



Central European University
Campus Redevelopment Office
Nádor utca 9.
1051 Budapest, Hungary

Tel: +36 1 328 3417
Email: creo@ceu.hu

April 5th 2011

To whom it may concern,

CEU Request for Expressions of Interest for Provision of Architectural and Design Services

Central European University (hereinafter CEU) will shortly embark on a redevelopment and refurbishment of approximately 30,000 square metres of its university facilities in the centre of Budapest, Hungary.

CEU is located in one of Europe's most elegant capital cities, Budapest, whose history and culture have developed over centuries at the junction of "West" and "East". Legally, CEU is both American and Hungarian. It employs successfully the educational model of the American graduate school, while its mission has strong roots in the intellectual traditions of Central Europe. An international university by design, CEU is now asserting an intellectual profile that is not only regional, but also European and, increasingly, global. Further information may be obtained from the CEU website; www.ceu.hu.

The proposed redevelopment site comprises five distinct but contiguous buildings that will require differing levels of refurbishment and redesign plus a vacant development site that is capable of sustaining approximately 4,000 square metres of new construction.

The purpose of this exercise is to provide CEU with a modern, efficient and above all, unified campus facility that can meet its present and future space needs. It should be noted that owing to CEU's location in the historic centre of Budapest, much of the redevelopment work to be done will be behind existing protected street frontages. An emphasis therefore is to be placed on innovative and functional interior architecture and design, although it is anticipated that some structural redesign will be required within existing structures.

First Phase – Expressions of Interest

CEU is now asking for 'expressions of interest' from architectural and design practices that would be willing and able to work with CEU as its appointed consultants in the preparation of concept and detailed design campus planning, furthermore in the fields of urban planning and permitting in Budapest.

Any firm that is able and willing to provide the following data to CEU in writing **by 24.00 hrs, on 24th April 2011** will be considered for selection.

- A description of the firm and confirmation of its registered legal status
- Professional resumes of key personnel within the firm
- Confirmation that the firm has undertaken projects that are comparable in size, sector or nature within the past 5 years
- Architectural and design examples from one or more comparable projects, including drawings and/or photographs
- A demonstration of understanding of local Hungarian and Budapest development requirements including construction costs and planning procedures. This may be demonstrated through a local partner.

Expressions of interest should be made in writing to; **CEU Campus Redevelopment Office, Nádor utca 9, 1051 Budapest, Hungary, or by electronic mail to creo@ceu.hu.**

CEU will, at its own sole discretion following receipt of expressions of interest, select 12-15 firms to be invited for the second phase of CEU tendering and contracting, which is outlined below. It is expected that this selection will be made and successful candidates notified **by May 2nd 2011**.

Second Phase - Capacity and Methodology Statement

The purpose of this phase is to determine capacity of the firms selected from the above procedure. In this context capacity primarily means; a) the demonstration of ability to understand and interpret the special needs, requirements and academic goals of CEU, and b) an unequivocal demonstration of the consultant's local market ability to implement solutions in a Hungarian regulatory context.

CEU will provide its detailed brief to the firms/consultants invited to take part in the second phase. This brief will include all relevant information on the physical and academic objectives of CEU now and projected into the future. It will furthermore incorporate a full program of space to be developed referenced by size and use of all CEU departments and units. Lastly a detailed adjacency matrix will be provided.

Consultants in the second phase should prepare a non-design specific written proposal to be submitted to CEU **by May 25th, 2011**. The main criteria to be used in evaluating consultants' capacity and methodology are;

- A thorough understanding of CEU's academic requirements for campus redevelopment
- Relevant experience in project type
- Evidence of design-driven project cost control
- Business continuity - repeat business with other clients
- Proposed level of involvement of the firm's principals in the project.
- Structure and composition of the proposed project team
- Professional resumes of project team members
- Evidence of effective local working contacts with consultants, contractors, statutory authorities, and ability to work with, local statutory and regulatory framework.
- Ability to demonstrate control over remotely located projects if appropriate.
- Evidence of reasonable and appropriate fee scales and fee structure
- Specific professional interest in the CEU project
- Local and international design, production and administration capability.
- Financial good standing by way of company accounts and bank references
- Evidence of strength/effectiveness of local/international partner, if appropriate
- Ability to demonstrate an appropriate level of professional indemnity insurance
- Familiarity with CEU core values and principles of Open Society on which CEU is founded

The CEU Rector's Faculty Advisory Committee on Campus Design will evaluate the 12-15 firms who were selected for capacity and methodology evaluation and will, in the light of the criteria above select at least 3 firms for progression to stage 3 of the process (Final selection and formal procurement). **This selection is to be made between May 26th and May 31st 2011.**

Third Phase - Final selection and formal procurement

Those firms which have been 'shortlisted' will be invited to participate in a formal CEU tendering process as governed by the current CEU Procurement Policy.

The tendering process will require firms to confirm that they are prepared to adhere to the aforementioned plan of work and to make a final submission in response to a Request for Quotation (RFQ) to be issued by the Procurement Office of CEU.

Items to be addressed in the RFQ will include, but may not be limited to:

- Statement of design philosophy.
- Introduction and approach to project.
- Description of process.
- Proposed schedule and timetable.
- Assumptions and limiting conditions.
- Presentation of design sketch concepts.
- Staffing and project management.
- Details on consultants and sub-contractors to be used.
- Initial estimates and calculations of budgetary issues.
- Identification of reimbursable costs that fall outside a fixed price sum.
- Sealed fee proposal.

Final bids and fee proposals are expected to be requested by **Friday 1st July, 2011.**

Work on the submissions in response to the RFQ will be fully or partially reimbursed by CEU in a manner to be determined by CEU's procurement office. The final selection of the design consultant will be made by a special architectural jury appointed jointly by the Chairman of the CEU Board of Trustees and CEU.

This request for expressions of interest should not be considered as a formal or binding document. CEU unequivocally states that this letter does not form the basis for creation of any legal relations. CEU reserves the right to modify, change, or withdraw the contents set out herein at any time. The official language of communication at CEU is English, thus all correspondence should be carried out in English.

Any questions in relation to the above may be addressed to Stuart Durrant, Campus Redevelopment Director, at the address and telephone number given in the heading. Electronic communication may be sent to **creo@ceu.hu**.

Stuart Durrant
Campus Redevelopment Director
April 5th, 2011