

<b>Tender no#:</b> 00189	<b>Title:</b> Urban Trails Executive Design
<b>Date:</b> February 24 <sup>th</sup> , 2025	<b>Location:</b> Tiranë

### Specific Bidding Details

#### 1. Particulars

<b>1.1</b>	Subject of The Tender	Executive Design of Urban Trails in Tirana
<b>1.2</b>	Project Description	The Albanian-American Development Foundation (AADF) aims to <b>develop an integrated trail system that will connect</b> Tirana's key parks, including the Grand Park, Farka Park, and the Dry Lake pedestrian ring, to enhance eco-tourism and promote outdoor activities. This project seeks to improve public health, reduce overcrowding in the Grand Park currently the city's primary green space and encourage residents to connect with nature. By creating and connecting paths and corridors, it will also boost economic opportunities for local businesses in underutilized areas while preserving the environment.
<b>1.3</b>	Ceiling Fund	USD 300,000 (VAT Excluded), financed in full by AADF
<b>1.4</b>	HARD COPY Submission	The deadline for submitting the applications is: February 24 <sup>th</sup> , 2025 at 10:00 am. Hard-copy applications submitted after this deadline will not be considered.
<b>1.5</b>	E-mail submissions	<i>Please submit all tender documents by email to <a href="mailto:tenders@aadf.org">tenders@aadf.org</a> by 10:30 am of the same date. The financial offer should be sent in a separate email with the tender number in the subject line. It's important not to send the financial offer before 10:30 am, time when the envelopes will be already opened. Note that an email submission is invalid if the hard copies sealed in envelopes are not submitted by the deadline.</i>
<b>1.6</b>	Bid Opening	Envelopes will be opened on the submission date <i>at 10.15 hours</i> by AADF representatives. There will be no public opening for this tender.
<b>1.7</b>	Scope of Works	The AADF requires the contractor to deliver a comprehensive set of services, including: <ul style="list-style-type: none"> <li>• <b>Preparation Work:</b> Survey and map the terrain's topography and geology, collect legal property data, and develop an action plan for trail design.</li> <li>• <b>Trail Systematization:</b> Perform groundworks, install drainage and lighting systems, and design pedestrian and bicycle-friendly surfaces and structures.</li> <li>• <b>Traffic Management:</b> Ensure safe shared spaces by designing traffic management measures that prioritize cyclists and pedestrians.</li> <li>• <b>Trail Restoration:</b> Restore existing trails (e.g., Palace of Brigades, Martyrs' Cemetery) in coordination with relevant authorities, including fencing and access control.</li> <li>• <b>Landscape Design:</b> Create recreational areas, develop a signage system, plant low-maintenance vegetation, and install urban furniture.</li> <li>• <b>Documentation:</b> Prepare technical documents to initiate and facilitate expropriation process, secure necessary permits, conduct</li> </ul>

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		<p>an Environmental and Social Impact Assessment, and draft an urban trail usage manual.</p> <ul style="list-style-type: none"> <li>• <b>Methodology:</b> Provide a clear task analysis, strategy, SWOT analysis, conflict identification, success factors, and a detailed time plan presented in a bar chart format.</li> </ul>
<b>1.8</b>	Progress Payments	Progress payments will be based on milestones, as described in the contract, part of the tender documents.
<b>1.9</b>	Site Visit	<p>Companies are encouraged to attend a site visit organized by AADF. During this visit, potential applicants can address questions and get clarifications regarding different aspects of this tender submission.</p> <p>This site visit is not mandatory however companies need to confirm participation by email.</p> <p><i>The visit will be organized in two sessions as described below:</i>  Date: February 12<sup>th</sup>, 2025;  <i>Session 1:</i>  Time: 10.00 a.m.  Place: AADF Tirane Premises  <i>Session 2:</i>  Time: 12.00 p.m.  Place: Bicycles Academy at Tirana Park for site visit</p>
<b>1.10</b>	Clarifications	<p>Clarifications regarding the project that are not addressed at the site visit must be raised in writing to the AADF by <u>five working days before the deadline</u>. The inquiries can be sent by e-mail at <a href="mailto:tenders@aadf.org">tenders@aadf.org</a> or sent to the AADF office in Tirana in writing. The answers to any questions raised by any applicant will be issued to that applicant in writing, if possible, within two working days. However, it is a condition of this tender that no clarification shall be deemed to supersede, contradict, add to, or detract from the conditions hereof unless changes are made in writing and signed by the CEO or their designated representative.</p> <p>Addenda and/or clarifications regarding this tender may be issued at any time. A notification regarding such addenda will be published on AADF's website. Their content may affect the tender price and conditions. It is the responsibility of the applicant to keep informed.</p>
<b>1.11</b>	Number of Bids Allowed	Only one
<b>1.12</b>	Subcontracting	Not allowed
<b>1.13</b>	Joint Ventures	Not Allowed
<b>1.14</b>	Core Team Composition	<p>The Core Team proposed shall comprise at least these <u>individual</u> experts:</p> <ul style="list-style-type: none"> <li>• Landscape Architect / Architect (Lead):</li> <li>• Urban Planner:</li> <li>• Civil Construction Engineer</li> <li>• Traffic Planner</li> </ul> <p>Note: Applicants are encouraged to engage international experts in urban trails' design.</p>
<b>1.15</b>	Core Team Required Qualifications (incl. licenses if relevant)	<p>The Consultant shall provide personnel nominated as key-personnel as per the minimum requirements described below:</p> <p><b>Landscape Architect / Architect (Lead):</b> at least 10 years of general professional experience in similar project development, university</p>

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		<p>degree in landscape architecture/architecture/urban design, CV, license 2 d;</p> <p><b>Urban Planner:</b> at least 10 years of experience in similar projects, university degree in urban planning/city planning/urban design, CV, license 1 b (<i>This category is granted only to legal entities (companies/firms)</i>)</p> <p><b>Civil Construction Engineer / Road Construction Engineer:</b> at least 10 years of experience in similar projects, university degree in civil engineering for infrastructure/transportation planning, CV, license 3 a, b-2, c-1, c-2, d, e;</p> <p><b>Traffic Planner:</b> at least 10 years of experience in similar projects, university degree in transportation planning/civil engineering for infrastructure/urban planning, CV, license 6 a, b, 11 a, d.</p> <p>Topic-related project references are required from each expert, min. 2 and max. 5. These must be personal references.</p>
<b>1.16</b>	Experience of the company	<p><b>Contract Experience:</b></p> <ul style="list-style-type: none"> <li>Submit a minimum of three contracts for similar design projects, including at least one involving intervention in natural parks, lakes surroundings, pedestrian and cyclist trails.</li> </ul> <p><b>Contract Value:</b> At least one of the submitted contracts must be at least 50% of the ceiling fund value.</p> <p><b>Documentation:</b> Each contract must be accompanied by at least one of these documents to be considered: Permits or approvals from relevant public authorities in charge of authorizing design execution, and/or reference letter issued by the investor.</p> <p><b>Number of Contracts:</b> A maximum of five contracts will be accepted and evaluated.</p>
<b>1.17</b>	Capacity of the Studio	<ul style="list-style-type: none"> <li><u>Demonstrate staff capacities of the company</u></li> <li>Demonstrate similar experience</li> <li>Demonstrate having performance and third-party liability insurance covering the service period</li> </ul>
<b>1.18</b>	Licenses	<ul style="list-style-type: none"> <li>Refer to ToR requirements regarding licenses</li> </ul>
<b>1.19</b>	Timeline	The service shall be concluded within 6 months.
<b>1.20</b>	Work Plan	Submit a comprehensive work plan that includes work phases, their timing, execution methodology, and responsible staff. Use a Gantt chart for the time schedule.

## 1. Qualifying Criteria

Nr	Criteria
1	Business Registered in Albania.
2	Licenses as per requirements in <b>1.18</b> above.
3	Three similar contracts as per requirements in <b>1.16</b> above.

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## 2. Evaluation Criteria

Criteria	Documentation	Distribution of points
Qualifications of core team experts (LA, UP, CCE, TP)	CVs, Diplomas, contracts, certifications, recommendations, licenses,	25%
Prior Relevant experience of the company	contracts, references, pictures of implemented designs etc	30%
Experience in similar urban trails' design (demonstrated for the company or for the experts)	Contracts, references.	10%
Financial Bid	BoQ	35%
<b>TOTAL:</b>		<b>100%</b>

- LA - Landscape Architect / Architect (Lead):
- UP - Urban Planner:
- CCE - Civil Construction Engineer
- TP - Traffic Planner

## 3. List of Documentation to be submitted:

- 1- AADF application package completed in every section in English keeping the original order with all required documentation attached as indicated.
- 2- A minimum of three (maximum of five) contracts of similar works as per the above requirements in 1.16.
- 3- Payroll for the last three months (we have no interest in salaries)
- 4- QKB simple extract.
- 5- Name list of the Key and Non-key experts planned to work on this project accompanied by CVs and their diplomas and credentials (licenses, certificates and qualifications).
- 6- Work Plan as per above requirements.
- 7- Licenses
- 8- Criminal record certificate (certificate issued by the Prosecution Office for any criminal case initiated against the entity or its legal representative and certificate issued by the Judicial Register of the Ministry of Justice for the legal representative of the entity).
- 9- Certificate of no pending lawsuit/criminal case (certificate issued by the Court evidencing that the entity does not have a pending lawsuit/criminal case).
- 10- Certificate of good standing (for Albanian entities, a certificate issued by the Court evidencing that the entity is not in the process of liquidation or bankruptcy).
- 11- Tax clearance certificates from national and local tax authorities.
- 12- Copies of the audited financial statements, of 2023 and turnover certificates of 2024.
- 13- Contracts of outsourced staff which can be conditional on tender award (if part of the full-time staff, highlight their names in the payroll register).

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- 14- Disclosure of conflict of interest with any AADF directors or managers, if there is any. Lack of such disclosure, if the conflict exists, will lead to exclusion from current tender and potential exclusion from future tendering procedures.

**Note:** *The winner may be asked to present all originals of the copies presented for verification. Any alteration of documents will be cause for harsh penalties, up to permanent exclusion from AADF tendering.*