

TERMS OF REFERENCE FOR CONSULTANCY SERVICES FOR DEVELOPMENT OF INTERIOR DESIGN CONCEPTS FOR THE UGANDA HOTEL AND TOURISM TRAINING INSTITUTE (UHTTI)

1.0. INTRODUCTION

The Uganda Hotel and Tourism Training Institute is a government owned tertiary institution offering hospitality and tourism training programs. The core mandate of the Institute is to provide studies, training and research in the areas of Tourism, Hotel Management and Catering.

The Institute has been operating since the 1980s and needs major structural upgrades, retooling in terms of equipment, and staff capabilities for it to be able to produce a sufficient number of graduates with requisite skills that meet industry demands. The National Development Plan II and the Tourism Master Plan for Uganda prioritize development sector skills through revamping the Institute. The Rapid Situational Assessment of the Tourism sector conducted in 2011 indicated that developing this institute is a high priority for transformation of the sector.

In November 2015 the Institute was re-established by Act of Parliament under the Ministry of Tourism, Wildlife and Antiquities with the new name - Uganda Hotel and Tourism Training Institute (UHTTI). .

The government of Uganda through the Competitiveness and Enterprises Development Project (CEDP) is providing support to UHTTI to address the infrastructure and equipment, curriculum, trainers and management gaps to enable the Institute reach its full potential as a national Tourism and Hospitality training Institute matching with international standards. Construction of the training Hotel and including two training Kitchens and Restaurants is under way.

2.0. OVERALL PURPOSE

The overall purpose of the consultancy is to have Training hotel and school that is well suited for purpose appropriately equipped and furnished to meet a 3-4 star hotel international standards.

3.0. OVERALL OBJECTIVE

The overall objective of the consultancy is to prepare Interior Design Concepts for the Uganda Hotel and Tourism Training Institute by designing a space that is practical for its purpose as well as visually pleasing. The firm is expected to work with the structure of the space and the natural environment to design rooms that are functional, efficient and beautiful.

4.0. SCOPE OF WORK

Develop an Interior design concept for:

i. 80 Room Training Hotel

	AREA	NO OF UNITS
1	Guest rooms	
	Double rooms	16
	Twin Rooms	10

	Standard Single rooms	20
	Studio rooms	2
	Suites	2
2.	Public Areas	
	Corridors and staircases	
	Reception area	1
	Lobby	1
	Public Bar	1
	Residents Bar and Lounge	1
	Conference room with partitioning Doors	1
	Coffee Terrace	1
	Swimming pool	1
	Guest Washrooms	3
	Health club	1
3.	Back of the House Areas	
	Offices	5
	Store rooms	5
	Staff locker rooms	2
	Hotel Kitchen	1
	Laundry	1

ii. Students Facilities

	AREA	UNITS
	Training Kitchens	2
	Students' Kitchen	1
	Training Restaurants	2
	Staff and students washrooms	2
	Offices	35
	Board rooms	2
	Students cafeteria	1
	Classroom's	24
	Computer /language labs	2
	Library	1
	Infirmary	1

ii. Office Block

Tourism Department

- Wildlife and Nature Interpretation
- Culture and heritage
- Tour and Travel

Hospitality Department

- Culinary Art
- Pastry and bakery
- Food and Beverage Service
- Housekeeping

- Front office

Management Studies and Research

- Management
- Language
- Accounting
- Research
- Marketing

Business and Consultancy
Finance and administration
Principal
Deputy Principal
Academic Dean
Dean of Students
Human Resource
Academic Registrar

- Admissions office
- Exam management and Printery
- Archive
- Strong room
- Assistant Registrar

Accounts
Audit
Sales and Marketing
Procurement and Disposal Unit
ICT
Industry Liaison office
International / Public Relations
Maintenance and Engineering/ Estates
Security
Transport
Students Guild
UHTTI Staff SACCO

5.0. DESIGN PHASES OF THE PROJECT EXPECTED:

Review existing designs for the Training Hotel Students facilities and office block and propose any necessary changes.

5.1 PROGRAMMING PHASE

- i. Determine project objectives, user needs, goals as well as budget considerations.
- ii. Conduct interviews with the Client to determine furniture, finishes and equipment requirements.
- iii. Determine style, color etc. preferences of the client
- iv. Prepare enhanced design program
- v. Theme should be infused with Ugandan culture and art

5.2. SCHEMATIC DESIGN PHASE

- i. Prepare a space analysis of the floor plans for each floor level
- ii. Prepare preliminary furniture plans.
- iii. Develop preliminary selections of interior furniture and finishes
- iv. Review schematic layouts, selections and sketches with the Project Committee.
- v. Present and Review all schematic findings with the Project committee/ Client.

5.3 DESIGN DEVELOPMENT PHASE

- i. Prepare final design taking into consideration any proposed modifications
- ii. Select final colors, furnishings, lighting, including the design of the furniture/ finishing that meet the needs of the Client
- iii. Prepare final floor plans, elevations and 3D images and drawings to present to the Project Supervisory team for approval
- iv. Present final mood boards, including fabric to be used, flooring materials and overall design of furniture and finishing's for approval by the project supervisory team
- v. Prior to providing the final quotation/ interior BOQ, all drawings and specifications including finishes and fixtures are finalized.

6.0. CONTRACT DOCUMENTATION

- i. Prepare written specifications to accompany working drawings, schedules and furniture, finishes and equipment
- ii. Prepare furniture and equipment installation drawings
- iii. Provide or assist the Client with the preparation of bid documents
- iv. Qualify vendors, suppliers and sub-contractors
- v. Assist the Client in obtaining competitive bids for all phases of interior procurement as needed

7.0. CONTRACT ADMINISTRATION

- i. Procure furniture and furnishings by submitting purchase orders to suppliers and installers
- ii. Assist in the procurement of furniture and furnishings through bid administration
- iii. Supervise installation of furniture, furnishings and equipment
- iv. Maintain project management and schedule records
- v. Assist in determination of substantial completion, payments to furniture and finishes vendors and securing releases
- vi. Prepare and administer post occupancy evaluations
- vii. Hand over Design Project!

8.0. REQUIRED EXPERTISE AND QUALIFICATIONS

The Consultancy firm shall have at least 8 years' experience in Development of Interior Design Concepts; (2) Evidence of having implemented at least 5 similar/ related assignments, of which 3 should have involved developing Interior Design Concepts for a 3-Star Hotel or better; (3) Availability of appropriate skills/expertise in ; Interior Designing, Draftsmanship, Furniture and 3D rendering to demonstrate technical and managerial capability of the firm.

i. INTERIOR DESIGNER / KEY EXPERT

The Key expert shall be the Team Leader who will be responsible for the overall coordination and implementation of the tasks and deliverables outlined in these Terms of Reference

Academic qualifications.

Minimum of a Bachelor's degree in Interior, Industrial or Architectural design or an equivalent plus at least 5 years' experience as an Interior Designer.

Experience and skills

- a) Proven experience in carrying out at least three similar projects of hotel interior design at three star hotel level and above
- b) Knowledge of building codes for furniture design.
- c) Ability to work with Afro infused artistic creations alongside contemporary art.
- d) Advanced proficiency in AutoCAD and specification software(s)
- e) Creativity and imagination
- f) An eye for design, including colour, and good 3D awareness
- g) The ability to visualize concepts and explain them to others
- h) Good drawing and IT skills.
- i) Good organizational skills, to ensure each project is completed on time and within budget.
- j) Awareness of technical building issues and the range of relevant products and materials.
- k) Strong communication and negotiation skills.
- l) Confidence with figures

ii. DRAFTS MAN

- a) Bachelor's Degree in Industrial Design, Fine Arts, Engineering Graphic Designs or Architecture plus at least 3years' experience as an Interior Design drafts man..
- b) Proven experience in carrying out at least three similar projects of hotel interior design at three star hotel level and above.

iii. THREE (3) D RENDER EXPERT

- a) Bachelor's Degree in ICT, Engineering Graphic Designs or Architecture plus at least 3years' experience of working with interior designer
- b) Proven experience in carrying out at least three similar projects of hotel interior design at three star hotel level and above.

iv. FURNITURE EXPERT

Shall be responsible for design, quality and specifications of furniture.

Academic qualifications

- i. Bachelor's Degree or college Diploma in Industrial Design, Fine Arts, Engineering Graphic Designs or Architecture or and equivalent

Experience and skills

- i. Proven experience in a similar project
- ii. **Computer Skills:** Furniture designers need to understand how to use computer programs, especially computer aided design and drafting programs (CADD).
- iii. **Manual Design Skills:** dexterity for creating sketches and working with materials in the development of prototypes.
- iv. **Knowledge of Materials and Processes:** thorough knowledge of the materials and production processes (including safety) in order to create/choose designs that are aesthetically appealing, functional, safe and profitable.

9.0. DELIVERABLES

Design Phase		Activity	Duration	Deliverable	
Design Contract Agreement		Contract Signing	1 day	Signed Contract	
Phase 1: Programming	1.1	Inception	2 Weeks	Programming findings: final Design Program	
	1.2	Requirement analysis			
	1.3	Preliminary space analysis			
	1.4	Preliminary Budget			
	1.5	Presentation 1 & Approvals	2 days		
Phase 2: Schematic Design	2.1	Draft preliminary Design	2 Weeks	Schematic Design drawings & Preliminary Cost estimates	
	2.2	Preliminary space layouts			
	2.3	Preliminary finishes selection			
	2.4	Preparation of Cost estimates			
	2.5	Presentation 2 & Approvals	2days		
	2.6	Adjustments to Schematic Design (if applicable)	1 Week		Adjusted Schematic Design and Drawings
	2.7	Presentation 3 & Approvals	2 days		
Phase 3: Design Development	3.1	Final Design documents preparation	6 Weeks	Present Final design Documents & Detail Design & 3Ds	
	3.2	Final BOQs and specifications Preparation			
	3.3	3Ds and Presentation Board preparation			
	3.4	Presentation 4 & Approvals			
Phase 4: Contract Documents	4.1	Working drawing and installation scheduled prep	2 Weeks	Bid analysis report, Work scheduled and installation documents	

	4.2	Prep bid documents and selection of Vendors		
	4.3	Bidding		

Deliverable 2

Contract Administration		Activity	Duration	Deliverable	Payment
Stage 5: Contract Administration	5.1	Securing of bids and Vendors	20 Weeks	Monthly design Status reports; Monthly attendance at Project Meetings; Weekly issues log; interactive communication	5% of cost Furniture, finishes
	5.2	Project Supervision for interior finishes via periodic visits			
	5.3	Project Management reports			
	5.4	Follow up payments of Vendors and delivery of FF &E			
		Prepare and administer post occupancy evaluations Hand over Design Project!			

10.0. DURATION OF THE ASSIGNMENT.

The assignment shall be for a period of 34 weeks and may be extended for a maximum period of one month under extenuating circumstances.

7.0. REPORTING AND CONTRACT MANAGEMENT

The drafts and final reports shall be presented in 4 hardcopies and a flash disk in each case to the Principal UHTTI. The Client (UHTTI) will coordinate and manage the consultancy assignment. The client will be represented by the Principal with day to day contract management.

