



## UNIVERSITY OF MORATUWA

# EXPRESSION OF INTERESTS FOR SELECTION OF CONSULTANTS

Democratic Socialist Republic of Sri Lanka

Ministry of City Planning, Water Supply & Higher Education

### TITLE OF THE CONSULTANCY SERVICES:

01. Consultancy Service for the Completion of the Balance Work (Prefabricated Steel) of the Lecture Hall Building of Faculty of Architecture, University of Moratuwa.
02. Consultancy Service for the Completion of the Balance Work (Prefabricated Steel) of the Multipurpose Building of Faculty of Engineering, University of Moratuwa

The Department Consultants Procurement Committee (CPCD), on behalf of the Vice-chancellor, University of Moratuwa hereby invites eligible consultants to indicate their interest in providing the services described herein.

Interested consultants must provide information indicating that they are qualified to perform the services (brochures, description of similar assignments, experience in similar conditions, availability of appropriate skills among staff, etc.). Consultants may associate to enhance their qualifications.

Expression of Interests should be sent as per instructions enumerated in the document available to be downloaded through the "NOTICES" page of the Web Site of the University of Moratuwa ([www.mrt.ac.lk](http://www.mrt.ac.lk)) or collected by visiting the Capital Works & Services Division, University of Moratuwa free of charge.

A consultant will be selected in accordance with the procedures set out in the Guidelines for Selection and Employment of Consultants, published by National Procurement Agency.

Interested consultants may obtain further information from the Senior Assistant Registrar (Capital Works), University of Moratuwa from **27.05.2019 to 05.06.2019** on working days, **from 9.30 am to 2.30 p.m.**

Expressions of interest shall be sent by registered post or placed in the Tender Box at the Capital works division, University of Moratuwa **on or before 3.00 p.m. on 10.06.2019.**

Department Consultants Procurement Committee  
University of Moratuwa  
Katubedda, Moratuwa



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Democratic Socialist Republic Of Sri Lanka  
Ministry of City Planning & Higher Education

### UNIVERSITY OF MORATUWA

#### TITLE OF THE CONSULTANCY SERVICES:

01. Completion of the Balance Work of the Lecture Hall Building (Pre-Fabricated Steel) of Faculty of Architecture, University Of Moratuwa.
02. Completion of the Balance Work of Multi-Purpose Building (Pre-Fabricated Steel) of Faculty of Engineering, University of Moratuwa

#### 01. INFORMATION TO BIDDERS:

##### Location:

The building is located within the premises of the University of Moratuwa, Katubedde , Moratuwa.

##### The scope of the Work:

The project comprises the providing consultancy services to **Completion of the Balance Work of Multi-Purpose (Pre-Fabricated Steel) Building of Faculty of Engineering, University of Moratuwa**, having a gross floor area of 2,200 sq. m. (approx.).

##### The balance works include:

1. Balance masonry and concrete works
2. Entrance , Entrance steps , Fire stairways, ladders
3. Floor , wall , ceiling finishes and Painting
4. Interior works of the auditorium including Curtain , LD screens, additional structural members, AV room, Sound system, special lighting system etc.
5. Fire resistant paint work of the structure
6. Door and windows
7. Balustrades, handrails, Guard walls
8. Partitioning and Claddings
9. Balance electrical and lighting works, Earthling
10. Fire Protection, Detection and Fighting system
11. Water tanks, sumps and Pumps
12. Furniture
13. Plumbing works, Sanitary installations
14. Air conditioning with necessary additional structures
15. Rain water disposal system
16. Landscaping of the surrounding area
17. Any other works required for proper functioning of the building

- 02. SERVICES TO BE PROVIDED BY THE CONSULTANTS SHALL INCLUDE,**  
Consultants must possess skills, experience and expertise to provide following comprehensive consultancy services, among the others, for aforesaid project.

**Schematic Design Phase:**

1. Discuss Client's requirements including time scale and financial limits, assess these and advice on how to proceed.
2. Obtain Client's statement of requirements, prepare detailed drawings and reports identifying all the balance works required for the completion and occupation of the building.
3. Investigate site conditions and constraints.
4. Advice on the need for other specialised Consultant's services if required and the scope of their services.
5. Obtain detailed site investigation and survey reports from specialist Consultants as required.
6. Consult with local authorities and statutory bodies and obtain outline-planning consent.
7. Analyse the Client's requirements, prepare fully developed brief, outline proposals and an approximate construction cost for the Client's approval.
8. Review Client's decision on outline proposal and approximate construction cost, and if necessary, amend the outline proposal or suggest alternative proposals and obtain Client's approval for the revised approximate construction cost.
9. Develop a 3-D Model of the building in the Computer and demonstrate the features of the building to the satisfaction of the Client.
10. Establish design criteria and concepts and develop the schematic design based on the approved outline proposal, estimate approximate construction cost and obtain Client's approval.
11. Indicate to the Client possible commencement and completion dates of construction programs of the project and advice the Client of the implications of any subsequent changes on the cost of the project and on the programs.
12. Advice on the need for resident supervisory staff if required.
13. Review programs for Consultancy services and obtain Client's approval accordingly.

**Design Development Phase:**

1. Obtain Client's approval of the type of construction, quality of materials, schedule of finishes and standard of workmanship.
2. Prepare Total Cost Estimate (TCE) for the project inclusive of all connected services and external works with allowance for contingencies and price escalations in terms of Financial Regulations of the Government of Sri Lanka.
3. Obtain Client's approval for the schematic design and TEC.
4. Indicate to the Client on the probable cash flow for the execution of the project and advice the Client to arrange the funds accordingly.
5. Advice the Client of the consequences of any subsequent changes on the cost and construction program.
6. Prepare drawings and other documents for submission by Client for obtaining approval from local authorities and other statutory bodies. Assist the Client in obtaining such approvals.
7. Discuss the contract strategy such as pre-qualification of contractors, execution of project in stages and/or splitting contract to employ specialist contractors.

**Construction Document Phase:**

1. Finalise contract strategy.
2. Prepare Architectural, Structural and other Engineering services working drawings.

3. Submit a set of Architectural and other relevant drawings necessary for the Client to check whether his requirements have been totally satisfied in the design, and obtain his approval.
4. Prepare Bills of Quantities and technical specifications of materials and workmanship.
5. Prepare Draft Tender documents complete with sufficient information and details to enable a contractor to prepare a tender.
6. Prepare Firm Total Cost Estimate (FTCE) based on priced Bill of Quantities. If there is a variation of the FTCE from the previously approved TCE of the project, inform the Client confidentially, and obtain his approval before proceeding further.
7. Submit the priced Bill of Quantities under sealed cover to the Client.
8. Submit Draft Tender documents to the Client for review and approval by the Technical Evaluation Committee and the Tender Board and revise them if necessary.

**Bidding And/Or Negotiating Phase:**

1. Assist the Client in issuing Tender documents.
2. Assist the Client in conducting pre-bid meetings if necessary.
3. Assist the Technical Evaluation Committee in evaluating the tenders received.
4. Submit draft Letter of Award for issue by the Client.
5. Prepare Contract documents for signing of agreement between the Client and the successful Tenderer.

**Construction Phase**

1. Hand over the site to the Contractor.
2. Select and employ adequate resident supervisory staff.
3. Carry out periodic inspection of work to monitor quality and progress of work.
4. Conduct fortnightly progress reviews meetings at site and submit report to the Client.
5. Attend progress review meetings conducted by the Client.
6. Approve all materials used in the construction work.
7. Measure work and certify interim claims of the contractor in the format required by the Client if available.
8. Value extra works and variations, and obtain prior approval of the Client before execution.
9. Submit quarterly and/or as required by the Client a Financial Statement of Work in the format given by the Client.
10. Monitor cost of construction of works and advise the Client in advance if there is likely to be an increase of FTCE.
11. Carry out defects survey upon practical completion and notify the contractor for rectification.
12. Carry out final inspection after rectification of defects and issue practical completion certificate.
13. Assist the Client to take over the completed works.
14. Measure completed works and issue certificate of payment on practical completion. Submit the Financial Statement of Work at completion in the format given by the Client.

**Maintenance Phase**

1. Submit "as-built" drawings to the Client.
2. Prepare a maintenance manual for the project.
3. Inspect the works during the maintenance period if required, and necessarily at the end of the maintenance period and notify the Contractor to rectify any defects observed

4. Issue maintenance certificate.
5. Issue final certificate releasing retention.

**03. CRITERIA FOR SELECTION OF THE SHORT LIST OF CONSULTANTS:**

Prospective Consultants shall submit necessary documents to authenticate their skills, experience and expertise to provide consultancy services for aforesaid project, with diligent and care. Following are some of the key points that will be considered in short-listing the consultants.

1. Qualifications in the field of the assignment;
2. Technical and managerial capabilities of the organisation
3. Core business and years in business;
4. Qualifications of key staff;
5. Client references; and
6. Administrative and financial strength

**04. OTHER CONSIDERATIONS IN PREPARING THE SHORT-LIST OF CONSULTANTS:**

1. If a short-listed Consultancy Organisation considers that it does not have all the expertise for the assignment, it should be allowed to obtain a full range of expertise by associating with individual consultant(s) and/or other consultants or entities in a joint venture or sub-consultancy, as appropriate;
2. A short-listed Consultancy Organisation may associate with another short-listed organisation only with approval of the Vice-chancellor, University of Moratuwa;
3. Consultancy Organisation must obtain the approval of the PE to enter into a joint venture with consultants not invited for this assignment;
4. Consultancy Organisation should be required to confirm their intention to submit proposals shortly after the invitation to submit proposals is issued;

Registrar  
University of Moratuwa, Sri Lanka  
27<sup>th</sup> May 2019



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### 01. INFORMATION TO BIDDERS:

#### Location:

The building is located within the premises of the University of Moratuwa, Katubedde , Moratuwa.

#### The scope of the Work:

The project comprises the providing consultancy services to **Completion of the Balance Work of Lecture Hall Building (Pre-Fabricated Steel) of Faculty of Architecture, University Of Moratuwa.** having a gross floor area of 1,960 sq. m. (approx.).

#### The balance works include:

1. Balance masonry and concrete works, water proofing
2. Entrance , Entrance Bridge , Pathways, Retaining walls , Canopies
3. Floor , wall , ceiling finishes and Painting
4. Interior works of the auditorium including , LD screens, additional structural members, AV room, Sound system, special lighting system etc.
5. Fire resistant paint work of the structure
6. Door and windows
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8. Balance electrical and lighting works, Earthling
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