



Attachment A - TERMS OF REFERENCE

PROJECT BACKGROUND

The Owner, Valley Golf and Country Club, Inc. recognizes the need to renovate their dining facility with the goal to provide a dining hall with amenities that are aesthetically elegant and modern, efficiently functional and provide pleasing dining experience for the comforts of their patrons and memberships.

With this objective, the Valley Golf and Country Club, Inc. intends to engage a Construction Management & Quantity Surveying Consultants (CM/QS) to assist them in managing the renovation of their Main Dining Hall.

BID DOCUMENTS

The tender documents issued consist of the following:

- Fee Proposal (VAT Inclusive)
- Manning schedule, with number of man-months and billing rate of each staff
- Company Profile
- SEC Company Registration
- BIR Certificate of Registration
- Business Permits

SCOPE OF WORK

Scope of Work

In general, the Construction Management & Quantity Surveying Consultant (CM/QS) shall undertake construction management services and quantity surveying services with the end-view of ensuring for the VGCCI the successful delivery of the Project at optimum cost, within schedule and according to high quality and safe standards of workmanship throughout all project phases.

The CM/QS shall conduct inspection and proper implementation of all works that include architectural, civil structural, electrical, mechanical, sanitary/plumbing, air conditioning and ventilation, auxiliary systems, fire detection and alarm system, structured cabling, roughing-ins for security system, and all other works necessary to complete the project.

Its services shall be supplemented and/or complemented by the project and administrative supervision of the Owner's personnel.

The CM/QS shall establish and maintain all necessary liaisons and coordination with the Contractor, suppliers and all other project-related entities. The CM/QS shall likewise pre-evaluate necessary documents and construction items pertinent to the project prior to approval by the Owner.

The consultant shall fulfill its obligations using its technical expertise in construction management and quantity surveying according to the best accepted professional and industry standards. It shall exercise all reasonable skill, care, diligence and prudence in discharging its duties and shall always work in the best interest of the Owner. It shall deploy technical personnel with sufficient qualification and experience to ensure the full and satisfactory accomplishment of the required services below.

The CM/QS must hold at least two meetings per week.



3.1 Pre-Construction Phase

Review and provide comments on the plans, technical specifications, and any other documents submitted by the Design Consultant and submit report to the Owner

- Chair project management meetings
- Review design drawings and specifications for completeness
- Review and provide comments on the plans, technical specifications, and any other documents submitted by the Design Consultant for a more efficient, functional, and economical design.
- Recommend value engineering, as necessary.
- Advise on constructability aspects
- Prepare preliminary overall schedule with project milestones for inclusion in Bid Documents
- Review Owner's Purchasing Schedule and make recommendations on long lead items
- Coordinate preparation of documents for tender
- Formulate contract strategy
- Control preparation of contract conditions
- Approve bid conditions and schedule
- Coordinate and schedule bid activities
- Advertise pre-qualification of Bidders
- Pre-qualify, shortlist and recommend Tenderers
- Call tender
- Overall review and evaluation of tenders
- Review and evaluate Contractor's construction methods
- Review Contractor's Quality Control and Safety Programs
- Review variables and confirm construction budget
- Review and report on tender program
- Prepare recommendation for award
- Formalize Letter of Award and finalize Contract
- Coordinate securing of permits with the winning Contractor

3.2 Construction Phase

- Monitor the implementation of the Contractor's Quality Control and Safety Programs
- Review and approve Contractor's detailed construction program
- Monitor Contractor's approved work schedule
- Coordinate all Requests for Information (RFIs) with the Consultants
- Check the materials and workmanship for compliance with plans, specifications and other Contract Documents.
- Conduct inspection of the execution of the project and the installation of equipment and materials by the Contractor in accordance with the Contract Documents.
- Review applications for payment by the Contractor and conduct reconciliation exercises
- Evaluate and document Contractor's Change Orders

VALLEY GOLF AND COUNTRY CLUB, INC.

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- Identify potential delays and propose remedial action
- Evaluate request for time extension by the Contractors and submit recommendation to the Owner.
- Maintain storage for samples, catalogues and other submittals.
- Witness the delivery and receiving onsite of FF&E, OSE and OSM
- Issue notices to Contractor for materials or work not in compliance with plans, specifications, construction standards, and the Contract Documents.
- Coordinate with the Contractor to keep updated as-built drawings for all completed works.
- Review, approve and coordinate the quality, safety, sanitation, and security programs of the Contractors including monitoring compliances to these programs.
- Conduct punch-listing and manage rectification works resulting therefrom
- Prepare daily, weekly and monthly progress reports on time, cost, quality and safety
- Conduct construction management meetings
- Identify potential cost overruns and evaluate alternatives
- Initiate defects inspections and rectification
- Coordinate and manage testing & commissioning phase activities
- Issue Completion Certificate

3.3 Post-Construction Phase

- Manage punch-list completion
- Settle any outstanding claims
- Close out contracts
- Prepare Owner's Final Acceptance Certificate
- Collate Warranties, Manuals and As-Built Drawings
- Prepare end-of-project report for the Owner

3.4 Quantity Surveying Services

- Prepare Contract Packages
- Prepare detailed Bill of Quantities based on For Construction Drawings (FCD)
- Conduct bidding activity, bid evaluation and recommendation to the Owner
- Prepare Project Cash Flow based on general project schedule
- Conduct Pre-Bid and Post-Bid clarification meetings.
- Evaluate value engineered items/scope.
- Evaluate and reconcile Additive and Deductive Change Orders and monitor the same
- Assistance in the monitoring of Owner Supplied Materials
- Prepare Monthly Financial Statement
- Value the works in progress and recommend billings payment to the Owner
- Evaluate cost claims
- Assist the Owner during close-out of all Contract Packages

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| CONTRACT TERM | The Construction Management and Quantity Surveying Consultant shall consider and include in their proposal all relevant taxes and overtime charges for their project staff. The Contractor will provide for the Consultant's temporary site office, including office equipment, telecommunication, supplies, consumables, and utilities. | |
| AWARD | Exclusivity for the winning bidder to operate the Demolition and Renovation of Valley Golf & Country Club, Inc.'s Dining Hall. | |
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