

TERMS OF REFERENCE
DESIGN REVIEW AND SUPERVISION OF THE CONSTRUCTION OF
CLASSROOM BLOCKS AT THE J.W. FLETCHER CATHOLIC SECONDARY
SCHOOL

1. BACKGROUND:

1.1 The Government of Grenada (GOG) has received funding from the Caribbean Development Bank (CDB) to conduct the second phase of the Grenada Education Enhancement Project (GEEP). Under the Infrastructure Works component of the Project, two classroom blocks will be constructed at the J.W. Fletcher Catholic Secondary School, and the requisite furniture and equipment provided. The Project will be executed through a Project Coordination Unit (PCU) located within the Ministry of Education. Consultancy services are required to provide design review and construction supervision services for the J.W. Fletcher Catholic Secondary School.

2. OBJECTIVE

2.1. The objective of this consultancy is to provide design review and construction supervision services for the Construction of Classroom Blocks at the J.W. Fletcher Catholic Secondary School, St. George.

3. SCOPE OF WORKS

3.1. The scope of works for the consultancy shall include, but not be limited to, the following activities:

a. Design Review

i. Technical Review of all project documentation including Drawings, Specifications and Bills of Quantities in accordance with the User Requirements and relevant international Design Codes and standards as applicable. This shall include but not be limited to all Civil, Structural, Electrical, Plumbing and Mechanical (MEP) and Architectural drawings and specifications. A Design Review Report shall be prepared and submitted within six (6) weeks of contract signature, detailing any deviations from the accepted international codes and standards and making recommendations for correcting the same, including providing an estimated cost for redesigns and a revised engineer's estimate for the construction, if needed.

b. Supervision Services

- i. Chairing a pre-construction meeting and monthly construction meetings for the school to discuss the planning and progress of the works;
- ii. Carrying out the supervision services related to the construction of the school, including inspections at critical stages, furnishing the Contractor with required information, approving payments, reviewing the Contractor's technical submissions ;
- iii. Representing the interest of GOG vis-a-vis the Contractor in any matter related to the construction contract and the proper execution thereof; ensuring that the services provided by the Contractor are in accordance with the Contract and operational requirements.

- iv. Oversight and management of the environmental and social responsibilities of the Contractor for the duration of the project in keeping with the approved ESMP for the project;
- v. Reporting monthly on the progress of the works, the Contractor's performance including enforcement and compliance with environmental, social, health and safety (ESHS) considerations, the quality of the works, the financial status and forecasts;
- vi. Proposing and presenting for approval any changes in the plans deemed necessary for the completion of works;
- vii. Informing GOGR of problems or potential problems which might arise in connection with any construction contract and making recommendations for possible solutions;
- viii. Ensuring the receipt of, and maintaining as permanent records, all warranties required under the terms of the contract documents for materials and equipment accepted and incorporated in the Works. All local materials incorporated in the Project, and their source, are also to be recommended for approval;
- ix. Recommend and oversee tests to be performed on materials and equipment to be incorporated in the Works, such as testing of concrete cubes, special soil tests and compaction tests.
- x. Ensuring that as-built drawings are prepared for all works as the work progresses;
- xi. Inspecting the safety and environmental protection aspects of construction works and methods to ensure that every reasonable measure has been taken to protect life, environment and property, and ensure that traffic circulation and proper detours are provided by the Contractors at all times;
- xii. Developing a specific grievance mechanism to ensure that complaints from local communities at the project site are dealt with appropriately, corrective action taken and complainants informed;
- xiii. Conducting a Taking Over inspection(s) of the Works, made jointly with representatives of GOGR and the Contractor, and in accordance with the contract, until a Taking Over Certificate, signed by the members of the inspection team, can be issued;
- xiv. Developing operation and maintenance guidelines and manuals/documentation for the existing and new buildings to ensure long-term usability of the school infrastructure,
- xv. Performing any and all other items of works not specifically mentioned above, but which are necessary and essential to successfully supervise the construction activities in accordance with the plans, specifications and terms of contract. The Firm's responsibility for the site supervision of the works shall continue until the Contractors have completed all outstanding works to the satisfaction of GOGR; and
- xvi. Conducting a completion inspection(s) of the Works, made jointly with representatives of GOGR and the Contractor, and in accordance with the contract, until a Completion Certificate, signed by the members of the inspection team, can be issued.

4. **INPUTS**

- 4.1. The services of the Firm will be required over a 16-month period to undertake the various activities outlined at Section 3 of the Terms of Reference (TOR). The Firm will provide the personnel, equipment and software required to carry out the assignment and be responsible for obtaining all additional information for the execution of the services necessary for the Project.

5. **REPORTING REQUIREMENTS**

- 5.1. The Firm shall provide the following documents and reports to PCU as three hard copies and electronically in pdf format or as otherwise requested

- i. **Design Review:** The Consultant shall produce the Design Review Report within six 6 weeks after the effective date of the Contract and will include but not be limited to findings, deviations from specified codes and specifications and recommendations for remedying including cost for re-design and a revised Engineer's Estimate for construction, if deemed necessary

- ii. **Inception Report:** The Inception Report will be presented four 4 weeks after the signing of the contract, and will include, but not limited to: initial findings; the consultant's detailed work schedule and methodology; and design criteria to be employed if required;

- iii. **Pre-construction Report:** Within ten 10 weeks of award, the Consultant shall present a Preconstruction Report, to include but not be limited to, the minutes of the pre-construction meeting, the contract price, proposed start date, proposed completion date, copies of the Contractor's securities and insurances as needed, the Contractor's work schedule and the construction drawings and specifications to include any alterations to the scheme arising out of the design review and pre-construction process;

- iv. **Construction Progress Reports:** Within one week after the due date of the Contractor's Monthly Progress Report submit a Monthly Progress Report, briefly and concisely summarising construction activities and progress for the previous month, and reporting on environmental, social, health and safety monitoring during construction. Problems encountered, and/or problems anticipated, shall be clearly stated, together with steps taken or recommendations for their correction/mitigation. These reports shall also list the Contractor's' equipment and workforce. It will also indicate the work to be performed during the coming month, expenditure record, and current estimates of final cost and completion date. A copy of the Contractor's Monthly Progress Report shall form an Appendix to the Consultant's report;

v. **Works Completion Report:** Within one month of the issue of the Taking-Over Certificate,

- a. Provide a Works Completion Report, summarising the current status of the works and contract, reporting on expected outcomes at the end of the defects Notification Period and including as-built drawings (as prepared by the Supervision Engineers).
- b. As- built Drawing – The as-built drawings shall be provided in electronic (pdf) format as well as in full size (A1) hardcopy sets.
- c. Operation and maintenance guidelines and manuals for the school
- d. All data, records, field books, manuals, and warranties, properly indexed and catalogued, shall also be provided (prepared by the Contractor).
- e. Manuals and warranties shall also be provided in electronic (pdf)format; (prepared by the Contractor).

vi. **Contract Completion Report:** Within two months of the issue of the Performance Certificate, prepare a Contract Completion Report on construction of the facility, summarising the construction activities, contract changes, claims or disputes or any other substantive matters which had an effect on the quality, cost and progress of the work.

5.02 All reports shall be prepared in English. GOGR will provide comments on the reports within four weeks of receipt and the Firm will adjust the ongoing work according to the comments received.

6. **IMPLEMENTATION ARRANGEMENTS**

6.1. GOGR, through its Project Coordinator (PC), will facilitate the work of the Firm and make available all relevant studies, reports, maps and data, relevant to completion of the exercise and will act as liaison between the Firm and GOGR officials and stakeholders. The Consultant will be responsible for their own logistics such as local and air transportation and accommodation in Grenada for the purpose of the assignment.

7. **QUALIFICATIONS AND EXPERIENCE**

7.1. The Firm should possess at least ten (10) years' experience in developing facilities for educational institutions. Experience in the Caribbean and within Grenada may be considered an asset. The educational qualifications of its Key Experts are as follows:

1. **Project Team Leader** - (i)a minimum of a bachelor's degree in the field of Civil or Structural Engineering. (ii)At least fifteen (15) years of professional experience with a proven record of at least 10 years of managerial experience on at least five (5) projects of a similar nature and magnitude (preferably with financing by international financing institutions). (iii)Experience working in the region and training in project management may be an advantage.
2. **Construction Manager** – (i) a bachelor's degree in construction management or civil engineering, and (ii) at least ten (10) years' similar experience in managing at least five (5) projects of a similar nature and magnitude, including contract management

3. **Structural Engineer** –(i) a bachelor’s degree in Structural or Civil Engineering with (ii) at least five (5) years’ similar experience on at least three (3) projects of a similar nature and magnitude
4. **Mechanical Engineer** – (i) a bachelors degree in mechanical engineering with (ii) at least five (5) years’ similar experience on at least three (3) projects of a similar nature and magnitude
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6. **Electrical Engineer** – (i) a bachelor’s degree in electrical engineering with (ii) at least five (5) years’ similar experience on at least three (3) projects of a similar nature and magnitude
7. **Social and Gender Safeguards Specialist** – (i) a minimum of a bachelor’s degree in the Sociology, Development Studies, Gender Studies or a related field with (ii) at least five (5) years’ experience on at least three (3) projects of a similar nature and magnitude, including demonstrable experience in analysis of social and gender considerations to inform project design and management, including the management of project grievance redress systems and the conduct of meaningful stakeholders’ engagement.
8. **Environmental Safeguards Specialist** – (i) a minimum of a bachelor’s degree in Environmental Engineering/ Environmental Sciences/ Environmental Studies or a related field with (ii) at least five (5) years’ experience in environmental engineering, environmental studies, environmental sciences, ecology or a related field, including experience in undertaking Environmental Impact Assessments and writing and monitoring Environmental Management Plans/Environmental Management frameworks

7.02 The Team Leader may be one of the Key Experts and must have satisfactorily performed the function of Team Leader on at least two similar projects within the past five years. The Consultant may also present an MEP Engineer to undertake the work of both the Mechanical and Electrical Engineer Key Experts, conditional that they possess the relevant respective qualifications and experience. It is envisaged that inputs would be required from other non-key experts that may include, among others, a drainage engineer, geotechnical engineer, economist/financial analyst, a monitoring and evaluation specialist, a quantity surveyor, surveyors, legal experts and CAD technicians.

8. DURATION

The consultancy services' duration is estimated to be **sixteen (16) consecutive months** inclusive of comments, approvals timelines from the signature of the Contract. However, firms are required to generate a time frame for the consulting services based on the TOR.

9. **RESPONSIBILITY FOR ACCURACY OF PROJECT REPORTS:**

The consultants shall be responsible for the accuracy of all the data used in project preparation and estimates prepared by him as part of the Project. He shall indemnify the Client against any inaccuracies in the work.