



TERMS OF REFERENCE FOR CONSULTANCY SERVICES

CBSI HEAD OFFICE EXTENSION PROJECT

1. BACKGROUND

The current Central Bank of Solomon Islands office building was constructed and opened in November 1983. The building has exceeded its 20 years accommodative plan and the Bank is now experiencing space issues.

The Central Bank of Solomon Islands is therefore proposing to extend its current Head Office building to meet its space needs in the next fifty (50) years. This proposed building extension will be connected to the current office building and shall consist of Ten (10) storeys with a car park and a vault.

An internal working team (Steering Committee) consisting of the Bank's Executives and Managers was appointed to oversee the project and report periodically to the Bank's Management and Board. They will work hand in hand with the Project Management Consultant to ensure and validate project changes and make recommendations for Board approval.

Given, the magnitude of the proposed project, it was felt desirable and appropriate to engage a Professional Project Management Firm to manage the proposed project from the initial phase to completion.

2. SCOPE OF SERVICES

The Project Management Consultant firm will carry out the complete Project Management Consultancy services consisting of the Project Feasibility Studies, Concept Design and Development, Construction Supervision and Contract Management. The prospective bidders are advised to conduct site visit and find out other necessary details to meet the specific needs of the project.

The consultant shall perform the following tasks:

2.1 STAGE 1 – PROJECT BRIEF AND FEASIBILITY STUDIES

- Facilitate the development of a clear Project Brief.
- Carry out site assessment to determine the building size and design.
- Conducting meetings with the Steering Committee.

- Produce a building concept design.
- Facilitate Bank's formal approval of all Phase 1 documentation.

2.2 STAGE 2 – DESIGN DEVELOPMENT & TENDER DOCUMENTATION

The Consultant shall prepare the following documents taking into consideration the local specifications and the Bank's needs/inputs:

- Detailed architectural drawing
- Detailed structural drawings
- Detailed electrical drawings
- Detailed mechanical drawings
- Technical specifications
- Bill of quantities
- Detailed list of furniture and equipment for the project
- Any other Tender Document necessary for the tender process & construction permit
- Facilitate Bank's approval for all Stage 2 documents.

2.3 STAGE 3 – CONSTRUCTION CONTRACT ADMINISTRATION

2.3.1 Tender & Contract Management

- The consultant shall prepare, the notice to invite for competitive bidders to be advertised in newspaper which should contain essential information about the project and also process the advertisement in coordination with the Bank.
- The Consultant shall advise the Bank during the tender opening and evaluation. Upon receipt of tenders, the Consultant shall guide the Bank's Steering/evaluation committee during evaluation of the tender's in accordance with the accepted rules for procurement of works and shall prepare a draft tender analysis report to the Bank with recommendation for the eligible Contractor(s) from the technical and financial point of view.
- After the approval of the Contractor(s) selection, the consultant shall prepare and facilitate the contract agreement to be signed between the competitive bidder and the beneficiary as per the specified agreed conditions.

2.3.2 Contract Administration & Supervision

The Contract Administration and Supervision scope is as follows:

- Issue handover notice of the site to the Contractor(s) as per the general conditions of contract in coordination with the beneficiary.
- Perform periodic inspections to ensure compliance with design, specification and accepted engineering standards.
- Issue necessary site instructions to the Contractor, as required from time to time
- Instruct the Contractor to carry out such test as required by the specifications, including verification of the tests.
- Check, approve plants and materials acquired for the project
- Facilitating and Chairing meetings between the parties, preparation and circulation of minutes. Ensure communication Channels are in place
- Review Contractors implementation schedule
- Analysis and certification of Contractor's progress claims, prepare valuation of work progress and issue payment certificates.
- Prepare progress reports, including costs of variations, extension of time, issue of warnings, issue certificates of practical completion and forecast completion dates and milestones.

2.4 STAGE 4 – PROJECT CLOSE OUT

- Issue the Works completion certificate
- Manage and co-ordinate the preparation of all as-built drawings and design documentation
- Manage and expedite the procurement of all operating and maintenance manuals as well as warranties and guarantees.
- Manage the finalization of Health and safety file for submission to the Bank
- Co-ordinate, monitor and manage the rectification of defects during the Defects Liability Period.
- Manage, co-ordinate and expedite the preparation and agreement of the final account with the contractors
- Co-ordinate, monitor and issue the Final Completion Defects list and Certificate of Final Completion
- Prepare and present Project Closeout Report

3. ADDITIONAL/SUPPLEMENTARY SERVICES

The Project Management consultant will be required to provide the following additional services as may be necessary.

- Project management services in relation to direct contractors engaged by the Bank, such as those engaged for furniture, fittings and equipment, and traditional designs/carvings
- Mediation, arbitration proceedings and similar services. Such services will commence upon the notification of a dispute or the initiation of such proceedings
- All work arising out of the failure of any consultant contractors, suppliers or other external party to perform its obligations
- Services required in respect of damage to or destruction of the works, insurance matters, postponement or cancellation of agreements
- Additional services resulting from changes by the Bank to previously issued instructions
- Drafting of non-standard contracts.
- Project management services in relation to direct contractors engaged by the Bank, such as those engaged for furniture, fittings and equipment.
- Mediation, arbitration and litigation proceedings and similar services.
- Where the Bank requires the construction project manager to, on his behalf, perform the services listed hereunder or similar work,
- Dealing with matters of law, obtaining parliamentary or other statutory approval, licenses or permits.
- Assisting with or participating in contemplated or actual mediation, arbitration or litigation proceedings.
- Officiating at or attending courts and commissions of enquiry, select committees and similar bodies convened by statute, regulation or decree.
- Calculation and certification of professional fees applicable to other professionals engaged by the Bank on the project.
- Any other services not specifically incorporated in this document

4. PROJECT MANAGEMENT

The Central Bank of Solomon Islands expects proven industry project management techniques to be used in pioneering the project. It is the Project Management Company's responsibility to assume full responsibility for the smooth execution of the projects

5. QUALIFICATION

The Project Management Consultant must have the following qualifications:

- Experience in working in complex environments and large infrastructure and/civil works, particularly in the field of construction technical project documentation and Construction supervision
- Excellent and proven experience in dealing with contractors and local partners

- Minimum 10 years of professional experience at national and international levels in the relevant construction fields.
- Knowledge of required local building codes and international building standard.
- Familiar with local climatic conditions.

6. REQUIRED DOCUMENTS

- Certified copy of company registration,
- Certificate of Incorporation,
- Qualification and relevant experience of similar tasks undertaken
- Reference from at least 2 beneficiaries
- List of firm's team members and their qualifications
- Tax code number (Tin)
- Other supporting relevant documents

7. DEADLINE & SUBMISSION

Expression of Interest documents can be sent electronically by email to merekali@cbsi.com.sb or submitted at the CBSI reception desk, no later than 4.30pm 8th December 2017, clearly marked and addressed as follows:

“EOI – CBSI HQ EXPANSION PROJECT”

The Chief Manager,
Human Resources and Corporate Services Department,
CBSI,
P.O Box 634,
Honiara,
Solomon Islands