

# Mumbai City Museum North Wing Design Competition

Tender Stage Question and Answer Log Vol. 4  
Date of issue: 9 January 2014

Question number	Enquiry	Response	Date
105	<b>Would a landscape/horizontal format for the submission be acceptable? Or is it preferable to maintain the vertical format of the Brief document and PQQ?</b>	You may submit in either horizontal or vertical format, but please ensure the pages are no larger than A4.	09-Jan-14
104	<b>If the lead consultancies are two architectural firms both of them be required to complete the PQQ - so you will receive it twice in the same PDF. Is that correct? That will apply to the declaration form as well, that ends the submission PDF?</b>	Please submit only one copy of the PQQ form, but fill in all questions twice if there are two lead consultancies. The declaration form and submission form will need to be completed twice, one for each firm.	09-Jan-14
103	<b>What are the deliverables at the end of the second stage of the competition? Please list these in as much detail as possible.</b>	Further details on this will be released at Stage 2 of the competition.	09-Jan-14
102	<b>Are travel related costs for shortlisted teams provided extra to the 5000 Pounds Sterling honorarium?</b>	We are sorry, but this is not possible.	09-Jan-14
101	<b>Is a site visit mandatory for the international partner?</b>	There will be no formal site visits before the Jury interviews. Skype may be considered at this stage for international firms, depending on circumstance.	09-Jan-14
100	<b>Will the performance bond be required for Stage 2, the full Project or both phases (i.e competition phase as well the full project)?</b>	This will be required at the project stage.	09-Jan-14
99	<b>Under the Financial and Business Standards questionnaire contained in the EOI document, reference is made to a performance bond and/or guarantee (Question 4). What will be the amount of such performance bond/guarantee?</b>	Unknown, to be determined at the next stage.	09-Jan-14
98	<b>What cover does the Indian law require for - Employer's Liability Insurance? - Public Liability Insurance? - Professional Indemnity Insurance?</b>	Please indicate the level of insurance you can provide, or are willing to obtain.	09-Jan-14
97	<b>Please could you clarify whether the client seeks to retain operational continuity in the existing Museum throughout the build of the proposed North Wing?</b>	This is unknown at present, but it is likely the Museum will remain open during construction.	09-Jan-14
96	<b>Is the park free and open access or is there an admission charge?</b>	Free.	09-Jan-14
95	<b>Is the existing museum building visible from anywhere in the neighbouring zoo?</b>	The Museum is visible from the elephant sanctuary, but obscured by trees elsewhere.	09-Jan-14
94	<b>Can you confirm the GIA of the existing museum?</b>	The Ground Floor is approximately 2000m <sup>2</sup> The First floor is 1880m <sup>2</sup> , accounting for the void created by the gallery.	09-Jan-14
93	<b>Can we put the logos of the companies involved in submission requirements?</b>	Yes.	09-Jan-14

92	The document and the Q&A imply a requirement for each team to provide cost analysis at stage 2. (Question 32) Will their role continue with the winning team or will the client be appointing their own cost consultant at this stage?	This will be determined at the second stage.	09-Jan-14
91	Is it the intention for the client to take up separate appointments for each and every consultant within the winning team or is it the intention for all members to be sub-consultants of the lead consultant?	This is yet to be determined. Details on the form of contract will be issued at the second stage of the competition.	09-Jan-14
90	I cannot find information referred to the fee, so I guess it is maybe a free contest, isn't it?	Yes, the competition is free to enter.	09-Jan-14
89	Please clarify the required turnover.	The minimum turnover to be considered for this venture is the equivalent of US\$2 million. This amounts to an annual turnover of approximately Rs. 12 crores.	06-Jan-14
88	If we will decide to include a QS in our team, will the client accept to keep them as part of the team during the development of the project? Or the client is planning to provide a QS at a later stage?	The client's team has not yet been decided.	06-Jan-14
87	<b>Scale diagram on Page 14 of the EOI.</b>	Page 14 of the EOI, containing a site diagram, has been reissued to address an error in the scale bar. Please download the revised page from the 'Downloads' section of the microsite.	06-Jan-14
86	If the lead consultant is a collaboration between our consultancy firm and a leading museum display company, which could total to about US \$1 million annual turnover, will our EOI submission be accepted? Or is a collaboration not considered within the definition of lead consultant?	Joint ventures are acceptable to achieve the minimum requirements of the EOI. The PQQ will be marked in accordance with the criteria on Page 23. The turnover requirement of US\$2 million is part of Question 3 and will be marked as such.	06-Jan-14
85	On page 17 of the EOI in the program for Stage Two, it is noted that 'site preparation' would begin in October 2014. Can you clarify what level of preparation is to be executed at this stage?	Further details on this will be released at Stage 2 of the competition.	06-Jan-14
84	Is a cover letter exempt from the total page count? If it is not exempt, under which section of part two do you expect us to include the cover letter?	If you wish to include a cover letter, it will not be included in the page count.	06-Jan-14
83	Do you expect a cover letter as part of the submission?	It is not expected but you may include one if you wish.	06-Jan-14
82	As per the competition PQQ, the architectural firm's turnover & insurance mentioned allows us to understand that a small creative firm cannot take part in this competition in spite of clear vision & dedication. Is this correct?	Small firms may enter in collaboration with larger firms, to ensure a project of this size could be delivered effectively.	06-Jan-14
81	For the PQQ, can we use any of the consultants turnover involved in the team composition to match the US\$2 million consideration?	We will look favourably on any sensible proposal.	06-Jan-14
80	Are there any updates regarding who will make up the jury?	The composition of the Jury is still to be determined. Details will be released in the brief at Stage 2.	06-Jan-14

79	Is the turnover to be calculated pre-tax or post-tax?	Turnover is to be calculated pre-tax.	06-Jan-14
78	I would like to know whether turnover refers to the fees earned by the firm in a calendar year or the total project cost of jobs carried out in the same period?	In this instance, 'turnover' refers to fee turnover.	06-Jan-14
77	Is it possible to get available images for use in EOI submissions?	There are four high resolution images available to download from the competition microsite, under the 'Downloads' section. These images are for use in EOI submissions only and are copyright to Malcolm Reading Consultants or Dr. Bhau Daji Lad Museum as indicated.	06-Jan-14
76	In the registration form what must I do for the field 'company name' if I haven't got any company?	Please leave this field blank if it is not applicable to you.	06-Jan-14
75	I would like to know if it is possible for students to register for the competition for the new wing of the Mumbai City Museum?	The competition is open to all, but ability to deliver the project will be assessed at this stage.	06-Jan-14
74	Is the US\$8,000,000 Public and Professional Indemnity Coverage a per claim or umbrella/total coverage amount?	It is a 'per claim' amount.	06-Jan-14
73	What is the amount of Employer's Liability Insurance required by Indian law?	Please provide the Employer's Liability Insurance level you hold.	06-Jan-14
72	Our firm does not conduct audited accounts but will submit unaudited ones for the last three years. Please advise if this is an acceptable substitute for documentation as required in the Financial and Business Standards section of the PQQ, question 3a.	If you are unable to provide information in accordance with Financial and Business Standards 3a, please refer to 3b or 3c which indicate which alternatives are suitable. Please see Page 29 of the EOI for full details.	06-Jan-14
71	Will the EOI be reviewed in print or on screen?	EOI submissions will be reviewed on screen.	06-Jan-14
70	ISO 9001 certification is not widespread in the United States. May our firm submit any other evidence of quality standards in lieu of an ISO 9001 certificate?	Please provide the evidence of quality standards that you have which are equivalent to ISO 9001 and these will be assessed accordingly.	06-Jan-14
69	Please can you provide clarification on any heritage issues relating to restrictions on location relative to the sensitivity of the existing Museum.	This will be provided to the short-listed teams at Stage 2 of the competition.	20-Dec-13
68	Please can you provide clarification on any town planning and site ownership restrictions.	This will be provided to the short-listed teams at Stage 2 of the competition.	20-Dec-13
67	Please can you provide clarification on project funding and fees.	This will be provided to the short-listed teams at Stage 2 of the competition.	20-Dec-13
66	How does the ownership/control/sites of the museum and the Zoo get defined?	The Museum site is owned by the Museum Trust and is therefore separate from the Zoo. There is a shared entrance (indicated on the site plan on Page 14 of the EOI), but this is the only interaction between the two sites and organisations.	20-Dec-13

65	The EOI on page 13 states: "The Museum sits within Jijamata Udyaan, a 19Ha (47 acres) botanical garden and zoo located at Byculla in the historic heart of Mumbai." The Municipal Corporation of Greater Mumbai (MCGM) has announced its plans to revamp the existing Zoo. How does the museum extension contextualise with the proposed Zoo?	The Museum site is separate from the Zoo and botanical garden: the plans to revamp the Zoo are separate from this project.	20-Dec-13
64	Can you provide the site boundaries and dimensions on the site plan?	Please see Page 14 of the EOI.	20-Dec-13
63	The entire Jijamata garden land is reserved as Garden (G) space in the current Development Plan. Has the museum obtained permission to build on the reserved Open Space? If the Open Space is reserved under Recreation Ground (RG), there is a provision to build 15% of the site area; but this reservation is for a Garden (G) and not RG.	Yes, the site has been approved by the relevant authorities.	20-Dec-13
62	What is the deadline for competition registrations?	Competitors may register through the website at any point up until the competition deadline on 13 January 14.00	20-Dec-13
61	If press images are submitted as separate files, do you need a caption to go with the press images, or can the file title name be enough?	If the file name indicates the title of the project, this is sufficient.	20-Dec-13
60	Do the 3 images for the press section have to be included in the main pdf document, or they are to be in a separate folder as jpg files?	These may be submitted in either way, providing the size of your entire submission, press images included, does not exceed 10MB. Providing low resolution press images may help you achieve this.	20-Dec-13
59	If I do a joint venture with another lead consultant, is it a problem if they are a subconsultant on another team through a different office within their organisation?	Providing entirely separate teams are proposed, this is acceptable.	20-Dec-13
58	We have been speaking with architectural cohorts in India with a view to partnering for the competition and their response to our bid for this competition is: "There's a new law that architects from abroad cannot do projects in India" – could you please clarify this for us?	The competition has been approved by the MCGM. This is a special project. Exact details of how the project will be delivered will be determined at a later stage.	20-Dec-13
57	If we include a cover page for each section, will the cover page be counted as part of the pages number, or can the cover be in addition to them?	Only pages with content - i.e. text or images - will be counted in the page limit.	20-Dec-13
56	Will the document to be submitted have to be one single pdf including all section 1-4, or this will be 4 separated pdf documents?	This is at your discretion, but the size of the total submission must not exceed 10MB.	20-Dec-13
55	We are providing documents as per point 3b. These are several pages of accounts in a foreign currency other than US Dollars. We will convert into US Dollars the amount as requested. It is necessary to convert each single amount in each page or it will be sufficient to convert only the most important amounts in the document?	Please convert just the main summary totals.	20-Dec-13

54	When will the Museum determine that an honorarium will or will not be paid to the shortlisted firms as this will affect our decision on whether or not to submit our qualifications?	The Museum will pay an honorarium of up to £5000 (pounds sterling) per shortlisted team.	20-Dec-13
53	The \$8M insurance requirements seem high relative to other requests, is there a particular concern regarding insurance for this project or is the \$8M standard in India?	This is the maximum amount for a project this size.	20-Dec-13
52	Our firm currently carries Professional Liability/Worker's Compensation Insurance and Business Liability Insurance. We do not carry "Public Liability" insurance nor was our administrator familiar with this type of coverage. If we affirm that we will secure all of the the required insurance should we be selected for the project, will that suffice for this phase of the competition?	Yes, this is sufficient.	20-Dec-13
51	We would like to team with Buro Happold on this project but have learned that they are consulting with Malcolm Reading in some capacity on the competition. Is it acceptable for us to add this firm to our team of consultants?	Yes. Buro Happold have provided technical support to assemble the requirements but are not contracted to the Museum.	20-Dec-13
50	In case of joint venture, do we need to submit the last three years of turnover of both companies?	Only if this is relevant to indicating your ability to meet the turnover requirements.	20-Dec-13
49	We are Indian based architectural practice and have been receiving many inquiries for the local tie up for the Museum project. Since we shall be the domestic tie up, will it be fine if we accept more than one Principal Architectural practice's request? As the work would be awarded to one of the bidders, will it be fine for us to accept requests for more than one firm as local tie up ?	As a sub-consultant, you may be on as many teams as you wish, however you must consider how you will proceed if you are shortlisted on more than one team. In this case, your firm must be represented by separate individuals.	20-Dec-13
48	Is it allowed for the landscape architects to be member of more than one team?	If the landscape architect acts as a sub-consultant, you may be on as many teams as you wish.	20-Dec-13
47	If we include client reference letter, will these be counted in the 10 A4 sides max pages? or can the reference letters be in addition to the 10 sides A4?	Client letters will be included in the 10 A4 sides.	20-Dec-13
46	Could you please clarify "the level of Employer's Liability Insurance required by Indian law"? Is there a specific level of insurance?	Please indicate the level of insurance you can provide.	20-Dec-13
45	Who will play client - the Museum Trust or the Municipal Corporation of Greater Mumbai?	The Museum Trust is the client for this project.	20-Dec-13
44	Will the process of construction be overseen by the Municipal Corporation of Greater Mumbai?	Unknown.	20-Dec-13
43	Will a separate Project Management Consultancy be appointed and through what process?	The Museum will seek this support separately.	20-Dec-13

42	The boundaries of the site have not been defined in the EOI. What is the area under potential master planning and what is the area for the new building?	Museum site boundaries can be found on Page 14 on the EOI Document. This diagram indicates the potential areas for a new building.	20-Dec-13
41	What will be the weightage of the financial bid, if any, on the outcome of the competition?	Further details on this will be released at Stage 2 of the competition.	20-Dec-13
40	The EOI states that the form of construction procurement is yet to be determined. Does the client have a weighting in terms of prioritising time, cost and quality?	Not at this stage.	20-Dec-13
39	Which individuals make up the 'Peer Review Panel'?	This is yet to be determined.	20-Dec-13
38	Does the lead consultancy on the team have to be strictly an architectural firm or can it be a qualified project management firm who have dealt with such large scale institutional projects?	The team must be architect-led.	13-Dec-13
37	Is it possible for sub-consultants to be part of more than one team during the first stage of the competition?	You may be a sub-consultant on more than one team if you wish but you should only be a lead consultant on one team. If a sub-consultant should be shortlisted with more than one team, separate individuals will be required to represent the subconsultancy at the Jury interviews.	13-Dec-13
36	Who will be on the Jury?	The composition of the Jury is yet to be determined.	13-Dec-13
35	We are willing to be a part of the design competition but one of the requirement is creating a hurdle for us i.e "lead consultancies with an annual turnover of US\$2 million will be considered for this project". We have annual turnover of around US\$1.5 million i.e around INR 90 million. As it will be quite difficult for most of the design firms in India to clear this bar, it is a humble request to revise this scale.	The turnover requirement will not be considered as a pass/fail but will be taken into consideration as part of the overall assessment.	13-Dec-13
34	What are the requirements for the EOI?	Please refer to the EOI document, available to download from the competition microsite. The requirements for the EOI submission are clearly stated within this document. Please refer specifically to Pages 19-22.	13-Dec-13
33	Is an editable version of the pre qualification questionnaire available, or do you want us to lay out the response in our own format?	There is not an alternative version of the PQQ available. Teams are free to use their own formatting, providing they do not change the order of the questions.	13-Dec-13
32	Should teams at stage one include a QS or cost consultant? Should the QS or cost consultant be added to the team in stage two, or will the museum supply their own QS/cost consultant to make cost estimates of stage two proposals?	No, but it will be a requirement for teams at Stage 2 to provide outline cost information.	13-Dec-13
31	In case we don't have the necessary references, are collaborations made up of two teams okay?	Joint ventures are acceptable to achieve the minimum requirements of the EOI.	

30	<b>What reference projects are a minimum to you?</b>	Please provide details of a previous project, or projects, which are relevant to the design of a new facility at the Dr. BDL Museum. The number of projects used to demonstrate this is up to you.	
29	<b>The requirements for Professional Indemnity and Public Liability Insurance are very high. Would you reconsider this?</b>	The ability to provide this level of insurance will not be considered as a pass/fail, but will be taken into considered as part of the overall assessment.	13-Dec-13
28	<b>Is it a requirement to have a locally based architect (from India) if your firm is not registered in India (if you are an international architect?)</b>	This is not a requirement but it is important to consider how you might deliver the project if appointed.	13-Dec-13
27	<b>How many teams will also be shortlisted?</b>	It is anticipated that 5 teams will be shortlisted	13-Dec-13
26	<b>What are the deliverables for the stage 2 competition submission?</b>	This will be provided to the short-listed teams on commencement of the second stage of the competition.	13-Dec-13
25	<b>Who was the builder/ contractor of the original Victorian building?</b>	The original design was conceived by George Birdwood, secretary of the Museum Society and curator of the newly formed Victoria and Albert Museum. The design was sent to London for approval and was later modified by the local British engineer. However, the engineer died before the plans could be implemented and Scott McClelland & Co. architects completed the plans with further modifications though they retained most of Birdwood's specifications.	13-Dec-13
24	<b>There are no details to indicate if any exhibition design or interpretative services are required in this package, or just architectural and support services. Will exhibition design be included or tendered separately?</b>	Exhibition design will be tendered separately.	13-Dec-13
23	<b>We note that the budget will only be released in the second stage. However, it would help to have some information on the budget prior to registering and EOI as the project may be too small for a larger practice.</b>	This is still being considered. The scale of the building is described in the EOI.	13-Dec-13
22	<b>We understand collaboration with local architects or designers is encouraged. Is it required to name the local Architect at Stage 1, or can we postpone that selection until Stage 2, or even after so as can be a selection together with the client?</b>	Please include all team members you intend to use in your submission.	13-Dec-13
21	<b>May we include an appendix with, for instance, firm profile, list of references, reference project sheets, etc. in addition to the specific requirements outlined (both for the lead consultant and the other members of the team)? Would there be page and MB limitations for such an appendix?</b>	Please include all relevant information within your submission, not as an appendix. Appendices should be limited to supplementary information to inform the PQQ and should not be used to include additional information to answer Questions 1 and 2 of the Submission Requirements. Please ensure the complete file for submission does not exceed 10 MB.	13-Dec-13
20	<b>Is the project fully funded and able to start once a winner has been announced, or will the design be used as a fund raising mechanism?</b>	The Museum does not require assistance with fundraising.	13-Dec-13

19	<b>Does not complying with the minimum turnover of US\$2million mean that we will not be considered at all or we would not be considered for just the third point on the selection criteria (10% )?</b>	The PQQ will be marked in accordance with the criteria on Page 23. The turnover requirement is part of Question 3 and will be marked as such.	
18	<b>Could the minimum turnover requirement be accumulated by two companies associated temporarily for this specific competition?</b>	Yes. Joint venture submissions are acceptable to achieve the minimum turnover for lead consultancies. This should not include the turnover of subconsultants.	13-Dec-13
17	<b>Will we have access to Jury reports?</b>	A summary Jury report will be made available, but feedback may not be given at Stage 1.	13-Dec-13
16	<b>Is there a set of Final Presentation requirements for shortlisted teams?</b>	Requirements will be explained fully in the Tender Brief, issued at the commencement of the second stage of the competition.	13-Dec-13
15	<b>What will be the basis of interaction directly with the clients during the competition due to which a team is not disqualified?</b>	All communication should be made through Malcolm Reading Consultants.	13-Dec-13
14	<b>Apart from the winner, will there be any other awards announced?</b>	No.	13-Dec-13
13	<b>Are there any further details and legalities regarding the contract awarded to the winner?</b>	No further details are available at this stage. These matters will be determined at a later date and outlined in the second stage brief.	13-Dec-13
12	<b>Is there any travel to Mumbai required for a site briefing meeting, etc once the shortlist of teams has been announced?</b>	No travel to Mumbai will be necessary before the final interviews.	13-Dec-13
11	<b>Since there will be considerable Landscape Architecture involved, is a Landscape Architect is requirement for this consortium, without which a team may disqualify to get to the 2nd phase?</b>	Having landscape expertise within the team is not a mandatory requirement, but it is encouraged.	13-Dec-13
10	<b>Is there a max size of firms per team to form a consortium?</b>	There is no limit to the amount of sub-consultants that may be on one team. However, the maximum number of lead consultants for a joint venture is two.	13-Dec-13
9	<b>What are the min eligibility requirements of individual teams or consortium formed?</b>	Teams must meet the requirements as laid down in the EOI document, with particular reference to the PQQ. Please see Pages 27-31.	13-Dec-13
8	<b>Is there a limited number of size/ pages, etc for the EOI and in which format are you requesting it?</b>	The EOI should be submitted digitally in A4 format. The written response is limited to 21 pages plus the PQQ. Please see Page 22 of the EOI document.	13-Dec-13
7	<b>Is there a particular format and certain set of requirements/ guidelines you want to see within the EOIs so that they are all consistent within competitors, or are we free to use whatever format we want?</b>	Teams are free to change the format and layout of the EOI as they see fit, providing the order remains the same and the page limit is not exceeded.	13-Dec-13
6	<b>What is the prize fund?</b>	It is intended that the winner of the competition will be employed by the Museum to carry out design services.	13-Dec-13

5	<b>Is this a two stage competition - i.e. is there a design required at Stage 1?</b>	This is a two stage competition. At Stage 1, we are not seeking a design but an explanation behind the proposed composition of your team, an approach to the issues at hand and a reaction to the emerging brief. Concept designs will be developed in Stage 2.	13-Dec-13
4	<b>Do you have any further information that would be helpful to us which may not be featured on the website?</b>	All available information is featured on the website.	13-Dec-13
3	<b>Will the expenses be paid for attending the final interviews?</b>	This is being considered by the Museum.	13-Dec-13
2	<b>Where will the final interviews take place?</b>	Mumbai, although arrangements using Skype may be considered depending on circumstances.	13-Dec-13
1	<b>Will the shortlisted teams be given an honorarium?</b>	<del>This is yet to be determined by the Museum.</del> The Museum will pay an honorarium of up to £5000 per shortlisted team.	13-Dec-13