

Terms of Reference for Design and Construction of Monuments at various location of Gwadar

GWADAR DEVELOPMENT AUTHORITY



TERMS OF REFERENCES

FOR

Design & Construction Services



**MONUMENTS AT VARIOUS LOCATIONS OF
GWADARBALUCHISTAN**

ISSUED TO M/s _____

TERMS OF REFERENCES

S. No.

- | | |
|-----------|---|
| 01 | EXPRESSION OF INTEREST |
| 02 | PROJECT BACKGROUND |
| 03 | SCOPE OF WORK & CONSULTANCY SERVICES |
| 04 | GUIDELINES FOR PREPARATION OF PROPOSALS |
| 05 | TECHNICAL PROPOSAL |
| 06 | FINANCIAL PROPOSAL |

Expression of Interest

1.0 Expression of Interest: Gwadar Development Authority (GDA) intends to construct monuments at various locations of Gwadar.

EOI are therefore invited as per **BPPRA Rules (Single Stage – Two Envelops** procedure from Reputable Consultants Group or Individual having experience for following scope of work:

- i. Experience in design of Monuments / Landmarks.
- ii. Experience in design and construction supervision of building structures
- iii. Experience in urban design projects.

The Interested Firms/ Consultants are required to submit the following Documents for the Consultancy Service:

1.1 Mandatory Documents:

- a) Company Profile for Individual, Partnership, Joint Venture or Collaborated Firms
- b) NTN and GST Registration Certificates
- c) Valid Registration Certificate of PEC / PCATP in appropriate Category
- d) Financial Soundness. Audited Accounts for the last 3 years
- e) Relevant Field Experience in Monuments / Landmarks design, building design, urban design specially in Balochistan.
- f) Affidavit on Stamp Paper that the Firm is/ was not Blacklisted or in Litigation with any Public Sector Institution

**LAST DATE OF SUBMISSION – _____Sept. 2016 at 01:00 AM at GDA Office
Governer House Road, Gwadar in the Office of Director Town Planning.
Tel: (086)9201010-9201011**

Note: Technical and Financial proposals are to be submitted separately in sealed envelopes.

2.0 PROJECT BACKGROUND

2.1 Introduction

2.1 The GDA is consistently making heavy investments in the social Sector for improving the quality of life of people of Gwadar.

Background

2.2 There is an enormous potential of fishing related industry in Gwadar region. The existing fisheries jetty is operating to its optimum level however it is not in position to cater for all types of ships and facilities to the fishermen. Surbandar which is nearest location with a large number of fishing community and hub of fishing boats. The project aims at developing fishing jetty with a floating modular system technology which is in practice in various countries in various countries in the region. In this context, GDA plans to facilitate the local fishermen with a floating jetty that can be developed short period so that economic output of the project may be achieved.

2.3 Objectives

2.3 The objective of the project is to enhance the beauty of Gwadar City.

3. Scope of work

3.1 The scope and extent of the Project is Design and Supervise the Monument at various locations of Gwadar with following details;

- Work / Scale Minimum four locations in Gwadar priority to locate Cultural design elements / modern Art.

The subject exercise shall involve the

- (i) Understanding of overall design elements in local architectural influence the proposal design.
- (ii) Conduct survey of project areas.
- (iii) Quantitative measurement/ Recommend Contractors Invoices, i.e. work done v/s payment made to contractors with respect to cost, quality, time & scope envisaged and preparation of Contract Documents of the schemes
- (iv) Recommending specific remedial measures to achieve the required progress standards
- (v) Submission of periodic deliverable progress reports.(xi) Review of design & detail drawings of related to planning, architecture & Engineering services.

3.2 Specific tasks and Deliverables

- I. The assignment requires proper evaluation, review & planning of the activities with reference to original timeframe involving a detailed economic and social survey of the fishing community and assess the benefits of the Project after implementation.
- II. The consultant shall provide a clear strategy & field operational plan methodology along with adequate mechanisms for monitoring, evaluation & coordination in Inception Report.
- III. The consultant shall deploy a suitable technical staff team for Design and Supervision of the Project.

The assigned team shall perform initial desk review of project documents for understanding of overall design & objectives involving:

- Analysis of the work plan/actions taken till date.
- Analysis of design, quality, its related components and objectives.
- Identification of project performance indicators in terms of cost, time, quality & scope etc.

Then, the consulting firm team shall pay Initial field visit for visual inspection of selected schemes.

- IV. The Team will produce Progress Reports, Design Detail, Drawings, Reports, Maps Tender Documents, Tender Evaluation Reports, Guarantees, Contract Agreements, Sampling & supervise Testing of Materials etc.
- V. The Firm will conduct post occupancy evaluation of the Project and suggest further improvements after getting feedback.

3.3 **REPORT SUBMISSIONS**

The firm shall submit following deliverable with time frame.

Sr.#	Description of Services	Time Frame
1	Inception Report containing results of field studies and evaluation. The report should also comprise of physical survey of Proposed Locations and their assessment for suitability (2 copies).	Within 7 days of Effectiveness of the Contract.
2	Conduct work on local architectural / Art to understand of cultural elements (2 copies).	Within 21 days of Effectiveness of the Contract.
3	Preparation & submission of Concept Design of monuments, (2 to 3 options)	Within 35 days of Effectiveness
4	Preparation of Final Engineering Design of all specialties after Incorporating Client's Comments on concept, if any. (2 copies).	Within 60 days of Effectiveness of the Contract.
5	Submission of Bidding Documents Projects including BOQ's, Tender Documents (05 Copies)	Within 70 days of Effectiveness of the Contract

3.4 **QUALIFICATION OF CONSULTANT FIRM/S**

a) The firm should be a relevant professional body/organization registered with PCATP / PEC & operating under regulations of Government of Pakistan.

b) The key staff team members should possess relevant expertise and skills to carry out validation exercise & be registered with PEC / PCATP.

c) The Technical Score is based on following;

- Approach and Methodology
- Experience of the Staff and firm in similar nature of works
- Financial Capability of firm.

d) The Firm may associate it self with International Firm having relevant Experience, However their both the firms must worked on atleast one Project in Pakistan and letter of association be attached.

3.5 **TERMS OF PAYMENT**

A) For Design stage, Payments shall be made according to the following schedule:

- | | |
|--|--------|
| (a) Advance Payment upon signing of Contract | @ 10% |
| (b) Upon submission of Inception Report | @ 15%. |
| (c) Upon submission of Concept Design | @25%. |
| (d) Upon submission of Final Engineering Drawings of all specialties including Architecture, Structure, Electrical, Plumbing etc | @25%. |
| (e) Upon submission of Bill of Qauntities, Bidding Documents | @ 25%. |

B) For Construction Supervision Payments shall be made according to the following schedule:

- | | |
|---|-----|
| i) Mobilization of Supervision Staff | 20% |
| ii) On Completion of 50 % of construction work | 30% |
| iii) On Completion of 100% of construction work | 30% |
| iv) On Completion of final Bill of Contractor | 20% |

4.0 GUIDELINES FOR PREPARATION OF PROPOSAL

4.1 General

Technical proposal evaluation will be carried out on the basis of the professional credentials of the applicants; understanding of project as well as the urban renewal process, services offered by them and expertise/experience relevant to the requirements for the proposed works

Final selection from amongst the prequalified Consultants would be made on the basis of the **Technical and Financial Proposal** now being requested. The client would like to appoint a Master Consultant who can offer the best possible services in the fields of design, Project management / Supervision, coordination etc in order to ensure quality of development and its timely completion.

The consultants would be required to evolve a state of the art methodology and monitoring system to ensure highest professional manner in the execution of all related works.

5. Technical Proposal

The Technical Proposal is to be submitted on company letter head duly signed & stamped.

The Technical Proposal would be evaluated on the basis of:

- Professional worth and standing of the firm in terms of the firm's experience.
- Experience , education / training of Key personnel with regard to revitalization of old towns
- The conceptualization of project highlighting design and management understanding as well as capabilities of consultant.
- Case Studies of Revitalization Projects of similar nature
- The proposed Methodology of the consultants elaborating their approach.
- Project Experience of the professionals in their respective fields.
- Professionals proposed to be deployed by the Consultants.

The team proposed by the consultant in the technical proposal would be considered a commitment by the Consultant in case of being appointed as the Project Consultant

Financial Proposals of the top three Consultants would be opened while the Financial Proposals of remaining shall be returned.

During evaluation the Technical Proposal would be given 80% age.

6. Financial Proposal

Proposal is to be submitted on Company letter head duly signed and stamped.

The consultancy Fee is to be quoted for 2 phases on Percentage bases ie **Phase 1** which includes design schematics, design development, preparation of design guidelines and all services related to surveys, Design, Master Planning and Feasibility, and **Phase 2**, which includes supervision fee for 3 Months construction Period.

The Financial Proposal would be evaluated combined quoted Fees.

During evaluation, the Financial Proposal would be given 20% age.

Estimated time for completion design and **construction** (Phase I and Phase II) shall be 8 (Eight) months.

TECHNICAL PROPOSAL STANDARD FORMATS

Information attached in Section - 2

FINANCIAL PROPOSAL STANDARD FORMAT

Information attached in Section - 3

IMPORTANT NOTE

Technical and Financial proposals are to be submitted separately in sealed envelopes as per BPPRA Rules 2014.

EVALUATION CRITERIA

Description of Weight age

Technical Evaluation 80%

Financial Evaluation 20%

Evaluation of Technical & Financial Proposals

The Technical Proposal will be evaluated on the basis of Applicant's experience, its understanding of TOR, Concept Philosophy, Proposed Methodology and Work Plan, Experience of Key Personnel with regard to working on similar nature projects particularly for related to housing documentation and evaluation works.

The scoring criteria to be used for evaluation shall be as follows.

No.	Parameter	Max. Marks	Criteria
1	Technical Proposal	80	
1a	Team Qualification	25	Provide an organization chart depicting the personnel to be used on this project, staff resumes showing area of similar expertise. The key personnel experience in up gradation , revitalization, conservation of historic buildings and towns
	i- appropriate team organization 5 marks ii- key personnel with experience of documentation and Project management of housing schemes. a- Team leader's experience of working in Gwadar and balochistan also awareness of social dynamics of locals 10 marks b- Senior team member's relevant experience 10 marks		
1b	Company's Relevant Experience	30	Company's experience and Senior members of firm having experience of similar work in up gradation , revitalization, conservation of historic buildings and towns
	i- Company's experience in design and supervision construction of monuments 10 marks ii- Company's experience in Gwadar for Similar work 10 marks iii- Company's experience in mega projects of work more than 100 Million and more. 10 marks		
1c	Financial Capabilities	05	Company or Consultants Financial statement of last three years
1d	Proposed Concept and Methodology	15	Proposed Concept and methodology, design to handle project, monitoring for the successful implementation of project.
1f	Memberships & Affiliation	5	Company's Membership with
	i- company's membership 3 marks		

ii- individual memberships 2 marks

PEC/PCATP.

2.0 Financial Proposal 20

2a Quoted Financial Bid for Consultancy 20 Formula for calculating marks:

	Total Marks	100	Technical Proposal + Financial Proposal
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REQUIRED KEY STAFF POSITIONS AND THEIR INPUT		
Sr.#	Position	INPUT (MONTHS)
1.	Project Manager	3
2.	Urban Designer	1
3.	Architect	2
4.	Structural Engineer	1
5.	MEP	1
6.	QS/Surveyor/Supervisor	1
7.	Resident Engineer	2

SECTION - 2

TECHNICAL PROPOSAL FORMS

Technical Proposal - Standard Forms

Refer to Reference Paragraph 3.4 of the Data Sheet for format of Technical Proposal to be submitted, and paragraph 3.4 of Section 2 of the RFP for Standard Forms required and number of pages recommended.

Form TECH-1. Technical Proposal Submission Form

Form TECH-2. Consultant's Organization and Experience

A - Consultant's Organization

B - Consultant's Experience

Form TECH-3. Comments and Suggestions on the Terms of Reference and on Counterpart Staff and Facilities to be Provided by the PA

A - On the Terms of Reference

B - On Counterpart Staff and Facilities

Form TECH-4. Description of Approach, Methodology and Work Plan for Performing the Assignment

Form TECH-5. Team Composition and Task Assignments

Form TECH-6. Curriculum Vitae (CV) for Proposed Professional Staff

FORM TECH-1. TECHNICAL PROPOSAL SUBMISSION FORM

[*Location, Date*]

To: [*Name and address of PA*] Dear Sirs:

We, the undersigned, offer to provide the consulting services for [*Insert title of assignment*] in accordance with your Request for Proposal dated [*Insert Date*] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope¹.

We are submitting our Proposal in association with: [*Insert a list with full name and address of each associated Consultant*]²

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

If negotiations are held during the period of validity of the Proposal, i.e., before the date indicated in the Data Sheet, we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We undertake, if our Proposal is accepted, to initiate the consulting services related to the assignment not later than the date indicated in the Data Sheet.

We understand you are not bound to accept any Proposal you receive. We remain,

Yours sincerely,

Authorized Signature [*In full and initials*]: _____ Name
and Title of Signatory: _____ Name
of Firm: _____
Address: _____

1 [*In case Paragraph Reference 1.2 of the Data Sheet requires to submit a Technical Proposal only, replace this sentence with: "We are hereby submitting our Proposal, which includes this Technical Proposal only."*]

2 [*Delete in case no association is foreseen.*]

For FTP Only

FORM TECH-2. CONSULTANT'S ORGANIZATION AND EXPERIENCE

A - Consultant's Organization

[Provide here a brief (two pages) description of the background and organization of your firm/entity and each associate for this assignment.]

B - Consultant's Experience

[Using the format below, provide information on each assignment for which your firm, and each associate for this assignment, was legally contracted either individually or as a corporate entity or as one of the major companies within an association, for carrying out consulting services similar to the ones requested under this assignment. Use 20 pages.]

Assignment name:	Approx. value of the contract (in current US\$ or Euro):
Country: Location within country:	Duration of assignment (months):
Name of PA:	Total No of staff-months of the assignment:
Address:	Approx. value of the services provided by your firm under the contract (in current US\$ or Euro):
Start date (month/year): Completion date (month/year):	No of professional staff-months provided by associated Consultants:
Name of associated Consultants, if any:	Name of senior professional staff of your firm involved and functions performed (indicate most significant profiles such as Project Director/Coordinator, Team Leader):
Narrative description of Project:	
Description of actual services provided by your staff within the assignment:	

Firm's Name: _____

For FTP Only

**FORM TECH-3. COMMENTS AND SUGGESTIONS ON THE TERMS OF
REFERENCE AND ON COUNTERPART STAFF AND FACILITIES TO BE
PROVIDED BY THE PA**

A - On the Terms of Reference

[Present and justify here any modifications or improvement to the Terms of Reference you are proposing to improve performance in carrying out the assignment (such as deleting some activity you consider unnecessary, or adding another, or proposing a different phasing of the activities). Such suggestions should be concise and to the point, and incorporated in your Proposal.]

B - On Counterpart Staff and Facilities

[Comment here on counterpart staff and facilities to be provided by the PA according to Paragraph Reference 1.4 of the Data Sheet including: administrative support, office space, local transportation, equipment, data, etc.]

FORM TECH-4. DESCRIPTION OF APPROACH, METHODOLOGY AND WORK PLAN FOR PERFORMING THE ASSIGNMENT

[Technical approach, methodology and work plan are key components of the Technical Proposal. You are suggested to present your Technical Proposal (50 pages, inclusive of charts and diagrams) divided into the following three chapters:

- a) Technical Approach and Methodology, b) Work Plan, and*
- c) Organization and Staffing,*

a) Technical Approach and Methodology. In this chapter you should explain your understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.

b) Work Plan. In this chapter you should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the PA), and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents, including reports, drawings, and tables to be delivered as final output, should be included here. The work plan should be consistent with the Work Schedule.

c) Organization and Staffing. In this chapter you should propose the structure and composition of your team. You should list the main disciplines of the assignment, the key expert responsible, and proposed technical and support staff.]

FORM TECH-6. CURRICULUM VITAE (CV) FOR PROPOSED

PROFESSIONAL STAFF

1. **Proposed Position** *[only one candidate shall be nominated for each position]:* _____

2. **Name of Firm** *[Insert name of firm proposing the staff]:* _____

3. **Name of Staff** *[Insert full name]:* _____

4. **Date of Birth:** _____ **Nationality:** _____

5. **Education** *[Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment]:* _____

6. **Membership of Professional Associations:** _____

7. **Other Training** *[Indicate significant training since degrees under 5 - Education were obtained]:* _____

8. **Countries of Work Experience:** *[List countries where staff has worked in the last ten years]:* _____

9. **Languages** *[For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]:*

10. **Employment Record** *[Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.]:*

From [Year]: ____ To [Year]: _____

Employer: _____

Positions held: _____

<p>11. Detailed Tasks Assigned</p> <p><i>[List all tasks to be performed under this assignment]</i></p>	<p>12. Work Undertaken that Best Illustrates Capability to handle the task Assigned.</p> <p><i>Name of Assignment or Projects</i></p> <p><i>Year</i></p> <p><i>Location</i></p> <p><i>Client</i></p> <p><i>Main Project Features</i></p> <p><i>Position held</i></p> <p><i>Activity performed</i></p>
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13. Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes me, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

_____ Date: _____
[Signature of staff member or authorized representative of the staff] *Day/Month/Year*

Full name of authorized representative: _____

SECTION - 3
FINANCIAL PROPOSAL SUBMISSION FORM

FIN-1 FINANCIAL PROPOSAL SUBMISSION FORM

Date:

To:
Project Director,
Gwadar Development Authority,
Gwadar.

Subject:

Dear Sir,

We, the undersigned, offer to provide the consulting services for design and construction of Monuments at various locations of Gwadar. In a accordance with your Request for Proposal vide EOI Advertisement in Daily newspapers Dated _____2016. Our Financial Proposal is for the sum of Rs.(in figures) (in words).

Our Financial Proposal shall be binding upon us subject to the modification resulting from Contract negotiation, up to expiration of the validity period of the Proposal, i.e. indicated in the Data Sheet.

If negotiations are held during the period of validity of the proposal, we confirm availability of our team of proposed personal. Our proposal is binding upon us and subject to the modifications resulting from negotiations.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Signature _____

Designation:

Official Stamp

SUMMARY OF FEE OF CONSULTANT

Sr.NO		Fee in Percentage
1	Design/Feasibility (Stage 1) Remuneration Fee	
2	Construction Supervision (Stage 2) Remuneration Fee	
Total Percentage		