



Infrastructure Cook Islands

RFT Terms of Reference (TOR) Consultant Services

Penrhyn Cyclone Centre's - Design Services

Contract No. CK181917, Date of Release: 25 February 2019



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1 Terms of Reference Overview

1.1 About this document

This document specifies the terms of reference (TOR) for technical services relating to the design of two Cyclone centres for the villages of Omoka and Tetautua on the Island of Penrhyn, in the Cook Islands on behalf of the Cook Islands Government.

Interested suppliers are requested to submit a proposal to undertake the scope of works outlined within this RFT and associated documents.

A Summary of the key design services are noted below;

- Finalisation of a concept design and concept cost estimate.
- Submission & approval of minimum design standards.
- Detailed design including, provision of design report, calculations, construction drawings, material specifications.
- Completed Engineers estimate for the physical works
- Tender documentation including; Contract documents, Request for tender and Schedule of Quantities (SoQ).

1.2 Goals and Outcomes

The Goal of the Penrhyn Cyclone Centre's Project is to provide a Cyclone Centre which will strengthen the resilience of the Omoka and Tetautua communities on the island of Penrhyn to the impacts of natural disasters and climate change.

The key outcomes are:

- Provision of a cyclone centre to enhance the protection of the Island community during a natural disaster
- A Centre for facilitating immediate post-disaster recovery including the provision of space for a medical clinic and emergency communications and planning;
- Provide an appropriate centre to facilitate social and economic recovery in the medium term after a natural disaster.
- A structurally safe, reliable, durable cyclone centre compliant with appropriate building standards;
- A multi-purpose building that will meet the current and future needs of the Island Community in terms of general use.
- A Centre which provides basic water and sanitation facilities
- Use of local resources and skills during the construction of the cyclone shelter.

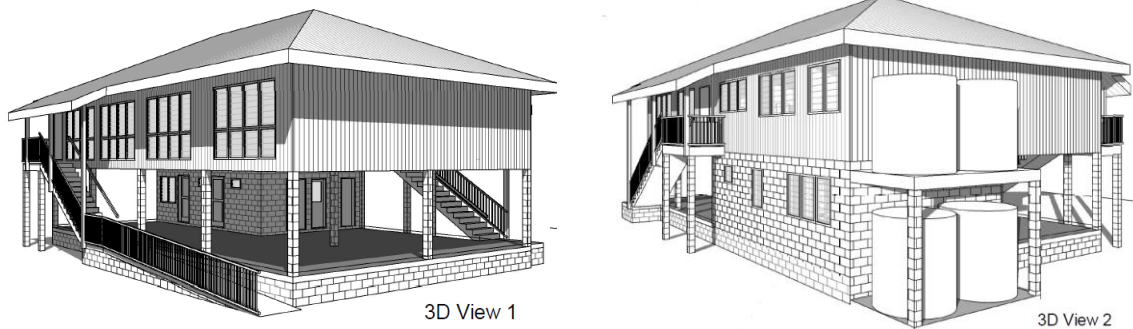
1.3 Background

Most island communities utilise schools and or community buildings as shelters once a cyclone warning has been initiated. Many of these buildings are themselves vulnerable and inadequate often being older, located in hazard areas, and not purpose built to withstand the higher category storms events.

The first purpose built cyclone shelter was completed in Manihiki approximately 11 years ago and has been proven to be an ideal facility for the protection of the community with the design parameters allowing for longer term shelter for residents. As per the Cook Islands National Infrastructure Investment Plan (NIIP) 2015 the replication of the elevated Manihiki cyclone shelter concept would be the basis of providing shelters to Rakahanga, Penrhyn, Palmerston and Nassau in the northern group as the first priority for the delivery of cyclone shelter in the Cook Islands.



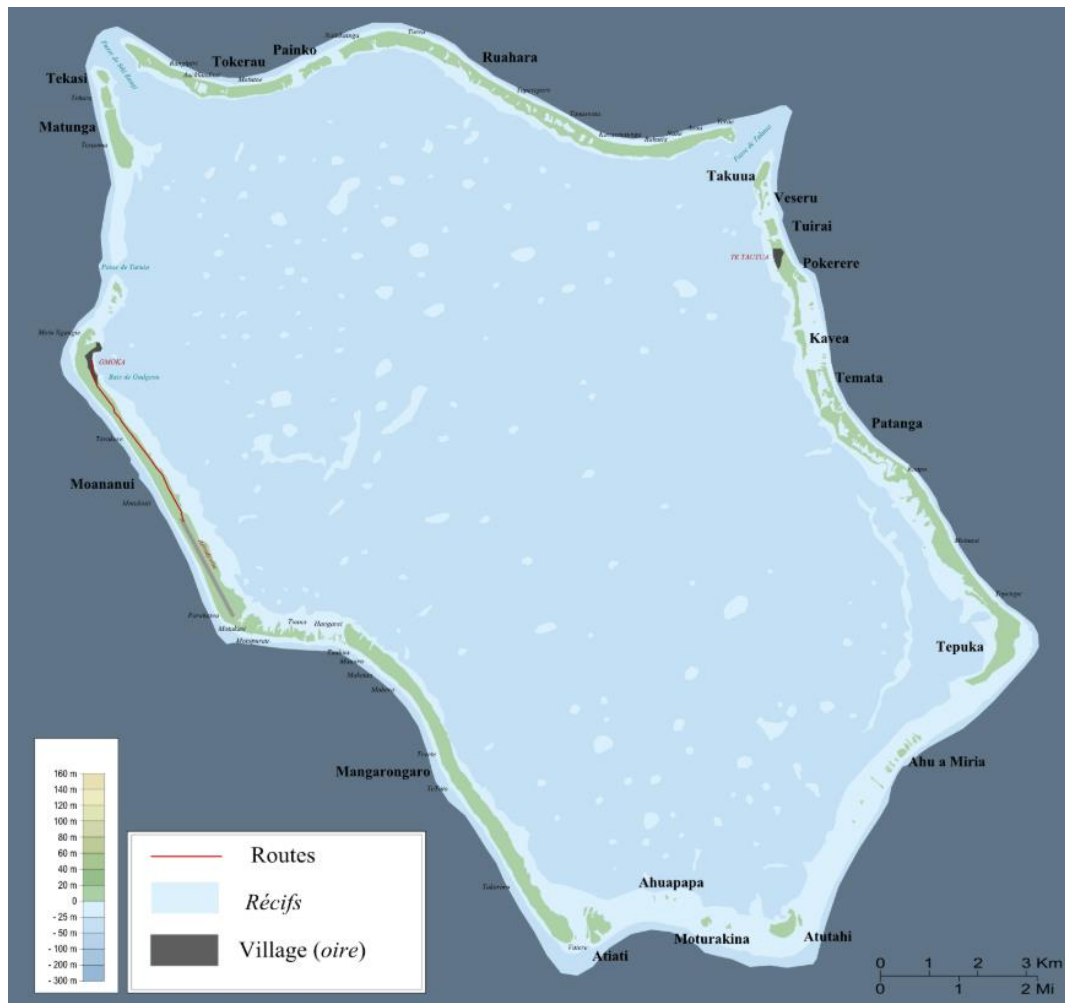
The Cook Islands Government has allocated budget to the planning, implementation and construction of the Pa Enea Cyclone Centres. This will provide for purpose built cyclone centres including multiple useage to enhance living standards and meet the needs of the island community. Deign works have been completed for the islands of Palmerston and Rakahanga with construction of the Palmerston cyclone centre significantly complete.



Palmerston Cyclone Centre 3D Views

Penrhyn (also called Tongareva) is an island in the northern group of the Cook Islands in the south Pacific Ocean. The northernmost island in the group, it is located at 1,365 km (848 mi) north-north-east of the capital island of Rarotonga, 9 degrees south of the equator. Its nearest neighbours are Rakahanga, and Manihiki, approximately 322 kilometres to the southwest. Penrhyn is a roughly circular coral atoll with a circumference of approximately 77 km, enclosing a lagoon with an area of 233 square kilometres. The atoll is atop the highest submarine volcano in the Cook Islands, rising 4,876 metres from the ocean floor. The atoll is low-lying, with a maximum elevation of less than 5 metres. Penrhyn's population is 226 (2016 Census) information living in two villages. The main village of Omoka, seat of Penrhyn Island Council, is on Moananui Islet, on the western rim of the atoll, north of the airport. The village of Tetautua is on Pokerekere Islet

ICI has completed initial consultation with the Penrhyn Island Government on a concept, use and layout of the proposed Cyclone Centres, including the identification of potential suitable sites in Omoka and Tetautua for the buildings. ICI together with Cook Islands Investment Corporation (CIIC) are currently undertaking the legal land requirements for the project.



Penrhyn Omoka and Tetautua Villiage Locations

This TOR is provided to detail requirements for a proposal by suitably qualified consultants to undertake design services for the Penrhyn Cyclone Centre's Project. This will enable the procurement of a physical works contractor for the construction of the Cyclone Centres during 2019 and in line with funding made available by the Cook Islands Government and donor agencies.



2 Scope of Services

The Cook Islands Government through Infrastructure Cook Islands (ICI) is seeking suitably qualified consultants to provide design services for the Penrhyn Cyclone Centre's Project. The required scope of services is as detailed below and is to be read in conjunction with the other sections of this TOR, RFT and supporting documents.

- Review the supplied project information and previous reports including concept design information and inputs from key project stakeholders.
- Propose minimum design standards to be adopted for the Penrhyn Cyclone Centre's project. Liaise with ICI and Penrhyn Island Government to confirm minimum requirements.
- Penrhyn Cyclone Centre's concept design based on provided concept design information and additional inputs from key stakeholders for final approval. It is noted that the finalisation of the PCC concept design is to be undertaken with regard to the available physical works funds and is a key project constraint.
- Undertake a cost estimate for the Penrhyn Cyclone Centre's physical works contract(s) based on the approved concept design and confirmed minimum design standards. ICI will facilitate access to local suppliers, contractors and shipping companies to assist with information required for costing.
- Complete detailed design of the Penrhyn Cyclone Centre's including foundation design, structural design, architectural detailing, building services, provision of construction drawings and specification including; materials, fittings, fixtures, furnishings construction and quality requirements suitable for incorporation into a physical works tender document, It is noted that the Penrhyn Cyclone Centre's design is to be undertaken with regard to the available physical works funds and is a key project constraint.
- Provide a design report outlining the key aspects of the design with all required calculations and information to support the design and a building consent application.
- Updated cost estimate for the Penrhyn Cyclone Centre's physical works contract based on the detailed design of the contract works.
- Provision of tender documentation including; Contract documents utilising NZS3910:2013 form of contract, Request for tender documents including the evaluation methodology, are in accordance with the COOK ISLANDS GOVERNMENT Purchase and Sale of Goods and Services Policy (Procurement Policy)/Standard templates and Schedule of Quantities (SoQ).

Minimum design standards relating to the Penrhyn Cyclone Centre's are to be developed as part of the consultants design scope and reviewed by ICI, for approval. Adopted standards including departures from any applicable standards and international best practice are to be advised by the consultant.

Specific Design and durability standards relating to the Penrhyn Cyclone Centre's include but are not limited to:

- Compliance with the requirements of the Building Controls and Standards Act 1991 and the Cook Islands, National Building Code 1990. Please note that the Cook Islands, National Building Code is currently under review and allowance is to be made, to incorporate the outcomes of this review where practicable. Information in relation to these outcomes will be provided by ICI.
- Suitable access and egress provisions, including fire safety requirements.



- Building capacity is to provide shelter and essential services (water, sanitation, food storage, power, communications etc.) for a short term period during an event and the immediate post event recovery. Capacity is to accommodate 200 people for the village of Omoka and 80 people for the village of Tetautua.
- Structural design to sustain a category 5 storm event, impact loadings and storm surge.
- Minimum design life of 50 years incorporating appropriate durable materials for the coastal environment.
- Provision of rainwater harvesting for water and water storage facilities. Note water facilities are required to be functioning post storm event to facilitate recovery.
- Provision of sanitation facilities and sanitary treatment system complying with the ministry of health requirements and environmental best practice. Note sanitation facilities are required to be functioning post storm event to facilitate recovery.
- Building services including electrical and communications.
- Provision for connection of an emergency generator to the building electrical system.
- Suitability allowance for the impact of climate change.
- Allowance for Government offices bottom floor

2.1 Relevant Information/documentation

ICI are aware of the following documents which provide background or information to the projects required scope. Please note that this is not an exhaustive list and is provided for information as part of the RFT.

- Current developed concept layout, floor plans, elevations
- Proposed location plan(s)
- Site survey information (topographic information)
- Legal boundary information
- Site photos
- Correspondence relating to Cyclone Centre concept design.
- Palmerston Island Cyclone Management Project Feasibility Report W1828/0/5/FR Rev 1 dated June 2003

2.2 Issues and risks

There are a number of potential issues and associated risks with the undertaking and delivery of the proposed services. Those issues, risks or constraints that are considered may have a significant impact on the services, should they eventuate, have been identified below. Please note that this is not an exhaustive list and is provided for as part of the TOR.

It is further noted that due to the relative remoteness of the Cook Islands and Penrhyn and limited facilities, including plant, equipment and materials, that construction methodologies and the associated costing will be impacted. The final design should take into account these constraints.

- Lack of Geotechnical investigation for the sites
- Limited access to the island due to transportation links and remoteness.
- Ability of design to be constructed on the island given available plant, equipment and labour
- Identifying and procuring suitable contractors to undertake works.
- Monitoring of the construction in line with design requirements. Provision of resources/personnel
- Inclement weather impacting construction, impact of cyclone season on project and programme.
- Available physical works funding.
- Limited on island resources (such as sand, aggregates, precast elements etc.).



- Engagement with stakeholders, landowners, communities and their expectations
- Land issues and availability
- Climate change

2.3 Required Outputs & Timeframes

The following are the required outputs. Final timeframes and programme will be in consultation with the preferred supplier.

No.	Output	Description	Indicative Timeframes
1	Detailed Work Plan/programme	Develop a work plan and programme for the period of the contract including all deliverables and outputs.	5 working days following signing of contract.
2	Project Management and Project Progress Reporting	Project management and provision of monthly progress reports to the client on the progress of works against the agreed work plan and programme including final report. Weekly email or similar project updates.	Monthly & Weekly
2	Concept design, minimum design standards and cost estimate.	Penrhyn Cyclone Centre's concept design and minimum design standards based on provided concept design information and additional inputs from key stakeholders for final approval. Complete cost estimate for the Penrhyn Cyclone Centre's physical works contract(s) based on the approved concept design.	Week 4
3	70% Detailed Design and design report.	Provision of draft document for approximately 70% detailed design including design drawings, calculations, material requirements, specifications and draft design report.	Week 8
4	Final Detailed Design and design report.	Completed detailed design of the Penrhyn Cyclone Centre's including foundation design, structural design, architectural detailing, building services, provision of construction drawings and specification including; materials, fittings, fixtures, furnishings construction and quality requirements suitable for incorporation into a physical works tender document. Final design report.	Week 10
5	Final cost estimate	Updated cost estimate for the Penrhyn Cyclone Centre's physical works contract based on the detailed design of the contract works.	Week 12
6	Tender and contract documentation.	Tender documentation including; Contract documents utilising NZS3910:2013 form of contract, Request for tender and Schedule of Quantities (SoQ).	Week 12



2.4 Governance and Management

The successful suppliers will report to the client, ICI.

The Cook Islands Government will facilitate the project through ICI who will contribute support and dissemination of information as well as providing project oversight and support to the successful supplier.



3 Proposal Requirements

Suppliers are to advise as part of their proposal where services or scope will vary from that contained within this TOR and RFT.

3.1 Key Competencies

- Familiarity with Cook Islands Government national systems, in particular National Building Code and Ministry of Health Act etc.
- Strong interpersonal skills with ability to work under pressure, to meet deadlines and to establish and maintain effective working relationships with people of different backgrounds
- Excellent communication skills, with ability to express ideas clearly, concisely and effectively, both orally and written.
- Demonstrated experience and understanding of structural, geotechnical and architectural design and international best practice.
- Experience at a senior level in the successful management and delivery of engineering projects.
- Proficient and experienced in managing project/programme discussions, consultation and workshops.
- Proficiency in full Microsoft Office Package, CAD software.
- Proven ability and experience in similar projects.
- Proven consultancy experience within the Pacific Islands, preferably in the Cook Islands.
- Understanding of expected future climate change and sea level rise impacts.
- It would be considered advantageous if a member of the team is able to speak Cook Islands Maori and is familiar with cultural and land issues.

3.2 Performance Standards

ICI is committed to Health & Safety the preservation of the environment, objectives of the Environment Act 2003 and good employer principles required under the Employment Relations Act 2012. As a result of this we require Consultants and contractors to comply with all Health & Safety, Environmental and Employment laws, including requirements and conditions contained within this RFT.

The resulting contract will be managed and assessed by the client, ICI. Quality standards adopted must comply with international good practice and published standards. Delivery standards will be reviewed and endorsed by ICI. Ongoing conformance with quality, design and reporting standards will be accessed as the works progress.

The supplier is required to abide by the Cook Islands Government Public Sector Code of Conduct in particular to carry out their duties in a professional, transparent, participatory and culturally appropriate way.

The supplier is to undertake the works in accordance with the applicable Cook Islands law, regulations and procedures, particularly the:

- Cook Islands Government Financial Policy and Procedures Manual
- The Cook Island Environment Act 2003 and all subsequent amendments
- The Public Health (Sewage and Wastewater Treatment and Disposal) Regulations 2014
- The Building Controls and Standards Act 1991
- The National Building Code 1990 (currently being reviewed)



4 Information to be submitted by Tenderers

The following information is to be submitted by each Tenderer to demonstrate their ability to successfully deliver the contract works to the standard and quality outlined in this RFT.

4.1 Company Information

Trading name*	[insert the name that you do business under]
Full legal name (if different)	[if applicable]
Physical address	
Postal address	
Registered office	
Business website	
Registration number	
Country of residence	
VAT registration number	

4.2 Tenderer's Point of Contact

Contact Person for this RFT	[name of the person responsible for communicating with Infrastructure Cook Islands]	
Position		
Phone number/ Mobile number		
Email address		

4.3 Local Procurement

The Tenderer's proposed extent of local business involvement and use of local resources on this project.

It is ICI intention to be a socially responsible organisation and, where possible we will use Suppliers who will increase the proportion of the workforce that live locally, have access to recognised skills training and understand their responsibility and legal requirements as good employers. We will assist local businesses understand the procurement requirements to enhance their chances of winning work.

ICI encourages its suppliers to support communities by contributing to local projects and initiatives that consider the wider impacts of responsible procurement. Where international Tenderers are undertaking works within the Cook Islands the use of local resources is strongly encouraged.

Describe the extent of local business involvement and use of local resources on this project.



Describe what steps you are taking to discharge your responsibility and legal requirements as a good employer with respect to local and foreign workers.

Describe what programmes or initiatives you have that will contribute to better social outcomes on this project.

4.4 Contract Terms

The Tenderer's departures and acceptance of the Contract terms. This will be assessed by the completion of the Statement of Departures.

4.5 Methodology and Programme

Suppliers are requested to submit their methodology for the achievement of the goals, outcomes and outputs included within this TOR.

Overseas based suppliers may elect to spend a portion of the project in the Cook Islands to undertake the required scope of works. Travel including all associated costs will be borne by the suppliers and is to be included within the suppliers provided costs to undertake the design services.

A draft work plan/programme is to be provided with the suppliers proposal outlining the key activities, required inputs, outputs and time frames for the completion of activities. The work plan is to be finalised following awarding of the works and is to be approved prior to commencement of any substantive works.

4.6 Capability

Outline the relevant technical experience, skills and qualifications/training of key personnel, including key staff, who will work on this project.

The nomination of key personnel by the Tenderer will be taken by Infrastructure Cook Islands as a representation by the Tenderer that the listed personnel will be used to deliver the Contract Works.

4.7 Track Record

Demonstrate the Tenderer's record of delivering similar works or services to the quality standards required, on time and within budget.

Tenderers must provide details of 3 projects in progress or completed, that demonstrate their Track Record. Tenderers must provide information for their key subcontractors detailing successfully completed projects of a similar nature. The scoring for projects which are less than 80 percentage complete, or more than five years old will be downgraded.

The Tenderer shall supply names and current contact telephone numbers of 2 persons to act as referees. Referees shall be from the client organisation and/or the client's agent and must have been directly responsible for supervising or overseeing the nominated projects.

4.8 Budget and Price

It is noted that the available budget for the undertaking of the scope of services is **NZD \$100,000**.



Suppliers are requested to submit their Lump sum price as part of their proposal for the completion of the required scope of services, outcomes and outputs included within this TOR and RFT. The Supplier is required to include all professional fees; travel cost, per diems and other administrative costs to undertake the scope of the works detailed within the RFT. The Supplier shall be responsible for meeting all costs relating to their staff and equipment during the undertaking of the Services.

No.	Output	Description	Price (NZD excl VAT)
1	Project Management and Project Progress Reporting	Project management and provision of monthly progress reports to the client on the progress of works against the agreed work plan and programme including final report. Weekly email or similar project updates.	
2	Concept design, minimum design standards and cost estimate.	Penrhyn Cyclone Centre's concept design and minimum design standards based on provided concept design information and additional inputs from key stakeholders for final approval. Complete cost estimate for the Penrhyn Cyclone Centre's physical works contract(s) based on the approved concept design.	
3	Final Detailed Design and design report.	Completed detailed design of the Penrhyn Cyclone Centre's including foundation design, structural design, architectural detailing, building services, provision of construction drawings and specification including; materials, fittings, fixtures, furnishings construction and quality requirements suitable for incorporation into a physical works tender document. Final design report.	
4	Final cost estimate	Updated cost estimate for the Penrhyn Cyclone Centre's physical works contract based on the detailed design of the contract works.	
5	Tender and contract documentation.	Tender documentation including; Contract documents utilising NZS3910:2013 form of contract, Request for tender and Schedule of Quantities (SoQ).	
		Total Lump Sum Price (excluding VAT)	



4.9 Statement of Departures

☐ There are no departures from the requirements of the RFT documents.

or

☐ There are departures from the requirements of the RFT documents.

☐ There are changes proposed to the Conditions of Contract.

☐ Our Tender is based on certain assumptions.

Please list below all departures from the standard requirements of the RFT and list all assumptions on which your Tender is based. Please also list any changes you request to the Conditions of Contract.

Departures from the requirements of the RFT documents are described in the attached table.

Description of the departure	RFT document reference	RFT document reference

The assumptions on which our Tender is based are described in the attached table.

Assumptions	Tender reference

The proposed changes to the Conditions of Contract are described in the attached table.

Contract Reference	Change proposed

Name of Tenderer's Representative:

Signed by authorised signatory of the Tenderer:

Name/Title of authorised signatory:

Date:



4.10 Conflict of Interest Declaration

A conflict of interest arises if, you or a close family member has an interest e.g. is a board or committee member or is employed in a senior position in the Government agency that wants to purchase the goods or services relating to this Tender process.

In submitting this Request for Tender I declare:

- I understand that an actual, potential or perceived conflict of interest may arise in participating in this quote process and that I am obliged to declare any such conflict of interest.
- I confirm that in submitting this information that I have either declared any potential conflicts of interest or that I am not aware of any situation or issue that would conflict with the interest of the Principal.
- If a conflict of interest arises at any time before the selected supplier has been awarded, I will advise the Contact Officer or the Principal immediately.
- I have personally completed this declaration on behalf of the Supplier(s) and declare that the submitted quotes provided are true and correct.

I declare that I have a potential conflict of interest as follows:

I will manage this conflict of interest by:

DECLARATION

By signing this declaration the signatory below represents, warrants and agrees that he/she has been authorised by the Tenderer to make this declaration on its behalf.

In the case of unincorporated joint venture (JV) or consortium, where one person has or will sign the Tender and any subsequent Contract on behalf of an unincorporated JV/ consortium, the Tenderer shall submit written evidence of the authority from each JV party to sign on its behalf.

Signature:

Full name:

Title / position:

Date:

Name of organisation:
