

REQUEST FOR PROPOSAL

Lead Design Consultancy Services

HEYDAR ALIYEV CULTURAL CENTER

Tbilisi, Georgia

Project	Heydar Aliyev Cultural Center
Location	Tbilisi, Georgia
Document Type	Request for Proposal (RFP)
Submission Deadline	30.10.2026
Issue Date	25.09.2026
Issued By	SOCAR REPRESENTATIVE OFFICE IN GEORGIA

Section 1 — Invitation to Tender

Dear Sir / Madam,

SOCAR REPRESENTATIVE OFFICE IN GEORGIA (hereinafter referred to as the 'Employer') invites qualified and experienced consultancy firms to submit a comprehensive Proposal for the provision of Lead Design Consultancy Services for the Heydar Aliyev Cultural Center, Tbilisi, Georgia.

The Heydar Aliyev Cultural Center is envisioned as a landmark performing arts and cultural institution that will serve as a premier destination for the arts in Tbilisi. The Project demands the highest standards of architectural excellence, acoustic performance, theatre technical expertise, and multidisciplinary design coordination.

The Project currently has an approved Pre-Concept Design, Conceptual Façade Design, Conceptual Interior Design and indicative layouts which shall be reviewed, validated, and further developed by the appointed Lead Design Consultant in line with the Employer's Requirements, operational objectives, and applicable international and Georgian statutory standards.

1.1 Scope Overview

The Lead Design Consultant shall provide fully coordinated multidisciplinary design services covering:

- Architectural Design (pre concept will be shared by Employer)
- Interior Design & FF&E (concept will be shared by Employer)
- Structural Engineering
- Mechanical Engineering (HVAC, Plumbing, Fire Protection Engineering))
- Electrical Engineering (HV/LV, ELV, Emergency Power, ICT)
- Audio Visual (AV) & Professional Stage Systems
- Theatre Consultancy
- Acoustic Consultancy
- Architectural Lighting Design (Interior and Exterior)
- Signage & Wayfinding
- Façade Engineering
- Landscape Design
- Civil Infrastructure
- Vertical Transportation
- FLS (Fire Life Safety International)
- Food and Beverage Consultancy
- Kitchen Consultancy
- BIM Coordination & Management

Services shall span from Concept Validation (RIBA Stage 2) / Spatial Schematic Design Riba Stage 3 Detailed Design (RIBA Stage 4), IFC / Tender documentation with optional Construction Phase Support.

1.2 Submission Requirements

The Proposal shall include:

- Technical Proposal
- Commercial Proposal

Section 2 — Instructions to Tenderers

2.1 General

Tenderers shall carefully review all RFP documents prior to submission and shall be deemed to have familiarized themselves with all project requirements, constraints, and site conditions. All documents shall be submitted in English. All Proposal preparation costs shall be borne solely by the Tenderer.

2.2 Eligibility

To be eligible for consideration, Tenderers must demonstrate:

- Minimum fifteen (15) years of experience in multidisciplinary design consultancy
- Demonstrated experience in the design of performing arts, theatre, or major cultural facilities
- International project experience, including CIS, Eastern Europe, or GCC regions
- BIM capability at LOD 300 /350 minimum
- Established QA/QC management systems
- Professional Indemnity Insurance

2.3 RFP Timeline

Milestone	Date (calendar date)
RFP Issued to Tenderers	25.09.2026
Last Date for Clarification Questions	07.10.2026
Employer Responses to Queries Issued	09.10.2026
Tender Submission Deadline	30.10.2026
End of Tender Evaluation Period	21.11.2026

2.4 Submission Format

Technical Proposal: Submitted separately "TECHNICAL PROPOSAL – HEYDAR ALIYEV CULTURAL CENTER – LEAD DESIGN CONSULTANCY SERVICES".

Commercial Proposal: Submitted separately "COMMERCIAL PROPOSAL – HEYDAR ALIYEV CULTURAL CENTER – LEAD DESIGN CONSULTANCY SERVICES".

Electronic submissions in PDF and native editable files.

2.5 Clarifications

All queries shall be submitted in writing to hacc@socar.ge no later than 07.10.2026

Responses will be issued to all Tenderers simultaneously. Direct contact with the Employer outside this process is not permitted.

2.6 Validity

Proposals shall remain valid for ninety (90) days from the submission deadline.

2.7 Confidentiality

All RFP information shall be treated as strictly confidential. The Tenderer shall not disclose any project information without prior written approval. All submitted proposals become the property of the Employer.

2.8 Rights of Employer

The Employer reserves the right to reject any or all proposals; request clarifications; amend or cancel the RFP at any stage; shortlist and interview Tenderers; negotiate with any Tenderer; award partially or fully; and appoint evaluation committees. The Employer is not obliged to accept the lowest-priced Proposal.

Section 3 — Project Description

3.1 Vision & Objectives

The Heydar Aliyev Cultural Center, Tbilisi is conceived as a flagship cultural institution and architectural landmark for Georgia. The facility will provide world-class performing arts venues, educational facilities, and public cultural programming, embodying the highest international standards of theatre architecture, acoustic excellence, and technical performance.

The Employer's key objectives are:

- Deliver a world-class performing arts venue meeting international standards for opera, ballet, international concert, orchestral, and theatrical performance
- Achieve optimal acoustic performance across all performance spaces
- Provide flexible, future-proofed stage and AV infrastructure
- Ensure full compliance with Georgian statutory requirements and international codes
- Achieve operational efficiency and sustainable performance targets
- Deliver coordinated, buildable IFC documentation within the approved program.

3.2 Site & Location

The Project is located in Tbilisi, Georgia. The Consultant shall fully evaluate site conditions, topography, geology, and existing utilities. The Tenderer is encouraged to conduct a site visit at their own cost prior to submission. The Consultant shall coordinate with the Ministry of Culture of Georgia, Tbilisi City Hall, and all relevant utility and infrastructure providers. Total length of design duration is considered **10 month**, please notify shortest duration.

3.3 Programme of Accommodation

The indicative programme below shall be reviewed, validated, and optimised by the Consultant:

Functional Zone / Space	Indicative Area (m ²)	Notes
Main Auditorium / Theatre	792 seats	Proscenium / adaptable staging
Secondary Performance Hall (Children Theatre)	250 seats	
Stage, Fly Tower, Side Stages	~1,180 m ²	Full technical provision
Backstage – Dressing Rooms & Green Rooms	~405 m ²	International standards
Rehearsal Rooms	197 m ²	Acoustic isolation required
Public Foyer & Circulation	~4,419 m ²	
VIP / Patron Lounge	308m ²	
Education / Community Spaces	414 m ²	
Food & Beverage / Catering	~476 m ²	
Administration / Offices	291 m ²	
Technical Rooms (AV, Lighting, Stage Control)	~53 m ²	
Loading Dock / Scene Dock	221 m ²	
BOH Workshops & Storage	378 m ²	

Functional Zone / Space	Indicative Area (m ²)	Notes
Basement Car Park	~3,558 m ²	
Mechanical / Electrical Plant Rooms	~3,589 m ² *	
External Public Realm & Landscape	[TBC – outside GFA schedule]	
Souvenir Shop		
TOTAL GFA	~15,377 m ² *	Subject to design validation

Section 4 — Design Stages

All stages are subject to formal Employer review and approval before proceeding.

Quick reference — stage naming used throughout this RFP maps to RIBA Plan of Work stages as follows:

Stage	Description
Stage 1	Concept Validation – RIBA 2
Stage 2	Schematic Design – RIBA 3
Stage 3	Detailed Design – RIBA 4
Stage 4	IFC / Tender Package
Stage 5	Construction Stage Support – Optional

Definitions: **IFC** (Issued for Construction) refers to fully coordinated, clash-free construction drawings. **IFT** (Issued for Tender) refers to the Tender Package issued to contractors for bidding purposes. Under this RFP, Stage 4 deliverables serve as both the IFT (Tender Package) and the IFC (construction drawings), issued together as a single fully coordinated package unless otherwise agreed with the Employer.

Stage	Core Objective
Stage 1 – Concept Validation	Review and validate pre-concept design. Establish Design Basis Reports, code compliance framework, operational planning, and preliminary multidisciplinary coordination. 50% - MEP system and Structural system approval 100% - Fully coordinated frozen plans
Stage 2 – Spatial /Schematic Design	Develop all disciplines to schematic level. Fully coordinated BIM, spatial coordination, equipment integration, preliminary specifications, and coordination workshops.
Stage 3 – Detailed Design	Prepare fully coordinated, clash-free Detailed Design package. Detailed calculations and BIM model at LOD 300 / 350
Stage 4 – IFC/ Tender Package	Prepare fully coordinated, clash-free IFC packages, technical specifications, equipment schedules, BOQ in Excell and Detailed Technical Specifications (for procurement)
Stage 5 – Construction Stage	Shop drawing review, material approval , Installation QC

4.1 Stage 1 – Concept Validation (RIBA Stage 2)

- Review and critical analysis of pre-concept design and indicative layouts
- Validation of functional brief, area programme, and operational requirements
- Design Basis Reports for all disciplines
- Performance criteria, codes, and applicable standards definition
- Code compliance review – Georgian and international standards
- Sightline studies and auditorium geometry validation
- Preliminary acoustic modelling and recommendations
- Structural system strategy and foundation approach
- MEP system strategy and infrastructure review
- AV and theatre systems integration strategy
- BIM model at LOD 200 for Architecture Only
- Value engineering and design risk assessment
- Concept presentation package for Employer approval

4.2 Stage 2 – Spatial Design / Schematic Design (RIBA Stage 3)

- GA drawings for all disciplines, fully coordinated and BIM-extracted
- Structural analysis and preliminary design
- MEP system development, load calculations, and preliminary equipment sizing
- Theatre equipment layouts and infrastructure requirements
- AV system design and signal flow strategy
- Acoustic design development and reverberation analysis
- Interior design development, material palette, and mood boards
- Façade design development and performance criteria
- Multidisciplinary coordination workshops (minimum fortnightly)
- BIM coordination and clash detection at LOD 200
- Consultant shall provide coordinated quantity take-offs and BOQ input to the Employer's Cost Consultant along with its own cost study report .
- Authority coordination strategy and preliminary submissions

4.3 Stage 3 – Detailed Design (RIBA Stage 4)

- Fully coordinated, clash-free detailed design drawing packages for all disciplines at LOD 300/ 350
- Detailed structural calculations, connection details, and reinforcement drawings
- Full MEP design including plant room layouts, riser diagrams, and schematics
- Theatre equipment and stage machinery full coordination
- AV infrastructure, rack layouts, signal flow diagrams, and specifications
- Acoustic compliance report and detailed acoustic treatment drawings
- Interior detailed design packages including FF&E schedules and custom furniture details
- Builder's works drawings and MEP coordination sets
- Consultant shall provide coordinated quantity take-offs and BOQ input to the Employer's Cost Consultant along with its own cost study report .
- Authority submission documents and compliance statements

4.4 Stage 4 – IFC / Tender Package

- Fully coordinated, clash-free IFC drawing packages for all disciplines at LOD 300/ 350
- Full technical specifications, equipment schedules, finishing schedules, ironmongery schedules
- Full technical specifications for all disciplines targeted specifically for procurement purposes
- Authority submission documents and compliance statements
- Bill of Quantities (Material Take off)

4.5 Construction Phase Support (Optional Monthly)

- RFI responses during entire construction stage period
- Shop drawing and material submittal review and comment
- Site visits specifically for installation / Execution quality control
- Testing and commissioning support
- Authority inspection support structural

Section 5 — Scope of Services

5.1 Lead Design Consultant Responsibilities

The LDC shall act as the Lead Design Consultant and shall be responsible for the overall coordination, integration and completeness of the design across all disciplines included within its scope. Key responsibilities include:

- Overall technical leadership and coordination of all design disciplines
- Management and coordination of all specialist subconsultants
- Multidisciplinary integration, coordination, and clash resolution
- Compliance with Employer's Requirements, Georgian laws, and international codes
- Development and maintenance of federated BIM models
- Facilitation of coordination workshops, design reviews, and progress meetings (weekly between consultants, at each stage Employer workshops , biaweekly Employer meetings)
- Weekly design status reporting and monthly progress reports to the Employer
- Authority submission preparation, coordination, and liaison with Employer appointed consultant
- Value engineering workshops at each stage completion
- Change management – all design changes documented with area impact statements
- Issue of all drawings with revision clouds, change notes, and revision statements
- Issue cost study at the end of each stage , cost consultant appointed by Employer shall be only validating against local market. The document shall be prepared by LDC

5.2 Architectural Design

- Space planning, auditorium geometry, and functional planning
- Auditorium seating layouts, sightline analysis, and circulation planning
- Front-of-house and back-of-house operational planning
- Accessibility design – full compliance with international standards
- Fire and life safety – egress, compartmentation, fire strategy integration as per local Georgian Regulation 41
- Exterior elevations, façade coordination, and cladding systems
- Roofing systems – fully coordinated with MEP and structural requirements
- Interior elevations, wall details, and staircase details
- Reflected ceiling plans for all areas
- Wall type, door, ironmongery, and waterproofing schedules and details
- Expansion joints, seismic joints, and movement joint details
- Preliminary material selections – minimum three manufacturers per item
- Gross area statements at start and end of each design stage
- Specification booklets, BOQ input, and coordinated BIM models
- Mock-up schedule and in-house rendering images for internal review (allow 10 renders for marketing purposes)
- Tender Stage — finalized Technical Specifications and BOQ for architectural works, for inclusion in the Tender Package
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5.3 Interior Design & FF&E

- Interior concept report, mood boards, and material boards
- Furniture layouts and space planning for all public and BOH areas
- Custom joinery design and details
- Decorative lighting coordination with lighting designer
- Finish schedules – general, flooring, ironmongery, and door schedules
- FF&E schedules and procurement support information
- Custom furniture design, technical details, and interior renderings
- Artwork and feature design coordination
- IFC interior design package
- Tender Stage — Technical Specifications and BOQ for interior design and FF&E, for inclusion in the Tender Package

5.4 Structural Engineering

- Geotechnical investigation review and structural strategy
- Foundation design – shallow and/or deep foundations as required
- Superstructure design – RC, PT, or structural steel as required
- Seismic and wind analysis to Eurocode and applicable Georgian codes
- Fly tower and stage rigging structural support systems
- Catwalk and suspended load analysis
- Roof structures and special architectural features
- Detailed structural analysis using ETABS, SAP2000, SAFE, or equivalent (LIRA for permit submission)
- Structural connection details, reinforcement details, and waterproofing
- Structural BIM model, detailed calculations, compliance statements, and BOQ input
- Tender Stage — finalized Technical Specifications for structural works, for inclusion in the Tender Package

5.5 Mechanical Engineering

- HVAC systems – cooling, heating, ventilation, and humidity control
- Auditorium HVAC – silent systems with low NC levels, displacement or underfloor air distribution
- Smoke management and smoke exhaust systems – auditorium, stage, and BOH
- Stage pressurisation and specialist ventilation for fly tower
- Basement car park ventilation and kitchen extract / make-up air
- Energy management and Building Management System (BMS) – principle schemas / point list only and technical specs. Detailed design to be provide by contractor selected technical provider
- Acoustic and vibration control of all mechanical plant
- Potable water supply – tanks, pumps, distribution
- Sanitary and soil drainage, rainwater, and stormwater drainage
- Grey water treatment and recycling provisions
- Fire water supply and storage
- Water demand and drainage calculations, riser diagrams, equipment schedules
- Fire protection design report, fire strategy, and hydraulic calculations
- Sprinkler and hose reel layouts – all areas including stage and fly tower
- Special suppression systems for stage and technical areas as required
- Fire pump sizing, fire alarm and voice evacuation system coordination
- Smoke management coordination – auditorium, stage, and public areas
- MEP infrastructure design, BIM MEP model at LOD 300
- Tender Stage — Technical Specifications and BOQ for mechanical systems, for inclusion in the Tender Package

5.6 Electrical Engineering

- HV switchgear, cast resin transformers, and LV distribution
- Emergency power – diesel generator sizing and design
- UPS system design for critical services (2N configuration)
- Earthing and lightning protection systems
- Architectural and general lighting design – all LED, DALI protocol
- Theatrical lighting infrastructure – flexible dimmer systems, DMX distribution
- Emergency and exit lighting – central battery system
- Power distribution to all MEP, AV, theatre, and specialist systems
- Single line diagrams, panel schedules, voltage drop and fault level calculations
- ICT design report and structured cabling, data outlet, and Wi-Fi layouts
- Server room, comms room, and rack layouts
- Security system design – CCTV, access control, intruder detection. VIP security, BMS integration
- Public address and voice evacuation system design
- Load calculations, power factor correction, and electrical BIM model
- ELV schematics, ICT specifications, and BIM ICT model
- Tender Stage — Technical Specifications and BOQ for electrical and ELV systems, for inclusion in the Tender Package

5.7 Audio Visual (AV) & Professional Stage Systems

5.7.1 AV System Design

- Performance audio systems – fixed and reinforcement
- Public address and distributed audio systems
- Projection, video display, LED display, and digital signage systems
- Broadcast, recording, IPTV, and audience communication systems
- Assistive listening systems
- Show control and AV control room systems
- AV rack layouts, equipment schedules, signal flow diagrams, and single line diagrams
- Network and IT infrastructure coordination for AV
- Tender Stage — Technical Specifications and BOQ for AV and Stage Machinery systems, for inclusion in the Tender Package

5.7.2 Stage Systems Coordination

- Stage machinery systems – fly tower, counterweight and motorised systems
- Orchestra pit systems – lift, covering, and railing
- Stage monitoring, intercom, cue light, and stage manager's systems
- Power consumption and thermal load data provision to MEP Engineer
- Low-voltage cable design, survey, quantity take-off, and specifications
- Stage machinery high-voltage power panel design and specifications
- Coordination with Electrical Contractor on containment, routing, and installation
- Commissioning witnessing and support

5.7.3 AV & Stage Machinery Responsibility Matrix

The following matrix defines responsibilities for design, procurement, installation, termination, and commissioning across all Professional AV and Stage Machinery systems:

No.	System / Scope Item	Task / Activity	Responsible Party
1	Professional Systems – Low Voltage	Design / Project	AV Consultant
		Survey, Quantity Take-Off & Specification	AV Consultant
		Procurement	Professional Systems Contractor
		Installation	Professional Systems Contractor
		Commissioning	Professional Systems Contractor
2	Professional Systems – Low Voltage Cables	Design / Project	AV Consultant
		Survey, Quantity Take-Off & Specification	AV Consultant
		Procurement	Professional Systems Contractor
		Installation	Electrical Contractor
		Execution	Professional Systems Contractor
3	Professional Systems – High Voltage Power Cables	Power Consumption & Thermal Load Data	AV Consultant
		Design / Project (schematic & point representation only)	AV Consultant
		Survey, Quantity Take-Off & Specification	MEP Engineer
		Procurement	Electrical Contractor
		Installation	Electrical Contractor
		Termination	Professional Systems Contractor
4	Professional Systems – High Voltage Power Panels	Design / Project	MEP Engineer
		Survey, Quantity Take-Off & Specification	MEP Engineer
		Procurement (excluding dimmer units)	Electrical Contractor
		Installation	Electrical Contractor
		Commissioning	Electrical Contractor
5	Professional Systems – Low & High Voltage Cable Trays	Design / Project	MEP Engineer
		Survey, Quantity Take-Off & Specification	MEP Engineer
		Procurement	Electrical Contractor
		Installation	Electrical Contractor
6	Stage Machinery Systems – Low Voltage	Design / Project	AV Consultant
		Survey, Quantity Take-Off & Specification	AV Consultant
		Procurement	Stage Machinery Contractor
		Installation	Stage Machinery Contractor
		Commissioning	Stage Machinery Contractor
7	Stage Machinery Systems – Low Voltage Cables	Design / Project	AV Consultant
		Survey, Quantity Take-Off & Specification	AV Consultant
		Procurement	Stage Machinery Contractor
		Installation	Electrical Contractor

No.	System / Scope Item	Task / Activity	Responsible Party
		Termination	Stage Machinery Contractor
8	Stage Machinery Systems – High Voltage Power Cables	Power Consumption & Thermal Load Data	AV Consultant
		Design / Project	AV Consultant
		Survey, Quantity Take-Off & Specification	AV Consultant
		Procurement	Electrical Contractor
		Installation	Electrical Contractor
		Termination	Stage Machinery Contractor
9	Stage Machinery Systems – High Voltage Power Panels	Design / Project	AV Consultant
		Survey, Quantity Take-Off & Specification	AV Consultant
		Procurement	Electrical Contractor
		Installation	Electrical Contractor
		Commissioning	Electrical Contractor
10	Stage Machinery Systems – Low & High Voltage Cable Trays	Design / Project	MEP Engineer
		Survey, Quantity Take-Off & Specification	MEP Engineer
		Procurement	Electrical Contractor
		Installation	Electrical Contractor

5.8 Theatre Consultancy

- Theatre planning report and operational strategy
- Auditorium geometry, audience capacity optimisation, sightline studies and analysis
- Seating layouts and accessibility planning
- Stage planning – proscenium, thrust, and flexible staging options
- Rigging system design and load schedule
- Stage machinery systems – fly tower, stage lifts, wagons, orchestra pit
- Catwalk and access structure layouts
- Backstage operational planning – performer circulation, dressing room strategy
- Production and scene dock logistics
- Theatre equipment schedules, infrastructure requirements, and structural loading requirements
- Technical room layouts – AV control, lighting control, dimmer rooms
- Tender Stage — Technical Specifications and BOQ for theatre systems, for inclusion in the Tender Package

5.9 Acoustic Consultancy

- Acoustic design report and room acoustic strategy
- Auditorium acoustic modelling and reverberation time analysis
- Background noise criteria (NC levels) for all spaces
- Sound insulation between spaces – party wall and floor analysis
- Vibration analysis and control – MEP plant and structural isolation

- Mechanical noise control – coordination with MEP engineer
- Acoustic material recommendations, specifications, and compliance report
- All acoustical parameters shall be done in accordance with (cite ISO 3382-1 for methodology and Beranek/Barron for targets/ GB/T 50356)
- Auditorium acoustic simulation /STI /Speech intelligibility /RT60 by frequency /Sound isolation criteria /Stage acoustics /Orchestra pit acoustics /Foyer acoustics /Room-to-room criteria
- Technical specification outline testing and commissioning criterias.
- Tender Stage — finalized Technical Specifications and BOQ for acoustic works, for inclusion in the Tender Package

5.10 Architectural Lighting Design

- Architectural lighting concept report and lux level calculations
- Lighting layouts – general, feature, accent, and emergency
- Theatre lighting infrastructure coordination
- External and façade lighting coordination
- Lighting control systems – DALI and scene setting
- Fixture schedules, specifications, and lighting render studies
- Tender Stage — Technical Specifications and BOQ for lighting systems, for inclusion in the Tender Package

5.11 Signage & Wayfinding

- Signage strategy report and wayfinding concept
- Wayfinding plans, sign location plans, sign typology details and graphic standards
- Digital signage coordination, accessibility signage compliance
- Sign message schedules and specifications
- Tender Stage — Technical Specifications and BOQ for signage and wayfinding, for inclusion in the Tender Package

5.12 Façade Engineering

- Façade concept report and performance criteria
- Thermal performance calculations and façade structural calculations
- Waterproofing and weathertightness coordination
- Movement joint details, maintenance access strategy, external door and window schedules
- IFC façade package
 - Unitised Curtain Walling Systems / Stick wall systems/Semi-unitised cassette wall systems
 - Structural Glass façades
 - Entrance canopies (including glazing, cladding and secondary support structure)
 - Glazed entrance systems
 - Ground floor shop fronts
 - External metal/ GRC cladding systems
 - Secondary structural system design for all façade systems
 - Feature façade cladding
 - Glass balustrades to Balcony levels
 - BMU
 - Tender Stage — Technical Specifications and BOQ for façade systems, for inclusion in the Tender Package

5.13 Landscape Design

- Landscape layouts – hardscape (paved/hard surfaces) and softscape (planted/green areas) design.
- Planting design – plant species selection, tree placement, and planting schedules.
- Water features
- External lighting & furniture – coordination and material specifications for outdoor lighting and site furniture.
- Irrigation engineering – system design, but excluding the main irrigation pipe and irrigation tank
- Tender Stage — Technical Specifications and BOQ for landscape works, for inclusion in the Tender Package

5.14 FLS (Fire Life Safety)

- Fire Brigade Access & Facilities – roads, internal access routes, fire control centre, and fire service elevator access for emergency responders.
- Passive Fire Protection – structural fire resistance, compartmentation, and controlling fire spread between floors/adjacent buildings, including finishes.
- Means of Egress – exit routes, widths, emergency lighting/signage, and evacuation provisions for disabled occupants.
- Fire Alarm & Detection System – detection devices and voice alarm (evacuation announcement) system.
- Emergency Alarm System – carbon monoxide detection, emergency call points, and two-way communication (for refuge areas/disabled evacuation).
- Fire Suppression Systems – sprinklers, gas suppression, kitchen hood suppression, standpipes, extinguishers, fire pumps and water reservoir.
- Smoke Protection Systems – pressurization of stairs/elevator shafts and smoke removal/exhaust.
- Emergency and Standby Power Systems – backup power to keep life-safety systems operational during an outage.

5.15 Civil Infrastructure

- Roads and Logistics – internal site roads, fire truck maneuvering areas, employee/heavy vehicle parking, road construction type (asphalt/concrete/gravel), loading docks, and the internal-to-municipal road connection (external connection excluded).
- Hardscaping and Pedestrian Areas – pedestrian walkways coordinated with green areas, external lighting (normal + emergency) within site limits, and main irrigation pipe design only.
- Site Security – perimeter security fence, guard house, controlled access points, and external CCTV.
- Utility Infrastructure – water supply (borehole or municipal) and sewage connection design; full site drainage and stormwater collection network.
- Tender Stage — Technical Specifications and BOQ for civil infrastructure works, for inclusion in the Tender Package

5.16 Vertical Transportation

- Passenger elevators
- VIP elevators
- Service elevators
- Firefighter elevator
- Stage/service lift
- Goods lift
- Escalators

- Dumbwaiters
- Accessibility
- Traffic analysis
- Lift shaft coordination
- Equipment specification
- Tender Stage — Technical Specifications and BOQ for vertical transportation systems, for inclusion in the Tender Package

5.17 Food & Beverage / Kitchen Consultancy

F&B Consultant

- Operational concept — service style (café, casual dining, VIP catering, event/banquet), operating hours, and alignment with the venue's programming
- Seating capacity — covers by outlet, indoor/outdoor split, and peak/intermission demand
- Service flow — guest journey from entry to seating to payment, queuing strategy, and separation from performance-related circulation
- Bar / café requirements — bar counter layout, beverage service points, display and storage requirements
- Tender Stage — Technical Specifications and BOQ for F&B fit-out, for inclusion in the Tender Package

Kitchen Consultant

- Kitchen concept — review and validation of the operational kitchen concept in coordination with the F&B Consultant
- Equipment layout — commercial kitchen equipment layout coordinated with BOH zoning and the structural/MEP grid
- Equipment schedule — full equipment schedule with specifications and utility requirements for each item
- Kitchen ventilation requirements — extraction, make-up air, and odour control strategy coordinated with MEP Engineer
- Cold rooms — walk-in chiller/freezer sizing, layout, and refrigeration load
- BOH flow — staff, goods, and waste circulation kept separate from public and performer circulation
- Waste management — waste segregation, storage, and removal strategy
- MEP load schedule — power, cooling, and ventilation load inputs to MEP Engineer
- Gas requirements — gas demand, routing, and safety/shut-off strategy coordinated with MEP Engineer
- Drainage — floor drainage, grease trap, and wastewater strategy coordinated with MEP Engineer
- Tender specification — bid-ready kitchen equipment and installation specification for inclusion in the Tender Package

5.18 Cost Management / Quantity Surveying Interface

Responsibility for cost-related deliverables is split as follows:

- **Lead Design Consultant (LDC):** measurement, quantity take-off, BOQ preparation, and cost report, coordinated across all disciplines at each design stage.
- **Employer's Cost Consultant:** cost validation and local market benchmarking of the LDC's quantity take-off, BOQ, and cost report.

Section 6 — Deliverable Requirements

6.1 General Requirements

All deliverables shall be:

- Fully coordinated across all disciplines prior to issue
- Extracted from coordinated BIM models
- Submitted with revision clouds, change notes, and revision statements at every revision
- Submitted in all of the following formats, as applicable to each deliverable:
 - A. PDF
 - B. DWG
 - C. XLSX
 - D. Native BIM / Revit files
 - E. IFC export format
- Accompanied by a gross area statement at each stage
- Free from any locking or hiding of formulas, layers, or data

6.2 Common Deliverables – All Disciplines

- Design Basis Report and Basis of Calculations
- Design Narratives and Code Compliance Statements
- Coordination Drawings, BIM Model (stage-appropriate LOD), and Clash Detection Reports
- Workshop Presentations and Monthly Progress Reports
- Design Change Log, Design Risk Register, and Technical Specifications
- Equipment Schedules (List), Authority Submission Documents, IFC Drawings, and BOQ

6.3 Stage-by-Stage Deliverable Summary

Stage	Key Deliverables
Stage 1	Concept design reports all disciplines Site analysis Concept plans, sections, elevations Massing studies Sightline studies Preliminary area statements Acoustic modelling Structural system report MEP strategy AV strategy Concept presentation BIM LOD 200 (only architecture)
Stage 2	GA plans, sections, elevations, RCPs Structural GA layouts MEP layouts and schematics Theatre equipment layouts AV layouts Acoustic development Interior concept & material boards Preliminary specifications Coordination drawings BIM LOD 200 (architecture / structure / MEP/ Façade only envelope)
Stage 3	Detailed Design all disciplines Detailed calculations Full specifications Equipment schedules Ironmongery, door, finishing schedules Builder's works drawings Structural reinforcement & connection details MEP plant room details AV rack layouts & signal flow Acoustic compliance report Interior IFC package FF&E schedules BIM LOD 300 (architecture / structure / MEP/ Façade only envelope) Authority submissions
Stage 4	IFC packages all disciplines Detailed calculations Full specifications Equipment schedules Ironmongery, door, finishing schedules Builder's works drawings Structural reinforcement & connection details MEP plant room details AV rack layouts & signal flow Acoustic compliance report Interior IFC package FF&E schedules BIM LOD 350 (architecture / structure / MEP/ Façade only envelope) Authority submissions , Technical Specification and BOQ

6.4 Discipline-Specific Deliverables

In addition to the common deliverables above, the following discipline-specific deliverables shall be issued at each applicable stage. Please refer to Deliverables List for detailed breakdown which is not limited to provided information

Deliverable list defines the minimum required deliverables for each discipline. The LDC shall be responsible for all documents, drawings, calculations, schedules, specifications, reports and coordination outputs reasonably required to complete and obtain approval of the respective design stage, whether or not individually listed in **RFP-03**.

Section 7 — BIM Requirements

7.1 General

The Consultant shall develop, maintain, and coordinate a fully federated BIM model for all disciplines. The BIM process shall be conducted in accordance with the Employer's BIM Standards and the agreed BIM Execution Plan.

- BIM authoring tool: Autodesk Revit (latest available version)
- Coordination platform: Navisworks Manage or equivalent approved by Employer
- IFC export: IFC 2x3 or IFC 4 as agreed with Employer
- All models to be submitted with no locked, hidden, or password-protected elements

7.2 LOD Requirements

Design Stage	Min. LOD	Scope
Stage 1 – Concept Validation	LOD 200 (architecture only / MEP & Structural LOD 100)	Massing, generic systems, spatial coordination
Stage 2 – Schematic Design	LOD 200	Defined geometry, systems, preliminary coordination
Stage 3 – Detailed Design	LOD 300	Full multidisciplinary coordination, clash-free, detailed calculations and connection details
Stage 4 – IFC / Tender Package	LOD 350	Issued for Construction / Tender: fully coordinated, clash-free, construction-ready model and drawings

7.3 Clash Detection

Clash detection shall be conducted minimum every two (2) weeks during Stages 2 and 3. Reports shall document hard clashes, soft clashes, and clearance clashes; responsible discipline; and resolution status (Open / In Progress / Resolved). All critical clashes shall be resolved before each stage submission.

7.4 BIM Deliverables

- BIM Execution Plan (BEP) at Stage 1 commencement
- Model Management Plan
- Discipline BIM models issued at each stage
- Federated coordination model and clash detection reports (bi-weekly)
- IFC export files and native Revit files for all disciplines

Section 8 — Design Coordination Requirements

8.1 Coordination Responsibilities

- Lead and facilitate multidisciplinary coordination workshops – minimum fortnightly during active design stages
- Maintain a live Coordination Log – all interface issues, resolutions, and outstanding items
- Issue clash-free, fully coordinated drawing packages at each stage
- Coordinate with all specialist subconsultants including those directly appointed by the Employer
- Coordinate authority approval requirements and statutory compliance, ensure timely submission to AOR appointed by the Employer
- Coordinate projects with Heritage consultant appointed by the Employer
- Distribute coordination workshop agendas minimum five (5) days in advance
- Issue Meeting Minutes within twenty-four (48) hours of each meeting

8.2 Reporting

- Weekly design status report – progress, actions, programme status, issues
- Monthly design progress report – stage progress, deliverable status, resource update
- Stage completion report at each stage gateway
- Change management log – updated at each revision, including justification and area impact

8.3 Value Engineering and Cost

Formal value engineering workshops shall be conducted at the completion of each design stage. The Consultant shall actively participate, provide VE options with cost and programme impact analysis, and update design documentation to reflect approved changes within agreed timescales.

Employer shall hire independent cost consultant to review cost report prepared by LDC against local market benchmark. The format of BOQ to be agreed on later stages.

8.4 Authority Coordination

- Full compliance with Georgian national and Tbilisi municipal regulations
- Coordination with the Ministry of Culture of Georgia and Tbilisi City Hall (by LDC local AOR & EOR)
- Building permit submission preparation and coordination (by LDC local AOR & EOR)
- Fire and life safety submission to Emergency Department (by LDC local AOR & EOR)
- Utility connection coordination – electricity, water, gas, telecommunications (by Employer)
- Attending authority meetings and incorporating authority comments (by Employer consultant)
- Authority submission documents to be prepared in Georgian by AOR

8.5 Authority Submission Responsibility Matrix

The following matrix clarifies responsibility for authority submission activities, consolidating the roles referenced above:

Activity	LDC	Local AOR / EOR	Employer Consultant
Design documentation	Responsible	Review	Review
Permit drawings	Prepare	Translate /Submit	—
Authority submission	Support	Responsible	—
Authority meetings	Attend / support	Responsible	As applicable
Utility connection	Internal design	—	Responsible
Authority comments	Incorporate	Coordinate	—

Section 9 — Technical Proposal Requirements

9.1 Company Profile

- Company background, history, years in operation, and office locations
- Theatre and performing arts project experience summary
- International project experience – CIS, Eastern Europe, GCC, and global

9.2 Methodology

- Design methodology – stage by stage approach and Multidisciplinary coordination methodology
- BIM coordination approach and tools
- QA/QC procedures – internal review, design verification, document control

9.3 Proposed Program

- Overall design program.
- Stage-by-stage deliverable schedule and key milestone schedule
- Review and approval period allowances
- Coordination workshop schedule

9.4 Key Personnel

Submit organisation chart, CVs (max. 3 pages per person), proposed role and responsibilities, availability confirmation, and minimum five (4) relevant project references per key person.

Role / Position	Key Responsibilities
Project Director	Overall leadership, Employer interface, contractual authority
Lead Architect	Architectural design lead, coordination
Interior Design Lead	Interior design and FF&E
Structural Lead	Structural analysis and design
MEP Lead	Mechanical, electrical, plumbing coordination
Other	

9.5 Relevant Project Experience

Provide a minimum of five (3) comparable project references. For each, provide client reference contact details, completion certificate, and a brief description of design challenges and solutions.

Project Name	Location	Client	Type	GFA (m²)	Year	Role

9.6 QA/QC Procedures

- Internal design review and design verification procedures
- Coordination review and document control procedures
- Compliance verification process

9.7 Proposed Subconsultants

Discipline / Specialty	Proposed Firm Name	Country	Completed Projects
Structural Engineering			
MEP Engineering			
Façade Engineering			
AV & Stage Systems			
Theatre Consultancy			
Acoustical Consultancy			
Lighting Design			
Signage & Wayfinding			
Façade Engineering			
Landscape Consultant			
Fire & Life Safety Consultant			
Vertical Transportation			
Civil & Infrastructure			
Kitchen Consultant			
F&B Consultant			

Section 10 — Commercial Proposal Requirements

10.1 General

The Commercial Proposal shall be submitted separately in a sealed PDF, marked "COMMERCIAL PROPOSAL". It shall remain sealed until completion of the technical evaluation. All fees shall be quoted in USD and shall be all-inclusive of all professional services, subconsultant fees, and coordination costs within the defined scope.

10.2 Fee Breakdown

Description	Stage 1 25% of total fee	Stage 2 25% of total fee	Stage 3 30% of total fee	Stage 4 20% of total fee	Total Amount (100%)
	USD	USD	USD	USD	USD
Architectural Design					\$ -
Interior Design & FF&E					\$ -
Structural Engineering					
MEP Engineering					\$ -
Audio Visual (AV) & Professional Stage Systems					\$ -
Theatre Consultancy					\$ -
Acoustic Consultancy					\$ -
Architectural Lighting Design (Interior and Exterior)					\$ -
Signage & Wayfinding					\$ -
Façade Engineering					\$ -
Landscape Design					\$ -
Civil Infrastructure					\$ -
Vertical Transportation					\$ -
FLS (Fire Life Safety International)					\$ -
Food and Beverage Consultancy					\$ -
Kitchen Consultancy					\$ -
Local Architect of Record					\$ -
TOTAL LUMP SUM FEE (USD)					\$ -

10.3 Reimbursable Expenses

State clearly the basis and estimated value of all reimbursable expenses including travel and accommodation, document printing, authority submission fees, and any other items. Reimbursable expenses shall require Employer pre-approval.

10.4 Assumptions & Exclusions

Clearly identify all assumptions made and all services explicitly excluded. Any items not explicitly excluded shall be deemed included.

10.5 Additional Services Rates

Provide hourly or daily rates for all key personnel classifications for additional services outside the agreed scope.

Section 11 — Attachments

The following documents form part of this RFP and shall be reviewed by all Tenderers:

Ref.	Document	Description
RFP-01	Pre-Concept Design Package	Approved pre-concept plans, sections, and massing studies.
RFP-02	Site Survey & Topographic Survey	Available site information
RFP-03	Deliverable List	Deliverable List for All Disciplines

Required Submission Attachments

The following shall be completed and submitted by all Tenderers:

Ref.	Document / Attachment Title
A1	Technical Proposal
	Company Profile
	Organization Chart – Project Team & Key Personnel CVs
	Relevant Project Experience Forms (9.5)
	List of Proposed Subconsultants (9.7)
	Trade License / Company Registration/ Professional Indemnity Insurance
A2	Commercial Proposal
	Fee Proposal Form (10.2)
	Additional Services Rates (10.5)
A3	Scope Compliance Statement (any missing items to be listed)

Section 12 — General Conditions

- All proposals shall remain valid for ninety (90) days from the submission deadline.
- All correspondence, submissions, and deliverables shall be in English. Georgian translations of authority documents may be required and shall be the Local Consultant's responsibility.
- The Employer reserves the right to amend the RFP at any time prior to the submission deadline. Amendments will be issued to all Tenderers simultaneously.
- The Employer is not obliged to accept the lowest-priced proposal or to award the contract.
- All Proposal preparation costs shall be borne solely by the Tenderer. No reimbursement claims will be entertained.
- The Consultant shall comply with all applicable Georgian national and local laws and regulations.
- The Consultant shall maintain strict confidentiality of all project information throughout the engagement and thereafter.
- Late submissions may not be considered at the Employer's discretion.
- The Consultant and their subconsultants shall not liaise directly with any third party regarding the project without the Employer's prior written consent.
- The Employer may conduct reference checks on any submitted project. The Tenderer consents to such checks by submitting their proposal.
- All proposals submitted become the property of the Employer.
- Payment terms, invoicing schedule, and other contractual conditions shall be defined in the Consultancy Agreement and are not part of this RFP.
- A Draft Consultancy Agreement shall be issued to the selected Tenderer following contract award.