

Terms of Reference

PROJECT NAME: Topographic Surveying for 64 housing unit plot at Th.Vilufushi
TYPE: Architectural, Engineering and Engineering Services Design
CLIENT: Ministry of Housing and Urban Development
PROJECT NO:

A. BACKGROUND

The Ministry of Housing and Urban Development (MHUD) is seeking interested parties for the procurement of engineering (topographic) surveys required for Development of 64 Housing units at Th.Vilufushi. The purpose of this assignment is to determine site data required to continue of civil works for the development of 64 housing units at Th.Vilufushi.

B. SCOPE OF SERVICES

Brief Description of Works

The consultant is required to undertake a standard topographic survey of the site indicating a comprehensive engineering survey of existing civil works / vegetations but not limited to the following

Part A

1. Location existing partly finished housing unit structures
2. Locations of all existing property with basic layout of housing units, if roofing is provided in any unit, the footprint of roofing coverage has to be shown
3. Identify and locate all neighboring roads and pedestrian paths incorporating the site
4. Topography of vegetation of size larger than 200mm diameter
5. Superimposing the survey results of the existing structures, building foot prints referenced to any PSM on the map of the island

Part B

1. Identify and quantify all usable precast materials and all usable construction materials in the development area

The consultant should conduct surveys as per the internationally best practice methods and must comply with all existing standards, criteria and requirements set by Maldives Land and Survey Authority which will be available from the MLSA's website

www.surveyofmaldives.gov.mv

C. SECTION 3

Assignment

The consultant should be familiar with the institutional processes and issues associated with survey requirement given in the scope of service.

The following tasks are required to be carried out in order to accomplish the services:

- a) The consultant should conduct mentioned surveys as stated in the scope of services and submit to the MHUD for reviewing and approval. The surveys will be approved by the projects Department of MHUD. If required, consultant will be informed to rectify the survey by MHUD and thereby the consultant should re-submit the rectified survey to the MHUD.
- b) Preparation of detailed survey report should be submitted along with any instructions or approval given by MHUD and should be submitted to MHUD no later than 1 (one weeks) of conducting of final survey
- c) All survey plans should be prepared based on surveyed maps approved by MLSA.
- d) The consultant must identify, assess and address the existing conditions, issues, problems while carrying out surveys and reporting procedures.

D. SECTION 4

Deliverables

This assignment will generate outputs and deliverables described in the project objective, through Scope of Services, and tasks stated out in Assignment described above. These will include:

Topographic survey plans, maps and reports

- The consultant shall supply surveyed maps in AutoCAD DWG format (version 2016 or later), also all the Maps should be combined to one.pdf file.
- 2 sets of printed Survey Reports with Maps and completed PSM information forms.

- 2 CD-ROM with Digital AutoCAD.dwg, .pdf files and RAW data

E. SECTION 5

Health and Safety

The survey team shall use safety equipment such as appropriate clothing and procedures to personal to undertake the work safe and safety for others.

F. SECTION 6

Management

The survey team and the report production team shall adopt appropriate quality management procedures to ensure that the information and material produced and supplied shall comply with the specifications and fitness for the purpose in the quality, completeness, standard of presentation and timely delivery.

G. SECTION 7

Proposed Team

While the actual staffing and composition of the survey and report production teams is up to the Consultants to propose, it is expected that a period of **2 weeks** will be required to complete the whole scope of services of this assignment.

Accurate and reliable base maps are mandatory to develop land use plan hence it necessary to ensure the team behind this important work is carried out by qualified professionals. The composition of the team should include but not limited to specialist skills at an appropriate level and experience of surveying. The survey team should at least consist of;

1. Registered Surveyor (one)
2. Assistant surveyor (One)

Registered Surveyor

- Should have a minimum qualification of level 5 certificate in Surveying or related field (accredited by the Maldives Qualification Authority (MQA). Geomatics or Spatial Sciences Degrees will be accepted if more than half of the total number of modules of the course is considered as surveying modules.
- Should be registered as a surveying practitioner at Ministry of National Planning and Infrastructure
- Minimum 3-year experience in surveying works both in field and office works.
- Must be able to visit job site on demand.
- Should have excellent interpersonal skills
- Demonstrate ability to work in a team environment, projects and/or related consultancy service to the Government of Maldives or other organizations

Assistant Surveyor

- A/Level (English, Mathematics and Physics) with 1 year work experience under the supervision of a registered surveyor or;
- O/Level (English, Mathematics and Physics) with 2 years' work experience under the supervision of a registered surveyor and;
- Fair understanding of surveying technology and AutoCAD programs.
- Must be able to work on the field for the extent of the field works of the project.

H. SECTION 8

The Proposal

Consultants are invited to submit proposals, to provide the consultancy services as per the Terms of Reference. The MHUD reserves the right to accept or reject any proposal and to terminate the tendering process without awarding a contract. The parties should be aware that it is unlikely that the MHUD will be in a position to go forward with any proposals that fails to meet the statutory and essential requirements set out in this term of reference.

The proposals must remain valid up to 90 days after the submission date.

The proposal shall indicate the Consultants' understanding of the Project. All proposals in response to Terms of Reference should include the following components:

Organization and Staffing (Experience with respect to specific aspects of the assignment)

Composition of the work team, identifying the key personnel and experience of each team member on similar projects. A signed CV of the proposed members should be submitted together with the proposal. An organization chart with the names of key expert responsible, proposed technical and support staff, who will be assigned to the project should also be presented.

The team members as identified in the consultant's proposal shall be fully available to the project for its duration. The ministry reserves the right to terminate the contract if the consultant's core team (requires removal or substitution at a later stage, except under unforeseen circumstances, which also will require MHUD written approval before the change.

In the event of a joint venture, partnership, or contract with other firms, provide a brief outline of the responsibilities of the firm, a statement on the ability of the firm involved to work successfully/effectively as a team to complete the necessary services, and the nature of the contractual arrangement between the parties.

Technical Approach, Methodology and Work plan

The consultant must present a projected schedule or work plan for completing the Scope of Work, including an outline of the process that will be used for;

- a. Carrying out a topographic survey of the housing unit area as per scope of services.
- b. Preparation of drawings, maps and production of topographic survey report

Key professional staff qualification and competence

Proposed teams should include the key professional staff mentioned in Section 7. The failure to include these staff will eventuate in disqualification of the proposal. Proof of professional qualification (attested and accredited certificates by the Maldives Qualifications Authority) and signed CVs should be included in the proposal. Documents verifying work experiences of staff should be signed by relevant and appropriate personnel and must embody the official stamp/seal of the institution.

I. SECTION 9

Fee Proposal

The consultant should identify all the costs which will be incurred in carrying out assignment. If the consultant feels the need to carry out the work in separate stages, the key stages involved and the timeline related to key stages needs to be defined. The price or prices proposed should be stated both in writing and in figure, and any proposal not so stated may be rejected. Price should be inclusive of Tax.

Separate fees should be proposed for Part A and Part of B of the scope of services. Fees for Part B of the scope of services will be considered in the event if proposed fee (for part B) meeting availability of funds.

J. SECTION 7

payments

Payments will be released in accordance with the following

deliverables:

15 % On signing the Contract

65 % On submission of topographic survey report, maps and drawings

25 % On final approval of survey maps, drawings and reports

K. SECTION 8

Evaluation and Selection

The most competitive proposal will be selected on the following evaluation criteria.

Proposed fee = 50 %

Proposed duration = 30 %

Technical capacity = 20 %

Evaluation of the proposal will be based on the related national standard procurement procedures and guidelines.

Technical Evaluation

The Evaluation Committee shall evaluate the Technical Proposal on the basis of their responsiveness to the Technical Requirements, applying the evaluation criteria, sub-criteria and point system specified below. Each responsive proposal will be given a technical score (St). A proposal will be rejected at this stage if it does not respond to important aspects of the TOR, and particularly the Technical requirements or if it fails to achieve the minimum technical score indicated in the evaluation criteria specified. **Table 1** shows the detailed allocation of scores for the technical evaluation

Table 1: Allocation of scores for technical category.

Criteria	Scores	
	Sub-total	Total
a) Key professional staff qualification and experience with respect to specific aspects of the assignment		20
1. Chief Surveyor	15	
2. Assistant Surveyor	05	
b) Proposed Price		50
c) Proposed duration		30
TOTAL		100

Financial and Duration score

Financial score will be evaluated as follows

$$\text{Financial score} = \frac{\text{Lowest price}}{\text{Proposed price}} \times 50$$

Score for duration will be evaluated as follows

$$\text{Duration score} = \frac{\text{shortest duration}}{\text{proposed duration}} \times 30$$

L. SECTION 9

Submission

Interested Consultants may obtain further information at the address below;

Director General
Projects Department
Ministry of Housing and Urban Development

Male', Republic of Maldives

Tel No.: **+960 3004300**, Fax No.: **+960 3004301**

E-mail address: housing@housing.gov.mv

Consultants who wish to seek further clarifications about this assignment may submit queries in writing or via email to the above address from 11:00 hours on 31st October 2019 until 14:00 hours of 13th November 2019.

The proposals, as per this Terms of Reference, are to be submitted together in sealed envelopes to the address specified above before 11:00 hours local time on 14th November 2019. The envelopes should be clearly labeled identifying the contents, including the name of the works (assignment), name of the consultant and addressed to the above stated address. No late proposal will be accepted. Proposals submitted in via e-mail or facsimile machine are unacceptable