

Terms of Reference

For

Hiring of Supervision Management Firm to Complete the Supervision of Current Remaining Construction Works at the New Redemption Hospital

I. Background

In 2016, Liberia restructured its Ebola Emergency Response Project (EERP) financed by the World Bank to respond to the demands for supporting strengthening of resilient health systems and implementation of National “Investment Plan for Building a Resilient Health System: 2015 to 2021”. Activities financed under the restructuring included support to the health workforce program, engineering health infrastructure (Construction of the new Redemption Hospital, rehabilitation of health facilities with triage, staff housing for health workers in remote health facilities, and isolation functions), community health workforce program, county-based service delivery, and fleet management and ambulance services.

Under the subcomponent preparedness for potential future Ebola outbreaks, the Ministry of Health (MOH) has allocated funds for the construction the new Redemption Hospital. As part of the process to rationalize the existing contract within existing budgetary and time constraints, the MOH wishes to hire a firm with experiences in construction supervision management services to manage the supervision of the completion of the current construction works at the New Redemption Hospital in upper Caldwell, Montserrado County.

Scope of works

- Support the Ministry of Health/PIU to evaluate bids to complete the current construction works.
- Review the contractor’s construction workprogram.
- Prepare and submit to MOH monthly reports on the progress of the works and prepare financial and other reports as required.
- Maintain a dialy at the site recording the daily weather conditions, instructions issued to the contractor, problems occurring, deliveries of materials, progress on site, workers on site, visitors, etc.

- Inspect and supervise the construction works to ensure that the buildings are constructed in accordance with the drawings and specifications and within the contract amount.
- Monitor the progress of the works against the Consultant's implementation program and the construction program provided by the contractor and advise MOH of any likely delays to the construction works.
- Advise the contractor on any necessary measures to ensure the completion of the construction works in accordance with the construction program within time.
- Advise MOH of any deviations from the contract drawings and documents by the contractor.
- Chair site meetings at fortnightly or monthly intervals as necessary with representatives of MOH and the contractor to discuss the progress of the works and any problems.
- Advise MOH on any possible problems or necessary changes as they arise that will incur extra costs and on possible ways to avoid these costs.
- Advise MOH on any possible claims by the contractor or on any other contractual problems arising during the works.
- Measure the work as completed and certify payments to the contractor in accordance with the contract provisions,
- Arrange the testing, commissioning, acceptance, and handover of the works on completion.
- Prepare accurate 'as-built' drawings of the facilities after completion of the works.
- Prepare lists of defective and outstanding work at the time of practical completion
- Checking the condition of the works at the end of the 12 months' defects liability period and signing off the works when all outstanding or defective works have been completed
- Carry out any other tasks related to the supervision of the works as may be requested by MOH and
- Prepare maintenance plans, handbooks and budgets for all buildings, equipment, and services.

Deliverables

A. Tender and bid process

Review and comment on the appropriateness and completeness of the tender documents issued by the MOH and the bid submitted by the contractor including design, drawings, calculations, and legal documents received and signed by the parties.

B. Submit progress report to the Ministry of Health/PIU (Monthly progress report, site meeting minutes, practical report, final completion report)

C. *Maintenance Plans and Manuals* (Maintenance plans, manuals and budgets for the buildings, equipment, and services.)

D. *Defect Liability Period Report*

II. *Consultant staffing Team*

1. Architect
2. Structural Engineer
3. Civil Engineer
4. Quantity Surveyor
5. Electrical Engineer
6. Mechanical Engineer
7. Environmental and Social Safeguard Specialist

| No. | Position | Professional experience | Educational Qualification | Specific Expertise |
|-----|------------------------------|---|--|--|
| 1. | Team Leader/Senior Architect | Minimum of 15 years Experience in infrastructure projects out of which minimum 10 years' experience in hospital construction. | Graduate degree in Architectural Engineering and a licensed & certified Architect. | He/ She should have proven. record of project management of infrastructure projects especially hospital construction. Experience in World Bank aided projects shall be given |

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| | | | | additional weight. He/ She should also have good overall Knowledge of planning, contract management, the FIDIC Contract and aspects of infrastructure projects especially in health sector. |
| 2. | Structural Engineer | Minimum 10 years of Experience on design and Structural analysis. Knowledge of various internationally accepted design codes & methodologies and Familiarity of best practices is essential. | Graduate degree in Structural Engineering. A licensed & certified Structural Engineering. | He/ She should have experience on design and Construction of vertical structures. The candidate must have capability to design vertical structures with various alternative materials and structural arrangements. |
| 3. | Civil Engineer | Minimum 10 years of Experience in building construction | A Graduate degree in Civil Engineering. | He/ She should have worked as civil/construction engineer. Good knowledge of storm water control, sewers and water reticulation |

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| 4. | Quantity Surveyor | Minimum 10 years for degree holders / 12 years for diploma holders of Experience in quantity surveying, cost estimation and specification of construction materials. | A degree in Quantity Surveying / Diploma in quantity surveying | He/she should have worked as quantity surveyor for at least 7 years for degree holders / 9 years for diploma holders |
| 5. | Electrical Engineer | Minimum 10 years of Experience in Electrical Engineering | Graduate degree in Electrical Engineering | He/She should have experience in industrial electrification |
| 6 | Mechanical Engineer | Minimum of 10 years of experience in each discipline | Graduate degree in Mechanical Engineering | He/She should have experience in: HVAC Plumbing and sanitary ware Water and fire reticulation Gas |
| 7. | Environmental & Social Safeguard Specialist | Minimum of 10 years of experience | Graduate degree in Environmental Science/Engineering | He/she should have knowledge and working experience with World Bank safeguards instruments |

III. Staff schedule & Man months

| No | Personnel | Time inputs |
|----|---|------------------|
| 1. | Architect/Team Leader | 14 |
| 2. | Civil Engineer | 14 |
| 3. | Structural Engineer | 6 |
| 4. | Electrical Engineer | 8 |
| 5. | Mechanical Engineer | 8 |
| 6. | Quantity Engineer | 14 |
| 7. | Environmental & Social Safeguard Specialist | 14 |
| | Total | 78 months |

IV. Reports, deliverables, and timeline

The Consultant will prepare and submit to the Ministry of Health through the PIU the following reports in required number of copies:

| Management & Supervision of remaining construction works | | |
|--|--|-----------------------------------|
| <p>A. progress report to the Ministry of Health/PIU (Monthly progress report, site meeting minutes, practical report, final completion report)</p> <p>B. <i>Maintenance Plans and Manuals</i> (Maintenance plans, manuals and budgets for the buildings, equipment, and services.)</p> | <p>Monthly and at the end of the project completion</p> | <p>electronic and hard copies</p> |
| C. Defect Liability Period | | |
| <p>12 months' defects liability period report</p> | <p>Within 180 days. 1st inspection will be conducted in six months while the 2nd</p> | <p>electronic and hard copies</p> |

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| | and final inspection will be conducted at the end of the DNP. | |
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V. Contract type and duration

The contract type is time-based contract, and the contract will be carryout for the fourteen (14) months construction period with 12-month defect liability period.

VI. Qualification, competencies, and experience of Consultant/Firm

- A registered architecture & engineering consulting firm
- At least 20 years of experience in Architecture and Engineering (firm with expertise and experience in hospital construction is an added weight)
- Experience with World Bank/African Development Bank projects
- Done similar type of projects completed in the same complexity and nature
- Proficiency in the English language

Selection Method: A firm will be selected using Quality and Cost Based Selection. (QCBS).