

Wisma Geylang Serai Open Call 2019

Frequently Asked Questions (FAQs)

Section 1: Eligibility and Application Process

1. Can non-Malay centric arts groups and organisations apply for Wisma Geylang Serai?

Applicants need not be Malay arts focused, but must be able to serve the Malay community and possess some arts and cultural experience/track record.

2. If the applicant missed the site briefing, can NAC re-arrange another site briefing?

The site briefing is arranged well in advance of the application closing date on **5 July 2019** to best assist applicants in their proposal submission.

The briefing date for Wisma Geylang Serai has been scheduled on **20 June 2019 3.00pm**.

We seek the co-operation from all interested applicants to attend the planned briefing. If you are unable to attend in person, you may wish to send representatives to attend the session.

3. Can I apply for two units or more under the Open Call?

Applicants are able to apply for up to two units under this Open Call exercise with clear justification for the spatial needs.

4. Can tenants currently supported under the Framework for Arts Spaces (e.g. Goodman Arts Centre, Aliwal Arts Centre) and Arts Housing Scheme (AHS) tenants apply for arts space at Wisma Geylang Serai (WGS)? Do I have to give up the existing space to take up the new WGS space?

Applicants currently supported under the Framework for Arts Spaces Schemes or under the Arts Housing Scheme (AHS) can apply for this Open Call, if the applicants determine that being present at Wisma Geylang Serai will enable them to better contribute to the arts landscape and the vision of Wisma Geylang Serai, anchoring it as a vibrant hub for Malay arts and culture. Successful applicants will need to give up its existing supported spaces so that spaces will be made available for other artists and arts groups for the sustainability of the ecosystem.

5. What does Co-Tenancy mean? How does it apply to me?

Co-tenancy refers to two or more individuals/groups submitting a joint application. Part-time individuals or groups, may benefit from a team up in terms of managing the overall financial affordability. Individuals with different time usage pattern are also encouraged to team up to better utilise the space.

Those teaming up for the Co-Tenancy option will need to submit the relevant application forms (i.e. the Application Form and Co-Tenant Application Form(s)). Please note that Co-Tenancy applications must be done with the consent and agreement of all parties involved and at the applicants' own discretion. NAC will not be the coordinating party for arranging Co-Tenancy between individuals/groups for this application.

6. Do I need to pay maintenance fees?

Maintenance fees for the common area is determined by WGS management, and incorporated in the Reference Price of \$3,000 for each unit. Maintenance fee goes towards the general maintenance of the common areas that are necessary for preventive, routine repairs and general maintenance works such as cleaning of common areas, pest control and security. However, tenants are responsible for the maintenance of their own spaces.

7. Why are the rental rates and NAC subsidy scheme for WGS not the same as the Framework For Arts Spaces (FFAS)? Why is there a bid system / Bid Price for rental of the WGS arts spaces? Why is the tenancy term limited to only one non-renewable 3-year term?

WGS is a development led by People's Association where NAC is a co-locating agency. The Open Call represents a joint effort between NAC/WGS, unlike FFAS which is NAC's arts housing policy. In support of the vision for WGS to play a key role in shaping and introducing Malay arts and cultural programmes to all Singaporeans, the open call is intended to reach out to the widest arts community, hence both non-profit and for-profit organisations can apply. The bidding system provides greater flexibility for interested applicants to express their Price Bid and their proposed cost of programming can also count towards making up the difference in Bid Price and Reference Price. Applicants may refer to the Open Call Information Pack for more details.

Once the 3-year is up, barring unforeseen circumstances, spaces will likely be made available through Open Call. Interested applicants, whether new or re-applicants, would have the opportunity to submit their applications.

8. What criteria will be used during the mid-term joint review process?

The assessment criteria stated under Section 3 in the Information Pack will be applied.

Section 2: Property Information

9. What are the operating hours for Wisma Geylang Serai? Will tenants be able to work within their spaces beyond the operating hours and come and go freely?

The official opening hours are from 9am – 10pm daily. Arrangements can be made in advance with the WGS management if access is required past operational hours.

10. Does Wisma Geylang Serai have lifts for the moving of props?

WGS does not have designated cargo/ service lifts. There are 5 lifts to access level 4 and tenants can use designated lifts for the moving of heavy equipment/ props, ensuring protection to lift interior when necessary. Detailed guidelines will be provided by Wisma Geylang Serai's managing agent to facilitate such needs.

11. What are the shared facilities available at Wisma Geylang Serai?

On the same level as the arts spaces are 4 project studios and a function room with about 150 retractable seats. There are also other facilities in the community club for hire. For example, Multipurpose Hall (1x), Reading Room (1x), Dance Studio (2x), Music Room (2x), Karaoke Room (1x), Activity Room (4x), Culinary Studio (1x).

12. What are the other services/ facilities available at Wisma Geylang Serai?

One focus of Wisma Geylang Serai is to make the civic centre easily accessible and well connected to adjacent facilities such as the Geylang Serai market. The enhanced connectivity to the rest of the precinct will enable Wisma Geylang Serai to bring a wide range of facilities and services to the community such as a Malay Heritage Gallery, Senior Care Centre, Family Service Centre, Childcare Centre, F&B outlets and retail shops.

13. Are there any car park lots within WGS for the tenants? Are there any loading and unloading bay?

WGS has its public basement car park. Yes, there is loading and unloading bay at street level.

14. Are the arts spaces fitted-out?

All the 4 spaces are provided with basic fit-out: vinyl floor, drywall partitions with paint finished, aluminium-framed fixed glass and plasterboard ceilings.

15. Are there other things to take note of regarding fit-out works?

As WGS is a BCA’s Green Mark Platinum Building, Tenants are required to comply with the “Green Building Obligations”. For example, the Tenants will need to submit occupancy data, operating hours and the usage of space to NAC, Wisma Geylang Serai and/or their managing agent and inform all the above parties should there be any changes. There are also specific requirements on the installation of air con, mechanical installation system, lightings, sub-meter, water fittings and choice of paint and adhesives etc. Refer to **Annex A** for details required for submissions for approval before any renovation and fitting out works.

WGS operates on a central chilled water system. A chilled water supply is located at each unit. Tenants will need to install air-con unit (air handling unit) to the chilled water supply instead of conventional air con air handling unit with compressor. WGS’s air-con operating hours are as follow:

NAC Tenanted Arts Spaces	9am – 6pm Monday to Sunday, Public Holiday
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For additional hours, tenants can liaise with Wisma Geylang Serai’s managing agent.

16. Can I paint the wall outside my unit or at the common areas?

Tenants cannot paint the wall outside the units or at the common areas unless approved by Wisma Geylang Serai.

Section 3: Financial Assistance

17. Will successful Wisma Geylang Serai applicants be offered rent free period for the fitting out of their spaces?

All the 4 spaces are provided with basic fit-out : vinyl floor, drywall partitions with paint finished, aluminium-framed fixed glass and plasterboard ceilings. All studios are provided with power, lighting and water supply provisions. NAC arts spaces are not intended for commercial use, they are subsidized and there will be no further subsidy to provide rent free period. When the arts tenant needs to vacate the space, for example, due to lease expiration, the tenants will be responsible for the reinstatement of the space to its original condition and removal of tenant’s own fit outs.

Green Mark Compliance Requirements

Green Building Obligations

Wisma Geylang Serai (WGS) is a BCA's Green Mark Platinum Building. The Tenant shall co-operate with the Landlord and the Head Lessor to ensure that the Green Mark v4.1 Platinum Certification issued (or to be issued) by the Building and Construction Authority (BCA) shall not be affected or hindered in any way by the action or inaction of the Tenant. The Tenant shall ensure that all of the following (collectively, the "**Green Building Obligations**") are complied with at the Tenant own cost and expense:

(1) Tenancy Usage Information:

The Tenant(s) shall submit occupancy data, operating hours and the usage of the space to the management of WGS. In the event if there is any change in normal operating hours, such as extended operating hours, increase in equipment usage or conversion of any space within the Premises to other functions such as server rooms, the Tenant shall inform the management of WGS.

(2) Unitary Air Conditioning System [For premises without the provision of Water-Cooled Chilled-Water Plant]:

For unitary air conditioning system, the minimum weighted design system efficiency of 0.78kW/RT for cooling load of less than 500 RT shall be installed. The Tenant shall submit the system efficiency computation and technical specification and evidence of achieving the targeted efficiency to the management of WGS for approval before installation.

(3) Air Distribution Systems (For Air Handling Units (AHUs) and Fan Coil Units (FCU) [For premises without the provision of Air Distribution Systems]:

The overall efficiency of the air distribution system (with reference to Fan System Input Power) for the Premises shall not exceed 0.17W/CMH for wall mounted and/or cassette type fan systems with nameplate motor less than 4 kW. The Tenant shall submit the system efficiency computation, air distribution equipment schedule, schematics and technical specification of the AHUs/FCUs to the Landlord for approval before installation.

(4) Mechanical Ventilation Systems [For premises without the provision of Mechanical Ventilation Systems]:

The overall efficiency of the mechanical ventilation system (with reference to Fan System Input Power) for the Premises shall not exceed 0.3W/CMH for fan motor greater or equal than 4kW (Constant Volume type) or 0.17W/CMH fan systems with nameplate motor less than 4 kW. The Tenant shall submit the system efficiency computation, air distribution equipment schedule, schematics and technical specification of the AHUs/FCUs to the Management of WGS for approval before installation.

(5) Artificial Lighting [For premises without the provision of Lighting Systems]:

- a) The overall lighting power density shall not exceed 10W/m². The Tenant concerned shall submit the lighting technical specifications, lighting schedules, overall lighting power density and lighting layout plans to the Management of WGS for approval before installation.
- b) All florescent light fittings shall be fitted with high frequency electronic ballasts. The Tenant shall submit the technical specification to the management of WGS for approval before installation.

(6) Power Sub-Metering [For premises without the provision of separate sub-meterings]:

Separate power sub-metering shall be installed for lighting, air distribution, equipment and server rooms (if any) in the Premises for the monitoring of the total energy consumption. The Tenant shall provide such data to the management of WGS monthly/annually as required by the management of WGS for Green Mark Verification and Auditing. These sub-meters shall be linked to the WGS Building Management System for recording of energy consumption and Green Mark Verifications. The Tenant shall submit the single line diagram showing the location of power metering and the technical specifications to the management of WGS for approval before installation.

(7) Water Fittings and private sub-meters:

- a) For all water fittings installed within the Premises, only 3-ticks water fittings under the mandatory Water Efficiency Labelling Scheme issued by the Public Utilities Board shall be used. The Tenant shall submit the water fittings schedule and the PUB WELS Certificate, Product Catalogue and Plumbing Schematics of the fittings to the management of WGS for approval before installation.
- b) Private sub-meters shall be provided for the monitoring of water usage. The Tenant shall submit the technical specification to the management of WGS for approval before installation.

(8) Materials Selection:

- a) Only Low Volatile Organic Compounds (“VOC”) paints and adhesives with low emission formaldehyde certified by recognized Green Certification Bodies such as Singapore Green Labelling Scheme (SGLS) or Singapore Green Building Product Scheme (SGBP) shall be used. The Tenant shall submit the relevant Green Certification Bodies Certification, layout plans showing the area of coverage and application, and product catalogue to the management of WGS for approval before installation.
- b) Tenant shall use appropriate environmentally friendly products that are certified by recognized Green Certification Bodies such as Singapore Green Labelling Scheme (SGLS) or Singapore Green Building Product Scheme (SGBP) in their fit-out works. The Tenant shall submit the relevant Green CertificationBodies Certification, layout plans showing the area of coverage and application, and product catalogue to the management of WGS or approval before installation.

Tenant(s)/Operator(s) Fit-out Information Form

Air Conditioning / Mechanical Ventilation System

Description	Area Served	Model and Brand of DX Unit	Cooling Capacity (kW)	Power Input (kW)	Quantity	Performance (COP or kW/RT) at various Part Load

Description	Areas (m2)	Model and Brand of AHU/FCU	Quantity	Design Air Flow (CMH)	Design Chilled Water Temp (Deg C)	Total Static Pressure (Pa)	Motor Input Power (W)	Fan Efficiency (W/CMH)

Description	Areas (m2)	Model and Brand of MV Fans	Fan Type	Design Airflow Rate (CMH)	Total Static Pressure (Pa)	Motor Input Power (W)	Fan Efficiency (W/CMH)

Lighting System

Description of Spaces	Areas (m2)	Light Fitting Type	Power Consumption per Fittings (W)	Type of Ballast	Ballast Loss (W)	Total power consumption based on fitting type	Design Lighting Power Budget (W/m2)

Electrical Sub Meters



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To indicate usage of meters (Lighting / ACMV / Servers / Receptacle Monitoring)	Brand and Model of the meters	Class of Power Meters	Quantity	Single Line Diagram showing the location of meters installed

Water Fittings

Water Fittings Type	Quantity				Total No of Fitting
	Excellent	Very Good	Good	No Tick	

Material Selection

Brand of Low VOC Paint or Low Formaldehyde Adhesive	Area of Application	Certification Bodies and Rating (if any)

Architectural Products used for Fit-out Works	Area of Application	Certification Bodies and Rating (if any)