

TERMS OF REFERENCE FOR EXPRESSION OF INTEREST FOR DESIGN, PROCUREMENT, CONTRACT MANAGEMENT AND CONSTRUCTION & POST CONSTRUCTION SUPERVISION FOR CONSTRUCTION OF UNIVERSITY COLLEGE FOR KINNIYA

A. Background:

University Colleges are established under the University of Vocational Technology (Univotec) of the Ministry of Skills Development and Vocational Training with a view to providing and expanding advanced vocational training opportunities to the youth in the country. At present, there are six such colleges functioning in Jaffna, Kuliypitiya, Anuradhapura, Matara, Ratmalana and Batangala.

It is intended to construct a University College at Kinnya in Trincomalee district. Expression of Interest is called for selection of a suitable consultancy firm for obtaining consultancy service for design of master plan, design of University College, procurement, contract management, construction & post construction supervision for **the first stage**. A plot of land in extent of 12 acres in Kinnya in Trincomalee District has been allocated for construction of University College for Trincomalee at Kinnya. A sum of Rs 300 Mn. inclusive of basic construction cost, consultancy fee, contingencies, provision for price escalation, conducting IEE report and VAT for **the first stage**, is allocated for the project. The basic construction cost should be Rs 214 Mn.

B. Objectives:

The University College at Kinnya will be established by stages. For **the first stage**, following facilities have to be provided utilizing a total sum of Rs 300 Mn. (Basic construction cost is Rs. 214 Mn.)

- Administrative Buildings
- Lecture rooms
- Laboratories
- Hostels
- Married and bachelor quarters
- Other facilities including water supply, toilets, sewerage disposal system
- Landscape with internal roads
- Chain linked fence around the plot of 12 acres and a main gate suitable for such institution.
- Similar some other works

C. Scope of Services:

The first Service is the preparation of master plan including Administrative Buildings, facilities for conducting courses (lecture halls and laboratories), playground, hostels for boys and girls,

married and bachelor quarters for teachers for a fully fledged University College. A suitable landscape for the entire land should be designed. There are some old big trees. They should be preserved.

The Second service covers Design of building/s and other facilities within the allocated amount of Rs. 214 Mn basic construction cost without VAT, preparation of Architectural, Structural and Service drawings for **the first stage**, preparation of bidding documents including, specification, Bills of Quantities, Contract Management and Construction & Post Construction Supervision.

Designs of buildings should have modern architectural features suitable for youth attraction. A suitable contractor will be selected through National Competitive Procedure in terms of Procurement Guideline and Manual.

The Contract Management of the project has to be done in terms of conditions of ICTAD/CIDA contractual agreement and government rules and regulations.

CIDA/ICTAD bidding documents and Conditions of Contract (ICTAD/SBD/02) will be used.

D. Procedure for selection of a suitable Consultancy firm:

Consulting Services Manual November 2007 and Guidelines –Selection & Employment of Consultants August 2007 and Consulting Services Manual – November 2007 issued by National Procurement Agency of Sri Lanka will be used.

Step 1: Expression of Interest is invited from suitable consultancy firms

Step 2: Suitable consultancy firms will be short-listed based on firms' capacities, availability of key staff members and experience of providing **similar consultancy service**, etc.

Step 3: Request for Proposals (**RFP**) prepared in accordance with **Standard Request for proposal prepared by National Procurement Agency – December 2007** will be invited from short-listed consultancy firms using two envelop method.

Step 4: Technical proposals will be opened first and evaluated. Financial Proposals of unsuccessful consultancy firms will be returned.

Step 5: Financial proposals of selected bidders will be opened in present of representatives of selected bidders.

Step 6: A suitable consultancy firm will be selected using QCBS (*Quality and Cost based Selection*)

Technical proposal: 80 % weighting

Financial proposal: 20 % weighting

Step 7: Negotiation with selected consultancy firm

Step 7: Sign an agreement prepared by National Procurement Agency

E. Submission of Information:

All details of the firm as requested in *Information to be given with Expression of Interest* should be submitted. Bidders' failure to submit all necessary details may result in rejecting their Expression of Interests.

F. Activities and tasks to be performed:

1. Inception and Feasibility Phase

- I. Prepare drawings and other documents for submission by the client for obtaining approval from local authorities and other statutory bodies. Assist the Client in obtaining such approvals. If necessary
- II. The service experts to be appointed by the Consultants. The Consultant shall be responsible for their works and quality deliveries.
- III Discuss and finalize the contract strategy such as pre/post-qualification of contractors, methodology of execution of project.

2. Schematic Design Phase

- I Obtain Client's Statement of Requirements
- II Inspect Site and identify conditions and constrains
- III Carry out topographic surveys for the total area to be developed. (Surveyor plan is available,)
- IV Facilitate client to carry out geotechnical investigations necessary to determine the foundation condition for structures if required
- V Prepare the schematic drawings, present it to the Client and obtain approval from client for development/preparation of other plans

3. Design of Master plan Phase

I prepare a master plan including Administrative Buildings, lecture halls and laboratories and other facilities for conducting courses, playground, and hostels for boys and girls, quarters for lecturers & landscaping preserving all big trees in the site for **a fully fledged University College at Kinniya.**

II Submit a set of the above master plans for the client's review and observations. Incorporate client's observations and obtain his approval.

III Submit a set of finalized master plan drawings to the Client

4. Design Development Phase

I Review Client's decision arising from schematic design, Prepare Architectural, Structural and other Engineering Services drawings (like Electrical, Heat Ventilation, , fire protection, water supply and waste disposal, sewerage disposal, access roads along with street lamps, parking) For designs, the latest British design codes have to be used.

II Submit a set of the above drawings for the client's review and observations. Incorporate client's observations and obtain his approval.

III Submit a set of finalized drawings to the Client

IV Prepare Bills of Quantities and Technical Specifications of materials and workmanships, These should be prepared very accurately and good enough for the execution.

5. Construction Document Phase

I Prepare Construction Program,

II Prepare **rated** BoQ using current prices of construction materials, wages of labours and technical staff, hiring charges of equipments in the area. A suitable mark-up also should be used.

III Prepare a complete set of bid documents including all necessary information as per CIDA/ICTAD Standard Bidding Documents

6. Bidding Phase

I Assist the Client in conducting pre-bid meetings and making written clarifications

II Prepare preliminary technical evaluation report and assist the Technical Evaluation Committee to prepare their Technical Evaluation Report

III Prepare contract documents for the signing of the agreement between the Client and the successful bidder

7. Construction Phase

- I. Handing over the site to the Contractor
- II. Carrying out full time Site Supervision by a resident Team and periodical inspection by specialists when necessary
- III. Review the Contractor's Management Structure, inform and obtain approval from the client in respect of qualification & experience of contractor's staff
- IV. Providing a full set of design drawings to the contractor and obtaining rated BoQ of the Contractor from the client for checking bills
- V. Obtaining, reviewing and approving Contractor's work plan, program and implementation schedule for completion of the work within the contract period and obtaining the updated schedule during construction
- VI. Carrying out close supervision of the construction and monitoring the progress
- VII. Inspecting and verifying the adequacy of the Contractor's Equipment and personal assigned to carry out the work as per contract agreement and informing the client.
- VIII. Ensuring that the quality control tests are done by the contractor as specified in the specifications and as per normal codes of Engineering practices and maintaining the records of the same. The consultant may specify additional tests if he deems fit in the interest of the project at any stage of construction. In case, any test fails, consultant should advise the contractor on remedial measures
- IX. Checking and approving Contractor's equipment, materials according to specifications and method to be used for concrete mixing, pouring and vibrating,
- X Reviewing safety & welfare measures for the labor including the hygienic conditions in labor camps as per the prevailing environmental norms. Make sure the environmental protection while executing the project. Advise the contractor to replant required number of plants when and where necessary if applicable. Make sure and advise the contractor to remove/dispose the construction waste without harming the environment and make least sound, heat and dust effect on the environment and do diligence precaution if they will be higher than threshold level of harmful. (THIS IS A CONDITION OF FUNDING AGENCY)
- XI Justifying Variation orders/ extra works/ claims including checking and negotiations of rates with contractor as and when required and making recommendations to the Client
- XII Checking works variation orders and preparing necessary engineering details and cost estimates for approval of variation orders by the Client

XIII Reviewing Contractor's correspondences and instructing the Contractor on different aspects of the Project and obtaining Client's approval where necessary

XIV. Arranging regular meeting at the site to review the progress/ resolve problems

XV. Progress Control, Financial Control and continuous monitoring of budget including maintaining daily record of weather, number of skilled and unskilled labours employed, issues encountered.

XVI. Submission of Monthly Progress Report (in addition to contractor's report) in the format given by the Client. The report should show bottlenecks in construction clearly and suggest remedies.

XVII. Checking of measurements of work and certification of interim payments

XVIII. Supervising the satisfactory commissioning of all the installation in the building like electrical fittings, electrical and water supply systems, water tanks and toilet fittings, air conditioners etc.,

XIX Preparing a list of defects before the building is taken over.

XX Certification of the building being suitable for occupation/purpose

XXI Assisting the Client in obtaining various certificates from local agencies as applicable

XXII Advising client regarding the expiry dates of performance bond, advance bound and insurances

XXIII Assisting the Client in obtaining the various service connections utility services like water, electricity, sewerage etc.

XXVI Certification of final payments to the contractor

XXV Settlement of Disputes and Litigation with the contractor as far as possible and if the matter is taken to arbitration/court by any party, representing the client in the proceedings

XXVI Receipt of Manuals and Material Samples

XXVII Review the as-built drawings on tracing papers and soft copy

XXVIII Checking and certifying shop drawings

XXIX Defects survey upon practical completion of the project, Notification of the Contractor and ensure the defects are attended.

XXX Coordinate and facilitate a team of professional to prepare Initial Environmental evaluation

Report (IEER) and support to implement the recommendation with the assistance of the contractor if such team will be deployed by the client

XXXI Final inspection upon Practical Completion of the Project and issue of completion of certificate

8. Post –Construction Phase

I Check and submit ‘as-built’ drawings (both hard and soft copies in editable format) to the Client prepared by the Contractor.

II Check and submit service agreements for plants and equipment installed in the completed work

III Coordinate training program for Client’s staff to operate systems and plants

IV Review warranties and guarantees submitted by the Contractor

V Inspects the works during the Defects Liability Period and prepare a list of defects and notify the Contractor to rectify such defects.

VI Inspects the works during the Defects Liability Period and prepare a list of defects and notify the Contractor to rectify such defects.

VII Once, clients notifies any defect, inspect and identify fault/s and notify the Contractor to rectify such defects.

VIII Issue certificate releasing retention at the end of Defects Liability Period, performance certificate.

IX The Management of pre-construction, construction and Post-construction will be coordinated by University of College, Ratmalana and Ministry of Skills Development & Vocational Training.

9. Duration of Project:

Construction period is 12 months from the date of award of contract to the contractor.

10. Procurement Entity:

Procurement Entity is Skills Sector Development Program (SSDP) implemented under Ministry of Skills Development & Vocational Training Centre situated at Narahanpita. SSDP is implemented with a combined loan of ADB and World Bank. But Sri Lankan procurement guidelines and manuals are applicable.

There is a technical division of SSDP consisting of Chief Engineer, two senior Engineers, Quantity Surveyor and Environmental Safe guard Officer.

The Technical Team will oversee services provided by consultants and bills for payments for construction and consultancy should be forwarded to SSDP for payment. Technical team will re-check bills.

The Technical Team is responsible for ensuring adequate supervision and assessment of deliverables and scope of services by the consultant

11. KEY PROFESSIONAL SATFF REQUIRED

The key staff whose CVs will be evaluated at the stage of evaluation of Technical Proposal are listed below. The Consultant shall provide all staff necessary for this assignment and the staffing arrangement shall be proposed in Technical Proposal according to the construction schedule including the Defect Liability Period.

For Designs & Procurement

	Key Staff	Qualification and Experience	Activity	Remarks
1	Team Leader (01 person)	Shall be Chartered Civil Engineer with a corporate membership of the Institution of Engineers of Sri Lanka or shall be a Chartered Architect having the corporate membership of the Institution. She/ He shall have a minimum experience of eight years post charter qualification, out of which 5 years as Team Leader or Deputy Team Leader /experience.	Team leader	Team Leader may be involved in some other projects at the same time. Number of projects should be reasonable.
2	Structural Engineer (01 Person)	Shall be a B.Sc.(Eng) and Chartered Civil Engineer having the corporate membership of the Institution of Engineers in Sri Lanka He /She shall have minimum of 5 years of post-charter experience, in structural designs according British Standards.	Structural Design	Structural Engineer's Supervision is needed if necessary on part-time basis
3	Project Architect (01 person)	Shall be a B.Sc. / B.Arch. Chartered Architect having the corporate membership of the Institution of Architects in Sri	Design of master plan and University College and site supervision for	Supervision is needed for finishing

		Lanka He /She shall have 5 years of post-charter experience in similar building design and landscaping in conformity with local standards and regulations.	finishing	
4	Electrical & Mechanical Engineer (01 person)	Shall be a Chartered Electrical Engineer with a corporate membership of the Institution of Engineers of Sri Lanka. He/she shall have a minimum 05 years of experience in the field.	Preparation of electrical drawings Assisting/preparation BoQs of relevant items and site supervision (if necessary) and supervision (part-time)	Their supervision is needed for laying electrical service
5	Services & Drainage Engineer (01 person)	Shall be a Chartered Civil/Service Engineer with a corporate membership of the institution of Engineers of Sri Lanka. He / She shall have a minimum 05 years of experience in relevant field.	Preparation of services drawings including septic tanks, drainage, pipe lines, construction Assisting preparation BoQs of relevant items	
6	Engineer/Quantity Surveyor	Engineer/Quantity Surveyor with experience of eight years for procurement documentation using ICTAD/SBD/02 works contracts OR FIDIC based contracts above SLR.150 mn.	Preparation of bidding documents	

Supervision:

	Key Staff	Qualification and Experience	Activity
1	Resident Civil Engineer (01 person)	Shall be a Chartered Civil Engineer with a corporate membership of the Institution of Engineers of Sri Lanka. He /She shall have a minimum experience of 8 years post charter qualification in Supervision & Contract Management, out of which 3 years shall be as Resident Engineer in similar projects.	Contract Management and Construction supervision, checking bills, (Full time at the site)
2	Resident Technical officer (01 Person)	Shall be a National Diplomas Technology (NDT) holder in Civil engineering or equivalent with 05 years of experience in construction supervision.	Contract Management and Construction supervision,

			checking bills, (Full time at site)
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11. WORK SCHEDULE SUMMARY

Work phase	Completion period of each phase (weeks)
Inception and Feasibility Phase	2 weeks
Schematic Design phase	4 weeks
Design of Master plan	2 Weeks
Design Development Phase	4 weeks
Construction Document Phase	4 weeks
Bidding phase	8 weeks
Construction phase	65 weeks
Maintenance phase	52 weeks