

Project deliverables, timeframe, payment schedule

Components	Task/Format	Duration of Task	Payment/ Timeline
Some components and tasks can occur in parallel – detailed work plan to be submitted in the project proposal and revised during the inception period. Some elements may be submitted early.		Review/revision periods	50 weeks total
INCEPTION – 1. Review of the proposal, inception report (PDF, Word) revised workplan		2 weeks 1 week review and resubmission	First submission 2 nd week Revised submission 3 rd week 5% of contract amount upon approval of Inception Report
CONSERVATION			Submission deadlines
1. Documentation , condition assessment of all three sites All data in raw formats and copyrights are to be given to the procuring entity Situation analysis, background research	a. 3D digital model of all archaeological remains, modern context and virtual 3D historic reconstruction. This <u>may require two or three stages</u> for potential removal of any encroaching structures. This model can be produced via any combination of photogrammetry or laser scanning – the model must contain all three sites: the Amphitheater, Roman Forum and Baths and selected elements of the Urban Pathways. b. 2D drawings, plans, sections, elevations, details (AutoCAD), risk map with overlay of problems/risks/vulnerability/drainage, etc. These 2D drawings can be derived from the 3D models and are intended to assist in the graphic condition assessment and should be color coded to assist in the presentations and reports. c. Condition assessment technical report (Word, Acad) per Ministry of Culture guidelines d. Documentation of any newly exposed areas due to removal of later encroaching structures. This includes foundations, archaeological remains and consists of photography and photogrammetry. e. Preliminary archival research to inform the next steps, conservation and planning decisions. Definition and	4 weeks total work time 1 week review 1 week for submission of revisions	First submission: 7th week of project Revised submission: 9th week 10 % of contract total upon approval of the Documentation and Condition assessment following the presentation

	detailed description of various interventions (Word) f. Collection of all the existing documentation from the municipality and other government agencies related to cadastral maps, deeds, and property boundaries. g. Examination of the de facto Master Plan for Durrës and all former and future Master Plans h. Study of the existing plans and projects regarding the urban heritage, parks, and transportation networks. PRESENTATION (Powerpoint) Additional presentations following the review may or may not be required		
1a. Urban Survey	i. In situ diagnosis of the proposed urban pathways in the annex of the ToR j. Field survey of the existing and potential pathways to connect cultural assets k. Assessment of the values, potentials and risks and current state of the existing and planned pathways – interviews with municipal planners, decision-makers l. Analysis of the historic urban landscape of Durrës with its urban, architectural, and landscape values, as well as urban transportation infrastructure	In parallel with Documentation and condition assessment	
1b. Legal Investigations	m. Analyze the legal issues related to reopening various urban pathways n. Estimation of any partial expropriations necessary o. Map of illegal encroachments	In parallel with Documentation and condition assessment	
2. Conservation Plan	p. Conservation Plan (Word, PDF) this <u>may include 2 stages</u> before and after removal encroaching structure and partial excavations. The status of this expropriation and subsequent demolition is unknown but may be completed before the start of this contract. Schematic Drawings 2D (AutoCAD, PDF) representing graphically the condition assessment and conservation plan q. Cost estimate for conservation only (Excel) PRESENTATION (Powerpoint)	4 weeks total work time (in parallel w/ documentation) 2 weeks review 1 week for submission of revisions	First submission: 9th week Revised submission: 12th week 10 % upon approval of the Conservation Plan and presentation

PRESENTATION/INTERPRETATION			
3. PRELIMINARY DESIGN Presentation / Interpretation Plan	a. Any additional archival research needed to inform the interpretation and supplemental report (Word) The purpose of this is to inform the visitor interpretation b. Visitor Plan investigations (AutoCAD) i. Carrying capacity study (Word) ii. Visitor survey and interviews Analyze the audiences iii. Study of site approaches and visitor entry in <u>connection with the TID area and Merchants Street</u> and upper area iv. A communication, stakeholder outreach plan to support community engagement, <u>oral histories of the community</u> PRESENTATION (Powerpoint) Additional presentations may or may not be required following review	4 weeks total working time 2 weeks for review 1 week for submission of revisions	First submission: 16th week Revised submission: 19th week
4. PRELIMINARY DESIGN Visitors' Route	c. Visitors' Route i. Preliminary designed route Interpretation strategy as a intermediate step before any final design of panels, etc. d. Preliminary design of interpretation panels/didactics i. Panel design full mock-up scale ii. Sample text in multiple languages e. Presentation infrastructure design i. Safety measures handrails/guardrails ii. Landscaping plan design iii. Lighting design iv. Ticket office, toilets, waste receptacles and removal, storage spaces, etc. v. Program for interventions for Valorization PRESENTATION (Powerpoint) Additional presentation may or may not be required following review	2 weeks total working time (in parallel w/ interpretation plan) 1 week for review 1 week for submission of revisions	First submission: 19th week Revised submission: 21st week 10 % upon approval of the Presentation / Interpretation Plan and Visitors' Route design following presentations

VALORIZATION			
5. SCHEMATIC DESIGN and study phase	a. Schematic design of three alternative options of various elements <u>incorporating conservation & presentation/interpretation and planning for excavations</u> . Including the areas above and below the Amphitheater, Roman Baths, and Byzantine Forum including sightlines	4 weeks total working time	First submission: 25th week
	b. Five Urban Pathway design schemes (of various length from approx. 300 m to 1200 m) to be determined) following the proposed routes included in this ToR with design alternatives. Three full alternative designs are not necessary, but three designs of various elements are necessary c. It is imperative that ALL routes and any routes inside the archaeological areas consider people with special needs. d. When designing and choosing the direction of the itineraries, despite the urbanized context that the city has today, the design must include the possibility that the paths follow the original pattern they had in antiquity to access the various monuments, both in the center and on the outskirts of the city. The technical solutions for the creation of paths, the minimal impact on the archeological underground of Durrës should be taken into account, as well as their conception as close as possible to the roads of antiquity and different historical periods of the city development. e. Consultation with an archaeologist knowledgeable about Durres is required. f. Alternative routes, circulation paths, plans (Autocad) g. Materials for paving, walls, fences, gates (sample materials, material board). Emphasis on traditional materials for paving and other aspects h. Design of urban furniture such as benches, waste receptacles, (examples) i. Interpretation panels/didactics with sample text in multiple languages – in	1 week review 1 week revisions and resubmittal	Revised submission: 27th week 10 % upon approval of the SCHEMATIC DESIGN

	alignment with the IMP overall citywide interpretation plan. j. Safety measures handrails/guardrails PRESENTATION (Powerpoint)		
6. DESIGN DEVELOPMENT phase – Historic Impact Assessment	a. Design development as a second stage upon approval of one schematic design or design elements. Including toilet, ticket office, green room, seating, temporary stage, lighting, electrical, etc. b. Landscaping plan (Autocad) types of plantings, irrigation system, etc c. Lighting design, security considerations d. Public toilets may be included e. 3D computer renderings f. Code design research, regulations as per Albanian law and regulations g. Cost estimates per square meter of all projects including urban pathways h. Heritage Impact Assessment (HIA) according to MoC/ICOMOS guidelines an independent panel will review the HIA and determine the appropriateness of the design. Environmental and Social Impact Assessment PRESENTATION (Powerpoint)	3 weeks total working time 2 weeks for review 1 week for revision and resubmittal	First submission: 30th week Revised submission: 33rd week 10 % upon approval of the DESIGN DEVELOPMENT
7. FINAL DESIGN ¹ and Documents needed for intervention	i. Final design and production of the contract and bidding documents ii. DRAWINGS (Autocad) to be interconnected with the specifications and BoQ via a unique keynote system iii. TECHNICAL SPECIFICATIONS (Word) iii. BILL OF QUANTITY – (Excel) costs of the conservation, valorization, presentation/interpretation, according to official Albanian price manual. Technical Report for MoC It is ESSENTIAL that the BoQ include detailed archaeological excavation amounts. This must be by cubic meter of excavated soil, sifting of excavated soil, documentation, transportation and	8 weeks TOTAL working time 3 weeks review period 2 weeks for revision	First submission: 41st week Revised submission: 46th week 20 % upon approval of the FINAL DESIGN

¹ The design team is NOT required at this time to supervise the work project. Should this be required an addendum to the contract will be discussed.

	safe storage of any chance finds, cataloguing of any finds, contingency amounts for significant finds, and approved removal, transportation, and deposit of any earth spoils. a. 3D renderings of any visitor presentation elements and all interventions to facilitate communication with stakeholders. b. Bidding documents, including an application for the building permit, instructions to bidders, outline health and safety guidelines². The consultants are responsible for the design but not required to supervise or observe the actual works unless an addendum contract is requested by the contracting authority. The supervisor of the works will be determined at a future time. The selected design team will be responsible for preparing any additional documents, presentations, or requests for information to ensure that the project receives approval for construction by all government bodies. This may include additional or adapted maps, presentations, or forms as required to ensure project approval and construction permission. PRESENTATION (PowerPoint)		
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PLANNING ARCHAEOLOGICAL EXCAVATIONS

The schedule for this component should proceed in parallel to other activities but be concluded before the Design Development phase for all separate projects. However, the excavations plan for phase 4 at the Amphitheater site (*see Figure 5 in the Annex1 in the Amphitheater ToR*) will need to be reviewed after the expropriation process of encroaching buildings.

8. Archaeological Excavation Plan	a. Plan for excavation of the 1st Phase Arena This contract is for consultancy only and excavations are not a part of this, but any excavations conducted by others must be coordinated through the Institute of Archaeology (IoA) liaison. b. Plan for the 2nd Phase Perimeter	3 weeks total working time 1 week review period 1 week for revision	First submission: 12th week Revised submission: 17th week 5 % upon approval of the Archaeological Excavation Plan
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² The constructor is responsible for the Health and Safety plan, however the bidding documents including a H&S guidelines are required to guide the bidders in identifying certain situations.

	c. Outline strategy for the 3rd, 4th, 5th phases (see Figure 5 in the Annex1) d. Documentation –sheets for the stratigraphical documentation to meet the IoA Albanian standard. e. Plan for temporary shoring & safety plan f. Planning studies of the soil The Durrës subsoil contains a high intensity of mobile archaeological finds, it is required to plan now where the artifacts will be deposited safely as well as the excess soil. A landfill for the excess soil must be selected in advance. g. Right of publication release h. Institutional cooperation and coordination. An archaeologist with local knowledge from the IoA is to be consulted during this phase. The planned interventions (conservation, presentation, interpretation, etc.) will not be complete without full excavation. The extent of the expropriations, removal of encroaching structures may not be known at the time of planning for archaeological excavations. Therefore, • The intervention in this area is to be planned as a complete process, which includes all elements of the forum and baths located within the perimeter and adjacent areas. It is anticipated that there will be a full opening/ excavation of the entire area. • The area of the bars and cafes and children’s playground are to be considered as part of this archaeological planning and should be considered for expropriation, relocation from the first phases of the project. Ideas for relocation must be investigated and presented. • Preliminary budget of archaeological excavations by areas with alternatives that incorporate the preliminary and schematic design that occurs in parallel. It is ESSENTIAL that the planning of archaeological excavations inform		Given periods of safe excavations and a prohibition against winter excavations. A provision could be made for possible excavations to begin in parallel with the planning.
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	the detailed BoQ include archaeological excavation amounts.		
PRESENTATION (Powerpoint)			

PROJECT CLOSE OUT

Additional work, revisions, and presentations may be required to obtain the approval of all stakeholders. Time may be extended depending upon previous submissions, issues, or other necessary approvals.

	FINAL DELIVERY and PRESENTATION there may be multiple presentations and revisions – the time may extend given the numerous stakeholders and	2 weeks revision	48th week 20 % upon approval of all aspects and final delivery
Submissions, review/comments, presentation, and approval			50th WEEK