



EXPRESSIONS OF INTEREST

Contact Number : DTET/09/01/C1/35-C/SSDP/2018

Department of Technical Education & Training

Ministry of Skills Development & Vocational Training



**Consultancy Service for Design, Procurement, Contract Management and Supervision
of Construction & Post Construction Supervision**

The chairperson, Department Consultant Procurement Committee on behalf of the Department of Technical Education & Training invites eligible consultants to indicate their interest in providing the service described below.

The consultancy service includes Design, Procurement, Contract Management and Supervision of Construction & Post Construction Supervision for **Construction of Four Storied Building for Workshops & Class Room at College of Technology at Jaffna.**

Interested consultants must provide information indicating that they are qualified to perform the service (brochures, description of similar assignments, experience in similar conditions, availability of appropriate skills among staff, etc.) as per the formant titled “**Consultancy Service DTET**” available in the website www.dtet.gov.lk. Interested consultants may obtain Terms of Reference from same website and further information from **Chief Engineer, Infrastructure & Maintenance Division, Department of Technical Education & Training. Tel 011-2348894 /011-2348896/011-2348897.**

Duly completed sealed Expressions of interest under sealed covers must be addressed to the chairperson, Department Consultant Procurement Committee, Department of Technical Education & Training and delivered to the address given below on or before at **2.00 p.m. on 19-04-2018.**

Chairperson,
Department Procurement Committee,
Department of Technical Education & Training
P.O.Box 557, Olcott Mawatha,
Colombo 10.

Website : www.dtet.gov.lk

Information to be given with Expression of Interest

1. Name of firm:
2. Specialty of services being provided by the firm:
3. Address of Head office:
4. Telephone numbers & Fax numbers:
5. Legal status:
6. Place of registration and year:
7. Brief description of Organization and administrative structure:
.....
8. Name of person to whom written power of attorney of the signatory is given:
.....
9. Key Professional staff the firm :

	Name	Specialty	Academic and professional qualification with year	Total length of experience	Type of employment Part-time/full time

10. Experience as the firm for the last five years

Name of Project From year 2018 down words	Name of Client	Types of Services provided (design, procurement, Contract Management and Construction Supervision)	Duration and Cost of the Project	Any firm associated with for providing services	Date of start and date of completion

Preference will be given for Consultancy Firms who have provided similar services to State Institution following Government rules & regulations.

11. In case, the firm is selected, details of staff to be employed for supervision

Name of Person	Designation of specialty	Qualifications	Relevant Experience
Project Manager			
Structural Civil Engineer			
Project Architect			
E&M Engineer			
Service & Drainage Engineer			
Engineer/Quantity Surveyor			
Others			
Supervision team			
Resident Civil Engineer			
Resident Technical Officer			
Others			

Please refer to for expected staff

12. Financial Strength;

	Financial Year	Annual Consultancy Turnover Rs.	Current Assets Rs.	Current Liability Rs.
1	2017 – 2016			
2	2016 – 2015			
3	2015 - 2014			

Above information should be reflected on Audited Financial Statements. If requested, copies should be forwarded.

13. Name of contact person and contacts number/s :

On behalf of (firm's name)..... firm's address
..... I hereby express our interest for
providing total consultancy service for design, procurement, contract management and supervision of
*construction and post construction of **four storied building for workshop and classroom building at College of***
***Technology at Jaffna** and for Department of Technical Education and Training and declare that above given*
information are correct and accurate to the best of my knowledge.

Signature of Authorized person of firm:

Date:

TERMS OF REFERENCE

A. Background:

The total population of Jaffna District is around 610,000. The population of younger generation who are in need of receiving vocational education is currently around 40,000. The College of Technology, Jaffna receives a lot of applications usually more than 8000 per year. But the student enrollment for 28 courses is limited and it is around 1200 in 2017. Only 15% of the applicants are enrolled and balance 85% is rejected due to lack of resources and insufficient infrastructure facilities.

Hence it is decided to construct a four storied building to provide facilities of workshop, engineering laboratory for Refrigeration and Air-condition with six class rooms. Total budget set apart for the project is Rs. 150 Mn including contingencies, provision for price escalation, consultancy fees, and VAT. Basic cost for civil component without VAT is Rs 110 Mn. Consultancy service is intended to be obtained for design, procurement, contract management and supervision of construction & post construction for construction of four story building. Due to limited sand space in the college premises, the proposed building is located after demolishing and removing very old single story building.

B. Objectives:

Four storied building (total floor area 4x432 square meter) has to be designed to provide workshop facilities with suitable architectural features and very modern class rooms for the attraction of the youthful students. Normally workshops have to be located on the ground floor for easy installation of machines and sufficient height of floor for installing machines should be allowed. The workshop should consist of instructor room with attached wash room, tool room and changing room for students. Other facilities such as sewerage disposal system should be included .

C. Scope of Services:

Scope of service covers Design of building/s, preparation of Architectural, Structural and Service drawings, preparation of bidding documents including, specification, Bills of Quantities, Contract Management and supervision of Construction & Post Construction Supervision of above hostel building.

A suitable contractor will be selected through National Competitive Procedure in terms of Procurement Guideline and Manual.

Contract Management has to be done in terms of conditions of ICTAD/CIDA contractual agreement and government rules and regulations.

CIDA/ICTAD bidding documents and Conditions of Contract (ICTAD/SBD/02) will be used.

D. Procedure for selection of a suitable Consultancy firm:

Consulting Services Manual November 2007 and Guidelines – selection & Employment of Consultants

August 2017 issued by National Procurement Agency of Sri Lanka will be used.

Step 1: Expression of interest is invited from suitable consultancy firms.

Step 2: Suitable consultancy firm will be short-listed based on firms' capacities, availability of key staff members and experience of providing **similar consultancy**, etc.

Step 3: Request for Proposals (**REP**) will be invited from short-listed consultancy firms using two envelop method,

Step 4: Technical proposals will be opened first and evaluated. Financial proposals of unsuccessful consultancy firms will be returned.

Step 5: Financial proposals of selected bidders will be opened in present of representative of selected bidders.

Step 6: A suitable consultancy firm will be selected using Quality Cost Base Selection (QCBS).

Technical proposal: 80% weighting

Financial proposal: 20% weighting

Step 7: Negotiation with selected consultancy firm.

E. Submission of Information:

All details of the firm as requested in **Information to be given with Expression of Interest** should be submitted.

F. Activities and tasks to be performed:

1. Inception and Feasibility Phase

- I. Prepare drawings and other documents for submission by the client for obtaining approval from local authorities and other statutory bodies. Assist the Client in obtaining such approvals. If necessary.
- II. The service experts to be appointed by the consultants. The Consultant shall be responsible for their works and quality deliveries.
- III. Discuss and finalize the contract strategy such as pre-qualification of contractors, execution of project.

2. Schematic Design Phase

- I. Obtain Client's Statement of Requirements
- II. Inspect Site and identify conditions and constrains
- III. Carry out topographic surveys for the total area to be developed. (Survey or Plan is available,)
- IV. Carry out geotechnical investigations necessary to determine the foundation condition for structures if required.
- V. Prepare the schematic drawings, present it to the client and obtain approval from client for development/preparation of other plans.

3. Design Development phase

- I. Review Client's decision arising from schematic design, prepare Architectural, Structural and other Engineering Services drawings (like Electrical, Heat Ventilation, , fire protection, water supply and waste disposal, sewerage disposal, access roads along with street lamps, parking)
- II. Submit a set of the above drawings for the client's review and observations. Incorporate client's observations and obtain his approval.
- III. Submit a set of finalized drawings to the client.
- IV. Prepare Bills of Quantities and Technical Specifications of materials and workmanships, These should be prepared very accurately and good enough for the execution.

4. Construction Document Phase

- I. Prepare Construction Program.
- II. Prepare **rated** BOQ using current prices of construction materials, wages of labours and technical staff, hiring charges of equipment in the area. A suitable mark-up also should be used.
- III. Prepare a complete set of bid documents including all necessary information as per CIDA/ICTAD standard Bidding Documents.

5. Bidding Phase

- I. Assist the client in conducting pre-bid meetings and making written clarifications.
- II. Prepare preliminary technical evaluation report and assist the Technical Evaluation Committee to prepare their Technical Evaluation Report.
- III. Prepare contract documents for the signing of the agreement between the client and the successful bidder.

6. Construction Phase

- I. Handing over the site to the contractor
- II. Carrying out full time site supervision by a resident Team and periodical inspection by specialists when necessary
- III. Review the Contractor's Management Structure, inform and obtain approval from the client in respect of qualification & experience of contractor's staff
- IV. Providing a full set of design drawings to the contractor and obtaining rated BOQ of the Contractor from the client for checking bills.
- V. Obtaining, reviewing and approving contractor's work plan, program and implementation schedule for completion of the work within the contract period and obtaining the updated schedule during construction

- VI. Carrying out close supervision of the construction and monitoring the progress
- VII. Inspecting and verifying the adequacy of the Contractor's Equipment and personal assigned to carry out the work as per contract agreement and informing the client.
- VIII. Ensuring that the quality control tests are done by the contractor as specified in the specifications and as per normal codes of Engineering practices and maintaining the records of the same. The consultant may specify additional tests if he deems fit in the interest of the project at any stage of construction. In case, any test fails, consultant should advise the contractor on remedial measures.
- IX. Checking and approving contractor's equipment, materials according to specifications and method to be used for concrete mixing, pouring and vibrating.
- X. Reviewing safety & welfare measures for the labor including the hygienic conditions in labor camps as per the prevailing environmental norms. Make sure the environmental protection while executing the project. Advise the contractor to replant required number of plants when and where necessary if applicable. Make sure and advise the contractor to remove/dispose the construction waste without harming the environment and make least sound. Heat and dust effect on the environment and do diligence precaution if they will be higher than threshold level of harmful. (THIS IS A CONDITION OF FUNDING AGENCY)
- XI. Justifying Variation orders/ extra works/ claims including checking and negotiations of rates with contractor as and when required and making recommendations to the client
- XII. Checking works variation orders and preparing necessary engineering details and cost estimates for approval of variation orders by the client
- XIII. Reviewing Contractor's correspondences and instructing the contractor on different aspects of the project and obtaining client's approval where necessary
- XIV. Arranging regular meeting at the site to review the progress/resolve problem
- XV. Progress Control, Financial Control and continuous monitoring of budget including maintaining daily record of weather, number of skilled and unskilled labours employed issues uncounted.
- XVI. Submission of Monthly Progress Report (in addition to contractor's report) in the format given by the Client. The report should show bottlenecks in construction clearly and suggest remedies.**
- XVII. Checking of measurements of work and certification of interim payments.
- XVIII. Supervising the satisfactory commissioning of all the installation in the building like electrical fittings, electrical and water supply systems, water tanks and toilet fittings, air conditioners etc...
- XIX. Preparing a list of defects before the building is taken over.

- XX. Certification of the building being suitable for occupation/purpose.
- XXI. Assisting the Client in obtaining various certificates from local agencies as applicable.
- XXII. Advising client regarding the expiry dates of performance bond, advance bound and insurances.
- XXIII. Assisting the Client in obtaining the various service connections utility services like water, electricity, sewerage etc.
- XXIV. Certification of final payments to the contractor.
- XXV. Settlement of Disputes and Litigation with the contractor as far as possible and if the matter is taken to arbitration/court by any party, representing the client in the proceedings.
- XXVI. Receipt of Manuals and Material Samples.
- XXVII. Review the as-built drawings on tracing papers and soft copy.
- XXVIII. Checking and certifying shop drawings.
- XXIX. Defects survey upon practical completion of the project, Notification of the Contractor and ensure the defects are attended.
- XXX. Coordinate and facilitate a team of professional to prepare Initial Environmental evaluation Report (IEER) and support to implement the recommendation with the assistance of the contractor if such team will be deployed by the client.
- XXXI. Final inspection upon Practical Completion of the Project and issue of completion of certificate.

7. Post- Construction Phase

- I. Check and submit 'as-built' drawings (both hard and soft copies in editable format) to the Client prepared by the Contractor.
- II. Check and submit service agreements for plants and equipment installed in the completed work.
- III. Coordinate training program for Client's staff to operate systems and plants.
- IV. Review warranties and guarantees submitted by the Contractor.
- V. Inspects the works during the Defects Liability Period and prepare a list of defects and notify the Contractor to rectify such defects.
- VI. Inspects the works during the Defects Liability Period and prepare a list of defects and notify the Contractor to rectify such defects.

- VII. Once, clients notifies any defect, inspect and identify fault/s and notify the Contractor to rectify such defects.
- VIII. Issue certificate releasing retention at the end of Defects Liability Period, performance certificate.
- IX. The Management of pre-construction, construction and post-construction will be coordinated by Director General. Department of Technical Education and Training of Ministry of Skills Development and Vocational Training.

G. Duration of Project:

Construction period is 15 months from the date of award of contract to the contractor.

H. Procurement Entity:

Procurement Entity is Department of Technical Education and Training. Funds will be provided by Skills Sector Development Program (SSDP) implemented under Ministry of Skill Development & Vocational Training Centre situated at Narahanpita with a combined loan of ADB and World Bank. But Sri Lankan procurement guidelines and manuals are applicable.

Infrastructure Development Division of Department of Technical Education and Training consists of a technical team headed by Chief Engineer,

The Technical Team will oversee services provided by consultants and bills for payments for construction and consultancy should be forwarded to SSDP for payment through Department of Technical Education and Training (DTET). Technical team of DTET will re-checks bills recommended by consultancy firm.

The Technical Team is responsible for ensuring adequate supervision and assessment of deliverables and scope of services by the consultant.

J. KEY PROFESSIONAL STAFF REQUIRED

The key staff whose CVs will be evaluated are listed below. The Consultant shall provide all staff necessary for this assignment and the staffing arrangement shall be proposed according to the construction schedule including the Defect Liability Period.

For Designs & Procurement

	Key Staff	Qualification and Experience	Activity	Remarks
1	Project Manager (01 person)	Shall be Chartered Civil Engineer with a corporate membership of the Institution of Engineers of Sri Lanka or shall be a Chartered Architect having the corporate membership of the Institution. She/he shall have a minimum experience of eight years post charter qualification, out of which 5 years as project Manager or Deputy Project manager/ experience.	Project Manager	Project Manager may be involved in some other projects at the same time. Number of projects should be reasonable.
2	Structural Engineer (01 person)	Shall be a B.Sc.(Eng) and Chartered Civil Engineer having the corporate membership of the Institution of Engineers in Sri Lanka. He / She shall have minimum of 5 years of post-charter experience. In structural designs.	Structural Design	Structural Engineer's Supervision is needed if necessary on part-time basis.
3	Project Architect (01 person)	Shall be a B.Sc. / B.Arch. Chartered Architect having the corporate membership of the Institution of Architects in Sri Lanka He /She shall have 5 years of post-charter experience in similar building design.	Design and site supervision for finishing	Supervision is needed for finishing
4	Electrical & Mechanical Engineer (01 person)	Shall be a Chartered Electrical Engineer with a corporate membership of the Institution of Engineers of Sri Lanka. He/ She shall have a minimum 05 years of experience in the field.	Preparation of electrical drawings Assisting / preparation BoQs of relevant items and site supervision (if necessary) and supervision (part-time)	Their supervision is needed for laying electrical service
5	Services & Drainage Engineer (01 person)	Shall be a Chartered Civil / Service Engineer with a corporate membership of the institution of Engineers of Sri Lanka. He/ She shall have a minimum 05 years of experience in relevant field.	Preparation of services drawings including septic tanks, drainage, pipe lines, construction Assisting preparation BOQs of relevant items.	
6	Engineer /Quantity Surveyor	Engineer/Quantity Surveyor with experience of eight years for procurement documentation using ICTAD/SBD/02 works contacts above SLR. 150 mn.	Preparation of bidding documents	

Supervision:

	Key Staff	Qualification and Experience	Activity
1	Resident Engineer (01 person) Civil	Shall be a Chartered Civil Engineer with a corporate membership of the Institution of Engineers of Sri Lanka. He / She shall have a minimum experience of 8 years post charter qualification in Supervision & Contract Management, out of which 3 year shall be as Resident Engineer in similar projects.	Contract Management and Construction supervision, checking bills, (Full time at the site)
2	Resident Technical Officer (01 person)	Should be a National Diplomas Technology (NDT) holder in Civil engineering or equivalent with 05 years of experience in construction supervision.	Contract Management and Construction supervision. Checking bills, (Full time at site)

1. WORK SCHEDULE SUMMARY

Work Phase	Completion period of each phase (weeks)
Schematic Design phase	2 weeks
Design Development Phase	3 weeks
Construction Document phase	1 weeks
Bidding phase	8 weeks
Construction phase	60 weeks
Maintenance phase	52 weeks