OIST BUILDING 4
REQUEST FOR PROPOSAL FOR DESIGN SERVICES

Preamble

The Okinawa Institute of Science and Technology Graduate University (OIST) is commencing expansion of its campus in Onna Village, Okinawa, and seeks proposals from qualified architects for the design of Building 4, the first step in the expansion plan. Along with evidence of relevant past experience and credentials for execution of the work, applicants will be required to submit a conceptual design proposal for the whole group of buildings planned to expand the campus from its present scale of 50 faculty to 100 faculty over the coming decade. This is to enable OIST to ascertain that the successful applicant’s design vocabulary and overall approach to the project will harmonize with the buildings already constructed at OIST and with the natural environment of the site. Judging will be carried out by a panel made up of members of the Board of Governors and University Executive, together with outside advisors. The successful applicant (hereinafter the Architect) will be awarded the basic and detailed* design (the Design Services) of Building 4, and will be eligible to propose for the design services for other buildings on the campus in future.

*Note: Commencement of the detailed design stage of the Design Services will be contingent upon OIST receiving a favorable rating in a Peer Review of the university scheduled to be carried out in July 2015.

1. Fundamental Design Requirements

The selected Architect will be required to develop a design for Building 4 which reflects the basic principles that have already been established for the campus architecture at OIST. In particular, the building design should:

- impart a unique and attractive character to OIST;
- suit the climatic and geographical conditions of the site;
- facilitate to the greatest extent possible the cross-disciplinary research carried out at OIST;
- maximize educational and research interaction among professors, researchers and students within buildings and on the campus as a whole;
- provide the flexibility necessary for the requirements of individual research labs of all kinds, the usage of many of which cannot be known prior to completion of the building construction, and for changing lab requirements over time;
- be cost-effective and straightforward to build, and low-maintenance in operation;
- minimize the environmental impact of the construction;
- facilitate gradual phased construction of the campus over a number of years with minimum disruption to the activities of its occupants.
To aid the Architect in developing a design for Building 4 which fully meets the requirements of the university, OIST plans to establish an informal consultative group comprising a small number of board, executive, faculty and student representatives. The Architect will consult with this group periodically during the design preparation period.

2. Site

2.1. The OIST campus is located in Onna Village, Okinawa. The planned location for the buildings to be constructed during the expansion phase to 100 faculty is immediately to the east and south of the current academic buildings, as shown in the Campus Expansion Masterplan (extract attached).

3. Outline of Expansion Program

3.1. Building 4 – A 2~4 storey building of approximately 19,000m² total floor area housing research laboratories for approximately 20 fulltime faculty and several visiting faculty, along with related core laboratory and support facilities. This building is envisaged as including an adjacent 1~2 storey Amenity Bridge Wing housing functions such as event space, administrative offices, operations support spaces, and a loading dock, all as set out further in Appendix 1 below.

3.2. Building 5 – Envisaged as a building similar in scale and function to the main block of Building 4.

3.3. Sports, Recreation and Student Center Building – Envisaged as a 2-storey building of 4,000~5,000m² total floor area housing a gymnasium, pool and other sports facilities, as well as support and social facilities for students and researchers. (Note: It is anticipated that this building may be constructed using separate, private sector funding.)

4. Scope of Services

4.1. Basic design of Building 4. This will include a comprehensive study, with alternatives, of building layout and space allocation, together with outline planning and specification of the structural, mechanical and electrical systems, and of all exterior and interior finishes.

4.2. Detailed design of Building 4. Fully detailed design drawings and specifications for all building works, mechanical, electrical and vertical transportation systems, fitout and furniture, and external works required for the construction to be put out for bid.

4.3. Preparation of all required documentation, consultation with government agencies, and providing assistance to OIST as necessary to facilitate the obtaining of all statutory permits and approvals required for the construction.
4.4. Preparation of a detailed cost estimate for the construction will be commissioned separately, however the Architect will be expected to prepare a design which can be constructed within the budget set for the work. This budget will be discussed and agreed with the successful Architect prior to the commencement of the Design Services.

4.5. Supervision of construction of the building will be commissioned separately, however, the Architect must provide ongoing service during the construction period to resolve any design issues that may arise as it is constructed.

4.6. Note: Related civil engineering design for (inter alia) roads and bridges, site preparation, utility plants and reticulation, and rainwater catchment will be carried out by others. The Architect will be expected to work closely in a constructive and collegial manner with such other consultants to ensure that a sound design meeting all requirements of the project is prepared in a prompt and efficient manner.

5. Schedule

5.1. Proposals should be submitted by April 30, 2015. Presentations will be scheduled with applicants in Okinawa on May 16-17, 2015.

5.2. Award of the Design Services is scheduled by May 29, 2015.

5.3. The Basic Design Services should be completed by October 30, 2015.

5.4. The Detailed Design Services should be completed within 7 months of commencement of this work. As noted in the Preamble above, this date is not yet fixed, however for proposal submission purposes, applicants should assume that this work will commence immediately after completion of the Basic Design.

5.5. Construction of Building 4 is currently planned to take place between August 2016 and March 2018.

6. Proposal Submission Requirements

(Please follow the attached guidelines for proposal submission.)

6.1. Experience of university research and support buildings, of at least 10,000m² in total floor area, completed within the past 15 years. (Weighting in the overall evaluation: 20%.)

6.2. The ability to carry out all aspects of the design work as set out in 3.1, 4 & 5 above. This should be evidenced by the numbers, professional credentials and past experience of the staff that the applicant plans to assign to the work, together with (if applicable) similar data on the personnel of other consultants with whom the applicant plans to associate to carry out the work. In the latter case, a statement from such other consultants confirming their intent to associate with the applicant for this project should also be provided. (Weighting: 20%.)

Note: The applicant must have, or undertake to obtain immediately upon being awarded the work, First Class Architect Office registration in Japan.
6.3. A written description of the approach the applicant plans to take for development of the design for Building 4 and execution of the scope of services. (Weighting: 10%.)

6.4. A Conceptual Design Proposal incorporating the following buildings (for planned locations, see the attached site plan):

6.4.1. Building 4, including the adjacent Amenity Bridge Wing
6.4.2. Building 5
6.4.3. A Sports, Recreation & Student Center Building

The proposal should illustrate the massing, basic floor layout, overall form and color-scheme proposed for the buildings. Schematic plan, section and elevation drawings should be provided at a scale of 1:500, together with CG images showing the buildings in the context of the landscape and existing buildings on the campus. Engineering drawings are not required. (Weighting: 40%).

6.5. As scheduled in 5.1 above, applicants will be required to present their credentials, approach to the project and Conceptual Design Proposal in person to the OIST judging panel referred to in the Preamble. The applicant’s Team Leader and Chief Project Architect (if different) must attend the presentation, together with other project team members at the applicant’s discretion. (Weighting: 10%).

7. Language

7.1. Responses to this Request for Proposals should be prepared in English. Explanatory materials and annotations on drawings provided under the Design Services should be provided in both Japanese and English. Both languages will be used during execution of the Services, so the applicant’s project team should be able to work comfortably in Japanese and English.
APPENDIX

Building 4

Tentative building program (total gross floor area approximately 19,000sqm):

Main Laboratory Block (gross floor area approx. 15,000sqm)
- Lab Space: 5,500sqm of space able to accommodate up to 25 research units (assumed as 20 for OIST faculty and 5 for external researchers – 18 experimental and 7 computational units). Should include faculty offices and adjacent research assistant booths, wet-benches, desks for theoreticians and computer scientists, and space for unit equipment. Should also include space for small items of equipment shared by multiple research units (e.g., freezers, cold-rooms, centrifuges, shakers, autoclaves, chemical storage, fume hoods, biosafety cabinets, printers, etc.)
- Core Laboratory/Equipment Space: 2,000sqm of space for functions (yet to be decided) such as the following: HPC server room, clean room, NMRs, large-scale electron microscopes, etc.
- Meeting Rooms: A 50-seat seminar room and small meeting rooms distributed throughout the building: 500sqm total area
- Other Area: The remaining area in the main block (approximately 7,000sqm) is for public areas and circulation space, common facilities such as bathrooms, break areas and kitchenettes, machine rooms and pipe-space.

Amenity Bridge Wing (gross floor area approx. 4,000sqm)
- Multi-purpose event space, including a 100-seat meeting room and associated smaller meeting rooms, storage, pantry, and café restaurant/kitchen: approximately 1,000sqm
- Administrative office space: approximately 500sqm
- Operations support facilities, such as building control center, waste and equipment storage, and building maintenance staff rooms: approximately 500sqm
- Loading dock for delivery of major items of research equipment, etc.
- Circulation space

Note: This space allocation plan is not yet final, and may be modified before the Design Services commence.

Building 5

Assume a building program similar to that of the main laboratory block of Building 4.
Sports, Recreation & Student Center Building

Tentative building program, for conceptual design proposal preparation purposes only (total gross floor area 4,000~5,000sqm):

- Basketball court, equipped for use for various sporting activities: 1,000sqm
- Squash courts: 300sqm
- Multipurpose room suitable for various sporting and cultural activities: 300sqm
- 25m swimming pool: 600sqm
- Locker rooms and bathrooms
- Health and welfare center, incorporating clinic and support office: 500sqm
- Student activities center with lounge, study and meeting areas: 500sqm
- Lobby and circulation space

Note: A detailed topographic map of the site in .dwg format is available on request. Please email the Contact Point stated in the Guidelines for Proposal Submission to obtain this data.