
Terms of Reference (TOR) – Summarized

Procurement of Architectural Consultancy Services Including Structural, Electrical, Mechanical, QA, QC, HVAC, Building Estimation, Landscape Design Procurement and Project Management for SLIBTEC Innovation Park

1. Background of the Assignment

The Sri Lanka Institute of Biotechnology (SLIBTEC) Park at Mahenwatte, Thalagala Road, Pitipana, Homagama, is part of Sri Lanka's first Biotechnology Innovation Park, aiming to position the country as a regional biotechnology hub. SLIBTEC was incorporated in October 2020 as a government-owned entity, Secretary to the treasury as the sole shareholder.

The SLIBTEC Innovation Park, spanning 11 acres, is planned to be developed in the near future to accommodate advanced biotechnology research and manufacturing facilities, including sectors such as biopharma, biofuels, agro-biotechnology, and other emerging fields. Its infrastructure will include essential services such as electricity, water supply, waste management, internal road networks, fire safety systems, and security, designed under a green concept and aligned with ISO 37301 standards to support world-class biotechnology operations.

Project Rationale

The Innovation Park is critical to advancing Sri Lanka's biotechnology sector by providing a ready-to-operate infrastructure for biotech firms, fostering research, innovation, investment, and industry growth. Engaging specialized architectural consultants is essential to translate the conceptual design into detailed, statutory-compliant architectural and engineering plans, and to oversee construction while ensuring quality, safety, and operational readiness.

Project History

Key milestones achieved to date include:

- Conceptual Design – completed, defining the park's initial layout.
- Cost Estimation – preliminary cost calculations finalized.
- Regulatory Approvals – Initial Environmental Examination (IEE) obtained; approvals secured from the Ceylon Electricity Board (CEB), Department of Agrarian Development, and Coconut Cultivation Board.
- Infrastructure Development – external road network construction in progress.

Reference Documents

The following studies and documents are available to guide the consultancy:

- Conceptual Design Documentation
- Approximate Project Cost Estimate – 520 Mn
- Initial Environmental Examination (IEE) Report
- Utility and Regulatory Approvals
- Site Survey Plan

Source of Financing

The project is fully financed by the Government of Sri Lanka.

2. Objective of the Assignment

The objective of this TOR is to appoint an experienced architectural consultant to provide design, documentation, statutory approvals, and construction supervision services for the SLIBTEC Innovation Park. The consultant will:

1. Translate conceptual designs into detailed architectural, structural, and engineering working drawings.
2. Prepare all necessary tender documentation, cost estimates, and facilitate procurement process until completion of the project.
3. Supervise construction to ensure quality, safety, regulatory compliance and facilitate to verify the value of progress until completion of the project.
4. Facilitate knowledge transfer to SLIBTEC personnel for future operations.

The assignment aims to deliver a state-of-the-art, operationally-ready biotechnology park aligned with national objectives for industrial innovation and the contribution to national economy.

3. Scope of Consultancy Services

The consultancy services are aimed at developing a green, ISO 37301 compliant, world-class innovative biotechnology park. The architectural consultancy will cover the following phases:

- I. Project Mobilization and Team Setup**
 - Establishment of project teams, responsibilities, and communication protocols.
- II. Review and Refinement of Conceptual Designs**
 - Evaluate preliminary designs and layouts, refine for functional and operational requirements.
- III. 3D Modeling and Walkthrough Visualization**
 - Provide 3D architectural models and virtual walkthroughs to illustrate design concept

- IV. Detailed Architectural and Engineering Drawings**
 - Preparation of comprehensive drawings covering architectural, structural, MEP, and landscape components.
 - V. Infrastructure and Landscaping Documentation**
 - Development of detailed plans for utilities, waste management, roads, fire safety, landscaping, management of surface water, Storm water and waste water.
 - VI. Tender Documentation Preparation**
 - Preparation of BOQs, cost estimates, tender documents, and bid evaluation criteria as per government guidelines.
 - VII. Construction Supervision and Quality Control**
 - Conduct periodic site inspections, ensure design compliance, certify contractor bills, and oversee quality standards.
 - VIII. Project Closeout and Handover**
 - Provide as-built drawings, operational manuals, maintenance protocols, and complete knowledge transfer to SLIBTEC.
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4. Knowledge Transfer

- Design Review & Approval: SLIBTEC to review and approve all designs and shop drawings and other related materials.
 - Supervision & Training: Consultants to provide ongoing supervision and technical guidance to SLIBTEC authority.
 - Project Handover: Full transfer of as-built drawings, manuals, and operational protocols to ensure long-term management and sustainability.
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5. Reports, Deliverables, and Schedule

Key Reports

1. Project Initiation Report
2. Preliminary Design Review Report
3. Statutory Approval Documentation
4. Detailed Design & Infrastructure Documentation
5. BOQ and Cost Estimate Report
6. Bidding Documents and Technical Guidance
7. Monthly Progress Reports, Arranging Site Visits and Weekly Site Meeting
8. Project Closeout & Handover Report

Delivery Schedule

Stage	Description	Estimated Duration <i>(From the commencement of related activity)</i>
I	Project Mobilization	2 weeks
II	Preliminary Design & Planning	4 weeks
III	Statutory Approvals	6 weeks
IV	Detailed Design & Documentation	8 weeks
V	Tender Documentation & Technical Support	3 weeks
VI	Construction Supervision	Until Completion of the Project
VII	Project Closeout & Handover	2 weeks

Total Period of Performance: Completion of project scope

6. Support Provided by SLIBTEC

- Data & Documentation: Conceptual design, site survey, utility requirements.
- Facilities: Water and Power supply.
- Personnel: SLIBTEC staff for coordination, approvals, and stakeholder liaison.

7. Institutional Arrangements

- SLIBTEC oversees project execution and monitors consultant performance.
- Consultant responsibilities and reporting lines will be clearly defined.
- Regular progress meetings will ensure alignment with objectives.

8. Proposal Submission Requirements

Consultants are requested to submit comprehensive proposals that clearly demonstrate their capability to deliver the architectural consultancy services for the SLIBTEC Innovation Park. The proposal should be structured as follows:

Technical Proposal

1. Consultant Information – Organization profile, registration details, and prior project experience.
2. Team Composition and Qualifications – CVs of key personnel with relevant experience.
3. Use of design and project management Software and Equipment's

4. Understanding of the Assignment – Approach to objectives, scope, and project challenges.
5. Methodology and Work Plan – Proposed methodology, phased deliverables, and project timeline.
6. References and Past Projects – At least three relevant projects with client references.

Financial Proposal

1. Consultancy Fee Structure – Percentage of total Consultancy cost with milestone linked payment schedule.
2. Breakdown of Professional Fees – Detailed cost by phase/activity, including taxes and allowances.
3. Additional Services – Hourly rates for work outside defined scope, if applicable.

Proposal Format and Submission

1. Submission Format (Both soft copies and hard copies) – Separate Technical and Financial proposals, clearly marked.
2. Language – English.
3. Submission Deadline – As indicated in the RFP notice.
4. Validity of Proposal – 90 calendar days from submission deadline.
5. Evaluation – Technical proposals evaluated prior to financial proposals; clarifications may be requested.

9. Qualifications of the KEY CONSULTANTS

Key Professional Staff	Academic Qualification	Experience in the Proposed Role	Experience in Process Improvement Studies- No of Similar Projects
Chartered Architect	B. Sc or Equivalent in relevant field from a Recognized Institution	5 years or more (with chartered)	2 (above 100 Mn LKR)
Project Manager	B. Sc or Equivalent in relevant field from a Recognized Institution	5 years or more	2 (above 100 Mn LKR)
Chartered Desing Engineers	B. Sc or Equivalent in relevant field from a Recognized Institution	5 years or more (with chartered)	4 (above 50 Mn LKR)

Chartered Civil and Structural Engineers	B. Sc or Equivalent in relevant field from a Recognized Institution	5 years or more (with chartered)	4 (above 50 Mn LKR)
Chartered Mechanical Engineers	B. Sc or Equivalent in relevant field from a Recognized Institution	5 years or more (with chartered)	4 (above 50 Mn LKR)
Chartered Electrical Engineers	B. Sc or Equivalent in relevant field from a Recognized Institution	5 years or more (with chartered)	4 (above 50 Mn LKR)
Quantity Surveyor	B. Sc or Equivalent in relevant field from a Recognized Institution	5 years or more	4 (above 50 Mn LKR)
Landscape Management Planning Experts	B. Sc or Equivalent in relevant field from a Recognized Institution	5 years or more	4 (above 50 Mn LKR)
Procurement Specialists	B. Sc or Equivalent in supply chain management or relevant field from a Recognized Institution	5 years or more	4 (SL Government)

10. Acronyms

Acronym	Definition
PE	Procuring Entity
SLIA	Sri Lanka Institute of Architect
TOR	Terms of Reference
RFP	Request for Proposals
BOQ	Bill of Quantities
MEP	Mechanical, Electrical, Plumbing
CIDA	Construction Industry Development Authority
SLIBTEC	Sri Lanka Institute of Biotechnology