TERMS OF REFERENCE

Supervision of construction works for buildings proclaimed as Cultural Heritage, in 4 (four) municipalities

**I. BACKGROUND**

Local and Regional Competitiveness Project (LRCP) is a four-year investment operation financed with a grant from the European Union (IPA II), and consists four components. LRCP is based on a holistic approach to tourism development and destination management and will provide investment funding and capacity building to support sector growth, investment in destinations, and specific destination prosperity.

* [Technical Assistance for Tourism Development](https://wp.me/P8tXKu-S) – Component 1
* [Strengthening Destination Management and Enabling Environment](https://wp.me/P8tXKu-W) – Component 2
* [Investment in Tourism-Related Infrastructure and Linkages at Destinations](https://wp.me/P8tXKu-Q) – Component 3
* [Strengthening Project Management](https://wp.me/P8tXKu-U) – Component 4

[**Investment in Tourism-Related Infrastructure and Linkages at Destinations**](https://wp.me/P8tXKu-Q) **– Component 3**

This component will support key investments that will make an impact on increasing the attractiveness of the selected destinations through upgraded product offerings and linkages with local economies to capture a greater share of economic benefits. The component will provide funds for investment in infrastructure and non-infrastructure activities (training, publications, upgrading of supplier capabilities, etc.) in the destinations participating in LRCP.

Sub-components 3.1 (**Infrastructure Investments**) and 3.2 (L**inkages and Innovation Sub-grants)**shall be considered as an integrated set of measures that will improve the attractiveness of a limited number of touristic destinations through a smart combination of “soft” and “hard” measures. Financed Sub-project proposals must: (i) meet the needs of the circuit/corridor; (ii) have positive economic and financial returns; (iii) attract further private sector investment and business development; and (iv) be sustainable over time. Integrated with the destination management activities from Component 2, the package of interventions will facilitate the realization of impacts such as job creation, attraction of new tourists, increased overnights and spending per tourist, increase in revenue and tax generated from tourism related activities, and opportunities for participation by rural, poor, and marginalized communities.

**Objectives of LRCP Component 3**

To support key investments in infrastructure and non-infrastructure activities that will make an impact on increasing the attractiveness of selected destinations through upgraded product offerings and linkages with local economies to capture a greater share of economic benefits at the destinations or tourism circuits (markets, value chains).

The investments in mainly includes the following major activities:

* **Reconstruction, revitalization, preservation and adaptation the existing buildings,** with all typical construction group of works, such as: preparational works; conservation and restauration work; masonry works; carpentry works; plastering, painting and facade works; insulation work; ceramic works; floor paving works; concrete works; tin works; roof works; works for preparation of authentic vitrage glass; preparation of authentic carpentry works; stone paving work; water supply and sewerage; electrical installation and lighting; earthing system; installation of heating and cooling equipment; installation of fire protection system; earth works; stone and marble paving works; horticultural and planting works; setting urban equipment; miscellaneous works;
* **Urban and outdoor equipment, landscaping and signage,** including the most commonconstruction group of works: earth works and preparational works; drainage; excavating and compacting ground; planting; concrete works; steel and sheet metal works; installation of wooden and metal billboards, information boards, signposts and urban equipment;
* **Reconstruction of the municipal, local and regional roads and road infrastructure** with all common construction group of works, such as: earth works and preparational works; geodetic support construction; drainage; excavating and compacting ground; concrete works; asphalt paving works.

Construction and reconstruction works are going to be conducted at the territory of 4 (four) different Municipalities as follows:

1. **Municipality of Kichevo** (construction works cost estimation 34.513.942 MKD);
2. **Municipality of Strumica** (construction works cost estimation 45.515.500 MKD);
3. **Museum of the City of Skopje** (construction works cost estimation 43.705.930 MKD);
4. **Municipality of Bitola** (construction works cost estimation 60.239.400 MKD);

Civil works subject for this assignment has a common specific. **Namely** **they all have been proclaimed as cultural heritage. Pursuant to the Law on Protection of Cultural Heritage, all construction activities have to follow the provisions given in the Decision issued accordingly for each building.**

Detailed description of construction works for each Municipality is given below:

**GROUP 3 – INCLUDES THE FOLLOWING MUNICIPALITIES**

1. **MUNICIPALITY of KICHEVO** (Total construction works cost estimation 34.513.942 MKD);
	1. **Revitalization of the fortress “Kitino Kale”** envisaged civil works for reconstruction the plateau which is the heart of the recreational zone, adaptation the existing ruined building into a multimedia centre, horticultural arrangement of the site, fountains, rehabilitation of two existing access paths and parking lot for 17 vehicles.

**Location:** Center of Kichevo – Fortress “Kitino Kale”

**Work included:** Earthworks and preparational works; excavation and compacting the ground; drainage; insulation works, metal and tin works, wooden and carpentry works, concrete and reinforced concrete works; plastering and painting works; decorating works; floor works; ceramics and paving works, water supply and sewerage; electrical installation and lighting; setting the urban equipment, asphalt paving works;

**Duration:** 8 months

* 1. **Setting the urban equipment** envisaged civil works for improvement the recreational zone for children and elderly people, construction the open summer stage for various events as well as construction of the observing platform with wooden pergola.

**Location:** Center of Kichevo – Fortress “Kitino Kale”

**Work included:** Earthworks and preparational works; excavation and compacting the ground; drainage; insulation works, metal and tin works, wooden and carpentry works, concrete and reinforced concrete works; paving works, setting the urban equipment;

**Duration: 7** months

 **2. MUNICIPALITY of STRUMICA** (Total construction works cost estimation 45.515.500 MKD);

* 1. **Revitalization and reconstruction of the part of fortress “Carevi Kuli”**

 **Location:** The hill above Strumica

**Work included:** Earthworks and preparational works; excavation and compacting the ground; drainage; insulation works, metal and tin works, wooden and carpentry works, concrete and reinforced concrete works; paving works, electrical installation and lighting;

**Duration:** 12 months

* 1. **Reconstruction of the trim path from “Hunting Lodge” (Loven Dom) to Monastery St.Ilija**

**Location:** The hill above Strumica

**Work included:** Earthworks and preparational works; excavation and compacting the ground; metal and tin works, wooden works, stone paving works, setting urban equipment;

**Duration:** 4 months

* 1. **Reconstruction of the mount bike path from asphalt road (which lead to fortress “Carevi Kuli”) to Monastery St.Ilija.** Approx. lenght 1km, width 3,5m.

**Location:** The hill above Strumica

**Work included:** Earthworks and preparational works; excavation and compacting the ground; drainage; stone paving works;

**Duration:** 4 months

* 1. **Reconstruction of the walking path from “Hunting Lodge” (Loven Dom) to fortress “Carevi Kuli”**

**Location:** The hill above Strumica

**Work included:** Earthworks and preparational works; excavation and compacting the ground; concrete and stone paving works, electrical installation and lighting;

**Duration:** 4 months

**3. MUSEUM OF THE CITY OF SKOPJE** (Total reconstruction works cost estimation 43.705.930 MKD);

**Adaptation of the Museum of the City of Skopje “Old Railway Station”.** The exhibition space of the Museum of the City of Skopje, covers the ground floor of the building with an area of 1.222 m2 and the open space, yard on the east side of the building, with an area of 534 m2.

**Location:** Center of Skopje

**Work included:** Preparational works; conservation and restauration work; carpentry works; metal and tin works; plastering, painting and facade works; insulation work; ceramic works; floor paving works; concrete works; stone paving work; water supply and sewerage; electrical installation, lighting and audio and video equipment; installation of heating, cooling and ventilation equipment; horticultural and planting works; setting urban equipment; miscellaneous works;

**Duration:** 8 months

**4. MUNICIPALITY of BITOLA** (Total construction works cost estimation 60.239.400 MKD);

The House of Army in Bitola, known as “Oficerski dom” has been built at the beginning of the XX century and completed in 1919. For Bitola architecture this building is recognized as an example of a grandiose aesthetic building, with originality and unrepeatability. Project activities envisages restoration and arrangement of the interior and exterior space of the building, with the preservation of the authentic spatial values, following the provisions given in the Decision issued by a relevant authority Directorate for Protection of Cultural Heritage. The building has approx. 460 m2 in basement, 640 m2 on the ground floor and on the 1st floor, as well 460 m2 on the gallery.

**Location:** Center of Bitola at the bottom of the pedestrian path Shirok sokak.

**Work included:** Preparational works; conservation and restauration work; masonry works; carpentry works; plastering, painting and facade works; insulation work; ceramic works; floor paving works; concrete works; tin works; roof works; works for preparation of authentic vitrage glass; stone paving work; water supply and sewerage; electrical installation and lighting; earthing system; installation of heating and cooling equipment; installation of fire protection system; earth works; stone and marble paving works; horticultural and planting works; setting urban equipment; miscellaneous works;

**Duration:** 12 months

**The Detailed Design about each location may be obtained on USB from the premises of the Local and Regional Competitiveness Project (LRCP).**

**The selected Contractor shall sign sub-contracts for each of these Municipalities.**

**The interested Contractor shall submit Expression of Interest for all four Municipalities. Partial Expression of Interest shall not be taken for evaluation.**

**II. OBJECTIVES**

The objective of the assignment is to ensure that high quality construction and reconstruction works are achieved and to ensure that all work is carried out in full compliance with the engineering design, technical specifications and other contract documents.

Civil works will be conducted in accordance with the current regulations and national legislation for such kind of works (Law on Construction, Law on spatial and urban planning, Law on protection on cultural heritage, Law on Public Roads, Law on Safety of the Road Traffic, etc.), as well as bidding terms and prescribed technical requirements.

**III. SCOPE OF SERVICES**

The direct assignments of the supervising body during the conduct of the construction works are:

* Establish procedures for proper works supervision;
* Review and check the detailed urban plan, detailed design, building permit, all necessary permits;
* Review and check the Works Contracts provisions (validity period of Works Contractor’s insurance policies, guarantees, certificates, and other relevant documents provided by the Works Contractor and ensuring timely renewal of the said documents by the Works Contractor);
* Verify of Work Contractors detailed time and activity schedules including reporting and documents preparation;
* Introduce the Contractor with the construction works on site and prepare the report thereon;
* To ensure if the participants in the construction have the required licenses and authorizations;
* Control and supervision of each phase of the construction, in order to ensure the quality and quantities of works that are in compliance with the Works Contract, normative technical documents and good engineering practice;
* Sign / counter-sign of Construction’s Log Books with filing of copies;
* Approve tests on items such as materials and products according to the instruction of the technical specifications. The Supervision Team shall: Check manufacturer’s tests for the equipment and parts delivered by the Contractors; Verify the tests on installed materials and equipment in situ;
* Provide mandatory site inspection with attention to quality of works, as well as health, safety and environmental measures taken by the Works Contractor;
* Provide instructions to the Contractor on modifications in technical specifications, parts of the design, work program in consultation with representatives of the PIU and Municipality/ies;
* Will chair, prepare and coordinate the site weekly progress meetings, with provision of minutes of these meetings in Macedonian language. Representatives of the PIU and Municipality/ies will attend the meetings as and when needed;
* Verify of Contractor’s interim and final payments, through establishing the value of works. Interim payment certificates shall be verified by the Engineer within 7 work days after receiving the Work Contractor’s request, and submitted to the representatives of the PIU and Municipality/ies for further processing;
* Approves as-build documentation supported with Work Contractor’s construction record, securing delivery to representatives of the PIU and Municipality/ies jointly with certificates, reports, records properly ordered and presented by the Work Contractor;
* Timely inform the representatives of the PIU and Municipality/ies if the implementation of Works Contract does not meet the technical requirements and to suspend the construction works if the project solution is changed or not in accordance with the technical method;
* Supervise, control and approve unforeseen activities related to the implementation of rehabilitation and construction works;
* For each phase of the construction, the Supervision Team is authorized to deliver a report to the Cabinet of the Deputy President in charge for Economic Affairs (CDPMEA) (PIU) and to the Municipality/ies;
* To monitor the parameters with impact on the environment (as defined in the ESMP Monitoring Plan), during the construction works. The reports with results of monitoring should be submitted to the CDPMEA (PIU Environmental Expert)/Municipality (quarterly);
* Check and approve the Monthly/Final Payment Certificate prepared by the Works Contractor together with the supporting documents and submit to the PIU and Municipality/ies for approval;
* Check and approve after completion of the works the Final Report prepared by the Works Contractor;
* All other activities foreseen by the domestic Construction Law.

The Supervision Team has the right to stop the construction activities in the following situations:

* In case of serious flaws and deviations from the technical design and technical specifications for the specific construction works that are envisaged in the original design;
* If the construction activities are not performed in accordance with the actual standards and technical regulations.

The Supervision Team shall not:

* Take orders from the Contractor or their deputies;
* Discuss, debate, or give orders to the workers of the Contractor. All conversations shall be led with the director of the construction company or his deputy;
* Make changes to the technical design.

**IV. REPORTING OBLIGATIONS**

Each report must consist of a narrative section and a financial section. The financial section must contain details of the time inputs of the experts and reimbursable expenditure verification.

In addition to any documents, reports and output specified under the duties and responsibilities of each key expert, the Contractor shall provide the following reports:

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of report** | **Content** | **Time of submission** | **Approval of the reports by the Client** |
| **Inception Report** | Analysis of existing situation and plan of work for the project. These reports, among others shall consist of:* The work plan and the overall approach, methodology vis-à-vis the assignment;
* Implementation program and timetable of the works;
* Agreement on the detailed lay-out and content of the progress reports.
 | No later than 2 weeks after the start (the commencement date)  | 1 week after the submission of the Report. |
| **Progress reports (Monthly):** | These reports, among others shall consist of:* Main contractual details;
* Progress achieved during the reporting period, detailing any delays and acceleration measures;
* Cumulative progress achieved;
* Photos.
 | No later than 5 working days after the end of each month. | 1 week after the submission of the Report. |
| **Draft Final Report** | Short description of achievements including problems encountered and recommendations. Draft Final Report shall contain at least:* Short description of achievements including problems encountered and recommendations; a final invoice for implementation of works period and the financial report accompanied by the expenditure verification report;
* copies of the Taking-over Certificate(s);
* verified “as-built drawings”, prepared by the contractors, showing all revisions to the design of the Works,
* a complete analysis of the cost of the completed Works;
* an overview of the actual progress of the Works, including details of reasons for delays and/or extensions of time;
* an overview of site safety procedures, any problems in this respect and recommendations for improvements;
* an assessment of the quality of materials and workmanship, any problems in this regard and recommendations for improvement;
 | No later than 1 month before the end of the implementation period.  | 2 weeks after the submission of the Report. |
| **Final Report after completion** | On completion of the Works Contract (that is, upon the issue of the Performance Certificate), the Contractor (Supervisor/Engineer) shall prepare a Final Report and shall contain at least:* Short description of achievements including problems encountered and recommendations; a final invoice for implementation of works period and the financial report accompanied by the expenditure verification report;
* copies of the Performance Certificate(s);
* verified “as-built drawings”, prepared by the contractors, showing all revisions to the design of the Works,
* a complete analysis of the cost of the completed Works;
* an overview of the actual progress of the Works, including details of reasons for delays and/or extensions of time;
* an overview of site safety procedures, any problems in this respect and recommendations for improvements;
* an assessment of the quality of materials and workmanship, any problems in this regard and recommendations for improvement;
 | Within 1 month of receiving comments on the draft final report from the Project Manager identified in the contract  | 2 weeks after the submission of the Report. |
| **Defect Notification Period reports** | After any planed missions or missions related to any incident, the Contractor (Supervisor/Engineer) shall prepare Defect Notification Period reports with status of the project and any defect found with recommendation and proposals.  | Within 5 days after completion of each mission.  | 2 weeks after the submission of the Report. |

All reports should be written in Macedonian and English language and should be delivered to the representatives of the PIU

**V. REQUIRED QUALIFICATIONS**

The Contractor company must provide at least the following technical expert staff for completing the assignment:

**Required Qualifications for the Company**

* License A for supervision of I category of buildings issued by the Ministry of transport and connections of RM;
* At least 7 (seven) years of relevant experience as a supervision company of construction works;
* Have experience as a supervison company on at least 1 (one) relevant projects of nature and degree of complexity comparable to the works in this ToR – i.e. construction/reconstruction of commercial, residential and/or public buildings, in the last 7 (seven) years, in a value of the construction works at least 50.000.000 MKD.
* Have experience as a supervision company on at least 1 (one) relevant projects of nature and degree of complexity comparable to the works in this ToR – i.e. construction/reconstruction of commercial, residential and/or public buildings that have been proclaimed as cultural heritage pursuant to the Law on Protection of Cultural Heritage, in the last 7 (seven) years, in a value of the construction works at least 2.000.000 MKD.
* Have experience as a supervision company on at least 1 (one) relevant project of nature and degree of complexity comparable to the works in this ToR – i.e. Urban and outdoor equipment landscaping, signage, sports courts and facilities, hiking/biking paths in the last 7 (seven) years, in a value of the construction works at least 3.000.000 MKD.

The Project Team shall consist of the following key experts:

* **1 (one)** **Team Leader Architect**
* **1 (one) Civil engineer**
* and a pool of non-key experts.

**1. Team Leader - Architect**

* At least Bachelor’s Degree;
* Authorization A for supervision issued by the Chamber of authorized architects and authorized civil engineers of the Republic of North Macedonia
* At least 7 (seven) years professional experience in supervision or construction / reconstruction or rehabilitation of commercial, residential and/or public buildings;
* Professional experience in supervision or construction in at least 1 (one) project for construction / reconstruction or rehabilitation of commercial, residential and / or public buildings whereas they have been Team Leader/Deputy Team Leader in a supervision team, in the last 5 (five) years in a value of the construction works at least 15.000.000 MKD.

**2. Civil engineer**

* At least Bachelor’s Degree;
* Authorization A for supervision issued by the Chamber of authorized architects and authorized civil engineers of the Republic of North Macedonia
* At least 7 (seven) years professional experience in supervision or construction / reconstruction or rehabilitation of commercial, residential and/or public buildings, construction / reconstruction or rehabilitation of municipal, local and regional roads and road infrastructure;
* Professional experience in supervision or construction in at least 1 (one) project for construction / reconstruction or rehabilitation of commercial, residential and / or public buildings construction / reconstruction or rehabilitation of municipal, local and regional roads and road infrastructure, in the last 5 (five) years in a value of the construction works at least 15.000.000 MKD.

One of the proposed Key Experts (i.e. team Leader/Architect and the Civil Engineer) **must fulfil the following requirements**:

* Professional experience in supervision in at least 1 (one) project for construction / reconstruction or rehabilitation of commercial, residential and/or public buildings proclaimed as cultural heritage **pursuant to the Law on Protection of Cultural Heritage**, in the last 7 (seven) years in a value of the construction works at least 2.000.000 MKD.

The company shall appoint one of the proposed Key experts as a Team Coordinator.

**Non key experts**

CVs for non-key experts should not be submitted in the tender but the Contractor will have to demonstrate in its offer that it has access to experts with the required additional profiles, necessary for the implementation of the activities, such as:

* Architect;
* Civil engineer;
* Mechanical Engineer;
* Electrical engineer;
* Geodesy – surveying engineer;
* Geo-technical Engineer
* Environmental engineer;
* Other experts as needed.

**VI. DURATION OF THE ASSIGNMENT**

Until 31 December 2019 (Each of the construction works has different duration, however the Supervision contract shall be signed until the end of the year 2019)