Terms of Reference (ToR)

Consultant Engineering Company for the Design, Planning and Supervision of Civil Works for Construction of Zall Mner Primary Health Centre

Subject: The Health for All Project (HAP) in Albania is seeking qualified engineering consultancy company to develop plans and carry out supervision of works for the Construction of **Zall Mner** Primary Health Centre in the municipalitiy of Kamza.

Background

Health for All is a Swiss Agency for Development and Cooperation project implemented by the Swiss Tropical and Public Health Institute, Basel, in collaboration with the HAP Center in Albania. Its overall goal is that the Albanian population benefits from better health due to improved Primary Health Care services.

As part of the efforts to support Albanian Government though Ministry of Health and Social Protection, HAP will carry out construction works in Zall Mner PHC facility in the area affected by the earthquake of November 26, 2019. The construction work is also an opportunity to introduce and implement a better conceptualization of the functions and spaces and divisions in this PHC centre building. However, the final decision on services and functions of the selected PHC facility lies with the Ministry of Health and Social Protection.

Primary Health Care Center Zall Mner, Kamza Municipality

- The center serves a population of 3000 citizens
- Personnel: 1 Doctor, 2 Nurses,
- Property area: 126 square meters (probably a smaller building will be needed)
- Floors: one storey building

Objective

The purpose of this TOR is to define the assignment of an Engineering Company to work on a comprehensive solution for the building of health centre of Zall Mner in the municipality of Kamza. The solution should indicate new plans with more rational assignment and utilization of the spaces, in order to improve the functionality of the building, facilitate the orientation of the patient, and make managerial responsibilities for maintenance and utilities costs more precisely defined.

A) Design phase

Specific objectives:

1) Deliver detailed plans for the building with technical specifications of the materials to be used and works to be performed to the new building;
2) Define the divisions and respective functions and roles for each component of the building;
3) Include in the plans the details of areas of circulation of patients, visitors and workers who use the building on a daily basis, defining the flows of materials and people;
4) Include in the plans the location and operations of safety equipment in accordance with the corresponding legislation;
5) Address in the plans the requirements for people with disability defining their access and circulation inside the building in correspondence to the legislation;
6) Deliver detailed plans of installations and furniture with specifications of materials to be used for each component of the building;

7) Estimate the overall cost of the construction (BoQ), including also the cost for removing the solid waste/debris from demolished buildings.

Approaches, Activities and Deliverables:

Guidance notes - approaches:

- The Engineering Company shall have due consideration to energy efficiency and upkeep with international environmentally friendly norms and standards.
- The set of drawings shall be developed in consideration to the mandatory standards, capacities, and norms. It will take in consideration that the new structure of the building as will be decided by the Ministry of the Health and Social Protection.
- All drawings (construction and as built) shall comply with the applicable standards of Union of Chambers of Architect and Engineers of Albania, local authorities, and EU Standards as applicable. All drawings shall be superposed with a view to avoid any conflicts and incompatibilities. All construction and as built drawings shall include their sets of design calculations as applicable.
- The design narrative report will sum up all design concepts and activities and provide the rationale for the optimal designs made. Standards, norms, and regulations used must be referred to in the design report.
- Visits to the site and meeting with the personnel of the health centerfor identification of the current functions of the buildings and for making the required measurements for the architectural project are required and will be coordinated by HAP.

Guidance notes - activities:

- The Engineering Company will develop the conceptual framework for the building based on the current utilization and the aspirations and visions held by the managers and professionals using the building, as well as additional elements that might be suggested by HAP and other stakeholders;
- The conceptual framework will address the assignment of responsibilities for the different entities located in the building, suggesting changes in the current assignments and possible rationalization with fusion of some of entities, when feasible, simplifying and making clearer who will be located where and who should be responsible for what.
- Engineering Company staff will visit the building and during the visits they will survey the use of the rooms and all other premises, identifying the managerial responsibilities currently held by the respective teamof the health center ;
- The Engineering Company will gather (with support of HAP) the required information on the utilization of the building and the population served by the facility. The Engineering Company will establish communication with the Director and staff of the facility from whom it may collect any additional information that might be relevant for designing the project not gathered during the visit;
- The Engineering Company will identify and develop concepts for the building and interior spaces, identifying architectural character and construction materials. It will develop criteria for each building and interior space, including size, function, spatial relationships, etc., in order to propose comprehensive solution for the building. Develop criteria for building in utilization of the space in order to improve the functionality.

Deliverables and drawings dossier:

- The Engineering Company will deliver a technical narrative with the description of the rationalized functions and the program for the building. The functions should include organisation and implementations of all room functionality in the health centre. The narrative should also describe architectural concepts and written building programmes, including descriptions of building space criteria, construction materials, mechanical and electrical functionality for the benefits of the centres.
- The Engineering Company will deliver alternative construction cost estimates (BoQ), considering two or three different budget scenarios (on request).
- Architectural drawings, though not limited to following, shall include:
    a. Site layout illustrating, relationships of all physical components considering function and topography;
    b. Schematic floor plan for the building;
    c. Floor plan - construction plans with all partition types and details;
    d. Floor plan - Furniture design with location plan;
    e. Floor plan - Floor covering;
    f. Lighting Plan for Ceilings;
    g. Interior elevations and sections;
    h. Details and design of all fixed furniture (including water points, sewerage, heating/air conditioning points, etc.);
    i. Metalwork, woodwork and joinery drawings;
    j. Detailed floor finish/patterns drawings;
    k. Miscellaneous decorative details;
    l. Reflected ceiling plans (showing height, materials, finishes and decorative lighting).
- Structural drawings, though not limited to following, shall include:
    a. Structural plan
    b. 3D model
    c. Column and foundation plans
    d. Foundation and structural beams
    e. Structural plan level and details
    f. Beam and column design etc.
- Mechanical drawings, though not limited to following, shall include:
    a. Firefighting plan;
    b. Portable water supply (cold and hot water), application of renewable energy though solar panels (in discussion with client);

c. Rain and sewage water discharge system;

d. Heating and cooling system;

e. Principal schemes and technical details by systems.

- Electrical drawings, though not limited to following, shall include:

a. Power Sockets Network;

b. Power Network of Mechanical Plant;

c. Normal and Emergency Lighting Network;

d. Fire Detection Network;

e. IT & Telephony Network;

f. CCTV system;

g. Earthing & Lighting Protection Network;

h. Electrical Distribution Board;

i. Principal schemes and technical details by systems;

- Site survey drawings, though not limited to following, shall include:

a. Site surveying plan;

b. Longitudinal and cross cutting sections.

- Geotechnical/Seismological report including site samples.

B) Taking of Permit

Consultant will be part of the taking permit process though the Albanian authority, though not limited to following, it will:

- Assist HAP with entire technical documentations;
- Apply to the Institute of Construction;
- Apply online through e-Albania to the National Environmental Agency;
- Apply online though e-Albania on behalf of the client with the authorisation for the construction permit;
- It will support all process during entire period

C) Supervision phase

Activities:

The Engineering Company will provide total support to the HAP, with all necessary consultancy during supervision period for the selected building that will be funded by HAP, in:

a) Preparation of the site report (site inspection and instruction);

b) Preparation of the weekly and monthly supervision reports in English;

c) Assisting in technical weekly and monthly meetings;

d) Checking and approval of the technical materials;

e) Checking and approval of the Health and Safety documents on site, according to Albanian law;

f) Checking and approval of the technical documentations and final dossier according to Albanian law;

g) Assisting during testing and commissioning period.

Contractual arrangement and requirements

Payment for the work/service provided is to be defined in the contract between HAP and the selected provider.

Together with the contract, the consultant company will be required to sign a term of commitment by which he/she will state that will keep strict confidentiality in relation to all information shared with the HAP in relation to the defined tasks and deliverables.

The consultant company will be obliged to inform HAP immediately in case any conflict of interest arises. By conflict of interest, it is understood the existence of links between the consultant and the company applying or selected to do the construction works. These links can be of family, business partnership, or association of any kind and nature between the consultant and the companies. Any omission of the consultant in disclosing such information to HAP will constitute serious breach of the contractual agreement.

Instruction to bidders:

The Engineering Company interested in submitting offers for this tender must address and provide the following items.

1. Legal company documentation (QKB, Extract, design, and supervision Licenses)

2. A Document certifying that (your subject):
   a. has met its fiscal obligations;
   b. has paid all social insurance obligations, issued by the Tax Administration;
   c. certification by the Tax Administration which indicates the annual turnover for the last 3 years;

** All legal documentation must be in original copy issued in the last three (3) months*

3. Company Profile
4. Name of three referees (including position, phone number and e-mail address) who can provide information on the qualification for similar works of the applicant;
5. Requested experts; Architect, Civil, Mechanical Engineer, Electrical Engineer, Site Surveyor and Geotechnical Engineer;
6. Experts CV's+ licences, with detailed highlighted description of previous works similar to the ones expected under this call for consultancy; At least 10 years of professional experience.
7. A signed financial offer, **in All, VAT excluded**, specifying only **the daily fee**, and transportation cost in **ALL/ Km**;
8. Knowledge of English language is highly desirable

The experts shall Work independently and available for traveling to Health Center and attending meetings in Tirana on 3 days-notice;

The evaluation will be as follows: **75% technical evaluation and 25% financial evaluation.**

IMPORTANT

- The Consultancy daily fee must be the same for any professionals in the technical team of the **Provider**, independent from the specialised area of engineering they work. The bidder should be able to mobilize and deploy engineers from the relevant fields of engineering for the supervision. The **Provider** **should only include one daily rate in its bid**, which will be the base for all remunerations, regardless of the field and qualification of the engineer deployed. The bidder that indicates more than a daily rate, will not be considered in this tender.

Failure of the proposal to meet these requirement will be the basis for elimination from consideration.

Deadline for application

The offers must be delivered within 13th of April 2022*, 4pm, in sealed envelopes* (in hard copies and scanned in CD/USB), ***and with clearly marked "Tender Invitation for Engineering Company" to the below address:***

HAP Centre

Street "Themistokli Gërmenji",

Helios Building, 2nd Floor, Ap.5,

Tirana, Albania