



Terms of Reference (TORs)

DESIGN AND RESIDENT SUPERVISION OF URBAN REHABILITATION OF FAÇADE AND ESTABLISHMENT OF PARKING AREA FOR PROJECT FROM BHATTI GATE TO KATRI HAJI ALLAH BAKHSH PHASE-I

Introduction:

Government of Punjab, Planning & Development Board in collaboration with World Bank Group (WBG) and multiple implementing agencies is implementing Punjab Tourism for Economic Growth (PTEG) Project over five years (30th April 2023). The project aims to promote the tourism sector by strengthening the institutional capacity through better skills development, increase private sector participation and improve infrastructure services in support of the tourism sector in the province of Punjab.

1. PROJECT BRIEF:

Walled City of Lahore Authority (WCLA), As per the vision of worthy Chief Minister Punjab and with the help of World Bank has undertaken the initiative for Urban Rehabilitation of Façade and Infrastructure Improvement Project Bhatti Gate to Katri Haji Allah Bakhsh Phase-I areas. Bhatti Gate entrance is located on the western wall of the Old City. It is one of the two oldest entry points into the Walled City which controlled the only major north-south thoroughfare during Ghaznavid period. It is named after Great Bhatti Rajput Warriors. When Emperor Akbar expanded the city eastward and divided it into nine districts, Bhatti Gate and its bazar marked the boundary between Mubarak Khan in the east, and Talwar in the west. The approach road leading from the gate line up with a stretch of Shahrah-i-Pakistan, south of circular road to Bhatti gate. The area includes many important buildings like residence of our national poet Allama Muhammad Iqbal which shall be conserved for regaining their actual picture. The Government of Punjab has decided to undertake the initiatives for conservation, beautification & illumination of the said project. The covered area of the project is 77828.35 Sqm with 1028 number of properties (69 on Main Trail, 939 Houses in Streets, 20 number of empty plots/ruins,) i/c high value & Heritage properties. The Bhatti Gate Project item wise proposed conservation of façade rehabilitation of historic valued buildings, infrastructure facilities like water supply, fire hydrant system, sewerage, storm water, electrical work,



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illumination work, sui gas, telecommunication and street surfacing shall be upgraded / improved to modern standard. The project has been designed for the betterment of the living inhabitants.

Documentation of existing Buildings/Monuments will be provided by WCLA, Lahore. A charming atmosphere is available for contractors and consultants to undertake the conservation work on ground. For this purpose, The Government of Punjab, Walled City of Lahore Authority on behalf of Local Government as an employer intends to hire Design and Resident Supervision consultancy services from competent and well reputed consulting firms preferably National Consulting Firms (N.C.F). Design and Resident Supervision Consultancy is required to ensure the quality and quantity being the primary object of the project.

2. OBJECTIVES OF PROPOSED CONSULTANCY

Walled City of Lahore Authority (WCLA) and Punjab Tourism for Economic Growth Project (PTEGP) intends to hire the services of Engineering Consulting firm for Design and Resident Supervision of the subject work. The consultants will help the client to assure the quality and quantity control as per agreed laid down standards/specifications. Design and Resident Supervision Consultancy shall be provided for all activities throughout the conservation period without any break through qualified & experienced design & supervisory staff that shall perform their duties with due diligence and efficiency.

3. SCOPE OF WORK, DUTIES AND RESPONSIBILITIES OF CONSULTANT.

The scope of the Design and Resident Consultants will include but not limited to following:
As such the Project will comprise the four components of the project are as under:

- Component-I; Resident supervision of Façade Rehabilitation of Buildings
- Component-II; Design & RS of Parking Area on existing drain
- Component-III; RS of Conservation & Rehabilitation of Bhatti Gate
- Component-IV; RS of illumination Work

Overlapping and mutually supporting components of interventions in the project area includes but not limited to the following:



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1. Conservation of buildings deteriorated with time & Certification of structure stability where and when required.
2. Structure design of RCC Slab / prefabricated slab to cover drain for parking including cost of any tests to be required prior to its design.
2. Façade work improvement.
3. illumination of the project including plans for diverting electric, telecommunication, and CCTV camera cables (LSZH) to improve the aesthetics and ambiance.
4. Helping SMT Team to negotiate clearance of encroachment & handing taking over of Residential / Commercial Buildings.

Few components of the project may involve buildings that are in possession of public or private peoples. This aspect of the project will be sorted out by RSPM in coordination with WCLA and Local Administration.

- The consultant shall be responsible for design, technical specifications and BOQ, resident supervision of all the conservation works through Qualified Graduate Engineer (s) and other supervisory staff having sufficient relevant experience in the respective discipline who shall perform their duties with due diligence, efficiency and in accordance with sound conservation practices and specified standards. Conservation proposals and Documentation by 3D scanning would not be part of this consultancy & will be provided by WCLA.
- Consultant will be responsible for review and approval of the material submittal as per approved specifications and standard.
- The consultant shall be responsible for Design and Resident Supervision of all civil works & RS for conservation works as per conservation design documentation of existing buildings by WCLA as per approved specifications and standards. The consultant will also be liable to validate the executed works/bills of the contractor.
- In case a Grievance is registered on GRM regarding any physical/monetary loss, the consultant will direct the contractor under supervision to stop the work on



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that particular area. The case will be evaluated and addressed by the PMU as per World Bank Guidelines.

- The consultant shall be responsible for Design, Resident Supervision and Vetting of Engineering Estimate which is already prepared and approved in PC-I.
- The consultant shall study ensure that work is being done as per conservation proposals and only approved material is being used at site. The approved check list and material submittal approved by resident engineer will be used in this regard.
- The Consultants shall perform the duties of representative of the client as "Resident Engineer", under the general supervision and control of WCLA.
- The Consultants will deploy field engineering/expert personnel of qualification and experience as described in the core team for resident supervision to monitor the output of all stages of conservation and ensure that the works are executed in full compliance with the approved engineering/conservation design, drawings, agreed work schedule, technical specifications and with the terms & conditions of all the Contract documents and sound engineering practices.
- The Consultants will administer the Contractor's Contract, make engineering decisions and ensure that all clauses of the Contract Agreement between the Client and the Contractor are respected.
- The Consultants will advise the Client on all matters relating to the efficient and-successful execution of works.
- Functioning of a proper /well organized site office equipped with progress organization, scope of works etc.
- The Consultants will act at all time so as to protect the interest of Client and will take all reasonable steps to keep all expenses to a minimum consistent with economic and engineering practices in compliance with specification and approved quality standards.
- The Consultants will evaluate and finalize contractor's work programs, method statements, material sources, working/shop drawings, setting out of works, etc., and accord approval thereof.



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- The Consultants will set up a computerized project control system for monitoring, reporting physical and financial progress of the Project as well as the forecasts.
- To identify and conduct all the preliminary tests inclusive of IEE required prior to start of the project.
- Consultant will be responsible to provide project management plan and to prepare project implementation schedule in line with the approved financial allocations plan, showing the manpower resources, different works activities/ critical activities in the form of bar chart on MS project/Primavera software and their linkages and issue necessary guidance/instructions to the department and the Contractor. Review the project implementation schedule every month and make revision / update the same if required.
- The Consultants will inspect and evaluate the Contractor's resources regarding construction machinery, manpower, materials and office/site staff establishment on regular basis to ensure their compliance with respect to the approved construction schedule.
- Consultant will develop HSE compliance checklist to be signed by the contractor's supervision on daily basis for planned execution of the project activities. Consultant will be responsible to develop HSE Plan.
- Keep Client informed of the progress on site, any existing impediments sustained in progress of likely to appear in the foreseeable future which might arise and cause delay in implementation. In view of the foregoing, the Consultants will prepare and issue progress reports on monthly basis and quarterly basis.
- Recommend corrective actions and measures that need to be taken to ensure progress leading a timely completion of works.
- Review and check the As-built drawing through onsite verification of buildings and update the same if required. Review the design of scheme including conservation / civil components of the scheme and suggest amendments / recommendations wherever required.



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- The Consultants shall provide general guidance, furnish timely assistance to the Contractor in all matters relating to the execution of works and facilitate the Contractor by providing necessary details of minor design changes as and when required during construction of the Project.
- The Consultants will check, inspect, advise, approve and report on architectural / historic finishing of materials being used by the Contractor and give comments in writing (WIR) to the Client on quality of works. The Consultants will order for testing of materials to ensure adherence to specifications.
- The Consultants shall supervise the contractor in all matters concerning safety of staff working, public around and property, installation of sign boards for public and staff safety etc, care of the work and to advise concerned “Deputy Director” on any problem arising in conservation works during its execution. The Consultants shall certify that the construction material brought at site by the contractor, for use on conservation / civil work, is in accordance with the specifications and has been got tested from a recognized laboratory where applicable as per standard practice laid down in specifications.
- The Consultants will attend and made measurements and computation of quantities of the completed works, or any work which is about to be covered, and maintain permanent records of all such measurements as basis for progressive payments to the Contractor and keep the measurement documents and records in safe custody.
- The Consultants will maintain daily record of checks & approval, correspondence and site diaries supported with digital photographs. Submit the record of daily inspection reports, all the tests, made to the Client on monthly basis in an electronic form as well as in hard copy.
- Ensure & verify the conservation activities are done as per approved specification/ guidelines.
- Keep comprehensive record of before and after conservation pics and send the same to WCLA on quarterly basis.



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- Ensure that scaffolding is provided in case of conservation work is required at heights unsafe for labor/mason.
- The consultant shall be 100% responsible for the measurement made on the work quantities executed and certified for payment and shall maintain permanent record for all such measurements for the Engineer in charge.
- Review of all the projects in the light of technically sanctioned estimate issued by the department.
- The Consultants will ensure and certify that the works executed by the Contractor are as per approved design, drawings, standards, specifications & within the provisions of the Contract Agreement.
- The Consultants will ensure and certify the running / interim Certificates for progressive payments based on approved / tendered rates and final payment to the Contractor that the works executed by the Contractor has been completed in all respects.
- To prepare variation orders resulting due to changes in the design/conservation proposal etc. Additional work exposed during construction activities and update all the project documents.
- To ensure that proper measures are taken to avoid time and cost overrun of the project.
- Ensure supervisory staff's presence during all stages / phases of conservation activities at the site of works.
- The Consultants will adjust his staff as per pace of work during execution after prior approval of WCLA / PTEGP.
- The Consultants will assure the receipt of all warranties of materials/ installations accepted and incorporated in the Project, required under the terms & conditions of the Contract Agreement and handover the same to the Client upon completion of the Project.
- The Consultants will give notice to the Contractor of any defects and deficiencies, and if required, order suspension of the work(s), and ensure removal



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and substitution of the improper works, and recommend any additional appropriate actions against the Contractor to Client.

- The Consultants will assist Client in setting disputes (if any) with the Contractor and make recommendations to Client for resolving the Contractor's claims regarding time extensions and additional cost.
- The Consultants will assist Client in coordinating with other Agencies concerned related to the implementation of the Project and assist the Client in setting any disputes with affected Parties.
- The Consultants will jointly inspect with Client the completed works and assist informal taking over of the Project.
- The Consultants will provide the Client with complete records, reports and review "As built" drawings & plans prepared by the consultant after completion of project and suggested by design experts and provide a Final Completion Report testifying to the satisfactory Completion of the works including the measurement of final quantities and certification final payment due to the Contractor.
- To ensure that the environmental issues with respect to project implementation are properly addressed and proper mitigation measures are being taken.
- To ensure that the electrical as well as illumination works are carried out as per recommendations of electrical wing of WCLA. Issues with respect to implementation are properly addressed as well as timely conveyed and proper mitigation measures are being taken.
- Inspect the completed works periodically during the defect liability period, prepare list of deficiencies (if any), design and plan remedial works and carry out their supervision and issue the defect liability certificates after the rectification of defects by the Contractor.
- One month prior to expiry of the maintenance period of the work, the consultant shall carry out the detailed final inspection of the work and submit a report to the department pointing out defects, if any, in the conservation work.



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- The Consultants will assist Client in settlement of Audit Paras and Objections raised (if any) and prepare replies related to the Project and provide all the relevant documents/papers/letters etc, to support the replies and shall intimate the Client accordingly.
- The Consultants will be responsible for providing all necessary services required for the efficient, effective and timely execution of the Consultancy Services.
- To prepare, Project Inception Report, Monthly and Quarterly Progress and Project Completion Reports giving all details of the project in chronological order.
- The consultant shall incorporate all changes that may be required by the client/employer for the economical completion or due to technical grounds/site requirements without any additional charges during the execution of project and shall also submit the above documents accordingly as per requirements of the Engineer In charge/Deputy Director.
- The Presentations on progress updates, as and when required during the whole period of assignment will be made by the Consultants on multimedia to the satisfaction of WCLA/ any other authority.
- Ensure all necessary safety measures of human life and property structure through the contractor as per HSE plan.

4. ROLE OF CLIENT AGENCY

The following facilitates will be provided by WCLA to RS

- i) WCLA will facilitate the Consultants in acquiring information from government departments as needed from time to time.
- ii) Transportation and maintenance will be arranged and maintained by the consultant themselves.
- iii) The consumable (Toner of printers and office stationery), maintenance of the facilities will be borne by consultant themselves.
- iv) Telephone, Fax, internet, Courier/Postage, utility bills will be borne by RS themselves.

5. QUALIFICATION / EVALUATION CRITERIA

The PTEGP intends to invite eligible consulting firms, to indicate their interests for the aforementioned assignment. The interested firms should provide information



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demonstrating that they have the required qualifications/competencies and relevant experience to perform the required services.

Firms should provide information about their eligibility and competencies in the following areas:

- a. General Experience: At least 7 years post registration experience, in Buildings, Residential/commercial related assignments.
- b. Specific Experience: Relevant Experience of having completed at least five (5) assignments regarding design and supervision of buildings (Residential as well as commercial) System during last 5 years. Documentary proof is required.
 - i. Availability of technical facilities and equipment to carry out relevant tasks.
 - ii. Availability of appropriate skills and staff. (As per TORs)
- c. Weightage will also be given to those applicant firms having experience of working with development partners, and Public Sector Departments of same nature.
- d. Applicant firms will provide proof of the company/firm's registration in Pakistan with SECP, PEC or relevant professional/regulatory authority etc. (only for local firms) and in case of foreign company/firms, registration with the relevant authority in that country.

6. CORE TEAM OF CONSULTANTS FOR THE PROJECT:

Sr. No.	Designation	No. of Posts	Required Man-Months	Qualification / Professional Experience
1.	Structure Engineer (Civil)	1	06	B.Sc. Engineering (Civil) + 10-years' experience in Structure design of projects. Preference will be given to those candidates having expertise in RCC & Brick Work Design. The Candidate must possess project design and management experience and should also be Professional Engineer under Bye-Laws of PEC.
2.	Resident Engineer / Architect (RE)	1	24	B.Sc. Engineering (Civil/Architect) + 10-years' experience in buildings/monuments projects. Preference will be given to candidates having conservation experience. The Candidate must possess project supervision and management experience and should also be Professional Engineer under Bye-Laws of



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				PEC or registration with PCATP respectively.
3.	Architect / Conservationist	1	24	Bachelor of Architecture + 5 years' experience in preparation of proposals for residential buildings / commercial buildings along with registration with PCATP.
4.	Draftsman	1	24	Basic Diploma of AutoCAD and 05-years drafting experience in relevant field.
5.	Visualizer/Video Grapher	1	24	Bachelor in Media relevant + 07-years' experience in Multimedia, Videographer, Drone & 3D Visualization.
6.	Site Inspectors / Quantity Surveyor (Civil)	2	48	Associate Engineering Diploma (Civil) + 5-years' experience in preparation of BOQ followed by drafting experience in AutoCAD or similar software.
7.	Site Inspectors / Quantity Surveyor (Electrical)	1	24	Associate Engineering Diploma (Electrical) + 5-years electrical/illumination experience.
8.	Social Mobilizers	3	72	Experience of at least 05 years similar projects with degree in social sciences, applied sciences, city and regional planning and humanities relevant to the project. Preference will be given to Female Candidates.

Note: The client has the right to increase and decrease the input requirement of the consultancy staff keeping in view the pace of work and availability of funds.

7. FEE OF CONSULTANTS FOR THE PROJECT:

6.1 Remuneration Part				
Serial #	Position on the Project	Monthly Fee (Pkr.)	Input in Man-Months	Amount in (Pkr.)
6.1.1	Structure Engineer (Civil)		06	
6.1.2	Resident Engineer / Architect (RE)		24	
6.1.3	Architect / Conservationist		24	
6.1.4	Draftsman		24	
6.1.5	Visualizer/Video Grapher		24	



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6.1.6	Site Inspectors / Quantity Surveyor (Civil)		48	
6.1.7	Site Inspectors / Quantity Surveyor (Electrical)		24	
6.1.8	Social Mobilizers		72	
Total Supervision Fee (Remuneration)				
*The quoted and awarded Fee to the Consultant shall be inclusive of all the applicable taxes which upon payment shall be deducted as per the laws of the Government of Pakistan.				

8. TIME DURATION FOR THE ASSIGNMENT:

The time duration for the proposed consultancy is estimated to be 24 months. Design and Resident Supervision Consultancy will commence from the date of award of contract till its completion. The client shall be at liberty to increase or decrease the quantum of work of consultancy services without assigning any reason and Consultant will be liable to complete the assignment without any additional charges during the execution of project.

9. REPORTING REQUIREMENTS / DELIVERABLES:

➤ **Design & Project Management Report:**

The Design & Project Management Report shall include but shall not be limited to the following:

- Certification of structure stability of 1028 properties.
- Structure design of RCC Slab / precast slab to cover drain for parking including cost of any tests to be required prior to its design.
- Project Scheduling & Procurement timeline shall be provided by the consultant on different software's i.e., MS project, Primavera, Pert master etc.
- Risk Assessment and Mitigation plan shall also be provided on Risk Master or any similar software.

➤ **Monthly Progress Report**

Monthly-reports are to include works accomplished, status of payment made, claims for cost or time extensions, changes in scope, variation orders, graphical representation of progress against approved program, charts of physical progress for major items, digital photographs of existing



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and completed works, detail of impediments to the works, actions required by Client and give recommendations on how these problems may be overcome. At the initial instance, draft contents of such report are prepared and will be approved by the Client. Consultant shall maintain detailed record of contractor's deployed resources (establishment, equipment, and material) which shall be reported in monthly progress reports.

➤ **Quarterly Progress Report**

Quarterly-reports are to include works accomplished, status of payment made, claims for cost or time extensions, changes in scope, variation orders, graphical representation of progress against approved program, charts of physical progress for major items, digital photographs of existing and completed works, detail of impediments to the works, actions required by Client and give recommendations on how these problems may be overcome.

➤ **Project Completion Report**

- The Consultant will prepare a comprehensive final completion report once the Project reaches the stage of substantial completion. The report must be submitted immediately after the 'Taking Over' of the completed works and shall include the key information but not limited to the following: -
- Summarize the method of conservation.
- The conservation / construction management performed.
- Project scope of work implemented at site with reference to technically sanctioned cost estimate, changes/variations in scope of work with justifications, delays by the Contractor/Department in completion of activities.
- Claims of Contractors together with reasons/recommendations of the Consultants and their updated status of approvals.
- Quality Controls Procedures, tests results of different construction materials and on the completed items of works.
- As Built Drawings i.e., Layout plan showing existing and proposed conservation activities, structural, cross-sectional infrastructures in 1:25 to 1:50 scale if required. All the drawings shall be prepared on A3 size standard size paper. All fonts, legend and logo shall be as per international standards.



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- Defects notified by the Consultants during the construction and its updated correction status.
- Project Planning with reference to implementation of the project.
- Contract Compliance status from the start to the completion of the project and action taken by the Consultants with reference to non-compliance.
- Photographs of different important activities of the project implementation
- Recommendations for future projects of similar nature to be undertaken by the Client.
- Project Archives.
- Lessons learned.
- This report shall be prepared and submitted to the Client after completion and successful commissioning of the projects but not later than 15 days after issuance of project completion certificate by the Department.

10. EXPECTED OUT PUTS AND BENEFITS:

The “Consultant’s” work is expected to deliver and conduct Design and Resident Supervision in safe and economical way for all items of the work keeping in view the latest international codes / standards and practices and the requirements of the client.

11. SCHEDULE OF SUBMISSION OF DOCUMENTS:

1	Design & Project Management Report	6 Copies	Within 03 Months after award of Consultancy Contract
2	Monthly Progress Reports	6 Copies	Every month up to 10 th day of every month
3	Quarterly reports	6 Copies	Every quarter up to 15 th day of every quarter
4	Projects Completion Report	6 Copies	Within 15 days after taking over of the completed works.
5	Third Party Monitoring report of Grievance Redress mechanism (if	6 Copies	Within 15 days after taking over of the completed works.



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12. PROFESSIONAL LIABILITY FOR DESIGN AND RESIDENT CONSULTANT AS PER PPRA RULES:

Professional liability as it stands in the prevalent conduct and practice of Consulting Engineers prescribed by PEC and provision mentioned in Rule 54 of Punjab Procurement Rules 2014 issued by the Punjab Procurement Regulatory Authority.

- The professional selected and awarded a contract shall be liable for consequence of errors and omissions on the part of consultant.
- The extent of liability of the consultant shall form part of the contract and such liability shall not be less than remuneration nor shall it be more than twice the remuneration.
- The procuring agency may demand insurance on part of the consultant to cover the liability of the consultant and necessary costs shall be borne by the consultant.
- The consultant shall be held liable for all losses or damages suffered by the procuring agency on account of any misconduct by the consultant in performing the consulting services.

13. INTELLECTUAL PROPERTY RIGHTS AS PER PPRA RULE 52:-

- All documents, reports, designs and all deliverables prepared by the Consultant shall become and remain in the property of the executing agency.
- Any restrictions future use of these documents and software by the consultant shall be specified in the conditions of the contract.

14. PAYMENT TO THE CONSULTANT:

Payment to the Consultant shall be comprised of two parts that is Design Fee and the Resident Supervision Fee.

- The Design Fee of the project shall be lump sum amount against the design works elaborated in the scope of work section as detailed in the financial proposal and approved by WCLA & PTEGP.
- Resident Supervision Fee will be charged on the man-months schedule submitted by the Consultant and approved by the Client. This will allow adjustment of the



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resource deployment during the execution as per the need of the project without involving superfluous expense.

- Income Tax / any other Tax shall be deducted from each running bill as per rate prescribed / applicable as per relevant laws of Federal Provincial and District Governments.

The Consultant shall be paid on the basis of satisfactory performance of the scope of Resident Supervision work and services, 10% of running bill payment shall be withheld by the executing agency as retention money, which shall be released after expiry of the maintenance period of the work contract and finalization of accounts of contractor.

Selection Method

Consultant will be selected in accordance with Selection Based on Consultants Qualification method in accordance with paragraph 3.7 of “Selection and Employment of Consultants under IBRD Loans and IDA Credits & Grants by World Bank Borrowers January 2011 (revised July 2014).