



Terms of Reference

Detailed Design and Build Documentation for the Construction of the EPI (Extended Programmed for Immunization) Vaccine Storage, Public Health Premise, Motootua

A. Background:

The Government of Samoa through the Ministry of Health has provided funding towards the New Vaccine Storage Facility, as part of the Extended Program for Immunization in line with the Government of Samoa's priority on *placing the focus back on Primary Health Care*, the vaccine storage will provide more space for storage of vaccine from our donor partners for strengthening of its immunization program for the community and the country as a whole.

The project is in line with the overarching objective of the MoH contractual arrangements. Those being to improve access to, and utilization of effective, efficient and quality health services to improve the health status of Samoa's population in line with the HSP vision of *A Healthy Samoa*.

B. Objectives of the Assignment:

The Government of Samoa had undertaken health reform programs which were intended to improve the management of health resources under the guise of health systems strengthening. In light of most expenditure in health still largely focused on inpatient and curative care more than primary and secondary preventive care, the MoH has been directed under the merger reform, to accelerate the implementation of all developments to facilitate the need to transition to a more effective, efficient and sustainable health financing system.

This project will contribute to the overall objective of the merger reform to **strengthen peripheral health services** including district hospitals, community health services and outreach services. Given the nature of the assignment, the professional services of a qualified Contractor are required to carry out the design and construction of the New Vaccine Storage Facility for the Ministry.

C.SCOPE OF WORK

The contract will look into the Design and Construction of the New Vaccine Storage Facility in the compound of the Tupua Tamasese Meaole Hospital at Motootua.

The consultant(s) is expected to carry out the following scope of works;

1. Phase 1: Design

I. Site Investigation (time frame-1 month)

- Undertake topographical survey and submit report or topographical survey plan to the Ministry of Health (MOH)

- Inspect on site and identify on the topographical survey or site plan the locations of any existing underground services

II. Design Stage (timeframe-2month)

- Liaise with all the relevant stakeholders to determine the full scope and requirements of the proposed vaccine storage facility including the fitting, furniture and equipment (FFE). Ensure compliance with MOH Health Care Waste Management Plan 2020-2025 and Disaster Risk Management Plan 2017.
- Prepare Preliminary Design and report including recommendations on suitable materials, construction systems and services (electrical, mechanical, plumbing and drainage) for MOH's review and approval. The existing walk-in cool room is to be relocated in the new building when it is completed.
- Develop Final Design, Construction drawings (architectural, structural, electrical, plumbing, mechanical including air conditioning, fire), Specification and Priced Activity Schedule for MOH approval based on the approved Preliminary Design and report. All design documentation including specification and intellectual property pertaining to this project shall remain the property of MOH.
- Prepare a budget estimate using the Priced Activity Schedule template for the project based on the Construction drawings and Specification and submit to MOH for approval
- In consultation with the relevant authorities, submit all the required documentation with the applications for Development Consent and Building Permit.
- Provide three (3) sets of Construction drawings and Specification in hard copy and an e-copy.

2. Phase 2: Construction Stage (5 month)

- Provide a Construction plan or program in the form of a Gantt Chart including mobilization, establishment on site, delivery of materials and equipment
- Ensure a Health and Safety Plan and Environmental Management Plan are in place and provide a copy of these plans to MOH.
- Construct the building in accordance with the approved drawings and documentation (issued with the building permit) from the Ministry of Works, Transport and Infrastructure (MWTI).
- Prepare monthly progress reports for discussion in project meetings with MOH.
- Recommend any appropriate action to suppliers and manufacturers of construction supplies/materials, when necessary, to facilitate timely completion of the project.
- Supply, install and commissioning of a standby generator complete with the required cables and connections to the new building. Specify and construct a bund wall around the generator.
- Notify MOH and obtain approval of any variation before undertaking it
- Ensure timely delivery of as-built drawings (should there be changes to the original drawings), operation and maintenance manuals to MOH
- Coordinate the completion of defects during the Defects Liability Period
- Submit operational and maintenance manuals to MOH.

3. Phase 3- Defects Liability Period (12months)

Attend to requirements during the Defects Liability Period (DLP)

- a. Monthly inspections of the Completed Works and correction of Defects;
- b. Attend to ad-hoc issues raised by the Client with regards to the new building; and extension

c. Issue the Completion Certificate at the end of the DLP.

D. Scheduling:

- The Design phase must be completed in three (3) months from contract award. The estimated duration of the construction phase is five (5) months plus the defect's liability period of twelve (12) months.

Below is the breakdown of the estimated key staff input.

Step 1: Site Investigation for the New Vaccine Storage Facility - Duration 1 months

No.	Number of Experts	Number of Experts	Number of man-month
1	Team Leader / Structural Engineer	1	1
2	Quantity Surveyor	1	0.5
3	Architect or Draftsman	1	1
4	Plumber	1	0.5
5	Electrician	1	0.5

Step 2: Design Stage- Duration 2months

No.	Number of Experts	Number of Experts	Number of man-month
1	Team Leader/ Structural Engineer	1	2
2	Quantity Surveyor	1	1
3	Architect or Draftsman	1	2
4	Electrician	1	0.5
5	Fire Engineer	1	1
6	Electrical Engineer	1	1
7	Plumber	1	1

E. Proposed Project Personnel:

Team Member/Personnel	Qualification	Minimum years of specific experience
Team Leader/Structural Engineer	Grade A builder with years of experience	5
Architect or Draftsman	Degree in architecture or similar discipline with experience in designing of vaccine storage facilities	4
Electrician	License Electrician with EPC	4
Plumber	Must be registered with the Plumbers Association of Samoa. Certificate of Apprentice	4
Quantity Surveyor	Certificate in quantity surveying	4
Fire Engineer	Degree or Diploma in Fire Engineer	4
Electrical Engineer	Degree or Diploma in Electrical Engineer	4

F. Institutional Arrangements:

- The selected design and build firm and its nominated project manager will report directly to the Director General of Health through the ACEO Plant Infrastructure and Maintenance Services and ACEO Finance & Procurement and his Procurement team.
- The firm must have the Government of Samoa's (through Ministry of Health) interest as priority.
- The client will provide the required documentation, space to operate and counterparts to the design and build firm
- The design and build firm are responsible for its own transport, insurance, producing and printing all the required documentation

G. Qualifications and Experience:

The following specialized inputs will be required;

- The Design and Build Firm should be registered or incorporated in their country of origin and employ consultants who are eligible to work in Samoa in accordance with Treasury Instructions Part K Government Procurement & Contracting 2016 and the Tenders Board Guidelines for Procurement and Contracting: Consulting Services (CS) 2014.
- The Design and Build Firm should demonstrate to have expertise in designing facilities and planning; experience in design and build projects, providing technical services in civil/services engineering electrical; plumbing, structural engineering, and construction supervision
- The Design and Build Firm should have a minimum of 5 years' experience in infrastructure for health or general buildings.
- Provide documentary evidence of similar relevant experience in design and construction works of a minimum of three (3) projects.
- Have met hospital and health care center building standards accepted in Samoa, NZ, AUS and countries in South Pacific Region

H. Reporting/Deliverables

Project Phase	Stage	Description of Deliverable	Format and No. of copies	Due Date
Phase 1	<u>Site-Investigation</u>	<u>Site Investigation report</u>	All deliverables available in appropriate size in A4 and/or A3: e-copies pdf in editable and compatible format to the Client software two set of hardcopy for review	End of two (2) weeks after start of assignment.
		<u>Client Review</u>		Within one (1) week after receipt.

Project Phase	Stage	Description of Deliverable	Format and No. of copies	Due Date
	<u>Final Designs</u>	<u>Develop and finalize the Design Works for the New Vaccine Storage Facility that includes the specifications, drawings and bill of quantities.</u>	All deliverables available in appropriate size in A4 and/or A3: e-copies pdf in editable and compatible format to the Client software two set of hardcopy for review	End of fourth (4) week
		<u>Client Review</u>		Within one (1) week after receipt.
		<u>Final Designs</u>	Approved deliverables available in appropriate size in A4 and/or A3: e-copies pdf in editable and compatible format to the Client software two set of hardcopy for review	End of eight (8) week.
Phase 2	<u>Construction Works</u>	Monthly reports for a period of four month.		First week of the following month
		Practical completion report		30 days after completion of works
	Maintenance Manuals: Maintenance plan for the new EPI vaccine storage facility.			30 days after completion of works
	Defect Liability Period	Completion report		30 days after Defects Liability Period

