



ISO 9001:2015 CERTIFIED

CIVIL AVIATION AUTHORITY OF FIJI

EXPRESSION OF INTEREST – OFFICE LAYOUT & DESIGN

The Civil Aviation Authority of Fiji (CAAF) invites Expressions of Interest from Registered Engineers and Architects to develop a new office layout and design of the existing building. The aim of this project is to give CAAF a modern look and maximize utilization of office space.

Potential bidders need to submit their experiences in handling such projects and list their costs together with their proposal.

Written EOI's are to be sent in sealed envelopes marked "EOI – OFFICE LAYOUT & DESIGN" and addressed to:

**The Chief Executive
Civil Aviation Authority of Fiji
Private Mail Bag (NAP 0354)
Nadi Airport**

or placed in the tender box at the CAAF Headquarters, Namaka, Nadi.

Queries may be sent via e-mail to emcs@caaf.org.fj or on phone 8923155, ext 3311.

Tenders close 5.00pm on 14th May, 2024.

1. Project Overview

The Civil Aviation Authority of Fiji (CAAF) seeks a qualified design firm to develop a comprehensive plan for the transformation of its existing office space. This plan will guide the renovation and redesign work to create a modern, efficient, and inspiring work environment that accommodates current and future needs of the organization.

2. Project Objectives

Modernize office layout and design: Create a workplace that reflects CAAF's commitment to innovation and excellence.

Maximize space utilization: Optimize the existing space to accommodate the needs of all departments and employees.

Enhance employee productivity and well-being: Foster collaboration, communication, and a positive work environment.

Future-proof the office: Design a flexible and adaptable space that can accommodate future growth and changes in work styles.

3. Scope of Works

The design firm will be responsible for the following:

- **Space Inventory & Assessment:** Conduct a comprehensive assessment of the existing office space, including:
 - Measuring square footage of all areas
 - Identifying existing furniture, fixtures, and equipment
 - Evaluating current space allocation and functionality
- **Needs Analysis & User Groups:**
 - Consult with CAAF to understand current and projected employee needs (number of employees, departments, work styles)
 - Identify potential user groups and their specific space requirements (e.g., individual workstations, collaboration areas, meeting rooms)
- **Design Development:**
 - Develop a space planning concept that optimizes space utilization and meets the needs of all user groups.
 - Propose furniture solutions that promote collaboration and efficient use of space.
 - Consider incorporating modern design elements and amenities that enhance the overall work environment (e.g., natural light, comfortable seating, sound masking).
 - Develop initial space plans with clear layouts and furniture configurations.
 - Provide preliminary 2D and/or 3D renderings to visualize the proposed design.
- **Technical Documentation:**
 - Produce detailed floor plans with dimensions and furniture specifications.
 - Provide technical drawings for any necessary construction modifications (e.g., walls, electrical, plumbing).
 - Develop a basic project schedule outlining key milestones.

4. Deliverables

- **Project Kickoff Meeting:** Facilitate a kickoff meeting with CAAF to discuss project goals and obtain necessary information.
- **Space Inventory & Assessment Report:** Summarize the findings of the space assessment, including measurements, existing configurations, and identified needs.
- **Needs Analysis & User Group Report:** Identify user groups and outline their specific space requirements.
- **Space Planning Concept:** Present the proposed space plan with preliminary layouts and furniture configurations.

- 2D &/or 3D Renderings: Provide visual representations of the proposed design, including furniture and finishes.
- Technical Documentation Package: Deliver final floor plans, construction drawings, and basic project schedule.

5. Exclusions

This project does not include:

- Construction or renovation services
- Cost estimates for construction or renovation work
- Selection of furniture or equipment

6. Timeline

The timeline for completion of this project will be determined during the project kickoff meeting but should be clearly outlined in the final deliverables.

7. Selection Criteria

Proposals will be evaluated based on the following criteria:

- Relevant experience in office space design and planning for similar projects.
- Understanding of modern office design trends and best practices.
- Creativity and innovation in utilizing space effectively.
- Ability to meet CAAF's specific needs and requirements.
- Experience working with government agencies on similar projects (if applicable).
- Competitive fees and proposed project timeline.

8. Contact Information

For questions or to submit a proposal, please contact:

Niroshana Perera
Executive Manager Corporate Services
emcs@caaf.org.fj
8923155, ext 3311