

Client Procedure for Prequalification (New Application) & Renewal

GREEN BUILDING COMMISSIONING / ALLIED SPECIALIST

1. PURPOSE:

Environment, Health and Safety (EHS) Department of Trakhees is the regulatory arm of Dubai World - Ports, Customs and Free Zone Corporation (PCFC) and responsible to implement EHS Green Building Regulations for Green Building Sustainable Development implementation for New Constructions that has been effective from January 1, 2008. Building construction, operation and maintenance have massive effect on the environment and its natural resources. While Green Building regulations are mandatory for all the new constructions, few regulations necessitate the role of commissioning specialists and contractors to ensure that the sustainability is well embraced during the design, construction, commissioning and handing over stages. It is in this regard that organizations who wish to perform such services (**Commissioning companies, commissioning agents, commissioning authorities etc.**) are required to register with EHS for prequalification.

In addition, pre-qualified (registered) companies should renew their prequalification on a yearly basis.

2. SCOPE:

EHS Registration/Listing of Approved **Commissioning companies, commissioning contractors, commissioning agents, commissioning authorities and allied specialists** for Green Building and Sustainability Work within PCFC / Dubai World jurisdictional areas

3. PROCEDURE:

3.1 **Assessment of Applicants:** EHS shall register the company for the above referred service after assessment of their pre-qualification application submission based on the following disciplines:

- A. Technical Manpower Strength
- Certified Commissioning professionals
 - FM professionals / FM resources
 - LEED Accredited professionals
 - MEP Engineers

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The number of technical staff (core commissioning specialist team) within an organization depends on several factors such as the number of projects being handled, project size, extent of involvement, nature of deliverables etc. However, in order to provide the commissioning specialist service at the basic level, it is anticipated that the core team should have strength of at least three (3) members in order to effectively administer the activities at design, construction and handing over phases.

- B. Management Strength
- Qualifications and experience of the management in undertaking similar works
 - Experience in successfully administering green building projects in design and construction.
- C. Geographical Presence
- Availability of the office and the core resources in Dubai, UAE
- D. Infrastructure
- Office Area
 - Necessary hardware such as instruments, gages, calibration tools etc
 - Essential software such as building commissioning tools, measurement and verification, remote monitoring, reporting etc as relevant to the industry.
- G. Education & Training
- Courses and trainings offered in relevance to fundamental commissioning of building energy systems, operations and maintenance.
- H. Scientific Affiliations
- Regional / National
 - International

- 3.2 **Site Visit (New Applications):** Subsequent to review of the prequalification package, the operations department may if necessary, undertake a formal site visit to verify the data and information provided. Applicants' technical staff whose CV's have been submitted shall be made available for interviews that may be conducted. The applicant shall not deny any interviews which shall be carried out on an agreed time, date and venue.
- 3.3 It should be noted that prequalification is a process that encapsulates multiple departments including peer reviews and qualify and accordingly the collective feedback and the successful outcome culminates in the approval of an application.
- 3.4 EHS reserves the right to reject incomplete applications or any application not meeting the required standards.
- 3.5 **Approval:**
A "Certificate of Approval" shall be sent to the "New" applicant through electronic mail once EHS is convinced and satisfied with the competence of the third party and after the receipt of approval fees. In this regard an initial mail confirming the suitability of the application would be sent by the department along with the payment advice for the approval fee.

For companies seeking "Renewal" of their prequalification, the "Certificate of Approval" shall be provided after successful review of the package

3.6 **Mandatory Documents:** All details as per our checklist (see below) need to be submitted for **New as well as Renewal applications**.

- 1) A valid trade license copy. (With at least 6 months validity for New Applications). The activities listed in the license should be consistent with the service for which the prequalification is being sought
- 2) CVs of locally available staff (engineers/architects)
- 3) Evidence of a UAE / Dubai residence (passport copy with Visa page)
- 4) Attested copies of academic and professional qualifications/certifications
- 5) Quality certification copy
- 6) Approval from other authorities
- 7) Proven track record summary for major relevant studies
- 8) Registration fees & Proof of payment (Receipt)
- 9) Declaration regarding blacklisting/litigation with any local or international agency
- 10) Declaration of conflict of interest
- 11) Location map of the Dubai office
- 12) Details of other local offices if any within UAE

In addition, consultants seeking **RENEWAL** of their registrations with EHS should furnish the following information.

- List of / PCFC Dubai world projects wherein the consultant has successfully completed commissioning services with supporting documents such as commissioning reports, review documents etc.
- Status of ongoing projects with details of issues if any.
- Narrative of specific discussions if any with the authorities on any of their projects within the jurisdiction, during the previous year.
- Specific achievements / accomplishments if any during the previous year.
- Green performance of the completed projects where relevant.

Important Note

Renewal process (application along with payment of renewal fee) should be completed within 1 month (30 days) from the scheduled date of expiry of the prequalification failing which the application would be deemed NEW necessitating the entire process from the beginning including application fee. The company name will also be automatically deleted from the list on the website.

It is the responsibility of the prequalified company to ensure that they submit their renewal package on or before the expiry date. Please be advised that EHS would not be sending reminders in this regard

- 3.7 **Payment:** For NEW applications, a non-refundable “Application fee” of AED 10,000/- (cash or a cheque payable to “PCFC - TRAKHEES”) will be charged for such applications at the time of initial submittal. Once reviewed and approved, the consultant/contactor will pay the “Approval fee” of an additional AED 10,000 prior to receiving “Certificate of Approval) from EHS. EHS approval for such consultants is valid for one year, and may be renewed on annual basis. A Renewal fee of AED

10,000/- is required to be paid at the time of renewal every year. Renewal shall be done one month prior to the expiration of the validity of the application. The consultants should deposit this fee with the cashier within EHS office (near Main Gate-3) and submit electronic copy of the original receipt to EHS for records.

All payments should be made against the payment advice that would be sent by the department.

Description	Amount
<u>NEW APPLICATION</u>	
Application Fee	AED 10,000
Approval Fee	AED 10,000
<u>RENEWAL APPLICATION</u>	
Renewal Fee	AED 10,000

The following modes of payment are accepted.

- Cash
- Online/Prepaid A/C
- Only Company/Managers Cheque -Above AED-25000

3.8 Definition of Terms

- Commissioning specialists: Organization which incorporates the commissioning / related activities into the project activities and actually succeeds in achieving those by reviewing and directing the project towards commissioning services.
- Contractors - business or corporation which supports the commissioning specialist by following the sustainability requirements from the point of view of commissioning

3.9 Disqualification / Removal from the list

EHS prequalified Commissioning specialists also referred to as commissioning authorities have a crucial role to play in facilitating the green building project. They serve as a key interface in the whole process from the schematic stage to post-operative stage of the facility. Notwithstanding the fact that the nature, scope and extent of their services vary for different projects, the underlying fact is that they are vital links for its sustainability and it is precisely in recognition of this element that their services are sought.

The department reserves the right to review a consultant's prequalification at any time. The department may, at its discretion, rescind the prequalification of the consultant based on:

1. Failure to perform in a rational manner.
2. Not putting the success of the project as the first priority.

3. Unsatisfactory performance in terms of poor quality submissions brought about by cut paste errors, omissions of details, improper structure, misrepresentation of facts etc.
4. Poor site administration of the green building requirements brought about by inadequate site level participation and inadequate inspections / follow-ups.
5. Failure to respond to EHS comments (NOC BP and NOC BCC review related) within the specified time frame.
6. Failure to respond adequately and appropriately to deliverables deemed to be part of their services
7. Failure to follow up the sustainability issues with the stakeholders for prolonged duration leading to a situation beyond restoration
8. Failure to respond satisfactorily to a performance report / enquiries from the department on a project / group of projects, within a reasonable time.
9. Failure to respond to any query of general nature that EHS initiates as part of its improvement processes.
10. Failure to update the department on the status of projects in terms of compliance at design, construction, changes to the green building / sustainability strategy, issues of non-compliance etc. This would be deemed withholding of vital information
11. Failure to communicate to EHS in a timely manner on important developments pertaining to change of clients, contractors or consultants including green building

Commissioning / allied specialists have an obligation to disclose any situation of actual or potential conflict of interest or issue within the stakeholders of the project that that impact their capacity to serve the best interest of the Community, or that may reasonably be perceived as having this effect. These primarily include technical issues, lack of cooperation from stake holders, sustainability concerns on a project, lack of compliance, etc. Failure to disclose such situations may lead to the disqualification of the Consultant. Before such action is taken, the consultant will be given an opportunity to explain their case and justify as to why the prequalification registration should not be rescinded

Trakhees-EHS is proud to be a paperless organization. All submittals will be received through soft copies only. No hard copies will be accepted.

4. ATTACHMENTS / ASSOCIATED REF DOCUMENTS:

- 1) Guidelines GB -002. Guidelines for General Deliverables of Commissioning Authorities
- 2) Pre-qualification Form (New-Renewal) Commissioning Specialist (CxA) (GBF-02a).

5. EHS CONTACTS:

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