

TERMS OF REFERENCE (TORS)

RESIDENT SUPERVISION OF THE SCHEME “CONSTRUCTION OF MULTISTOREY COMMERCIAL BUILDING ON SITE ADJACENT TO TUBEWELL SHERPAO COLONY, COMMITTEE CHOWK, RAWALPINDI (BASEMENT + GROUND + 1ST FLOOR)”

1. PROJECT BRIEF:

Rawalpindi Development Authority (RDA) intends to construct a multistory commercial building on vacant land measuring 18 Marlas situated at Sherpao Colony near committee chowk. The main purpose of construction of this building is to generate revenues for RDA by rent out shops and offices. The proposed building consists of basement, ground Floor plus 6 floors with total covered area of 28635.00 sq ft. Architecture design has been prepared by the Director (Arch), RDA whereas detailed design including construction has been carried out through consultant M/s Hussain Engineering Services. Under Phase-I, Basement + ground + 1st floor is proposed to be constructed. Foundation of the building is in accordance with the original structure plan, keeping in view of the future planning.

2. OBJECTIVES OF CONSULTANCY:

Rawalpindi Development Authority (RDA) intends to hire the services of engineering consulting firm for resident supervision of the subject project. The consultants will help the client to assure the quality and quantity control as per agreed laid down standards/specifications. Resident Supervision shall be provided for all activities throughout the construction period without break through qualified & experienced supervisory staff that shall perform their duties with due diligence and efficiency.

3. SCOPE, DUTIES AND RESPONSIBILITY OF CONSULTANTS

The scope of the resident consultants will include but not limited to following:

- i. The Consultants shall perform the duties of representative of the client as "Resident Engineer", under the general supervision and control of RDA.
- ii. The Consultants will deploy field engineering personnel of qualification and experience as described in the core team for resident supervision to monitor the output of all stages of construction and ensure that the works are executed in full compliance with the approved engineering design, drawings, agreed work schedule, technical specifications and with the terms & conditions of all the Contract documents and sound engineering practices.
- iii. The Consultants will administer the Contractor's Contract, make engineering decisions and ensure that all clauses of the Contract Agreement between the Client and the Contractor are respected.
- iv. The Consultants will advise the Client on all matters relating to the efficient and-successful execution of works.
- v. The Consultants will act at all time so as to protect the interest of Client and will take all reasonable steps to keep all expenses to a minimum consistent with economic and engineering practices.

- vi. The Consultants will evaluate and finalize contractor's work programs, method statements, material sources, working/shop drawings, setting out of works, etc., and accord approval thereof.
- vii. The Consultants will set up a computerized project control system for monitoring, reporting physical and financial progress of the Project as well as the forecasts.
- viii. The Consultants will inspect and evaluate the Contractor's resources regarding construction machinery, manpower, materials, office/site staff establishment and laboratory facilities on regular basis to ensure their compliance with respect to the approved construction schedule.
- ix. The Consultants will be responsible for quality control & ensure that all works are executed as approved specifications and standards.
- x. The consultant will be responsible for proper safety of workers & adjacent properties during construction and the works shall be executed in such a manner as to minimize noise, vibration, dust, smoke and other nuisance that may disturb the occupants of adjoining properties and the public. Therefore, consultant shall ensure that contractor shall take all necessary precautions for this purpose.
- xi. Keep Client informed of the progress on Site, any existing impediments sustained in progress of likely to appear in the foreseeable future which might arise and cause delay in implementation. In view of the foregoing, the Consultants will prepare and issue progress reports on bi-weekly and monthly basis.
- xii. Recommend corrective actions and measures that need to be taken to ensure progress leading a timely completion of works.
- xiii. The Consultants shall provide general guidance, furnish timely assistance to the Contractor in all matters relating to the execution of works and facilitate the Contractor by providing necessary details of minor design changes as and when required during construction of the Project.
- xiv. The Consultants will check, inspect, advise, approve and report on architectural finishing of materials being used by the Contractor and give comments in writing to the Client on quality of works. The Consultants will order for testing of materials to ensure adherence to specifications.
- xv. The Consultants will attend and made measurements and computation of quantities of the completed works, or any work which is about to be covered, and maintain permanent records of all such measurements as basis for progressive payments to the Contractor and keep the measurement documents and records in safe custody.
- xvi. The Consultants will maintain daily record of checks & approval, correspondence and site diaries supported with digital photographs. Submit the record of daily inspection reports, all the tests made, to the Client on a weekly basis in an electronic form as well as in hard copy.
- xvii. The Consultants will ensure and certify that the works executed by the Contractor are as per approved design, drawings, standards, specifications & within the provisions of the Contract Agreement.
- xviii. The Consultants will ensure and certify the running / interim Certificates for progressive payments based on approved / tendered rates and final payment to the Contractor that the works executed by the Contractor has been completed in all respects.
- xix. The Consultants will assure the receipt of all warranties of materials/ installations accepted and incorporated in the Project, required under the terms & conditions of the Contract Agreement and handover the same to the Client upon completion of the Project.

- xx. The Consultants will give notice to the Contractor of any defects and deficiencies, and if required, order suspension of the work(s), and ensure removal and substitution of the improper works, and recommend any additional appropriate actions against the Contractor to Client.
- xxi. The Consultants will assist Client in setting disputes (if any) with the Contractor and make recommendations to Client for resolving the Contractor's claims regarding time extensions and additional cost.
- xxii. The Consultants will assist Client in coordinating with other Agencies concerned related to the implementation of the Project and assist the Client in setting any disputes with affected Parties.
- xxiii. The Consultants will jointly inspect with Client the completed works and assist informal taking over of the Project.
- xxiv. The Consultants will provide the Client with complete records, reports and review "As built" drawings & plans prepared by the Contractor and provide a Final Completion Report testifying to the satisfactory Completion of the works including the measurement of final quantities and certification final payment due to the Contractor.
- xxv. Inspect the completed works periodically during the defect liability period, prepare list of deficiencies (if any), design and plan remedial works and carry out their supervision and issue the defect liability certificates after the rectification of defects by the Contractor.
- xxvi. The Consultants will assist Client in settlement of Audit Paras and Objections raised (if any) and prepare replies related to the Project and provide all the relevant documents/papers/letters etc, to support the replies and shall intimate the Client accordingly.
- xxvii. The Consultants will be responsible for providing all necessary services required for the efficient, effective and timely execution of the Consultancy Services.

If subsequently at any stage after expiry of the maintenance period and during the service of work the quality of any item of work passed by the Consultants is found sub-standard or defective, the Consultants shall be liable to pay equitable compensation to the client for defective work / recoveries pointed out by the Audit or otherwise.

4. CONSULTANT'S ACTION REQUIRING CLIENT'S PRIOR APPROVAL:

Consultant engineers shall recommend the following in writing:

- i) Variation orders having financial and time extension implications.
- ii) Variation in quantities of various items of work.
- iii) Subletting of any part of work.
- iv) Extension in time limit under any of clauses of Contract Agreement.
- v) Claims of the Contractor.
- vi) In fixing rates / prices due to variations.

5. CORE TEAM FOR RESIDENT SUPERVISION:

Resident Supervisory staff should have the following minimum qualification & experience:

Sr. #	Description	Qualification	No. of Posts	Minimum Construction Supervision Experience	
				Years	Project Supervised
1.	Assistant Resident Engineer	B.Sc. Civil Engineer	01 (intermittent)	08	Five major similar building Projects
2.	Site Inspector	D.A.E in Civil	01	05	Three major building Projects
3.	Quantity Surveyor/ Surveyor	D.A.E in Civil	01 (intermittent)	05	Three major building Projects

6. TIME DURATION:

The time duration for the proposed consultancy is estimated to be 12 months.

Resident Supervision consultancy will commence from the date of award of contract to the consultant till its completion. The client shall be at liberty to increase or decrease the quantum of work / duration of consultancy services without assigning any reason.

7. REPORTING REQUIREMENTS/DELIVERABLES

7.1 Monthly Report: Monthly-reports are to include works accomplished, status of payment made, claims for cost or time extensions, changes in scope, variation orders, graphical representation of progress against approved program, charts of physical progress for major items, digital photographs of the completed works, detail of impediments to the works, actions required by Client and give recommendations on how these problems may be overcome. At the initial instance, draft contents of such report are prepared and will be approved by the Client.

7.2 Technical Reports: The Consultants will produce as necessary technical reports and position papers dealing with technical matters arising during the life-cycle of the Project.

Note: Construction cost of the Project is defined as cost payable to the Construction Contractor interalia including cost of building, facilities, amenities, external development works and infrastructure works. Income Tax shall be deducted from each bill as per rate prescribed in the relevant rules / regulations.

7.3 Final Completion Report: The Consultants will prepare a comprehensive final completion report once the Project reaches the stage of substantial completion. The report must be submitted immediately after the "Taking Over" of the completed works and shall include the key information, but not limited to the following:

- i. Summarize the method of construction.
- ii. "As built" record showing the location & details of all works carried out.
- iii. The construction management performed.
- iv. Recommendations for future projects of similar nature to be undertaken by the Client.
- v. Project Archives.
- vi. Lessons learned