



Government of Saint Lucia

Ministry of Health, Wellness and Elderly Affairs

Terms of Reference

Consultancy Services for the
Design and Construction Supervision of Works to Improve
Healthcare Facilities

1. Background

- 1.1. The Government of Saint Lucia (GOSL) has received financing from the Caribbean Development Bank (CDB) towards the cost of financing the health response to COVID-19 and resilience building across the public health sector. This is to contain and control the Coronavirus and mitigate its impact on service delivery while ensuring the capacity to continue to deliver quality essential health services. Successful implementation of the project is expected to foster recovery and resilience in the health sector. GOSL intends to apply a portion of the proceeds of this financing to eligible payments under a contract for Consultancy Services for the Design and Supervision works to improve the delivery of healthcare at five healthcare facilities in Saint Lucia.
- 1.2. The Ministry of Health and Wellness is the implementing agency and has established a Project Coordinating Unit, (PCU) headed by a Project Coordinator (PC), to manage the implementation of the project. The PCU shall be the focal point of contact for all the Consultant's activities and the PC shall be the Client's main representative.

2. Objective of the Assignment

- 2.1. The objective of the consultancy is to provide Design and Construction Supervision Services for works to improve the delivery of healthcare and reduce the transmission of COVID-19 and other respiratory infectious diseases at the Comfort Bay Senior Citizens Home, the Soufriere Hospital, Dennery Hospital and Castries Urban Polyclinic as well as the Health Education Unit of Ministry of Health, Wellness and Elderly Affairs. The scope of the services was prepared by GOSL and includes but not limited to:

Soufriere Hospital

- The refurbishment of a section of the Soufriere Hospital. The hospital compound consists of multiple buildings on the compound. The scope of works includes the following:
 - A structural assessment of the frame of a single storey building that is elevated by RC columns approximately 1m above the ground level that was damaged by fire.
 - The redesign of the burnt building to allow for use as functional part of the hospital .
 - The redesign of the Hospital main roof to include for climate resilience and to prevent inclement weather from impacting Hospital operations.
 - Demolition and disposal of one 'unsafe building'.

Comfort Bay Senior Citizens Home

- The extension of the Comfort Bay Senior Citizens Home. The scope of services include:
 - The review of the Engineering and Architectural design for the construction of a single storey building to provide office space for approximately nine offices, a storage area, washrooms and other multi-purpose rooms. The works also includes for minor refurbishment works with the existing facility and external civil works to improve drainage.
 - Prepare Bills of Quantities and documents that will allow for tendering and construction.

Castries Urban Polyclinic

- The Accident and Emergency (A&E) along with the Francois Dolto Building at the Old Victoria Hospital will be used to create the Castries Urban Polyclinic. The Francois Dolto comprise of three (3) floors that will house the Primary Care Services and the Cuban Eye Care Program. The A&E Building also consists of three-floors that houses the administrative section, laboratory, pharmacy, Blood Bank, accident and emergency ward, file rooms and morgue. The floors will be remodelled to allow for the services required by the A&E section of the polyclinic. The lower car park and a waiting area also has to be constructed to support the services provided by the polyclinic. The scope of the services will include:
 - General assessment of the buildings to identify all existing MEP systems, data points and existing issues.
 - Structural assessment of the A&E building to allow for structural modifications and reinforcement.
 - Review of the Architectural designs of the polyclinic.
 - Provide completed designs of the Urban Polyclinic to include Architectural re-design/repurposing of building, the design the MEP systems, design specification and all necessary construction drawings.

Dennerly Hospital

- Construction of a new building at the Dennerly Hospital. The sub-project caters for the extension of the Dennerly Hospital by designing and constructing a new building. The scope of services includes:
 - The design and construction of the new building to be used for provision of diagnostic services and primary healthcare.

- Structural and condition assessment of the building formerly used as nurses quarters. Based on the results prepare designs to rehabilitate the building to be used for, nurses and doctors accommodation and staff facilities
- Design and construction of stormwater disposal system, and external and earthworks.
- The investigation into the mould issues affecting the existing building and the implementation of a suitable solution and minor refurbishment works of the existing buildings on site.
- **Media Room for MoH at the Ministry of Health (MOH)'s** Headquarters. The scope of services includes:
 - The design and construction of a media room, inclusive of sound proofing.
 - The procurement and installation of suitable equipment in the media room.

All designs shall be in accordance with International Health standards. The Consultant will be required to produce designs using recognised international design standards and the OECS Building Code, produce cost estimates, bills of quantities, all drawings necessary to allow for construction works (architectural, structural, mechanical, electrical, plumbing and civil works), specifications, tender documents, assistance during bidding and to supervise the construction of the works. The Consultant is also required to undertake the relevant environmental and social safeguards assessment as required by the relevant competent authority and in alignment with CDB's ESRP.

The Consultant shall make submissions to relevant authorities in St. Lucia to obtain all necessary statutory approvals to allow of the construction works. It is expected that the Consultant shall familiarise themselves as to the requirements necessary to obtain the relevant statutory approvals in St. Lucia.

3. Scope of Services and Reporting Requirements

3.1 Design Services

- 3.1.1 The Consultant, in consultation with the Project Coordinator and other stakeholders, shall provide the architectural and engineering services necessary for the preparation of the engineering designs, environmental and social assessment impact, drawings, specifications, activity schedules/Bill of quantities, and tender documents for the Works and estimates of the cost thereof in sufficient detail to allow GOSL to consider and approve the suitability of such designs for the purposes for which the Works are intended. Tasks include and are not limited to:

- Conduct all necessary consultations for the design of the buildings and facilities.
- Review the proposed scope of the works, determine and finalise the requirements of each of the 5 facilities with the MOH, and preparation of the designs, tender documents, and engineer's estimates. The tender documents shall be guided by the Procurement Policy for Projects financed by CDB (November 2019) and Procurement Policy for Projects Financed by CDB (January 2021) and utilise the CDB's standard bidding documents and forms of contract.
- Undertaking site investigations, undertaking non-destructive testing of existing concrete members (where necessary); undertaking geotechnical sub-surface investigation¹ - so as to determine soil bearing capacity and foundation suitability; testing of existing plumbing and electrical/mechanical systems (where necessary); undertaking soil percolation testing to design an adequate wastewater treatment and disposal system; and any other tests required to effectively carry out required the technical services.
- Undertake topographic surveys at the Dennerly site and at any other sites where necessary.
- Prepare and present an Inception Report which shall provide a detailed Methodology and Work Plan of the Consultancy with a brief summary of critical issues to be addressed. The report shall include maps with projects limits; preliminary site investigation and subsoil investigation findings; findings of various testing undertaken; finding of topographic surveys; methodology for the E and S assessment and plan, design methodologies and criteria to be utilised; proposed scheduling of the works, notes; etc. A schedule for the undertaking of the Consultancy Services shall be included in the Inception Report.
- Undertake an Environmental and Social Impact Assessment (ESIA); prepare Environmental and Social Management Plans (ESMPs) for each proposed work sites; and ensure the integration of environmental and social safeguards requirements across the consultancy including informing designs, tender documents and supervision of the works.
- Prepare a Draft Design Report including, ESHS requirements, calculation parameters for critical elements, results and models, justification of proposed construction methodology, justification for use of special materials, elements, etc. The inclusion provisions informed by the ESHS requirements should include Incorporation of access for persons with physical disabilities. The Draft Design Report should be presented to Stakeholders for their

¹ Special attention shall be focused on sub-projects where new building construction is required at a minimum the Dennerly and Comfort Bay facilities.

feedback. Incorporate appropriate fire detection, firefighting and fire suppression equipment and technology into the design of each facility. Consideration must also be given for security and surveillance systems at each facility. In preparation of designs the Consultant must be guided by the available budget for construction of the works.

- Incorporate the Pan American Health Organisation Smart Hospital concept/best practices in the design of the facilities.
- Modify the designs based on feedback of the Draft Design Report and prepare a final design report which shall include amongst other things detailed drawings for all aspects of the works (architectural, electrical, mechanical, structural, civil drawings) specifications, bill of quantities, detailed cost estimate, works tender packages, environmental and social impact assessment..
- Produce drawings for installation of furniture, fixtures and equipment (FF&E)
- Submit designs to statutory authorities and obtain the relevant approvals.
- Confirm the appropriate packaging and sequencing of the works contract(s)
- Develop maintenance plans and scheduling for all the building's components to promote, organise, and execute routine maintenance. Areas to be covered shall include, but not be limited to: maintenance of building services systems (fire detection, electrical, plumbing, rainwater catchments, drainage, and sanitation components where relevant) and how to manage this process;
- A Climate Risk Vulnerability Assessment (CRVA) shall be undertaken to evaluate the potential impacts of climate change on the rehabilitated facilities to identify options to increase resilience, which should be incorporated into the design following the cost-benefit analysis. Assess the vulnerability to natural hazards of the existing systems and proposed design solutions with particular attention to (a) flooding; (b) storms (particularly hurricanes); (c) storm surge; (d) sea-level rise; and (f) tsunamis. The assessment will include the characterization of major natural hazards and documentation of the changing trends of the hazards.
- Estimate the monetary value of climate financing incorporated in the designs.

3.2 Bidding and Pre-Construction Services

3.2.1 The Consultant shall assist the Client during the bidding and bid evaluation process. Tasks include but are not limited to:

- Assisting the Client in the preparation of the Invitations to Bid (ITB) for the works contracts after consultations with the Project Coordinator.

- Attending all Pre-bid Meetings, Bid Openings, Contract Signings, and Contractor Introduction Meetings. Prepare responses to request for clarification, issuance of addenda, and prepare minutes of pre-bid meetings and site meetings.
- In consultation with the Project Coordinator, furnish a Bid Evaluation Report in accordance with the CDB's Guidance note: Bid Evaluation for Goods, Works and Non- consulting Services (June 2021), within 3 weeks of each tender opening, inclusive of any clarifications provided by the bidders.
- Assisting in Contract negotiations and revised scope/specification of works as necessary.
- Preparation of contract documents.

3.3 Construction Services

3.3.1 The Consultant shall provide the following professional services for the technical inspection/supervision of construction works:

- Conduct technical inspection of the works to oversee the performance of the Works and ensure that the performance is in accordance with the plans and specifications prepared by the Consultant.
- Inspect all critical elements during the construction works and the Consultant shall investigate, report and advise on unusual circumstances which may arise during construction.
- Revise designs to suit unforeseen conditions which may arise during construction.
- Review and approve the contractors' ESMPs (CESMPs) and Environmental, Social, Health and Safety (ESHS) plans prior to the commencement of the works.
- Consult with and advise the Client/Employer during the construction period.
- Conduct progress meetings between the Consultant, Contractor and Client/Employer, prepare and issue minutes of said meetings.
- Review and approve estimates and invoices submitted by the Construction Contractor for payment of work completed and prepare payment certificates and ensure that advanced payments to the Construction Contractor are utilised for the intended purpose.

- Where the Contractor has ceased to perform works as required by the terms of the Construction agreement, the Consultant must advise the Client/Employer and make relevant recommendations (including termination).
- Manage the administration of the contracts for the works on behalf of the Client/Employer including reviewing and making a determination on requests for extension of time or additional cost. The Consultant/Supervisor must present to the Client/Employer, the details of an extension of time or additional cost requests within two weeks of receiving a request for an extension of time.
- Liaise with the Project Coordinator and relevant authorities and offer assistance to expedite the acceptance and takeover of the Works.
- Update ESMP(s) as necessary to reflect changes in the designs
- Work closely with the Contractor to ensure that the Project is implemented in a manner consistent with the and the ESMP and CESMP
- As part of their C-ESMP monitoring responsibilities, ensure that suitably qualified and experienced safeguard specialist(s) are resourced to provide regular site inspections and available for support at other times to respond to incidents, non-compliances, review of C-ESMP, update of the ESMP and other tasks
- Work with Contractor and PCU to provide meaningful input and direction into community and stakeholder consultations
- Manage instances of non-compliance by the Contractor and report all instances to PCU. NB- Escalate recurring instances of non-compliance by the Contractor to PCU
- Manage and respond to all direct complaints/incidents received by their representatives as per the Grievance Redress Mechanism (GRM) process and report all instances for inclusion into Project database
Supervise the installation of equipment and furniture by contractors or nominated subcontractors.
- Make a final inspection of the completed Works, recommend the issuing or non-issuing of the completion certificate within 14 days of the Works Contractor's request for issuance, and prepare a Completion Report, electronic copy in PDF format, to the Client/Employer, within 14 days of the end of work by the Construction Contractor.
- Preparation of as built drawings for the works.
- Collect and collate all manuals for installation, operation and maintenance of equipment installed in the facility.

3.4 Post Construction Services

- 3.4.1 Carry out bi-monthly inspections or as necessary of the Works as needed during the Defects and Liability period; the issuing of instructions to the Contractor to rectify defects within two (2) weeks of inspection; and the preparation and submission of the Defects and Liability Certificate upon rectification of defects stating that all defects have been completed.

4 Qualifications

The Consulting Firm shall have the appropriate mix of key and non-key experts required to satisfy the full requirements of the Terms of Reference including professional and academic qualifications. All experts shall be fluent in speaking and writing the English. The key experts shall have the minimum requirements:

Team Leader

- Must have a minimum of a Bachelor's Degree in Civil Engineering or Architecture.
- A minimum of ten (10) years of experience in the design, supervision of construction and project management of public facilities. Relevant experience in health institutions is an asset. (Note: Either the proposed Structural Engineer or the proposed Architect may be the may proposed as Team Leader)

OR

- A Masters Degree in Civil Engineering or Architecture.
- A minimum of seven (7) years of experience in the design, supervision of construction and project management of public facilities. Relevant experience in health institutions is an asset.
- The *the Team Leader*, shall demonstrate having experience as Team leader or Project manager on at least two (2) projects of similar complexity and scope within the last seven (7) years. The Team Leader shall be fluent in speaking and writing English. Experience in in small island developing states will be an asset.

I. Structural/Civil Engineer

- Must have a minimum of a Bachelor's Degree in Civil/Structural Engineering.
- A minimum of ten (10) years of experience in the preparation of civil/structural designs.

OR

- A Master Degree in Civil/Structural Engineering
- A minimum of seven years of experience in the preparation of civil/structural designs

- Shall demonstrate having experience as a Structural Engineer on at least two (2) similar projects within the last seven (7) years.

II. Architect

- Must have a minimum of a Bachelor's Degree in Architecture.
- A minimum of ten (10) years of experience in the preparation of architectural designs.

OR

- A Master's Degree in Architecture.
- A minimum of seven (7) years of experience in the preparation of architectural designs.
- The proposed Architect shall demonstrate having experience as an Architect on at least two (2) similar projects within the last seven (7) years.

III. Environmental Specialist

- Must have a minimum of a bachelor's degree in environmental science/ Environmental Engineering/ Environmental Management related field.
- A minimum of seven (7) years of experience in the preparation of environmental impact assessments, climate change impact assessments, and the development of Environmental and Social Management Plans (ESMPs).

OR

- A Master' degree in environmental science/ Environmental Engineering/ Environmental Management related field.
- A minimum of five (5) years of experience in the preparation of environmental impact assessments, climate change impact assessments, and the development of Environmental and Social Management Plans (ESMPs).
- The proposed Environmental Specialist shall demonstrate having experience as an Environmental Specialist on at least two (2) similar projects within the last five (5) years. The Environmental Specialist shall be fluent in speaking and writing English. Experience working with Health facilities will be an asset.

IV. Social Specialist

- Bachelor's degree in social sciences, development studies, international development, or related field.
- At least 5 (five) years of experience undertaking social and gender assessments for construction projects; developing ESMPs and monitoring and reporting on ESMP/CESMP implementation

- Demonstrated understanding of social and environmental issues of development projects.

V. Mechanical, Electrical and Plumbing (MEP) Specialists

- Masters' Degree in Electrical or Mechanical Engineering; and
- Have at least five (5) years working experience in the related engineering field

OR

- Bachelor's in Electrical or Mechanical Engineering; and
- Have at least ten (10) years working experience in the related engineering field
- Shall demonstrate having experience as an MEP Specialists on at least two (2) similar projects within the last seven (7) years.

VI. Quantity Surveyor

- Bachelor's Degree in Quantity Surveying and;
- Have at least seven (7) years' experience in estimating quantities for buildings.

VII Resident Engineer

Bachelor's degree in civil/structural engineering or architecture with a minimum of ten (10) years experience in construction supervision of buildings.

Must have experience in managing at least two similar projects

OR

- A Masters Degree in Civil Engineering or Architecture.
- A minimum of seven (7) years of experience in the design, supervision of construction and project management of health facilities.
- Must have experience in managing at least two similar projects

VIII Biomedical Engineer

Masters degree in Biomedical Engineering with a minimum 5 years experience in, acquisition, installation, operating and maintenance of biomedical equipment

OR

Bachelor's degree degree in Biomedical engineering with a minimum of 8 years experience in, acquisition, installation, operating and maintenance of biomedical equipment

The Expert must have worked in a hospital setting and shall have Knowledge of electronics.

Non Key Experts

The Consultant shall propose appropriate non key experts to provide support and backstopping resources to complement the work of the Consultant.

Clerk of Works (3 No.)

The Consultant shall provide at least three clerk of works to assist with the construction supervision. Suggested minimum qualifications are provided below but the Client reserves the right to accept other qualification.

- Must have a minimum of an Associate’s Degree in Construction Technology/ Civil Engineering Technology/ Building Technology/ Construction Management or related engineering field.
- A minimum of five (3) years of experience in the supervision of construction Buliding Works.

All Key and Non Key Experts must be approved by the Client.

5. Duration of the Consulting Assignment

The assignment is expected to be carried out over a duration of 28 months as detailed below

Design Services	Six (6) months
Bidding period	Four (4) months
Construction Supervision	Twelve (12) months
Defects Liability Period	Six (6) months

6. Deliverables and Payment Schedule

(Note: Financial Proposals shall be disaggregated by Design Services (DS) , Construction Supervision Services (CS). The Consultants shall allow for a minium of 2 weeks for review of deliverables prior to acceptance.) Payment to the Consultant will be made on acceptance/approval of deliverables by the Client.

Design services

Deliverable	Submission Timeframe	Proposed Payment
Inception Report	Four weeks after commencement of services	
Client Review	Two weeks after submission of Inception report	
Finalised inception report	One week after receipt of comments	Ten percent (10%) of the design fee
ESIA and CRVA Assessment	Six weeks after commencement of services	
Client Review	Two weeks after submission of ESIA and Climate Vulnrability report	

Finalised report ESIA and CRVA	One week after receipt of comments	Fifteen percent (15%) of the design fee
Preliminary Design report (PDR)	Eight weeks after commencement of services	
Client Review	Two weeks after submission of PDR	
Finalised PDR report	Two weeks after receipt of comments	Forty percent(40%) of the design fee
Detailed Design Report (DDR) and ESMP	Twenty weeks after commencement of services	
Client Review of DDR	Two weeks after submission of DDR	
Finalised DDR and ESMP	Two weeks after receipt of comments	Forty five percent (45%) percent of the design fee

Bidding and Construction Supervision Services

Deliverable	Submission Timeframe	Proposed Payment
Bid evaluation Reports	Two weeks after submission of bids	A lumpsum payment for each bid evaluation report
Monthly progress reports on construction supervision	One week after the end of the preceding month	Monthly payments based on a lump sum amount construction supervision fee.
Works Completion Report	One month after taking over of the Works by the Client	Five percent (5 %) of the lump sum amount of the construction supervision fee
Final works Completion report	Two weeks after the end of the defects liability period	Five percent (5 %) of the lump sum amount of the construction supervision fee

Payment for Construction Supervision Services shall be made following the submission and acceptance of the deliverables and invoices from the Consultant:

- Monthly progress reports for the works including their supervision of the Environmental, Social, Health and Safety (ESHS) performance requirements and Contractor performance on the Contractor Environmental and Social Management Plans (CESMPs). (90% of CS)
- A Works Completion Report, including ESHS matters, and the Maintenance Plans for each of the works' contracts. (4 weeks after completion of the works. (5% of CS). The works completion report must include amongst other things;
 - all as built drawings
 - operation and maintenance manuals
 - defects list

Final Project Completion Report 2 weeks after the end of the Defects Liability Period for all of the works (5% of CS)

All documents and drawings shall be presented to the Client electronically in both PDF and native format.

Two copies of all drawings shall be presented in hard copy to the Client. All Drawings shall be presented in Autocad dwg. file format compatible with 2018 version or more recent format.

All output from the services shall be the exclusive property of the Client.