

Scope of Service

Consultancy Services for Design Review, Technical Advisory Services and Construction Supervision of New Islamabad Convention, Exhibition & Expo Centre, Islamabad.

STAGE I: (PRE-EXECUTION STAGE)

The Consultants are required to apply best engineering, procurement, project management, and town planning expertise for designing, preparation, and evaluation of bidding document for hiring of the constructor, evaluation of tendering process, etc. The details are as follows:

1. Methodology for Planning & Design

The Consultant's methodology is designed to achieve the objectives of the development & modification projects in the most efficient, cost-effective, and timely manner, while upholding the highest quality standards for both inputs and outputs. The methodology encompasses:

- A goal-oriented approach grounded in the analysis of various components of the project structure.
- A participatory process to be maintained throughout the consulting services.
- Undertake topographic surveys and geotechnical investigations as and when needed to determine sub-soil conditions for different project components.
- Responsiveness to the complex requirements of diverse stakeholders, while meeting the client's management and accountability needs.
- Implementation of a Unified Management Approach (UMA) for effective project execution, ensuring internal coordination, monitoring, and feedback mechanisms throughout the consultancy period.

2. Review/Comments/Finalization of Project Infrastructure Details

The Consultant will:

- Review and validate the Project infrastructure to ensure alignment with the vision, mission, and functional objectives of the facility.
- Identify gaps and recommend solutions in accordance with international standards, industry best practices, future expansion needs, and the local cultural context.
- Review and enhance the Master Plan for the project area, marking all infrastructure components including roads, streets, Medical Towers, educational and training facilities, mosques, utility and support services, security facilities, conference and convention centers, university and campus support, parks and playgrounds, sewerage system, underground electricity, gas pipelines, medical gases, telecom lines, and other relevant infrastructure.

3. Review of Design

The Consultant will:

- Review the submitted design and provide feedback and suggestions to ensure alignment with the Project's objectives and international standards.
- Ensure compliance with the latest local engineering codes and standards, particularly with respect to seismic safety.

4. Finalization of Detailed Specifications & Schedule of Works

The Consultant will:

- Prepare and finalize comprehensive specifications and schedules of work for all components of the project, ensuring full compliance with international standards, including LEED and other applicable benchmarks.

5. Finalization of Manufacturers List

The Consultant will:

- Develop and finalize a detailed list of approved manufacturers for all materials and equipment.
- Ensure the list is aligned with project specifications and internationally accepted quality standards.

6. Review/Comments/Finalization of Project Infrastructure Details

The Consultant will:

- Review and validate the Project infrastructure to ensure alignment with the vision, mission, and functional objectives of the facility.
- Identify gaps and recommend solutions in accordance with international standards, industry best practices, future expansion needs, and the local cultural context.
- Review the Master Plan for the project area, marking all infrastructure components including roads, parking areas, utility and support services, security features, sewerage disposal system, underground electricity, gas pipelines, telecom lines, and other relevant infrastructure.

7. Tender Evaluation

The Consultant will review/evaluate:

- The Technical Proposal submitted by the Contractors to ensure its Compliance with the Scope of Work (i.e. the Bid fully aligns with the project's technical specifications and requirements).
- Engineering Capabilities (Design and Construction methodology, proposed technology, innovation, and compliance with codes and standards).
- Project Execution Plan (Detailed plans for engineering, procurement, construction, and commissioning).
- Bid Price and competitiveness (Assess the total cost, including breakdowns of payment milestones, terms and conditions etc.).
- Check Project Duration with required completion date. Evaluate the schedule for key milestones (design completion, equipment delivery, commissioning etc.).

- Compliance with RFP Conditions (Verify adherence to contract conditions, warranties, liquidated damages, etc.
- Financial and Organizational Capability of the EPC Bidders (i.e., Financial Strength, Experience and Track Record, Organizational Resources), etc.

8. Finalization and Award of Work

The Consultant will:

- Draft and finalize the Contract documents for the selected bidder.
- Ensure that all project requirements and conditions are clearly reflected in accordance with relevant international and national laws, regulations, standards, and best practices.

9. Procuring Agency's Input and Counterpart Personnel

The following are the inputs to be provided by PA:

Site Coordinates (property line).

Available Topographic Survey Reports

Employers Requirements.

Safe Asses to site.

Any other Data or facility needed by the consultant for the successful completion of the project with prior approval from the client.

STAGE II: (EXECUTION STAGE)

Scope of Services for Consultants Supervision of Projects

The consultant shall be appointed as the *Employer's Engineer* and shall be responsible for providing comprehensive construction supervision and contract administration services for the Project being executed on an EPC (Engineering, Procurement & Construction) basis. The detailed scope of services shall include, but not be limited to, the following:

1. Construction Supervision & Contract Administration

- Perform detailed supervision and oversight of all construction activities throughout the project lifecycle, including final commissioning and the Defect Liability Period (DLP), by the Contract.
- Act as "The Engineer" appointed by the Employer ensuring all work is executed according to the contract specifications, technical standards, and timelines.
- Deploy supervision staff as per project requirements, with staffing levels subject to Client approval.

2. Inspection & Quality Assurance

- Conduct regular inspections of the contractor's work to verify compliance with contract drawings, technical specifications, and approved methodologies.
- Monitor and review the Contractor's Quality Control (QC) procedures and conduct periodic quality audits.
- Review and approve mock-ups, prototypes, and construction methodologies submitted by the contractor.

3. Document Review & Control

- Vet, review all shop and construction drawings, design revisions, and material submittals.
- Ensure that all project documentation is developed using the Latest AutoCAD version and regularly monitor updates on the platform.
- Maintain document control systems for material/equipment submittals, O&M manuals, training documents, and warranties.

4. Contract Management

- Administer the Contract to ensure adherence to terms and conditions.
- Establish and manage procedures for processing Contractor submittals and provide recommendations for Client approval.
- Review and recommend approvals of project schedules, advance payments, and interim/final payment certificates.

5. Progress Monitoring & Reporting

- Utilize Project Management Portals to track progress, scheduling, risk, resources, budget, and task reports.
- Prepare comprehensive weekly and monthly progress reports using modern software, incorporating photographic evidence and financial tracking.

6. Coordination & Communication

- Conduct regular coordination meetings with the Contractor, Client, and other stakeholders to address interface issues, progress updates, and QA/QC matters.
- Provide directives regarding signage and public information displays at the construction site.

7. Testing, Commissioning & Handover

- Supervise the testing and commissioning of all E&M systems installed by the contractor.
- Conducted pre-final inspections jointly with the client, prepared punch lists, and verified the completion of remedial work.
- Organize the final handover, including review and recommendation for issuance of Taking-Over and DLP Certificates.

8. Specialized Services

- Monitor compliance with environmental management plans and site safety programs; verify arrangements for emergency medical services.
- Witness Factory Acceptance Tests (FAT) for project-specific equipment wherever required.
- Review and verify manufacturer warranties and ensure proper training is conducted for Client representatives.

9. As-Built Documentation & Final Deliverables

- Ensure the contractor prepares and vets accurate as-built drawings.

- Deliver complete software data and final documentation in hard and soft formats for the client's operational use.
- Assist the client with post-handover warranty management and resolution of any defects.
- "All IP rights arising from the Services shall vest exclusively with the Procuring Agency.

10. Pilot Testing and Project Closure

The consultant shall oversee all close-out activities at the project's conclusion. These shall include:

- a. Defining and agreeing upon, with the client, the criteria for successful project completion (e.g., all tasks and deliverables completed, systems tested and operational, documentation submitted, and training delivered).
- b. Establishing an agreed acceptance process, including detailed checklists and procedural documentation.
- c. Organizing and conducting a final project close-out meeting with participation from the Client, stakeholders, end-users, and the Contractor. This meeting shall include the approval and sign-off of the Completion Report.
- d. Performing a post-project evaluation to assess technical performance, ESMP implementation, project management, and outcomes, culminating in a comprehensive Final Report.

Other Tasks Assigned to the Consultant:

During the term of the Agreement for Consulting Services, The Client, on a need basis, may request the consultant to provide services for other tasks or assignments (Additional Services). The Additional Services may be required during any stage of the Scope of Work, as mentioned in the RFP and agreement. The Client and the Consultant shall mutually agree on timelines and payment for the Additional Services.

Apart from these obligations, the Consultants shall also be responsible for undertaking;

1. Environmental and Social (ES) Compliance Monitoring

The consultant shall also ensure that the contractor fulfills all Environmental and Social (ES) obligations. This includes, but is not limited to, the following:

2. Review and Oversight of ES Documentation

- Review the Contractor's Environmental and Social Management Plan (ESMP), including all revisions and updates, at intervals specified in the contract (not less than once every three months).
- Examine all relevant Contractor documents related to ES compliance, including the Health and Safety Manual, Security Management Plan etc. and to ensure that the Consultant shall implement OSHA-compliant safety protocols onsite

3. Risk Evaluation and Monitoring

- Assess the ES risks and impacts of any proposed design changes and advise the client on their implications for compliance with the ESIA, ESMP, permits, and other project requirements.
- Conduct audits, inspections, and supervisions of Contractor activity sites to verify ES compliance, including compliance with SEA/SH-related obligations.
- Review Contractor records such as accident logs, community engagement documentation, and monitoring reports to confirm adherence to ES standards.

4. Non-Compliance Management

- Identify and recommend corrective actions and associated timelines for remedying any non-compliance with ES obligations.
- Participate in relevant meetings (e.g., site meetings, progress review meetings) to discuss ES matters and agree on necessary actions with stakeholders.

5. Reporting and Stakeholder Engagement

- Monitor the contractor's reporting obligations to ensure timely and accurate submissions in accordance with the contract.
- Review and comment on the Contractor's ES documentation, including regular and incident-specific reports.
- Engage with project stakeholders, as needed, to address actual or potential ES concerns.

6. Grievance Redress Mechanism

- Establish and manage a confidential and accessible grievance redress system, ensuring proper procedures for recording and addressing complaints, etc., in line with applicable legal and regulatory framework applicable for the project.

STAGE III: (POST EXECUTION STAGE)

Scope of Services for Consultants During Post Execution/Defect Liability Period

- Conduct thorough inspections during and at the conclusion of the twelve-month Defects Liability Period (DLP) to identify any deficiencies within the project.
- Arrange follow-up inspections and confirm that the contractor has addressed all necessary remedial actions to the client's satisfaction.
- Undertake interim inspections or tests during the DLP when urgent safety or functionality issues arise or pointed out by the Procuring agency or Employer of the Project.

Project Duration:

- **STAGE I:** PRE-EXECUTION STAGE (01 month).
- **STAGE II:** EXECUTION STAGE (12 months).
- **STAGE III:** POST EXECUTION/DEFECTS LIABILITY PERIOD (12 months).

**PROJECT TEAM FOR PRE-EXECUTION, EXECUTION & POST EXECUTION
(PRE-EXECUTION & EXECUTION BOTH STAGES)**

The consultants shall propose teams for stage II & III separately, i.e., Construction supervision and Defects Liability Period. The proposed team structure outlined in this document reflects the client's understanding of the staffing requirements necessary for the successful execution of the project. It identifies key personnel considered essential for effective planning, supervision, and delivery of the works. Bidders are advised that if they identify any additional roles or expertise not specified herein but considered necessary for the successful delivery of the project, they should include and account for these positions in their proposals to ensure a comprehensive project approach.