



## MINISTRY OF JUSTICE

### TERMS OF REFERENCE

<b>TERMS OF REFERENCE</b>	
<b>Consultancy Title</b>	Architectural Services for the St. Andrew Justice Centre, Stony Hill
<b>Project Duration</b>	18 Months - Approximate 2 Month hiatus between Pre-Construction Phase and Construction Phase.
<b>Rationale</b>	<p>The Ministry of Justice is executing the recommendations in the Justice Reform Implementation Plan (JRIP) 2015-2020 which includes infrastructural development for specific Courts and Justice Institutions.</p> <p>A deliverable under the JRIP is to establish sound court infrastructure. A built environment deliverable under the Plan is the creation of Justice Centres in each Parish, which will provide Alternate Dispute Resolution services (ADR's).</p>
<b>Objectives</b>	To prepare the requisite documentation and provide the required professional services to ensure that the Stony Hill Justice Centre is Operational by 31 <sup>st</sup> January 2020.
<b>Core Responsibilities</b>	<p><u>Pre-Construction Phase Contract</u></p> <ol style="list-style-type: none"> <li>1. Tender Documentation, including Drawings, Schedules, specifications and detailed Bills of Quantities, based on client supplied design</li> <li>2. Obtaining requisite building approvals</li> <li>3. Preparation of tender evaluation report for submission to MOJ Procurement Committee</li> <li>4. Supply Contract Award Documentation to Client</li> </ol> <p><u>Construction Phase Contract</u></p> <ol style="list-style-type: none"> <li>1. Contract administration, including, conducting Monthly site meetings, preparation of Payment Certificates and supporting documentation, response to RFI's</li> <li>2. Reporting to the client</li> <li>3. Supervision, Monitoring and Control of Construction Contractor</li> <li>4. Handover to Client</li> <li>5. Close out of Project up to the end of the defects Liability Period</li> <li>6. End of Contract</li> </ol>
<b>Expected Deliverables</b>	<ol style="list-style-type: none"> <li>1. Construction Drawings</li> <li>2. Specifications</li> </ol>

	<ol style="list-style-type: none"> <li>3. Schedules</li> <li>4. F, F &amp; E Layouts</li> <li>5. Bills of Quantities</li> <li>6. Planning approvals</li> <li>7. Contract Documents</li> <li>8. Tender Evaluation Report</li> <li>9. Contract Administration</li> <li>10. As-Built Drawings</li> <li>11. Manuals and Warranty documentation for supplied equipment</li> <li>12. Practical Completion certification</li> <li>13. Final Accounts</li> <li>14. Defects Liability Period services</li> </ol>
<b>Specification of Key Outputs</b>	<p><i>Deliverable #1 – 3 Months</i></p> <ol style="list-style-type: none"> <li>1. Construction Drawings</li> <li>2. Specifications</li> <li>3. Schedules</li> <li>4. F, F &amp; E Layout</li> <li>5. Bills of Quantities</li> <li>6. Planning approvals</li> <li>7. Contract Documents</li> <li>8. Tender Evaluation Report</li> </ol> <p><b><u>Approximate 2 Month hiatus until Cabinet Approval is Obtained</u></b></p>
	<p><i>Deliverable #2 – 15 Months</i></p> <ol style="list-style-type: none"> <li>1. Contract Administration</li> <li>2. As-Built Drawings</li> <li>3. Manuals and Warranty documentation for supplied equipment</li> <li>4. Practical Completion certification</li> <li>5. Final Accounts</li> <li>6. Defects Liability Period services</li> </ol>
<b>Scope of Work</b>	<ul style="list-style-type: none"> <li>• Full spectrum Architectural services for the construction of client supplied Schematic Drawings</li> </ul>
<b>Qualification and Experience</b>	<p>Minimum Education:</p> <ul style="list-style-type: none"> <li>• Registered Architect (ARB Jamaica)</li> </ul> <p>Experience:</p> <ul style="list-style-type: none"> <li>• Minimum of ten (10) years experience in Architectural and Planning projects</li> </ul>
<b>Skills and Requirement/Key Competencies</b>	<ul style="list-style-type: none"> <li>• Registered Architect</li> <li>• Portfolio of work including New Construction (950 m2 to 1400 m2 NIC external works) commenced and/or completed within the last 5 years.</li> <li>• Demonstrable experience in the Development of Courthouse and ADR Built Environment projects would be a distinct asset.</li> </ul>

<b>Reporting and Supervision</b>	Reports to the Director, Property Management and Special Projects
<b>Characteristics of Consultancy</b>	<ul style="list-style-type: none"><li>• Level of effort – Pre-Contract 3 Months, Post Contract 15 Months</li><li>• Type of consultancy – Individual (with Team) or Firm</li><li>• Type of Contract – fixed price</li></ul>
<b>Summary of Proposed Activity</b>	The successful bidder will be responsible for providing the Ministry of Justice with the necessary documentation and technical services to Deliver the Justice Centre within the agreed timeframe and budget.