



Government of Saint Lucia

**Ministry of Tourism, Information & Broadcasting, Culture &
Creative Industries**



OECS REGIONAL TOURISM COMPETITIVENESS PROJECT

TERMS OF REFERENCE

FOR INDIVIDUAL CONSULTING SERVICES

SUPERVISION FOR

THE CONSTRUCTION OF THE GROS-ISLET BEACH PARK

Table of Contents

| | | |
|----|--|----|
| 1) | Background..... | 2 |
| 2) | Overview of the Gros-Islet Beach Park Project..... | 2 |
| 3) | Objectives of the Assignment..... | 2 |
| | General Objective | 2 |
| | Specific Objectives | 2 |
| 4) | Scope of Services | 4 |
| | 4.1. General Services | 4 |
| | 4.2. Specific Scope of Services..... | 4 |
| 5) | Manpower, Scheduling, and Costs..... | 7 |
| 6) | Deliverables..... | 8 |
| 7) | Duration of Services..... | 11 |
| 8) | Working Arrangements | 11 |
| | Client's Responsibility | 11 |
| | Consultant's Responsibility | 12 |
| 9) | Qualification Requirements and Evaluation Performance Criteria | 12 |

1) Background

The Ministry of Tourism, Information and Broadcasting, Culture and Creative Industries is currently implementing the OECS Regional Tourism and Competitiveness Project (ORTCP) - a six-year tourism development project, which is funded by the World Bank Group as a regional initiative to bolster the competitive placement of the main export of the OECS, as it particularly relates to Grenada and St Vincent and the Grenadines and Saint Lucia.

The original objectives of the Project were to: (i) facilitate the movement of tourists within the participating countries using ferries; (ii) improve selected touristic sites; and (iii) strengthen implementation capacity for regional tourism market development in the participating countries. However, the ORTCP has been restructured to achieve the ultimate aim of *improved selected tourism sites and strengthened capacity of resources*, to contribute to the industry's recovery from COVID-19 related economic impacts.

Under the OECS Regional Tourism Competitiveness Project, The Government of Saint Lucia (GoSL) wishes to develop the Gros-Islet Entertainment Beach Park, as part of its broader program – Community Tourism – an initiative focused on building and/or enhancing public infrastructure in rural communities that lend to touristic attraction. The program is also expected to influence private investment in accommodations, restaurants and entertainment which gives rise to horizontal linkages in the sector that allow more locals in quaint communities and villages to benefit directly from tourism-based revenue. The town of Gros-Islet is one of the pilot communities for development on the north-west coast of Saint Lucia which relies heavily on entertainment-tourism and fishing as its main economic activities.

2) Overview of the Gros-Islet Entertainment Beach Park

The proposed project, the development of Gros-Islet Entertainment Beach Park has its origins in consultations held during The Caribbean Local Economic Development Project (CARILED), a six-year project (2012-2017) aimed at developing and testing models of Local Economic Development (LED) across the Caribbean. Following broad community consultation, the development brief for the Park was part of a wider integrated rural development concept note (other components included the construction of a boardwalk along the coast where vendors could set up vending stalls, improvements to the jetty and the installation of buoys to encourage more yachts docking in the Gros Islet Bay) for the town of Gros Islet. The focus of this concept note was the creation of sustainable employment, especially for youth in the community.

Funds for construction and implementation of the rural development plans were not provided under the CARILED project. For this reason, the ORTCP has taken the initiative to collaborate with the Gros Islet Constituency Council on the development of one activity from the larger development plan. – The Gros Islet Entertainment Beach Park. The aim of this activity is to create proper recreational space on the southern side of Pigeon Island to compliment the Community Tourism activities in the village and to allow for the hosting of mass-crowd events such as the Saint Lucia Jazz Festival.

The project will construct vending booths that will house several vending stalls, a playground, comfort station, entertainment band stand and an administrative building. There will also be proper walkways, boardwalk, access road to booths and outdoor seating. The project consists of:

- the completion of one two-storey booth structure, with a metal frame and PVC board cladding, housing 4 units, with a footprint of 45 square meters or 485 square feet;
- the erection of two single-storey booth structures, housing an additional 4 units, with a footprint of 45 square meters or 485 square feet each;
- the construction of a masonry single-storey administration building, measuring 364 square feet or 34 square meters, inclusive of a shower;
- the construction of a masonry single-storey comfort station, measuring 227 square feet or some 21 square meters;
- the construction of a three chambered septic tank and soakaway system, with a charcoal chamber and chlorination cylindrical column;
- the construction of an entertainment stage, measuring 354 square feet or 33 square meters.
- the development of a children's playground area, with 1" x 3" pvc picket fencing 3'-0" high as an enclosure
- the development of a seating area,
- the construction of a small area to cover a potable water pump with water tank platform;
- the erection of 4'-0" (1.2m) Hercules (metal) fencing on 6" (150mm) block wall 2'-0" (600mm) high) with 3" (75mm) mass concrete capping;
- the construction of a 133 meters long boardwalk along the waterfront, constructed of concrete-coloured pavers laid on a sand bedding and locked in place with 4" (100mm) curb concrete wall on both sides;
- the installation of a rain water harvesting system

The total building footprint is 244 square meters or 2626 square feet. This means that the majority of the 2.51-acre site remains as open space.

3) Objectives of the Assignment

General Objective

The Ministry of Tourism, Information and Broadcasting, Culture and Creative Industries seeks to engage an Individual Consultant to provide contract management and supervision services during the construction of the Gros-Islet Entertainment Beach Park, to ensure compliance of the executed works to the contract documents, certify claims against works executed, and to review the quality of the executed works.

Specific Objectives

The specific objectives of the assignment are to provide contract administration services including supervision, and services during the defects liability period to ensure:

- a) quality in delivery of the works contract,
- b) compliance by the selected contractor to the works contract,
- c) certification of all works for the proposed construction of the Gros-Islet Beach Park.

4) Scope of Services

4.1. General Services

The Consultant shall perform all of the services hereafter described as efficiently and with the highest professional skills and care to ensure timely completion of the works. During all stages of the services the Consultant shall make all efforts to maintain full coordination with the Client and the beneficiary agency to ensure a common understanding on the requirements of the assignment.

4.2. Specific Scope of Services

The consultancy shall include Supervision during the Construction Period and Quality Assurance checks during the Defects Liability Period. Accordingly, the Consultant shall be responsible for services as follows:

4.2.1. During the Construction Phase

Under the direct supervision of the ORTCP Project Engineer of the Ministry of Tourism, the Consultant, after reviewing and becoming truly familiar with the design of the Gros-Islet Beach Park Project, will undertake the contract

management services, supervision and certification of works, by providing on-site supervision and contract administration services during the construction period. These services will include *inter alia*:

- 1 Carry out close supervision of the various activities included in the construction contract in a manner that ensures the contractor remains obligated to the timely and qualitative implementation of the works;
- 2 Prepare a Quality Assurance Plan in consultation with the contractor, consistent with the conditions of the contract. The Plan should be reviewed and approved by the ORTCP technical review team;
- 3 Certify all completed physical works, ensuring quality and standards are maintained before acceptance by the Government of Saint Lucia;
- 4 Represent the interest of the Government vis-à-vis the contract in any manner related to the construction contracts and the proper execution thereof;
- 5 Review, implement and supervise the Environmental and Social Management Plan (ESMP), including Health and Safety requirements to ensure compliance, so as to mitigate environmental and social impacts;
- 6 Ensure that the contractor mobilizes and supplies to the contract all personnel, equipment and machinery that has been committed in the Contract and that all such items remain on site until the appropriate approval for release is granted;
- 7 Review for compliance equipment and personnel on site as per contract;
- 8 Check the adequacy and operability of the Contractor's equipment to ensure proper execution of the works contracts;
- 9 Approve all sources of materials and fixtures including technical inspections, the results of laboratory testing of all construction materials and the quality of all permanent fixtures prior to their use;
- 10 Examine any technical proposals by the Contractor and furnish the Client with the necessary technical advice and recommendation in respect of materials and fixtures as compared with the specifications and Bill of Quantities (BOQ);

- 11 Organize, and chair fortnightly site meetings, review contractor's work schedule, provide a monthly progress report and results of laboratory testing, in accordance with the agreed quality assurance plan; and maintain a complete set of field records, timesheets, diary and minutes of site meetings;
- 12 Verify periodic and final payment statements submitted by the contractor and certify the quality and quantity of completed work activities for payment after checking their consistency with the technical specifications, terms of contract and agreed quality assurance plan;
- 13 Examine and make recommendations to the Client on all claims from the Contractors including proposed variations (scope, cost and time), extension of time, compensation for work and expenses or other matters of a similar nature;
- 14 Review and prepare any necessary variation orders, for approval by the Project Engineer.
- 15 Review the breakdown of unit rates and justification submitted by the contractor for the unit price of work activities relating to provisional sums identified in the BOQ and other work activities that are not included in the original contract (including variation orders), and make recommendations for the approval by the Project Engineer.
- 16 Provide timely assistance and direction to the Contractors on all matters related to the interpretation of the Contract Documents, ground survey controls, quality control, laboratory testing of construction material, work performance and other matters related to contract compliance and progress of the project.
- 17 Inspect the safety aspects of the construction, temporary works, accesses, and traffic conditions to ensure that adequate measures of public safety and circulation have been taken to protect life and property;
- 18 Inspect the occupational health and safety aspects of the construction and temporary works to ensure that all ESHS requirements are followed, according to the contract.
- 19 Report to the Project Engineer, on any grievances brought under the Grievance Redress Mechanism

- 20 Prepare and submit a final report on the completed works, the Contractors' performance, and the quality of works. The report should highlight problems experienced in connection with the works contracts and the recommended solutions;
- 21 Organize and conduct the inspection of the substantially completed works and facilitate a final inspection along with the Project Engineer and Contractor's Representative before the issuance of the Taking Over certificate;
- 22 Before the issuance of the Taking Over certificate, the Consultant shall carry out the necessary inspection, specify and supervise any remedial works to be carried out and after their approved completion, recommend the final inspection with the authorized representatives
- 23 Perform all other tasks not specifically mentioned above but which are necessary and essential to successfully supervise and control all construction activities in accordance with the terms of the works contract.

4.2.2. Services during the Defects Liability Period:

The Consultant shall carry out inspections during the defects liability period (365 days) to assess the quality of the whole works completed, prior to issuance of the Defects Liability Certificate. Where possible defects are identified the Consultant shall specify the requirements to address these defects, notify the Contractor and supervise the execution of the proposed remedial works to be carried out during the defects liability period. This would require for the Consultant to undertake the following:

- 1 Inspection of works periodically (at a minimum of three (3) months intervals) prior to the expiration of the Contractors one-year defects liability;
- 2 Preparation of a final deficiency list for correction by the contractor, where required;
- 3 Advise on the extension of performance security, if required;
- 4 Supervise remedial works and make recommendations to the Client, as to the date of the final inspection of the completed works;
- 5 Undertake Completion Inspection of Works together with the representatives of the Ministry of Tourism, Investment, Creative Industries, Culture and Information, Project Coordination Unit of the Department of Economic Development, and the Department of Infrastructure, Ports and Energy;
- 6 Preparation and Issuance of the Defects Liability Certificate;

- 7 Review and update the Maintenance Manual in accordance with the final scope of the works; and
- 8 Prepare the Final Payment Certificate (Final Account).

5. Manpower, Scheduling and Costs:

5.1. Supervision during the construction

The Consultant shall be employed on a fixed cost per month payment contract and should take this into consideration when calculating cost estimates and schedule of rates for performing the services. The contract sum shall be established based on the understanding that it includes all of the consultant's cost and profits including any taxes and obligations. Payments shall be made on the basis of a fixed monthly rate and the actual period undertaken for construction. The Consultancy services will be financed under the ORTCP.

A period of eight (8) calendar months will be required for the construction of the Gros-Islet Beach Park. The key personnel required for the construction services shall be an Individual Consultant (Civil/Structural Engineer).

The Consultant shall make provision for services as follows:

- Individual Consultant (Civil/Structural Engineer): four (4) man-months during the construction period;

As part of the Supervision of Works, the Consultant shall also function as the Environmental Supervisor with responsibilities for overseeing the implementation of the Environmental Plan.

5.2. Supervision during the defects liability period

Within the defects liability period of twelve (12) months, commencing from the date of issuance of the taking over certificate, the Consultant shall be required to participate in the periodic inspection of works along with the contractor and the Client. The Consultant shall make provision for services of approximately one (1) man-month during the defects liability period.

The consultancy services for the whole works are required for an estimated period of 5 man-months over a period of 20 calendar months.

6) Deliverables

The Consultant shall prepare and submit the following reports to the client:

Phase 1 - Supervision during the construction period services

Inception Report: Site Possession Report

Two (2) weeks after commencement of the works by the Contractor the Consultant shall submit a report on the available equipment, and staffing provided by the Contractor, any breaches to the contract, supervision team, mobilisation and organisation. The report should provide feedback of the review of the contractors' mobilisation, work methods and work plan, setting out guidelines for administering, monitoring and evaluating project progress and mode of cooperation.

Monthly Progress Reports

The Monthly progress reports shall be brief and concise and provide means of closely monitoring project progress and forecasting construction costs and shall cover percentage completion of the proposed works, detail the progress of works including revised cost estimates (if any), cash flow statements. Generally, the report should include but not limited to the following:

- Main activities undertaken and events for the period and progress of activities of the contractor and supervision staff;
- Monitoring and evaluation of project progress;
- Quantity of works completed as the date thereof;
- Observations on the progress of works, sharing what is actually taking place in the execution of the contract;
- Photographic pictures;
- Results of laboratory testing reports;
- Variation orders issued to date;
- Payments received by the contractor and consultant, including project; accounts balances as at the date thereof;
- Define achievements, setbacks, problems, shortages, impediments, and means of rectification;
- Number of skilled and ordinary labourers and their attendance and gender composition;
- Environmental reporting based on checklist in the ESMP;
- Minutes of site and progress meetings, including extra ordinary meetings; and
- Works schedules and duration.

The Consultant is expected to provide a statement in support of works certified based on claims submitted by the Contractor.

Final Report

The Final Report shall be submitted within two (2) weeks after Practical Completion of the works and on completion of the construction period. This report will detail the level of achievement made and provide an assessment of the contractors' performance under the contract. Generally, the report should include all the points required in the interim report given above but not limited to the following:

- Project Description (purpose, scope and dimensions);
- Project data (historical data on contract, financial resources, etc);
- Monthly Certificates;
- Claims, Variation Orders and Addenda;
- Project Organisation;
- Updated Maintenance Manual;
- Quality and time evaluation;
- Major problems arisen and measures taken;
- Quantity of works completed as the date thereof;
- Photographic pictures (Construction);
- Statement of Accounts Payments received by the contractor and consultant;
- Minutes of site and progress meetings, including extra ordinary meetings;
- List of *As Built* drawings;
- The arrangement for inspection during the defect liability period if required; and
- Conclusions and Recommendations.

The client will take no longer than ten (10) days to review and provide feedback to the reports submitted by the Consultant.

Phase 2 - Supervision during the defects liability period services:

Project Completion Report

This report shall provide an appropriate update to the Final Report to take into account any event and contractors' activities which took place during the Defects Liability Period. It should also include the final project accounts.

Maintenance Manual

This Manual should be submitted within two months from the start of the defects liability period. The Manual should comprise but not be limited to:

- A description of the project, including relevant floor plans and mechanical plans;
- General maintenance process descriptions and schedules, for the structure(s)/surface, interior finishes, surfaces and sealants, exterior

finishes, roofing material and finishes, and grounds and landscaping maintenance and materials;

- Description of special maintenance items, including electrical equipment, panels, sub-panels, breakers, lighting and equipment, air conditioning and ventilation systems, fire detection and alarm systems, and plumbing maintenance. Manufacturers' specifications should be included; and
- Forms such as Inspection Forms, maintenance checklists, and operational procedures.

❖ ***All reports shall be submitted in English.***

❖ ***All reports and documents relevant to the Consultant's services, computer programmers, etc. shall become the property of the Government of Saint Lucia.***

7) Duration of Services

The consultancy is to be undertaken over a period of twenty (20) months. Supervision services during the construction period, will be carried out over a period of eight (8) months during which the Consultant will be required to provide supervisory services, while Services during the defects liability period, will be carried out over a period of twelve (12) months during which the Consultant will be requested to participate in the periodic inspection of works along with the Contractor and the Employer's team.

8) Working Arrangements

The Consultant will be supervised by the ORTCP Project Engineer, Ministry Tourism. The ORTCP Project Engineer will provide the necessary instructions to the Consultant consistent with direction provided by the Project Manager.

Client's Responsibility

- i) Ensure timely review of the reports submitted by the Consultant and within the stipulated duration stated in the Terms of Reference.
- ii) Initiate the consultation and co-operation of other agencies required to provide support to the consulting firm for realization of the relevant aspects of the assignment.
- iii) Facilitate access to the site for effective delivery of the assignment.
- iv) Disseminate reports to relevant officials.

- v) Promptly process payments to the Consultant in accordance with the contract's provisions.

Consultant's Responsibility

- i) Submit at the outset the expected outputs, as well as ensure their timely submission to the Client for review.
- ii) Engage any appropriate qualified and experienced technical and administrative staff and other resources as deemed necessary to undertake the services.
- iii) Execute the services in accordance with the laws, customs and practices of Saint Lucia and use the appropriate international standards for carrying out the services.

9) Qualification Requirements and Evaluation Performance Criteria

The shortlisting criteria are:

The minimum required qualifications and experience of the Individual Consultant are:

General Experience:

At least eight (8) years' experience in contract administration management and supervision of civil works contracts involving the construction of works related to buildings such as a reinforced concrete and structural steel buildings and other complex concrete type building structures.

Specific Experience:

At least two (2) successfully completed contracts during the past ten (10) years which entailed contract administration and supervision of construction of multi-use Commercial Facilities.

| INDIVIDUAL CONSULTANT MINIMUM REQUIREMENTS | | | |
|---|--|--|---|
| POSITIONS | | QUALIFICATIONS | SPECIFIC EXPERIENCE |
| K1 | Consulting Engineer (Civil/ Structural Engineer) | Bachelor's Degree in Civil Engineering | No less than eight (8) years professional experience in contract administrative management and site supervision of civil works contracts for the construction of buildings. Not less than five (5) years |

| | | | |
|--|--|--|---|
| | | | <p>experience in structural supervision of reinforced concrete and structural steel buildings.</p> <p>At least two (2) years' experience in environmental monitoring for compliance with ESHS requirements.</p> |
|--|--|--|---|

Through this consultancy, it is expected that the works will be completed within the stipulated timeframe, cost and approved scope. Therefore, the services of the Consultant will be evaluated on the following:

- Efficiency in submission of reports
- Effective oral and written communication
- Tasks are completed with the agreed timeframe
- A high level of accuracy in preparation of documents
- The ability to meet deadlines