

RFT AM-11296

Part B

Scope of Services

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1 Introduction

1.1 Purpose

The Fiji Program Support Facility (the Facility) was established in 2017 to support and implement Australia's aid programs such as health, education, Australia Awards, and governance in Fiji. The Facility also supports the Australia Awards in Fiji and Tuvalu. The Facility integrates cross-cutting themes, including gender equality, disability inclusion, climate change, emergency preparedness and response and civil society engagement, across sectoral programs. In particular, the Facility seeks to strengthen program outcomes by better addressing the needs of targeted beneficiaries including those who are often marginalised.

The Facility has a 'zero tolerance' approach towards child abuse and child exploitation, including child exploitation material and complies with all requirements of the DFAT Child Protection Policy. Senior management at Tetra Tech International Development strongly support and are committed to enforcing the procedures designed to prevent and stop instances of child abuse and exploitation.

The Facility is committed to respectful workplaces and does not tolerate sexual exploitation, abuse or harassment of any kind, in line with the DFAT Prevention of Sexual Exploitation Abuse and Harassment (PSEAH) Policy.

1.2 Background

Tropical Cyclone Yasa impacted Fiji in December 2020 and caused widespread damage to the northern island of Vanua Levu. The Government of Australia (GoA), represented by the Department of Foreign Affairs and Trade (DFAT), has provided the Government of Fiji (GoF), represented by the Ministry of Finance (MoF), with emergency funding to support cyclone recovery and reconstruction schools and hospitals, which form the Cyclone Recovery Program (the Program).

The Program will manage and implement the upgrade works to two Sub--Division Hospitals; Waiyevo Hospital located on Taveuni Island and Vunisea Hospital located on Kadavu Island, in coordination with the Ministry of Finance (MoF) and the Ministry of Health and Medical Services (MoHMS).

The main scope of works will require major renovation works to the roof, upgrade of existing services and structural certification of the structures – Main Hospital Building (B1) Only for both Sub-Division Hospitals. This major renovation will also include identified areas to be upgraded. Due to the current site conditions Category 5 structural certification is not feasible, at a minimum we require a Category 2 - 3 structural certification.

2 Opportunity

The Fiji Program Support Facility ("the Facility") is seeking locally registered consulting firm(s) to provide architectural and engineering services to support the future delivery of upgrade and renovation works for two (2) subdivision hospitals (Kadavu Island and Taveuni Island).

The Services will include the following:

2.1 Pre-Construction and Pre-Tender

- 1) Site Inspection - "Walk Through & Measure Up"
- 2) Consultation and facilitation of the construction documents during the documentation stage with MHMS, Local Authorities and the Facility.
- 3) Detailed documentation (scoping and specifications) based on the Scope of Work identified see 4.2 (for Tender, Building Approval & Construction Stage)
- 4) Submission of tender drawings to the Facility for final approval
- 5) Response to technical queries from the local authorities, MHMS, DFAT, the Facility.

2.2 Tender Period + Post Tender

- 1) Submissions to and attaining approvals from the local authorities (Local Government, NFA, OHS, Fiji Disabled Peoples Federation (FDPF), Government Ministries)

- 2) Building application to be submitted to the local authorities during the same time when the Tender Period Opens
- 3) Consultation and facilitation of the tender documents during the Tender stage with Ministry of Health and Medical Services (MHMS), Local Authorities and The Facility.
- 4) Response to Technical Queries during this stage
- 5) Technical Adviser to the Tender Evaluation Panel
- 6) Submission of full set of documents for Contract Signing – stamped as “Issued for Construction.”

The work will include refurbishment works to selected areas identified in the main hospital buildings (B1) (see Appendices 4 & 5), only on the site plans for both Taveuni and Kadavu Hospitals

This stage – **Tender Documentation/Construction Documentation Stage** of the Project is scheduled to commence in June 2024 and be completed in 10 weeks (detailed design and scoping only). This timeline is indicative only – the Consultant Team shall submit a work schedule for design and documentation of the works as per the scope of works. Tender and evaluation of submission is the responsibility of the client and scheduled is fixed.

Both Hospitals – SDH Kadavu and SDH Taveuni are to be submitted to the relevant Local Authority together and will be tendered together. The two projects are to commence together.

3 Services

3.1 Site Details

Northern Sub Divisional Hospital (SDH) – Taveuni is located at Waiyevo, Taveuni Island. The current hospital building is the “newer structure” classified on the site plan as B1 (Appendix 5).

Eastern Sub Divisional Hospital (SDH) – Kadavu is located at Vunisea, Kadavu Island. The current hospital building is the “newer structure” classified on the site plan as B1 (Appendix 4).

3.2 Scope of Works

The services provider shall carry out independent site inspections to walk through & measure up both hospitals to verify the extent of works required under the scope of works. The scope of works is limited to the refurbishment and upgrades described below to the main hospital buildings (B1) at Kadavu Hospital and Taveuni Hospital (see Appendices 4 & 5)).

Work will vary for each hospital however is limited to the following.

- All works shall be undertaken on the main hospital buildings (B1) only as per the site and locality plan for both hospitals.
- No works are required for other buildings at this stage.
- No demolition works will be undertaken at this stage for structurally condemned buildings recommended for demolition. These buildings will remain as they are.

GENERAL

1. Rehabilitation of roof as required to resolve leaks, replacing like for like sheeting, flashing etc, including any minor structural repairs where necessary to roof members, joints, bolts or other to its minimum built condition.
2. Replace damaged roof gutters, downpipes, and make good stormwater open drains.
3. Refurbishment of Maternity Ward for Taveuni Hospital to minimum original build and to operational standard
4. Refurbishment of Operation Ward for Kadavu Hospital to minimum original build and to operational standard.
5. Upgrade of Electrical Services (e.g. light fixtures and switches, general power outlets, power outlets for specialised equipment, upgrade main switch board, sub boards to cater new loads, etc.), also include the provision of 2 new Generators (1 main and 1 back up), which is to be sized correctly including

cabling from confirmed position (on site) to the Main Switch Board (MSB) with Automatic Transfer Switch (ATS). The Generator scope of works is limited to the Kadavu Hospital only.

6. Upgrade of Mechanical Services (e.g. maintenance/replacement of AC Units and pipe works).
7. Upgrade of Hydraulics Services. (e.g. Check hydraulic pipe pressure, rectify all leaks and blockages).
8. Upgrade of Stormwater and Sewer services – (e.g. identify all blockages and backflows and improve drainage systems, separation of storm water and sewer discharge, review of existing and confirmation of new inspection chambers, pipe sizing to cater load capacity, etc).
9. Upgrade of Fire Services (e.g. replace Manual Call Points, Fire Extinguishers, Fire Panels, Fire Hose reels, Fire alerting devices, etc.)
10. New ramps to allow for accessibility to Australian standards (AS 1428.1) and Fiji standards and to the level achievable and mutually agreed with stakeholders.
11. Provide advice on the level of compliance to national building standards that can be achieved under the current scope of works.

TABLE 2 PROPOSED OVERALL PROGRAM

PROJECT ACTIVITY / PHASE		TIME FRAME FOR COMPLETION (Indicative):
PRE-DOCUMENTATION per HOSPITAL		
Site walk-through & site measure		1 weeks – SDH Taveuni Design Consultants to carry out a site walk & measure identified areas to assist them in assembling a thorough set of construction drawings and specifications.
		1 weeks – SDH Kadavu Design Consultants to carry out a site walk & measure identified areas to assist them in assembling a thorough Set of construction drawings and specifications.
DOCUMENTATION FOR BOTH HOSPITALS		
Detail design and documentation – tender and statutory authority Submission	Completion and submission of complete documentation	8 Calendar Weeks
	Tender documentation- Facility to review and endorse	2 weeks Feedback from FPSF to be incorporated into final set of construction drawings
Submission of construction documentation to the relevant Authorities. <i>(This period to happen concurrently with the Contractors Pricing Period)</i>		5 calendar weeks Design consultants to hold a meeting with the relevant Authorities during Tender / Construction documentation period to discuss each Project, to identify potential areas of dispute/comments
Contractor's pricing period		5 calendar weeks Open tender - advertised in the major daily newspapers. Contractor's price will be sent to engaged Quantity Surveyor for verification prior to approval.

Tender evaluation and award	<p>2 weeks</p> <p>Design Consultants to provide technical review and evaluation on submitted tenders.</p>
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3.3 Project Objectives

The Project will deliver a gender-informed, safe, inclusive infrastructure that:

- Overall, improves the current conditions of hospital infrastructure at both hospitals.
- Implements designs that are closely aligned with the Australian Health Facility Guidelines (AusHFG).
- High quality and value-for-money refurbishment of proposed facilities to be environmentally sustainable, durable, and low maintenance.
- Employs the available funds in the most economic and effective way, within stated timeframes and budget, considering value for money and public perception.
- Meet stakeholder and community expectations and ensures that women’s and people with disabilities views are central to the process of design and consultation where appropriate.
- Improves access to better health services and the empowerment of women in accordance with DFAT and Government of Fiji (GoF) policies <http://dfat.gov.au/about-us/publications/Pages/gender-equality-and-womens-empowerment-strategy.aspx>
- Results in a gender-informed, safe, inclusive building that is accessible for all including people living with a disability, consistent with DFAT and Fiji policies on disability <http://dfat.gov.au/about-us/publications/Pages/development-for-all-2015-2020.aspx> and AS 1428.1 *Design for Access and Mobility: Part 1 General Requirements for Access – New Building Work*

3.4.1 Additional Project Objectives

- use the available funds in the most economic and effective way, within stated timeframes and budget, considering value for money and public perception.
- meet stakeholder and community expectations.

3.4 Consultant Services

The services provider shall be directly responsible for the provision of architectural design services and scoping limited to roof repairs and replacement, refurbishment of operating theatre ward at Kadavu and the maternity ward at Taveuni.

The Services Provider shall provide suitably qualified, registered, and experienced staff and / or sub-consultants for the duration of the standard service to satisfactorily deliver the project in accordance with the Consultant Agreement and the Request for Tender (RFT).

The Services Provider shall maintain registration with the Architects and Engineering Registration Boards of Fiji throughout the duration of the commission and notify the Facility immediately if changes to the structure of its practice may affect its entitlement to continuing registration.

The Architectural and Engineering Services shall include the provision of design and engineering services for the following disciplines:

- The Consultancy services including Interior Design to satisfy scope requirements.
- The Services Provider’s base fee shall include an allowance for all Building Surveying fees, the Building Permit Levy and any subsequent statutory fees and levies which will be issued as disbursements.
- Building Permit statutory fees and levies are to be paid to relevant statutory authority directly by the Services Provider, for and on behalf of the Facility as its agent. These fees and levies will be reimbursed

by the Facility under the consultancy agreement. The Services Provider must request the Facility to process a corresponding credit variation for these fees and levies under the building contract.

- Building Permit Approval along with other Statutory Bodies certificates are to be obtained.
- Budget and financial management obligations
- Civil and Structural Engineering consultancy services related to the refurbishment of the main roof structures, the design of ramps for accessibility, for the full refurbishment of the Taveuni Hospital maternity ward and the Kadavu Hospital operating ward to minimum of original built condition, and the delivery of construction drawings for the scope of works listed above.
- Building Service Consultancy services include the following:
 - Hydraulics engineering
 - Stormwater and drainage engineering
 - Electrical Engineering
 - Genset (1 Main, 1 Back up) – correctly size (limited to Kadavu Hospital only)
 - Fire Services Engineering and Safety
 - Mechanical engineering
- Disability Access consultancy services.
- The Services Provider will be required to attend all relevant meetings to this stage.

The Services Provider, upon appointment, will provide a comprehensive architectural and engineering services to ensure that the time, cost, and quality objectives of the project are achieved.

4 Services Details

4.1.1 Tender Documentation / Construction Documents Submissions

Tender Documentation must be based on the approved scope of works endorsed by the Facility and shall address the issues identified in the feedback submitted by the Facility.

It is expected that tender documentation will be of sufficient quantity and quality, resulting from a rigorous internal quality control process, to minimize the number of contractors Request for Information (RFI) generated during the construction phase of the project.

The Services Provider will call a meeting with the Local Authority, all relevant authorities, the Facility to discuss the Project and to identify any potential issues (that will affect the approval timeline), and how to rectify them prior to the submission of the documents.

The Construction Documents are to be submitted to the Facility, DFAT and MHMS for comments and approval before it goes out for Tender and Local Authority lodgment.

The Construction Documents will be the final contract set following contractor's RFIs during the pricing period and should include all drawings submitted prior and be of adequate quality and detail for construction.

4.1.2 General Conditions

The Project Consultants shall:

1. Work with the Cyclone Recovery Program (CRP) Program Manager as their Client Representative.
2. Provide comprehensive design, and quantity surveying services and undertake all things necessary to ensure that the detail design and scoping for the works under this scope is successfully completed.
3. Provide the services set out and in accordance with this document.
4. Ensure that this stage (**detail design and documentation**) is delivered on time, within the budget, and in accordance with the scope of works.
5. Ensure that the Tetra Tech International Development as the Client is fully involved with all aspects of the project, including approvals of layouts, materials, finishes and changes of documentation at all critical points in the process.

6. Assist in the review and assessment of tender proposals for the construction works.

The Project Consultants shall not:

1. Alter the personnel nominated by the Consultant as part of its team without the written approval of the Client's Representative and the Tetra Tech International Development.
2. Engage any sub consultant or invite any contractors to tender who is part of the Consultant's organisation, or with whom a conflict of interest may arise by virtue of commercial or family connections with the Consultant or any other sub consultants or contractors; or
3. Offer to provide any other consultancy or construction related services for this project without the Tetra Tech International Development's prior written approval.

5 Schedule of Delivery of Services

The project is in procurement phase for both hospitals. Construction Documentation is scheduled to commence in June 2024.

5.1 Milestones Deliverables

The appointed Service Provider will deliver the following milestones deliverables for the Services:

5.1.1 SDH Kadavu, Vunisea, Kadavu Island.

Milestone Number	Milestone Deliverable by Consultant	Date of Deliverable	Means of Verification & Acceptance/Approval
1	Mobilisation – Pre-Documentation - Site measure up and walk through	End of Week 2 and after site visits	Witten acceptance by Tetra Tech International Development
2	First Complete Draft for Client Review (DFAT, MHMS, the Facility)	End of Week 8	Witten acceptance by Tetra Tech International Development
3	Final Review of Tender Documents	End of Week 10	Witten acceptance by Tetra Tech International Development
4	<ul style="list-style-type: none"> Tender Documents Approved and Issued for tender, and submitted to relevant Local Authorities for Approvals 	End of Week 12	Witten acceptance by Tetra Tech International Development
5	Response to queries <ul style="list-style-type: none"> during tender until tender submissions and any other project related queries (from local authorities, etc) 	After close of tenders	Witten acceptance by Tetra Tech International Development

6	Evaluation and tender price assessment and Tender Submission of Tender Report to the Tender Evaluation Panel	After Procurement report has been approved by the TAP	Witten acceptance by Tetra Tech International Development
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5.1.2 SDH Taveuni, Waiyevo, Taveuni Hospital

Milestone Number	Milestone Deliverable by Consultant	Date of Deliverable	Means of Verification & Acceptance/Approval
1	Mobilisation – Pre-Documentation - Site measure up and walk through	End of Week 2 and after site visits	Witten acceptance by Tetra Tech International Development
2	First Complete Draft for Client Review (DFAT, MHMS, the Facility)	End of Week 8	Witten acceptance by Tetra Tech International Development
3	Final Review of Tender Documents	End of Week 10	Witten acceptance by Tetra Tech International Development
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6	Evaluation and tender price assessment and Tender Submission of Tender Report to the Tender Evaluation Panel	After Procurement report has been approved by the TAP	Witten acceptance by Tetra Tech International Development

6 Appendices

For list of additional documentation for the projects see below link and password to access:

Drawings & Policies

Password: 8mfViY7n

<https://coffeyids.egnyte.com/fl/GfyJye8Bk5>