



GOVERNMENT OF BERMUDA
Ministry of Public Works and Environment

Annex B – Scope of Services

Engineering and Project Management Services

1. Introduction

The Government of Bermuda, through the Ministry of Public Works and Environment, is seeking to engage qualified and experienced professional services firms to provide ongoing Engineering and Project Management support.

The Ministry is responsible for the planning, development, maintenance, and delivery of critical national infrastructure, including transportation networks, drainage systems, and coastal assets as well as the management, development, and maintenance of buildings, parks, beaches, public lands and associated facilities.

Due to increasing project demands and limited internal capacity, external consultants are required to supplement existing resources and ensure the effective and timely delivery of projects and programmes.

2. Objective

The objective of this engagement is to establish a contractual arrangement with one or more professional services firms to provide multidisciplinary support across project management, engineering, cost control, and advisory services (herein referred to as consultants). The appointed firm(s) will act as an extension of the Ministry's various Department's internal teams, supporting the delivery of multiple concurrent projects.

Works and Infrastructure Programme

Professional Support Description		
Role	Experience	Minimum Manpower Requirements
Senior Structural Engineer	Licensed Professional Engineer with at least 20 years of engineering experience, emphasising design and project management	1
Structural Engineer	Licensed Professional Engineer with at least 10 years of engineering experience, emphasising design and project management	3
Structural Engineering Technologist / Technician	Must have a minimum of 3 years overall experience, post-qualification Apprenticeship/college certificate or equivalent in engineering with experience including design and project management, supervision construction sites and financial control	1
Senior Electrical Engineer	Licensed Professional Engineer with at least 20 years of engineering experience, emphasising design and project management	1
Electrical Engineer	Licensed Professional Engineer with at least 10 years of engineering experience, emphasising design and project management	2
Electrical Engineering Technologist / Technician	Must have a minimum of 3 years overall experience, post-qualification Apprenticeship/college certificate or equivalent in engineering with experience including design and project management, supervision construction sites and financial control	1
Quantity Surveyor	Licensed Professional, 10 years of post-qualification experience	1



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Senior Project Manager	20 years of broad project experience with a clear progression in project size, complexity and a proven track record of producing excellent results.	1
Project Manager	10 years of project experience with a clear progression in project size, complexity and a proven track record of producing excellent results.	2
Project Coordinator	5 years of project experience with a clear progression in project size, complexity and a proven track record of producing excellent results.	2

Lands and Buildings Programme

Professional Support Description		
Role	Experience	Minimum Manpower Requirements
Senior Architect	Licensed Professional with at least 20 years post qualification experience emphasising design and project management	1
Architect	Licensed Professional with at least 10 years post qualification experience emphasising design and project management	2
Interior Designer	Licensed Professional, 10 years of post-qualification experience	1
Quantity Surveyor	Licensed Professional, 10 years of post-qualification experience	1
Senior Project Manager	20 years of broad project experience with a clear progression in project size, complexity and a proven track record of producing excellent results.	1
Project Manager	10 years of project experience with a clear progression in project size, complexity and a proven track record of producing excellent results.	3
Project Accountant	Qualified accountant (ACCA, CPA, CA or equivalent) with at least 10 years' experience in public-sector capital projects, strong control of budgets and contracts, and a proven ability to provide independent, decision-ready financial advice to senior leadership.	1



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1. General Provisions

- 1.1. The service to be provided is one of technical resource support to the Ministry of Public Works and Environment.
- 1.2. The level of support will be predicated on the resource levels within the Ministry. The scope of services will be detailed in individual service packages related to specific projects.
- 1.3. An estimate of the cost of these services for each package will be provided by the Consultant and agreed with the Ministry prior to the commencement of work. The agreed estimate of cost will form the budget for those services.
- 1.4. Assignments more than seven (7) hours and less than thirty-five (35) hours duration will be paid at the daily rate and pro-rated at the daily rate for hours less than a full day's duration.
- 1.5. Assignments more than thirty-five (35) hours and less than one hundred and forty (140) hours continuous duration will be paid at the weekly rate and pro-rated at the weekly rate for hours less than a full week's duration.
- 1.6. Assignments more than one hundred and forty (140) continuous duration will be paid at the monthly rate for each one hundred and forty (140) continuous hours worked and at the weekly rate and weekly pro-rated rates for hours less than a full month's duration.
- 1.7. Depending on the workload, the commitment may become notionally full-time, averaging thirty-five (35) person-hours per week, for a total of approximately one hundred and forty (140) person-hours per calendar month. The ability to meet this demand will be an advantage.

2. Service Package Deliverables

The items below provide a comprehensive illustration of the possible duties required of the Consultant.

- 2.1. Design and Preparation of Tender Documents
 - 2.1.1. Produces preliminary sketches and designs in consultation with Ministry departments.



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- 2.1.2. Obtains approvals as necessary from the Planning Department
- 2.1.3. Produces design and working drawings
- 2.1.4. Prepares detailed designs that may include dealing with all disciplines (mechanical, electrical, structural engineering, etc.) to ensure design elements' coordination and compatibility.
- 2.1.5. Produces specifications and sets standards for drawings and contract documents.
- 2.1.6. Ensures designs comply with local and international codes of practice and standards
- 2.1.7. Checks drawings and calculations to ensure design adequacy.
- 2.1.8. Prepare tender documents in accordance with the Government Templates, guidelines and recommendations.
- 2.1.9. Responds to tender queries and communicates addenda to bidders
- 2.1.10. Prepares bills of quantities and tender documents and then places tenders and advice on acceptance upon return.
- 2.1.11. Assists in the evaluation of tenders and the production of cabinet award recommendations and draft cabinet memoranda for cabinet approval.

2.2. Project Management

- 2.2.1. Manages site supervision daily. Monitors the work of contractors.
- 2.2.2. Carries out performance tests on completion of contract to ensure compliance with specifications.
- 2.2.3. Ensure that projects are constructed to specification, on time, and within financial constraints.
- 2.2.4. Prepares for approval interim and final payments, as well as variation and change orders.
- 2.2.5. Supervises the satisfactory completion of projects and correction of defects before producing for approval of final payment.



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- 2.2.6. Completes consultations and correspondence with contractors, public utilities, and other departments as required.
- 2.2.7. Holds regular project meetings with the contractor and records minutes
- 2.3. Investigations and Feasibility Studies
 - 2.3.1. Completes site inspections, surveying, and information gathering for preliminary investigation work.
 - 2.3.2. Completes alternative engineering solutions through economic analysis and feasibility studies. Provides scheme options with estimated costs for relevant committees and Client.
- 2.4. Administration
 - 2.4.1. Consults with all organisations and Government bodies that may be affected by any proposed works
 - 2.4.2. Orders materials and ensures delivery to match the construction programme.
 - 2.4.3. Supervises consultants undertaking specialist activities on behalf of the Structural Section.
 - 2.4.4.
 - 2.4.5. Prepare monthly reports for the Ministry on the status of all projects.
 - 2.4.6. Provide project cost estimates to the Ministry or designate for annual budgeting purposes.
 - 2.4.7. oversees the work of and/or mentoring junior/trainee civil engineers within the section working on the same or parallel capital works projects ;
- 2.5. Sister Agencies Consultation
 - 2.5.1. Reviews planning submissions for code compliance, design suitability, verify design calculations and criteria, and provides comments, feedback, and professional advice.
 - 2.5.2. Consults with other Government sections that may be affected by any proposed work.
- 2.6. Service Package Submittals
 - 2.6.1. The Consultant shall develop and maintain a system for documenting the records of events and attendance and submit reports to the Ministry on a monthly basis. The Ministry may require additional information that the



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Consultant would normally be expected to compile as complete documentation of the service.

- 2.6.2. The reports shall be submitted to the Ministry each month and shall be used as a basis for payment when invoices are received. Any reports and drawings prepared during the term of this contract shall become the property of the Bermuda Government
- 2.6.3. The following details are the minimum required by the Ministry and shall be contained in the Monthly Report:
- 2.6.4. Details of attendance, including time and services rendered
- 2.6.5. Summary of work carried out that month and hours allocated to each task.
- 2.6.6. Progress report on each task showing the percentage of completion.
- 2.6.7. Any supporting documentation
- 2.6.8. The Consultant shall maintain all records and reports as required by law.
- 2.6.9. Invoices for the work shall be addressed to the Ministry and must include the Purchase Order Number (s) associated with the projects managed under this contract. The reports and invoices must be submitted promptly via email to the Ministry.

2.7. Special Considerations

- 2.7.1. The Ministry may require the Consultant to procure specialist engineering services and/or additional resources from a third party if the Consultant does not have sufficient resources to provide the necessary services.
- 2.7.2. If the Ministry requires such services, the Consultant shall procure these services competitively and demonstrate this in accordance with the Government's procurement regulations: MPW PFA and the Code of Practice for Project Management and Procurement.
- 2.7.3. Any such services shall be provided under the same terms and conditions as this contract or under a written sub-consultant agreement agreed upon with the Ministry.

2.8. Property Rights



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- 2.8.1. The Ministry shall retain all property rights, including copyrights, patents, and registered trademarks, related to or derived from the work carried out under this contract.