



REPUBLIC OF LIBERIA
Environmental Protection Agency (EPA)

P.O. Box 4028
4th Street Sinkor, Tubman Boulevard,
1000 Monrovia, 10 Liberia



Terms of Reference (ToR)

**Consultancy Service for the Design of Civil Structure
of a Standard Laboratories and Research Center**

Project Title	Design of Civil Structure of a Standard Laboratories and Research Center
Type of Project	Consultancy Service
Location	Shefflin, RIA-Highway Margibi Co.
Name of the Company/firm	External Company/firm
Project Duration	2 months
Anticipated Completion Report Submission Date	July 30, 2022

1. Background:

The Environmental Protection Agency of the Republic of Liberia is the principle authority for implementing the national environmental policy and sustainable management law for the protection of natural resources in Liberia.

As a commitment to the environment, the Government of Liberia established the EPA in 2003 under the EPA Act. The Agency became a fully functioning entity in 2006 with a board of directors and Policy Council. As the lead government environment protection Agency, the EPA has been charged with the executive authority over all environmental activities and programs relating to environmental management in Liberia.

2. Objectives of the work:

The main objective of the design consultancy work is to prepare the typical designs of civil structure of a standard Laboratories and Research Center that replicate the identity of EPA and the nature they served and in consultation with the guidelines of responsible government authorities.

The specific objectives of design of building structures are:

- i. To prepare typical architectural design as per the request of the Agency.
- ii. To prepare structural analysis and report of the approved architectural drawings.
- iii. To prepare the detailed estimate of the designed building/structure.

- iv. To prepare the specification of the materials and methodologies to be used in construction works.

NOTE: All the prepared design should be cost-effective as they would be implemented mostly in the subsoil-liquefaction and site distance where the deliveries of construction materials are challenging considering geographical scenario.

3. Scope of the Work:

The design should be based on primary data principally. However, secondary data may be used wherever needed.

4. Activities:

For preparing the design and estimate of the building the consultant/firm is expected to use fitting tools and techniques that ensure quality outputs. The consultant/firm shall:

- i. Develop the appropriate typical drawings in consultation with agency technical team.
- ii. Prepare the structural analysis and report.
- iii. Submit the final approved drawing to the Agency after getting final approval from concerned government authorities.
- iv. Conduct meetings with EPA Building committee.

5. Expected Deliverables:

6.

Expected results of the survey are as follows:

- i. Inception Report with detailed methodology and work schedule within seven days of contract.
- ii. Draft Report with detailed methodology, findings, conclusion, and recommendation.
- iii. Final Report incorporating the feedback from EPA building committee.

The final delivery should include:

- i. Typical architectural design and detail working drawings for the specific structure.
- ii. Structural analysis, report and detail structural drawings of the design.
- iii. Electrical layout, sanitary drawing.
- iv. Detail estimation of design.
- v. Specification of materials and methodology to be conducted during the construction period.
- vi. Animation 3Ds view of the Design

The report shall be submitted in English in the form of:

- A hard and electronic copy of the Inception Report
- Two hard copies and an electronic copy (PDF and DWG format) of the designs and report.
- One hard copy and electronic copy (PDF and DWG format) of the designs and report.
- One hard copy and electronic copy (PDF and XLSX format) of the detailed estimate.

1. Duration:

The project will start immediately after the agreement signed by both parties and must be completed on the 30th of July 2022.

2. Budget:

The consultant shall submit budget sheet with detailed breakdown including applicable taxes at the time of proposal submission. The budget covers consultancy fee plus transportation cost (in this case) and other applicable budget lines, the amount of which shall be agreed between EPA and the consultant. The consultant shall bear all tariffs, duties, and applicable taxes or charges levied at any stage during the execution of the work. EPA will release 30% of the agreed amount upon signing of the contract. Upon receipt of the final report, EPA shall release the final payment.

3. Acceptance of Proposal:

All rights to accept/reject proposal without giving any reason, shall be reserved with EPA. If deemed necessary, the consultant/firm shall be asked for modifications and presentations of the proposal before approval.

4. Management of the Work:

The selected consultant/firm shall manage the assessment and be accountable for the timely delivery of the expected quality products.

5. General Qualification of the consultant/firm

Public, private, and non-governmental organizations/ individuals registered with an authorized agency of the Government of Liberia and having proven experience in the field of 'Designing and Analysis ' are eligible to apply.

6. Composition of the designing team

Chief Architecture (one):

- Chief architecture shall have at least a Master degree Architecture (preferably PhD holders) and possess strong working knowledge of design, estimation, structural analysis and preparation of specification of materials and work methodology.
- The incumbent shall be responsible for ensuring that the designs are correctly prepared and reported.
- S/he shall have an extensive knowledge in building design and analysis work for rural area.
- Be responsible for coordinating all the activities mentioned in this ToR.
- Possess very good interpersonal, technical and communication skills.
- Must be a member of the Liberia Institute of Architects

- must have more than 10 years' experience in the practice of architecture in Liberia
- Have proficiency in written and spoken English.

Structural Engineer (one):

- The Structural Engineer shall have a Master Degree in Structural Engineering and with at least three years of experience in structural analysis.

Civil Engineer (one):

- The Civil Engineer shall have a Bachelor's Degree in Civil Engineering and with at least three years of work experience in construction field.

Sub Engineer (three):

- The Sub Engineer shall have a Diploma in Civil Engineering or Architecture and with at least 3 years of work experience in construction field.

7. Responsibilities of consultant/firm:

The consultant/firm will be responsible to accomplish the task outlined by this ToR and ensure the delivery of outputs stated above within the agreed budget and timeline.

8. Termination of the Contract:

The EPA may terminate the agreement, if the consultant/firm commits a breach in the performance or observance of any of its obligations under this ToR. The consultant/firm shall be notified in writing seven days prior to the termination of the agreement.

9. Confidentiality:

During the performance of the assignment or any time after expiry or termination of the agreement, the consultant/firm or association shall not disclose to any person or otherwise make use of any confidential information which the consultant/firm or association has obtained or may obtain in the course of the project to the EPA respondents or otherwise.

10. Copyright:

Copyright of all of the developed documents will remain with EPA.

11. Documents to be submitted:

The application shall contain following documents;

A. Technical and financial proposal

- Technical Proposal- Concept note of the approach, methodology and work plan, flowchart and timeline of activities
- Financial Proposal- Detail budget with breakdown including Tax

B. Detail of the consultant/firms

- Organization profile with relevant experiences
- A copy of consultant/firm registration
- Signed CV of the Team Leader
- A copy of Tax clearance certificate
- MPW Permit
- ALCC
- Audit report
- Any other relevant documents

The Applicants should reach the address below via email or submit hard copies at the Head office of the EPA, on or before Monday, May 14, 2022 @ 3:30pm. Please, enclose the proposal in an envelope, **do seal** and mark it with “**Consultancy Service for the Design of Civil Structure of a Standard Laboratories and Research center**” and send to:

The Environmental Protection Agency (EPA)

P.O. Box 4028

4th Street Sinkor, Tubman Boulevard,

1000 Monrovia, 10 Liberia

Pescee T. Doe

Procurement Director

Email: ptdoe@epa.gov.lr

Contact: +231775674132

List of Designs

No.	Building Section	Offices/Rooms	Design type	Remark
1.	Laboratories Ground floor	15	Blocks internal and exterior walls	
2.	Offices and Research center	11	Blocks internal and exterior walls with a truss roof	All design must include rain water harvesting system and must comply with DUDBC standards
3.	Rest rooms	18	Blocks internal and exterior walls	
4.	Lobby	2		
5.	Reception	1		
6.	Waiting Room	1		
7	Canteen	1	Blocks internal and exterior walls	All design must include rain water harvesting system and must comply with DUDBC standards

