

**Ministry of Finance**

Republic of Maldives

TERMS OF REFERENCE

***Project Management Consultancy for Design and Build of Hulhumale’ Office Building***

1. **INTRODUCTION**

Ministry of National Planning and Infrastructure (MNPI) on behalf of the Government of Maldives is seeking the assistance of a qualified and competent consulting firm for project management consultancy works of ***“Design and Build of Hulhumale’ Office Building on E.P.C Turnkey Basis”*.**

1. **BACKGROUND**

The Maldives is a South Asian country situated in the Indian Ocean South-Southwest of India, comprising 1,192 coral islands grouped in a double chain of 26 atolls along the north-south axis. With a total land area of approximately 298 square kilometers contained within a region of approximately 90,000 square kilometers between latitudes 1°S and 8°N, and longitudes 72° and 74°E, Maldives is one of the most land dispersed countries in the world.

Male’ is a densely populated island in Maldives where the place is filled with high-rise buildings. The capital is home to one third of the population of the Maldives. Due to congestion in Male’, Government of Maldives have decided to move some of the government offices located in Male’ to Hulhumale’. Government intends to provide flexible and technologically advanced working environment that are safe, healthy, comfortable, durable, aesthetically pleasing and accessible.

In addition to customer satisfaction and employees performance, new infrastructure will consider to integrate functional and operational requirement in operating hours, security issues and group assembly requirements, electronic equipment and technology requirements and long-term consistency of need.

1. **PROJECT OBJECTIVE**

The new office building in Hulhumale’ will accommodate government offices / agencies. The building complex is 25,000sqft of building footprint. This development is a 6 storey office complex. Using various means of portioning, the building shall enable everyone including users, visitors, and employees to function simultaneously in a diverse environment. The office building shall also respond to the varied needs of users and the employees, to be suitable for a relatively large number of purposes, and to enable the efficient execution of various process and activities.

1. **SCOPE OF THE SERVICES**

The scope of services shall include, but not limited to the following:

1. The consultant shall undertake full administration of the Contract(s) and supervise the works, assuming the role of the “Engineer” as defined in the FIDIC Conditions of Contract for EPC/Turnkey Projects (Silver Book) for Construction Contracts. This shall include supervision of Contractors works for compliance with specifications and detailed design, review and approval of Contractor’s submittals, tracking actual progress against the required progress, certification of Contractor’s payments among the others.
2. Engage in concept development of the Contractor in terms of specifying materials and Mechanical /electrical systems.
3. Approve the final design and technical documentation of the Contractor.
4. Development of master schedules (materials master schedule, Materials approval schedule, Shipment delivery schedules, work break down structure).
5. Approve financial disbursement plan of the contractor and compare cost performance vs schedule performance.
6. Carry out value engineering on behalf of the client to either improving the function or reducing the cost.
7. Check and accept the detailed setting out by the Contractor.
8. Check, evaluate and approve the Contractor’s work plans and progress schedule for the most effective and expeditious method of carrying out the work.
9. Issue all necessary instructions to the Contractor, on behalf of Client, and check and control the work to ensure that it is carried out according to the contract documents.
10. Provide general guidance to the Contractor as may be necessary to ensure that the works are carried out expeditiously according to schedule and within the terms of the contracts.
11. Carry out, during the execution of the works, inspections of all the workmanship and installations of the contractor.
12. Organize regular monthly progress meetings with the Contractor.
13. Check and recommend for the approval or otherwise disapproval by the Client for the testing of soils, materials and operations required to ensure that the work complies with the specifications.
14. Examine the Contractor’s installations, accommodations, canteens, health and safety precautions, construction equipment and laboratories to see that all these conform to agreed specifications and proposals.
15. Check and recommend for the approval or otherwise disapproval by the Client for the Contractor’s plans defining the locations of the construction materials processing plants and the like.
16. Check the Contractor’s working programs for all quarries and borrow pits and ensure that the characteristics of the materials to be extracted meet the specification requirements.
17. Ascertain the work measurements and payment claims by the Contractor and certify these to the Client as being correct and within the terms of contract.
18. Record all the results of the measurements carried out for the quantities to be paid both for the provisional and final accounting, on the proper forms normally in use in Maldives or previously agreed upon with the Client.
19. Prepare and recommend for the approval or otherwise disapproval by the Client for any contract change orders, together with related specifications and drawings.
20. Check and recommend for the approval or otherwise disapproval by the Client for all working drawings prepared by the Contractor.
21. Assist the Client in negotiations with the Contractor on any matter for which the need may arise and make recommendations on these as may be necessary.
22. Alert the Client to any problems which arise or might arise in connection with the contract and make recommendations for solving them.
23. Check and ensure compliance of Contractor to Environmental Mitigation measures and ensure submission of monitoring reports to the Environment Protection Agency in accordance with the Environment Impact Assessment report.
24. Evaluate all claims for additional payments or extension of time, if any, submitted by the Contractor and make recommendations on these to the Client.
25. Assist the Client in reminding any dispute that may arise with the Contractor and give a concrete opinion in the best interest of the Government on any claims the Contractor may put forward by drawing up a report giving all the elements on which their judgment is based.
26. Deliver to the Client upon the completion of the works, all necessary records, manufactures drawing and “as-built” drawings as constructed and instructions to the Contractors which are necessary for the satisfactory operation and maintenance of the works.
27. When the works have been completed, carry out an inspection and make recommendations to the Client for their acceptance on the date of commencement of the maintenance period.
28. Prepare and submit the following to the Client;
29. Daily, Weekly and Monthly Progress Report comprising of up to date progress information and any other details as agreed by parties to the contract.
30. Monthly Payment Certificates on progress achieved. The Consultants shall assist the Client in preparing disbursement requests and manage financial progress of the Project.
31. Other Necessary Reports that the Client may request from time to time on any special measures during execution.
32. Final Completion Report on completion of defects liability period.
33. Check and approve As-built drawings submitted by the Contractor.
34. Quarterly monitoring of the project for defective works for a period of 1 year.

***Defect Liability of Contractors***

The Consultant will carry out quarterly inspections during the one year defects liability period and instruct accordingly to the contractors with regard to outstanding works and defects. After this period and satisfactory inspections, the Final Acceptance Certificate will be issued.

***Defect Liability of the Consultants***

The MNPI/PMU will be in charge of validating the result of the work of the Consultants against the targeted objectives. Any additional consultancy needed for corrective actions that may occur for reaching the objectives will be under the responsibility of the Consultant (unless these measures could not be identified at the detailed design stage or are not under the responsibility of the Consultants).

1. **PROJECT TEAM**

The following staff members will be required for each package and should not be repeated in any other packages that are applied.

The project manager should be based in Male’ but should be willing to travel to project site as needed, even without the guidance from Client.

The key expertise required for consulting services are:

|  |  |
| --- | --- |
| **Post** | **No** |
| Project Manager  | 1 |
| Architect | 1 |
| Engineer | 1 |
| Quantity Surveyor | 1 |
| Services Engineer | 1 |
| Resident Engineer  | 1 |

The Consultant should submit full CV’s for each of the proposed staff members highlighting the criteria given below.

* 1. **Project Manager**
		1. Qualifications;
			1. He/She should have a minimum undergraduate degree in Civil Engineering/ Construction Management or related field and having minimum 7 years working experiences after graduation.
			2. Experience as a project manager/project engineer commercial/ office-building projects at least for a period of 5 years is also required for this position.
	2. **Architect**
		1. Qualifications;
			1. He/She should have a minimum undergraduate degree in Architectural Design or Science and having minimum 7 years working experiences after graduation.
			2. Experience as an Architect in design and technology/ multi complex buildings/ office-building projects/ similar scale building projects.
			3. Experience as an engineer at least for a period of 5 years is also required for this position.
	3. **Engineer**
		1. Qualifications;
			1. He/She should have a minimum undergraduate degree in Civil Engineering and having at least 7 years working experiences after graduation.
			2. Experience as an engineer in commercial and multi complex buildings.
			3. Experience as an Engineer at least for a period of 5 year is also required for this position.
	4. **Quantity surveyor**
		1. Qualifications;
			1. He/She should have a minimum undergraduate degree in Quantity Surveying and having at least 3 years working experiences after graduation.
			2. Experience as a Surveyor in buildings with cost adjustment experience from contractors unit price.
			3. Experience as a Quantity Surveyor at least for 2 years us also required for this position.
	5. **Services Engineer**
		1. Qualifications;
			1. He/She should have a minimum undergraduate degree in a related field and having at least 3 years working experiences after graduation.
			2. Experience as M/E Engineer in electrical, plumbing and IT network systems either commercial or complex buildings.
			3. Experience as a quantity surveyor at least for 2 years us also required for this position.
	6. **Resident Engineer**
		1. Qualifications;
			1. He/She should have a minimum undergraduate degree in Civil Engineering and having at least 3 years working experiences after graduation.
			2. Experience as an Engineer or Site Supervisor in residential or commercial buildings.
			3. Experience as an engineer at least for 2 years and required for this position.
1. **REPORTING REQUIREMENTS**

|  |  |
| --- | --- |
| **Details** | **Remarks**  |
| Daily Progress Report | Each day. |
| Weekly progress report  | Start of each week. |
| Monthly progress report | 10th of each month. |
| Quarterly inspection report | At the end of each quarter during defects liability period |
| Final project completion report | At the end of defects liability period.  |

Monthly consultant’s performance report thereinafter describing of key issues, cost status, schedule status with achievements, any other necessary information, as required must be submitted in addition to the following reports.

1. **EQUIPMENT, LOGISTICS AND FACILITIES**

The Consultants shall ensure that experts are adequately supported and equipped. In particular he/she shall ensure that there are sufficient administrative, computing and secretarial provisions to enable experts to concentrate on their primary responsibilities. The Consultant shall meet the full costs for the supply of the teams including all travels, remuneration, insurance, emergency medical aid, facilities and all else necessary for the competent operation of the teams. The Consultants will provide their own office space for the Project team.

1. **PAYMENT SCHEDULE (Not required for EOI stage)**

Payment schedule will be in accordance with the schedule specified below:

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| --- | --- | --- |
| **DESCRIPTION** | **ALLOCATION** | **REQUIREMENT** |
| For Construction Phase – Monthly Payments | As per Invoice | * Submission of Monthly Report
* Submission of supporting documents (time sheet, receipts of reimbursable expenditure, etc.) in the specified format.
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| For Post Construction Phase – Quarterly Payments | As per Invoice | * Upon submission of quarterly inspections reports.
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1. **TECHNOLOGY TRANSFER**

The Consultant shall consider the technology transfer as an important aspect of this project. The Consultant shall provide the opportunity to the staffs of the Client to be involved in the working team of Consultants during the work supervision stage for their capacity development wherever possible.

1. **DURATION OF THE ASSIGNMENT**

The period of total engagement will be **12 months** upon the signing of the Contract Agreement.

If the works are stopped for any reasons, the Client has the right to terminate the Contract after notifying the Consultant and the Client will not be liable for any damages due to termination of the Contract.

If the Consultancy firm is a foreign entity, a JV with a local consultancy firm is required and the JV agreement or letter of association shall be submitted.