- Library.
- Active learning space.
- Court Room.
- Professors' communal spaces.
- Chair Example.
- Building entrances.
- Mezzanie Section.

- Corridor example.
- Administrative office example.
- Yard and Cafeteria.

## **Disclaimer**

This document, including the entire Request for Proposal (RFP) package, is intended solely for the purpose of submitting a proposal in response to this call. The French University in Armenia (UFAR) is under no obligation or liability to proceed with any part of the procurement process. UFAR reserves full discretion to manage, modify, or cancel the tender process in any form it deems appropriate and is not bound to accept any proposal or award a contract as a result of this RFP.

All submitted materials will be treated as confidential and used strictly for evaluation purposes. Any use, reproduction, or distribution of the contents of this document (including the annexes) without written consent from UFAR is strictly prohibited and may be subject to legal consequences.

*Please submit all questions regarding the bidding process in writing to the designated email address. If a verbal discussion or site visit is required, we will contact you after reviewing your submission.*

*Reminder: Offers must be sent **before 30 JUNE 2025, 23:59 Yerevan time**, via email to [daf@ufar.am](mailto:daf@ufar.am) and [achats@ufar.am](mailto:achats@ufar.am).*