

## **Detailed Scope of Work**

The Government (“Client”) shall retain the Consultant Architectural or Engineering Company (“Consultant”) to provide professional services to the Tynes Bay Waste to Energy Facility under the Department of Works and Engineering. The Architectural or Engineering Consultant will be required to work under the direction of the Tynes Bay Maintenance Engineer to oversee the RFP development, engineering and project management needs for the replacement of the HVAC and Lighting systems for the main administration building and auxiliary locations at the Tynes Bay site.

The Consultant will be required to perform research and site investigations to develop a comprehensive Request for Proposal package on behalf of the Government. The RFP shall highlight details for technical design specifications and installation of a new HVAC, Lighting and ceiling system. This comprehensive construction RFP should consider all phases of decommissioning of the existing system and a business continuity plan while construction is taking place.

The Consultant shall take into account the unique 24 hour nature of the facility where applicable.

The Consultant shall lead this project from development to completion and act as the Government Technical Representative. The Consultant will be required to prepare tendering documents and provide site supervision when needed during design and possibly installation phase.

The consultant representative should be familiar with Government’s Administration and other related policies. The Consultant representative shall ensure compliance with Government’s Financial Instructions, other related policy documents and where applicable, the terms and conditions of all contracts, ensuring that functional requirements and performance are met while also meeting the requirements of government spending.

## **Conditions of Service Provision**

The service to be provided is one of technical resource support to the Ministry of Public Works, Tynes Bay Waste to Energy Facility detailed below. The cost of these services will be provided by the Consultant and agreed with the Client prior to award of contract and commencement of work.

The Consultant shall perform the services expeditiously to meet the requirements of the Client and shall complete any portion or portions of the services in such order as the Client may require. The Client shall have the right to take possession of and use any completed or partially completed portions of the work. All design calculations, drawings, investigations, reports and other like intellectual property will become property and copyright of the Client.

## **Service Package Deliverables**

Below are the required duties of the Consultant, (this list is not inclusive of all task but serves to provide a general idea);

### **1. Work Scope Development**

- a. Perform initial site visit and system inspection
- b. Develop recommendations for Client Review
- c. Produce final work scope for turnkey (Engineering, Procurement, Demolition and Construction) project.
- d. Produce budget cost estimates

### **2. Preparation, Development & Review of RFP Tender Documents**

- a. Produces preliminary sketches and designs in consultation with client departments.
- b. Develops and provides a preliminary estimate (Internal Government Estimate) to be utilized for comparison of tender bids
- c. Provides drawings, reports and any documents required for technical background information to perspective tenderers
- d. Reviews detailed designs which may involve dealing with other disciplines (mechanical, electrical, structural engineering etc.) to ensure coordination and compatibility of design elements
- e. Produces specifications and sets standards for drawings and contract documents.
- f. Ensures designs are in compliance with local and international codes of practice and standards. Ensure best practices are used throughout the project.
- g. Checks contractor drawings to ensure they meet the design needs for the HVAC, Lighting system and building retrofit.
- h. Verifies all calculations to ensure design adequacy of HVAC and Lighting replacement system
- i. Prepares tender documents in accordance with the Office of Procurement and Project Management guidelines and recommendations
- j. Responds to tender queries and communicates addenda to tenderers
- k. Prepares bills of quantities and tender documents and then places tenders and advises on acceptance upon return.
- l. Assists in the evaluation of tenders and produces contract award recommendations leading to construction phase.

### **3. Project Management**

- a. Manages site supervision on a daily basis. Directs and monitors work of contractors.
- b. Carries out performance tests on completion of contract to ensure compliance with specifications.
- c. Ensures that projects are constructed to specification, on time and within financial constraints.
- d. Prepares for approval interim and final payments as well as variation and change orders.
- e. Supervises the satisfactory completion of projects and correction of defects before producing for approval of final payment.

- f. Completes consultations and correspondence with contractors, public utilities and other departments as required.
- g. Holds regular project meetings with contractor and records minutes

#### **4. Investigations and Feasibility Studies**

- a. Completes site inspections, surveying and information gathering for preliminary investigation work.
- b. Completes alternative engineering solutions through economic analysis and feasibility studies. Provides scheme options with estimated costs for relevant committees and clients.

#### **5. Administration**

- a. Consults with all organizations and Government bodies that may be affected by any proposed works
- b. Supervises consultants undertaking specialist activities on behalf of Tynes Bay Management
- c. Prepare reports for the client on the status of the project as required.
- d. Provide project cost estimates to the Client or designate for annual budgeting purposes.

#### **6. Planning Consultation**

- a. Reviews planning submissions for code compliance, design suitability and verifies design calculations and criteria and provides comments, feedback and professional advice.
- b. Consults and communicates with other Government sections that may be affected by any proposed works.

### **Special Considerations**

#### **Equipment, Facilities and Services to be provided by the Client**

##### **Item to be provided by the Client**

- Client to provide existing system drawings and manuals which are available
- Client to provide access to site as required
- Client to make available to the Consultant any relevant information including preliminary data as requested by the Consultant and in a timely manner.

In the event that the consultant has to work from the Tynes Bay site, the Client will provide the Consultant with office space during Government's Normal working hours. The Office Space provided will **NOT** be furnished with any computer or network capabilities.