

**SOCIALIST REPUBLIC OF VIETNAM
MINISTRY OF EDUCATION AND TRAINING**

Loan No: 2750/2751-VIE:

**University of Science and Technology of Hanoi Development
(New Model University) Project**

REQUEST FOR EXPRESSION OF INTEREST

**Package: Project Management and Supervision for Construction
(PMSC)**

Selection Method: Quality - and Cost-Based Selection (QCBS)

Reference: 2750/2751-VIE PMU-USTH-CS-009

Date of issue: April 28th, 2014

**Implementing Unit: Project Management Unit - University of Science and Technology of
Hanoi Development (New Model University) Project**

Section I: Request for Expression of Interest

1. The Government of Vietnam has received loans from the Asian Development Bank (ADB) toward the cost of the University of Science and Technology of Hanoi Development (New Model University) Project, and it intends to apply part of the proceeds of this loan, to payment under the contract for consulting services.
2. The loan provides for the recruitment of an international consulting firm for **Project Management and Supervision for Construction (PMSC)** to provide management and supervision construction of the Project (works of the campus) and to support the PMU-USTH and the UIU in the realization of the project.
3. The Ministry of Education and Training (MOET) is the executive agency (EA), the Client. MOET, the loan recipient has delegated recruiting the PMSC to PMU-USTH pursuant to the *Guidelines on The Use of Consultants by Asian Development Bank and Its Borrowers* (March 2013 as amended from time to time) under a Quality-and Cost-Based Selection (QCBS).
4. A full description of services is detailed in the outline Terms of Reference (TOR) which can be downloaded from the ADB website. The services are expected to be carried out commencing from Q2 2015 and are expected to be completed by end of Q4 2017.
5. For the shortlisting of the PMSC, the EOIs will be evaluated based on i) eligibility; ii) conflict of interest; iii) licensed as a Project Management and Supervision for Construction (consulting) firm; iv) management competence; v) technical competence; vi) and geographical experience.
6. **Requirements for the PMSC Consulting Firm:** minimum requested requirements for the interested consulting firms to be shortlisted (maximum 6) and then to be invited to submit a proposal (RFP):
 - i) The PMSC must be from an ADB's member countries. (Guidelines on The Use of Consultants by Asian Development Bank and Its Borrowers, March 2013 as amended from time to time).
 - ii) The PMSC shall not to be in a situation of Conflict of Interest. (Guidelines on The Use of Consultants by Asian Development Bank and Its Borrowers, March 2013 as amended from time to time).
 - iii) The PMSC shall hold a business license or be accredited as Project Management Supervision for Construction Consulting Firm.
 - iv) The PMSC shall have experience vis-à-vis the TOR's assignment, Project Management and Supervision for the construction of a university campus.
 - v) The PMSC shall have specialization vis-à-vis the sectoral focus of the assignment, consisting of the management and supervision of the construction of four main areas: administration; academics and research; dormitory and student activities; and services and infrastructure for the 6 topics described in point 4 of the TOR.

- vi) The PMSC shall have managed and supervised at least 3 similar civil works projects as Project Management and Supervision for Construction consulting firm of a minimum area of 240.000 m2 each (certified references have to be attached).
 - vii) The PMSC shall be familiar with the procurement procedures, rules and regulations to be used for projects financed by the Asian Development Bank or other Multilateral Development Banks (MDBs).
 - viii) As JV partners, the PMSC shall have managed and supervised at least 3 similar civil works projects as Project Management and Supervision Construction consulting firm of a minimum area of 240.000 m2 each (certified references have to be attached).
 - ix) The PMSC having a country (Vietnam) experience will be an advantage
 - x) The PMSC shall have a regional experience is advantage
 - xi) The PMSC shall have a representative office in Hanoi is advantage
 - xii) The PMSC will be based at Hoa Lac High Tech Park (HTTP) site of the USTH, and has to care of his own offices/facilities.
6. Interested firms should download the form for Expression of Interest (EOI) and TOR from ADB website: <http://csr.aic.org> or submit a letter of request to the address given below. All the EOIs must be submitted through Consulting Services Recruitment Notice (CSRN) website of ADB. The deadline for submission of EOI is on May 30th, 2014.

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Abbreviations

ADB	Asian Development Bank
AEC	Architects and Engineering Consultants
ADCM	Architecture Design and Competition Management
BCC	Buildings Construction Contractor
BDF	Bidding Forms
BOQ	Bill of Quantities
COF	Contract Forms
EA	Executive Agency
ELC	Eligible Countries
EOI	Expression of Interest
ETZ	Education and Training Zone
EXP	Experience Form
GSC	Geology Survey Consultant
GSCD	Geological Survey Consultant for Design
HHTP	Hoa Lac High Tech Park
ICB	International Competitive Bidding
JV	Joint Venture
MCs	Main Contractors
MOET	Ministry of Education and Training
PMU	Project Management Unit
PMU-USTH	Project Management Unit, University of Science and Technology of Hanoi Development (New Model University) Project
PMSC	Project Management and Supervision for Construction (consultant)
QCBS	Quality-and Cost-Based Selection
RFEOI	Request for Expression of Interest
The Client	PMU-USTH and MOET
TOR	Term of Reference
SBD	Standard Bidding Document
STP	Standard Test Penetration
SIC	Services and Infrastructure Contractor
UIU	University Implementing Unit
USTH	University of Science and Technology of Hanoi Development (New Model University) Project
VIE	Socialist Republic of Vietnam

Section II: Outlines of Term of Reference (TOR)
PROJECT MANAGEMENT
And
SUPERVISION FOR CONSTRUCTION (PMSC)
Consulting Firm

I. Background

1. The Ministry of Education and Training (MOET) is implementing the University of Science and Technology of Hanoi Development (New Model University) Project (the Project) with funds from the Asian Development Bank (ADB) and counterpart fund from the Government of Viet Nam. The objective of the Project is to establish the University of Science and Technology of Hanoi (USTH) to become a leading training and research centre at regional and international standards. The total Project cost is estimated at around \$210 million and planned to be implemented from 2012 to 2017.
2. MOET is the Executive Agency (EA). PMU-USTH is the Project Management Unit or Implementing Agency (IA) responsible for implementing Output 3 and relevant activities in Output 4. A University Implementation Unit (UIU) situated at USTH is responsible for implementing Outputs 1 and 2 and participates in the delivery of Output 4.
3. The Project aims to construct the USTH University on an area of 65 hectares within the Education and Training Zone (ETZ) at Hoa Lac High Tech Park (HHTP), Hanoi, Socialist Republic of Vietnam. The project will comprise:
 - i) **Output 1:** An Effective Management and Governance System for the University of Science and Technology of Hanoi Developed and Implemented. Output 1 will assist in the development and implementation of the following: a) rigorous management and governance system; b) capacity building programs for USTH senior managers and governors; c) university management and administrative systems; and d) an office of student services.
 - ii) **Output 2:** Systems to Promote High Quality and Relevance in Academic Programs at the University Of Science and Technology of Hanoi Developed and Implemented. Output 2 will establish and support the operation of a number of centers¹ within the USTH that will promote high quality and relevance in academic programs at the USTH: a) center for teaching and learning experience; b) center of quality assurance; c) center for research support; d) center for industry engagement; and e) center for laboratory management.
 - iii) **Output 3:** Physical Facilities at University of Science and Technology of Hanoi Constructed and Outfitted. Output 3 will support the design, construction, and outfitting of the USTH campus physical facilities at HHTP on a site of around 65 ha to support the university's initial design capacity of 5,000 students. This will include site preparation, design and construction of teaching spaces, research laboratories, dormitories, student leisure facilities, administration buildings, infrastructure, and

¹Centers for: teaching and learning excellence; quality assurance; research support; industry engagement; and laboratories management.

provisions of furniture, fittings, and equipment. Construction will use a design-bid-build approach.

iv) **Output 4.** Effective Project Management and Implementation. Output 4 will support the establishment of systems and staff capacity required for effective project management and implementation. The Ministry of Education and Training (MOET) Executive Agency (EA) set up a project management unit for the Project at ministerial level (PMU-USTH) and a project management unit for the Project at university campus level (UIU) with corresponding tasks and responsibilities for implementing the Project. UIU is responsible for implementing Outputs 1 and 2 and relevant activities in Output 4. The PMU-USTH is responsible for implementing Output 3 and relevant activities in Output 4.

4. The graduate departments of the USTH are: i) Biotechnology - Pharmacology; ii) Materials Sciences – Nanotechnology; iii) Water – Environment – Oceanography; iv) Space and Applications; v) Information and Communication Technology; and vi) Renewable Energy.
5. The construction of the entire campus from a Greenfield site at HHTP is an extremely complex set of activities. It is essential that it is managed in the most efficient manner. The successful establishment and development of USTH will be very strongly dependent on the construction of the new campus being completed on time, within the timeframe of the loan. It is also important to manage the timelines efficiently to minimize price escalation.
6. The PMSC is responsible for the management and supervision of the implementation of Output 3 and relevant activities of Output 4, as described here under

II. Objectives of the Project:

7. Construction of the USTH campus with modern facilities under the standards of International Universities of excellence with full consideration of the conditions and construction standards and regulations of Vietnam.
8. The campus and facilities will be developed with the following main sub-components: i) Design; ii) buildings construction; iii) services and infrastructures construction; iv) dormitory and student activities; and v) equipment procurement and installation.
9. The Client will recruit a firm as Architects Engineering Consultant for: Design, Master planning in 1/500 scale/ Schematic Design, establishing construction investment project and cost estimation.
10. The sub-components of designing and building the new campus and its facilities: address all aspects involved in the physical construction of the USTH, setting up the construction investment project; design (equivalent to detailed design with working drawings and specifications), construction of buildings, facilities and supporting infrastructure (roads, water drainage and supply system, electricity supply...) and landscaping. The campus will consist of four main areas: Zone A: Administration, Zone B: Academics and Research, Zone C: Dormitory and Student Activities, and Zone D: Services and infrastructure.

11. The civil works based on the approved construction investment project will be executed on a design-bid-build approach through two main contracts: Services and Infrastructures Contract (SIC), and Buildings Construction Contract (BCC).
12. Installations of laboratories equipment for the different graduate departments as i) Biotechnology - Pharmacology; ii) Materials Sciences – Nanotechnology; iii) Water – Environment – Oceanography; iv) Space and Applications; v) Information and Communication Technology; and vi) Renewable Energy; will be executed through international competitive bidding procedures.
13. USTH will be developed at different periods:
 - i) **During 2011-2017:** Establishment stage and ADB loan implementation period. The academic part of the project is provided in the premise of Vietnam Academy of Science and Technology (VAST) in Hanoi with student enrolment of 1,000 students. Investment into buildings facilities and landscaping will have a construction scale of approx. 245,000 m2.
 - ii) **During 2018-2020:** Stabilize operation in new campus with student enrolment size of 5,000.
 - iii) **During 2021-2030:** Development and expansion period using resources from Vietnam to new-build civil works and provide more equipment with student enrolment size of 12,000 to 15,000.
14. The management and supervision of the construction of USTH must comply with regulations in managing ODA and ADB funded projects and other related laws of Vietnam like Construction Law, Planning Law, Environment Protection Law, Fire Fighting and Prevention Law...
15. The civil works will be executed under design-bid-build contracts approach. Accordingly MOET will be the Employer. PMSC will oversee the contracts and ensure that the works are undertaken in accordance with i) the provisions of the design-bid-build contracts; ii) the works schedule; iii) within the funds allocated; and iv) international and Vietnamese regulations.

III. Objectives and Scope of Services

Objectives:

16. The PMSC will provide overall project management for construction works, including tendering process, perform services to ensure the project is delivered in time and within the funds available, carry out tasks specified in the "Scope of Services" closely collaborate with and assist the PMU-USTH and MOET to execute and manage the project effectively and legally. The selected firm will provide services including but not limited to the following specific one:
 - (i) Technical expertise in management and supervision for the project works including infrastructure development, construction of the buildings, equipment and fit-out including review of the scheduling, procurement and installation of laboratory equipment;

- (ii) The Client will support and guide the PMSC for the preparation of the prequalification, bidding documents and procurement of the SIC and BCC and laboratory equipment;
 - (iii) Review the construction plan/drawings prepared by the AEC on a regular basis in collaborating with the Client on any requirements, adaptations or variations for submission and approvals by the concerned Vietnamese authorities and the Client.
 - (iv) Scheduling and coordination of works to control the efficient phasing of the implementation of the Project.
 - (v) Monitoring building QA, environmental and social controls, quantity ordering controls, and advisory services in management and control of a large construction workforce, including occupational health and safety management and inspectors, and support for social monitoring and disease control; and
 - (vi) The detailed quantity survey take off will be developed by the Architect Engineering Consultant (AEC), involving the development of life-cycle costing, including utilities costs, maintenance, repair, replacement, refurbishment, cleaning, security, help desk, etc. The PMSC shall monitor life-cycle throughout the basic design and construction design phases to ensure that appropriate decisions are made which optimize the capital expenditure/operational expenditure budget.
 - (vii) Management of works cost control and review of invoices for services: it is mandatory that all invoices for works done or goods procured by any contractor shall be reviewed and approved by the PMSC construction cost controller (CCC), before being submitted to the Client for payments.
17. The use of the PMSC is a key tool in QA for international standards of construction and risk management. The PMSC's primary responsibility is to manage and coordinate the implementation, and to provide regular reports on construction progress for Vietnamese authorities' and the Client's different approvals.

Scope of Services:

18. The PMSC will comprise two teams: Team 1- Overall project management and supervision, design review and construction supervision; and Team 2 - Supervise implementation of the environmental and social safeguards during construction activities.

General tasks:

19. Provide a PMSC Team 1 and Team 2 to satisfying the consulting services with a high performance through all project stages. Set up an organizational structure on an organogram and show the task assignments for each member of the teams to carry out the work items specified on the contract.
20. Provide management oversight for all phases from inception to completion and will oversee the completion of all construction in accordance with all engineering, architects, drawings and specifications pursuant to the prevailing international standards and regulations (as appropriate), in the area of laboratory design and safety standards in a science and technology environment; and Vietnamese regulations and building codes as well as the designs and construction approvals. Establish responsibilities and monitor the information flow approvals between the Architects and Engineering Consultants (AEC)

and all the parties: Vietnamese authorities, and the Client. Establish schedules with AEC, and the Contractors to ensure that the Project is completed in time.

21. PMSC Team 1 shall be responsible for ensuring compliance with the international standards and regulations (as appropriate); and the national requirements of approvals and quality standards. The responsibilities span a broad spectrum, covering all the areas of project management like checking the cost estimations including invoices reviewed by the Construction Cost Controller/Quantity Surveyor, setting up and controlling of the Time Schedule, Quality Management, ensuring the quality of the Contract Administration supporting in awarding procurement contracts, support of negotiations of contracts, support the Client on the Technical evaluation including the Technical evaluation report, support in preparing Request for proposal of contracts, support on shortlisted consultants and the Safety Management.
22. Prepare, co-ordinate and agree a detailed Design Program with the Client and all consultants. Co-ordinate the design development with the Client. Prepare all required Time Schedules and submit them to the Client's approval. Manage and monitor the timeous submission and pre-submissions by the AEC of all plans and documentations to obtain the necessary statutory approvals at all stages by national authorities and the Client. Supervise and urge other consultants to implement their tasks following the advices of the PMSC and the Client according to the time schedule.
23. The PMSC team has to implement their tasks under the Asian Development Bank and Vietnamese regulations to ensure the progress of the project at all stages.
24. The PMSC team shall be responsible for the smooth organization, coordination of activities implementation and completion of the projects, within the approved budget and time to the satisfaction of the Client. Develop a general and specific project management procedure for each type of the work items and submit it to the Client for approval. Implement results on the Time Schedule on request of the Client.
25. Assist the Client in the procurement of the necessary and appropriate consultants/contractors including the clear definition of their roles, responsibilities and liabilities
26. The PMSC will be expected to work closely with the Client's Team. He is requested to organize and attend to all periodical meetings and further at the later development stage to site meetings with the different parties. He should also participate in meetings shared by the Client. The PMSC has to organize urgent meetings together with other consultants/contractors (on demand of the Client) at the construction site.
27. During the design and construction period, with his own Construction Cost Controller/Quantity Surveyor, PMSC should insure that systems are in place to closely monitor construction costs and to provide advice, in a timely manner, on options to control costs where potential or actual cost overruns are identified.
28. Prepare documents related to the project (reports, minutes, and other related documents required for the progress of the project) on behalf of the Client.
29. Checking the deliverables of the contracts of other consultants/contractors on instructions of the Client. The PMSC shall insure that the AEC provides documentations (in 3D) for all consultants. This documentation shall be integrated into a Building Information Modeling (BIM) System. Active files shall be provided to USTH during the design, documentation and construction phase and at the completion of the construction phase (describing the

“as built” conditions). At a minimum, the documentation system should allow an integrated interface during the operation phase of USTH with the following systems:

- i) Facilities management systems and software, energy and water use management systems and software, including the management of services/utilities costs, room booking system, help desk, etc. ;
 - ii) Asset management system; and
 - iii) Room data information management system that interfaces with asset management system that can be used during the operations phase of the campus (e.g. “dRofus”).
30. Report to the Client, which kind of information will be needed from the consultants/suppliers/contractors. Prepare the Reports of Acceptance of deliverables (e.g. design documents, construction survey reports, constructed stages/items...) for the approvals of the national authorities and the Client.
 31. The PMSC will establish an electronic document management and distribution system that allows the storage and distribution of data electronically (e.g. Aconex); with access by the Client and consultants to be password controlled and managed by the PMSC. Establish and co-ordinate the formal and informal communication structure, processes and procedures for the design, construction, and equipment installation development. Archive; manage the project related documents on hard and soft copies and materials (mock -ups). Set up a folder structure and drawing numbering system for common use, and in including the other design consultants. Deliver a monthly back up-update of the soft copies on burned CD's/DVD's and deliver reports on the progress of the project.
 32. Manage, co-ordinate and monitor all necessary testing and commissioning to be performed by consultants/ contractors based on their contracts and the instruction of the Client.
 33. Propose problem solutions arising during the implementation at all stages to the Client.
 34. PMSC Team 2 will carry out the supervision of the implementation of the environmental and social safeguards. The specialists will, broadly:
 - a) supervise implementation of the environmental and social safeguards during construction activities;
 - b) organize trainings for staff of the Client, MCs and subcontractors on environmental management of the project;
 - c) prepare semi-annual environmental monitoring reports and submit them to the Client and ADB approvals; and
 - d) establish grievance redress mechanism.

Scope of work of the Project Management Consultant at the particular design stages of the project development:

Preparation of Detailed Planning Documents scale 1/500 (Master plan) and Schematic Design:

35. Review the Master Plan concept and the Schematic design development of the AEC team according to the Vietnamese planning standards and construction regulations. Report the lack of sufficient information of these drawings and documents to the client. Re-examine the drawings and documents of the AEC team regarding the fulfillment of the approved Space Allocation Plan.

36. There is a significant opportunity to integrate academic programs, research programs and industry collaboration programs in the design, implementation and operation of the USTH campus. The PMSC shall insure that the AEC explores the opportunities with USTH. The PMSC shall insure that the AEC explores these opportunities with USTH. Areas that should be explored include, but are not limited to ICT, alternative energy, and water use and re-use.
37. Review all drawings and documents based on the local climate and social conditions of the site.
38. Instruct and coordinate his AEC to fulfill their working tasks according to the approved time schedule. Expedite the issue of design information between the parties in order to follow the approved time schedule.
39. Check and reexamine the finalized submission of the Master plan 1/500 including the Design drawings and documents of the AEC. Report the lack of information to the client, based on the Vietnamese building code and law for this planning stage. Manage and integrate the result of the lack of information and deliver the report to the national authorities and the Client.

Scope of work at Basic Design Documentation:

40. Manage and co-ordinate the design by the AEC consultants to suit the quality requirements of the result. Check and re-examine the Basic Design including Schematic design drawings and documents of the AEC team regarding the fulfillment according to the Vietnamese planning standards, the construction regulations, the local climate and social conditions of the site, and the total cost of the project. Coordinate the review with the "checking company", based on the Vietnamese law.
41. Check the appropriateness of the Basic Design with the Feasibility Study Report and the approved Master Plan (construction scale and planning targets...).
42. Develop together with the AEC team the strategy for preparation of the specification materials to implement the result on the drawings and the specification document suitable for this stage. The result has to be approved by the local state's management agencies and local authorities (agreements in power and water supply, water drainage system, fire fighting and prevention, and comments on schematic design...). Therefore the PMSC is responsible to coordinate the specification strategy with the local state's management agencies and local authorities during the development.

Scope of work at Construction Design Documentation (Technical Design and Construction Design):

43. Establish procedures for monitoring, controlling and agreeing on all scope and cost variations together with his Construction Cost Controller/Quantity Surveyor and the Client.
44. Manage and co-ordinate the design by the AEC to suit the quality requirements of the Design Documentation result. Check and re-examine the drawings and specifications of the AEC team regarding the fulfillment according to the Vietnamese planning standards, the construction regulations, the local climate and social conditions of the site. Coordinate the review with the checking company, based on the Vietnamese law. Check the appropriateness of the Construction Design with the approved Basic Design.
45. Review the final proposed specifications regarding used materials and warranty and report to the client the result.

46. Co-ordinate the list of the final tender drawings and documents with the AEC. The Client will support PMSC in the tender process in accordance with agreed procedures, based on the ADB *Guidelines*. Co-ordinate the tender process, evaluation, award of contracts with his Construction Cost Controller/Quantity Surveyor. Facilitate the approvals of the tendering procedures by the Client.
47. Instruct the contractors on behalf of the Client. Expedite, review and monitor the issues of construction information to the contractors.
48. Monitor and manage the procedure for the laboratories and internal equipment, which have to be installed based on agreed standards. Instruct the supervisor firm to control the contractors for the precise installation.
49. Consult the Client in conjunction with other consultants on the appropriate insurance used in Vietnam required for the implementation of the project.
50. Manage the review and approval of all necessary shop details and product propriety information by the AEC.
51. Receive, review any contractual claims and reports to the Client before adjudication. Propose fast and cost-conscious solutions to overcome shortcomings. Consult your Construction Cost Controller/Quantity Surveyor in terms of cost-conscious and fast problem solutions.

Scope of work at the Construction Implementation and Equipment Installation:

52. Assist the Client in organizing the start-up of construction. Facilitate the handover of the site to the contractors.
53. Regularly monitor the ongoing performance of the contractors, and relevant parties on the fulfillment of deliverables and against the Contract Program.
54. Monitor the ongoing quality procedures of the AEC on the fulfillment of their contract and deliverables.
55. Monitor long lead items and off-site production by the contractors and suppliers. Report to the Client. Establish the strategy and time program at these exceptional cases together with the Client.
56. Monitor the ongoing quality procedures of the construction site according the current Vietnamese construction laws and also, the delivery of information from the consultant to the contractors on site. Ease the procedure for fast problem solutions on site. Communicate the current stage of the site with the consultants/contractors, the AEC team and the Client. Establish the formal and informal communication structure based on the Client agreement.
57. Monitor the staff and contractors organization on site. Prepare a Site management plan and Time Schedule plan together with the Client. On the Site Management plan, propose storage places for materials for each contractor, positions of cranes and other vehicle for the construction site, infrastructure facilities, accesses to the site sections, etc. Monitor the Time Schedule regarding the allowed numbers of contractors on site for the specific period, their attendance of the staff and control the required attendance order of contractors on site.
58. Review and adjusted circumstances and entitlements, that may arise from any changes required to the contract program.

59. Prepare weekly/ monthly reports based on other consultant reports for the stage of the site and archive the process of the construction for the final report and approval of the Client. Demand for the photo documentation of the weekly report and site problem of the contractors/consultants in order to archive it for the reports.
60. Prepare written urgent reports if problems on the construction situation and contractual matters arise. Propose fast and cost-conscious solutions to overcome shortcomings. Consult with his Construction Cost Controller/Quantity Surveyor in terms of cost-conscious and fast problem solutions.
61. Monitor the contractors/consultants' proposals regarding progress, feasibility and cost effectiveness.
62. Organize the Client's approval in one step for equipment of the same type, which has been ordered and will be installed on site at different periods of the Project.
63. Collaborate with the Client to check, supervise and urge the implementation of solutions for labor safety, environmental hygiene and fire fighting and prevention.
64. Supervise and monitor the implementation of environmental and social mitigation measures required and in the event of occurrence of any unexpected environmental and social impacts, coordinate with the team to provide mitigation measures.
65. Insure minimum disruption to local settlements by approving Contractors' work program. Including monitoring the impacts of construction work on local settlements, and reporting impact monitoring to the Client. Ensure that no child labor is used for execution of the civil works contracts as required by the civil works contract.
66. Ensure that the implementation of the health and safety program at camp site including the information and education campaign on sexually-transmitted diseases and HIV/AIDS (human immunodeficiency virus/acquired immunodeficiency syndrome) as required by the civil works contracts and pursuant to the Vietnamese regulations.
67. Ensure that road safety design requirements and access for disabled staff and student are incorporated in the design of the project accesses and project site, and implemented during the execution of the civil works contracts in accordance with the requirement in the contract and the Vietnamese laws and regulations.
68. Ensure that building safety design requirements are incorporated in the design of the project and implemented during the civil works contracts in accordance with the requirements in the contract and the Vietnamese laws.
69. Collaborate with the Client to reexamine the supply of materials and equipment by contractors. Supervise the consultants based on the agreed specifications and the instructions by the Client.
70. Monitor the execution by the contractors of the defect items to achieve works completion.
71. Facilitate and co-ordinate adequate access for the rectification of defects by the contractors.
72. Regularly, monitor the contracts program for staff mobilization of the contractors and the stored materials of contractors on site in collaboration with the Client. Report contractors, who don't fulfill the agreed contract program for staff mobilization or misuse of the use of materials.

Scope of Work at Time of Closing out the Project:

73. Close all the ongoing accounts, finalize the last billings and have them audited, approved for final payment by the Client.
74. Issue the financial completion report to be audited and approved by the concerned national authorities and the Client.
75. Manage, co-ordinate and expedite the finalization of all operating documents and maintenance manuals, as well as warranties and guarantees.
76. Manage the finalization of the Health and Safety File for submission to the concerned national authorities and the Client.
77. Co-ordinate and manage the rectification of defects and issue to the client all relevant documents for information during the defects liability period.
78. Project documentations: check the fulfillment of deliverables against the Contract Documents and Program for each assignment.
79. Prepare and present the Project closeout report to the Client for final approval.

Services Implementation Duration:

80. The construction activities will be implemented in two shifts, 6 working days per week.
81. The PMCS' Contract will be implemented over an estimated period of 36 months with the following indicative estimated schedule:
 - Implementation: March 2015 to December 2017.
 - Basic Design: Q1 & Q2 2015. It comprises two packages: i) Services and Infrastructure Contract (SIC); and ii) Buildings Construction Contract (BCC)
 - Construction Design: Q3 & Q4 2015. There are for the i) Services and Infrastructure Contract (Zone D); and ii) Buildings Construction Contract (Zone A: Administration; Zone B: Academics and Research; and Zone C: Dormitory and Students Activities).
 - Building construction and Equipment installation: Q1 2016 to Q4 2017.

Responsibilities of the PMSC/National and International Regulations:

82. The PMSC has the responsibility to study all documents related to the project and commit to complete the assigned tasks described in the TOR. PMSC has to comply with the laws and current regulations of the Vietnamese Government as well as the Project signed agreements between the Socialist Republic of Vietnam and Asian Development Bank. Different project documents are available on ADB webpage: www.adb.org under the referred project.
83. The PMSC needs to consider the following Vietnamese regulations:
 - Law of Construction, Decree 12/2009/ND-CP (investment project management),
 - Decree 112/2009/ND-CP (cost management),
 - Decree 85/2009/ND-CP (Procurement Management),
 - Decree 83/2009/ND-CP (revision of Decree 12),

- Decree 48/2010/ND-CP (contract administration),
 - Decree 15/2013/ND-CP (construction project quality management),
 - Decree 38/2013/ND-CP (ODA's capital Use and Management Guidance),
 - Circular 219/2009/TT-BTC (Regulating some expenditure norms applicable for projects/ programs financed by ODA),
 - Circular 01/2014/TT-BKHDT (ODA management)
 - Circular 22/2010/TT-BXD (Safety in Construction),
 - Circular 04/2010/TT-BXD (Cost Management Guidance), and
 - Circular 86/2011/TT-BTC (Disbursement Management),
 - Circular 01/2013/TT-BXD (Cost for Construction Planning Guidance),
 - Circular 10/2013/TT-BXD (Detailed regulation on construction project quality management),
 - Circular 13/2013/TT-BXD (Detailed regulation on reviewing, approving construction design),
 - Circular 17/2013/TT-BXD (Cost for Construction Survey Guidance),
 - Others Vietnamese regulation on construction project management and quality/cost management of construction works;
 - Any regulations that are replacing and supplementing the above-mentioned Documents.
 - Compliance with Lotus Accreditation for Sustainable Design in accordance with the Vietnamese Green Building Council (VGBC) guidelines.
84. International Regulations: The PMSC will monitor compliance with international regulations in particular with regard to the design of science and technology and research environments and the health and safety aspects. The PMSC should insure that international accreditation is maintained during the operation phase of the USTH by incorporating a schedule of accreditation and the contact details of the accreditation entity in the operations manuals. The following regulations have been identified by USTH and may not be a complete list:
- Americans with Disabilities ACT (ADA) – Designing for disability, http://www.ada.gov/2010ADASTandards_index.htm
 - National Science Teachers Association (NSTA) Designing for Science education environments <http://www.nsta.org>
 - American Chemical Society (ACS) – Designing for Chemistry learning environments <http://www.acs.org>
 - **The PMSC will monitor the International and National Standards agreed with the AEC.**

IV. Team Composition and Qualification Requirement (Minimum Indicative Requirement).

85. PMSC has to set up a working group (with organizational structure, clear task assignments, and with sufficient number of staff) to implement and accomplish all tasks defined in the contract, including staff whose experience is suitable with assigned discipline. The working team will be taken into consideration at the time of the evaluation of the Request for Proposal (RFP).
86. The qualification requirements for the key staff are:

Team Leader:

87. In addition to defining and supervising the activities of other members of the consultancy team and liaising with the Client, it is expected that he/she should be a versatile architect or civil engineer to provide key technical inputs and ensuring consistency of approach.
88. The Team Leader should possess versatile experience with major complex projects as university of science and technology, including research laboratories... especially in all services of the construction engineering as followed:
- The Team Leader should be experienced as architect/civil engineer with more than 15 years of professional experience in the field of engineering consultants, law and regulations extensive knowledge in the field of Vietnamese construction, and familiar with project management at the previous projects, as well as in design developments of architecture works;
 - The Team Leader should have experience in infrastructure services including extensive experience of working in and managing consultancy teams in developing countries on similar preliminary/detailed engineering design and technical-economical feasibility studies, and project management assignments;
 - The Team Leader should be experienced in relevant building services including landscape, buildings, services, and equipment facilities with more than 5 construction projects in similar positions is advantage.

Members of the PMSC Team and Key Staff:

89. Senior Civil Engineer (Assistant Team Leader) will be a university graduate in civil engineering or closely related fields and professionally qualified. Should be more than 10 years of field working experience in broad-based construction management covering civil, structural, geotechnical engineering, with more than 5 construction projects in similar senior positions over extended periods is advantage.
90. M&E Engineer will be a university graduate in mechanical and electrical engineering. The M&E engineer is expected to be a highly versatile engineer with more than 10 years of professional experience and with a more than 8 years of relevant experience in designing, installation and construction of mechanical equipment and electrical control systems.
91. Contract/Document Specialist will be a university graduate and having more than 10 years working as a contract/document specialist. Having experience in procurement of works using FIDIC conditions for contracts of a similar nature and scope. Familiar with ADB procurement procedures and documentations for prequalification and bidding procedures. More than 5 years in a senior position is advantage. Experience with multi-contractor projects and construction management of large multilateral funded projects is preferred. Proven experience in multi-agency liaison and reporting and excellent communication ability and advanced computer skills.
92. Interior & Finishing Expert will be a university graduate in architecture. More than 10 years of professional experience in architecture designing/supervising, has supervised more than 1 similar works is advantage.

93. Supervision engineer Experts will be a university graduate in civil engineering. More than 10 years of professional experience in structural designing/supervising, have supervised 2 civil and building works "Grade I" urban infrastructure works of a size equivalent to 50 hectares.
94. Environment and Social Consultant: a National Expert will supervise the implementation of the environmental and social safeguards.
95. Construction Cost Controller/Quantity Surveyor will be a university graduate having more than 10 years working as a construction cost controller/quantity surveyor specialist.

National Staff:

96. The National Staff who are capable according to the national regulations and whose experiences are suitable with the assigned discipline should be proposed.
97. University graduate in related fields and professionally qualified and having more than 5 years of experience.
98. Having experience of working with civil construction engineering, building services, architectural services and/or infrastructure development projects.
99. The PMSC shall propose support staff as required according to the profiles identified in the Organization section. These profiles must indicate whether they are to be regarded as long-term/short-term and senior/junior so that it is clear which fee rate in the budget breakdown will apply to each profile.
100. All staff must be independent and free from conflicts of interest in the responsibilities accorded to them.
101. The selection procedures used by the Consultant to select these other staff shall be transparent, and shall be based on pre-defined criteria, including professional qualifications, language skills and work experience.
102. Note that civil servants and other staff of the public administration of the beneficiary country cannot be recruited as experts, unless prior written approval has been obtained from the Client.
103. As all the reports will be produced in both languages English and Vietnamese, the PMSC has to consider of having translators/interpreters in the team or propose a viable alternative for reliable and high quality translations.
104. The request for proposal (RFP) will include CVs for the team leader, key staff members and other staff. Their evaluation will be carried out based on their qualifications irrespective of nationality.
105. Personnel will be proposed at time of Request For Proposal. An indicative list is shown in the Table below.

Indicative PMSC Consultants Requirement Position	Man-months
International:	148
Team Leader	36
Contract/Document Specialist	26
Interior & Finishing (Arch)	16
M&E Engineer	34
Cost Controller	36
National:	248
Assistant Team Leader	37
Supervision Engineer 1	27
Supervision Engineer 2	27
Cost Controller	30
Interior & Finishing	12
M&E Engineer	27
Interpreter	34
National office staff	27
HSE Engineer	27

V. Reporting Requirements.

106. The PMSC shall prepare all periodical reports (7 copies in English and 7 copies in Vietnamese, with 2 CD ROM: 1 in English and 1 in Vietnamese), applicable to the Project, and as the Client may require:
- Inception report: 30 days after commencement of services;
 - Progress report (monthly): 5 days after the following month;
 - Interim report: within 15 days of the completion of basic design;
 - Interim report: within 15 days of completion of Construction Design;
 - Final report: within 30 days of completion of services/contract.
107. Monthly photos with name and dates during the implementation, from the start to the end of the project, on 4 CD ROM support, and 6 printed albums (with bilingual legends).
108. Whenever the Client has any formal comments on the draft reports, the PMSC shall formally receive and duly incorporate/address all Clients' comments at the soonest, in order to get the revised reports/outputs acceptable/satisfactory by the Client that will trigger payments for the delivered outputs/reports.
109. Other relevant documents when required by the Client (if any) according to the time schedule agreed by the two parties during the implementation.

110. Documents prepared by the PMSC must comply with currently existing laws of the Government.

VI. Client Inputs Responsibilities:

PMU-USTH (the Client) Responsibilities

111. The Client will provide all necessary data, documents and information related to the Project of building USTH and requested during the implementation of the Project. The Client will work with relevant agencies to provide convenient conditions for the PMSC's assignment.
112. The Client has to approve all decisions made by the PMSC, before PMSC submit the documents to the national authorities and final approval by the Client.
113. The Client will provide offices for the weekly meetings and site meetings during the implementation of the Project in Hanoi and Hoa Lac.

Responsibilities of UIU-USTH

114. UIU-USTH will provide necessary data, documents and information related to the Project as requested during the Project implementation.

Address of the PMU:

Project Management Unit
University of Science and Technology of Hanoi Development (New Model University)
Project
Office of Project Management Unit
11th Floor-Building B1
Hanoi University of Science and Technology
Tran Dai Nghia St.
Hai Ba Trung District, Hanoi, Vietnam
Telephone: +84 4 3623 1663 Fax: +84 4 3623 1659
E-mail: contact@pmu-usth.edu.vn

Expression of Interest (EOI) Consulting Firms: Project Management and Supervision for Construction (PMSC)

Project Number	Loan No.: 2750/2751-VIE
Project Name	University of Science and Technology of Hanoi Development (New Model University) Project
Project Country	Socialist Republic of Vietnam

I. Consulting Firm Information

CMS No. ² / date:	Country of Incorporation: ³
Consultant Name:	Acronym:
EOI Submission Authorized by:	Position

Associations (Joint Venture or Sub-consultancy)

CMS No. ¹	Consultant	Acronym	Country of Incorporation ²	Joint Venture (JV) or Sub-consultant	EOI Submission Authorized By	Position

Present the rationale for and benefits of working in association (JV or Sub-consultant) with others rather than undertaking the assignment independently (as appropriate). Describe the proposed management and coordination approach of the association and the role of each firm.

² If already registered on ADB's Consultant Management System (CMS). CMS registration is not mandated under EA-administered selection.

³ The lead consultant must submit a copy of the Certificate of Incorporation of itself and of each JV member and sub-consultant through VII. EOI Attachments.

I confirm that:

- Documentation regarding our corporate structure including beneficial ownership has been attached.
- Documentation regarding our Board of Directors has been attached.
- A written agreement to associate for the purpose of this Expression of Interest has been signed between the consortium partners and has been attached.

Once your team is shortlisted and invited for submission of the Proposal, it is not permissible to transfer the invitation to any other firm, such as Consultant's parent companies, subsidiaries and affiliates. The Client will reject a Proposal if the Consultant drops a JV member without the Client's prior consent, which is given only in exceptional circumstances, such as debarment of the JV partner or occurrence of Force Majeure.⁴

II. Assignment Specific Qualifications and Experience

For online submission: Your EOI shall demonstrate technical competence and geographical experience based on project references entered in full registration under your CMS profile. We encourage you to update Project Information under your CMS prior to filling EOI.

For offline submission: Please provide relevant project information in Section E below.

A. Technical Competence

Cross-referencing from your profile projects in Section E. Project References, highlight the technical qualifications of your entity/consortium in undertaking similar assignments. Provide details of past experiences working with similar project authorities.

B. Geographical Experience

Cross-referencing from your profile projects in Section E. Project References, present experiences in similar geographic areas.

C. Management Competence (Please answer each question in one paragraph of 3-5 sentences)

⁴ Paras. 3 and 7, Section 1 of the Standard Request for Proposal (SRFP), ADB website.

1. Describe standard policies, procedures, and practices that your entity has to assure quality interaction with clients and outputs. Please state if your company is ISO certified.

2. How will your firm/consortium handle complaints concerning the performance of experts or quality of the reports submitted for this assignment? What internal controls are in place to address and resolve complaints?

3. How will you ensure the quality of your firm's/consortium's performance over the life of this assignment?

4. Describe standard policies, procedures and practices that your firm has put in place to avoid changes/replacements of personnel and to ensure the continuity of professional services once contracted.

5. Describe what social protection practices you have in place to safeguard the well-being of your proposed experts? Specifically describe arrangements you have in place for medical, accident, and life insurance coverage during the assignment.

D. Other Information (maximum of 500 words)

E. Project References

Please select most relevant projects to demonstrate the firm's technical qualifications and geographical experience (maximum 10 projects).

SN	Project	Period	Client	Country	Firm
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Project Summary

SN 1	
Project Title	
Country / Region	
Start Date	
Completion Date	
Continuous / Intermittent	
Client	
Funding Source	
Description	(indicate your role and input in person-months)

SN 2	
Project Title	
Country / Region	
Start Date	
Completion Date	
Continuous / Intermittent	
Client	
Funding Source	
Description	(indicate your role and input in person-months)

(Please insert more tables as necessary)

III. Comments on Terms of Reference

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IV. Comments on Budget Adequacy

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V. Key Considerations in approaching this assignment (no more than 9,000 characters summarizing approach and methodology)

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VI. Key Experts

List of experts is only required for Consultants' Qualifications Selection (CQS). Attach CV of each expert.

SN	Name	Email	Position/Title	Nationality
1				
2				
3				
4				
5				

(Please insert more rows as necessary)

VII. EOI Attachments

SN	Description
1	Certificate of Incorporation of the lead member
2	Certificate of Incorporation of the JV member (for each member)
3	Certificate of Incorporation of the Sub-Consultant (for each sub-consultant)
4	Letter of Association
5	

(Please insert more rows as necessary)

VIII. Eligibility Declaration⁵

We, the undersigned, certify to the best of our knowledge and belief:

- We have read the advertisement, including the terms of reference (TOR), for this assignment.
- Neither the consulting firm nor its JV member or sub-consultant or any of its experts prepared the TOR for this activity.
- We confirm that the project references submitted as part of this EOI accurately reflect the experience of the specified firm/consortium.

- We further confirm that, if any of our experts is engaged to prepare the TOR for any ensuing assignment resulting from our work product under this assignment, our firm, JV member or sub-consultant, and the expert(s) will be disqualified from short-listing and participation in the assignment.
- All consulting entities and experts proposed in this EOI are eligible to participate in ADB-funded, -supported and –administered activities.
- The lead entity and JV member or sub-consultant are NOT currently sanctioned by ADB or other MDBs. Neither the consulting firm nor the JV member or sub-consultant has ever been convicted of an integrity-related offense or crime related to theft, corruption, fraud, collusion or coercion.
- We understand that it is our obligation to notify ADB should any member of the consortium become ineligible to work with ADB or other MDBs or be convicted of an integrity-related offense or crime as described above.
- JV member or sub-consultant, including all proposed experts named in this EOI, confirmed their interest in this activity in writing.
- JV member or sub-consultant, including all proposed experts named in this EOI, authorized us in writing to represent them in expressing interest in this activity.
- None of the proposed consortiums are subsidiaries of and/or dependent on the Executing Agency or the Implementing Agency or individuals related to them.
- We understand that any misrepresentations that knowingly or recklessly mislead, or attempt to mislead may lead to the automatic rejection of the proposal or cancellation of the contract, if awarded, and may result in further remedial action, in accordance with ADB's Anticorruption Policy.

14 November 2013

⁵ Eligibility refers to ADB's Guidelines on the Use of Consultants by Asian Development Bank and its Borrowers, Clause 1.13 together with Clauses 1.10-1.11 and 1.23-1.25 on integrity and anti-corruption policies.