

## REQUEST FOR PROPOSALS

### Comprehensive Redesign of NADBank Offices

The North American Development Bank (NADBank) is a binational organization created by the government of the United States and the government of Mexico to support the development and financing of environmental infrastructure projects along the U.S.-Mexico border region, with the purpose of improving the well-being of the people of both countries.

In accordance with its international Charter, NADBank has its principal office in San Antonio, Texas. For over twenty years, NADBank has leased office space in the International Center building, owned by the City of San Antonio and located at 203 South St. Mary's Street. NADBank currently occupies approximately 30,000 square feet of the building, including most of the third floor and a small area of the building's first floor.

NADBank also has a representation office located at Boulevard Tomás Fernández #8069 in Ciudad Juárez, Chihuahua, Mexico. The approximately 8,600 square feet facility is owned by the Government of Mexico.

NADBank is seeking proposals from qualified consultants to perform the services required for a comprehensive update to the design and layout of its offices in San Antonio. The office redesign is intended, generally, to create an environment that facilitates collaboration, productivity and well-being of staff.

The project is expected to be carried out over a period of up to **two years**, subject to budget availability and definition of priorities. The selected firm will be expected to manage the project from design concept to completion.

As an independent component, NADBank also wishes to evaluate the viability and approach for potentially redesigning the lobby on the building's first floor. Such an effort will require coordination with the City of San Antonio.

At its sole discretion NADBank may, under this RFP, subsequently award similar but additional work for its offices in Ciudad Juarez.

If you are interested in undertaking this assignment, you are invited to submit a proposal in accordance with the outline given in the **"Supplementary Information for Consultants"** for the services required under the **"Scope of Work"**. Bidding documents are available upon request to Sylvia Moreno by email: [smoreno@nadb.org](mailto:smoreno@nadb.org)

#### CALENDAR OF EVENTS:

Issuance of RFP	March 13, 2024
Touring of facilities	March 19 – March 28, 2024, from 10:00 AM to 5:00 PM
Deadline for Questions	April 1, 2024, 5:00 PM
Deadline for Answers	April 3, 2024, 5:00 PM
Proposal Due Date	April 12, 2024, 5:00 pm

Please note that your proposal must be prepared in accordance with the instructions given in the **“Supplementary Information for Consultants”**.

Your proposal will be considered on its merits in accordance with the evaluation criteria outlined in the Supplementary Information and, if selected, could eventually form the basis for negotiations and, ultimately, a contract between your firm and the NADBank. It is anticipated that contract negotiations with the selected firm and the assignment would commence around **April 22, 2024**.

The development of the comprehensive redesign of NADBank Offices will be a joint effort between the consultant and key NADBank personnel. NADBank will assign an internal project manager and core team to work in close coordination with the consultant. The assignment is expected to start no later than **April 24, 2024**, and should, subject to budget approval by NADBank, be completed within **twenty-four (24) months**.

Consultant must submit any pre-bid question via email at: [smoreno@nadb.org](mailto:smoreno@nadb.org) no later than 5:00 pm CST on **April 1, 2024**. NADBank will respond by email to all such queries no later than **April 3, 2024**. If additional information is requested after that date, NADBank will endeavor to provide such information expeditiously, but any delay in providing such information will not be considered a reason for extending the submission date of your proposal.

You are asked to hold your proposal valid for sixty (60) days from the date of submission, during which time you will maintain without changing the personnel proposed for the assignment and your proposed price. NADBank will make its best effort to select a consultant within this period.

NADBank is not bound to select any of the consultants that submit proposals. Furthermore, as quality is an important selection criterion, the NADBank does not bind itself in any way to select the firm offering the lowest price.

The Consultant will be selected and engaged in accordance with NADBank’s Internal Procurement Regulations, a copy of which is available upon request.

After selection, the consultant submitting the first-ranked proposal will be invited to negotiate financial and other terms of the contract without delay. Should the negotiations prove unsatisfactory, the consultant submitting the next-ranked proposal will be invited for negotiations (and so on, if necessary, until an agreement is concluded). As soon as the contract is signed with the selected consulting firm, other participating firms will be notified.

Proposals must be sent via e-mail to [smoreno@nadb.org](mailto:smoreno@nadb.org) no later than 5:00 pm central time, **April 12, 2024**.

For more information, contact, Sylvia Moreno at [smoreno@nadb.org](mailto:smoreno@nadb.org)

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For queries concerning the North American Development Bank, send a message by email to [mail@nadb.org](mailto:mail@nadb.org), or contact Oscar Duran at +1 (210) 231-8000.