

# Scope of Consulting Services for Consulting Services for Supervision of Civil Works for ACBA Headquarter

No: HQ-CS-2

**Consulting Services Name:** Consulting Services for Supervision of Civil Works for ACBA Headquarter

**Owner/Client/Employer:** ACBA Federation CJSC

**Owner's Tender Consultant:** Technocrat Legal ltd

## A. Introduction

The Owner, being the majority shareholder of ACBA Bank OJSC, intends to apply its own funds for Civil Works and Construction Supervision Services for a new headquarter for ACBA Group of companies in Yerevan.

This Scope of Work describes the Construction Supervision Services to be procured under the project.

The detailed design documents available at present include drawings, bills of quantities, specifications, topographic surveys, structure and other surveys, etc. Architectural part of the Detailed Design is attached to this Request for Expression of Interest for the Consultants' information.

A tender for the respective Civil Works is under preparation and is planned to be announced beginning of April 2022.

Time for Completion for Civil Works Contract is indefinite at the moment, the Employer intends to allow the Tenderers for the Civil Works Contract to propose their own schedule of the Civil Works and to offer alternatives from 18 to 36 months. Duration of the Construction Supervision Contract would correspond the Time for Completion indicated in the accepted Tenderers offer. The services for the Civil Works construction supervision will be implemented over a construction period of 18-36 months plus 12 month of defects liability period under FIDIC Conditions of Contract for Construction. The Employer will issue the notice to proceed to the Consultant after the civil works contract is signed and commenced. Therefore, the Consultant should allow for this in the staffing schedule, but ensure that the proposed staff will be available for mobilization at the proposed times.

The Civil Works Contract will be under Conditions of Contract for Construction (Red Book) Second Edition 2017.

The Supervision Services Contract will be under Client/Consultant Model Services Agreement (White Book) Fifth Edition 2017

Signing and commencing of both Supervision Services Contract for which this Request for Expression of Interest is issued and the Civil Works Contract planned for beginning of end of August 2022.

## B. Scope of Consulting Services

- (i) The Consultant shall assume all the powers, duties and responsibilities assigned to the "Engineer" under such civil works contracts Conditions of Contract for Construction (Red Book) Second Edition 2017, taking into account Armenian legislations.
- (ii) The Consultant shall review the full package of detailed design documents for the Civil Works prior to mobilization of civil works. The Consultant shall prepare a detail design review report where his concurrence with the designs is stated and/or modifications are proposed. If modifications are proposed, the Consultant shall endeavor to adhere as closely as possible to the scope of the civil works contract as defined in the technical specifications and bills of quantities. The Consultant shall review the full package of detailed design documents and propose modifications, within 4 (four) months period starting from the signing of the consultancy service contract. If any proposal is not provided by the Consultant, it will be considered that design documents are fully acceptable by the Consultant. If any, all proposed

modifications shall be discussed and agreed with the Employer prior to commencing with the modifications.

- (iii) To the extent not already included in the scope of its responsibilities as the "Engineer" under the civil works contract, the Consultant shall:
- a) Assist the Employer to negotiate mutually beneficial terms and conditions as well as construction schedule;
  - b) Ensure the Contractor adheres to the agreed schedule at the time of signing the contract for submitting all documents (detail design documents, performance bonds, insurance policies, license, etc.), completing the Engineers facilities, and any other requirements as stipulated in the specifications and the civil works contract;
  - c) Prepare IPC submissions and review schedule in consultation with the Contractor, and hold joint monthly meetings with the Employer to review the Contractor's claims, the Consultant's verification of the accuracy of the claims and withdrawal applications;
  - d) Daily presence on site such as but not limited to site inspectors of works, surveyors, material technicians and senior Engineers' staff including day-to-day quality control and quantity measurements of the works carried out;
  - e) Planning and execution of construction supervision and contract administration, including effective and regular supervision of the works, maintenance of project records, correspondence and diaries, as well as quality control testing to ensure that the Works are executed in accordance with the Contract;
  - f) Approve and monitor the Contractor's construction program and method statements, verifying that they are consistent with the project implementation schedule and with the design solutions, the requirements of existing normative documents, technological sequence and safety of construction, informing about it in a written form to the Employer;
  - g) Develop quality and quantity assurance control manual and conduct daily monitoring in accordance with the manual, which will be oriented to the day by day quantity and quality control and approval of the Contractor's works.
  - h) Checking the Contractor's setting-out of the works and inform of its accuracy in a written form to the Employer;
  - i) Inspect, prepare inspection acts, and test all materials and works to ensure compliance with specifications and giving immediate notice to the Contractor in the event that such materials and works fail to comply with the specifications. Copies of notices will be included in the monthly progress reports to the Employer;
  - j) Inspect regularly the Contractor's construction equipment, installations, housing, medical facilities, etc. and prepare inspection acts, and ensure that they are adequate and in accordance with the terms and conditions specified in the Contract for the works;
  - k) Maintain, check, record and approve the daily progress records produced by the Contractors on work progress, labor, equipment, major construction materials, at site, work accomplished, weather, river conditions, accidents as well as any other events affecting projects cost or implementation conditions of the Project.
  - l) Ensure that road safety design requirements are implemented in accordance with the contract and prepare road safety audits as shown below;
  - m) Issue notices to the Contractor advising of any noncompliance with environmental mitigation measures. Copies of all notices should be provided to the Employer at the time of issue. Before issuing such notices, the Consultant should, as appropriate, have advised the Contractor of the

- noncompliance and given an opportunity to the Contractor to make good any adverse impact prior to the notice being issued;
- n) Establish efficient procedures for verifying Contractor performance and reporting progress and problems in a timely manner, including quality control reports, quantity survey records, requests for variation or change orders, requests for time extension, and Contractor's claims and invoices. The Consultant will prepare the necessary procedures and present them to the Employer;
  - o) Ensure that the Contractor does not involve child labor in the execution of civil works contracts in accordance with the provisions of the contract agreement;
  - p) Prepare and issue to the Employer the following reports, whose format and content should be acceptable to the Employer: an inception report, monthly progress reports, monthly and bi-annual environmental reports, and a project completion report;
  - q) Certify payments for the works against the relevant Summary Quantity Sheets and issue the Interim Payment Certificates, the Final Payment Certificate and other certificates, including Taking Over Certificate, as required under the civil works contract;
  - r) Keep the Employer timely informed of implementation problems that could jeopardize the project objectives and recommend on how those objectives can be safeguarded;
  - s) Evaluate claims, disputes, extensions of time, and the like, and giving clarification on the raised claims to the Employer
  - t) Accepting and approving then issuing variation orders and quantity of additional works for the Employer's approval as appropriate and in line with the limits placed on the Employer's authority, as well as advising the Employer on all matters relating to the execution of the works;
  - u) Issue of the Engineer's decisions/instructions as appropriate under the civil works contract;
  - v) Provide timely assistance to the Contractor in all matters related ground survey controls, planning, quality control testing and other matters relating to Project;
  - w) Provide the Employer with complete records, reports and as-built drawings for the works;
  - x) Conduct a complete joint review of the works with all stakeholders, as well as a safety audit, prior to handover of the site to the Employer;
  - y) Following the issue of the Taking Over Certificate, during the balance of the contract period inspect and approve the execution of the outstanding works (if any), as well as the rectification of any defects or damage - advise on any extension to the contract period that may be required for such works;
  - z) To a reasonable amount, if so required by the Employer, provide any of the following additional services within the contract amount (i) prepare reports, including technical appraisals, additional contract documentation, and/or reviewing and commenting on the Contractor's proposals, as may be required for any additional work required for the successful completion of the Project; and (ii) provision of any other specialist services as may be required from time to time;
  - aa) For sake of clarity, to the extent that duties of the Consultant directly conflict with such Consultant's obligations under the civil works contract, then the Consultant shall be required to comply with the requirements specified in the civil works contract;
  - bb) The Consultant will be on its behalf responsible for the Contractor's low-quality works and/or low-quality materials used by the Contractor if such works or materials have already been accepted and approved by the Consultant.
  - cc) Implement all other "Engineer's" duties and responsibilities for stated in FIDIC Conditions of Contract for Construction (Red Book) Second Edition 2017 with taking into account Armenian legislation.

## D. Selection Method

The lead proposing firm may appear on its own or form associations or joint ventures with one or more international and national firms with an established record of technical and project area experience. The firm/ association/ JV is required to submit a full technical proposal, which will be evaluated according to the quality-cost-based selection. Based on past experience in similar contracts, regional (post-Soviet-countries), local (Armenia) experience and to ensure high quality and performance of Consultants a weighting system of 80% for quality and 20% for cost will be applied. The Employer will engage the Consultant on a time-based contract

## E. Requirements to the Consultant and its' Staff

The services of the Consultant will be provided through an international, professional consulting firm. If the firm is in association or JV with another firm all the parties of the given association or the JV shall be jointly or severally liable under the contract.

The Consultant should have extensive and proven experience in, design preparation, design control, construction supervision, preparation of technical specifications, quality control, FIDIC contract management of similar type and size international contracts. The Consultant should also have knowledge and experience in preparing and reviewing environmental assessments for civil works in urban area projects in accordance with safeguards of international donor organizations (ADB, WB, etc.). The Consultant should have the proven experience in construction supervision under the FIDIC Conditions of Contract for Construction.

The Consultant team shall comprise of specialists that have obtained, at least, a bachelor's degree from an accredited university, and have experience in similar projects. The Team Leader/Project Manager and the Resident Engineer should be Regular Staff of the lead firm or its international associates. The Team Leader should preferably have a valid (active) membership in a professional organization and undergone recent professional development training related to his or her field.

### Team Composition

The Consultant's team must consist from the following International and National specialists:

#### Requirements and detailed tasks for International Staff:

##### *TEAM LEADER/ PROJECT MANAGER– KEY EXPERT*

##### Description of the task:

The Team Leader/Project Manager will be responsible for overall project management in performing scope of work indicated in the Terms of Reference for the Consulting Services, namely for the overall successful completion of the supervision tasks. The Team Leader/Project Manager shall assist the FIDIC Engineer. The specific focus of the Team Leader/ Project Manager will be early the identification of issues and proposing mitigation or preventive measures in all aspects of the scope of work. The Team Leader/ Project Manager shall be responsible for giving solutions to the technical issues during the duration of the Civil Works Contract, as well as addressing issues potentially leading to claims and increase of costs in the Civil Works Contract by means of proper management of the construction supervision components. Special attention will be given to claim/ dispute resolution activities as well as prevention of delays during the construction supervision stage. The Team Leader/ Project Manager will be responsible for assisting the Engineer in preparation of variation orders and their submission for the approval to the Employer. The Team Leader/ Project Manager will also have advisory role on potentially expected or actual claims. The Team Leader/ Project Manager shall prepare Monthly, and all required reports and all type of documents indicate in the Terms of Reference for the Consulting Services. The Team Leader/Project Manager will participate in official meetings with the Contractor and the Engineer, such as monthly meeting with the Contractor, as well as shall be present during the official tests, such as the concrete tests and other.

##### Experience, qualifications and skills:

The candidate shall have a Bachelor's or higher degree in civil or construction engineering from an accredited university, with a Professional Engineer's license and a membership in a relevant professional association. The candidate shall have preferably ten-year or more experience as a project manager or a team leader. The candidate shall have extensive experience in project management civil engineering, civil works in urban area, construction supervision under FIDIC. The candidate shall have preferably five-years of the project specific

experience in managing similar projects both in developed and developing countries. The candidate shall be familiar with international construction standards, such as AASHTO, ASTM, BS, etc. Experience of 3 years in post-Soviet countries will be considered as an advantage. The candidate shall be fluent in English and shall be skilled in technical report writing.

**Detailed Tasks and Reporting Requirements:**

- All administration and managerial work related to all aspects of the Project, including construction supervision, and management of the whole Consultant staff
- Leading the construction supervision of the Civil Works
- Reporting to the Employer and the Engineer
- Permanent liaison and advice to Employer and the Engineer
- Early identification of issues and proposing mitigation and preventing measures
- Resolution of disagreements between the Employer and Contractor
- Other tasks needed for timely and successful implementation of the Civil Works supervision

**RESIDENT ENGINEER – KEY EXPERT**

**Description of the task:**

The Resident Engineer will be responsible for overall project management in all technical aspects by performing scope of work indicated in the Terms of Reference for the Consulting Services. The Resident Engineer shall supervise all the construction activities, be aware of daily progress of the construction as well as existing issues and suggest immediate solutions in consultation with the Team Leader. The specific focus of the Resident Engineer will be early identification of technical issues and proposing mitigation or preventive measures in all technical aspects of the scope of work related to various project activities. The Resident Engineer will be responsible for early identification of technical issues potentially leading to claims and increase of costs (especially in civil works contracts) by means of proper management of the construction supervision and personal review of contracts' progress. Special attention will be given to claim/ dispute resolution activities related to price escalation, as well as prevention of delays, possibly caused by right of way issues (if any), deficiencies in designs (if any), construction specifications and others. The Resident Engineer will be responsible for assisting the Engineer in preparation of variation orders and their submission for the approval to the Employer. The Resident Engineer will also have advisory role on potentially expected or actual claims. The Resident Engineer will assist the Team Leader/ Project Manager to prepare Monthly, and all required reports and all type of documents indicate in the Terms of Reference for the Consulting Services. During the construction supervision stage the Resident Engineer shall be present and assist the Team Leader/Project Manager in leading official meetings, such as monthly meetings with the Contractor, concrete paver official tests and other. The Resident Engineer shall be responsible for the all technical issues of whole scope indicated in this Terms of Reference for the Consulting Services.

**Experience, qualifications and skills:**

The candidate shall have a Bachelor's or higher degree in civil or construction engineering from an accredited university, with a Professional Engineer's license or a membership in a relevant professional association. The candidate shall have preferably five-year and more year as a project manager or a team leader. The candidate shall have extensive experience in project management civil engineering, construction supervision, FIDIC Contract Administration. The candidate shall have preferably five-year project specific experience in similar projects both in developed and developing countries. The candidate shall be familiar with international construction standards, such as AASHTO, ASTM, BS, etc. Experience of 3 years in post-soviet countries is required. The candidate shall be fluent in English and shall be skilled in technical report writing.

**Detailed Tasks and Reporting Requirements:**

- Overall responsibility for construction supervision of Civil works concerned engineering aspects, specifications, construction methods, etc. of the Civil Works
- Supporting the Team Leader/Project Manager in Leading the construction supervision of the Civil Works
- Management of the technical staff

- QC/QA review during the Civil Works supervision
- Preparation of the supervision manual during the Civil Works supervision
- Preparation of cost estimates for variations
- Preparation of the required reports, such as Monthly Progress Reports and others
- Other tasks needed for timely and successful fulfillment of supervision of the Civil Works.

#### *QUALITY, AND MATERIALS ENGINEER – KEY EXPERT*

##### *Description of the task:*

The Quality, Materials Engineer will be responsible for performing scope of work indicated in the Terms of Reference for the Consulting Services. The specialist will be responsible for supervising the setting up, organization and layout of the Contractors' field laboratories; monitoring the mobilization of the testing equipment to ensure that the laboratories are adequately equipped and capable of performing all the specified testing requirements of the Contract; and supervising the setting-up of the Contractor's rock crushers and concrete and cement mixing plants to ensure that the specified requirements for such equipment are fully met. The specialist shall review, cement and concrete plant construction and operation. The specialist shall prepare the Quality Assurance plan and participate in preparation of the supervision manual. During the supervision the specialist shall supervise the testing and evaluation of construction materials used in modern construction techniques. Review of the mix designs for the concrete constructions submitted by the Contractor.

##### *Experience, qualifications and skills:*

The candidate shall have a Bachelor's or higher degree in civil or construction engineering from an accredited university, specialized in establishing quality assurance programs in highway construction projects using modern highway construction technologies. The candidate shall have preferably five-year and more experience in Civil Engineering- shall have experience in supervision of construction works as well as earth works in cold and hot climates. The candidate shall be thoroughly familiar with all the standard laboratory testing procedures specified in the civil works contract and latest AASHTO pavement material and mix design methods.; The specialist shall conduct training to the national experts and to Employer staff as necessary. Experience in post-soviet countries will be an advantage. The candidate shall be fluent in English and shall be skilled in technical report writing.

##### *Detailed Tasks and Reporting Requirements:*

- Review of designs, specifications, materials requirements, construction method for the civil works, etc.
- control and advice on concrete/cement plant construction and operations
- advice site inspectors on the requirements of materials testing,
- Manage Contractor's material surveys during supervision

#### *STRUCTURAL ENGINEER*

##### *Description of the task:*

During the construction supervision the specialist shall monitor the structures construction works to assess and determine the need for adjustment of the works and, as required, provide working drawings, specification details and instructions to the Contractor for any works which are specifically scheduled under the contract.

##### *Experience, qualifications and skills:*

The candidate shall have a Bachelor's or higher degree in civil or construction engineering from an accredited university, specialized in construction supervision. The candidate shall have preferably five-year and more experience in engineering and have a thorough understanding and experience with international "best practices", and of m structural construction technologies in both developed and developing countries. The candidate should have extensive experience in construction supervision. Experience in Post-soviet countries will be an advantage. The candidate shall be fluent in English and shall be skilled in technical report writing.

##### *Detailed Tasks and Reporting Requirements:*

- Review designs, specifications, construction methods, etc.

- control and advice on construction and operations
- manage inspections of structures constructions with due attention to seismic resistance requirements

#### *ENVIRONMENTAL SPECIALIST*

##### *Description of the task:*

The Specialist will prepare a detailed action plan to ensure that the Environmental Management System is established, implemented, maintained and will monitor its performance. The Environment Specialist will conduct environmental categorization of the Civil Works and prepare EIA or IEE as necessary in accordance with international donor organizations (ADB, WB, etc.) requirements. He/she will also take care of all environmental issues during civil works; ensure baseline monitoring and reporting of Contractor's compliance with contractual environmental mitigation measures during the Civil Works.

##### *Experience, qualifications and skills:*

The candidate shall have a Bachelor's or higher degree in Environmental Sciences or equivalent from an accredited university. The candidate shall have preferably five-year and more field experience, in the area of eco systems and environmental protection, conducting environmental audits and environmental monitoring studies related to projects of similar nature and in similar geographical areas both in the developed and developing countries. Familiarity with international donor organizations (ADB, WB, etc.) environmental safeguard requirements is required. Experience in post-soviet countries will be an advantage. The candidate shall be fluent in English and shall be skilled in technical report writing.

##### *Detailed Tasks and Reporting Requirements:*

- Conduct environmental impact investigations during the construction supervision
- Monitor EMP implementation by Contractor, including implementation of mitigation measures for the Civil Works
- Report violations to the Employer
- Prepare and submit monthly and bi-annual environmental monitoring reports to the Employer

#### **Requirements and Detailed Tasks for National Staff:**

The National Specialists will be assisting relevant International Specialists and sharing scope of works assigned to them by the Team Leader/Project Manager and the International Specialists.

Qualifications: The National Specialists shall be senior level experts in their relevant field and have preferably number of years of experience as indicated below. The National Specialists shall hold minimum a bachelor's degree in their relevant field of expertise, with the exception of the Site Inspectors and Quantity Surveyor who should hold a minimum of a diploma in civil engineering. The National specialists shall be familiar and have work experience with multilateral financing institutions, such as World Bank, EBRD, ADB, etc, in implementation of design and construction supervision consultancy contracts of road projects. Familiarity with FIDIC Conditions of contract will be an advantage.

#### *DEPUTY TEAM LEADER/ CIVIL ENGINEER – KEY EXPERT*

##### *Experience:*

10 years in Construction Management

##### *Special skills and knowledge but not limited to:*

Coordination and liaison with Employer, Engineer and other stakeholders; project management and construction supervision; design review and safety auditing; QC/QA review; report writing and oral presentation.

##### *Detailed Tasks and Reporting Requirements:*

- Coordinate and liaise with Employer, Engineer and other stakeholders
- Provide all the professional and logistic support to the team leader/project manager
- Manage the activities national specialists

- Review highway design drawings, and prepare as built drawings
- Any other tasks requested by the team leader/project manager

#### *CONSTRUCTION SAFETY SPECIALIST KEY EXPERT*

##### Experience:

8 years in Construction Supervision

##### Special Skills and Knowledge but not limited to:

Checking of maps and topographical surveys; design review and safety auditing; and QC/QA review.

##### Detailed Tasks and Reporting Requirements:

- Provide all the professional and logistic support to the team leader/project manager, Civil Engineer
- Conduct regular visits to the project sites and report on the progress/violations to the relevant international specialists
- Manage the activities of site inspectors

#### *QUALITY, GEOTECHNICAL AND MATERIALS ENGINEER – KEY EXPERT*

##### Experience:

8 years in Construction

##### Special Skills and Knowledge but not limited to:

Asphalt and cement concrete mix design; asphalt and cement concrete plant construction and operation; hot mix paving and pavement maintenance and work supervision; and laboratory and in-situ testing.

##### Detailed Tasks and Reporting Requirements:

- Provide all the professional and logistic support to the team leader/project manager and the international engineering team
- Conduct regular visits to the project sites and report on the progress to the relevant international specialists
- Manage the activities of site inspectors

#### *ELECTRICAL SPECIALIST*

##### Experience:

8 years in electrical engineering

##### Special Skills and Knowledge, but not limited to:

Electrical Engineer - relevant experience electrical equipment design and installation.

##### Detailed Tasks and Reporting Requirements:

- Provide all the professional and logistic support to the team leader/project manager and the international engineering team
- Conduct regular visits to the project sites and report on the progress to the relevant international specialists
- Be present at the project site during the electrical equipment installation.

#### *GAS SPECIALIST*

##### Experience:

8 years in installation of gas pipe and other gas means

##### Special Skills and Knowledge, but not limited to:

Gas Engineer - relevant experience in design and construction/installation of gas pipes

##### Detailed Tasks and Reporting Requirements:

- Provide all the professional and logistic support to the team leader/project manager and the international engineering team

- Be present at the project site during the gas pipes relocations

#### *SITE INSPECTORS AND QUALITY CONTROL SPECIALISTS – KEY EXPERTS*

##### *Experience:*

8 years in Road Construction Quality and Quantity Control

##### *Special Skills and Knowledge, but not limited to:*

Supervision of civil works; sampling; laboratory and in-situ testing; quality control; and reporting.

##### *Detailed Tasks and Reporting Requirements:*

- Permanent be present at project sites
- Conduct sampling and testing of construction materials
- Report testing results to the relevant international and national specialists

#### *ENVIRONMENTAL SPECIALIST*

##### *Experience:*

8 years of Environmental works in Construction

##### *Special Skills and Knowledge, but not limited to:*

Environmental due diligence and EIA/EMP review; environmental impact investigations; environmental monitoring; construction and operational noise abatement; report preparation; and familiarity with international donor organizations (ADB, WB, etc.) and Government environmental safeguard requirements and legislation.

##### *Detailed Tasks and Reporting Requirements:*

- Provide all the professional and logistic support to the team leader/and the international environmental specialist
- Conduct regular visits to project sites
- Prepare reports to the Team Leader

#### *QUANTITY SURVEYOR*

##### *Experience:*

8 years in Construction Quality and Quantity Control

##### *Special Skills and Knowledge, but not limited to:*

Supervision of works; sampling; quantity survey and measurements; quality control; checking of Contractors claims; preparation of progress reports; and reporting

##### *Detailed Tasks and Reporting Requirements:*

- Report measurement results to the relevant international and national specialists
- Attend measurements
- Advise on methods of measurement