Terms of Reference

**Design Audit of project documentation and designs for reconstruction and/or upgrade of the facilities and infrastructure at the Border Crossing Points (BCPs) Deve Bair and Kjafasan.**

**Ref.no. WBTTFP-8929-MK-121-1A-CS-CQS**

February 2022

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# BACKGROUND

The assignment is part of the Multiphase Programmatic Approach for Trade and Transport Facilitation (TTF) covering in the first phase Serbia, Albania and North Macedonia, supporting a combination of investments, technical assistance and regulatory and institutional reforms. The Trade and Transport Facilitation Project (the Project) aims to support Western Balkans governments to promote deeper economic integration, within the region and the EU by assisting with the implementation of goods, enhancing transport efficiency and predictability and enhancing market access for trade in services and investment. The objective of the Project is to reduce trade costs and increase transport efficiency in the Borrower (Serbia, Albania and North Macedonia), to facilitate and enhance the access to and exchange of cross border data and information among various government agencies and among the government and the business community.

More specifically, the Project shall provide conditions to facilitate cross-border movement of goods, through submission of import/export/transit data only once and on one place and for more efficient coordination of all cross-border controls and inspections as well as shall improve the road border crossing facilities and infrastructure in the selected trade corridors, the Border Crossing Point (BCP) at Kjafasan with Republic of Albania and the Border Crossing Point (BCP) at Deve Bair with Republic of Bulgaria.

Border Crossing Point (BCP) at Kjafasan and the Border Crossing Point (BCP) at Deve Bair, located along the Pan-European Corridor VIII, are strategically important Border Crossings for the Country. The specific transport sector objective is upgrading and modernization of the BCPs infrastructure leading to completion and efficient and safe operations of regional Pan-European Corridor VIII linked to the Pan European Corridors. The two BCPs are strategically categorized of first category where the following institutions are regularly carrying out their duties: Customs Administration, the Border Police, the Agency for Food and Veterinary, and the Border Phytosanitary Inspection of the Ministry of Agriculture, Forestry and Water Management.

**1.1. Description of the current state of affairs**

* **Border Crossing Point (BCP) at Deve Bair**

The existing BCP at Deve Bair is located in the area called Ravna Niva KO Uzem at a distance of 22 km from the city of Kriva Palanka, covers a total area of 101,935 m2, determined by several cadastral parcels (Official Gazette of Republic of Macedonia No.9.03-1997 page 625) located in the eastern part of the Country in the direction Republic of North Macedonia at the west side and Republic of Bulgaria at the east side. It is one of the oldest built border crossings in the Republic of North Macedonia and consists of the following facilities:

* Administrative building for customs and police
* Vehicle inspection facility
* Аncillary facilities (insurance companies, shipping, etc.)
* Public toilets
* Vehicle weighing scale
* Vehicle weighing scale control booth Customs and police control booths
* 4 + 4 traffic lanes at the entrance and exit of the Republic of North Macedonia

Later nineties of the last century, a customs terminal was additionally built with the following facilities:

* Parking space for about 50 TMV
* Vehicle weighing scale
* Vehicle weighing scale control booth Warehouse for customs inspection and storage of goods
* Public toilet
* Facilities for customs services
* Shipping facilities
* Wastewater treatment plant

Given the fact that in the past 30 years no investment has been made in the border crossing infrastructure, as well as the significant increase in the flow of goods and passengers through the border crossing, there is an inevitable need for significant reconstruction of the existing and construction of new infrastructure and facilities that will improve the working conditions of the administration at the BCP Deve Bair.

* **Border Crossing Point (BCP) at Kjafasan**

The existing BCP at Kjafasan was built in the area called Lokov KO Radozda at a distance of 13 km from the city of Struga, covers a total area of 94,838 m2 and determined with several cadastral parcels (Official Gazette of Republic of Macedonia No.9.03-1997 page 625) located at the north side towards the Republic of North Macedonia and south towards the Republic of Albania.

The Decision of the Government of the Republic of Macedonia No. 23-1930 / 1 of 29.07.1994 determined the location for construction and formation of BCP Kjafasan with the following facilities:

* Police and Customs administration building
* Facilities for customs and inspection services
* Facilities for forwarding agencies (customs agents)
* Ancillary facilities
* Duty Free Shops facilities (the old building to be demolished)
* Traffic lanes with parking areas
* Dezo-barrier, open channel and vehicle inspection facility

At the BCP Kjafasan, the following facilities are currently being built:

* Police and Customs administration building with built canopies at entrance and exit of the country
* 4 Customs and Police control booths with ramps
* closed space with vehicle inspection channel
* room for telecommunication equipment
* public sanitary units and an auxiliary room with built canopy
* freight vehicle weighing scale with vehicle weighing scale control booth at the entrance of the Republic of North Macedonia with a canopy
* freight vehicle weighing scale with vehicle weighing scale control booth at exit from the Republic of North Macedonia
* a common facility for generator and heating station, substation, pump technical water with a well and part of the sewerage infrastructure.

Furthermore, there are two other facilities at the border crossing, one administered by the Ministry of Defense and an Old Free Shop (ruined building that should be demolished) built on KP 2720, state owned land transferred to the Ministry of Interior with temporary right for use.

Under EU- IPA program, construction of a new customs terminal started at the end of November 2017 till end of February 2019 when the construction activities were completed with the following facilities built:

* Parking lot for 30 freight motor vehicles with all necessary access roads and automatic entry and exit ramps
* Checkpoint with freight motor vehicle weighting scale and two control booths with a canopy
* Customs facility - new administrative building
* Ancillary facilities Public Toilets
* Detailed customs control facility with two inspection ramps, channel for detailed inspection of freight motor vehicles and warehouse and
* Wastewater and stormwater treatment plant. (In this context, it should be noted that during the construction of the wastewater treatment plant, the previously constructed sewerage and atmospheric network was treated in it.)

Given the fact that for both BCPs – Deve Bair and Kjafasan, the increase in the flow of goods and passengers through the border crossing is significant, there is an inevitable need for reconstruction of the existing and construction of new infrastructure and facilities that will improve the working conditions at the BCPs Deve Bair and Kjafasan.

Due to this, under WBTTF Project, activity for “Review of the physical conditions of the Border Crossing Points (BCPs) Deve Bair and Kjafasan, and preparation of technical documentation – designs for reconstruction and/or upgrade of the facilities and infrastructure” is included and procurement procedure for selection of Consultant for perform of the assignment is realized. The Contract for Consulting services is signed with selected Consultant and assignment is started.

# OBJECTIVES OF THE ASSIGNMENT

General objective of this assignment is providing Consulting services for “Design Audit of urban planning documentation and designs for reconstruction and/or upgrade of the facilities and infrastructure at the Border Crossing Points (BCPs) Deve Bair and Kjafasan.

The preparation of planning documentation and Designs for both BCPs is ongoing and will be realized thru separate Contract for Consulting services.

The Design Audit of subject planning documentation and Designs will be performed under this assignment.

The specific objectives of the assignment are divided into two (2) Tasks:

* **The objectives of the Task 1 are:**

- Sub - Task 1.1

Design Audit of Urban Planning Documentation (UPD), for reconstruction/rehabilitation/upgrade of the border crossing facilities and infrastructure at the BCP Deve Bair.

- Sub - Task 1.2

Design Audit of Detailed Designs (DD) with Technical Specifications (TS) and Bill of Quantities (B&Q), for civil works for reconstruction/rehabilitation/upgrade of the border crossing facilities and infrastructure at the BCP Deve Bair.

Under Task 1 the following is required: Preparation of Design Audit for Urban Planning Documentation as well as Projects Designs related to the improvement of the (BCP)Deve Bair, which are foreseen for the following activities: a) Improvements of the administrative building b) Extension of the border passage at the entrance in North Macedonia with the construction of a one-way carriageway that would be used exclusively for cargo vehicles; c) Improvements of the access road to the customs terminal of the entry of North Macedonia in order to be able to use it in winter; d) Improvements of the asphalt surfaces on the border line and of the border area; e) Installation of weigh bridge for trucks; f) Improvement of signage and pavement markings upstream and downstream.

* **The objectives of the Task 2 are:**

- Sub - Task 2.1

Design Audit (Review) of Urban Planning Documentation (UPD), for reconstruction/rehabilitation/upgrade of the border crossing facilities and infrastructure at the BCP Kjafasan.

- Sub - Task 2.2

Design Audit (Review) of Detailed Designs (DD), Technical Specifications (TS) and Bill of Quantities (B&Q), for civil works for reconstruction/rehabilitation/upgrade of the border crossing facilities and infrastructure at the BCP Kjafasan.

Under Task 2 the following is required: Preparation of Design Audit for Urban Planning Documentation as well as Projects Designs related to the improvement of the (BCP)Kjafasan, which are foreseen for the following activities: a) Installation of weigh bridge in other lanes; b) Installation of booths for Customs to streamline processes; c) Alignment of legal framework to mutually recognize certificates; d) Installation of an expanded truck parking facility (herringbone configuration) with at least another 20 spaces to improve traffic circulation; e) Change of truck flow by moving all import and export trucks to an inland clearance depot (ICD); f) Installation of an extra weight scale for the BCP.

# SCOPE OF SERVICES AND REQUIREMENTS

# Period of implementation of services is 110 calendar days from the start of the assignment. The expected start of the assignment is June 2022.

The selected procurement method of the service will be Consultant Qualification Selection (CQS) - Open National procedure, in accordance with the World Bank’s “Procurement Regulations for IPF Borrowers” dated July 2016, revised November 2017 and August 2018 (“Procurement Regulations”).

Following the procurement procedure for CQS method, the Client will publish a Request for Expression of Interest (REoI). From the Consultant firms that will submit an Expression of Interest (EoI), the Client will select the firm with the best qualifications and relevant experience as a first ranked firm and will invite the firm to submit its combined technical and financial Proposal as a subject for contract negotiations. Qualifications of the Key staff (CVs including their qualifications) are not part of the selection process, but will be subject of contract negotiations with the first ranked firm. At that stage, the first ranked firm/JV should make sure the proposed key staff fulfills the qualification requirements set forth in the TOR for respective key staff positions. The CVs of the Key staff will be submitted only by the first ranked firm/JV during contract negotiations.

3.1 Scope of Services

**Task 1 – Design Audit of Urban Planning Documentation, Detailed Designs including Technical Specifications and BoQs for civil works for reconstruction/rehabilitation/upgrade of the border crossing facilities and infrastructure at the Border Crossing Point (BCP) Deve Bair.**

The Consultant shall prepare Design Audit (Reports) forUrban Planning Documentation and Project Designs including Technical Specifications and Bill of Quantities and other relevant documents and Elaborates for civil works for reconstruction/rehabilitation/upgrade of the border crossing facilities and infrastructure at the BCP Deve Bair that are needed for the next activities:

* Complete reconstruction of the building used by the customs administration and the police administration
* Complete reconstruction and upgrade of administration facility on the customs terminal.
* Reconstruction of the sanitary facility
* Complete reconstruction and expansion of roof shelter at the entry and exit from the Republic of North Macedonia.
* Design and construction of two additional lanes on entry into the Republic of North Macedonia.
* Complete reconstruction of the asphalt surfaces of the border crossing point and the border area with marking new vertical, horizontal and light signalization
* Complete reconstruction of the access road to the customs terminal with technical solution which will allow the use of the Customs Terminal in winter. (The access road has a with very steep slope which is a huge problem for access to the terminal in snow conditions)
* Reconstruction or construction of a new wastewater treatment plant at the existing location which will accept all atmospheric and waste waters from the border crossing and customs terminal.
* Reconstruction of the overall lighting of the border crossing and customs terminal.
* Construction of a well for water supply and its connection to the existing water supply system at the border crossing point (or other solution).

**Task 2 – Design Audit of Urban Planning Documentation, Detailed Designs including Technical Specifications and BoQs for civil works for reconstruction/rehabilitation/upgrade of the border crossing facilities and infrastructure at the Border Crossing Point (BCP) Kjafasan.**

The Consultant shall prepare Design Audit (Reports) for Urban Planning Documentation and Project Designs including Technical Specifications and Bill of Quantities and other relevant documents and Elaborates for civil works for reconstruction/rehabilitation/upgrade of the border crossing facilities and infrastructure at the BCP Kjafasan that are needed for the next activities:

* Design and construction of additional lane (HWV) at the exit from the Republic of North Macedonia.
* Detailed Design for construction of 6-th lane (HWV) on entry into the Republic of North Macedonia and installing additional weight bridge;
* New traffic solution for entry and exit to the customs terminal so that they could be used as import and export.
* Expanding the capacity of the terminal with additional parking spaces for FMV;
* Construction of an additional floor with slanting roofs on existing buildings 3 and 4 which are currently covered by a flat terrace;
* Additional control houses to join the Republic of North Macedonia to the smooth functioning of the newly envisaged One Stop Shop;
* Traffic solution for the existing parking space for the Administrative Building;
* Additional parking for 20 passenger cars, 42 taxis and buses;
* Location for storing crushed stone, salt and equipment to be used for winter maintenance in order to provide smooth operations of the terminal and the border crossing;
* Considering the possibility of utilizing the parcels 2573.2572 and 2571 with a new purpose or content.
  1. Requirements

**Consultant should perform services and comply with:**

* Requirements from this Terms of Reference.
* National laws, regulations and quality norms in connection with this type of service valid at the time of conducting this assignment.
* Best practice for this type of service.
* To cooperate with CARNM / Client.
* To cooperate with the Consultant responsible for the project Designs.
* To perform Design Audit of all prepared documents before to be submitted either to the respective Institutions and CARNM / Client.
* To Review the list of the necessary documentation that will be prepared and implemented through the institutions until obtaining a building permit.
* To Review the division of tasks among the various designers/experts involved in the Project execution and assess their coordination of activities.
* To provide early interaction and cooperation with the Consultant following best established practices with maximum flexibility and well intention to cooperation for the benefit of the project.
* Timely review and submit the remarks of the designs and project documentation and to inform the CRNM and Client, as well as the Consultant responsible for the designs and project documentation.

**Reporting requirements:**

The Consultant shall submit the following reports during his assignment:

* Inception Report
* Design Audit Reports for Task 1 and Task 2
* Final report
* **Reports related to Task 1:**

- Reports related to Sub-Task 1.1

Design Audit Reports of Urban Planning Documentation (UPD), for reconstruction/rehabilitation/upgrade of the border crossing facilities and infrastructure at the BCP Deve Bair.

- Reports related to Sub-Task 1.2

Design Audit Reports of Detailed Designs (DD) with included Technical Specifications (TS) and Bill of Quantities (B&Q) for civil works for reconstruction/rehabilitation/upgrade of the border crossing facilities and infrastructure at the BCP Deve Bair

* **Reports related to Component 2:**

- Report related to Sub-component 2.1

Design Audit Reports of Urban Planning Documentation (UPD), for reconstruction/rehabilitation/upgrade of the border crossing facilities and infrastructure at the BCP Kjafasan

- Reports related to Sub-component 2.2

Design Audit Reports of Detailed Designs (DD) with Technical Specifications (TS) and Bill of Quantities (B&Q), for civil works for reconstruction/rehabilitation/upgrade of the border crossing facilities and infrastructure at the BCP Kjafasan.

* **Final report.**

The Final Report shall comprise:

- Description of performance of the assigmemt in all stages, including conclusions and recomendations of the Consultant, as well as all outputs/documentation produced within project implementation.

**3.3 Time schedule for submission of deliverables/reports and payment schedule**

|  |  |  |  |
| --- | --- | --- | --- |
| **Reports** | | **Deadline for submission** | |
| **Draft** | **Payment** |
| Inception report | | within **20** days from the start of the assignment | **20%** of Contract price upon approval of the Report by the Client |
| Reports related to Task 1 | Sub-Task 1.1  Design Audit Report for Urban Planning Documentation (UPD), for reconstruction/ rehabilitation/upgrade of the border crossing facilities and infrastructure at the BCP Deve Bair. | within **50** days from the start of the assignment | **15%** of Contract price upon approval of the Reports by the Client |
| Reports related to Task 2 | Sub-Task 2.1  Design Audit Report for Urban Planning Documentation (UPD), for reconstruction/ rehabilitation/upgrade of the border crossing facilities and infrastructure at the BCP Kjafasan. | within **50** days from the start of the assignment | **15%** of Contract price upon approval of the Reports by the Client |
| Reports related to Task 1 | Sub-Task 1.2  Design Audit Reports for Detailed Designs (DD) with Technical Specifications (TS) and Bill of Quantities (B&Q), for civil works for reconstruction/ rehabilitation/upgrade of the border crossing facilities and infrastructure at the BCP Deve Bair | within **80** days from the start of the assignment | **20%** of Contract price upon approval of the Reports by the Client |
| Reports related to Task 2 | Sub-Task 2.2  Design Audit Reports for Detailed Designs (DD) with Technical Specifications (TS) and Bill of Quantities (B&Q), for civil works for reconstruction/ rehabilitation/upgrade of the border crossing facilities and infrastructure at the BCP Kjafasan. | within **80** days from the start of the assignment | **20%** of Contract price upon approval of the Reports by the Client |
| Final report | | within **95** days from the start of the assignment | 10% of Contract price upon approval of the Report by the Client |

All reports shall be prepared in English and in Macedonian language. Draft reports shall be submitted to the Client at least 7 days before deadline for submission of final versions stated in time –table (item 3.3). The Client should submit comments within 5 days after receipt of draft versions of reports. Final versions of the reports shall be submitted to the Client within 5 days after receipt of the Client's comments on the draft versions in two types: four (4) hard copies, two (2) in Macedonian and two (2) in English language. The Report shall also be submitted to the Client in electronic form, two (2) CDs in Macedonian and two (2) CDs in English. The Reports shall be deemed accepted if approved by the Client in writing.

The prepared Audit Report for every design shall be submitted in two types: electronic version (English and Macedonian language, simultaneously) in PDF, docx and xlsx file formats and four (4) Audit Reports in hard copy for every design phase in both English and Macedonian language, simultaneously. The prepared documentation and all listed outputs from Task 1 and Task 2 shall be submitted to the Client within the deadline defined in the time – table (item 3.3).

* **Inception Report**

Inception Report will include for both BCPs Deve Bair and Kjafasan, a short work plan of the assignment that will present the initial and/or revised schedule of experts’ engagement, plan of project activities and time - table of delivery of outputs for the whole duration of the project.

* **Design Audit Reports**

- Title and data (technical number, consultants name, date, etc.) of the design on which Design Audit (Report) is performed.

- List with attachments from design documentation which is submitted for Design Audit (review).

- Confirmation that the urban planning documentation or designs have been prepared in accordance with the laws, regulations and standards and norms that regulate the field.

- Confirmation that the designs are in accordance with the plans from a higher level of planning (for urban planning documentation)

- Report on the justification of the proposed urban planning documentation or design from the aspect of achieving the goals and principles of the laws.

- Report on the justification of the proposed urban planning documentation or design from the aspect of achieving the program goals and requirements of the planning program.

- Assessment of the reality and feasibility of the proposed urban planning documentation or design.

- Indications of deficiencies that need to be corrected and eliminated.

- Indications and expert recommendations for alternative solution of certain problems that can be for improvement of the solutions proposed by the developer of the design.

* **Final Report**

Final Report shall cover whole project. The Final Report shall include:

* A complete overview of all activities implemented during the project.
* All outputs and a copy of all documentation produced within project implementation, including a critical analysis for any major problems that may have arisen during the performance of the Contract, with recommendations regarding resolving similar problems in the future and proposals for future actions

For the purposes of monitoring of the progress of project implementation, regular meetings will be held between representatives of the Client, the PIU, the CARNM and the Consultant.

* **Deliverables/outputs related to Task 1**

**Design Audit Report for Urban Planning Documentation (UPD) and Design Audit Report for Detailed Designs (DD) with included Technical Specifications (TS) and Bill of Quantities (B&Q) for civil works for reconstruction/rehabilitation/upgrade of the border crossing facilities and infrastructure at the BCP Deve Bair.**

The Consultant is required to prepare the necessary Design Audit Reports according to the applicable national legislation for the construction works including preparation of Design Audit Reports for compilation of Urban Planning Documentation (UPD), Detailed Designs (DD) with Technical Specifications (TS) and Bill of Quantities (B&Q) related Works Contract at the BCP Deve Bair.

The output should be structured as follows:

(1) Design Audit Report for Urban Planning Documentation (UPD),

(2) Design Audit Reports for Detailed Designs (DD) with Technical Specifications (TS) and Bill of Quantities (B&Q) for reconstruction/rehabilitation/upgrade of the border crossing facilities and infrastructure at the BCP Deve Bair, and all the required Design Audit Reports needed for implementation through the respective institutions for obtaining all necessary permits according to national legislation.

* The Consultant is obliged to prepare all the Design Audit Reports, required for applying for a Construction Permit or Urban Permit in accordance with the positive legislation in the Republic of North Macedonia.
* The Consultant shall organize a presentation of the reviewed designs, including the calculations of the estimated cost of all items of works in which the Client and the CARNM will be thoroughly familiar with the proposed project design solutions and the financial cost framework of the project.
* The Design Audit Reports to be included for all phases that will be part of the tender dossier for contractor selection and must be prepared in accordance with the positive legislation in the Republic of North Macedonia.

Design Audit Review will be needed for the following stages (design phases) organized in separate books:

* Architecture and landscape
* Technical Specification for execution of the Works
* Drawings for execution of the Works
* Bill of Quantities
* Civil works (static[structural] and seismic)
* Civil works (infrastructure, drainage and dewatering)
* Mechanical works (pumps etc)
* Electro-technical Design (low-voltage and high-voltage) (basic street lighting)
* Hydro-technical Design (drainage of atmospheric water to the end recipient)
* Information and communications technology Design
* Traffic Project (in and out of zone)
* Тhermotechnics project (HVAC)
* Fire, Explosion and Hazardous Materials Protection elaborate ( buildings + parcel as a whole)
* Environmental Impact Assessment Elaborate
* Energy Efficiency Elaborate
* Occupational Safety and Health Elaborate
* Geo-mechanical Elaborate with laboratory tests
* Water and Sanitation Project
* Other required Design Audit Reports according to the national legislation.
* **Deliverables/outputs related to Task 2**

**Design Audit Report for Urban Planning Documentation (UPD) and Design Audit Report for Detailed Designs (DD) with included Technical Specifications (TS) and Bill of Quantities (B&Q) for civil works for reconstruction/rehabilitation/upgrade of the border crossing facilities and infrastructure at the BCP Kjafasan:**

The Consultant is required to prepare the necessary Design Audit Reports according to the applicable national legislation for the construction works including preparation of Design Audit Reports for compilation of Urban Planning Documentation (UPD), Detailed Designs (DD) with Technical Specifications (TS) and Bill of Quantities (B&Q) related Works Contract at the BCP Deve Bair.

The output should be structured as follows:

(1) Design Audit Report for Urban Planning Documentation (UPD), (2) Design Audit Reports for Detailed Designs (DD) with Technical Specifications (TS) and Bill of Quantities (B&Q) for reconstruction/rehabilitation/upgrade of the border crossing facilities and infrastructure at the BCP Kjafasan, and all the required Design Audit Reports needed for implementation through the respective institutions for obtaining all necessary permits according to national legislation.

* The Consultant is obliged to prepare all the Design Audit Reports, required for applying for a Construction Permit or Urban Permit in accordance with the positive legislation in the Republic of North Macedonia.
* The Consultant shall organize a presentation of the reviewed designs, including the calculations of the estimated cost of all items of works in which the Client and the CARNM will be thoroughly familiar with the proposed project design solutions and the financial cost framework of the project.
* The Design Audit Reports to be included for all phases that will be part of the tender dossier for contractor selection and must be prepared in accordance with the positive legislation in the Republic of North Macedonia.

Design Audit Reports will be needed for the following stages (design phases) organized in separate books:

* Architecture and landscape
* Technical Specification for execution of the Works
* Drawings for execution of the Works
* Bill of Quantities
* Civil works (static[structural] and seismic)
* Civil works (infrastructure, drainage and dewatering)
* Mechanical works (pumps etc)
* Electro-technical Design (low-voltage and high-voltage) (basic street lighting)
* Hydro-technical Design (drainage of atmospheric water to the end recipient)
* Information and communications technology Design
* Traffic Project (in and out of zone)
* Тhermotechnics project (HVAC)
* Fire, Explosion and Hazardous Materials Protection elaborate ( buildings + parcel as a whole)
* Environmental Impact Assessment Elaborate
* Energy Efficiency Elaborate
* Occupational Safety and Health Elaborate
* Geo-mechanical Elaborate with laboratory tests
* Water and Sanitation Project
* Other required Design Audit Reports according to the national legislation.

**Note: The Consultant shall provide services during the design process in terms of incorporation of all the Audit comments and recommendations in the project documentation and designs. Only detailed designs with positive opinion/reports from the Design Audit Consultant can be considered relevant for acceptance by the Client for obtaining the application for building permit/s as required by the national legislation.**

# COMPANY PROFILE AND QUALIFICATION CRITERIA

For the purposes of the assignment a team of experts with relevant experience and qualifications in their subject area as indicted further below will be engaged. The Consultant firm may associate with other Consultant firm (s) in the form of a joint venture or a sub-consultancy to complement their respective areas of expertise, strengthen the technical responsiveness of their proposal, and avail themselves to a broader pool of experts.

The qualification requirements of the Consultant firm are summarized as follows. The Consultant shall be a firm or a group of firms with following qualifications:

* Proven general experience for assignments on providing Consultancy – Design Audit within the past 10 (ten) years
* Proven specific experience in at least three (3) similar**\*** project references successfully completed within the last 10 (ten) years
* Experience in Design Audit of urban planning documentation for road infrastructure projects

The credibility of mentioned **general** experience shall be presented in a list of project references for provided Consultancy – Design Audit within the past 10 (ten) years and accompanied by certificates of orderly fulfillment of the contracts verified by other party from such contracts.

The credibility of mentioned **specific** experience shall be presented with at least of 3 (three) similar nature and scope project references successfully completed within last 10 (ten) years with description of services provided (including information on contract value, contracting entity/client, project location/country, duration, assignment budget, percentage carried out by consultant in case of association of firms or subcontracting and main activities) and accompanied by certificates of orderly fulfilment of the contracts verified by other party from such contracts.

**(\*)** Similar project references include Design Audit for construction and/or reconstruction and/or upgrade and/or rehabilitation of border crossing facilities and infrastructure, or any other administrative and/or office building with correlated infrastructure with size and scope at least equal to the assignment.

The Consultant shall have the organizational capacity (it is expected that the Consultant shall have at least below listed key experts for performing activities under this assignment) and available appropriate skills among staff. The consulting team assembled to implement the project should be composed of experts with strong knowledge as per the below requirements.

**The Consultant Company or Joint Venture should possess the following:**

* License for preparing Design Audit of Design documentation for 1st category (**License A**) issued according to the national legislation of the Republic of North Macedonia. In case of JV, at least the Lead Partner must possess subject License A. Foreign Consultant companies can get more information about confirmation of their Licenses on the following link: **http://mtc.gov.mk/.**
* License for preparing Design Audit for Urban Planning Documentation (**License 0**) issued according to the national legislation of the Republic of North Macedonia. In case of JV, at least one of the Partners must possess subject License A. Foreign Consultant companies can get more information about confirmation of their Licenses on the following link: **http://mtc.gov.mk/.**
* The Consultants team must comprise experts that have appropriate experience and authorization issued according to the national legislation of the Republic of North Macedonia. Foreign experts can get more information about confirmation of their Authorizations on the following link: **http://komoraoai.mk/en/application-foreign-individuals.html.**

# CONSULTANT'S STAFF

The Consultant shall provide adequate staff in terms of expertise and time allocation, as well as the equipment needed to complete the activities required under the scope of work and to finally achieve the objectives of the project in terms of time, costs and quality.

The numbers and person-months for all staff shall be included in the technical proposal and the costs in respect of these personnel are to be included in the financial proposal. The Consultant is encouraged to use local expertise, as appropriate.

The Consultant shall also provide adequate administrative staff (secretary, translators, drivers etc.) needed to support the expert team.

All experts who have a crucial role in implementing the Contract are referred as key experts.

**Key experts**

For performing the services under this ToR, the Consultant will appoint the following Key experts:

1. Team Leader - Architect
2. Civil Engineer
3. Urban Planner
4. Traffic Specialist

|  |  |  |
| --- | --- | --- |
| **Experts** | | **Working Days**  **(months)** |
| **KE** | **Key Experts** |  |
| KE 1 | Team Leader - Architect | 33 days (1.5 month) |
| KE 2 | Civil Engineer | 22 days (1.0 month) |
| KE 3 | Urban Planner | 15 days (0.68 month) |
| KE 4 | Traffic Specialist | 15 days (0.68 month) |
|  | **Total Key Expert working days (months)** | **85 days (3.86 month)** |

Organization of the Consultant´s team is given in the Table 5.1. Team Leader and three (3) Key experts are foreseen to carry out the assignment throughout the life of the Contract. The minimum required qualification and experience of these key experts is presented in Table 5.1.

**Table 5.1. Consultant Team qualification and experience**

| **S.#** | **Expert** | **Qualification and Skills** | **Professional Experience** |
| --- | --- | --- | --- |
| 1 | **KE1**  Team Leader / Architect | University degree:  Bachelor of Architecture  (VII/1 degree)  or  Master of Architecture  (300 EKTS)  and  Authorization A for Design Audit | **General experience:**   * at least ten (10) years of proven professional working experience in the field of architecture/civil engineering;   **Specific experience:**   * at least seven (7) years of proven specific working experience in design audit in the field of architectural design; * at least three (3) assignments for preparation of Audit Reports for Detailed Designs with Technical Specifications and Bill of Quantities for buildings/constructions **of 1st category.**   Language:   * Good command of spoken and written Macedonian language is required; * Good computer skills are required; * Knowledge of English language will be considered an asset; |
| 2 | **KE2**  Deputy Team Leader / Civil Engineer | University degree, Bachelor in Civil Engineering  (VII/1 degree)  or  Master in Civil Engineering  (300 EKTS)  and  Authorization A for Design Audit | **General experience:**   * at least ten (10) years of proven professional working experience in the field of civil engineering;   **Specific experience:**   * at least seven (7) years of proven specific working experience in design audit of project documentation and designs in the field of civil engineering; * at least three (3) assignments for design audit of civil engineering, where at least two (2) assignments in preparing design audit reports as Main Auditor;   Language.   * Good command of spoken and written Macedonian language is required; * Good computer skills are required; * Knowledge of English language will be considered an asset; |
| 3 | **KE3**  Urban Planner | University degree, Bachelor in Urban Planning,  (VII/1 degree)  or  Master in Urban Planning,  (300 EKTS)  and  Authorization 0 for Design Audit | **General experience:**   * at least ten (10) years of proven professional working experience in the field of architecture/urban planning;   **Specific experience:**   * at least seven (7) years of specific working experience in design audit of Urban Planning Documentation; * at least two (2) assignments for design audit of Urban Planning Documentation as Main Auditor;   Language:   * Good command of spoken and written Macedonian language is required; * Good computer skills are required; * Knowledge of English language will be considered an asset; |
| 4 | **KE4**  Traffic Specialist | University degree, Bachelor in traffic/transport engineering  (VII/1 degree)  or  Master in traffic/transport engineering  (300 EKTS)  and  Authorization A for Traffic Design Audit | **General experience:**   * at least ten (10) years of general working experience in traffic engineering;   **Specific experience:**   * at least seven (7) years of specific working experience in audit of traffic designs; * at least two (2) assignments of similar nature and complexity relevant to the role in the assignment.   Language:   * Good command of spoken and written Macedonian language is required; * Good computer skills are required; * Knowledge of English language will be considered an asset; |

In addition to the key staff, the Consultant shall provide a sufficient number of other non – key expert staff with necessary expertise and logistical resources required to perform the assignment promptly. A list of other staff engaged on the contract with description of assignments and responsibilities with periods of engagement shall be a composing element of the Consultant’s Work Program.

The Consultant shall submit for the approval of the Client, the curriculum vitae of key experts along with certified copies of their academic qualifications and professional registration.

The selected Consultant shall provide the Client with a detailed-financial proposal. The estimated budget for the assignment should be justified with a detailed breakdown per activity including daily break, number of working days, reimbursable expenses (travel, per diems, accommodation, local transportation, translation, etc.).

**Non - Key Experts**

CVs for non-key experts are not examined prior to the signature of the Contract and should not be included in technical proposals**.**

The Consultant shall mobilize the experts as required according to the profiles identified in the Organization & Methodology and these Terms of Reference. They must indicate clearly which profile they have so it is clear which fee rate in the budget breakdown will apply. All experts must be independent and free from conflicts of interest in the responsibilities accorded to them.

The mobilization of non-key experts shall be transparent, and shall be based on pre-defined criteria, including professional qualifications, language skills and work experience and shall be subject to approval by the Client.

The number and type of experts to be mobilized will be agreed between the Employer and the Consultant as the need arises. For estimating purposes, a number of individual expert visits and a global number of man-months are to be shown in the proposal and the Consultant should also enter a man-month rate.

The Client's agreement to a proposed expert shall be obtained prior to his/her mobilization based on a curriculum vitae supplied by the Consultant. Experts may only be mobilized upon the written consent of the Client and must provide mission reports prior to their demobilization.

Note that the civil servants and other staff of the public administration, MoTC and municipalities cannot be recruited as experts.

NON-KEY SENIOR EXPERTS

Qualifications and skills

* University degree or equivalent in a disciple relevant to their role in the assignment.

General professional experience:

* Minimum ten (10) years of professional working experience relevant to the assignment is required.

Specific professional experience:

* Minimum seven (7) years of experience relevant to their role in the assignment.
* Experience in minimum three (3) projects of similar nature and complexity relevant to their role in the assignment.

Language

* Good command of spoken and written Macedonian language is required;
* Knowledge of English language will be considered an asset.
* Good computer skills are required.

NON-KEY JUNIOR EXPERTS

Qualifications and skills

* University degree or equivalent in a discipline relevant to their role in the assignment.

General professional experience:

* Minimum five (5) years of professional working experience relevant to the assignment is required.

Specific professional experience:

* Minimum three (3) years of experience relevant to their role in the assignment.
* Experience in minimum two (2) projects of similar nature and complexity relevant to their role in the assignment.

Language

* Good command of spoken and written Macedonian language is required;
* Knowledge of English language will be considered an asset.
* Good computer skills are required.

# LAW AND LANGUAGE

For implementation of contracts under the Project, laws of the Republic of North Macedonia shall apply (unless in case of conflict with provisions of the loan agreements and relevant guidelines in which case provisions of those shall prevail).

Within execution of the Services, the Consultant with comply with all requirements referred to by the loan agreements, project agreements and relevant guidelines, rulebooks and manuals in addition to appliance of relevant domestic regulations.

Official language of the contract is English. However, the Consultant may be requested to maintain certain correspondence with relevant institutions in the Republic of North Macedonia (Ministries, police, local government, public enterprises and similar) in Macedonian language. The Consultant shall be obliged to provide all translations into English and Macedonian respectively.