



EMBASSY OF THE REPUBLIC OF THE PHILIPPINES
フィリピン 共和国 大使館
TOKYO, JAPAN



BIDS AND AWARDS COMMITTEE

BAC RESOLUTION NO. 2025-024

RESOLUTION RECOMMENDING, AD REFERENDUM, THE AWARD OF CONTRACT THROUGH GPPB RESOLUTION NO. 28-2017 TO KISHO KUROKAWA ARCHITECT AND ASSOCIATES, FOR THE PROCUREMENT OF CONSULTANCY SERVICES FOR THE KUDAN RESTORATION AND RENOVATION PROJECT

WHEREAS, the Official Residence of the Philippine Ambassador to Japan, otherwise known as the “Kudan”, is known as the “crown jewel of the Philippine Foreign Service”, as the first officially designated National Historical Landmark outside the Philippine territory;

WHEREAS, construction on the Kudan (formerly the Yasuda mansion) commenced sometime in 1933 and was completed sometime in January 1935, thus, the Kudan is presently ninety years old;

WHEREAS, there are numerous issues with the Kudan due to its age, such as the failure to retain comprehensive architectural and engineering plans and layouts on the property, the need for frequent repairs and the need to comply with modern Japanese laws for buildings and safety standards;

WHEREAS, in order to properly maintain the Kudan, to prevent any future damage and deterioration to the property, and to ensure the safety of the Kudan’s inhabitants, guests and passerby, the Embassy requires the services of a consultant which can provide architectural and surveying consultancy services for the restoration and renovation of the property;

WHEREAS, on 29 October 2024, the Embassy published a Request for Quotation (RFQ) for the procurement of consultancy services for the Kudan Redevelopment Project on its website and presented copies of the RFQ to qualified architectural and construction firms in Japan;

WHEREAS, the Embassy did not receive any quotations within the deadline indicated in the RFQ (6 December 2024), thus, the budget and specifications for the procurement of consultancy services for the Kudan Redevelopment Project were reviewed;

WHEREAS, the Embassy was subsequently notified of a prominent protrusion and the dislodging of several large debris in the stone walls surrounding the Kudan, particularly along the Mochinokizaka street;

WHEREAS, after an inspection of the stone walls, it was discovered that an urgent repair should be prioritized in order to prevent further deterioration or damage to the walls, and that the construction of an Annex Building in the rear portion of the property cannot proceed due to the excessive moisture retained in the soil in the area;

WHEREAS, the Embassy has determined that the repair of the stone wall must be prioritized, and subsequently revised the Terms of Reference in the Project to focus the consultancy services for plans on restoration and renovation of the Kudan instead of its redevelopment;

WHEREAS, the procurement of consultancy services for the Kudan Restoration and Renovation Project, with an Approved Budget for the Contract (ABC) of **Fifty-Six Million Japanese Yen (JPY56,000,000.00)** is included in Post's Supplemental Procurement Plan for Fiscal Year 2025, chargeable against the Embassy's General Fund – Maintenance and Other Operating Expenses (MOOE);

WHEREAS, under the *“Guidelines for the Procurement of Goods and Services, Infrastructure Projects, and Consulting Services to be Procured and Performed Overseas,”* as approved under GPPB Resolution No. 28-2017 dated 31 July 2017, the procurement of any goods, services, infrastructure or consultancy project, regardless of amount, can be conducted by sending out Requests for Quotations (RFQ) to at least three (3) suppliers, contractors or consultants of known qualifications, and receipt of one (1) quotation would be sufficient to recommend award of the project;

WHEREAS, under the same Guidelines, Foreign Service Posts are no longer required to post their procurement activities on the PhilGEPS website until the corresponding facility has become available through the PhilGEPS Modernization Project, and the requirement of advertisement of procurement projects through newspapers have been dispensed with, as well as documentary requirements are relaxed to take into consideration the usual trade and business practices of the host country;

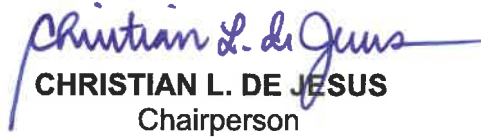
WHEREAS, for the procurement of consultancy services for the Kudan Restoration and Renovation Project, the Philippine Embassy requested quotations from reputable architectural firms, namely Kisho Kurokawa Architect and Associates, the Takenaka Corporation and Yokogawa Architects and Engineers Inc.;

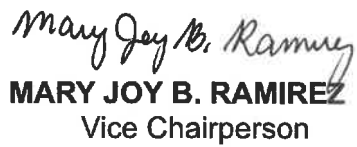
WHEREAS, based on the Abstract of Quotations, **Kisho Kurokawa Architect and Associates submitted the single calculated and responsive bid** in the amount of **Fifty-Six Million Japanese Yen (JPY56,000,000.00)**. Takenaka Corporation declined as it is difficult for the company to only undertake the role of a consultant for renewal work, that it is difficult to undertake renovation due to the shortage of design and construction personnel and that the company is unable to provide comprehensive support. Moreover, even if the company originally constructed the Kudan, the company did not retain drawings as it is an old project. Yokogawa Architects and Engineers declined stating that while the company originally assisted in the construction of the Kudan, the company has resource limitations and the company's international division has ceased its operations;

NOW, THEREFORE, in light of the foregoing considerations, after careful evaluation, WE, the Members of the Bids and Awards Committee, hereby **RESOLVE** to **RECOMMEND** to the Head of the Procuring Entity of the Philippine Embassy, to award the contract for the procurement of consultancy services for the Kudan Restoration and Renovation Project,

the **Kisho Kurokawa Architect and Associates** for the total amount of **Fifty-Six Million Japanese Yen (JPY56,000,000.00)** , including taxes and other lawful charges.

Adopted this 5th day of December 2025 in Tokyo, Japan.


CHRISTIAN L. DE JESUS
Chairperson

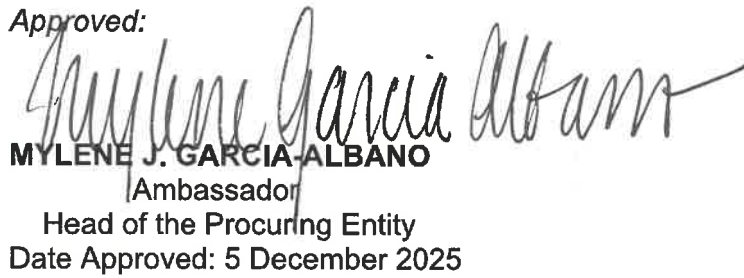

MARY JOY B. RAMIREZ
Vice Chairperson


FATIMA G. QUINTIN
Member


ALVIN C. MALASIG
Member


DARELL ANN R. ARTATES
Member

Approved:


MYLENE J. GARCIA-ALBANO
Ambassador
Head of the Procuring Entity
Date Approved: 5 December 2025

NOW, THEREFORE, in light of the foregoing considerations, WE, the Members of the Bids and Awards Committee, hereby RESOLVE to RECOMMEND to the Head of the Procuring Entity (HOPE) of the Philippine Embassy in Tokyo, Japan, to award the contract for the procurement of consultancy services for the Kudan Restoration and Renovation Project, to the **Kisho Kurokawa Architect and Associates** for the total amount of **Fifty-Six Million Japanese Yen (JPY56,000,000.00)** , including taxes and other lawful charges.

Adopted this 5th day of December 2025 in Tokyo, Japan.


CHRISTIAN L. DE JESUS
Chairperson


MARY JOY B. RAMIREZ
Vice Chairperson


FATIMA G. QUINTIN
Member


ALVIN C. MALASIG
Member


DARELL ANN R. ARTATES
Member

Approved:


MYLENE J. GARCIA-ALBANO
Ambassador

Head of the Procuring Entity
Date Approved: 5 December 2025

NAME	INITIALS
Consul AO MIA Rulloda BAC-Secretariat, Head	
CO JC Disomimba BAC Secretariat, Member	
PO MKCP Garcia BAC Secretariat, Member	
LO JR San Jose BAC Secretariat, Member	



EMBASSY OF THE REPUBLIC OF THE PHILIPPINES
フィリピン 共和国 大使館
TOKYO, JAPAN



NOTICE OF AWARD

Date: 8 December 2025

Madam:

Please be informed that, upon the recommendation of the Bids and Awards Committee (BAC) of the Philippine Embassy in Tokyo, Japan, as contained in its Resolution No. 2025-024 dated 5 December 2025, the Philippine Embassy in Tokyo is awarding the following procurement to the **Kisho Kurokawa Architect and Associates**:

Product/Service	Total Cost (inclusive of taxes and other lawful charges)
Procurement of consultancy services for the Kudan Restoration and Renovation Project	Fifty-Six Million Japanese Yen (JPY56,000,000.00)

Implementation of the above is subject to existing accounting and auditing requirements and the signing of a contract.

Very truly yours,


MYLENE J. GARCIA-ALBANO
Ambassador
Head of the Procuring Entity

Architect Oriie Saito
Section Manager, Design Division
Kisho Kurokawa Architect and Associates
Tokyo, Japan

NOTICE OF AWARD

Date: 8 December 2025

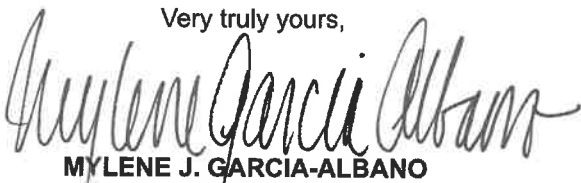
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Product/Service	Total Cost (inclusive of taxes and other lawful charges)
Procurement of consultancy services for the Kudan Restoration and Renovation Project	Fifty-Six Million Japanese Yen (JPY56,000,000.00)

Implementation of the above is subject to existing accounting and auditing requirements and the signing of a contract.

Very truly yours,



MYLENE J. GARCIA-ALBANO
Ambassador
Head of the Procuring Entity

Architect Orie Saito
Section Manager, Design Division
Kisho Kurokawa Architect and Associates
Tokyo, Japan

NAME	INITIALS
DCM CL De Jesus BAC Chairperson	uj
CG MJB Ramirez BAC Vice Chairperson	mjk
Consul FG Quintin BAC Member	f
Consul AC Malasig BAC Member	ac
Consul DAR Artates BAC Member	dar
Vice Consul and AO MIA Rulloda BAC Secretariat Head	m
CO JC Disomimba BAC Secretariat, Member	cj
PO MKCP Garcia BAC Secretariat, Member	mkcp
LO JR San Jose BAC Secretariat, Member	jr

**AGREEMENT FOR THE HIRING OF A HIGHLY TECHNICAL CONSULTANT
FOR THE KUDAN RESTORATION AND RENOVATION PROJECT**

KNOW ALL BY THESE PRESENTS:

This Agreement for the HIRING OF A HIGHLY TECHNICAL CONSULTANT FOR THE KUDAN RESTORATION AND RENOVATION PROJECT is entered into in Tokyo, Japan, on 15 December 2025, by and between:

EMBASSY OF THE REPUBLIC OF THE PHILIPPINES IN JAPAN, (hereinafter referred to as the "Embassy"), with principal office address at 5-15-5 Roppongi Minato-ku, Tokyo 106-8537, represented by its Ambassador and Head of the Procuring Entity (HOPE), Her Excellency **MYLENE J. GARCIA-ALBANO**;

And

KISHO KUROKAWA ARCHITECT AND ASSOCIATES, (hereinafter, the Contractor), a company duly organized and existing under and by virtue of the laws of Japan, as evidenced by the submitted Certificate of Architectural Office Registration attached as Annex "A", with business address at Kojimachi Mid-Square 8F, 4-2 Kojimachi, Chiyoda-ku, Tokyo 102-0083, represented by **Ms. ORIE SAITO**, who is duly authorized to enter into this Agreement pursuant to the Certificate of Signing Authority dated 26 November 2025, a copy of which is attached as Annex "B" and made an integral part of this Agreement;

WITNESSETH:

WHEREAS, the Embassy requires the HIRING OF A CONSULTANT FOR THE KUDAN RESTORATION AND RENOVATION PROJECT (hereinafter referred to as the "Project"), targeted for completion in the fourth quarter of 2027;

WHEREAS, in compliance with Republic Act No. 9184, otherwise known as the *Government Procurement Reform Act* and its Implementing Rules and Regulations, as superseded by Republic Act No. 12009 or the *New Government Procurement Act*, the Embassy sought the services of a Highly Technical Consultant in accordance with Government Procurement Policy Board (GPPB) Resolution No. 01-2017 or the *Guidelines for the Procurement of Goods and Services, Infrastructure Projects and Consulting Services to be Procured and Performed Overseas*;

WHEREAS, the Embassy issued Requests for Quotation/ Proposals for said Project;

WHEREAS, only the Contractor submitted a quotation responsive to the terms, conditions, and specifications of the Project;

WHEREAS, the Contractor was determined to be the sole qualified and technically capable Firm for the Project;

WHEREAS, the Contractor has agreed to undertake the implementation of the Project based on the plans, specifications and scope of work which form an integral part of this Agreement;

NOW, THEREFORE, for and in consideration of the foregoing premises, and the mutual covenants herein contained, the PARTIES agree as follows:

Section 1: Scope of Work

1. The Contractor shall provide consultancy and design services for the Project, in accordance with the attached Terms of Reference (TOR);
2. In consideration of the services to be performed and accomplished by the Contractor under this Agreement, the Embassy shall pay the Contractor the contract price in accordance with the Terms of Payment stipulated in the TOR.

Section 2: Contractor's Responsibility

1. The Contractor shall provide consultancy, design, and technical advisory services to the Embassy and deliver all design inputs, design reviews and surveying works necessary to produce a shovel-ready plan.
2. The Contractor shall preserve the original structure and architectural integrity of the main residence and main design elements of the property, consistent with its status as a National Historical Landmark.
3. In case of conflict or inconsistencies between the provisions of this Agreement and any of the documents annexed to this Agreement, the provisions of the TOR (ANNEX "E") shall prevail.
4. Any change or modification in the agreement due to problems encountered during project implementation, or any improvement to the approved design, shall require prior written approval of the Embassy.
5. The Contractor shall submit to the Embassy, in both English and Japanese, all activity reports, drawings, documentation and other data that may be required by the Embassy.
6. The Embassy and the Contractor shall hold coordination meetings as often as necessary to ensure the smooth implementation of the Project.

Section 3: Embassy's Responsibility

1. The Embassy shall designate a Point Person / Supervisor to monitor and coordinate with the Contractor for project implementation, logistics and other related activities during the duration of the Agreement.
2. The Embassy shall provide the Contractor and its authorized personnel with reasonable access to the Project site during designated working days.
3. The Embassy shall provide a secure storage area for project-related equipment and materials to be used for the duration of the project.
4. The Embassy shall, during the duration of this Contract, be committed to cooperate with the Contractor's team. The Embassy must strive with the Contractor in order to meet project schedules and deadlines.
5. If the implementation of the Project is delayed due to non-fulfillment of the obligations under this Section, the Embassy shall bear any additional costs incurred due to the delay. The Contractor shall not be liable for such period of delay.

Section 4: Contract Documents

The following documents are hereto attached and shall form part of this Agreement:

- | | |
|-----------------|---|
| 4.1 Annex "A" - | Certificate of Architectural Office Registration |
| 4.2 Annex "B" - | Proof of Signing Authority |
| 4.3 Annex "C" - | Eligibility Documents |
| 4.4 Annex "D" - | Certificate of Availability of Funds |
| 4.5 Annex "E" - | Terms of Reference (TOR) |
| 4.6 Annex "F" - | 2023 Final Report on Kudan Seismic Structural Analysis prepared by PAE Design and Facility Management |
| 4.7 Annex "G" - | Financial Proposal and Breakdown of Fees |

Section 5: Contract Sum

The Embassy shall pay the Contractor the total amount of **Fifty-Six Million Japanese Yen (JPY56,000,000.00)**, inclusive of all applicable taxes and charges, subject to Item XII – Terms of Payment under the TOR.

Section 6: Time of Completion

The Contractor shall complete the Project and deliver all outputs on or before 31 December 2027, unless extended through written agreement due to force majeure or other justifiable causes.

Section 7: Changes in the Scope of Work

The Embassy may, upon prior written notice, order extra work or make minor changes by altering, adding to or deducting from the work as covered by the drawings, specifications and other issued documents under this Agreement and within the general scope of the Project.

In no case shall the additional cost exceed ten percent (10%) of the total contract price without the prior written approval of the Embassy.

Section 8: Damages and Penalties

The Contractor shall be liable for any loss, damage, or injury to persons or property caused by the Contractor's negligence, fault, or misconduct. Damages resulting from the misuse or abuse of the Contractor's own equipment and materials shall be for the Contractor's own account.

Section 9: Final Payment and Termination of the Agreement

1. The Contractor shall provide all necessary labor, materials, and work required for the provision of consultancy services and shall hold the Embassy free and harmless from any claim by the Contractor's suppliers or subcontractors.
2. Upon completion of the Project, the Contractor shall notify the Embassy in writing that all works covered under this Agreement have been completed. After such written notice, representatives of the Embassy and Contractor shall conduct a joint inspection of the work covered by this Agreement. Should the Embassy be dissatisfied with the work, the Embassy shall notify the Contractor in writing, with a date by which the Contractor should correct deficiencies or comply with listed rectifications and changes.
3. Final payment shall be made only upon issuance of the Certificate of Acceptance and Completion by the Embassy. The balance due the Contractor shall be paid in accordance with Section 5 hereof.
4. This Agreement shall automatically terminate upon the issuance by the Embassy of the abovementioned Certificate of Acceptance and Completion, without prejudice to the enforcement of applicable warranties.

Section 10: Warranties

The Contractor warrants that:

1. The execution and performance of this Agreement shall not violate any law, codes, decrees, rules and regulations, or agreement binding upon it.
2. All consultancy services shall comply with applicable Japanese laws, rules, codes, decrees and standards, and that the obligations undertaken by the Contractor in this Agreement are legal, valid and binding obligations, enforceable under the laws of Japan.
3. All necessary permits, consents, approvals, licenses and authorizations shall be secured in a timely manner.
4. All assigned personnel for the Project shall possess the required licenses, expertise and experience to perform the tasks specified in the TOR of this Agreement.
5. Its personnel, heirs or assigns will always keep as absolutely confidential any and all information relating to or obtained through the Agreement, even after termination.
6. All work performed under this Contract shall be free from defects in items supplied and workmanship for a period of one (1) year from the date of completion. Any defect found during the Warranty Period shall promptly be corrected by the Contractor at no additional cost to the Embassy.

Section 11: Contractor's Liability

The Contractor shall be liable for any error, omission, defects in the design or non-compliance with applicable laws and standards that may result in loss or damage.

Section 12: Force Majeure

1. The Parties shall not be liable for any delay or failure in the performance of this Agreement for reasons such as, but not limited to natural calamities (i.e., typhoons, floods, earthquakes, fire, etc.), power failure, strikes, lockouts, civil disturbance, or armed conflict; provided that the party invoking force majeure shall notify the other in writing of such event within ten (10) days from occurrence.
2. If such event of force majeure continues for a period of more than thirty (30) days, the Parties shall mutually determine whether to extend or terminate this Agreement.

Section 13: Termination

1. Either party shall have the right to terminate this Agreement upon thirty (30) days' written notice for any of the following causes:

- a. Substantial failure on the part of either party in fulfilling its obligations hereunder; and
 - b. Violation of the provisions of this Agreement, the TOR and/or attachments hereto.
2. The above notwithstanding, the Parties may terminate this Agreement by mutual consent in writing.
3. In the event of termination of this Agreement, the Contractor shall be entitled only to payment for services satisfactorily rendered up to the date of termination.

Section 14: General Conditions

1. All procurement and payments under this Agreement shall be subject to existing Philippine government accounting and auditing rules and regulations.
2. The Parties further undertake that they and their respective employees, except as authorized by this Agreement, will not make or permit others to make copies or reproduce or disclose any such data or information referred to above, whether whole or in part, without the prior written consent of the other party.
3. Any claim or dispute arising from this Agreement shall first be settled amicably through mediation and/or conciliation before resorting to judicial action.
4. If any part of this Agreement is declared invalid or unenforceable, the other parts shall not be affected and shall remain in full force and effect.
5. All notices shall be in writing and shall be deemed validly served and duly received when delivered to the following addresses:

a) **Embassy** - Embassy of the Republic of the Philippines, 5-15-5 Roppongi, Minato-ku, Tokyo-to, Japan 106-8537
Email: tokyo.pe@dfa.gov.ph

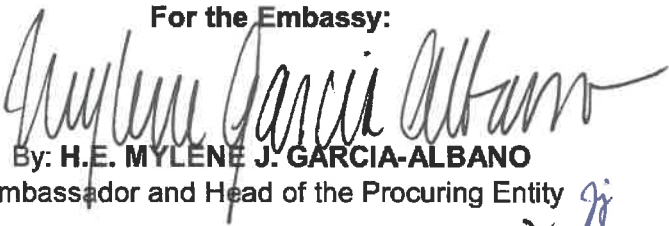
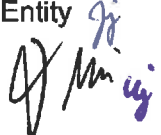
b) **Contractor** – Kisho Kurokawa Architects and Associates, Kojimachi Mid-Square 8F, 4-2 Kojimachi, Chiyoda-ku, Tokyo 102-0083
Email: o_saito@kisho.co.jp, gejo-tt@n-koei.jp, or uemura-sh@kisho.co.jp

Section 15. Effectivity

This Agreement shall take effect upon signing by both Parties and shall remain in full force and effect until the completion of the Project or until earlier terminated by either party in writing in accordance with Section 13 hereof.

IN WITNESS WHEREOF, the Parties, through their duly authorized representatives, have hereunto signed this AGREEMENT on 15 December 2025, in Tokyo, Japan.

For the Embassy:


By: **H.E. MYLENE J. GARCIA-ALBANO**
Ambassador and Head of the Procuring Entity 

For the Contractor:

KISHO KUROKAWA ARCHITECT AND ASSOCIATES



By: **Ms. ORIE SAITO**
Contractor

WITNESSES


Mr. MARXIAN A. RULLODA
Vice Consul and Administrative Officer



Mr. MORIO TAKAHASHI
Managing Architect
KISHO KUROKAWA ARCHITECT AND ASSOCIATES

建築士事務所登録証明書
Certificate of architectural office registration

2025 東建事協登証第 0475 号
Registration no. 0475

下記の者は、建築士法第23条の3第1項の規定に基づき
登録されていることを証明します。

This document proves that the following office is registered
under the Architect Act Cl. 23-3(1)

記

First-class architectural office KISHO KUROKAWA architect & associates

事務所名称 Name of Office	一級建築士事務所株式会社黒川紀章建築都市設計事務所
所在地 Office address	東京都千代田区麹町4-2 4-2-7 Kojimachi, Chiyoda-ku, Tokyo
開設者氏名 Name of founder	株式会社黒川紀章建築都市設計事務所 KISHO KUROKAWA architect & associates 代表取締役 下條 哲成 Representative Director Tetsuro Gejo
登録番号 Registration No.	一級 東京都知事登録 第59892号 59892
登録年月日 Registration Date	令和7年2月1日 1 February 2025
管理建築士氏名 Managing Architect	高橋 守男 Morio Takahashi
管理建築士登録番号 Reg No. of Managing Architect	一級 国土交通大臣登録 第164582号 164582
登録の有効期間	令和7年2月1日から令和12年1月31日まで

Term of validity From 1 February 2025 to 31 January 2030
令和7年6月25日
6 June 2025

Tokyo Metropolitan Government Designated
Office Registration Organisation
Tokyo Association of Architectural Firms
Chairman Yoshinori Chidori

東京都指定事務所登録機関
一般社団法人 東京都建築士事務所協会
会長 千鳥 孝





KISHO KUOKAWA architect & associates
4-2-7 Kojimachi, Chiyoda-ku
Tokyo, Japan 102-0083

Tel. : +81-(0)3-3238-8301
Fax. : +81-(0)3-3238-8302
E-mail : kurokawa@kisho.co.jp

November 26, 2025

Her Excellency Mylene J. Garcia-Albano
Ambassador and Head of the Procuring Entity
Embassy of the republic of the Philippines in Japan

Dear Her Excellency Mylene J. Garcia-Albano,

RE: Certificate of Signing Authority

I, Tetsunari Gejo, Representative Director of KISHO KUOKAWA architect & associates (KKAA), hereby certify that Ms. Orié Saito is appointed as the representative architect of KKAA for the Kudan Restoration and Renovation Project. Furthermore, I authorize Ms. Orié Saito to sign the documents on behalf of KKAA in connection with this project.

All best wishes,

Tatsunari GEJO
Representative Director
KISHO KUOKAWA architect & associates



Exemption for 1st Class Architects

一級建築士免許証

本籍地 東京都

Orie SAITO

齋 藤 織 江

昭和 51 年 7 月 7 日生

登録番号

第一 318518 一号

一級建築士

登録年月日

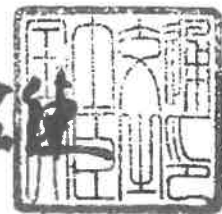
平成 17 年 3 月 7 日

昭和二十五年法律第二百二号
建築士法により一級建築士の
免許を与えたことを証する。

平成 17 年 3 月 7 日

国土交通大臣

北側一雄



**Embassy of the Republic of the Philippines
Tokyo, Japan**

**TERMS OF REFERENCE
FOR THE HIRING OF A HIGHLY TECHNICAL CONSULTANT FOR THE KUDAN
RESTORATION AND RENOVATION PROJECT**

I. Background:

The official residence of the Ambassador of the Philippines to Japan, otherwise known as the “Kudan”, located at 1-1-1 Fujimi, Chiyoda-ku, Tokyo, is the “crown jewel of the Philippine Foreign Service”. The Kudan was the first officially designated National Historical Landmark outside the Philippine national territory. Originally known as the Yasuda Mansion, the property was previously owned by Zenjiro Yasuda. Construction on the property began sometime in 1933 and was completed sometime in January 1935. On 31 March 1944, the Philippine government, through former President Jose P. Laurel, acquired ownership over the property.

Since its purchase, the Kudan has served as the official residence of the Ambassador, and until 1958, the property also served as the chancery. The Kudan has a total lot area of 4,500 square meters, and has the following structures erected on the lot: a Main Residence Building of 2,200 square meters, a Guard House and a Chauffeur's Residence. The Kudan also has a garden area, a gazebo, a cascading fountain, a koi pond, a driveway fountain and a shrine area.

Presently, the Kudan is ninety-years old, and is in urgent need of major repairs and renovations. In recent years, some work has been done on the plumbing and electrical wiring of the building, and several rooms and bathrooms have been renovated. However, substantial portions of the property still require restoration and renovation.

In 2023, the Embassy engaged the services of PAE Design and Facility Management for the “Seismic Structural Analysis of the Official Residence of the Philippine Ambassador”, and PAE found that the Main Residence requires “[N]o structural retrofitting or strengthening is recommended, and the structure is judged to be safe”, and that “[A]ll minor deteriorations found during the site survey like concrete cracks/spalling is recommended to be repaired to their pre-damaged condition”.

II. Objectives

The Embassy aims to hire a reputable Consultant (Contractor) with design, project scheduling, and surveying experience that will provide design inputs, design review, and surveying services for the restoration and renovation of the Kudan. The Contractor must be able to preserve the main design elements of the property, in accordance with its status as a National Historical Landmark.

III. General Description

The project shall cover the provision of consultancy services for the restoration and renovation of the Kudan, which shall include but not be limited to the following:

- **Plans for the restoration and renovation work for the Main Residence Building:**
 - **Existing Building and Site Condition Survey to produce as-built drawings**
 - MEP Condition Survey to produce as-built drawings;
 - Asbestos Survey;
 - Stone Wall Survey;
 - Topographic Survey;
 - Survey for Existing Fire Facilities.
 - **Schematic Design**
 - Schematic Design for Phase 1 – includes plans for renovation works which may be implemented by July 2026;
 - Schematic Design for Phase 2 – includes plans for renovation works which may be implemented after July 2026;
 - Basement renovation that would include ascertaining that carbon monoxide and other harmful chemicals are not present in the area;
 - Electrical, lighting and plumbing work (including upgrading of pipework);
 - Introduction of a service provider for the structured cabling plans for the internet connectivity throughout the entire building;
 - Interior design and finishing works;
 - Implementation of pest control;
 - Study on the installation of an elevator;
 - Study on the installation of toilets in the gazebo area of the inner garden;
 - Improvement of ventilation and modernization;
 - **Design Development**
 - **Landscaping**
 - Schematic Design for Phase 1 - includes plans for renovation works which may be implemented by July 2026;
 - Schematic Design for Phase 2 - includes plans for renovation works which may be implemented after July 2026;
 - Renovation of cascading fountain and fishpond and Japanese shrine relocation, mindful of the religious considerations of the latter;
 - Landscaping of the entire gardens and plans on how to conceal the Chauffeur's Residence;
 - Proposal for repair work based on the results of the stone wall survey.
 - **Bidding documentation**
 - Bidding Documents;
 - Evaluation fee and technical proposal;
 - Introduction of a service provider for provision of housing relocation to the Ambassador and members of her family and private staff during the duration of the Project;
 - Introduction of a service provider for provision of warehousing or storage facilities for the temporary storage of important items during the duration of the Project.
 - **Construction supervision**
 - Construction supervision of Exterior and Landscaping.

The project shall have an Approved Budget for Contract (ABC) of **Fifty-Six Million Japanese Yen (JPY56,000,000.00)**, inclusive of all applicable taxes and charges. The manner and conditions of payment shall be in accordance with Section 5 of the Agreement.

IV. General Scope of Work

Name of Project: HIRING OF A HIGHLY TECHNICAL CONSULTANT FOR THE KUDAN RESTORATION AND RENOVATION PROJECT

Location: 1-1-1 Fujimi, Chiyoda-ku, Tokyo, Japan 102-0071

Building Type: Residential, 2-story reinforced concrete with watch tower and basement

Type of Wall: Reinforced Concrete

Type of Flooring: Concrete Slab

Roofing System: Corrugated Roof Tiles

Duration: The Contractor shall commence the Project in the fourth quarter of 2025, and shall observe the Timeline to be mutually agreed upon by both Parties.

Project Components

1. Space Programming / Conceptual Design Phase

This initial phase involves gathering the project requirements and end-user needs, including objectives, preferences, and overall vision. Technical data such as building codes, standards, and restrictions are considered. This phase concludes with an analysis and recommendations for improving space planning and utilization.

The conceptual design guidelines, parameters, and space requirements are formulated by reviewing and identifying project needs. This includes considerations for organizational structure, workflow, equipment lists, and other necessary information that will guide the architectural, engineering, and interior design processes.

- a. Establish project communication and conduct a kick-off meeting.
- b. Define the overall project scope.
- c. Gather and analyze technical data, client preferences, and design parameters, along with conducting engineering investigations and user surveys. This may include preliminary testing such as soil investigations and other essential work.
- d. Review and ensure compliance with the findings and recommendations of PAE Design and Facility Management.
- e. Conduct design workshops.

2. Existing Building and Site Condition Survey

To facilitate the renovation of the existing building, it is necessary to obtain a comprehensive understanding of the current site and building conditions. Accordingly, the following surveys will be conducted: preparation of existing building drawings to produce as-built plans, asbestos inspection, stone wall survey, topographic survey, and inspection of fire protection systems for the Main Residence.

- a. Restoration of Existing Building Drawings to produce As-Built Plans (CAD Creation) Architectural, MEP (Mechanical, Electrical, and Plumbing) plot plan
- b. Asbestos Survey
- c. Stone Wall Survey
- d. Topographic Survey
- e. Site Survey for Existing Fire Facilities

3. Schematic Design Phase for the Main Residence and Landscaping

The objective of this phase is to translate the approved concepts from the Conceptual Design Phase into schematic architectural layouts, interior floor plans, and visual perspectives. This includes considering the existing/approved building floor plan and the specific design requirements for review and preliminary approval. The scope of this phase shall be determined based on the results of all surveys and approved by the Embassy.

- a. Conduct design and develop schematic space and furnishing plans.
- b. Create interior views and perspectives.
- c. Obtain approval from the Embassy.
- d. Define preliminary design directions.
- e. Establish engineering solutions and scopes of work, including pest control programs.

4. Design Development Phase for the Main Residence and Landscaping

In this phase, the complete design concept is developed based on the approved schematic design. Architectural, engineering, and interior design elements are integrated, including space plans, furniture layouts, materials, finishes, and furnishing selections.

- a. Develop the architectural and engineering design, including interior design.
- b. Coordinate designs with the Embassy.
- c. Refine and finalize furniture layouts.
- d. Select colors, materials, and finishes for the project.
- e. Prepare technical specifications and cost estimates.

5. Bidding Documentation

Documents required for the bidding process to select the construction contractor will be prepared. In addition, a technical evaluation will be conducted to determine whether the proposals submitted by the contractors are appropriate.

The Contractor shall provide support in preparing the necessary documents:

- a. Detailed Architectural and Engineering Design (DAED);
- b. Program of Works (POW);
- c. Technical Specifications (TS);
- d. Relocation Plans if applicable;
- e. Project Schedule

- f. List of required permits, clearances, bonds, and other necessary documents, including associated costs for both construction and post-construction phases.

6. Construction Supervision Phase

This phase covers the Contractor's overseeing of the implementation of the construction work by the winning construction company. The Contractor shall coordinate and supervise all architectural, mechanical, electrical and plumbing (MEP), and landscape construction work to ensure it is executed in accordance with the approved Contract Documents. The supervision service for construction projects scheduled to be completed by December 2027 shall be included in this phase.

7. Quality Control Phase

This phase covers the evaluation of all finished works and verification whether the same are compliant with the specifications indicated in the Agreement and the Terms of Reference.

Summary of Deliverables

1. Space Programming / Conceptual Design Phase

- Project Rationale, Objectives, and Vision
- One (1) comprehensive Design Concept/Theme and Narrative integrating architectural, engineering, and interior design elements.
- Site report and findings, including a workplace user survey analysis, taking into account architectural constraints and engineering requirements.

Existing Building and Site Condition Survey

SIMPLIFIED DELIVERABLES:

- AS-BUILT PLANS (for the whole Main Residence)
 - a. Architectural Plans
 - i. Comprehensive Site Development Plan
 - ii. Floor plans
 - iii. Elevations
 - iv. Reflected Ceiling Plan
 - b. Electrical Plans
 - i. Load Schedule
 - ii. List of Electrical Equipment
 - iii. Power and Auxiliary Layout
 - iv. Lighting Layout
 - c. Mechanical Plan
 - i. List of Mechanical equipment
 - ii. Layout
 - d. Plumbing Layout Plan
 - i. Water Line Layout
 - ii. Sewer Line Layout
- SPOT DETAILED PLANS

- Detailed Floor Plan (Floor plan and section)
 - Floor-finished plan
 - Wall-finished plan
- Reflected Ceiling Plan
 - Ceiling-finished plan
 - Ceiling Layout plan
- Survey reports for the asbestos survey, the stone wall survey, and the survey for existing fire-fighting facilities.
- Comprehensive site plan covering the entire property for the topographic survey.
- Fire protection equipment layout drawing for the survey for existing fire-fighting facilities.

2. Schematic Design Phase

- Refined and approved overall Design Concept (final and approved), addressing both architectural and interior design requirements.
- Key design elements, ensuring integration between interior layouts and engineering solutions.
- Development of a Furniture and Furnishings Layout based on best practices and compliance with project standards.
- Colored Interior Perspectives of key areas, including detailed engineering considerations (e.g., electrical, mechanical).
- General recommendations for Interior Finishes (walls, floors, ceilings), aligned with architectural and engineering standards.
- Submission of the Final Schematic Design Report, incorporating both interior and engineering design elements.

- Schematic Design Report for the Main Residence

[Architecture]

- Design outline, overall site plan, floor plans for each level, finish schedule
- Floor plans
- Elevations
- Reflected ceiling plans
- Perspective renderings

[Equipment]

- Specification sheets and various technical documents
- Electrical system drawings
- Mechanical system drawings

- Schematic Design Report for Landscaping

- Design Concept
- Design Drawings (floor plan, planting plan, paving plan)
- Preliminary Construction Cost Estimate

3. Design Development Phase

- Approved and Final Perspectives of key areas, showcasing interior and architectural coordination.
- Final approved Floor Plans integrating both interior and engineering considerations (Heating, Ventilation and Air Conditioning [HVAC], electrical, fire protection, plumbing and sanitary).
- Final Furniture Layout, ensuring seamless integration with the Reflected Ceiling Plan, electrical, and mechanical layouts.
- Reflected Ceiling Plan to coordinate lighting, ventilation, and architectural detailing.
- Floor and Wall Finishing Layout reflecting both design and technical aspects.
- Power & Auxiliary Layout based on electrical engineering plans, integrated with the interior layout.
- Interior Elevations detailing furniture placement, wall finishes, and electrical components.
- Technical Specifications detailing architectural finishes, mechanical, plumbing and electrical requirements.
- Engineering Design Plans and Documents: Review and update mechanical, plumbing, electrical, and fire protection plans based on the approved Architectural and Engineering Design Plans.
 - Mechanical Engineering Plans, Specifications
 - Electrical Engineering Plans, Specifications
 - Electronics Engineering Plans, Specifications
 - Plumbing Engineering Plans, Specifications
 - Fire Protection Engineering Plans, Specifications
- Design Development Drawings for the Main Residence
 - [Architecture]
 - Design outline, special specifications, area schedule
 - Overall site plan, floor plans for each level, finish schedule, door and window schedule
 - Floor plans: existing and renovation plans
 - Detailed floor plans and partial detail drawings
 - Elevations: existing and renovation drawings
 - Reflected ceiling plans: demolition and renovation drawings
 - [Equipment]
 - Electrical system drawings (lighting, power, fire alarm, low and high voltage, outdoor): existing and renovation drawings, various calculation sheets
 - Mechanical system drawings (air conditioning, ventilation, water supply and drainage, fire protection, outdoor): existing and renovation drawings, various calculation sheets
- Design Development for Landscaping - Design Report
 - Design Concept

4. Bidding Documentation

- Complete Contract Documents consisting of detailed architectural, interior design, and engineering drawings (for construction purposes):

- Perspective, Location Map, Vicinity Map, and Site Development Plan
- Architectural Floor Plans
- Wall Setting Layout coordinating both architectural and engineering aspects.
- Reflected Ceiling Plans integrating electrical and HVAC systems.
- Power & Auxiliary Layout based on both interior and electrical engineering plans.
- Plumbing Layout based on the plumbing engineering plans.
- Floor Tiling Layout reflecting both aesthetic and structural considerations.
- Furniture Layout coordinated with mechanical, plumbing and electrical systems.
- Blow up Details of Joinery and other Miscellaneous Details for key interior and architectural features.
- Materials/Finishes Schedule and Furniture and Fixtures Schedule.
- Final Engineering Design Plans and Documents (for construction purposes), reviewed and updated based on the approved Interior Design:
 - Mechanical Engineering Plans
 - Electrical Engineering Plans
 - Electronics Engineering Plans
 - Plumbing Engineering Plans
 - Fire Protection Engineering Plans
- Final Sanitary and Plumbing Plans

Proposed Terms of Reference for preparation for bidding

- Program of Works (POW)
- Project Schedule
- List of required permits, clearances, bonds, and other necessary documents
- Design Development Drawings [Architecture]
 - Design outline, special specifications, area schedule
 - Overall site plan, floor plans for each level, finish schedule, door and window schedule
 - Floor plans: existing and renovation plans
 - Detailed floor plans and partial detail drawings
 - Elevations: existing and renovation drawings
 - Reflected ceiling plans: demolition and renovation drawings
- [Equipment]
 - Electrical system drawings (lighting, power, fire alarm, low and high voltage, outdoor): existing and renovation drawings, various calculation sheets
 - Mechanical system drawings (air conditioning, ventilation, water supply and drainage, fire protection, outdoor): existing and renovation drawings, various calculation sheets

5. Conservation Management Plan

6. Construction Supervision

- Final layouts for the Kudan - property layout, Main Residence layout, electrical and plumbing layouts.

Project Timeline and Submittals

The project shall follow the Timeline indicated in Section 6 - Time of Completion in the Agreement.

Project Phase	Deliverables	Timeline
Space Programming/Conceptual Design Phase	At least A3 (297mm x 420mm) Five (5) hard copies One (1) electronic copy (high quality pdf)	30 days upon receipt of the Notice to Proceed
Existing Building and Site Condition Survey	At least A3 (297mm x 420mm) – for diagrams, layouts, maps and other similar items A4 (297mm x 210mm) – for reports and other text-based documents Five (5) hard copies One (1) electronic copy (high quality pdf)	Based on the Timeline to be agreed upon by both parties, based on Item IV of this Terms of Reference.
Schematic Design Phase	At least A3 (297mm x 420mm) Five (5) hard copies One (1) electronic copy (high quality pdf).	Based on the Timeline to be agreed upon by both parties, based on Item IV of this Terms of Reference.
Design Development Phase	For checking purposes: At least A3 (297mm x 420mm) Three (3) hard copies, One (1) soft copy. Schedule of quantities in A4 Three (3) hard copies, electronic copy (high quality pdf). Proposed Technical Specifications, Program of Works (POW), Bill of Quantities (BOQ), Approve Budget of Contract (ABC), Plans and Project Schedule.	Based on the Timeline to be agreed upon by both parties, based on Item IV of this Terms of Reference.
Contract Documents Package	At least JIS A1-paper Ten (10) sets, Blueprint of Architectural and allied profession plans (signed and sealed) Bill of quantities in A4 Three (3) hard copies, electronic copy (high quality pdf).	Based on the Timeline to be agreed upon by both parties, based on Item IV of this Terms of Reference.

	Final Technical Specifications, Program of Works (POW), Bill of Quantities (BOQ), Approve Budget of Contract (ABC), Plans and Project Schedule including electronic copy (high quality pdf).	
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V. Contractor's Qualifications

The Contractor shall comply with the following minimum requirements:

1. Experience in Architectural and Engineering Design for at least ten (10) years.
2. At least five (5) years of experience in Quantity Surveying.
3. At least five (5) years of experience in Cost Engineering Services.
4. At least five (5) years of experience in Project Scheduling Services
5. With at least five (5) years of experience in site surveys such as geotechnical, hydrogeologic, and geodetic surveys.
6. Licensed to do business and engage in the profession of architecture and engineering and provision of consultancy services in Japan.

VI. Key Personnel Qualifications

MINIMUM QUALIFICATIONS

1. The Contractor must be knowledgeable of relevant laws and regulations, necessary to conduct the above services;
2. The Contractor must be conversant in Japanese and English; and
3. The Contractor must have the necessary licenses under Japanese laws to render professional design, architecture and development planning services.

Technical Personnel Requirements

Key Personnel	Minimum Criteria	General scope of works
Project Manager	Must be a licensed Architect or Engineer with at least ten (10) years of experience in the design of office buildings and/or project management of design contracts.	• Oversee the entire consulting service project. • Ensure the project stays within scope, schedule, and budget. • Coordinate with other team members and stakeholders. • Provide technical guidance and support.

		• Develop and manage project schedules. • Monitor project progress and ensure milestones are met. • Coordinate with the client and internal team members. • Prepare project status reports.
Mechanical Engineer	Must be a licensed Engineer with at least five (5) years of experience in mechanical design of office buildings and/or other large-scale facilities.	• Design mechanical systems for the building, such as HVAC, plumbing, and fire protection systems. • Ensure designs comply with relevant codes and standards. • Coordinate with other design disciplines.
Electrical Engineer	Must be a licensed Engineer with at least five (5) years of experience in electrical design of office buildings and/or other large-scale facilities.	• Design electrical systems for the building, including power distribution, lighting, and communication systems. • Ensure designs comply with applicable codes and standards. • Coordinate with other design disciplines.
Electronics Engineer	Must be a licensed Engineer with at least five (5) years of experience in electronics design of office buildings and/or other large-scale facilities.	• Design specialized electronic systems, such as security, audiovisual, and communications systems. • Ensure designs meet client requirements and integrate with other building systems. • Coordinate with other design disciplines.
Interior Designer	Must be a licensed interior designer with at least five (5) years of experience in interior design of office buildings and/or other large-scale facilities.	• Develop interior design concepts and plans. • Select materials, furniture, and finishes. • Coordinate with architects and engineers to integrate interior design with building systems.

CAD Operator/s	With at least three (3) years of experience in architecture and engineering design.	• Prepare detailed drawings based on the designs provided by engineers and designers. • Revise drawings as needed. • Ensure drawings are accurate and comply with standards.
Document Controller	With at least three (3) years of experience in project coordination, architecture or planning.	• Manage and organize project documents, drawings, and correspondence. • Ensure document control procedures are followed. • Coordinate document reviews and approvals.

VII. Contractor's Obligations

The Contractor shall:

1. Undertake all works described in Article IV – General Scope of Work of this TOR.
2. Ensure that the key personnel enumerated in Article VI – Key Personnel Qualifications of this Terms of Reference are available throughout the duration of the contract.
3. Coordinate closely with the Project Manager to be chosen by the winning Construction Company who shall provide regular updates to the Embassy and address questions or queries that may be propounded by the Embassy, and provide their contact information to the Embassy.
4. Attend coordination meetings as requested by the Embassy.
5. Provide recommendations for the improvement of existing design plans as the need arises.
6. Provide all the detailed engineering plans and site surveys needed in applying for the necessary permits with the Japanese government.
7. Be liable for any direct or indirect loss or damage to the Embassy because of gross negligence or willful misconduct on the part of its employees or on the part of any person or firm acting on its behalf.
8. Turn over all the reviewed plans and other project documents to the Embassy upon its request and at the completion of the contract.
9. Provide English and Japanese versions of all documents to be submitted to the Embassy, and provide translators for all scheduled meetings with the Embassy.
10. Ensure that its output shall comply with the recommendations of PAE given in its 2023 Seismic Structural Analysis.

VIII. Contract

The Contractor shall comply with the terms and conditions set forth in the Agreement, this Terms of Reference and all attachments hereto, which shall collectively form part of the Agreement.

IX. Ownership and Confidentiality of Data

The Contractor shall ensure that all data and information obtained during the project are treated as strictly confidential and used solely for project-related purposes.

The Contractor shall ensure that each of its personnel assigned to this Project shall execute and sign a Non-Disclosure Agreement, which is to be submitted to the Embassy prior to the commencement of the services.

X. Intellectual Property Rights

The Contractor shall ensure that all intellectual property rights, including but not limited to the design concept and its components, drawings and digital files developed under this project, shall be the exclusive property of the Embassy. The Contractor shall provide both hard and electronic copies of the design, including editable formats, ensuring that the Embassy has full access and ownership of the project's outcome.

The Embassy shall grant the Contractor a limited, non-transferable license to use the intellectual property rights developed during the Project free of charge to the extent necessary for the purpose of the Project.

XI. Project Duration

The Project will be implemented upon the issuance of the Notice to Proceed (NTP) and shall follow the Timeline indicated in Section 6 - Time of Completion in the Agreement.

XII. Terms of Payment

1. Payments shall be made on a progress-billing basis, subject to the submission, acceptance, and approval by the Embassy of the corresponding deliverables, as follows:
 - a. Thirty (30) % of the Total Contract Price – upon submission by the Contractor and acceptance and approval by the Embassy of the Existing Building and Site Condition Survey deliverables;
 - b. Twenty-five (25) % of the Total Contract Price – upon submission by the Contractor and acceptance and approval by the Embassy of the Final Schematic Design Report.
 - c. Twenty-five (25) % of the Total Contract Price – upon submission by the Contractor and acceptance and approval by the Embassy of the Final Design Development Documents.
 - d. Ten (10%) of the Total Contract Price – upon submission by the Contractor and acceptance and approval by the Embassy of the Bidding Documentation deliverables.
 - e. Ten (10%) of the Total Contract Price – upon completion of the contract and issuance by the Embassy of the Certificate of Completion.
2. All payments shall be made within thirty (30) working days from the submission of a valid Application of Payment based on the above terms and upon

satisfactory delivery of the required deliverables, sales invoice (if any) and complete supporting documents.

3. The Contractor shall be entirely responsible for all the applicable taxes, duties, license fees, and such other levies imposed for the performance of this Contract.
4. Any of the above payments not paid by the due date shall accrue interest at the rate of 1% per month, simple interest.

Conformé;



Ms. ORIE SAITO
KISHO KUROKAWA ARCHITECT AND ASSOCIATES

15 December 2025

Financial Proposal and Breakdown of Fees

Division	Cost (JPY)	Breakdown Cost (JPY)	Work details and explanations for each item	Deliverable
[A: Existing Building and Site Condition Survey] *Based on the Subcontractor's Estimate				
Summary of Costs	17,000,000 (Excluding Taxes)		既存建物の改修のために、現状の敷地内や建物状態を把握する必要があります。そのための既存建物図面作成やアスベスト調査、擁壁調査、地形測量、消防設備調査を実施します。 To facilitate the renovation of the existing building, it is necessary to obtain a comprehensive understanding of the current site and building conditions. Accordingly, the following surveys will be conducted: preparation of existing building drawings, asbestos inspection, retaining wall survey, topographic survey, and inspection of fire protection systems.	
a) Restoration of Existing Building Drawings (CAD Creation) Architectural, MEP (Mechanical, Electrical, and Plumbing) plot plan	9,000,000		大使公邸に隣接して図面作成のための調査、図面作成を行います。立面図・断面図については、3D スキャンでの図面起こしが高価な為、PE での耐震診断で作成した図面を活用し、配管をプロットする予定です。 For the Ambassador's Residence, surveys and drawing preparation will be carried out specifically for the purpose of developing accurate as-built drawings. Since the creation of elevation and sectional drawings through 3D scanning would entail significant costs, the drawings prepared by PAE during the previous seismic diagnosis will be utilized, and the piping layouts will be plotted on these existing plans.	大使公邸全体の既存建築図 ○【建築図】 公邸各階平面図 (B1, 1F, 2F, 3F, penthouse floor) ○【設備図】 設備機器プロット図：電気設備、衛生設備、空調設備 設備機器リスト：電気設備、衛生設備、空調設備 ○調査報告書 (現況写真等を含む) ※業者見積による AS BUILT PLANS FOR THE WHOLE MAIN RESIDENCE
1. Preparation and planning (e.g. site inspections, preparation of field notes, survey preparation overheads)		600,000	図面作成のための現地調査を実施する前に、大使館が保持している図面・資料の確認を行い、調査範囲の確認やどのように調査を実施するか の打合せや下見等の調査準備を行います。 Before conducting the on-site survey for the preparation of drawings, the Consultant will coordinate with the Embassy to confirm the existing drawings and related documents in its possession. Preparatory activities such as confirming the scope of the survey, discussing the survey methodology, and conducting preliminary site inspections will also be undertaken.	○【Architectural drawings】 Residence Floor Plans (B1, 1F, 2F, 3F, Penthouse Floor) ○【Equipment drawings】 Equipment Layout Drawings: Electrical Equipment, Sanitary Equipment, HVAC Equipment Equipment List: Electrical Equipment, Sanitary Equipment, HVAC Equipment
2. Site Survey (building and equipment plots only)		1,200,000	公邸に限定して、意匠図面作成と設備機器の配置を把握するための実測及び目視調査を実施します。 A site measurement and visual inspection will be conducted exclusively for the Ambassador's Residence in order to prepare architectural drawings and identify the location of building equipment and fixtures.	○Survey Report (including current condition photographs, etc.) ※Based on contractor's estimate
3. Preparation of drawings		6,000,000	右記の図面作成を行います。 Based on these activities, the drawings indicated on the right will be prepared.	

4. Preparation of report		250,000	図面作成のために実施した実測調査、目視調査の結果報告書を作成します。 A report will also be prepared summarizing the results of the site measurement and visual inspection conducted for the purpose of drawing preparation.	○調査結果報告書（分析結果、採取写真、採取図等を含む） oSurvey Report (including analytical results, photographs of the sampling process, and sampling location diagrams.
5. Vehicle and transportation expenses		150,000	実測調査、目視調査実施に使用する車両費等機器利用料です。 The vehicle and equipment usage fees indicated correspond to those required for conducting the site measurement and visual inspection.	
6. Miscellaneous		800,000	(諸経費、技術費は各々会社によって設定されています。) 福利厚生費、印刷費、交通費等 (General expenses and technical fees are set individually by each company.) Worker benefit expenses, printing costs, transportation expenses, and other incidental costs are also included.	
Subtotal		9,000,000		
b) Asbestos Survey		1,090,000		
1. Site Survey		180,000	アスベスト含有の可能性が考えられるため、公邸全体を対象として、アスベスト含有が見込まれる箇所をピックアップして調査を行います。 Since there is a potential presence of asbestos-containing materials, an asbestos survey will be conducted covering the entire Ambassador's Residence. Areas that are likely to contain asbestos will be identified and selected for detailed inspection and sampling. アスベスト調査を実施する前に事前調査を行い、アスベスト含有が見込まれる箇所を検討します。調査箇所を確定した後、現地にアスベスト調査を実施します。調査に必要な機材費を含みます。 Prior to conducting the asbestos survey, a preliminary assessment will be carried out to identify and evaluate areas where asbestos-containing materials are likely to be present. Once the survey locations are finalized, on-site asbestos sampling and inspection will be implemented. The cost includes all necessary equipment and materials required for the survey.	
2. Asbestos Content Analysis (25 samples)		670,000	アスベスト含有を分析します。25検体は、KKAA が過去の類似業務から想定した数量です。 Laboratory analysis will be conducted to determine the presence of asbestos in the collected samples. The assumed number of 25 samples is based on KKAA's estimates derived from similar past projects.	
3. Preparation of report		60,000	アスベスト調査結果の報告書を作成します。 A report summarizing the results of the asbestos survey will be prepared.	
4. Miscellaneous		180,000	福利厚生費、印刷費、交通費等	

			Employee benefits expenses, printing costs, transportation expenses, and other incidental costs are included.		
Subtotal	1,090,000				
c) Stone Wall Survey	3,500,000		専門家による目視調査により、地震による倒壊の恐れ等安全性が疑われる状態であることが判明しました。擁壁を安全な状態までに改修するため、擁壁調査が必要です。一般的に擁壁調査・改修は高額な為、予算については別途検討をお願いします。（別途書類を提出します） 本見積はモチノキ坂に面した石垣2面（上段・下段約160㎡）の調査費用です。3D測量・レーダー探査・目視調査による報告書を作成します。 したがって現状の予算では、まずは明らかに安全性が疑われる、モチノキ坂側の擁壁調査を行います。石垣を保存しながら修復するか、やり直しを行うかの判断の為に調査します。石垣の状態によって設計は変わります。石垣撤去・改修を前提とする場合、この調査が縮小できる可能性も有ります。 A visual inspection conducted by specialists has revealed that the retaining wall may be in a condition that poses potential safety risks, including the possibility of collapse during an earthquake. Therefore, a detailed retaining wall survey is required to determine the measures necessary to restore it to a safe condition. As retaining wall surveys and repairs are generally high-cost activities, it is recommended that the required budget be considered separately. (A separate document will be submitted regarding this matter.) This estimate covers the cost of surveying two stone retaining wall sections (upper and lower) along Mochinoki-zaka, with a total surface area of approximately 160 square meters. A report will be prepared based on 3D surveying, ground-penetrating radar (GPR) investigation, and visual inspection. Given the current budget constraints, the initial focus will be on investigating the retaining wall along Mochinoki-zaka, where safety concerns are most evident. The survey aims to determine whether the existing stone wall can be preserved and repaired or whether full reconstruction will be necessary. The design approach will depend on the actual condition of the stone wall. If removal and full reconstruction are determined to be necessary, the scope of this investigation may be reduced accordingly.		○調査結果報告書（立面図、断面図、変形図、構造推定断面図、観察写真、現状写真等） ※地震時安定計算は含みません ○Survey Report (Including elevation drawings, cross-sectional diagrams, deformation maps, estimated structural cross-sections, initial observations, and current condition photographs.) ※Seismic stability calculations are not included.
1. Preparation Work	190,000		擁壁調査の為の目視確認・計画策定を行う。道路使用申請料含む A visual inspection and survey planning will be conducted for the retaining wall investigation. The cost includes the road usage permit fee required for on-site work.		
2. Site Survey	90,000		技師による現地踏査を行う。 An on-site reconnaissance will be conducted by technical engineers.		

3. Stone Wall Survey (Photogrammetry, Laser Scanning, Ground Penetrating Radar Survey)	240,000	写真測量・レーザー測量・地中レーダー探査を行う。作業日数1日想定 Photogrammetry, laser surveying, and ground-penetrating radar (GPR) investigation will be conducted. The estimated duration of the fieldwork is one day.
4. Analysis of survey results and preparation of drawings	1,100,000	石積立面画像・変形図・断面図等作成 Stone wall elevation images, deformation maps, sectional drawings, and other related documents will be prepared.
5. Reporting and verification	120,000	調査結果報告書作成 A report summarizing the results of the retaining wall survey will be prepared.
6. Direct costs (equipment losses, analysis software, etc.)	260,000	機器費用・解折ソフト費用等 The cost includes equipment rental fees, data analysis software fees, and related expenses.
7. Miscellaneous/Technical Fee	1,500,000	福利厚生費、印刷費、交通費等、及び技術料を含む Employee benefits expenses, printing costs, transportation expenses, and technical fees are included.
Subtotal	3,500,000	
d) Topographic Survey	2,500,000	敷地地形図がないため、実測調査を行い、図面を作成します。ランドスケープの検討に必要な敷地全体の情報を測定します。 As no existing site topographic drawings are available, a field measurement survey will be conducted to prepare new drawings. The survey will collect comprehensive site data necessary for landscape planning and design.
1. Preparation Work	200,000	事前調査、実測に必要な機器の検討、実測方法の検討を行います。 A preliminary study will be conducted to determine the necessary survey instruments and to establish the appropriate field measurement methodology.
2. Site Survey	1,200,000	境界点、基準点、多角点、水準測量、地形・高低測量を実施します。樹木や道路線形の確認を含みます。 The survey will include boundary points, control points, traverse points, leveling measurements, and topographic and elevation surveys. Verification of existing trees and road alignments will also be included.
3. Preparation of drawings	600,000	実測調査の結果から図面を作成します。 Drawings will be prepared based on the results of the field measurement survey.

敷地全体平面図（現況高低、樹木位置等を含む）
oComprehensive site plan covering the entire property (including existing elevation data and the positions of trees.)

4. Miscellaneous		500,000	福利厚生費、印刷費、交通費等 Employee benefits expenses, printing costs, transportation expenses, and other incidental costs are included.	
Subtotal		2,500,000		
e) Site Survey for Existing Fire Facilities		910,000	日本の建築基準法に準拠するために、既存の消防設備について調査を実施する必要があります。 スプリンクラーは免除に該当するか確認するための調査が必要です。簡単に内訳を見させて頂いたところ、火災報知器、非常用照明、消火器等は不十分と思われますが、これらを含む調査を行います。 In order to ensure compliance with the Building Standards Act of Japan, a survey of the existing fire protection systems must be conducted. A detailed inspection will be required to determine whether the sprinkler system qualifies for exemption. Based on a preliminary visual check of the interior, it appears that the fire alarm system, emergency lighting, and fire extinguishers are insufficient. These elements will therefore be included in the scope of the fire safety inspection.	○調査報告書 ○消火設備プロット図 ○Survey report ○Fire protection equipment layout drawing
1. Preparation work		100,000	既存図面確認、法規チェック Review of the existing drawings and verification of regulatory compliance.	
2. Site survey (Architecture, Electrical Equipment, Mechanical Equipment)		300,000	建築担当、電気設備担当、機械設備担当による現地調査 On-site inspection to be conducted by the architectural, electrical, and mechanical engineering teams.	
3. Survey Data Analysis and Legal/Regulatory Review		360,000	調査結果に基づく法規確認、諸官庁打合せ Regulatory verification and consultations with relevant authorities will be conducted based on the survey results.	
4. Preparation of report		150,000	調査報告書作成 A report summarizing the results of the fire protection system survey will be prepared.	
Subtotal		910,000		
[B: Renovation of the Ambassador's Residence]				
Summary of Costs		28,800,000 Excluding Taxes	Aの調査結果に基づき、改修計画検討を行います。建築、ランドスケープの基本方針の策定、基本設計、実施設計を行います。さらに、工事実施のための施工者選定に係る入札書類の作成や入札支援業務を行います。	

			Based on the results of Survey A, a renovation plan will be developed. This will include the formulation of basic policies for architecture and landscape design, as well as the preparation of the basic design and detailed design. In addition, bid documents for contractor selection will be prepared, and support will be provided during the bidding process for construction implementation.			
a) Schematic Design	11,200,000		公設改修の基本設計を行います。 基本設計コンセプトを作成し、施主要望についての設計提案・工期検討・概算工事費算定を行います。 優先順位リストを作成し、予算内の工事内容を協議の上決定します。 中庭のカセボエリアに設置するトイレについては、この基本設計で検討・提案します。 The basic design for the renovation of the Ambassador's Residence will be prepared. A basic design concept will be developed, including design proposals reflecting the client's requirements, review of the construction schedule, and preparation of a preliminary cost estimate. A priority list will be prepared, and the final scope of works will be determined through consultations to ensure alignment with the available budget. The toilets to be installed in the gazebo area of the inner gardens will be examined and proposed within this schematic design. A の調査結果を踏まえ、分析し、設計条件等の整理を行います。 Based on the results of Survey A, analysis will be conducted and the design requirements and conditions will be organized accordingly. 法令上の諸条件の調査及び関係機関との打合せを行います。 A review of relevant legal and regulatory requirements will be conducted, along with consultations with the concerned authorities.			全体概略設計報告書 【建築】 - 設計概要書、全体配置図、各階平面図、仕上表 - 平面図 - 展開図 - 天井伏図 - イメージパース 【設備】 - 諸元表、各種技術資料 - 電気設備図 - 機械設備図 ○Overall Preliminary Design Report [Architecture] - Design outline, overall site plan, floor plans for each level, finish schedule - Floor plans - Elevations - Reflected ceiling plans - Perspective renderings [Equipment] - Specification sheets and various technical documents - Electrical system drawings - Mechanical system drawings
1. Coordination of requirements/survey report/consultation	2,100,000 Approx. 23 persons-days					
2. Investigation and consultation regarding legal and regulatory requirements	700,000 Approx. 8 persons-days					
3. Formulation of basic design policy, comprehensive study, and presentation to the client	3,500,000 Approx. 38 persons-days					
4. Preparation of basic design documents	3,150,000 Approx. 34 persons-days					
5. Preparation of a priority list and estimation of preliminary construction cost	1,750,000 Approx. 19 persons-days					

				To determine the areas to be renovated, a prioritized list of renovation works will be prepared along with preliminary cost estimates for each item. A comparative study of the available budget and client requirements will be conducted, and supporting materials will be prepared to facilitate the final decision on which works will be implemented.					
Subtotal						11,200,000			
b) Design Development						17,600,000			【建築】 - 設計概要書、特記仕様書、面積表 - 全体配置図、各階平面図、仕上表、建具表 - 平面図 既存図・改修図 - 平面詳細図、部分詳細図 - 展開図 既存図・改修図 - 天井伏図 撤去図・改修図 【設備】 - 電気設備図（電灯、動力、火災報知、弱電、屋外）既存図、改修図、各種計算書 - 機械設備図（空調、換気、給排水、消火、屋外）既存図、改修図、各種計算書 Design Development Drawings [Architecture] - Design outline, special specifications, area schedule - Overall site plan, floor plans for each level, finish schedule, door and window schedule - Floor plans: existing and renovation plans - Detailed floor plans and partial detail drawings - Elevations: existing and renovation drawings - Reflected ceiling plans: demolition and renovation drawings [Equipment] - Electrical system drawings (lighting, power, fire alarm, low voltage, outdoor): existing and renovation drawings, various calculation sheets Mechanical system drawings (air conditioning, ventilation, water supply and drainage, fire protection, outdoor): existing and renovation drawings, various calculation sheets
1. Coordination of requirements				公邸改修の実施設設計を行います。 承認された基本設計に基づき、工事実施に向けたより詳細な図面作成を行います。 The detailed design for the renovation of the Ambassador's Residence will be prepared. Based on the approved basic design, more detailed drawings will be developed to facilitate the implementation of construction works. 建築主の要求の確認及び実施内容の整理を行います。 The client's requirements will be reviewed, and the scope of implementation will be organized accordingly.	1,450,000 Approx. 16 persons-days				
2. Investigation and consultation regarding legal and regulatory requirements				工事実施に向け、より具体的な法令上の諸条件の確認及び関係機関との打合せを行います。 In preparation for construction, a more detailed review of applicable legal and regulatory requirements will be conducted, along with consultations with the relevant authorities.	900,000 Approx. 10 persons-days				
3. Formulation of design development policy				総合的に検討し、実施設計方針を策定します。 A comprehensive review will be conducted, and the detailed design policy will be formulated.	3,300,000 Approx. 36 persons-days				
4. Preparation of design development documents				実施設計方針に基づき、右記の図面を作成します。 Based on the detailed design policy, the corresponding drawings indicated on the right will be prepared.	10,150,000 Approx. 110 persons-days				
5. Preliminary construction cost estimate				実施設計に基づき、基本設計時の概算見積を更新します。実際の工事費は、施工者が見積を作成します。 Based on the detailed design, the preliminary cost estimate prepared during the basic design phase will be updated. The actual construction cost, however, will be determined through the contractor's own cost estimate.	1,800,000 Approx. 20 persons-days				
Subtotal						17,600,000			
[c: Landscaping]									

Summary of Costs	6,100,000 Excluding Taxes	ご要望を整理し、ランドスケープデザインの検討を行います。来年7月のイベントまでに実施できる範囲は限られるため、フェーズ1とフェーズ2に分けて実施します。 造園工事費は含んでいません。 The client's requirements will be reviewed, and the landscape design will be developed accordingly. As the scope of work that can be implemented by the event scheduled for July next year is limited, the project will be carried out in two phases: Phase 1 and Phase 2. The cost of landscaping work is not included.	
a) Schematic Design for Phase 1	2,850,000	来年の7月までに可能な簡易的な改修を行うための検討を行います。想定箇所は別紙の通りです。 この見積にはトイレは含まれておりません。トイレは建築工事側で検討するものとなります。 A study will be conducted to plan simple renovation works that can be implemented by July next year. The proposed areas for renovation are as indicated in the attached document. The estimate does not include toilet facilities, as these will be considered under the architectural works.	基本設計報告書 ・デザインコンセプト ・基本設計図（平面、植栽、舗装） ・概算工事費 oBasic Design Report • Design Concept • Basic Design Drawings (floor plan, planting plan, paving plan) Preliminary Construction Cost Estimate
1. Coordination of requirements	280,000 Approx. 3 persons-days	ご要望を確認し、現地調査結果に基づき技術的な条件整理を行い、実施可能な範囲を決定します。必要に応じて現地調査を実施します。 The client's requirements will be reviewed, and based on the results of the site survey, technical conditions will be analyzed to determine the feasible scope of works. Additional site surveys will be conducted as necessary.	
2. Formulation of the design policy	570,000 Approx. 6 persons-days	デザイン方針を策定します。 The design policy will be formulated.	
3. Preparation of basic design documents	1,580,000 Approx. 17 persons-days	基本設計図の作成を行います。基本設計図には、平面図、植栽計画図、舗装計画図を含みます。 The basic design drawings will be prepared. These will include floor plans, planting plans, and paving plans.	
4. Preliminary construction cost estimate	420,000 Approx. 5 persons-days	基本設計に基づき、概算見積を行います。実際の工事費は、施工者が見積を作成します。 Based on the basic design, a preliminary cost estimate will be prepared. The actual construction cost, however, will be determined through the contractor's own estimate.	
Subtotal	2,850,000		
b) Schematic Design for Phase 2	3,250,000	将来的な展望及び擁壁改修を鑑みた検討を行います。	基本設計報告書

				A study will be conducted taking into consideration the long-term development plans and the future renovation of the retaining wall. 建築主の要求の確認、設計条件等の整理を行います。 The client's requirements will be reviewed, and the design conditions and parameters will be organized accordingly. デザイン方針を策定します。この業務には検討のための3Dパース作成を含みます。 The design policy will be formulated. This work will include the preparation of 3D perspective renderings for design study purposes. デザイン方針を反映した、基本設計図面を作成します。作成する図面は右記の通りです。 Basic design drawings reflecting the established design policy will be prepared. The drawings to be produced are as indicated on the right. 基本設計に基づき、概算見積を行います。実際の工事費は、施工者が見積を作成します。 Based on the basic design, a preliminary cost estimate will be prepared. The actual construction cost, however, will be determined through the contractor's own estimate.	- デザインコンセプト - 基本設計図 (平面、植栽、舗装) - 照明計画 3Dパースイメージ - 概算工事費 oBasic Design Report - Design Concept - Basic Design Drawings (Plans: Layout, Planting, Paving) - Lighting Plan 3D Perspective Images - Preliminary Construction Cost
1. Coordination of requirements	280,000 Approx. 3 persons-days				
2. Formulation of the design policy (including a basic 3D perspective study)	850,000 Approx. 9 persons-days				
3. Preparation of basic design documents	1,620,000 Approx. 18 persons-days				
4. Preliminary construction cost estimate	500,000 Approx. 6 persons-days				
Subtotal	3,250,000				
c) Proposal for repair work based on the results of the stone wall survey	Yet to be decided			擁壁調査の結果によって作業内容が決定されるため、現時点では金額を算出することができません。 「金額」とは、擁壁の補修工事費用及び提案費用 (Proposal) の両方です。 - 擁壁調査の結果によっては、追加で地質調査が必要となる可能性があります。 - 地質調査を実施する際には、ボーリング調査の位置・箇所数・深度を決定するため、コンサルタントによる検討が必要です。 - そのため、技術提案費用と追加調査費用が発生します。 - さらに、追加調査の結果に基づき、複数の擁壁改修案の検討・概算見積の提出・案の選定といった設計業務が発生します。 どういった要因等がこの金額を変動ないし上昇させるか - 排水経路が確保されていない場合： 水路によって土圧が増し、擁壁が押されている場合は、外構設備の排水改修工事が必要となります。 - 擁壁の強度不足： 補強で対応できる場合と、擁壁の解体・新設が必要な場合は、設計費用および工事費用が大幅に異なります。	

			- 強度不足の範囲 擁壁の強度が不十分な部分の範囲によって、改修範囲が変動し、費用に影響します。 As the scope of work will be determined based on the results of the retaining wall survey, it is not possible to provide a cost estimate at this stage. The “amount” refers to both the cost of the stone wall repair work and the proposal cost. - Depending on the results of the stone wall survey, additional geological surveys may be required. - When conducting a geological survey, it is necessary for a consultant to determine the location, number of points, and depth for the boring survey. Therefore, technical proposal costs and additional survey costs will be incurred. - Furthermore, based on the results of the additional survey, design work such as reviewing multiple stone wall repair options, submitting rough estimates, and selecting the best option will be required. Factors that may cause this amount to fluctuate or increase: - Insufficient drainage routes: If soil pressure increases due to water channels pushing against the stone wall, drainage improvement work for exterior facilities will be necessary. - Insufficient stone wall strength: Costs will vary significantly depending on whether reinforcement is sufficient or if dismantling and rebuilding the stone wall is required. - Extent of insufficient strength: The scope of areas where the retaining wall strength is inadequate will affect the repair range and, consequently, the cost.
[D: Bidding Documentation]			
Summary of Costs	3,200,000 Excluding Taxes		工事施工者選定の入札のために必要な書類作成を行います。また施工者から提出された提案内容が適切であるかを技術的に判断します。 Documents required for the bidding process to select the construction contractor will be prepared. In addition, a technical evaluation will be conducted to determine whether the proposals submitted by the contractors are appropriate.
a) Bidding Documents	1,200,000		入札に必要な書類の作成を行います。 入札に使用する図面は実施設計図書とします。 The documents required for the bidding process will be prepared. The drawings to be used for the bidding will be the detailed design documents.
b) Evaluation fee and technical proposal	2,000,000		施工者から提出された提案書類が適切であるかを技術的に検討・判断します。（3社を想定） A technical review and evaluation will be conducted to determine the appropriateness of the proposal documents submitted by the contractors. The
		Proposed Terms of Reference for preparation for bidding oProgram of Works (POW) oProject Schedule oList of required permits, clearances, bonds, and other necessary documents oDesign Development Drawings [Architecture] - Design outline, special specifications, area schedule - Overall site plan, floor plans for each level, finish schedule, door and window schedule - Floor plans: existing and renovation plans - Detailed floor plans and partial detail drawings - Elevations: existing and renovation drawings - Reflected ceiling plans: demolition and renovation drawings [Equipment]	

			assessment is based on the assumption that there are three (3) participating companies.	- Electrical system drawings (lighting, power, fire alarm, low voltage, outdoor): existing and renovation drawings, various calculation sheets - Mechanical system drawings (air conditioning, ventilation, water supply and drainage, fire protection, outdoor): existing and renovation drawings, various calculation sheets
[E: Construction Supervision]				
Summary of Costs				
	1,200,000 Excluding Taxes	実施設計に基づき、工事が実施されるように設計監理を行います。 Design supervision will be carried out to ensure that the construction is implemented in accordance with the detailed design.	o Final layouts for the Kudan - property layout, Main Residence layout, electrical and plumbing layouts.	
a) Construction supervision of Exterior and Landscaping (phase 1)	1,200,000	Phase1 に該当する外構工事やランドスケープ工事の監理を実施します。 Phase2 については、工事内容が不明な為算出が難しいことから本契約には含んでいません。 Supervision will be conducted for the exterior and landscape works corresponding to Phase 1. Phase 2 is not included in this contract, as the scope of work has not yet been defined and cost estimation is therefore not feasible at this stage.		
Total Cost	56,300,000	Excluding Taxes		
Discount Adjustment	300,000			
Total Amount	56,000,000			

Excluded Costs:

- Costs related to applications for building permits and other approvals, tender assistance and construction supervision.
- Travel expenses and other costs incurred outside Tokyo as follows (will be billed separately):
Transportation, accommodation, allowances, etc., for business trips outside of Tokyo. Hourly wages for personnel if overseas travel becomes necessary.

Note:

Each breakdown item under "B: Renovation of the Ambassador's Residence" is calculated based on the "FY2023 Technical Personnel Unit Prices for Commissioned Design Services" by the Ministry of Land, Infrastructure, Transport and Tourism (MLIT), using the following formula. *2

Engineer C: JPY 38,400 per day

A. Direct Labor Cost	38,400xX days
B. Overhead Expense	Direct Labor Costx110%
C. Technical Fee	(Direct Labor Cost + Overhead Expenses) x 15%
Total Cost	A+B+C

Note:

*1 General expenses typically include site-related costs (such as employee benefit expenses, printing costs, and transportation expenses) as well as administrative overhead costs related to company operations.

*2 Please refer to the attached "Breakdown Statement" for the calculation method.

Kudan Restoration and Renovation Project: Official Residence of the Philippine Ambassador to Japan

List of deliverables:

- I. **As-Built Architectural Plans**
 - A. Comprehensive Site Plans (Topographic Map)
 - B. As Built Plans for The Whole Main Residence
 - 1. Floor plans (All levels)
- II. **As-Built Engineering Plans (All levels)**
 - A. Electrical Plans
 - 1. Load schedule
 - 2. Power and Auxiliary Layout
 - 3. Lighting Layout
 - 4. List of electrical equipments
 - B. Mechanical Plans
 - 1. HVAC layout
 - 2. List of mechanical equipments
 - C. Plumbing Plans (Sanitary)
 - 1. Water Line Layout
 - 2. Sewer Line Layout
 - 3. Fire Suppression Layout
- III. **Proposed Architectural Plans**
 - A. Comprehensive Site Development Plan
 - B. Architectural Plans
 - 1. Floor plans (All levels)
 - 2. Interior Elevations
 - 3. Reflected Ceiling Plans
 - 4. Schedule of doors and windows
 - 5. Perspective renderings
- IV. **Proposed Engineering Plans (All levels)**
 - A. Electrical Plans
 - 1. Load schedule
 - 2. Power and Auxiliary Layout
 - 3. Lighting Layout
 - 4. Other details
 - B. Mechanical Plans
 - 1. HVAC layout
 - 2. Other details
 - C. Plumbing Plans (Sanitary)
 - 1. Water Line Layout
 - 2. Sewer Line Layout
 - 3. Fire Suppression Layout
 - 4. Other details