

**SOCIALIST REPUBLIC OF VIETNAM  
MINISTRY OF EDUCATION AND TRAINING**

**Loan No: 2750/2751-VIE**

**UNIVERSITY OF SCIENCE AND TECHNOLOGY OF HANOI  
DEVELOPMENT (NEW MODEL UNIVERSITY) PROJECT**

**REQUEST FOR EXPRESSION OF INTEREST**

**Package: Geological Survey Consultant for Design**

**RFEI No.: 2750/2751-VIE: PMU-USTH-CS-008**

**Date of issuance: 27/11/2014**

**Implementing Unit: Project Management Unit - University of Science and Technology of  
Hanoi Development (New Model University)**

*(Pursant to Decision No. 5468/QĐ-BGDĐT dated 18/11/2014)*

## Section I: Request for Expression of Interest

1. The Government of Viet Nam has received loans from the Asian Development Bank (ADB) toward the cost of the University of Science and Technology of Hanoi Development (New Model University) Project, and it intends to apply part of the proceeds of this loan, to payment under the contract for consulting services.
2. The Client, the Ministry of Education and Training has delegated to the Project Management Unit (PM-USTH) the selection and recruitment of the **Geological Survey Consultant for Design**, to conduct appropriated geological survey including:
  - Development of a schedule of survey;
  - Conduct geological survey to be used for the basic and construction designs for the construction of the university buildings.
3. A full description of services is attached and detailed in the outline of Terms of Reference (TOR) which can also be downloaded from the ADB website. The services are expected to be carried out commencing from Q2/2015 and are expected to be completed by Q4/2015.
4. The GSCD will be selected according to Quality-Based Selection (QBS) method, pursuant to the *Guidelines on the Use of Consultants by Asian Development Bank and Its Borrowers* (March 2013, as amended from time to time).
5. For the shortlisting of the GSCD, the EOIs will be evaluated based on i) Eligibility; ii) Conflict of interest; iii) Business licence as a geological survey (consulting) firm for construction; iv) Management competence; v) Technical competence; vi) and Geographical experience.
6. Interested firms should download the form for Expression of Interest (EOI) and TOR from ADB website: <http://csr.n.adb.org> or submit a letter of request to the address given below. All the EOIs must be submitted through Consulting Services Recruitment Notice (CSRN) website of ADB. The deadline for submission of EOI is on 26 December 2014.

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Dr. Nguyen Van Ngu  
Project Director

## Section II: Term of References

### Geological Survey Consultant for Design (GSCD)

#### I. Project Background

1. The University of Science and Technology of Hanoi Development (New Model University) Project (the Project) is being implemented by the Ministry of Education and Training (MOET) with funds from the Asian Development Bank (ADB) and counterpart fund from the Government of Viet Nam. The objective of the Project is to establish the University of Science and Technology of Ha Noi (USTH) to become a leading training and research Centre at regional and international standards. The total Project budget is 210 million USD and planned to be implemented from 2012 to 2017.
2. The Project consists of four major outputs:
  - **Output 1: An Effective Management and Governance System for the University of Science and Technology of Hanoi Developed and Implemented.** This Output aims at setting up effective management and governance systems for the USTH, with capacity building programs for the university leaders and managers that help enhance their understanding on the leadership and management roles which are required for an autonomous and international standard university.
  - **Output 2: Systems to Promote High Quality and Relevance in Academic Programs at the University of Science and Technology of Hanoi Developed and Implemented.** This Output aims at establishing a Centre of Excellence for Teaching and Learning, a Quality Assurance Centre, an Academic Management System, a Research Support Centre, an Industry Engagement Centre, and a Centre for Laboratory Management and laboratory equipment.
  - **Output 3: Physical Facilities at University of Science and Technology of Hanoi Constructed and Outfitted.** This Output aims at constructing the USTH campus in a site of 65 ha with modern facilities at international universities standards. Due consideration is also taken to assure that the construction complies with construction standards and norms of Vietnam.
  - **Output 4: Effective Project Management and Implementation.** Ministry of Education and Training sets up a project management unit for the Project at ministerial level (PMU-USTH) and a project management unit for the Project at university level (UIU) with corresponding tasks and responsibilities for implementing the Project. UIU is responsible for implementing Outputs (1) and (2) and relevant activities in Output (4). The PMU-USTH is responsible for implementing Output (3) and relevant activities in Output (4).
3. Expected scale of USTH's campus:
  - i) Expected outcomes: Complete construction of USTH's new campus by 11/2017 on 65 ha site of the Education and Training Zone (ETZ) located inside Hoa Lac High Tech Park; with modern facilities, ensuring environmental sustainability and effective use of the loan and the Vietnam Government's counterpart funds.
  - ii) USTH project will be built with a total floor size of around 243,600 m<sup>2</sup>, satisfying a training scale of 5,000 students in 2020 and future development expansion with a training scale of 15,000 students in 2030.
  - iii) The expected buildings inside the campus include:

- **Zone A:** Administration- facilities for conference – university club – office of the Rector board – learning support center (library).
  - **Zone B:** Academics and Research: – Faculty of Biotechnology and Pharmacology – Faculty of Materials Science and Nanotechnology – Faculty of Water Science, Environment Science and Oceanography – Faculty of Renewable Energy - Faculty of Aeronautics and Space - Faculty of Information & Communication Technology – shared facilities of undergraduate and postgraduate level – common and typical training areas – common technical services, common facilities.
  - **Zone C:** Dormitory and Student activities: in-door sport – out-door sport – dormitories.
  - **Zone D:** Services and Infrastructure: waste management – power distribution – maintenance and storage – security and life safety center – infrastructure: parking area; passenger road; landscape; service network...
4. PMU-USTH is signing a contract with a firm: Architects and Engineering Consultants (AEC), to implement the design-works including the urban planning and the basic, detailed, technical and construction designs; and to establish the construction investment cost estimates for individual works and for the whole area within the approved total budget. The Survey tasks shall be defined by the AEC, approved by the Client and submitted to the Geological Survey Consultant for Design (GSCD) for implementation..
  5. The GSCD Contract under USTH Project is one item of Output 3. The contract aims to provide information on geological survey of the project site to the AEC. Based on the Survey tasks, the shortlisted GSCD firms shall propose their plans on survey techniques.
  6. The GSCD will be selected according to a Quality-Based Selection (QBS) method, pursuant to the *Guidelines on the Use of Consultants by ADB and Its Borrowers* (March 2013, as amended from time to time) – available at [www.adb.org](http://www.adb.org)

## II. Objective of Services

7. The construction surveys aim to provide accurate information on geological survey (for the designs of each works in zones A, B, C and D of the project. Geological survey activities must meet the requirements of the Survey tasks proposed by AEC and approved by The Client.

## III. Scope of Services

8. The GSCD shall perform the construction surveys include geological survey for the whole project area and for each works of the project. The survey activities shall be implemented to serve each design step of the project. Design-works for the project is a two-step design procedure: Basic Design and Construction Design.

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9. Composition of survey work for design steps:
    - i. Collecting, analyzing and assessing existing survey documents of the construction area; assessing the actual conditions of adjacent construction works which affect the project's works;
    - ii. Conducting geo-technical measurement and drawing;
    - iii. Conducting geo-technical and hydro-geological explorations;
    - iv. Conducting geo-physical explorations (when necessary);
    - v. Conducting hydrometeorological survey (when necessary);
    - vi. Studying tectonic characteristics (when necessary);
    - vii. Testing soil, rock and water samples at laboratory;
    - viii. Conducting geo-technical observation;
    - ix. Adjusting and reporting on survey results.

#### **Survey under Construction Design Steps**

10. Geological surveys for the Basic Design. The survey contents include:
  - i. Generalization of the geo-technical conditions of the construction area, with attention paid to discovering the law of distribution in width and depth of weak stratigraphic units, the law of operation of unfavorable natural geological processes such as karst, depression, sliding, upraising, erosion, groundwater, etc.
  - ii. Assessment of geo-technical conditions of the area where major and heavy works are located.
  - iii. The survey results obtained in the basic designing step must provide all necessary data for determining a plan on: total ground area, ground fill-up, major technical infrastructure facilities, treatment of the base and foundation, major load-bearing structures of the work; and must propose survey methods and determine areas with unfavorable geological conditions which need to be surveyed in the subsequent design step.
11. Geological Surveys for the construction design step. The survey contents include:
  - i. Survey in technical design step must identify precisely the geo-technical conditions of construction areas and work items.
  - ii. Composition of survey work in service of technical design step include includes drilling, field experiments and laboratory experiments, which are selected to meet the requirements on the treatment of the base, foundation and load-bearing structures of works.
  - iii. The survey results obtained in the technical design step must provide all necessary data for making calculations regarding the treatment of the base, foundation and load-bearing structures of works with all necessary dimensions; propose construction appropriate solutions for the treatment of the base, foundation and load-bearing structures of works, ensuring safety for works and adjacent works.
12. The supplementary geological survey may be implemented in necessary cases, including:
  - i. During construction surveys, the GSCD determines abnormal factors that might directly affect the design solutions.
  - ii. During the design process, the AEC determines that the survey documents fail to meet the design and engineering requirements.

- iii. During the construction process, construction contractors determine abnormal factors in comparison with the survey documents, which may affect the design and construction solutions. This activity is not compulsory in the GSCD contract but is a basis for considering necessary operations arising out of contracts.

#### **Requirements for Plan on Construction Survey Techniques**

13. Plan on construction survey techniques must comply with the Survey tasks and national technical codes, regulations and standards on construction surveys. The plan on construction survey techniques must be submitted to PMU-USTH for review and approved by competent authority before the survey activities being implemented.
14. Contents of plan on construction survey techniques must provide sufficient information on the implementation of the surveys, specifying the determination of the survey composition and volume; survey methodology, equipment and laboratories to be used; survey standards to be applied, implementation process and survey quality monitoring measures; implementation schedule; measures to protect engineering works and involved works in the survey area, environmental protection measures in the survey process.
15. Establish the cost estimates for construction survey. On the basis of the survey composition and volume, the consultants must establish the cost estimates for survey works to be submitted to PMU-USTH for review and approval pursuant to the allocated budget.
16. To ensure the design and construction schedule, the GSCD must provide a strict survey schedule. The GSCD must ensure their personel, machinery, equipment and laboratories to conduct surveys at the same time on different places of the project area; continuously and timely conduct experiments, analysis and evaluation of survey indicators.

#### **Coordination between survey implementation and supervision**

17. GSCD shall coordinate with AEC to determine the requirements, data that the AEC needs for the design. Moreover, during the design process, AEC may give specific requirements to provide information, data for the design. The GSCD shall coordinate with AEC and PMU-USTH to define supplementary survey tasks and implementation plans if required.
18. GSCD, during the survey implementation process, must regularly coordinate with PMU-USTH, AEC to report on implementation progress and propose supplementary survey tasks if abnormal factors that might directly affect the design solutions during the survey progress.
19. PMU-USTH shall mobilize the Project Management and Supervision for Construction (PMSC) to perform project management in general and to supervise the construction activities in particular. PMSC shall supervise the GSCD's survey activities to ensure their quality and schedule.

#### **Task performance duration**

20. Estimated time for the surveys implementation and completion is pursuant to AEC contract implementation and could be during Quarters 2 to 4, 2015.
21. GSCD implementation progress must ensure coordination with the design activities, associated with the schedule of design, design approval, approval of the Client on survey tasks and plans on construction survey techniques. GSCD is expected to

ensure their personnel and equipment to work 3 shifts/ days and 7 days/week. The experiment, analysis and reporting activities must ensure the continuity on the basis of technical indicators collected from field survey.

22. GSCD time performance may extend beyond estimated time only in case of major tasks arising out of the survey tasks.

#### **Applied standards**

23. The survey shall be performed in compliance with related standards of Vietnam or international recognized standards, including:
- 22TCN 263–2000: Standard for highway survey
  - 22TCN 259–2000: Process of exploratory drilling of engineering geology
  - TCVN 4419:1987: Building surveys – Basic principles
  - TCVN 9363: 2012: Building surveys – Geotechnical investigation for high rise building
  - TCVN 9362 : 2012: Specification for design of foundation for buildings and structures
  - TCVN 9398-2012: Geological investigation for construction
  - TCVN 2683–1991: Collect, wrap, transfer and preserve soil sample
  - TCVN 9351:2012: Standard Penetration Test (SPT)
  - ASTM, TCVN, ASSHTO Standards: Laboratory experiments

#### **IV. Team Composition and Qualification Requirements**

24. GSCD must ensure requirements of eligibility in accordance with ADB regulations and the Procurement Law of Viet Nam. The firm must be legally registered in the construction surveys field in Viet Nam. Qualification of GSCD and its experts participating in the surveys must meet the following requirements:

##### **Requirements on qualification of Company/Firm**

25. GSCD must have the capability of organizing, managing and implementing construction survey activities, employing 20 engineers or more with relevant expertise. Experience in coordinating with international design consultants in undertaking construction surveys is an advantage.
26. GSCD must have advanced modern and streamlined geological survey methodology and management process.
27. GSCD must have a standardized quality management system to ensure internal monitoring of survey activities and survey reports.
28. GSCD must have more than 5 years of experience in geological survey field. Having appropriate machinery and equipment for survey activities. The company must have standardized laboratories accredited by the Ministry of Construction.
29. GSCD must have successful completed 3 similar contracts or more in the past 5 years.
30. Having office and experience in geolocial surveys in Ha Noi is an advantage

##### **Requirements on individual experts**

31. GSCD must have a team of technical experts that meets the requirements of survey tasks. Qualifications of experts participating in the survey must ensure as followed:
- i. Survey manager: University degree in geotechnical or relevant fields, having more than 10 years of experience in geological survey field, granted with professional certificate according to Vietnamese regulations on construction management, having been survey manager for 03 similar contracts or more.
  - ii. The survey engineers must ensure quantity and professional requirements as required by the Survey tasks. University degree in geotechnical or relevant majors, more than 5 years of experience in construction survey field, granted with professional certificate according to Vietnamese regulations on construction management.
  - iii. Supporting staff at GSCD office must meet reporting requirements in Vietnamese and English.

#### **V. Requirements on reports/ outputs**

32. GSCD shall provide all periodic reports (10 copies in English and 10 copies in Vietnamese, attached with 2 CD-ROMs (one in English and one in Vietnamese) consistent with the Project, and as may be required by the Client. The list of reports is as follows:

Report/ Output
1. Report on Plan on construction survey techniques
2. Report on Construction survey for basic design
3. Report on Construction survey for construction design
4. Survey Completion Report

33. The reports will be reviewed and approved by the Client or competent authority on the basis of PMSC's supervision report.
34. In addition to the above reports/outputs, GSCD shall regularly report in writing on a 2-week basis to ensure the contract implementation progress. In case of supplementary activities arising from design requirements, during the survey progress or survey monitoring, GSCD must provide timely report to PMU-USTH.

#### **VI. Client's Input and Conterpart Personnel.**

35. PMU-USTH will appoint construction experts to coordinate with GSCD during survey implementation and survey supervision process.
36. PMU-USTH will organize site meetings with GSCD, AEC, and PMSC.
37. Submit and follow up on review, approval by competent authority of reports prepared by GSCD and submit to PMU-USTH to ensure the survey progress

#### **VII. Project's Information, Data and Report provided by Client**

38. The Client will provide to GSCD with the Project's documents at contract signing date, including:
- Survey tasks approved by the Client
  - Urban planning dossier of the site area and design dossier for works items.
  - Preliminary Geological survey report.
  - 1/500 planning for topography for Project Site

## Expression of Interest (EOI) Form

### Consulting Firm

<b>Project Number</b>	2750-VIE and 2751-VIE
<b>Project Name</b>	<b>University of Science and Technology of Ha Noi Development (New Model University) Project</b>
<b>Project Country</b>	Vietnam

### I. Information of consulting firm

CMS No.	Country of Incorporation:
Consultant Name:	Acronym:

### Associations (Joint Venture or Sub-consultancy)

CMS No.	Consultant	Acronym	Country of Incorporation	Joint Venture	EOI Submission Authorized By	Position

Present the rationale for and benefits of working in association with others rather than undertaking the assignment independently. Describe the proposed management and coordination approach of the association and the role of each firm.

I confirm that:

- Documentation regarding our corporate structure including beneficial ownership has been attached.
- Documentation regarding our Board of Directors has been attached.
- A written agreement to associate for the purpose of this Expression of Interest has been signed between the consortium partners and has been attached

ADB reserves the right to reject the proposal of an association if member(s) of the association is changed/ dropped without valid reason after the association has been shortlisted. However, should valid reasons exist (e.g. associate partner was sanctioned by ADB or other MDBs, associate partner went out of business, etc.), satisfactory evidence in support of such reasons should be sent to ADB for consideration.

### II. Assignment Specific Qualifications and Experiences

Your EOI shall demonstrate technical competence and geographical experience based on project references entered in full registration under your CMS profile. We encourage you to update Project Information under your CMS prior to filling EOI

#### A. Technical Competence

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Cross-referencing from your profile projects in Project References CMS, highlight the technical qualifications of your entity/consortium in undertaking similar assignments.

Provide details of past experiences working with similar project authorities.

## **B. Geographical Experience**

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Cross-referencing from your profile projects in Project References, present experiences in similar geographic areas.

## **C. Management Competence (Please answer each question in one paragraph of 3-5 sentences)**

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1. Describe standard policies, procedures, and practices that your entity has to assure quality interaction with clients and outputs. Please state if your company is ISO certified.
2. How will your firm/consortium handle complaints concerning the performance of experts or quality of the reports submitted for this assignment? What internal controls are in place to address and resolve complaints?
3. How will you ensure the quality of your firm's/consortium's performance over the life of this assignment?
4. Describe standard policies, procedures and practices that your firm has put in place to avoid changes/replacements of personnel and to ensure the continuity of professional services once contracted.
5. Describe what social protection practices you have in place to safeguard the well-being of your proposed experts? Specifically describe arrangements you have in place for medical, accident, and life insurance coverage during the assignment.

## **D. Other Information (maximum of 500 words)**

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## **E. Project References**

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Please select most relevant projects to demonstrate the firm's technical qualifications and

geographical experience. Maximum 20 projects.

SN	Project	Period	Client	Country	Firm
1					
2					
3					
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#### Project Summary

SN 1	
Project Title	
Country / Region	
Start Date	
Completion Date	
Continuous / Intermittent	
Client	
Funding Source	
Description	(indicate your role and input in person-months)

SN 2	
Project Title	
Country / Region	
Start Date	
Completion Date	
Continuous / Intermittent	

Client	
Funding Source	
Description	(indicate your role and input in person-months)

(Please insert more tables as necessary)

**III. Comments on Terms of Reference**

**IV. Comments on Budget Adequacy**

**V. Other questions**

**VI. Key Considerations in approaching this assignment (no more than 9,000 characters summarizing approach and methodology)**

**VII. EOI Attachments**

<b>SN</b>	<b>Description</b>
1	Certificate of Incorporation of the lead member
2	Certificate of Incorporation of the JV member (for each member)
3	Certificate of Incorporation of the Sub-Consultant (for each sub-consultant)
4	Letter of Association
5	Certified copies/scan of original copies for Decision by Ministry of Construction for standard laboratory
6	Evidences for completed similar contracts: Certified copies/scan of original copies must be submitted: <ul style="list-style-type: none"> <li>i. Contracts ( including technical specification)</li> <li>ii. Report/minutes of contract completion.</li> <li>iii. Bill of Payment</li> </ul>
7	If a firm is State owned enterprise (SOE), additional document must be submitted: <ul style="list-style-type: none"> <li>i. Decree establishing the State-owned enterprise or Corporation;</li> <li>ii. Charter of the firm;</li> <li>iii. List of all members of the Board of Directors and, if and where relevant, Board of Management – and their professional affiliations, especially any relation with the Borrower, with the Sub-Borrower or the Employer of the contract;</li> <li>iv. List of all the senior managers of the firm;</li> <li>v. Updated list of shareholders (if relevant);</li> </ul>

## VIII. Eligibility Declaration

We, the undersigned, certify to the best of our knowledge and belief:

- We have read the advertisement, including the terms of reference (TOR), for this assignment.
- Neither the consulting firm nor its JV member or sub-consultant or any of its experts prepared the TOR for this activity.
- We confirm that the project references submitted as part of this EOI accurately reflect the experience of the specified firm/consortium.
- We further confirm that, if any of our experts is engaged to prepare the TOR for any ensuing assignment resulting from our work product under this assignment, our firm, JV member or sub-consultant, and the expert(s) will be disqualified from short-listing and participation in the assignment.
- All consulting entities and experts proposed in this EOI are eligible to participate in ADB-funded, -supported and –administered activities.
- The lead entity and JV member or sub-consultant are NOT currently sanctioned by ADB or other MDBs. Neither the consulting firm nor the JV member or sub-consultant has ever been convicted of an integrity-related offense or crime related to theft, corruption, fraud, collusion or coercion.
- We understand that it is our obligation to notify ADB should any member of the consortium become ineligible to work with ADB or other MDBs or be convicted of an integrity-related offense or crime as described above.
- JV member or sub-consultant, including all proposed experts named in this EOI, confirmed their interest in this activity in writing.
- JV member or sub-consultant, including all proposed experts named in this EOI, authorized us in writing to represent them in expressing interest in this activity.
- None of the proposed consortiums are subsidiaries of and/or dependent on the Executing Agency or the Implementing Agency or individuals related to them.
- We understand that any misrepresentations that knowingly or recklessly mislead, or attempt to mislead may lead to the automatic rejection of the proposal or cancellation of the contract, if awarded, and may result in further remedial action, in accordance with ADB's Anticorruption Policy.