

TERMS OF REFERENCE

Supervision of the Carib Territory Water Supply Project – PHASE 1

1.0 BACKGROUND

The Government of the Commonwealth of Dominica has obtained funding from the European Union for the development of the Carib Territory/Concorde Water Supply Project. The project, to be implemented in two phases, involves distribution system improvements to the existing Carib Territory Water supply system and the construction of a new water system for the community of Concorde.

Phase 1 of the project will be funded under STABEX involves the following works:

- Construction of a new distribution line from Gaulette River storage tank to Bataka
- Improvements to the existing distribution system in the Carib Territory through (i) the installation of pressure reducing valve sets and check valves and (ii) hydraulic and structural improvements to the existing supply line.

The tender for works will be launched during the third quarter with construction work expected to follow end of the last quarter.

Phase 11 – will be implemented under the Financing Agreement for the Special Framework of Assistance 2003. Activities to be implemented under this phase are as follows:

- Construction of a new supply line from Crapaud Hall to Bataka
- Construction of an intake on the Crapaud Hall River
- Construction of a storage tank and distribution system at Concorde

The overall responsibility for the implementation of Phase 1 of the project lies with National Authorising Officer/EDF, (in his capacity as Contracting Authority). A Project Steering Committee (PSC) will provide guidance in this regard.

The Senior Engineer DOWASCO will be the Contract Supervisor however daily supervisory services (day to day monitoring of implementation of the agreed schedule of activities) will be contracted out to a private firm (Supervisors Representative) The Supervisors Representative will, through the Contract Supervisor, provide regular implementation reports to the PSC who will be responsible for the overall management of the works and service (supervision, evaluation and audit) contracts. Changes to the schedule of works, budgetary allocations, and/or any other aspects of the contracts shall be approved by the PSC - upon the recommendation of the Contract Supervisor.

The Supervisors Representative will hereafter be referred to as the Supervision Consultant.

2.0 SERVICE REQUIREMENT

The services of an appropriately skilled firm (Supervision Consultant) is being sought to provide the necessary supervision services to enable the Contracting Authority is to provide inspection and monitoring services during the **Works Stage of Phase 1.**

2.1 Normal Services to be provided

Forms

In order to facilitate the management of the Works Contract, the Supervision Consultant will submit for the approval of the Supervisor before the commencement of works, a set of standard forms including but not limited to the following:

- Interim Certificate
- Receipt of Payment
- Variation Order
- Site Instruction
- Approval of Work
- Site Measurement
- Monthly Statement of Claims
- Certificate of Provisional Acceptance
- Certificate of Final Acceptance

Preliminaries

The Contract Supervisor/DOWASCO will provide the Supervision Consultant with all documentation relevant to the project. Following the *Notification to Commence* issued to the Contractor by the Contract Supervisor, the Supervision Consultant will supply the Contractor with necessary information and arrange for him to take possession of the site.

Works Programme

The Supervision Consultant will instruct the Contractor to submit his proposed overall Work Programme, which will set out the requirements for short term programming (monthly, weekly, daily) as necessary for the Supervision Consultant to be able to programme adequate inspection of the proposed works.

Prior to the commencement of works, the Supervision Consultant must formally approve the Works Programme and communicate this approval for the commencement of works to the Contract Supervisor/DOWASCO.

Inspection and Monitoring Services

The inspection and monitoring services to be provided by the Supervision Consultant during construction will ensure that the quality and quantity of the work performed is in accordance with the contract documents, which will include plans, drawings and specifications. The inspection and monitoring services will include:

- undertaking such design amendments as considered desirable from re-examination of the drawings or as may be required by specific site conditions in agreement with the Contract Supervisor/DOWASCO and will arrange the issue of amended drawings to the Contractor.

- explain and adjust ambiguities, discrepancies, errors and omissions in the Contract documents.
- Examining the contractor's proposals;
- Making arrangements on behalf Contract Supervisor/DOWASCO and include for the cost of inspection and testing during manufacture of such materials and plant as are usually inspected and tested;
- Issuing instructions to contractors and general supervision on execution of the works including such site visits by the Supervision Consultant as necessary, provided that the Supervision Consultant shall not, without the prior approval of the Contract Supervisor/DOWASCO give any instructions which in the opinion of the consultant are likely to increase substantially the cost of the works unless it is not in the circumstances practicable for the consultant to obtain such approval;
- Issuing certificates for progress payments to the contractor;
- Supervising acceptance tests on site;
- Advising the DOWASCO on the appointment of site staff;
- On completion of the works, delivering to the DOWASCO such records as are reasonably necessary to enable the works to be maintained;
- Arranging regular progress meetings with the contractor in order to solve problems arising during the construction, and to monitor progress of the works;
- Reporting to the DOWASCO at a pre-agreed interval on the progress of the planning and construction;
- Providing a periodic report on progress and financial expenditures incurred and forecast;
- Providing progress colour photographs;
- Supervising inspections undertaken by specialist inspection firms/agencies as required;
- Keeping daily records and monitoring the contractor's progress and problems to ensure timely decision making and avoidance of contractor's reasons for claims;
- Evaluating claims from the contractor and advising the Contract Supervisor/DOWASCO of such claims;
- Assisting the DOWASCO in settling differences that may arise with the Contractor; excepting litigation and arbitration;
- Preparation of a final construction report eight (8) weeks after the Certificate of Practical Completion.

2.2 Inspection of Construction

As mentioned before, during the construction of the facilities, the Supervision Consultant will ensure that the work being carried out is in accordance with the tender documents, which include the plans and specifications for the project. In order to do this, the Supervision Consultant will visit the project, spending adequate time to examine the work and to assist where appropriate with clarification of the drawings or specifications. The Supervision Consultant will consider any variation which does not change the scope or cost of the project and which will be to the advantage of the project. All variations will be recorded and submitted to the DOWASCO for approval where the cost or character of the project will be affected.

2.3 Technical/Site Meetings

It is a normal practice with the Supervision Consultant to hold two meetings a month with the contractors. The monthly site meetings will be held in the last week of every month to discuss contractual matters – progress, costs, variations, time schedules and other matters affecting the contract. The DOWASCO and other persons representing the client will normally attend these meetings.

The Supervision Consultant will also hold technical meetings with the contractors and team members at about the middle of every month during the construction to discuss and clarify any technical matter of concern to the contractors and to the consultants. It has been found that such meetings are invaluable in ensuring a smooth progress of the works.

2.3.1 Monthly Project Reports

Minutes of all meetings to be submitted to the DOWASCO in a monthly project report.

2.3.2 Final Construction Report

The Supervision Consultant will be responsible for preparation and submission of a Final Construction Report no later than 8 weeks after the issuance of the Certificate of Practical Completion. The report shall pull together all of the principal activities undertaken during construction of the project. Important aspects of this report include:

- preparation and submission of as-built drawings
- Construction technique details
- final costs
- all variations and delays
- difficulties encountered and solved
- design and construction periods with dates of start and completion
- Comments on Technical Specifications.
- Maintenance programme
- Conclusions and recommendations

This report will be prepared by the team and submitted by the team leader.

2.4 Defects Liability Period

The defects liability period under the contract is set at 365 days. During this period the contractor is obliged to correct any defects noted before the final payment is made. An amount equivalent to 10% of contract will be withheld pending the correction of any defects, which arise during that period. The services of the Supervision Consultant will be required to identify such defects and ensure that such defects are corrected in an acceptable manner to DOWASCO

2.5 Final Project Report

This report will contain the list of defects found and corrected and the final certificate of payment for the contractors.

The Supervision Consultant will also if requested by the DOWASCO, provide a general statement of the implementation of the project as guide to the DOWASCO in the implementation of similar projects in the future projects. This statement will be as objective as possible and will be based on the consultants experience and execution on the project.

3.0 FEES AND EXPENSES

The Supervision Consultant are expected to provide a summary of their fees and expenses for providing the services. The maximum cost of this service contract, to be financed by the Government of Dominica with resources of Stabex 1994, is **100,000.00 Eastern Caribbean Dollars (XCD)**.

4.0 PERSONNEL

The Supervision Consultant shall assume the sole responsibility for the execution of the assignment and shall ensure that the personnel proposed have the relevant experience and expertise.