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**CIVIL AVIATION
AUTHORITY
OF FIJI**

Safe Skies, Secure Fiji



+679 222 4222 / +679 892 3155



www.caaf.org.fj



Private Mail Bag, NAP 0354, Nadi Airport, Fiji

SCOPE OF WORKS – DESIGN & DOCUMENTATION

Tenderers are invited to submit their professional fees for the provision of architectural design and documentation services for the CAAF Office Renovation Project, in accordance with the scope of works outlined below. CAAF is seeking practical, functional, and cost-effective design solutions appropriate for a government statutory authority. Proposals should not assume a high-end or prestige fitout.

A. Design & Documentation Services

The successful consultant shall be required to undertake the following services:

1. **Site Assessment & Space Planning**
Assess the existing office spaces and develop redesigned layouts that align with departmental requirements, operational needs, and functional efficiency.
2. **Concept Design Development**
Prepare concept design drawings for review and approval by CAAF. Concept submissions shall include:
 - Proposed layout plans; and
 - 3D visualisations or sketches sufficient to convey design intent (high-resolution renders are not required).
3. **Design Review & Refinement**
Revise and refine the concept designs based on feedback provided by CAAF until final concept approval is obtained.
4. **Tender & Construction Documentation**
Upon approval of the final concept design, prepare and submit a full set of tender and construction documentation, including but not limited to:
 - Architectural drawings
 - Structural drawings
 - Building services drawings (mechanical, electrical, etc.)
 - Joinery and detailed interior drawings
5. **Construction Phase Services**
Carry out site inspections during the construction phase and provide professional input to address design-related issues and respond to site queries as required.
6. **Costing**

All correspondence must be addressed to the Chief Executive and not to individuals.

- Provide a detailed cost estimate covering all construction and fitout elements to enable informed decision-making ahead of the construction tender. Estimates should reflect practical, cost-effective solutions.

B. Project Areas

The scope of works covers the design, renovation, and upgrading of the following areas within the CAAF Office Facilities:

1. Right Wing Office Space, Lobby & Main Entry
Refurbishment and reconfiguration of the right wing office space, lobby, and main entrance area.
Approximate area: 51.9m (L) × 15.2m (W) ≈ 789 sqm.
2. Training Room
Refurbishment and reconfiguration of the existing training room.
Approximate area: 14.5m (L) × 6.3m (W) ≈ 92 sqm.
3. Legal Department Offices
Refurbishment and reconfiguration of the Legal Department office space.
Approximate area: 9.6m (L) × 4.7m (W) ≈ 46 sqm.
4. First Floor Office Area
Refurbishment and reconfiguration of the first-floor office space.
Approximate area: 12.0m (L) × 10.0m (W) ≈ 120 sqm.

