

## DRAFT TERMS OF REFERENCE

### CONSULTING SERVICES FOR THE DESIGN REVIEW AND CONSTRUCTION SUPERVISION OF THE EAST GRAND BAHAMA COMPREHENSIVE SCHOOL COMPLEX

#### **1. BACKGROUND**

- 1.01 The Government of The Commonwealth of the Bahamas (GOCB) is accessing resources from the Caribbean Development Bank (CDB) to develop the Bahamas Education Sector Transformation (BEST) Project. The outcome of the Project is an enhanced education system in the Commonwealth of the Bahamas to make it more efficient, inclusive, gender-responsive, relevant, and resilient for the quality education all learners.

#### **2. OBJECTIVE**

- 2.01 The objective of the consultancy is to conduct a design review and provide construction supervision services for a new education facility called the East Grand Bahama Comprehensive School Complex to be located at Queen’s Highway, High Rock Settlement, East Grand Bahama, The Bahamas.

#### **3. DURATION**

- 3.01 The consultancy is expected to span thirty-eight (38) consecutive months, divided into four distinct phases. Phase One will cover the design review and tender process, allocated three (3) months. Phase Two will comprise construction supervision, allocated twenty-four (24) months. Phase Three will include the Defects Liability Period, allocated nine (9) months. Phase Four will focus on closeout and reporting, allocated one (1) month.

**TABLE 1: PROPOSED NEW BUILD**

No.	School	Proposal
Package C1		
		The proposed project involves the construction of a two-Story school building in East Grand Bahama. The new facility is designed to provide a modern, safe, and conducive learning environment for students from early childhood through secondary levels, addressing the increasing demand for educational infrastructure in the region.

#### **4. SCOPE OF WORKS**

- 4.01 This scope of works will support the construction of the new education facility for the East Grand Bahama Comprehensive School Complex. The consultant shall work closely with the GOCB through its Ministry of Education, Technical and Vocational Training (MOETVT) and Ministry of Public Works (MOPW) and specifically with the Project Coordinating Unit (PCU), which will have the overall responsibility of project management and project implementation. The Consultant will function as ‘the Engineer’ under the infrastructure works contract for the new facility.

**5. DESIGN REVIEW AND BIDDING PHASE**

- 5.01 The purpose of this phase is to ensure that all documents and data provided by the MOPW, and key stakeholders are adequate, complete and conform to the relevant standards to allow for the successful completion of the project. Any proposed amendments are to be done in a timely manner to be approved by the PCU well in advance of the commencement of the construction activities; The scope of services for this phase includes, but may not be limited to:
- (a) Reviewing all relevant documents, which include but may not be limited to, the Master Plan, regulatory permits, site surveys, architectural drawings, structural drawings, civil site drawings. Geotechnical site investigation, MEP services (electrical, plumbing, fire Protection and Fire Alarm, security, ICT, HVAC) details, renewable energy, energy storage/back-up power, Environmental and Social Impact Assessments, Climate Risk Vulnerability Assessments, surface drainage, water collection, water conservation and storage details, and construction specifications.;
  - (b) Considering design assumptions, calculations, specifications, appropriateness of structural arrangement, material specification, accessibility and constructability to make recommendations for amendments as deemed necessary.
  - (c) Reviewing all tender documents provided by the (PCU) to ensure compliance with local regulations and the Caribbean Development Bank (CDB) requirements for contractor selection. Additionally, providing input on or reviewing the qualification and experience criteria required for the contractor.
  - (d) Assisting the PCU during the tender process including conducting site visits with bidders, responding (through the PCU) to queries raised during the bid period, evaluating bid submissions and preparing a bid evaluation report with justified recommendations to the PCU and other key stakeholders.

**CONSTRUCTION SUPERVISION PHASE:**

- 4.02 The purpose of this phase is supervising the infrastructure works on behalf of the PCU from site handover to practical completion to ensure adherence to the terms and conditions of the contract. The scope of services for this phase includes, but may not be limited to:
- (a) Reviewing and approving the Contractor's implementation programme, inclusive of method statements and any other relevant documents, to ensure that the project can be successfully delivered within an agreed time and budget.
  - (b) Check and approve that material testing laboratories to be used during construction; and monitoring material testing and incorporation of materials into the works by the contractor to ensure quality control.
  - (c) Check materials and equipment for conformity with the tender specifications by physical inspection and gathering the manufacturers and supplier's certificates of conformance as

necessary. Approving proposals for designs or drawings for temporary works or any other plans and programs submitted by the Contractor that are deemed necessary for the successful project completion.(d) Providing day to day supervision of the works to ensure that the works are carried out by

the Contractor in an acceptable manner and in accordance with the requirements of the relevant regulatory bodies.

- (e) Inspect at regular intervals the Contractor's plant, facilities and safety measures for work production and worker accommodation to ensure compliance with appropriate regulations.
- (f) Ensuring the provision of, and adherence to the Environmental Impact Assessment and Community Management Plan
- (g) Keep all documentation pertaining to the supervision of the works inclusive of, but may not be limited to, records, reports, diaries, correspondence, test data, Contractor payments.
- (h) Verify and sign off on Contractor's interim payment request or approval and release of funds to the contractor.
- (i) Document all claims, make determinations, and, if necessary, submit recommendations to the PCU for review and final settlement in accordance with the terms of the works contract.
- (j) Reporting monthly on the progress of the works, issues and constraints, the Contractor's performance, the quality of the works, and the financial status and forecasts to provide continuous liaison with the client and other key stakeholders, on all possible changes that may affect the project scope, schedule or cost.
- (k) Ensuring that as built drawings are prepared for all works as the project progresses and reviewing and approving operations and maintenance manuals where applicable for submission to the Client.
- (l) Upon practical completion, undertaking final inspection prior to issuing of the practical completion notification.
- (m) Document additional adjustments to the Contract work scope & cost and obtain approval of the same from the PCU.

**DEFECTS LIABILITY PHASE**

- 4.03 The purpose of this phase is to ensure that the completed works perform as per the intended function. Additionally, it is a fixed period after the completion of construction during which the contractor is permitted to return to the site to address any defects. The scope of services for this phase includes, but may not be limited to:
- (a) Regularly monitoring the completed works during the Defects Liability Period and preparing the schedule of defects for repair / completion by the Contractor with an agreed period of time.
  - (b) Ensuring that the remedying of defects is carried out in accordance with required specifications. Issuing the making good defects request, work acceptance notice, and release of retention payment.
  - (c) Preparing final documents, inclusive of but may not be limited to, final accounts, project completion report, changes in work scope and lessons learnt. Ensuring that the Client acquires the certificate of occupancy from the relevant authority and date of electrical power connection

**5. INPUTS**

- 5.01 GOCB will endeavour to make available to the consultant, all relevant documentation for the East Grand Bahama Comprehensive School Complex through the MOETVT and MOPW. GOCB will also assist the consultant in scheduling meetings with relevant stakeholders and obtaining data from Government departments and other sources that might be necessary for the execution of the work required under the Terms of Reference (TOR). If required, the GOCB will provide office accommodation for the consultant for the conduct of the assignment while in the Bahamas.
- 5.02 The consultant will provide the personnel, equipment and software required to carry out the assignment and will be responsible for obtaining any additional information or services, they deem necessary for the completion of the Project.

**6 IMPLEMENTATION ARRANGEMENTS**

- 6.01 The GOCB through its MOETVT will establish a PCU which will have overall responsibility of project management and project implementation. The PCU will have a Project Coordinator (PC) who will function as the primary contact. The PCU through its PC will facilitate the work of the consultant(s) and make available all studies, reports and data relevant to the completion of the exercise and will act as liaison between the consultant(s), GOCB officials and other key stakeholders.

**7. QUALIFICATIONS AND EXPERIENCE OF KEY SPECIALISTS**

- 7.01 It is the consultant's responsibility to ensure that the team has an appropriate mix of key and non-key experts required to satisfy the full requirements of the terms of reference (TOR). As a guide only, it is considered that the consulting team is likely to need to include the following key experts, from which a team leader (the candidate must have performed the function of team leader on at least two similar projects within the past five years) shall be selected and proposed:

**Key Expert 1: Architect/Project Manager**

(a) A specialist with preferably fifteen (15) years' experience of building and infrastructure design, managing construction projects, administration of contracts, and in the preparation of tender and procurement documents.

**Education and Licensing:** B.Sc. in Architecture and Licenced and current registration with the Bahamas Professional Architects Board required. International or Local professional qualifications including membership of recognised regional or international professional organisation(s) such as RIBA or similar, PMI-PMP or similar a plus.

**Key Expert No. 2: Structural Engineer**

(b) A specialist with preferably have a minimum of ten (10) years' experience designing and supervising the construction of major infrastructure works. The candidate must also be capable of designing buildings and retaining infrastructure.

**Education and Licensing:** B.Sc. in Engineering with current Bahamas Professional Engineers Board Licensed and registered (PE) required.

International or Local professional qualifications including corporate membership of recognised regional or international professional organisation(s) such as IStructE or similar a plus.

**Key Expert No. 3: Geotechnical/Civil Engineer**

(c) A specialist with preferably have a minimum of ten (10) years' experience designing and supervising the construction of major infrastructure works. The candidate must also be capable of interpreting results of geological, geophysical, geotechnical and environmental assessment reports and capable of designing retaining and drainage infrastructure.

**Education and Licensing:** B.Sc. in Engineering with current Bahamas Professional Engineers Board Licensed and registered (PE) required. International or Local professional qualifications including corporate membership of recognised regional or international professional organisation(s) such as ICE or similar a plus.

**Key Expert No. 4: Mechanical Engineer-Building Services Engineer**

(d) A specialist with preferably have a minimum of ten (10) years' experience planning, designing, monitoring and inspecting systems to make buildings comfortable, functional, efficient and safe. Typically, these systems will include heating, ventilation and air conditioning (HVAC), water and drainage, Fire suppressions system, Fire Alarm, lighting, power, ICT, lifts and associated control systems.

**Education and Licensing:** B.Sc. in Engineering with current Bahamas Professional Engineers Board Licensed and registered (PE) required.

International or Local professional qualifications including corporate membership of recognised regional or international or local, such as. ASME or similar A+.

**Key Expert No. 5: Electrical Engineer-Building Services Engineer**

(e) A specialist with preferably a minimum of ten (10) years' experience planning, designing, monitoring and inspecting systems to make buildings comfortable, functional, efficient and safe. Typically, these systems will include electrical switch gear design and system installation, generator design and installation, renewable energy system design and installation, fire alarm system design and installation. Lighting, power, ICT, lift and associated control systems.

**Education and Licensing:** B.Sc. in Engineering with current Bahamas Professional Engineers Board Licensed and registered (PE) required. International or Local professional qualifications including corporate membership of recognised regional or international or local, professional organization(s).

**Key Expert No. 6: Quantity Surveyor**

- (f) Quantity Surveyor with preferably a minimum of seven (7) years' experience in quantity surveying and preparing construction cost estimates.

**Education and Licensing:** B.Sc. required. International or Local professional qualifications including corporate membership of recognised regional or international professional quantity surveying organisation(s) such as RICS or similar a plus.

**Key Expert No. 7: Project Technical Officer**

- (g) Project Technical officer: A specialist with approximately 5 years' experience in Project Management Administration and project tracking software.

**Education:** B.Sc. in Engineering International or Local professional qualifications including corporate membership of recognised regional or international or local, professional organization(s).

**8. REPORTING REQUIREMENTS AND DELIVERABLES**

8.01 The Consultant Firm shall provide the following documents and reports to PCU as one hard copy and electronically in pdf format or as otherwise requested:

- (a) **Inception Report:** The Inception Report will be presented four weeks after the signing of the contract, and will include, but not limited to: a brief summary of the requirements of the assignment, initial findings of the design review; proposed amendments and/or recommendations for enhancement of the designs toward successful project completion.
- (b) **Design Review Report:** shall be submitted within eight weeks of contract signing and will include a thorough evaluation of the provided designs, ensuring compliance with local and international standards, codes, and CDB requirements. The report will assess risks, recommend modifications for enhanced functionality and efficiency, and outline any cost implications and timeline adjustments resulting from proposed changes. Work with the PCU to finalize consultations with key stakeholders. The report will be delivered to the PCU in both hard copy and electronic formats.
- (c) **Bid Evaluation Report:** Within three weeks of receipt of the bids forwarded by MOETVT, the Consultant shall present a Bid Evaluation Report on each contract or contract package, to include but not be limited to, an assessment of the bidder's compliance with the instructions to bidders, their bid sums, any corrections to the bid sums, individual rates, and proposed timeframes. A recommendation for award shall be given.

- (d) **Pre-Construction Report:** Within two weeks of award of contract for, construction the Consultant shall present a Pre-construction Report, to include but not be limited to, the minutes of the pre-construction meeting, the contract price, proposed start date, proposed completion date, the Contractor's work schedule and the construction drawings and specifications to include any alterations to the scheme arising out of the tender process.
  - (e) **Construction Progress Reports:** Within one week after the due date of the Contractor's Monthly Progress Report, the consultant will submit a Monthly Progress Report, briefly and concisely summarising construction activities and progress for the previous month, and reporting on environmental impact during construction. Problems encountered (including any grievances reported), and/or problems anticipated, shall be clearly stated, together with steps taken or recommendations for their correction/mitigation. These reports shall also list the Contractors' equipment and work force (disaggregated by sex). It will also indicate the work to be performed during the coming month, expenditure record, and current estimates final cost and completion date. A copy of the Contractor's Monthly Progress Report shall form an Appendix to the Consultant's report.
  - (f) **Works Completion Report:** Within four (4) weeks of the issue of the Occupancy Certificate, 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. The as-built drawings shall be provided in electronic (pdf) format as well as in full size (D1) hardcopy sets. All data, records, field books, manuals, and warranties, properly indexed and catalogued, shall also be provided. Manuals and warranties shall also be provided in electronic (pdf) format.
  - (g) **Contract Completion Report:** Within one month 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 influenced the quality, cost and progress of the work, final accounts and lessons learnt. Ensuring that the Client acquires the certificate of occupancy from the MOPW and date of electrical power connection.
- 8.02 All reports shall be prepared in **English**. GOCB and CDB will provide comments on the reports within four weeks of receipt and the Consultant will adjust the report according to the comments received.

