



THE GOVERNMENT OF THE COMMONWEALTH OF DOMINICA

Terms of Reference

For

Consulting Firms to Provide Design & Supervision Services

**For the Government of the Commonwealth of Dominica,
Ministry of Agriculture, Fisheries, Blue and Green Economy**

**Emergency Agricultural Livelihoods and Climate Resilience
Project**

A. BACKGROUND

Dominica is a small island developing state (SIDs) and is one of the world's most vulnerable countries to extreme weather events, climate change, and external shocks. It has a population of 71,991 (2020) and a per capita income of approximately \$7,760 (2022). Dominica's economy is driven largely by tourism and agriculture, making the country highly vulnerable to economic shocks and climate change impacts such as hurricanes, flooding, and other natural disasters. In 2015 Tropical Storm Erika caused damages equivalent to 96 percent of GDP. This was followed by Maria in September 2017, a Category 5 Hurricane, which caused losses and damages equivalent to 226 percent of GDP destroying all aspects of agricultural production, critical infrastructure, and an estimated 90 percent of buildings. The Post Disaster Needs Assessment for Hurricane Maria noted that the agriculture sector had total damages of US\$55.27 million and losses of US\$124.37 million. These natural disasters severely affected progress on fiscal consolidation and have led to significant increases in public debt.

Dominica's economy continues to be affected by the COVID-19 pandemic. The resurgence of the COVID-19 pandemic has delayed the rebound of the tourism sector, which contributes to 37% of GDP. Recent estimates place tourism in 2022 as reaching only 35 to 40% of 2019 levels. According to the World Bank-United Nations Development Programme (UNDP) High Frequency Phone Survey, by December 2021, employment was still 3 percentage points below pre-pandemic levels. The resources under the Emergency Agricultural Livelihoods and Climate Resilience Project (EALCRP) (P166328) are being used to strengthen food security and agricultural production, with total commitment of US\$28.6 million and US\$17.23 million disbursed. The Contingent Emergency Response Component (CERC) under the EALCRP was activated on April 15, 2020, with SDR 2.6 million (US\$3.6 million equivalent) to (i) strengthen food security and agricultural production (US\$1.5 million) and (ii) strengthen the public health system (US\$2.1 million). The Kingdom of Morocco (US\$100,000) and the World Food Programme (US\$2 million) also gave funds to address food insecurity due to natural disasters, income losses and external economic shocks.

The onset of the global pandemic and the war in Ukraine have directly triggered increased food insecurity in Dominica. The global lockdown measures to contain the spread of the pandemic severely interrupted global supply chains and pushed up food prices, which was partially due to food hoarding. Food insecurity

has now been made more pressing by the war in Ukraine and its direct effect on major global food staples such as wheat. Lack of supply and rising transportation costs have resulted in double-digit food inflation in 2022. Rising food prices will affect the consumption expenditure of households, particularly those at the lower income deciles. Shocks to international food prices as one of the most important drivers of poverty as households at the bottom of the income distribution spend a significant percentage of their income on food consumption.

The government's ability to mitigate the severe impacts of food and fuel price increases is significantly constrained by limited fiscal space and high public debt levels. Dominica has high levels of food imports and is therefore vulnerable to rising international food prices. According to the FAO Food Price Index international food prices averaged 154.2 points in June 2022, still 29.0 points (23.1 percent) above its value a year ago. The FAO Cereal Price Index averaged 166.3 points in June 2022, which is 36.0 points (27.6 percent) above its June 2021 value. After reaching a near-record level in May 2022, international wheat prices fell by 5.7 percent in June 2022, but still up 48.5 percent from their values last year.

To support the emergency response, a request of \$8 million from the Critical Response Window (CRW) ERF was presented by the Government of the Commonwealth of Dominica (GoCD). It is proposed that these funds be channeled through the activation of the Contingent Emergency Response Component (CERC) available to Dominica under the Emergency Agriculture Livelihoods and Climate Resilience Project (P166328), upon Board confirmation of the CRW ERF allocation. The key activities under the CERC would include (i) Conditional Cash transfer/vouchers and (ii) Climate Resilient Agricultural Inputs and Support. Funds from the project will be reallocated to the CERC. Subsequently, the CRW ERF funds will be used to replenish the amount reallocated to the CERC through an Additional Financing. This operation was approved by the Board on April 13, 2018, with closing date of May 30, 2025. A request for project extension to accommodate the planned activities will be submitted to the Bank to be implemented until January 2025

The CERC has the objective of supporting the Government's emergency response in the event of an eligible emergency and will be triggered by a request from the Government accompanied by an action plan. An eligible emergency is an event that has caused, or is likely to imminently cause, a major adverse economic and/or social impact associated with natural disasters and public health emergencies. At the request of the Government, the World Bank will allocate

funds into this component and the mechanism for declaration of emergency would be in accordance with current local legislation in Dominica.

The adverse impacts of Hurricane Maria in 2017 was felt across the fisheries sector, particularly decimating most fisheries infrastructure. Prior to the 2017 disaster, the Roseau Fisheries complex had a cold storage capacity of approximately 33 metric tons and ice production daily capacity of 10 tons. While most of the damage and losses were experienced at the major fisheries facilities in Roseau, Marigot and Portsmouth, community-based infrastructure also faced severe blows.

Collectively, these smaller-scale facilities also significantly enhance the fishing capacities of our fishermen to ensure the provision of fish for domestic consumption and in so doing, protect their livelihoods.

The absence of rehabilitated community-level infrastructure and inadequate amenities places added strain to the full recovery of the fisheries sector, notwithstanding the major rehabilitative and costly works ongoing at the Roseau and Marigot Fisheries Complexes.

Today, considering the Government's repeated intervention to increase fish landing by strengthening fisherman's knowledge and capacity, and improving access to capital assets such as engines, boats and canoes, built to resilient standards, the demand for the production of ice and requisite services is expected to increase exponentially. It has therefore become apparent that essential services and infrastructure at the Fish Landing Site level, for example cold storage and locker room amenities, are very relevant for the preservation of fish and success of fishing expeditions and need to be addressed.

Furthermore, at some sites there is a need to enhance the hygiene and sanitation of areas customarily used for vending of fresh fish and enhancing accessibility for deployment and retrieval of fishing boats.

The Subcomponent will finance the rehabilitation of nine boat slipways/landing site in Stowe, Scotts Head, Soufriere, Newtown, Fond Cole, Mahaut, Bioche, Dublanc, San Sauveur and Capuchin. Designs and costs estimates are already in progress at the Division of Public Works.

It has therefore become apparent that essential services and infrastructure at all Landing Sites are very relevant for the preservation of fish and success of fishing

expeditions by enhancing the hygiene and sanitation of areas customarily used for vending of fresh fish. In addition, it is expected that there will be an increase in fish sales due to improved facility such as landing sites and ice storage.

Approximately 600 fishers are highly dependant on the the restoration of the nine landing sites.

OBJECTIVES OF THE CONSULTANCY

The objectives of the Consultancy are to provide the necessary surveys, geotechnical, architectural, and engineering services for the landing sites to include but not limited to; slipways, cold storage, locker room, and hygiene and sanitation and marketing/vending amenities. This is required for the preparation of site assessment reports, design briefs, designs, working drawings, technical specifications, bills of quantities and bidding documents for the works to be undertaken at the selected sites.

The Consultant is expected to provide or develop appropriate, site-specific and cost-effective designs for the sites. Significant emphasis will be placed on climate resilience, sustainable and renewable energy, and cost-effectiveness both in the design and construction phases. The Consultant is also to take into account the climate of the country and shall be in compliance with the Ministry of Agriculture, Fisheries, Blue and Green Economy's (MAFBGE) requirements and specifications, and national and/or international guidelines on design and construction within the naval or marine sector.

The Consultant will be responsible for all the design and supervision works at the selected sites. The Consultant will also be responsible for preparing, in consultation with the MAFBGE, a facilities' operations and maintenance plan and maintenance handbooks, and provide training as necessary to MAFBGE staff and appointed custodians in maintenance procedures.

The appointed Consultant will report to the Project Manager of the Project Implementation Unit (PIU) within the Ministry of Agriculture, Fisheries, Blue and Green Economy of the Commonwealth of Dominica, Emergency Agricultural Livelihoods and Climate Resilience Project.

C. SCOPE OF SERVICES

General

The Consultant will provide surveys, geotechnical, architectural, and engineering services for the landing sites. This work will include: surveys of the existing site's bounds, infrastructure, systems and services; preliminary and final designs; preliminary and final cost estimates; working drawings; bills of quantities; technical specifications; and equipment and appliances schedules for:

- The landing Sites to include slipways, rehabilitation works, cold storage, locker room, and hygiene and sanitation and marketing/vending amenities
 - Lot 1 - Stowe, Scott's Head, Soufriere;
 - Lot 2 - Newtown, Fond Cole, Mahaut and;
 - Lot 3 - Bioche, Dublanc, San Sauveur and Capuchin.

The Consultant may bid on some or all of the aforementioned lots but is not guaranteed to be awarded the same in its entirety. The Consultant should allow in their proposal for the supervision of all of the construction and installation works.

Bidding documents will be prepared for the sites and the Consultant will assist the Ministry of Agriculture, Fisheries, Blue and Green Economy in the evaluation of the bids for construction.

It will be the Consultant's responsibility to ensure that this engagement is managed and completed within the agreed fee and time frame.

The Consultant will be required to absorb reasonable client-initiated changes to the preliminary and final designs whilst remaining within the agreed fee. Any changes asked for by the MAFBGE after the agreement of the final designs could however result in the payment of extra fees.

The Consultant is to ensure that the designs, final documentation and construction works of the project are completed to the satisfaction of the MAFBGE and any relevant authorities, in accordance with the design brief and agreed budgets. The Consultant is to also ensure that the Environmental Safeguards Management Plan (ESMP) is incorporated and adhered to accordingly during the execution of the task.

The Consultant will prepare cost estimates at the preliminary and final design stages and when contract documentation is complete will be responsible for ensuring that construction is completed within the agreed cost limits.

The Consultant's Quality Assurance Program is to be applied to the documentation of this project.

The Consultant team is to adopt a CADD system facilitating the transfer of information between Consultant and Stakeholders in such a way that the maximum benefit can be derived.

The Consultant team is to adhere to the following standards or other similarly approved:

- AASHTO, 2017, LRFD Bridge Design Specifications, American Association of State Highway and Transportation Officials (AASHTO);
- ACI 3018-2014, Building Code Requirements for Structural Concrete, American Concrete Institute and;
- BS 8110-1 1997 Structural use of concrete. Code of practice for design and construction; and

The consultancy will be carried out in four phases:

- Phase 1: Visits to the site to execute the site assessment activities, and the preparation of a design brief.
- Phase 2: Preparation of a preliminary proposal to include design implementation schedule and methodology over the project duration, and preliminary designs.
- Phase 3: Submission of final designs, Structural, MEP and working drawings, projected monthly cash flow for construction, final implementation schedule, and contract documentation to include technical specifications. Provision of assistance to the MBGEANFS in the preparation and evaluation of bids.

- Phase 4: The supervision of the construction works to ensure that the works are carried out in accordance with the contract drawings and specifications, on time, within the contract amount and to an acceptable standard. The Consultant will also oversee the delivery and installation of all equipment and appliances. This phase will also include monitoring the works during the defects liability period and the Consultant will be required to sign off on the works at the end of this period.

The MAFBGE will provide the following information to assist the Consultants in the preparation of their deliverables:

- List of Deliverables
- Support with access to relevant key stakeholders
- Guidelines provided by the MAFBGE
- Existing supporting documentation such as ESMP, assessment reports and alike where possible.
- Site Visits

Phases 1 - 4: Facility Design, Documentation and Supervision

In Phases 1, 2, & 3, the activities of the Consultant with respect to: carrying out the assessment; preparation of the design briefs; preparation of preliminary and final designs, working drawings and contract documentation; and preparation of equipment and furniture lists will include but not be restricted to the following:

Site, Facility and Services Assessments

The Consultant will visit the site and carry out comprehensive surveys. The audit will determine the condition of existing sites and infrastructure, and its adequacy to provide the services for each site and determine the requirements.

Surveys will be carried out of:

- The existing landing sites sufficient to prepare drawings showing the slipways as existing including the location and type of existing infrastructure and services; sufficient to prepare site layouts showing the site boundaries and levels, any perimeter walls or fences, any existing buildings, all significant natural features including waterways, bodies of water, or swampy ground, large rocks, trees, etc., any existing paths and roads, all neighboring

buildings, water and electrical supplies, electrical, energy supply systems, etc.

Design Briefs

The Consultant will develop in collaboration with the MAFBGE, a design brief for each of the selected sites. The brief will set out the support and services the MAFBGE wishes to provide at the sites, the accommodations or improvements required to provide these services and the relationships required between the various infrastructure, units, or compartments.

The brief will also set out climatic and other criteria that should be considered in the design and take into account the accommodations provided by the existing site's infrastructure and its condition, and the surrounding site/grounds conditions. The briefs will also set out the type of energy (electrical, water) to be provided at the facility. Particular attention will have to be paid to cross-contamination control, temperature or climatic control, and the Consultant shall liaise with the MAFBGE and/or recruit a specialist to advise on this if deemed necessary.

Architectural Services

The Consultant will provide all necessary services required to complete the project including:

- preliminary and final designs for the sites such that it can provide the standard of service required of it;
- working drawings and relevant contract documentation such as technical specifications.

Civil Engineering Services

The Consultant will provide all necessary services required to complete the project including:

- site works including roads or relevant accessways or pavements, retaining walls, etc.;
- slipways;
- plumbing installations;
- water supplies;

- fire hydrants, hose reels and extinguishers;
- specialist fisheries/marine services;
- relevant contract documentation such as technical specifications.

Structural/Marine/Naval Engineering Services

The Consultant will provide all necessary services required to complete the project including:

- advice on demolition, excavation, construction and structural/marine engineering;
- identifying and designing sustainable and economic structural and marine systems;
- checking workshop drawings prepared by sub-contractors or suppliers;
- and providing certificates of structural and/or marine adequacy and;
- relevant contract documentation such as technical specifications.

Electrical Engineering Services

The Consultant will provide all necessary services required to complete the project including:

- The incoming supply from the supply authority's service and any high voltage reticulation;
- standby power systems, generators and UPS (Uninterruptible Power Supply);
- consumers mains, sub-mains, distribution boards;
- switchboards, earthing and metering;
- general lighting and power circuits;
- emergency lighting and exit signs;
- external and security lighting;
- power to specific items of fixed plant and equipment;
- special agricultural power, lighting, earthing and protection systems
- PABX/phone systems;
- IT infrastructure;
- fire protection and warning systems;
- lightning protection systems and;
- relevant contract documentation such as technical specifications.

Quantity Surveying Services

The Consultant will provide all necessary services required to complete the project including:

- preparation of cost estimates
- preparation of bills of quantities, technical and bidding documents
- preparation of interim payment claims on behalf of the Consultant/contracted firm including site visits to assess the completed works;
- reconciliation, and cost control services and;
- preparation of final accounts.

Equipment and Appliances Specification

The Consultant will prepare, in collaboration with the MAFBGE, lists of equipment and appliances for the sites including:

- specialized fixed equipment;
- all other non-fixed equipment and;
- all other equipment as required.

In Phase 4, the activities of the Consultant with respect to: executing the contractual works of the assignment shall include but not be limited to the following:

Construction Supervision Works

The Consultant shall undertake the supervision of the construction works as per the agreed upon deliverables of Phases 1 – 3, and shall prepare operations and maintenance plans, prepare a maintenance manual and train the relevant staff of the MAFBGE and its appointed custodians accordingly. The Consultant shall also prepare as-built drawings, and prepare and submit fortnightly reports to the MAFBGE.

Landing Sites to be renovated, extended, upgraded and equipped

Facility	Region	Description
Stowe	South	<ul style="list-style-type: none"> • Upgrade of existing landing site's slipway and amenities <ul style="list-style-type: none"> ▪ Stabilize rock groin ▪ Landing and Vending area concrete pavement
Scott's Head	South	<ul style="list-style-type: none"> • Upgrade of existing landing site's slipway and amenities <ul style="list-style-type: none"> ▪ Construction of a slipway
Soufrierre	South	<ul style="list-style-type: none"> • Upgrade of existing landing site's slipway and amenities <ul style="list-style-type: none"> ▪ Construction of a slipway
Newtown	South	<ul style="list-style-type: none"> • Upgrade of vending area <ul style="list-style-type: none"> ▪ Roof covering of the fish vending area
Fond Cole	Central	<ul style="list-style-type: none"> • Upgrade of existing landing site's slipway and amenities <ul style="list-style-type: none"> ▪ Construction of a vending area
Mahaut	Central	<ul style="list-style-type: none"> • Upgrade of existing landing site's slipway and amenities <ul style="list-style-type: none"> ▪ Slipway rehabilitation ▪ Fisheries Building rehabilitation ▪ Cold Room ▪ Washroom Facilities
Bioche	West	<ul style="list-style-type: none"> • Upgrade of existing landing site's slipway and amenities <ul style="list-style-type: none"> ▪ Locker room roof rehabilitation
Dublanc	West	<ul style="list-style-type: none"> • Upgrade of existing landing site's slipway and amenities <ul style="list-style-type: none"> ▪ Completion of the Fisheries Facility
San Sauveur	East	<ul style="list-style-type: none"> • Upgrade of existing landing site's slipway and amenities <ul style="list-style-type: none"> ▪ Rehabilitation of the Fisheries Facility
Capuchin	North	<ul style="list-style-type: none"> • Upgrade of existing landing site's slipway and amenities <ul style="list-style-type: none"> ▪ slipway/Jetty rehabilitation

D. DURATION OF CONSULTANCY:

The total duration of the assignment is expected to be 14 calendar months for Phases 1 through 4. Phases 1 - 3 will consist of 7 months for development of the drawings, specifications and associated documents; and phase 4 will consist of 7 months.

The projected schedule is as follows:

Phase 1 – 1.5 months

Phase 2 – 2.5 months

Phase 3 – 3 months

Phase 4 – 7 months

E. OUTPUTS: PHASES 1- 4 *Facility Design, Documentation, and Construction Supervision*

Phase 1

Site Surveys and Assessment Reports:

The Consultant will provide:

- at the end of week 4 or 1 month into the contract; surveys of the site showing boundaries, the position of existing infrastructure, fences, roads, paths, walls etc. to a scale of at least 1:200 (or as required by the Statutory Authorities) and showing the north point.
- at the end of week 4 or 1 month into the contract; a level survey of the site to a scale of at least 1:200 (or as required by the Statutory Authorities) showing contours (surface and subsurface) at one-meter intervals and any natural features such as streams, large rocks, ravines, large trees, thick bush, etc. together with any existing service lines such as power cables, water pipes, soil pipes, septic tanks, soak-aways, etc.
- site assessment reports per individual site. The preliminary reports are to be provided to the Client at the end of week 4 or 1 month into the contract for the Client's review. The final report will be provided at the end of week 5 or 1.25 months into the contract.

The Consultant will report on:

- the availability of water and electricity on the site and on the condition of any existing infrastructure, etc.
- the existence and condition of any waste disposal facilities on the site.
- The nature and extents of the site indicating key areas for improvement action or needing corrective action.

The Consultant will prepare detailed survey drawings of each of the existing infrastructure to be retained on the site. Plans, sections, elevations and structural/marine drawings/details of the infrastructure will be provided to scales in accordance to local building codes set by The Statutory Authorities (a scale of 1: ¼" for floor plans, elevations and sections, and with structural details to a scale of 1: ½" or as required by the Statutory Authorities). Notes will also be provided indicating what materials are to be used for each infrastructural element, and which parts of the infrastructure can be re-used and which if any require demolition and replacement.

Design Briefs:

The Consultant will provide a preliminary design brief for each landing site at the end of week 4 or 1 month into the contract. Subsequent to the Client's review and acceptance, the Consultant will provide the final design brief report by the end of week 6 or 1.5 months into the contract. See above.

Phase 2

Preliminary Designs:

The Consultant will prepare, using the site surveys, and the design brief, preliminary designs for the works to be undertaken at the landing sites in their entirety. Designs should include all necessary services, infrastructure, equipment and appliances, etc. The Consultant will provide preliminary designs for each landing site before or by the end of week 11 or 2.75 months into the contract. Subsequent to the Client's review and acceptance, the Consultant will provide the final preliminary designs by the end of week 14 or 3.5 months into the contract.

Preliminary cost estimates should be prepared at this stage and agreed upon by MAFBGE by the end of week 16 or 4 months into the contract.

Outputs will include preliminary design drawings to the scales aforementioned (or as required by the Statutory Authorities) and to larger scales, if necessary, for all sites including:

- site layouts showing new and existing work, roads and parking, major civil works, and any major external elements;
- elevations showing the general arrangement of the infrastructural works in correspondence with existing site developments and conditions;

- sufficient cross sections to demonstrate general infrastructural resolution including levels, and services;
- preliminary proposals for infrastructure, services, equipment and appliances;
- schedules of materials, finishes, etc.;
- drawings or an assessment detailing the slipway's response to climatic conditions and;
- a preliminary design report including preliminary costings.

Phase 3

Final Designs:

When the preliminary designs have been approved by the MAFBGE the Consultant will prepare final designs.

Final cost estimates should be prepared by the Consultant at this stage in order that the total construction budget for the project can be reviewed and re-assessed before the working drawings are produced.

Outputs will include final design drawings to the scales aforementioned (or as required by the Statutory Authorities) or to larger scales, if necessary, for all selected sites and facilities that include:

- site layouts showing new and existing work, roads and parking, major civil works and any major external elements;
- elevations at aforementioned scales showing the general arrangement of the infrastructure in correspondence with existing site developments;
- sufficient cross sections at aforementioned scales to show general infrastructural resolution including levels, and services;
- roof plans at aforementioned scales (or as required by the Statutory Authorities);
- revised or updated schedules of materials, and finishes etc.;
- details of major design elements;
- analysis of structural and marine options to confirm best value design solutions and;
- a final design report for each site including a final cost estimate.

Equipment, Appliances and Furniture Specification:

The Consultant will prepare, in collaboration with the MAFBGE, lists of equipment and furniture for the facility by the end of week 22 or 5.5 months into the contract.

Outputs will include lists of the following equipment and furniture:

- specialized fixed equipment, appliances and furniture;

- all other non-fixed equipment, appliances and furniture and;
- all other equipment, appliances and furniture as required;
- bidding documents for all packages of equipment, appliances and furniture and
- bid evaluation reports for all packages of equipment, appliances and furniture.

Working Drawings, Specifications and Bills of Quantities:

When the final designs and cost estimates have been agreed with the MAFBGE, the Consultant will prepare engineering working drawings, and bills of quantities for all the infrastructural and enhancement works to be undertaken at the site by week 22 or 5.5 months into the contract.

Site layouts, site works details and site service drawings will be prepared for all sites showing existing infrastructure to be retained and any new or extended infrastructural works, structural walls, storm drains, soil drains etc.

Full working drawings and specifications will be prepared for all infrastructural works. Working drawings should be prepared at the aforementioned scales (or as required by the Statutory Authorities) and/or larger scales where necessary to show details. Drawings should include foundation plans; elevations and sections; MEP and marine details, and details of all fixtures and fittings. Detailed specifications should be prepared for all materials, fixtures and fittings for all infrastructural work items.

Outputs will include working drawings to aforementioned scales and technical specifications and bills of quantities for all infrastructural and enhancement works, etc. for all selected sites including:

- site layouts showing new and existing work, roads and parking, major civil works, landscaping and any major external elements;
- room layouts for principal rooms at aforementioned scales including wall elevations and room data sheets;
- elevations at aforementioned scales showing the general arrangement of the infrastructural works, and any major design elements;
- cross sections for all infrastructural works at aforementioned scales;
- construction details at aforementioned scales (or as required by the Statutory Authorities);
- final schedules of materials, finishes etc.;
- details of major design elements;
- structural, civil, marine, MEP engineering drawings and details and;
- specifications and bills of quantities for all of the works.

Bidding Documents and Bid Evaluation:

The Consultant will prepare bidding documents for the sites, including buildings, site works and services by the end of week 23 or 5.75 months into the contract. Phase 4 is expected to commence as soon as all project documents have been completed and accepted per site, i.e., simultaneously with Phases 1 – 3 and not subsequent to the completion of phases 1 -3 for all sites.

The Consultant will assist MBGEANFS with addressing any clarifications requested by the bidders during the bidding period of weeks 24 – 28 or 6 – 7 months into the contract.

The Consultant will prepare bid evaluation reports for the site and assist the government in awarding the contract.

Outputs will include:

- bidding documents for the site
- bid evaluation reports for each site.

Phase 4

Construction Supervision Works:

When the Working Drawings, Specifications and Bills of Quantities have been completed and are accepted by the MAFBGE per individual site, the Consultant shall execute the supervision of the construction and installation works from start to completion as per the contract drawings and associated documentation.

The Consultant shall also advise and appraise the MAFBGE of any changes in the market or industry regarding construction methods, and materials and supplies, especially ones which could affect the timeline, resources and budget during the lifespan of the project. Accordingly, the Consultant shall prepare and submit interim payment claims, and adhere to instructions of the MAFBGE. Upon completion of the works, the Consultant shall prepare operations and maintenance plans, develop and submit a maintenance manual and train relevant staff of the MAFBGE, and prepare and submit as-built drawings to the MAFBGE.

G. DELIVERABLES: PHASES 1 - 4

The following are the document delivery requirements:

Site Surveys and Assessment Reports

Survey drawings and site assessment reports 3 hard copies and 1 electronic copy

Design Briefs

Design briefs for each facility proposed or to be renovated/
extended 3 hard copies and 1 electronic copy

Preliminary Designs:

Preliminary Design Report 3 hard copies and 1 electronic copy

Final Designs:

Final Design Report 3 hard copies and 1 electronic copy

Equipment, Appliance and Furniture Schedules

Agricultural and non-agricultural equipment and
furniture schedules for all sites 3 hard copies and 1 electronic copy

Operations and Maintenance Plans

O&M Plans 3 hard copies and 1 electronic copy

Maintenance Manual

Maintenance Plans 3 hard copies and 1 electronic copy

As-Built Drawings

As-built drawings 3 hard copies and 1 electronic copy

Deliverables and Timelines

Specific Deliverable	Timelines (deadline)	
Inception Report	One (1) weeks after signing of contract	Wk 1
Submission of Draft assessment/Audit report and site surveys	Four weeks (4) after commencement	Wk 4
Final Assessment/Audit Report	One (1) week after receipt of Clients comments on draft report. Or five (5) weeks from contract signature	WK 5
Preliminary Design briefs	Four (4) weeks from contract Signature	Wk 4
Final design Briefs	Two (2) weeks after submitting of design briefs to Client	Wk 6
Draft Preliminary designs	Five weeks from submission of design briefs	Wk11
Preliminary cost Estimate	Simultaneous with preliminary designs	Wk 16

Final preliminary Design cost and quantities estimates.	Two (2) weeks after Client's acceptance of preliminary designs and estimate	Wk 22
Equipment, Appliances and Furniture Specifications	Six(6) weeks from approval of primary designs	Wk 22
Working Drawing and Specifications	Two (2) weeks after acceptance of Final preliminary Designs and estimates	Wk 22
Bidding Documents	One (1) week from acceptance of final designs and working drawings/specifications	Wk 23
Bid evaluation	15 weeks from contract signature	Wk 28
Supervision of works	Commence once contracts are awarded/signed	-

G. QUALIFICATION REQUIREMENTS

Consulting firms should have suitable qualified engineers or counterparts who have been locally registered with the Dominica Board of Engineering (DBOE).

Consulting firms shall ensure adequate resources are available to complete the work within the specified time frame and shall not engage in any assignment that may place them in a position of not being able to carry out the specific services described in these Terms of Reference.

The consulting firm should be a legal entity with business license granted by a competent authority and have the necessary permanent key personnel required to carry out the services. The Consultant should have experience in the design and/or construction of naval or marine facilities in developing countries and specific experience of the design of the facility aforementioned, the supervision of construction programs and the provision of project/construction management services. They should also have the financial and technical resources to undertake the assignment.

H. KEY STAFF: PHASES 1 - 4

Team Leader/Manager

The Team Leader/Manager who will lead the team and provide overall management of the construction program will be an architect/engineer with the following qualifications, skills and experience:

Qualifications

Masters Degree in Marine Architecture, Architecture/Marine and/or Civil Engineering or related fields from a recognized University and a recognized professional qualification from the country of origin or residence, or post graduate qualifications of the same together with:

- Proven project management skills;
- Fluency in English;
- Computer skills – AutoCAD, MS Office, MS Projects etc.
- Knowledge of project-related estimation

Professional experience

At least 10 years professional experience, 5 years of which should have been in developing countries and which should have included:

- The design of marine infrastructure and facilities;
- The management and supervision of large-scale rural construction projects;
- Experience of managing a supervision team.

Architect

Qualifications

Bachelor's Degree in marine architecture or architecture from a recognized University and a recognized professional qualification from the country of origin or residence together with:

- Fluency in English;
- Computer skills – AutoCAD, MS Office, etc.

Professional experience

At least 10 years of professional experience, 5 years of which should have been in developing countries and which should have included:

- The design of marine infrastructure or facilities and alike
- The supervision of rural construction projects;
- Experience in managing a supervision team.

Quantity Surveyor

Qualifications and skills

Bachelor's Degree in quantity surveying from a recognized University and a recognized professional qualification from the country of origin or residence.

Professional experience

At least 5 years of professional experience.

Structural/Marine/Naval Engineer

Qualifications

Bachelor's Degree in structural engineering from a recognized University and a recognized professional qualification from the country of origin or residence.

Professional experience

At least 10 years of professional experience and 5 years of site experience with a good knowledge of structural engineering regulations.

Electrical Engineer

Qualifications

Bachelor's Degree in electrical engineering from a recognized University and a recognized professional qualification from the country of origin or residence.

Professional experience

At least 10 years of professional experience and 5 years site experience with a good knowledge of electrical engineering regulations.

HVAC Technician/Specialist

Qualifications

Bachelor's Degree in Technology in Air Conditioning and Industrial Refrigeration or from a similarly related field from a recognized University and a recognized professional qualification from the country of origin or residence.

Professional experience

At least 10 years professional experience and 5 years site experience with a good knowledge of HVAC regulations.

Surveyors

Qualifications

A professional qualification in building/land surveying / geomatic engineering or an associated discipline from their country of origin or residence.

Professional experience

At least 10 years post qualification professional experience.

Consultant will provide its own facilities and working space for its key Experts and other staff.