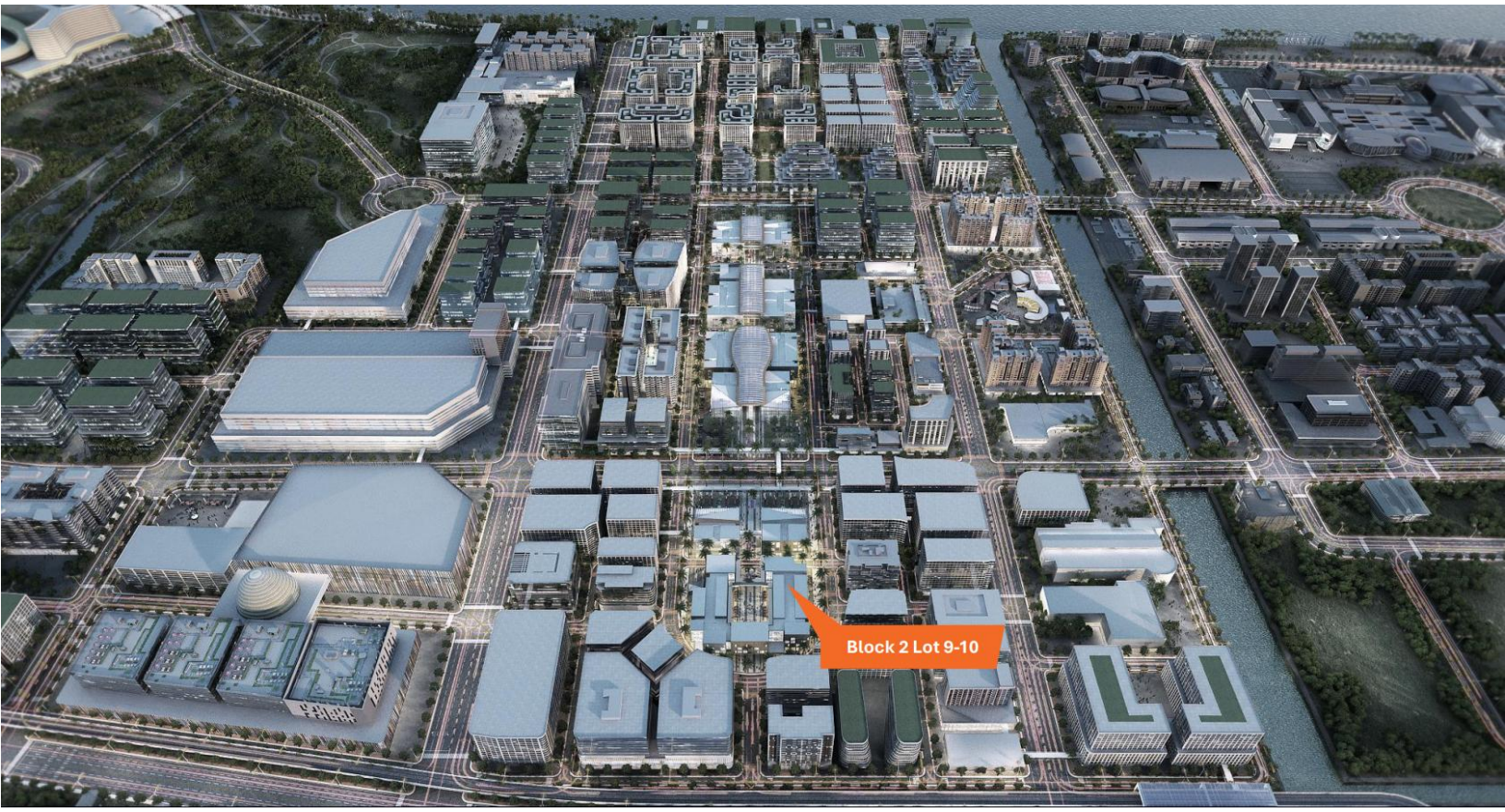

DLS-CSB

DELFIN WENCESLAO JR. CAMPUS

TERMS OF REFERENCE

CENTER FOR FACILITIES MAINTENANCE AND CAMPUS DEVELOPMENT

Project No: cd.2401

DETAILED ARCHITECTURAL AND ENGINEERING DESIGN SERVICES

I. PROJECT BACKGROUND

De La Salle-College of Saint Benilde (DLS-CSB), since its birth 36 years ago, has grown tremendously, both in terms of the number of students it caters to and in the number of programs it offers.

With the concomitant growing demands for classrooms and facilities, particularly from the School of Environment and Design (SED) and the School of Hotel Restaurant and Institution Management (SHRIM), another new campus seems logical to address critical spatial and functional needs.

The envisioned new Campus should stand as an iconic, modern, and sustainable hub of education. Designed to be future-proof and environmentally responsible, it will set a benchmark as a "Green Building" and a model of sustainability for years to come, leaving a lasting legacy for the Benildean community.

II. DLS-CSB VISION-MISSION

This project is an opportunity to bring Benilde's Vision-Mission to life, ensuring the Campus becomes a landmark that represents the College's enduring values and its commitment to a brighter future for its communication and the broader society it serves.

DLS-CSB Vision-Mission Statement:
"De La Salle-College of Saint Benilde envisions itself as an inclusive and innovative community trailblazing extraordinarily in the Creative, Digital, and Service industries in the Philippines and Southeast Asia.

Faithful to our Lasallian heritage, De La Salle-College of Saint Benilde is committed to building a just and humane society. We provide human and Christian formation that is accessible to the underserved and diversely gifted persons."

This Project should also integrate the core principles of the Benildean Expressions, ensuring that the redevelopment reflects the College's identity and purpose:

- ★ God-Centered - Meaningful belief and relationship with God where life's work flows from Him towards goodness to self, community, and broader society.
- ★ Excellent with Integrity - Going beyond what is expected in adherence to ethical standards and principles.
- ★ Creative and Innovative - Freedom to express oneself through extraordinary work that aims to provide meaningful solutions to social problems.
- ★ Inclusive - Appreciating one's worth and engaging with practices that promote acceptance, accommodation, empowerment, and reaching out to others.
- ★ Socially Responsible - Continuing development of one's social consciousness in engaging with the community and addressing broader social issues.

Goals:

1. The design should account for projected enrollment growth across the academic divisions, focusing on increasing space for both senior high school and tertiary students. With current initiatives aimed at fostering diverse enrollment and inclusion, this goal will support additional student demographics and international enrollment, ensuring that facilities can accommodate up to 15-20% more students by AY 2029-2030.

- ➔ Scenario 1 (5% annual compounded growth): The student population is projected to reach approximately 15,323 by AY 2029-2030.
- ➔ Scenario 2 (10% annual compounded growth): The student population is projected to reach approximately 19,338 by AY 2029-2030.

2. Over the next 5-10 years, aim to integrate spaces that foster innovation and collaboration across disciplines, such as multi-purpose labs, smart classrooms, and flexible learning spaces. This goal should align with the College's vision of incorporating cutting-edge educational technologies (such as AI and digital tools) into everyday learning. These facilities will need to support both in-person and hybrid learning modalities.

III. PROJECT OBJECTIVES

The objectives of the project will focus on solving the needs of the College while being sustainable and highly maintainable at the same time.

1. The design of the new Campus will address the basic need of new academic spaces such as classrooms, laboratories, library, support and auxiliary spaces while being modular and to allow for inter-use between and among the different Schools and programs, whenever necessary;

2. The rooms and spaces will be modern, not just in looks but in function;

3. The new Campus will be compliant with the provisions of the National Building Code of the Philippines and its referral Codes, as well as the Occupational Safety and Health Standards;

4. The new Campus will be a Certified Green Building, both by the Philippine Green Building Initiative (PGBI) thru its GREEEN Rating System (Geared for Resiliency and Energy Efficiency for the Environment) as well as EDGE (Excellence in Design for Greater Efficiencies) by the IFC (International Finance Corporation).

5. The design of the new Campus will reflect resilience against natural disasters such as earthquakes and flooding.

6. The new Campus will be PWD-friendly in compliance with the Accessibility Law (BP 344) with provisions and considerations, as well, for those with learning disabilities.

7. The design of the new Campus will be highly-maintainable, in compliance with the Design Guide for Maintainability made by the Center for Facilities Maintenance and Campus Development (CFMCD)

8. The design of the new Campus will take into consideration the inputs of Focused Group Discussion (FGD) and Workshops conducted by the Office of the Vice Chancellor for Academics (OVCA) and CFMCD.

9. The new Campus will be equipped against Active-Shooter Scenarios for the protections of all its guests and occupants.

10. All academic spaces and support spaces will be designed to incorporate the "Learner-Centered" approach of Benilde as well as being flexible for conduct of online and/or hybrid classes for "mission-continuity" in case of any emergency occurrences (whether natural or man-made).

IV. PROJECT LOCATION

The site for the proposed DLS-CSB ASEANA Campus will be on Block 2, Lot 9-10 along L. Celerio Drive and A. Veneracion St., ASEANA City, Parañaque. The area of the lot is approximately 3,845 sq.m.

I. PROJECT REQUIREMENTS

A. ACADEMIC SPACES, ADMIN SPACES AND SHARED FACILITIES (SEE ANNEX A)

B. SERVICES AND CIRCULATION

1. Delivery / Receiving Area;
2. Non Academic Student Areas;
3. Mezzanine (for storage purpose) or Upper Student Deck Commons;
4. Ground Floor Open Community and Events Area;
5. Toilet Facilities including PWD Toilets / Gender-Neutral Toilets;
6 Accessibility Infrastructure;
7. Parking
    - 7.1. Regular Parking;
    - 7.2. PWD;
    - 7.3. Emergency Response Vehicles;
    - 7.4. Bicycle Parking
8. Elevators and Escalators;
9. Main Stairway or Access Stairway interconnecting specific floors;
10. Security Access Control at entry and receiving areas;
11. Ground Floor Lobby;
12. Mechanical, Electrical, Data, Communication, Auxiliary Equipment Rooms;
13. Driveway and drop off for Fire Truck, Private Vehicles, E-Jeep, and PUV (i.e: Jeepneys, Taxis, Tricycle and Pedicabs).
14. Material Recovery Facility

II. SCOPE OF SERVICE

The scope of work needed to be done by the Architect consists of the professional services such as the following:

1. Site Development Planning (SDP) of the grounds of the building, including other concomitant structures within the Project site, as may be determined by DLS-CSB;

2. Detailed Architectural Design inclusive of Engineering Design and Auxiliary Design Services and Engineering Coordination;

3. Outline the required Basic Furniture, Fixture and Equipment (FF&E) for the Academic Spaces, Non-Academic Spaces, and Offices for purchase by DLS-CSB as Owner-Supplied Materials (OSM);

4. The Basic Detailed Architectural Design will specifically cover the following phases as follows:

4.1. *Pre-Design Project Validation Phase*

This phase shall involve the validation of the requirements of the Project by DLS-CSB. The Architect in turn shall inform DLS-CSB of the technical requirements of the Project, the Architect shall:

4.1.1.1. Conduct, in coordination with the Project Management Consultant (PMC) and DLS-CSB Technical Group (DCTG), consultations with the End-Users such as Deans, Chairpersons, Faculty Track Head, and other departments involved in the operations of the building to determine and validate the initial Space Requirements and ascertain the conceptual framework and related requirements;

4.1.1.2. Gather relevant information and data leading to the definition of the requirements of the Project;

4.1.1.3. Review and refine the Owner's space requirements and translate them into an Architectural Program;

4.1.1.4. Present and confirm such requirements with the OC, OVCA, and Deans or Department Heads;

4.1.1.5. Acquire, in coordination with CFMCD, the Sign-off of the Architectural Program by the EndUsers, and with but not exclusive of the OC, OVCA;

4.1.1.6. Assist the Quantity Surveyor (QS) in preparing an Initial Statement of Probable Construction Cost (ISPCC);

4.1.1.7. Present for approval the Signed-Off Architectural Program to the Campus Development Committee

4.1.1.8. Provide a detailed Design Schedule to the PMC and DCTG. The design schedule shall clearly outline target submission dates of deliverables for each phase of the design. The design schedule shall be in accordance with the approved project duration of DLS-CSB.

4.1.1.9. Provide a Design Risk Management Plan to the PMC and DCTG. The Architect shall work in coordination with the PMC in identifying potential risks of delay for each phase of the design. The Architect shall then propose and implement mitigation strategies to ensure compliance to the project schedule.

4.2. 4.2. *Schematic Design Phase*

This phase shall consist of the preparation of schematic design studies derived from the Pre-Design Project Validation Phase, leading to conceptual plans. The Architect shall:

4.2.1. Evaluate the Approved Architectural Program, schedule, budget, project site and proposes methods of Project Deliveries;

4.2.2. Prepare the initial line drawings representing design studies leading to a recommended solution, including a general description of the Project consisting of site development plans, floor plans, elevations, and other drawings, to fix and illustrate the size and character of the entire Project in full size plans and A3 size;

4.2.3. Assist the QS in preparing a Statement of the Probable Project Construction Cost (SPPCC) based on current cost parameters;

4.2.4. Conduct in coordination with the PMC and DCTG, FGD and Design Forums with various groups composed of a cross section of the Benilde Community which will

include representatives but not exclusive from the OC, OVCA, and other Vice President Offices;

4.2.5. Prepare a Revised Schematic Plan reflecting the various significant inputs of the FGD, Design Forums, and consultations;

4.2.6. Assist the QS in preparing an Updated SPPCC based on the Revised Schematic Plans;

4.2.7. The Architect, in coordination with the PMC and DCTG, shall acquire the Schematic Design Signed-off of the Revised Schematic Plans with the assigned End-Users, which may include the OC, OVCA, and OVPA.

4.2.8. Present for approval the Signed-Off Schematic Design to the Campus Development Council.

4.3. 4.3. Design Development Phase

Based on Approved and/or Signed-Off Schematics and conceptual plans, the Architect shall:

4.3.1. Together with the PMC acting as the Design Manager, coordinate with the different engineering consultants in preparing the Design Development Documents;

4.3.2. Prepare Design Development documents consisting of plans, elevations, sections and other drawings in full size plans and A3 size;

4.3.3. Develop Outline Specifications to fix and illustrate the size and character of the entire Project as to type of materials, FF&E, and other architectural systems;

4.3.4. Assist the QS acting as the Cost Manager, an updated SPPCC based on the Design Development Documents for submission to the Owner;

4.3.5. The Architect, in coordination with the PMC and DCTG, shall acquire the Design Development Plan Signed-off with the assigned End-Users, which may include the OC, OVCA, and OVPA

4.3.6. Present for approval of the Signed-Off Design Development to the Campus Development Committee.

4.4. 4.4. Contract Document Phase

Based on the Approved and /or Signed-Off Design Development Documents, the Architect shall:

4.4.1. Coordinate with the structural, electrical, sanitary/plumbing, mechanical engineering and fire protection consultants and other engineering consultants for the production of detailed engineering design works;

4.4.2. Prepare the complete Contract Documents consisting of detailed designs and construction drawings, setting forth in detail the work required for the architectural works;

4.4.3. Prepare the Technical Specifications describing type and quality of materials, finish, manner of construction and the general conditions under which the Project is to be constructed; the Specifications should not include brand names but shall indicate type specific description for equipment, materials, and finishes;

4.4.4. Submit to the DLS-CSB not less than ten (10) sets of all Construction Documents, Design Documents, and Technical Specifications for the purpose of obtaining permits, certificates, and any other document necessary to start and complete the project. The permits and certificates described include, but are not limited to the following: Building Permit, Environmental Compliance Certificate (ECC), Fire Safety Evaluation Clearance (FSEC), Occupancy Permit, and Tree Cutting Permit.

4.4.5. Submit to DLS-CSB electronic copies of all technical and construction documents

4.4.6. Coordinate and obtain the necessary reference control points and coordinates from the National Mapping and Resource Information Authority (NAMRIA), which includes obtaining the necessary certification.

4.4.7. Assist the QS in preparing and updating the SPPCC based on changes in scope, requirements or market conditions.

4.4.8. Provide Sign and Seal of Professionals for all technical and construction documents necessary to start and complete the project.

4.5. 4.5. Bidding and Negotiation Phase

The Architect shall:

i. assist the Owner from the early stage of establishing a list of prospective General Contractors to the award of the Construction Contract, and provide the Owner one (1) complete set of drawings and specifications;

ii. for competitive bids/procurements: assist the Construction Manager in furnishing complete sets of the Bid Documents, organizing and conducting pre-bid conferences, responding to questions from bidders, and obtaining proposals from General Contractors;

iii. for negotiated contracts: perform similar functions as in item (ii) but negotiates with one General Contractor instead of many bidders

4.6. 4.6. Construction Phase

4.6.1. The Architect shall: assist the Construction Manager in making decisions on all claims of the Owner and Contractors on all matters, approve change/variation orders (CVOs), gather and turn over to the Owner written guarantees, make periodic visits to the Project site to ascertain that the work is proceeding in accordance, and signing the corresponding Certificates for Payment.

4.6.2. The Architect shall provide technical assistance for all architectural and engineering disciplines. This includes, but is not limited to: providing responses to queries raised by the DCTG, PMC, contractors, subcontractors, and other stakeholders, review and approval of shop drawings and material submissions, and attendance to technical meetings when required.

5. The Architect will be the Architect on Record;

6. Facilitate in coordination with the PMC and DCTG, Focus Group Discussion (FGD) and Design Forums (DF) with a cross section of the Benilde Community and lead in coordination with the PMC and DCTG acquiring Sign-Offs of End-Users and other approving offices or bodies of Benilde.

7. Produce all the required plans and documents for submission by the General Contractor for the application of Building Permit, ECC, and Occupancy Permit. The Architect shall conduct its own due diligence to identify the necessary requirements to obtain the aforementioned permits.

8. Produce all the drawings, specifications, calculations, and any other technical document required for the application of utilities. Utilities include, but are not limited to the following: permanent power, water supply, internet service.

III. PROJECT TIMELINE

The project duration will cover approximately twenty-eight (28) months.
This will cover the phases of:

Design (4 months) with Stakeholders Sign-Off, (with Project Manager)

Construction (20 months) / Bldg Permits
Post-Construction (4 months) / Turn Over / Punchlisting

IV. ARCHITECTURAL AND ENGINEERING DESIGN SERVICE FEE

The Fee for the Design Services will be presented as a total amount for architectural, landscape and engineering designs. The Terms of Payment shall be based on the following:

10% Engagement Fee
20% Upon completion of the Design Development Plan
55% Upon completion of the For Construction Drawings (FCD)
15% will be paid on a monthly basis during the Construction and Post Construction Phases.

The Fee shall be inclusive of the following:

1. Architectural, landscaping, structural, mechanical, electrical, sanitary/plumbing, and fire protection consultancy
2. 3 sets Soft-Bound Schematic Design drawings in A3 with Material Board, Estimates and Sample Perspectives (signed and approved by CSB)
3. 3 sets Soft Bound Design Development plans and specifications in A3
4. 10 Sets 20x30 blueprints plans and specifications for Permit Application
5. 4 sets 20 x 30 prints For Construction Drawings (FCD)
6. Provision of assistance in the bidding process by recommending suppliers and qualifying acceptability of submitted technical proposals
7. Weekly site visits and/or coordination meetings
8. As-built drawings

V. PROPOSAL

The Proposal will include the following:

1. Company Profile
2. Years of Experience
3. SEC Registration
4. Tax Return, Income Statement, Balance Sheet, Statement of Cashflow for 2024
5. Background of Principal and Staff
6. Projects Accomplished Relevant to the Project
7. Manpower and Time Frame of each Phase
8. Timeline
9. Financial Proposal

Submit 3 copies of the proposal in a sealed envelope addressed to:

(signed)
Mr. Michael Luis Tecson III
Vice President for Administration and Innovation
14F Design and Arts Campus
De La Salle-College of Saint Benilde
950 P. Ocampo St., Malate, Manila