

REQUEST FOR EXPRESSIONS OF INTEREST

COMMONWEALTH OF DOMINICA HOUSING RECOVERY PROJECT

Credit No./ Grant No.: 62320-MD/D3070-DM

Assignment Title: Design and Supervision of Resilient Houses

Reference No.: RFP DOM-HOU-CS-QCBS-2

The Government of the Commonwealth of Dominica has received financing from the World Bank toward the cost of the Housing Recovery Project, and intends to apply part of the proceeds for consulting services.

The consulting services (“the Services”) include the design and supervision of construction of approximately 1700 resilient housing units to replace those damaged by Hurricane Maria in September 2017. The Services shall include approximately 408 professional/technical person months over a period of four (4) years. The Consultant shall be required to commence services within twenty-one (21) day of Contract signing, which is anticipated to take place no later than February 28, 2019.

The detailed Terms of Reference (TOR) for the assignment are attached to this request for expressions of interest.

The Ministry of Housing and Lands, Project Implementation Unit now invites eligible consulting firms (“Consultants”) to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. The shortlisting criteria are:

1. At least 8 years’ experience in the implementation or management of residential building construction or programs;
2. At least one similar assignment for the design of residential buildings; and at least one similar assignment for the supervision of residential construction; involving either at least 200 units in each assignment, or an aggregate of at least 800 units in multiple assignments of design and/or supervision, during the past 6 years;
3. Demonstrated technical capability and experience in resilient and sustainable housing construction techniques;
4. Experience working in the Caribbean; familiarity with the legal requirements, code, and regulations applicable in the Commonwealth of Dominica; and experience in either post-disaster reconstruction programs or development projects financed by international financing institutions, will be assets; and

5. All applicants that meet the qualifying criteria will be ranked based on assessment of outlined criteria and level of exceedance. The highest ranked applicants will be invited to participate in the next stage of the procurement process.

Key Experts will not be evaluated at the shortlisting stage.

The attention of interested Consultants is drawn to Section III, paragraphs, 3.14, 3.16, and 3.17 of the World Bank's "Procurement Regulations for IPF Borrowers" July 2016 revised November 2017 and August 2018 ("Procurement Regulations"), setting forth the World Bank's policy on conflict of interest.

Consultants may associate with other firms to enhance their qualifications, but should indicate clearly whether the association is in the form of a joint venture and/or a sub-consultancy. In the case of a joint venture, all the partners in the joint venture shall be jointly and severally liable for the entire contract, if selected.

A Consultant will be selected in accordance with the Quality and Cost Based Selection method set out in the Procurement Regulations.

Further information can be obtained at the address below during office hours 0800 to 1600 hours.

Expressions of interest must be delivered in a written form to the address below in person, or by mail, or by fax, or by e-mail by December 14, 2018.

Rosamund Edwards
Financial Secretary
Ministry of Finance
5th Floor, Financial Centre
Kennedy Avenue
Roseau
Dominica
Tel: 767 266 3221
E-mail: finsecfinance@dominica.gov.dm

Terms of Reference

Consulting Services for Design and Supervision of Resilient Housing (DSRH)

BACKGROUND

1. Hurricane Maria hit the island of Dominica with catastrophic effect on September 18, 2017, making landfall as a Category 5 storm with sustained winds of 170 mph. As the storm passed over the center of the island, Dominica was exposed to extraordinary winds for more than three (3) hours, accompanied by intense rainfall, which triggered flash floods and landslides. A Post-Disaster Needs Assessment (PDNA)¹ estimated total damages at US\$931 million and losses at US\$382 million, amounting to 226 percent of 2016 GDP. The identified needs for reconstruction and resilience interventions to ‘build back better’ amount to US\$1.37 billion.
2. In the housing sector, the storm affected over ninety percent (90%) of the stock, with more than 4,800 houses destroyed and 20,500 damaged. The sector sustained US\$354 million in damages and US\$28.5 million in losses, and the PDNA identified US\$519.7 million in recovery needs, or thirty-eight percent (38%) of the total needs. The building damage assessment (BDA) conducted in December 2017 indicated that, out of the estimated 25,477 houses surveyed, approximately 4,815 require complete reconstruction or rebuilding, about 6,500 require replacement of the entire roof structure and about 13,801 require various minor repairs, mainly to roofing.
3. The quality, quantity, and adequacy of housing to meet demand were a continuing challenge prior to the disaster, compounded by a complex topography and scattered small settlements. The pre-Maria demand for new and Resilient housing, for all income groups, was estimated to average 400 units a year, of which less than thirty-five percent (35%) was met. Issues such as land availability, planning processes, institutional capacity, construction costs and access to finance all contributed to this gap. Low levels of compliance with the Building Code and low capacity of the Physical Planning Division (PPD) for issuing permits and enforcing building standards represent substantial risks to the housing recovery, which involves a scale of rebuilding and repair more than tenfold larger than the pre-disaster demand.
4. The housing recovery needs from Hurricane Maria go well beyond the scope of previous Government housing programs and the capacity of its agencies. The housing recovery programme is being led by the newly established National Housing Task Force (HTF), guided by a housing reconstruction strategy that aims to coordinate efforts in the sector and standardize approaches to recovery. This strategy is being implemented by the Ministry of Housing and Lands (MoHL) in collaboration with the Ministry of Planning. The MoHL plans to coordinate repair and reconstruction activities at the district and community level, utilizing a number of Technical Assistance Centers (TACs) which the Ministry of Planning is establishing as a means for supporting physical planning and building controls at a local level. The Government has allocated funding for housing repairs and is receiving support from nongovernmental organizations (NGOs) and bilateral agencies. The Government also aspires to carry out major reconstruction projects, including the construction of 1,000 housing units in new sites.

¹ Led by the World Bank in collaboration with the United Nations, the Eastern Caribbean Central Bank, the Caribbean Development Bank, and the European Union (EU).

5. The Housing Recovery Project, financed by The World Bank, aims to provide subsidy/support to households, improve the resilience of the housing stock, and encourage resilient building practices. The Project provides direct support to approximately 1,700 vulnerable households for rebuilding small houses that were completely destroyed. Additionally, the Project supports the Government's housing strategy and aims to build a process that could be used to encourage resilient rehabilitation and reconstruction.
6. This activity under the Project supports the provision of Resilient houses for eligible beneficiaries whose homes were destroyed by the hurricane. The implementation approach shall be owner-driven, in which the house owner shall have some flexibility in the design and rebuilding or replacement of the destroyed house on site with the support of a fixed grant. The grant shall be sufficient for building a basic core house which shall allow the owner to expand or adapt later as and when resources permit. These design and supervision services shall provide beneficiaries with options on the design of the house and provide engineering support to supervise its construction to resilient standards.

OBJECTIVES

7. The objectives of the services are to:
 - (a) Ensure that houses built for the 1,700 eligible beneficiaries using financial grants under the Project shall be consistent with owner preferences and compliant with applicable Building Guidelines for resilience to Category 5 storm events, earthquakes and other applicable requirements; and
 - (b) Make available to the building industry and public in Dominica a set of core house designs that shall be affordable, adapted to the local physical, economic and cultural characteristics, and resilient to Category 5 storm events and earthquakes.

SCOPE OF SERVICES

Concepts of Resilient Housing Support

8. *Profile.* The eligible beneficiaries under the Project shall be vulnerable households whose homes need to be rebuilt or replaced following Hurricane Maria. These homes were typically (though not always) small structures, with 20 m² to 50 m² in floor area, and highly susceptible to hurricane force storms. The beneficiaries will be selected by the Ministry of Housing using a set of criteria agreed with the World Bank. Two key criteria, among others, shall be:
 - (a) Due to destruction caused by Hurricane Maria, the existing house needs to be fully reconstructed or replaced on site, as determined by a structural assessment conducted by the Project Implementation Unit (PIU); and
 - (b) The site, subject to basic site preparation, shall not be exposed to high flooding or landslide hazard risk.
9. *Beneficiary Grants.* When approved, the eligible beneficiaries shall be entitled to a fixed financial grant not exceeding EC\$50,000, which will be disbursed by the PIU to the beneficiary's banking institution in two (2) or three (3) tranches, triggered by milestones in the design and construction of the house. The banking institution shall be responsible for

releasing payments on receipt of certification of the milestone from the supervision Consultant.

10. *Owner-driven Implementation.* The beneficiary shall have flexibility to indicate their preference for the type and size of house to be built and the mode of construction, subject to the resources available to them including the Project grant. Thus, the beneficiary may choose an option costing more than the grant, provided they can mobilise sufficient funding. Following approval of the design, the owner shall shop for quotations from builders or opt to use local or voluntary labour for construction. The works shall be supervised and certified by the Consultant.
11. *Specification of the Resilient House.* The value of the grant shall be equivalent to the estimated cost of building a modular core house, with basic specifications and an area of approximately 30 m², which is the minimum size for social housing under the Social Policy, Housing, Environment and Real Estate (SPHERE) guidelines for international agencies. The Consultant shall incorporate options in the design and specifications characteristics including, but not limited to the following:
 - (a) Modular arrangement of the core house
 - (b) Amenability to extension
 - (c) Adaptation to site topography
 - (d) Structural type
 - (e) Architectural features
 - (f) Finishing and services
12. *Resilient Construction.* The house shall be designed and built for resilience to Category 5 (Saffir-Simpson scale) storm events and earthquakes, and in compliance with the current Building Code and available guidelines. Site works shall mitigate flooding, erosion and subsidence risks.
13. *Efficiency in Implementation.* The scale of the housing support program shall be used to deliver economies wherever possible: for example, through bulk material supply, modular or standard features, prefabrication, builder or contractor selection, etc. In this respect, the Consultant shall develop a set of core house designs that are affordable and adapted to the local physical, economic and cultural characteristics of Dominica, and to coordinate with the building industry to deliver and build them within the price target. Similarly, the design and supervision process used by the Consultant shall be streamlined and minimized to meet the on-demand design requests from beneficiaries.

Role and Responsibilities of Consultant

14. *Roles.* The Consultant shall be the primary technical adviser to the eligible beneficiaries for the purpose of ensuring that the houses built with the aid of the financial grants shall:
 - (a) Meet the needs of each client and the Project objectives within the resources available to them;
 - (b) Be compliant with the Building Code, Housing Standards and available guidelines and requirements for resilience; and

- (c) Reach physical and financial completion and certification for occupancy within the Project timeframe.

The eligible beneficiaries will be designated by the MoHL through the PIU.

15. *Responsibilities.* The Consultant shall be responsible for:

- (a) *Preparation.* For each client, sighting documentation certifying eligibility, land title and financial capacity; reviewing documentation on the building and site assessment; and conducting site investigations;
- (b) *House and Site Design.* Consulting with each beneficiary on the design options available within their individual financial resources, and preparing a design, specification and cost estimate for the preferred option (utilizing standardized designs and simplified documentation as much as possible);
- (c) *Facilitation of Planning permit.* Assisting each beneficiary with application for applicable planning permit;
- (d) *Supervision and Certification of Building Works.* For each beneficiary, conducting regular site inspections, supervision of building works (including instructions for remedial actions), and certification at key stages to ensure compliance with the design specifications, the Building guidelines and PPD certification requirements, and reporting on the progress and stage compliance to the beneficiary, the beneficiary's banking institution, and the PIU.
- (e) *Development of Resilient Core House Model Designs.* Developing and preparing the conceptual designs of a set of at least five (5) options for a resilient modular core house suitable for Dominica and, after review and approval by the PIU/MOHL, preparing detailed designs of at least three (3) preferred options and identifying market options for delivery by the building industry; and
- (f) *Timely Delivery of the Housing Reconstruction Program.* Deploying a versatile design and supervision services team that shall help eligible home owners in all locations to achieve reconstruction or replacement of their destroyed homes to resilient standards with the aid of the financial grants under the Project, in as short a timeframe as possible.

The Consultant shall be fully responsible for establishing its central office in Dominica and field offices to support supervision work. All local transport for the Consultant's staff, including the site supervisory staff, shall be provided by the Consultant (and included in the financial proposal).

Key Activities

16. The consultant shall undertake the following key activities, and any others as needed, in order to achieve the objectives and scope set out above:
- (a) *Conceptual and Detailed Design of Core House Models.* Based on a literature review and market survey of resilient core house models, including international experience and recent experience in Dominica and the region, select or develop and prepare the conceptual designs of a set of at least five (5) options for a resilient modular core house suitable for Dominica (at least two of which can be constructed for the target price of EC\$50,000). The options may include existing designs available in the market. The core houses shall have a minimum floor area of 30 m², and be

- affordable, amenable to extension, adaptable to site topography and have options for structural type, architectural features, finishing, and services. After review of the conceptual designs by the PIU/MoHL, the Consultant shall prepare detailed designs and cost estimates for the PIU/MOHL three (3) preferred options, and identify market options for delivery by the building industry.
- (b) *Technical Coordination and Consistency.* Establish technical coordination arrangements with the PIU/MoHL, TACs and PPD, for:
- (i) Review of all relevant technical information (e.g., building code, building guidelines, housing requirements of MoH and MoP, etc.);
 - (ii) Review of data and approach to structural and site assessments for destroyed and severely damaged houses; and
 - (iii) Consensus on the approach and standards to be applied in the site investigation, design and construction of housing.
- (c) *Beneficiary Register and Work Plans.* Establish a beneficiary register and individual work plans, to:
- (i) Register eligible beneficiaries when they request enrollment;
 - (ii) Verify beneficiary identity against the approved list of eligible beneficiaries;
 - (iii) Verify and update data available on beneficiary house ownership, land title, occupants, damage assessment, structural assessment, natural hazard risks;
 - (iv) Inform beneficiaries fully and in plain language of the procedures involved in housing reconstruction support under the Project, the design and supervision assistance offered through by the Consultant, and the options available to them; and
 - (v) Establish an individual preliminary outline work plan and schedule for each beneficiary for conducting the services and achieving completion and occupation of the house.
- Access to all necessary information, including the approved list of beneficiaries and data on their properties, will be facilitated by the PIU.
- (d) *Programme Work Plan.* Establish a general workplan and schedule for performing the services and reconstruction works for all registered beneficiaries, including performance targets and timeline, and approved by the PIU. The option for working by clusters of properties located in close proximity to each other may be considered by the Consultant as a means of minimizing logistics costs and promoting cooperative use of building resources.
- (e) *Work Process.* The Consultant's work process for each individual beneficiary shall include the following steps:
- (i) *Financial Data.* Register details of the beneficiary's banking institution, financial grant and other financial resources and agree with the beneficiary on the financial ceiling to be applied to the house reconstruction and site works;
 - (ii) *Legal Information.* Compile available legal information on the beneficiary's property (deed, layouts, cadastral extract, building permits, occupation permit, plans, surveys);

- (iii) *Site Investigation.* Conduct site investigations, geotechnical testing and surveys as needed to collect data required for design and construction of the house and any site remediation treatments – after obtaining consent to enter and work on the site from the beneficiary and relevant authorities such as PPD;
- (iv) *Design Brief.* Discuss the following with the beneficiary:
 - The housing options which are feasible for their site, needs and financial envelope (see Step v);
 - Options for future modification or expansion and other aspects to help the beneficiary decide on a preferred option;
 - Options for building method (see Step vi.); and
 - Obtain a design brief from the beneficiary on the preferred option. This step shall be facilitated by the use of well-designed informational materials, a questionnaire or check-list, and standard templates.
- (v) *Design Options.* The housing design options discussed with the beneficiary shall include, among others:
 - Reconstruction of the existing house incorporating some existing elements.
 - Prefabricated structure erected on site;
 - A modular house model (partially prefabricated or standardized) erected or built on site;
 - A customized modular house to be built on site; or
 - A fully custom-designed house;All options shall include basic weather-proofing, plumbing, drainage and electrical services sufficient to meet certification for occupancy by PPD.
- (vi) *Method of Construction.* The options for method of construction or erection shall include:
 - Supply and build contract (lump-sum);
 - Owner supply of materials from certified suppliers plus building works contract; or
 - Contract(s) for supply of certified materials, and owner-arrangements for construction labour (paid or voluntary) (in which case, the works must be directed by a certified builder).
- (vii) *Design Documentation.* Prepare a detailed design for building, site works and services, based on the beneficiary's selected option and design brief and in compliance with the Building Guidelines and Housing Standards for resilient residential housing; prepare specifications, drawings, site layout plan, bill of quantities and cost estimate. The documentation shall be suitable in scope and format for quotation by builders and suppliers, application to PPD for planning permission, and the beneficiary's banking institution.
- (viii) *Planning Permit and Procurement.* Assist the beneficiary with:

- Application to PPD for the applicable planning permit;
 - Review of a draft contract or supply arrangement on request, prior to signing by the beneficiary; and
 - Responding to requests from the beneficiary's bank for technical information regarding the contract documentation, proposed building or cost estimate.
- (ix) *Supervision.* During implementation of the building contract (or supply and building process, as applicable), the Consultant shall act on behalf of the beneficiaries to provide both general and targeted supervision to ensure that the materials and building works comply with the design specifications, building codes and guidelines, with particular focus on the construction details which are critical to resilience (such as roof ties, foundation ties, etc.), to conduct site inspections at key stages for payment milestones, to issue instructions to the builder if remedial actions are required, and to notify the PPD Development Control Officer (DCO) when statutory inspections and approvals are required. Specific tasks shall include:
- Conduct regular site inspections, covering at least the following milestones where applicable: Site set out; excavation; reinforcing steel set out; poured concrete slab or floor completion; wall fixing and tie beam; roof connection and framework; plumbing services; and certification for occupancy;
 - Interpret the drawings and specifications, consult with the Contractor as required to ensure compliance with the Contract documents, Building Code, Environmental Management Plan and the construction programme, and issue instructions to the Contractor to perform remedial actions as required;
 - Arrange meetings with the Contractor at least every two (2) weeks, to review progress, the programme and the resolution of any claims;
 - Furnish beneficiary-specific progress reports on a monthly basis to the beneficiary's banking institution and the beneficiary; and
 - Conduct a thorough inspection of all aspects of the works and require remedial actions by the Contractor as needed; arrange for Development Control Office inspection and issue of a Certificate of Occupation, before issuing a Certificate of Completion and notifying the beneficiary and PIU of completion.
- (x) *Certification of Payments.* The Consultant shall check the Contractor's invoices and valuations for payment on account against the Conditions of Contract, and endorse the verified payable amount for payment by the beneficiary or the beneficiary's banking institution. The final payment shall not be endorsed until the Certificate of Occupation and Certificate of Completion have been issued.
- (xi) *Completion report and As-built drawings.* The Consultant shall prepare and submit a brief completion report on the house construction to the beneficiary and the PIU, noting any variations from the original design and Contract price.

As-built drawings will not normally be required, but may be produced when the variations are significant.

- (f) *Environment, Social, Health and Safety.* The Consultant shall ensure that environmental, social, health and safety risks in all phases of these services are managed in accordance with the management plan (C-ESMP), including:
 - (i) *Environmental hazards.* The risks of flooding, erosion, landslides and other environmental hazards shall be mitigated adequately during the design and construction phases at each house site under the services;
 - (ii) *Environmental management.* The selection, storage, processing of materials, and the disposal of waste, runoff and contamination on each site shall be managed in accordance with the C-ESMP;
 - (iii) *Social risk management.* The consultations, communications and any grievances or disputes with beneficiaries shall be managed in accordance with the C-ESMP; and
 - (iv) *Health and Safety.* The Consultant shall ensure compliance of all activities and works under these services with the health and safety provisions of the C-ESMP.
- (g) *Accounts and Claims.* Any claim from the Contractor(s) under the construction contracts shall be evaluated by the Consultant and necessary recommendation shall be made within two (2) weeks at the latest. The Consultant shall review and report on any financial claims submitted by the Contractors within two (2) weeks of receipt of such claims.
- (h) *Disputes.* The Consultant shall assist in the settling of all disputes or differences, which may arise between a beneficiary and the Contractors, in a timely manner. In the case of litigation and arbitration the Consultant shall assist the beneficiary in the preparation of the documents needed by the beneficiary.
- (i) *Defects Liability and Maintenance Period.* The Consultant shall continue to be responsible for the supervision and inspection of the construction and completion of the works during the Defects Liability Period as defined in the construction contracts. The level of supervision shall be appropriate to the scale of the works being carried out. These inspections and supervision shall ensure that works agreed to be carried out during the Defects Liability Period, are properly carried out and have been completed and that any failure of any part of the Works has been rectified. If any defect is discovered, during this period, the Consultant shall promptly investigate the reason for it, report to the PIU and take required actions to rectify the defect. The Consultant shall submit quarterly reports to the PIU summarizing all the activities of Defects Liability during the quarter.

DELIVERABLES

- 17. General workplan and schedule for implementing the services and reconstruction works for all registered beneficiaries, including performance targets and timeline.
- 18. A database comprising the Beneficiary Register, Beneficiary Work Plans, and implementation reports. The Consultant shall update the database at least monthly during the period of the services.

19. Design and specifications for Core House Models, including:
- (a) Preliminary or conceptual designs for a set of at least five (5) core house models; and
 - (b) Detailed design, specifications and cost estimates for three (3) preferred core house models approved by the PIU/MoHL and meet the requirements specified in Key Activity.
20. *An Inception Report*, describing the general workplan and staffing for implementing the services in all Parishes/Districts; the technical coordination arrangements with the PIU/MoHL, TAC and PPD; and a timeline of planned six-monthly targets for the numbers of completed design briefs, design and specification documentation, and certificates of completion.
21. *Monthly progress reports*. The Consultant shall prepare and submit to PIU each calendar month, a report including progress charts and photographs giving information regarding the progress of the Works, actual extent and nature of the Works completed, as well as details of any delay in the works and any other problems relating to the Works. The report shall include:
- (a) The percentages of the Work items completed and planned, and also the actual and planned cash-flows for each work item as of the reporting period prepared in the project planning tools;
 - (b) Review of the Works to be performed during the following month and a general listing of the works to be performed during the following two (2) months
 - (c) Information about personnel employment status of the Consultants.
 - (d) Environmental management practices followed for mitigation of environmental impacts of the works.

The report shall be submitted to the Client by the tenth (10th) day of the following month. Any comment by the Client on the report shall be reviewed and the report shall be modified and re-submitted to the Client within one (1) week.

22. *Weekly Summary Report*. Due to the urgent nature of the project and short construction time, the Consultant shall prepare a weekly summary report in table form showing summary of cumulative progress in main work activities. The report shall be submitted on Monday of each week via electronic mail in a format acceptable to the Client.

TIME SCHEDULE

23. The Consultant shall complete the services on time without delay. The Consultant shall be responsible for helping the Client meet the following results targets for designed (procurement-ready) and completed beneficiary houses:

Target Date	Cumulative Target - Designed houses	Annual target – Completed houses	Cumulative Target – Completed houses
June 30, 2019	100	20	20
June 30, 2020	1,200	780	800
June 30, 2021	1,700	800	1,600
June 30, 2022		100	1,700
4 years			1,700

All activities shall be completed within four (4) years (including the Defects Liability Periods) from the consultancy contract signing date.

24. Reports shall be prepared in English. The metric system of weights and measures shall be used. A draft copy of all reports (except weekly and monthly) shall firstly be submitted to the Client for discussion purposes, following which the Consultant shall prepare the final copy incorporating any revisions arising from such discussions. Any schedule, report or other document submitted by the Consultant to the Client for approval will be reviewed by the Client, and approved or returned for revision and/or resubmission, within fifteen (15) calendar days.

25. The Consultant shall submit all the documents in a timely manner as summarized below:

Deliverable	Delivery Schedule	Format
Inception report	Four (4) weeks after mobilization	One (1) paper, one (1) digital
Weekly summary report	Monday of following week	Digital
Monthly progress reports (from Month 2)	10 th day of following month	Two (2) paper, one (1) digital
Six-monthly report	20 th day of following month	Two (2) paper, two (2) digital
Core house model concepts	Four (4) weeks after mobilization	Four (4) paper (A4, A3), two (2) CD or DVD
Core house design & specifications	Four (4) weeks after concept review	Two (2) paper (A4, A3), two (2) CD or DVD
House design & specifications (per beneficiary/client request)	Four (4) weeks after agreement with beneficiary/client request	Two (2) paper (A4, A3), two (2) CD or DVD
Taking-Over reports & As-built drawings	Compiled 6-monthly on 30 th ff.	One (1) paper, one (1) digital
Defect-Liability reports	Compiled monthly on 10 th ff.	Two (2) paper, one (1) digital

26. Should additional copies be required over those stated above, or to be implied from these Terms of Reference, these shall be supplied by the Consultant at the cost of reproduction of such documents, reports or drawing. Additionally, after finalizing the reports and “as built” drawings, these shall be submitted to the Client on one (1) set of CD or DVD and in the software format acceptable to the Client. Each copy shall be durably bound in a volume or volumes depending on bulk, and the transparent copies shall have a suitable protective cover/box. All copies shall be labeled in accordance with the needs of the Client.

27. Upon the completion of Works, the Consultant shall submit all the original copies of correspondences, documents, test results, drawings etc., relating to the Services and Works, to the Client, together with indices, in files and forms acceptable to the Client.

FACILITIES AND RESOURCES TO BE PROVIDED BY THE CLIENT

28. The Client will make available to the Consultant, through the PIU, the following:

- (a) Approved list of housing beneficiaries under the HRP (through the Ministry of Housing and Lands);
- (b) All available data relating to the beneficiary properties, including: existing maps, topographic plans, development plans, cadastral data, layouts, hazard risks, etc., free of charge (through Physical Planning Division of Ministry of Planning, and Lands and Survey Division). Upon completion of the services, the Consultant shall return to the Client all documents received from the Client.
- (c) Relevant regulations, standards and control information relating to residential buildings, materials and processes;
- (d) Required approvals and provisions for personnel and operations under the Contract;
- (e) Cooperation of, and communication with Government and technical agencies or groups involved with the housing sector and/or the HRP.
- (f) Assist the Consultants in obtaining approvals, permissions from the Municipalities and other State Authorities in respect of the Services to be performed.