

Democratic Socialist Republic of Sri Lanka



Ministry of Primary Industries & Social Empowerment

TERMS OF REFERENCE (TOR)

**for the
Selection of Consultancy Firm for the
Consortium Consultancy Services
for the Construction of New Building Complex for
Elders' Home at Kataragama.**

National Secretariat for Elders

2nd Floor, Block D, Sethsiripaya Stage II, Battaramulla

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1.0 Back Ground - National Secretariat for Elders

The elders' population in Sri Lanka is rapidly increasing in line with the increase of world elderly population. It is expected that the elderly population in Sri Lanka will be 27.6% in year 2050 which was 9.3% in year 2000. Elders are well equipped with experience & knowledge. Our objective is to create environment where both youth and elders could take part in the development process while exchanging their knowledge & skills thus ensuring the well-being of the country with the aim of getting elderly participation for the development of the country. The Secretariat has built up a network of elder's committees throughout the Island.

Our aim is to make elders free from loneliness, get their active participation for the development of the country while ensuring the five UN principles of Freedom, Participation, Care, Dignity and Self Fulfillment.

2.0 Introduction

Department Consultants Procurement Committee (CPCD), on behalf of the National Secretariat for Elders, invites Technical & Financial Proposals from reputed and experienced consultancy firms those have been short-listed, in providing the Consortium Engineering Consultancy Services for the Construction of New Building complex for Elders' Home at Kataragama.

3.0 Scope of work:

3.1 The Scope of Services to be provided by the Consultant involves all sections specified under Consortium Consultancy Services for Building Construction in the ICTAD publication No. ICTAD/CONSULT/04 (1st revision-August 2002) - published by the Institution of Construction Training And Development (ICTAD) (presently CIDA)

3.2 Cost– The total cost of the whole building project excluding VAT will be LKR 250 Million.

3.3 Duration - The total duration for this consultancy assignment will be 30 calendar months (Design, Preparation of bidding documents, Procurement procedure, Construction supervision and Defects liability period).

3.4 Execution of construction work – The construction works will be executed through construction contractors registered with CIDA (formerly ICTAD), selected according to the Government approved Procurement Guidelines & Manuals

3.5 Location – The construction work site is located at the premises of Depot Road, Kataragama.

4.0 Objectives of the Consulting Assignment

The Engineering Consultant is essentially required to prepare following and carryout the supervision part.

- Prepare detailed design, drawings, cost estimates, bidding documents, assist the Client in the procurement process and to award the contract for planning and implementation of the project.
- Supervise the Implementation of construction work and compliance to design standards.
- Supervision/Inspection of the works during the Defects Liability Period.

5.0 Scope of the Assignment

5.1 Description of the Construction Work:

The Project consists of the following main components:

Administrative unit with reception,
Space for 100 elders
Kitchen to cater for 100 persons
Dining Hall for 100 persons
Common rooms, Library, TV rooms & Store rooms
Auditorium
Wash rooms (Male/Female/Disabled),
Laundry
Rooms for sports,
Rest rooms for visitors,
Areas for religious activities
Boundary walls / fence / Security guard rooms,
Landscaping
Approach roads & Internal roads

Services

Power supply & Electricity, Generator, Transformer if required
Water supply
Fire-fighting system
Sewer, waste water & storm water disposal system
Wi-fi, Data cabling & Telephone system
Lightning protection system
CCTV camera system
Air conditioning

- The proposed building shall be architecturally compatible to the other buildings in the vicinity and attempt should be made to create an extension or seamless integration with these structures as much as possible
- Excellent functional design is expected to support and facilitate the effective activities assigned for the proposed building.
- The design must bring clarity and coherence to the spaces, facilities and services of the proposed purposes of the building.
- The design must enable the users with differently able persons or users with special needs to make optimum use of the proposed building.
- The building to be built in such a manner so that they allow natural air flow to the maximum so as to reduce the energy wasted with the use of fans and air conditioners which could be an option when necessary, but not a must, if adequate natural air flow reduces the temperature of the interior of the building.
- Careful consideration should be given to acoustics throughout the building to minimize noise interferences and to be comply with ASTM specifications.
- In all floors of the proposed building 20 – 30 % of the area to be reserved as circulation areas
- Sump, pumps, and overhead water tanks with adequate capacities with all plumbing work for the building requirements.
- Eco friendly structure is expected and should be given to the creation of vistas and visual interest within the premise. The building should be economical to run and all materials and finishes should be durable and easy to keep clean and maintain. The exterior should stand weathering effectively and should be of material that allows adequate low temperatures of the interior spaces.
- The building structure should be designed in accordance with the Latest British or Euro standard codes of practices (for loading, material, wind, foundation design, structural design calculations etc.). If the consultant proposes any other design method he should submit the details with his proposal. The structure to be a reinforced cement concrete structure and if the consultant propose to use any other method, he should submit all the details with the proposal.

.5.2 An outline of the tasks to be carried out

The Scope of Services to be provided by the Consultant shall be as follows:

Schematic Design Phase

- a. Discuss Client's requirements including time scale and financial limits
- b. Assess these and advice on how to proceed.
- c. Obtain Client's statement of requirements.
- d. Investigate site conditions and constraints
- e. Advice on the need for other specialized consultant's services if required and the scope of their services.
- f. Obtain detailed site investigation and survey reports from specialist consultants as required.
- g. Study the statutory requirements and if necessary, consultation with local authorities such as Urban Development Authority, Provincial Councils, Municipal Councils, Environment Authority having jurisdiction on construction Projects.
- h. Determination of legal requirements for environment monitoring,
- i. Assessment and/ or impact statement including the preparation of environmental impact statements.
- j. Consult with local authorities and statutory bodies and obtain outline planning consent.
- k. Analyze the Client's requirements prepare fully developed brief, outline proposals and an approximate construction cost for the client's approval
- l. Review client's decision on outline proposal and approximate
- m. Construction Cost, and if necessary amend the outline proposal or suggest alternative proposals and obtain client's approval for the revised approximate construction cost.
- n. Develop a 3D Model of the building and demonstrate the features of the building to the satisfaction of the client.
- o. Establish design criteria and concepts and develop the schematic design based on the approved outline proposal, estimate, approximate construction cost and obtain Client's approval.
- p. Indicate to the Client possible commencement and completion dates of construction programmes of the project and advice the client of the implications of any subsequent changes on the cost of the project and on the programmes.
- q. Review programme for consultancy services and obtain Client's approval accordingly.

Design Development Phase

- a. Obtain Client's approval for the type of construction quality of materials schedule of finishes.
- b. Prepare Preliminary Cost Estimate (PCE) for the project inclusive of all connected services and external works with allowances for contingencies and price escalations in terms of Financial Regulations of the Government of Sri Lanka.
- c. Advise the Client of the consequences of any subsequent changes on the cost and construction programme.
- d. Prepare drawings and other documents for submission by Client for obtaining approval from local authorities and other statutory bodies. Assist the Client in obtaining such approvals.
- e. Discuss the contract strategy such as prequalification of contractors, execution of project in stages and or splitting contract to employ specialist contractors.

Bidding Documentation Phase

- a. Finalize contract strategy
- b. Prepare architectural, Structural and other Engineering services working drawings.
- c. Submit a set of Architectural and other relevant drawings necessary for The Client to check whether his requirements have been totally satisfied in the design, and obtain his approval.
- d. Prepare Bills of Quantities and technical specifications of materials and workmanship.
- e. Prepare Draft Bidding Documents complete with sufficient information and details to enable a contractor to prepare a bid.

- f. Prepare Firm Total Cost Estimate (FTCE) based on priced Bill of Quantities. If there is a variation of the FTCE from the previously approved PCE of the project, inform Client confidentially and his approval before proceeding further.
- g. Submit the priced bill of quantities under sealed cover to the Client.
- h. Submit Draft Bidding Documents to the Client for review and approval By the Technical Evaluation Committee and the Procurement Committee and revise them if necessary.
- i. Preparation of paper advertisement and assisting Client in the Procurement Process.
- j. Organize pre-bid meeting and convene same.
- k. Assist Client in the Bid Opening.
- l. Evaluate the Bids received and submit the TEC report to Client.
- m. Preparation of contract award letter and contract agreement.
- n. Assisting Client to hand over the site to Contractor.

Construction Phase

- a. Select and employ adequate resident supervisory staff.
- b. Complete supervision of the construction works. The design team shall supervise the construction works periodically to check the construction is properly carried out as per the design and in addition, the construction supervision team should be deployed at the construction site full time basis.
- c. Conduct fortnightly progress review meetings at site and submit report to the Client.
- d. Carry out periodic inspection of work to monitor quality and progress of work.
- e. Attend progress review meetings conducted by the Client.
- f. Approve all materials used in the Construction work.
- g. Measure work and certify interim claims of the contractor in the format required by the client if available.
- h. Value extra works and variation, and obtain prior approval of the client before execution.
- i. Submit quarterly and or as required by the Client a Financial statement work in the format given by the Client.
- j. Submit monthly operational summary as required by the Client.
- k. Monitor cost of construction of works and advice the Client in advance if there is likely to be an increase of TCE.
- l. Carry out defects survey upon practical completion and notify the contractor for rectification.
- m. Carry out final inspection after rectification of defects and issue practical completion certificate.
- n. Assist the client to take over the completed works.
- o. Measure completed works and issue certificate of payment on practical completion. Submit the Financial statement of work at completion in the format given by the client.

Post - Construction Phase:

- a. Prepare and submit "As-Built" drawings to the Client with the help of the contractor including changes made to the original drawings.
- b. Prepare and submit Maintenance manuals of services and plants of the project.
- c. Prepare and submit programme for maintenance of the project.
- d. Prepare and submit service agreements for service and equipment.
- e. Arrange training programme for client's staff to operate systems and plants.
- f. Review warranties and guarantees and transfer them in the client's name.
- g. Inspect the works during the Defect liability period and prepare a list of defects and notify the contractor to rectify such defects.
- h. Issue the maintenance certificate.
- i. Issue final certificate for releasing retention.

Any other not listed above but directly relevant to the better performance of the project.

6.0 Minimum key professional staff to be assigned during the designing phase, construction phase & maintenance phase should be as follows:

Consultant shall engage the following minimum personnel for the accomplishment of services in the Agreement.

Design Phase:

Staff position	Minimum Academic Qualification	Minimum Experience
Team Leader	B.Sc. Engineering / Architecture Degree or equivalent with professional qualification	10 years' experience in the field of Engineering/ Architecture, specialized in Designing, Project Management etc. Experience in working as a Chartered Architect/Chartered Engineer in at least one similar project with value more than 100 Million.
Chief Architect	B.Sc. Architecture Degree or equivalent with professional qualification	8 years' experience in the designing and construction of multi-storied buildings and associate structures with the value more than Rs 100 Million in similar nature.
Structural Engineer	B.Sc. Engineering Degree in Civil engineering or equivalent acceptable to the Client with professional qualifications	8 years' experience in design of multi-storied buildings with at least one project with the value more than Rs. 100 million in similar nature.
Electrical Engineer	B.Sc. Engineering Degree in Electrical and / or IT Engineering or equivalent acceptable to the Client with professional qualifications	8 years of experience in building trade and capable of handling ICT networks and cabling
Mechanical Engineer/ Service Engineer	Should be a Chartered Mechanical or Electro-mechanical or Building Service Engineer	8 years' experience in design of Mechanical Engineering/Service installations (like elevators, air-conditioning, water supply, sewer disposal, waste water disposal) in multi-storied buildings in similar nature
Quantity Surveyor	B.Sc. Degree in Quantity Surveying or equivalent acceptable to the Client	5 years' experience in building construction works with at least one project with value more than Rs. 100 million in similar nature.
Architect	B.Sc. in Architecture or equivalent with professional qualifications acceptable to the Client	5 years of experience in architectural designing of multi-storied buildings and associate structures
Landscaping consultant	Should be a qualified landscaping consultant with qualifications acceptable to the Client	5 years' experience with similar works.
Finance Manager	Accountant with qualifications acceptable to the Client	5 years' experience as an accountant.

Construction Phase:

The above design team shall supervise the construction works periodically to check the construction is properly carried out as per the design.

In addition, the following construction team should be deployed at the construction site full time basis.

Staff position	Minimum Academic Qualification	Minimum Experience
Resident Engineer	B.Sc. Engineering Degree in Civil engineering or equivalent with professional qualifications acceptable to the Client	5 years' experience in construction of multi-storied buildings
2 Technical Officers – I Civil Full time & 1 Electrical Part Time	NCT or equivalent Technical Qualifications acceptable to the Client	5 years' experience in construction of multi-storied buildings / Building related works
1 Work Supervisor (Full Time)	NCT or equivalent Technical Qualifications acceptable to the Client	2 years' experience in construction of building works

Maintenance Phase

Periodical inspections and reporting is expected by Engineers & Technical officers during the defects liability period and suitable corrective measures to be taken and report to the Employer.

7.0 Programme for consultancy services (Time Schedule)

The following time schedule shall be observed in carrying out the whole consultancy services. The consultant, however, shall be free to propose an alternative programme provided it ensures earlier completion:

Phase	Description	Time Duration (months)
Design - I	Preliminary studies, Soil Tests, Architectural drawings, Landscape Designs & obtaining the approval from the client	1
Design - II	Preparation of Working Drawings including all Structural drawings, Electrical & Service drawings,	1
Design - III	Preparation of Council Drawings & relevant Reports & Approval from the relevant Statutory Authorities.	1
Procurement - I	Preparation of Bills of Quantities, Cost Estimates, Bidding Documents and Specifications	1
Procurement - II	Invitation for Bids & Opening of bids	1
Procurement - III	Evaluation, Decisions of Procurement Committee & Award of the Contract	1
Construction		12
Maintenance (Defects Liability Period)		12
Total Duration for Consultancy		30

8.0 Payments to the consultant

8.1 Interim Payments –

Phase	Time Duration (months)	% of Payment	Cumulative % of Payment
Design - I	1	7%	7%
Design - II	1	7%	14%
Design - III	1	7%	21%
Procurement - I	1	7%	28%
Procurement - II	1	5%	33%
Procurement - III	1	7%	40%
Construction	12	50%	90%
Maintenance	12	10%	100%

Notes:

All interim/final payments are subjected for 10% retention

During the Construction Phase- Monthly interim payments will be made as a % of the physical progress of the work site.

Release of Retention money - Payment within 42 days after the satisfactory completion of the maintenance period by the selected construction contractor

9.0. Data, services and facilities to be provided by the client

The survey maps and other data related to this work, to the extent available with the Client will be provided.

10.0 Expenses to be borne by the consultant

Travel & transport, food & lodging for site visits, communications, postage, courier service, site surveys, maps, photography, supply of equipment etc, electronic data processing, reports and printing, site investigations, any other investigations, reviews, testing, insurance and all taxes & levies.

11.0 Performance Security

The selected consultant shall submit a performance security before entering in to the Consultancy Agreement between the Client and the Consultant.

The acceptable performance security is “on demand unconditional” security issued by a reputed commercial bank operating in Sri Lanka and on the format given by the Client.

The amount of the performance security shall be 5% of the total consultancy fee agreed and shall be valid until 28 days beyond the scheduled date of completion of the consultancy assignment.

12.0 List of documents including reports, drawings and schedules (deliverables)

The consultant shall produce and submit to the Client the following reports, drawings and schedules during the assignment.

Reports

- Inception Reports
- Monthly Operational Summary Reports
- Quarterly Reports

Drawings (Bidding/Contract/ Construction/as built)

- Architectural Drawings (general arrangement, floor plans, elevations, sections and finishing details and schedules)
- Structural (general arrangements and reinforcement details)
- Electrical Services layouts and details
- Electromechanical Services layouts and details
- Plumbing Services layouts and details
- Sewerage System layouts and details
- Solid Waste Disposal System layouts and details
- Storm Water Drainage System layouts and details
- Landscape layouts and details

Schedules

- Architectural finishes schedule
- Door and window schedule
- Engineering Detail BOQ prepared as per the SMM7
- Pricing BOQ with approved rates
- Specifications (general, special and specific)
- Bidding Documents
- Interim and final payment certificate of work done
- Work completion certificates
- Recommendation for extra work or additional work (rates and quantities)
- Maintenance certificate
- Chartered Engineers certificates as appropriate and requested by client
- Other reports related to consortium consultancy package

13.0 Proposal Validity Period

Consultants shall be required to submit proposals (both Technical & Financial) valid for a period of 91 days from the date of closing the receipt of proposals.

Democratic Socialist Republic of Sri Lanka



**Ministry of Primary Industries
& Social Empowerment**

Document for the submission

of

Expression of Interest (EOI)

for the

**Selection of Consultancy Firm for the
Consortium Consultancy Services for the
Construction of New Building Complex for
Elders Home at Kataragama.**

National Secretariat for Elders

2nd Floor, Block D, Sethsiripaya Stage II, Battaramulla

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Expression of Interest

Data Sheets

for

**Selection of Consultancy Firm for the
Consortium Consultancy Services for the
Construction of New Building Complex for
Elders Home at Kataragama.**

A. Preliminary Information

Name of the Organization			
Postal Address			
E-mail Address			
Telephone (land)	Fax	Web (if any)	Telephone (mobile) - (with name & the designation)
Status of the company (Sole proprietor / partnership / Joint venture)			<p>Attach certified copies of the relevant documents</p> <p>Note- If Joint Venture attach all details of all the partners</p>
VAT Registration No			
Company Registration			
Registration with Sri Lanka Institute of Architects			
Details of Black Listing and/or Disciplinary Inquiries with Sri Lanka Institute of Architects			

B. Technical & Managerial Capabilities

B.1 Professional & Technical Staff

Full time permanent staff (FT) & Part time staff (PT) of the organization (Use separate sheets if required)

Designation	Name	FT or PT	Educational Qualifications	Professional / Technical Qualifications	Experience	EPF No (for full time staff only)

B.2. Past Experience Competence

Provide details of past experience in Consultancy works in last 5 years (Use separate sheets if required)

***Nature of the Consultancy Service**

AC- Architects Consultancy,

QS- Quantity Surveying,

CC- Consortium Consultancy

EC- Engineering Consultancy,

SE- Structural Engineering,

PM –Project Management,

TP- Town Planning,

Client	Name of the Project	Total Project Cost (LKR Million)	Date of award	Date Completed	Nature of the Consultancy Service *

B.3 Details of Design office equipment & Motor Vehicles

Equipment	Date of purchase	Serial no.	Details of Motor Vehicles owned by the Firm		
			Type of vehicle	Date of purchase	Reg. No.
			Details of Motor Vehicles to be hired by the Firm for this project		

C. Organizational Competence

Year of Establishment	
Core Business	
Activities of the Organization	
Details of Registrations	
Total Years of Experience	
Any other	

D. Qualification of Key Staff

D.1 - Proposed Position	Team Leader
Name	
Present Designation	
Highest Educational Qualification	
Professional Qualifications (with year obtaining)	
Experience	
Date joining this organization	
Any other	

D.2 - Proposed Position	Chief Architect
Name	
Present Designation	
Highest Educational Qualification	
Professional Qualifications (with year obtaining)	
Experience	
Date joining this organization	
Any other	

D.3 - Proposed Position	Structural Engineer
Name	
Present Designation	
Highest Educational Qualification	
Professional Qualifications (with year obtaining)	
Experience	
Date joining this organization	
Any other	

D.4 - Proposed Position	Electrical Engineer
Name	
Present Designation	
Highest Educational Qualification	
Professional Qualifications (with year obtaining)	
Experience	
Date joining this organization	
Any other	

D.5 - Proposed Position	Mechanical Engineer / Service Engineer
Name	
Present Designation	
Highest Educational Qualification	
Professional Qualifications (with year obtaining)	
Experience	
Date joining this organization	
Any other	

D.6 - Proposed Position	Quantity Surveyor
Name	
Present Designation	
Highest Educational Qualification	
Professional Qualifications (with year obtaining)	
Experience	
Date joining this organization	
Any other	

D.7 - Proposed Position	Architect
Name	
Present Designation	
Highest Educational Qualification	
Professional Qualifications (with year obtaining)	
Experience	
Date joining this organization	
Any other	

D.8 - Proposed Position	Landscaping Consultant
Name	
Present Designation	
Highest Educational Qualification	
Professional Qualifications (with year obtaining)	
Experience	
Date joining this organization	
Any other	

D.9 - Proposed Position	Finance Manager
Name	
Present Designation	
Highest Educational Qualification	
Professional Qualifications (with year obtaining)	
Experience	
Date joining this organization	
Any other	

E. Client References

Past Experience of similar Works - Provide details of past experience in similar Consultancy works (Consortium Consultancy works only) in last 5 years

Attach documentary evidence obtained from the Client

Client	Name of the consultancy	Total Project Cost (LKR Million)	Date of award	Date Completed or Scheduled Date

(Use separate sheets if required)

F. Financial Competence

Schedule F.1 – Annual Turn-over Information (Consultancy works only – Last 5 years)	
For joint ventures, each joint venture partner shall furnish information separately.	
Year	Total Turn Over (LKR Million) Attach copies of audited statements with audit opinion
1 2017/18	
2 2016/17	
3 2015/16	
4 2014/15	
5 2013/14	
Total	
Average for last 5 years	

Schedule F.2 – Adequacy of Working Capital		
Source of credit line	Amount (LKR Million)	Remarks
		Provide documentary evidence
Total		

Certification:

I certify that the information given in Schedules A, B, C, D, E & F including the attachments thereto is true & correct to the best of my knowledge

.....

Authorized Signature

Name & Designation

On behalf of (*Company Name*)

Company Seal

Date