



THE LUTHERAN UNIVERSITY OF PAPUA NEW GUINEA

P. O. BOX 1513, LAE MOROBE PROVINCE PAPUA NEW GUINEA
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MASTER PLAN REQUEST FOR PROPOSAL

Project Overview

The Establishment Committee of the Lutheran University Papua New Guinea (LUPNG) is building a new Lutheran University at Lae in the Morobe Province. The University will unify the existing institutions of Martin Luther Seminary and Balob Teachers College. LUPNG is instituting a new four-year Degree Granting Lutheran University to commence in January 2010. All facilities and resources need to be in place by the end of 2009. First student intake is expected to be near 1000 students. The University needs to prepare an overall master plan for new and renovated buildings so as to provide an attractive, comfortable, and well-planned campus in Lae.

Required Components

The proposal must include an estimate on the cost of professional services to complete a site analysis, master plan, and physical conditions survey for the school no later than November 15th, 2008. Include in your proposal such variables as your industry experience, reputation, size of staff, and quality/level of work.

1. Site Analysis:

- Data collection - mapping, soil study, topography, precipitation, solar radiation, drainage, wind, and weather conditions
- Space utilization
- Square area analysis
- Proposed campus land use

2. Master plan:

- Summary of essential data program
- Long-term goals and objectives
- Demographic and enrollment target research
- Long term classroom and physical space requirements
- Faculty housing needs
- Special needs requirements
- Drawing and writing of existing and proposed future space uses.

- Preliminary budget and phasing plan
- Landscaping proposal
- Recommendations for future growth and improvements

3. Physical conditions survey

- Collect and evaluate space statistics
- Visually survey each campus building
- Evaluate physical conditions of existing buildings
- Estimated remaining useful life of facilities
- Plumbing, water supply, ventilation, insulation, lighting and electrical survey
- Seismic activity preparedness
- Fire and physical safety

A basic understanding and experience in the planning and construction of educational facilities in developing countries will be highly advantageous for consideration of the Master Planning Firm's proposal.

Required Deliverables:

1. Site Analysis Report
2. Master Plan – Drawings and Designs
3. Physical Conditions Report with quantitative analysis

Assumptions and Agreements:

1. The project must be completed no later than November 2009.
2. A preliminary budget for this project has been approved.
3. Master Planning Firm bids may not exceed K250, 000.
4. ALL task/job/policy data will be current and approved as such by Project Office.
5. ALL technical illustrations, drawings, and schematics to be included in the course will be approved and provided by LUPNG.
6. LUPNG will appoint one person, with decision-making authority, to serve as a project coordinator/manager. LUPNG will provide appropriate support documentation for the successful completion of the project.
7. At the conclusion of the project, all materials developed by the project team will become the exclusive property of LUPNG. In addition, any and all work sheets and other working documentation will also become the property of LUPNG.
8. When applicable, travel and lodging will be billed at cost. Ground travel will be billed at the standard rate used by LUPNG. Air travel will be by economy with commercial airlines. Lodging and meals will not exceed K580 per day. All postage, UPS ground, overnight delivery, and shipping charges will be billed at cost. All telephone and data transmission charges will be billed at cost.
9. Billing for services and products completed will be submitted at the end of each month.
10. Billing for travel, lodging, meals, postage, shipping, communications, et cetera, will be invoiced separately at the end of each month.

11. The Master Planning Firm will be asked to present the master plan to the Establishment Committee.

Required Proposal Format:

The proposal must contain a (1) Technical section and (2) a Time-Cost section.

Technical Proposal

In the Technical section, the Master Planning Firm should include time-lines, projected required personnel, and schedules for completing the project.

Time-Cost

In the Time-Cost section, the Master Planning Firm must detail the time and costs that will be required to complete the project.

Additional Documentation:

Firms must include a short demo or direct us to a website which demonstrates their production capabilities.

Request for References: (optional)

Submission Deadline: No later than 4:00 pm, April 30th, 2008

Submit Proposal To:

The Lutheran University of PNG
P.O. Box 1513
Lae, Morobe Province
Papua New Guinea

Electronically to lupng@datec.net.pg

For Additional Information or Clarification, Contact:

Project Director
Lutheran University of Papua New Guinea
Box 1513 Lae, Morobe Province PNG
(675) 651-6970 Telephone: (675) 472-8432

Basis for Award of Contract: Lowest Bid with considerations of Team Experience, Personnel Strength, Project Understanding, Schedule Understanding and Approach.

Award Date: May 15, 2008