

# SCOPE OF WORK

## PROCUREMENT OF SERVICES FOR THE PREPARATION AND SUPERVISION OF A BUILDING RENOVATION/MODERNISATION PROJECT

### 1. General.

*[General description, purpose and place of works.]*

ORLEN Lietuva AB (hereinafter – the Customer) seeks to procure services for the preparation and supervision of a renovation/modernisation project for an existing building. The supplier of design services (hereinafter – the Designer), taking into account the scope of services set out in this document and its annexes, and in accordance with the Republic of Lithuania Law on Construction, the Construction Technical Regulation 1.04.04.:2017 “Structure engineering, project appraisal” and other laws regulating the requirements for safety and purpose of a building, legal acts regulating the essential requirements of structures (one, several or all) and technical parameters of a building according to the levels and classes of characteristics of buildings or building products, other legal acts, territorial planning and normative technical construction documents, normative documents for the safety and purpose of a structure, shall be obliged to duly carry out the preparation of the project of the renovation/modernisation of the medical point building with a garage, as well as the supervision of the execution of the prepared project. The aim of the project is to improve the energy efficiency of the Customer's buildings, to ensure that the buildings comply with modern safety and comfort standards, to improve the aesthetic and functional characteristics of the buildings and to optimise the layout and distribution of employees' workplaces in the administrative buildings. The location of the services – Mažeikių g. 75, Juodeikiai, Mažeikiai District Municipality (site plan attached, Annex No 2). The structure consists of 2 (two) buildings: the main building - the Medical Point and the building annexed to the main building - the Garage. The existing buildings are partially operational. The Customer intends to conclude a contract with the Designer for the provision of services in two phases:

- Phase One – project preparation: preparation of design proposals, a technical design and a change-of-use project (the need for this service may be adjusted during the implementation of the phase). The services for the phase are detailed in the Terms of Reference for the preparation of the project (Annex No 1);
- Phase Two – supervision of execution of the project during construction. The services for the phase are detailed in the Terms of Reference for the preparation of the project (Annex No 1).

**REMARK:** Project supervision shall be carried out after the Customer has been informed of the signed contract. Supervision of the construction project shall be carried out throughout the entire period of the renovation works (until the signing of the construction completion document). Failure to secure financing for the implementation of the Project as developed shall not commit the Customer to procure the second phase services, i.e. the provision of Project supervision services shall not be carried out until such time as the Project has been decided to be implemented and assurance of payment of the financial costs of the Project has been obtained. If the Customer decides not to proceed with phase two, the parties shall consider their contractual obligations to be fulfilled and shall not proceed with any further obligations. If the Customer decides to proceed with phase two, the Designer shall be informed by a written notice no later than 2 (two) weeks after the date of the decision.

Prior to submitting a proposal, the Designer must thoroughly analyse scope of these works for the purpose of clarifying the information provided in the Scope of Work, and to assess all the circumstances that will be the basis for the subsequent preparation of the Project and the adoption of the design solutions.

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### 2. Attachments.

*[List all related additional material (reference number and exact title of document). If any pictures, drawings or diagrams are provided to describe/illustrate the requirements, make sure that they are consistent with the requirements indicated in SOW.]*

1. ANNEX No 1 Terms of Reference for the preparation of the project for the renovation/modernisation of the medical point building with garage – 26 pages;
2. Annexes to the Terms of Reference for the preparation of the project for the renovation/modernisation of the medical point building with garage:
  - 2.1. Detailed requirements for the design of the building's heat exchanger and heating system – 2 pages;
  - 2.2. Terms of Reference for the preparation of the electrical part of the technical design project – 8 pages;
  - 2.3. Annexes to the Terms of Reference for the preparation of the electrical part of the technical design project – 1 set of 12 documents;
  - 2.4. Marking of control cables and junction boxes – 3 pages;
  - 2.5. Marking of electrical equipment – 4 pages;
  - 2.6. Document marking for the automation part of the project – 5 pages;
3. ANNEX No 3 Site plan of the building to be renovated/modernised – 1 page;
4. ANNEX No 4 Photographic record of the condition of the building – 8 pages;
5. ANNEX No 5 Extract from the database of the Real Property Register – 2 pages;
6. ANNEX No 6 Technical accounting file for the surrounds of the building – 29 pages;
7. ANNEX No 7 Cut-out of existing communications around the building from the utility network summary plan – 1 page.

### 3. Description and specifics of work.

#### 3.1. Work description.

*[Define and explain each work that needs to be done. Indicate the main steps and actions to be executed by Contractor. Specify preliminary sequence of works. When planning the scope of work, **it is necessary to evaluate the results of inspections performed for the facility / equipment, to take into account the data of continuous inspections and previously recorded incidents (if any).**]*

Detailed descriptions of the services and works and the performance of the activities are presented and described in the Terms of Reference for the preparation of the Project as drawn up by the Customer (attached as ANNEX No 1). Under these Terms of Reference, the Designer shall be required to perform the design and supervision services for the renovation/modernisation project, i.e. to carry out all the Works in accordance with the Terms of Reference as formulated by the Customer, as well as any other minor works and services which are not detailed in these Terms of Reference, but which are clearly understood to be integral and indispensable to the satisfactory execution or completion of the main Works. The Designer shall be responsible for the proper preparation of the Project: for the correctness of the design solutions and for compliance with the regulatory framework.

#### 3.2. Special requirements (if any).

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*[Indicate specific requirements which might impact performance of works, price, results. (E.g. recommend to visit the site at specified time, etc.)]*

The Designer shall, prior to submitting the Tender, visit the site to be renovated to carry out its own assessment and/or to carry out the necessary evaluations and, if necessary, measurements and calculations to clarify the scope of the Works. The Designer shall be responsible for examining the terms of the Customer's Terms of Reference and requests for clarification that may affect the amount or nature of the tender.

The Designer shall be responsible for all actions that may affect the quality of the service. The main obligations of the Designer:

- Prior to commencing the provision of services, the Designer undertakes to ascertain the Customer's wishes and to take into account the Customer's comments and suggestions, and to take all possible measures to ensure that the services are provided in accordance with the Customer's wishes and in accordance with the applicable norms of the legal acts regulating the construction and design activities;
- The Designer undertakes to obtain all necessary permits for access to the Customer's enclosed area, taking into account that the services and works to be provided will be carried out on the site;
- The Designer undertakes to provide, at the time of submission of the Tender information on the intended appointment of the Project Manager, who will be vested with all the powers necessary to act on behalf of the Designer in accordance with the terms and conditions of any future Contract. The information must be accompanied by copies of the documents certifying all qualifications;
- The Designer undertakes, at the time of the submission of the Tender, to provide a list of specialists indicating the scope of activities to be assigned to the specialists in order to properly provide the services requested. The information must be accompanied by copies of the documents certifying all qualifications.
- The successful Designer shall be obliged to provide the Customer with a structural engineer third-party liability insurance as required by Articles 42 and 43 of the Law on Construction;
- In accordance with the provisions of the Construction Technical Regulation and the Law on Construction, the Designer cannot provide data on the Project (construction cost estimate) to any third parties.

### 3.3. Requirements for work execution and documentation.

*[Specify the documentation to be provided by Contractor for work execution. If this is some data, indicate and describe the exact data needed and the standards to comply with. In case Contractor has to fill in some documentation, specify the desired format and contents, or refer to the requirements for the document preparation.]*

Detailed descriptions of services and works, performance of actions and submission of required documents are described in the Terms of Reference for the preparation of the Project as drawn up by the Customer (attached as ANNEX No 1). Services shall be provided in accordance with the Customer's requirements and in accordance with the applicable legal norms governing construction and design activities. The Designer shall immediately, i.e. no later than within 3 business days after the occurrence/disclosure of the relevant circumstances, inform the Customer in writing about the occurrence of circumstances that may prevent the commencement, provision and/or completion of the Services (including the missing information, data, documents to be provided by the Customer,

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the real possibility that the Customer's instructions threaten the quality of the Services and the deadlines for the performance of Services).

Upon request of the Customer for additional information, to report in writing within 3 (three) business days on the progress and results of the Services and to provide other information related to the performance of the main contract.

### 3.4. Qualification requirements for Contractor.

*[Specify exact qualification requirements to be met by the Contractor. Describe requirements for works execution, design, reliability, staff, etc.]*

The following qualification requirements shall be applicable to the Designer:

Row No	Qualification requirements	Documents proving compliance with the qualification requirements
<b>Technical and professional capacity</b>		
1.	1.1. The Designer must have properly executed <u>at least 1 (one)</u> design or design and project supervision service contract for the new construction of a building, or renovation/modernisation of a building, or reconstruction of a building, technical or/and engineering design project of <b>special structures, which are classified as residential buildings (residential buildings (buildings for three or more (apartment buildings) or persons of various social groups)); or non-residential buildings (buildings for administrative or medical purposes)</b> within the last 5 (five) years or within the period from the date of registration of the Designer (if the Designer has been operating for less than 5 (five) years).	<p>1. List of technical and/or engineering design projects prepared. The list shall include the start and end dates of the service (day, month, year) and the customer's identification data;</p> <p>2. Documents proving that the technical and/or engineering design has been properly prepared (e.g. general expertise report with a positive conclusion of the design assessment, and/or building permit issued for the building, and/or construction completion certificate). Scanned electronic copies of the required documents.</p> <p>* The information provided by the Designer shall be complete to enable the Customer to verify that the Designer meets all the requirements.</p>

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2.	<p>2.1. The Designer must propose a specialist with the right to act <b>as project manager for a special building</b> (groups of buildings – non-residential buildings (administrative or medical buildings), engineering networks (water supply and sewage disposal)).</p> <p>Specialist's experience: within the last five (5) years has performed the above services as a project manager for a specific building project in at least one completed new construction, building renovation/modernisation or building reconstruction project (buildings belonging to the group of non-residential buildings (administrative or medical buildings); engineering networks (water supply and sewage disposal)).</p> <p>2.2. The Designer must propose a specialist with the right to act <b>as project supervision manager for a special building</b> (group of buildings – non-residential buildings (administrative or medical buildings), engineering networks (water supply and sewage disposal)).</p> <p>Specialist's experience: within the last five (5) years has performed the above services as a project manager for a specific building project in at least one completed new construction, building renovation/modernisation or building reconstruction project (buildings belonging to the group of non-residential buildings (administrative or medical buildings); engineering networks (water supply and sewage disposal)).</p> <p><i>* The Designer may propose one person for several positions, provided that this person meets all the requirements for the different positions;</i></p> <p><i>** The Designer must appoint the necessary number of specialists to ensure the proper performance of the contract.</i></p> <p><i>*** The Designer shall be responsible for selecting the right professionals and ensuring that they have the necessary qualifications to perform the contract.</i></p>	<p>1) A list of the specialists who will be responsible for the performance of the services specified, indicating their full names and their duties in the performance of the contract;</p> <p>2) Scanned copies in electronic form of qualification certificates issued by the institutions provided for by the legislation of the Republic of Lithuania or documents issued by a foreign country confirming the qualifications held in the country of origin;</p> <p>3) Certificates or reviews from customers (both public and private) on the satisfactory delivery of services. Certificates or reviews must indicate the dates of the services, the customers, the nature of the services provided and their assessment (timeliness and quality of service, other assessments). Other documents may be submitted in place of the customer's certificate or review, provided that they confirm the proper provision of the services specified and contain all the required information (e.g. the act of transfer and acceptance of services);</p> <p>4) A declaration signed by the specialists referred to in paragraphs 2.1 and 2.2, stating the title of the project, including the category, group, subgroup, type of work, the customer, the date of preparation of the project, the declared activities of the specialists in the implementation of the projects and other information relevant to the contract. Copies of the expert report on the project, copies of the transfer and acceptance certificates signed by the customers for the services duly rendered shall be attached to support the declaration.</p>
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3.	<p>3.1. The Designer must propose project managers for the execution of the contract who must hold the following:</p> <p>a) a qualification certificate for the relevant part of the project of the manager of the special construction project part and the manager of the supervision of the execution of the special construction project part – for structures classified as: non-residential buildings (administrative or medical buildings); engineering networks (water supply and sewage disposal);</p> <p>(b) experience as a project manager and as a supervisor of the execution of a part of a special construction project in at least one completed project in the relevant part of the project.</p> <p>* Only a certified architect can act as the project's architectural manager/architectural supervisor.</p> <p>** The Designer must appoint the necessary number of specialists to ensure the proper performance of the contract.</p> <p>*** The Designer shall be responsible for selecting the right professionals and ensuring that they have the necessary qualifications to perform the contract.</p>	<p>1) A list of the specialists who will be appointed and responsible for the performance of the services specified, indicating their full names and their duties in the performance of the contractual obligations under the Customer' Terms of Reference;</p> <p>2) Scanned copies in electronic form of qualification certificates issued by the institutions provided for by the legislation of the Republic of Lithuania or documents issued by a foreign country confirming the qualifications held in the country of origin.</p>
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### 4. Materials, equipment, and services to be provided by the Owner.

*[If certain materials and equipment provided by Owner will be used by Contractor for specific tasks, indicate what exactly will be provided and when]*

The Customer shall provide all available archival materials on the building to be renovated/modernised. During design preparation, the Customer shall appoint responsible persons from the OL engineering staff to coordinate and approve the main issues. The Customer's engineering staff will provide answers at design briefings organised by the Designer.

Remark: The archival documentation, cadastral file copies, design documentation and other documentation attached for inspection may contain inaccuracies, and the Designer must inform the Customer of any inaccuracies or discrepancies after inspecting the site prior to the commencement of the project.

### 5. Materials, equipment, and services to be provided by the Contractor.

*[List the items to be provided by Contractor as a part of works, and to be included in the price.]*

The Designer shall be responsible for providing all necessary machinery and software, transportation of personnel to the site and other means necessary for the timely completion of the contract. The Designer shall procure at its own expense any works, services, supplies and materials required for the performance of the services and shall ensure their timely performance and delivery. The

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Designer shall, at its own expense, procure all necessary studies for the preparation of the Project and any other required Project preparation documents, conditions of access, so that the scope of the design tenders and the technical engineering design is sufficient to fulfil the purpose of the Project. The Designer shall be obliged to order and obtain and pay the costs of obtaining the general expertise document for the Project, to obtain the building renovation/modernisation permit on behalf of the Customer and to pay the stamp duty for its issuance (the Customer shall grant a power of attorney to the Designer to obtain the building permit), to carry out the supervision of the execution of the Project (the Customer does not commit itself to procure the provision of the Project's supervision services unless the financing of the implementation of the Project has been ensured). Supervision of the construction project shall be carried out throughout the entire period of the renovation works. The Designer shall be obliged to regularly participate in the meetings organised by the Customer – production meetings, coordination and other meetings, inspections of construction supervisory authorities, the work of the Construction Completion Commission, to represent the interests of the Customer regarding the relations of the construction project with the construction participants, public administration entities, as well as legal and natural persons whose principles of activity in the field of construction are determined by the Republic of Lithuania Law on Construction. To represent the Project Promoter appropriately and to deal with the Project on an ongoing basis during the period of contract works and, if necessary, during the warranty period of the completed construction works. During the supervision of the Project, to submit on a monthly basis (by the 10th (tenth) day of the month) interim reports and a final report (to be submitted within one month of the date of the completion certificate or declaration of completion). Each monthly report shall provide an updated schedule of progress, a commentary on the progress of the work, the status of the work, and shall state problems encountered and possible solutions. The report shall also include recommendations for improving the project implementation and for possible solutions to save the Customer's budget. The final report shall summarise the progress of the work carried out, the final financial status of the project and the implementation schedule. All reports shall be drawn up in Lithuanian in duplicate and submitted to the Customer.

### 6. Requirements for work completion.

*[Set the main milestones and deadlines or control points in the course of task execution where the Owner is to review the completed tasks, approve, accept such as proper, or reject them.]*

Services shall be considered complete when:

- a) A services completion certificate has been signed between the Customer and the Designer (the services completion certificate shall be drawn up by the Designer). The date of completion of the services shall be the date on which the Customer signs the bilateral certificate of transfer and acceptance of the services. In the transfer and acceptance certificate, the Designer shall specify the name and price of the service performed;
- (b) All the requirements listed in the Terms of Reference for the preparation of the Project and in the Scope of Work have been met;
- c) The Designer has delivered to the Customer the as-built documentation, the completed Project and has remedied the deficiencies identified in the documentation review;

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d) The Designer shall assign to the Customer, together with the file of the engineering design or, in the case of provision of the project supervision Services, with the final certificate of transfer and acceptance of the Services, all the author's personal property rights, as provided for in the Republic of Lithuania Law on Copyright and Related Rights, to the entire design documentation and/or its individual parts, granting the Customer the right to dispose of the works at its discretion and/or to otherwise realise the property rights acquired on the basis of the Master Contract.

### 7. Requirements for work acceptance.

*[Describe criteria according to which completed work will be deemed compliant with requirements and accepted.]*

The Customer provisionally plans to accept the envisaged services in the following phases of service provision:

#### Phase I:

- Preparation of project tenders. This phase shall be deemed to be completed when a building permit has been issued in the name of the Customer;
- Preparation of the engineering design project. This phase shall be considered complete when a positive conclusion of the Project expert assessment has been received;
- Preparation of a change-of-use project for a building. This phase shall be deemed to be completed when the Customer accepts the design of the change-of-use and formalises the completion of the phase in a management document. The circumstances and requirements for this phase will be further detailed during the preparation of the engineering design project.

#### Phase II:

- Project implementation supervision services. This phase shall be considered complete when the completion certificate or declaration of completion has been signed.

### 8. Requirements for work schedule.

*[Indicate preliminary work execution period. If period is indicated from the contract signature, such shall be given in calendar days, weeks or months.]*

The estimated period of work for Phase I – August 2025 - March 2026.

The estimated period of work for Phase II – June 2026 - June 2027.

Prepared by:

Algirdas Kryžius, Civil Engineer

Mob. +370 620 12149