



**Government of Saint Vincent and the Grenadines
Ministry of Tourism, Sports and Culture**

OECS REGIONAL TOURISM COMPETITIVENESS PROJECT

**TERMS OF REFERENCE
FOR**

**Consultancy for the Design and Supervision of the Rehabilitation of Fort Charlotte
SVGRTCP-C-QCBS-2**

September, 2018

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TERMS OF REFERENCE

1. INTRODUCTION

Saint Vincent and the Grenadines (SVG) along with Saint Lucia and Grenada comprise the participating countries in the Organization of Eastern Caribbean States (OECS) Regional Tourism Competitiveness Project (ORTCP), funded by a loan from the World Bank.

In the OECS, tourism is the main driver of economic growth. However, when compared with the rest of the Caribbean region, the OECS has a lower share of tourist arrivals and tourism revenues. Moreover, while tourism is the lead economic sector in the OECS, the region accounts for less than 0.2 percent of global tourist arrivals.

To address the challenge of low tourist arrivals and related low tourism receipts, Component 2 of the ORTCP focuses on investments in signature tourist attractions in all three participating countries. For Saint Vincent and the Grenadines, Fort Charlotte, a historical and cultural icon in the tourism landscape, was selected.

Fort Charlotte was constructed by the British between 1763 and 1806. It stands 600 feet above sea level and is the center-piece of the military fortification that covered Kingstown and its harbor on all sides. Military use of the fort was discontinued in 1873, when the British army withdrew from the island. The fort subsequently accommodated, at different times and at various locations: prisoners; mentally ill patients; paupers; lepers and early cases of tuberculosis. There is also a light house located on the ramparts, currently being used by the SVG Port Authority.

The Fort is popular among tourists and locals. It is easily accessible, by motor vehicle and by foot, from the Kingstown city Centre. It is one of the most frequented sites by cruise ship visitors and forms part of packaged tours offered by tour operators and taxi drivers. The impetus for the continued preservation and upkeep of the fort is premised on three (3) main factors: 1) important heritage value; 2) substantial educational and recreational worth and 3) tremendous economic potential as a tourist attraction.

During the period 2000 to 2004 and again in 2009, some restorative work was done on the Fort and its surroundings, but there are still areas which need attention in order to allow for continued and expanded use of the Fort.

The main focus of the proposed restorative work is the up-grading of the site while retaining in pristine condition the authentic features of the Fort so that it remains an interesting historical attraction in the overall cultural tourism product of Saint Vincent and the Grenadines.

To create a more interesting historical attraction, it will be essential to repair and, where necessary, upgrade, all the existing structures and create an interpretation Centre, handicraft vending facilities, and a cafeteria. All the new facilities are to be built in the old colonial style to maintain aesthetic uniformity with the preserved historical structures

2. OBJECTIVE OF CONSULTANCY

The overall objective of this consultancy is to, through upgrading of the existing tourism site, increase visitors' spending and improve the visitor experience at the Fort.

3. DURATION

The duration of the contract is for eighty-two (82) weeks from the effective date of the contract.

This period includes for the design thirty-eight (38) weeks, procurement to be conducted by the employer sixteen (16) weeks, construction supervision twenty-four (24) weeks and project closeout four (4) weeks.

4. SCOPE OF WORK/ SERVICES

The scope of work will include all those consulting activities associated with fort restoration and development. As such, the scope of works will include but not be limited to, the following tasks:

Task 1: Data Collection and Site Assessment.

- Carry out both desk research and field reconnaissance activities
- Literature research

Task 2: Designs for Architectural, Civil, Mechanical, Electrical Works and Fort Exhibits:

- Production of drawings, and sketches for:
 - the clean-up and removal of vegetation and the restoration of the walls of various sections of the Fort's structure and satellite buildings;
 - the rehabilitation and expansion of the car park; upgrade of the washrooms; septic tank disposal system; and other miscellaneous works including the interior decoration and upgrade of the cafeteria and rehabilitation of the kitchenette;
 - new ticket and security booth
 - electrical works associated with the power and lighting requirements for the interactive displays and exhibits
 - interpretive and directional signage
 - exhibits,
 - interpretive and interactive displays
 - drawbridge
 - period furniture, safety handrails, gates, kitchen cabinetry, gun carriages
- Conceptualize and design an activity/feature dedicated to children (twelve years old and under) within the Fort

Task 3: EIA / SIA

- Carry out an EIA and SIA following World Bank screening procedures and format, in relation to the intended works.

Task 4: Specifications –drafting of specifications for:

- token operated binoculars
- a pedestrian counter
- interpretive and directional signage
- interpretive and interactive displays
- exhibits and interpretive signage.
- audio/visual equipment

Task 5: Tunnel Investigation

- Investigation of, and possible detection of tunnels using Ground Radar Equipment only. No actual tunnel exposure and/or entry is required.

Task 6: Supervision -The Consultant would be responsible for the Supervision of:

- all new civil and architectural works
- all wall restoration works
- electrical installation works associated with the power and lighting requirements for the new civil and architectural works as well as all displays
- installation of interpretive and directional signage
- installation of interpretive and interactive displays
- installation of exhibits
- installation of audio/visual equipment

Task 7: Project Closeout

- Project closeout activities

5. DELIVERABLES AND SCHEDULE OF DELIVERABLES

Deliverables

Deliverable 1: Inception Report based on a site visit, preliminary research and initial concepts. The consultant shall present this report within four (4) weeks of contract signing. The client shall have two (2) weeks to review and submit comments.

Deliverable 2: Preliminary Designs shall comprise of reports and drawings for Tasks 2 and 5. The deliverable shall include preliminary drawings (plan, elevations, sections and sketches) for all the Architectural, civil and MEP designs associated with the Tasks. The consultant shall provide this deliverable sixteen (16) weeks after the acceptance of the Inception Report. The consultant shall

present this design via Power Point presentation in Saint Vincent to various stakeholders. The client shall review and comment on this report within four (4) weeks of the presentation of the submission.

Deliverable 3: *The EIA/SIA Report* shall be submitted along with the Preliminary Design Report sixteen (16) weeks after acceptance of the Inception Report. The client shall have two (2) weeks to provide comments.

Deliverable 4: *The Tunnel Report* shall be submitted eight (8) weeks after the acceptance of the Inception Report. The client shall review and comment within two (2) weeks of submission.

Deliverable 5: *Final Designs and Technical Reports* for all activities listed in Tasks 2, 3 and 4. This will include all final drawings (plans, profiles, sections, general arrangement, reinforcement, sketches etc.), Bills of Quantities for civil and architectural works, Specifications, an Environmental management plan (EMP) with emphasis on the construction operations, taking-into-account the findings from the EIA / SIA completed previously. The Final Design shall be submitted eight (8) weeks after the acceptance of the Preliminary Designs and the client shall have four (4) weeks to respond with comments. The consultant shall make a Power Point presentation of this deliverable in Saint Vincent.

Deliverable 6: *Supervision of Works* listed in Task 6 including all site meetings, inspections, approvals, testing, payment certification etc. This deliverable will last twenty-four (24) weeks from the commencement of civil and architectural works.

Deliverable 7: *Project Close-out Report and Handover.* The report shall be delivered four (4) weeks after completion of the civil and architectural works.

Schedule of Deliverables

DELIVERABLE	ACTIVITY	TIMELINE	
#1 - <i>Inception Report</i>		Four (4) weeks after contract signing	Four (4) weeks after contract signing
	Client’s review and submit comments	Two (2) weeks after receipt of Inception Report	Six (6) weeks after contract signing
#2 - <i>Preliminary Designs</i>		Sixteen (16) weeks after the acceptance of the Inception Report	Twenty-two (22) weeks after contract signing
	Client’s review and submit comments	Within four (4) weeks of the presentation	Twenty-six (26) weeks after contract signing
#3 - <i>The EIA/SIA Report</i>	Submitted along with the Preliminary Design Report	Sixteen (16) weeks after acceptance of the Inception Report	Twenty-two (22) weeks after contract signing
	Client to provide comments	Within two (2) weeks of receipt	Twenty-four (24) weeks after contract signing

#4 - <i>The Tunnel Report</i>		Eight (8) weeks after the acceptance of the Inception Report	Fourteen (14) weeks after contract signing
	Client's review and submit comments	Within two (2) weeks of submission	Sixteen (16) weeks after contract signing
#5 - <i>Final Designs and Technical Reports</i>		Eight (8) weeks after the acceptance of the Preliminary Designs	Thirty-four (34)) weeks after contract signing
	Client's response with comments	Four (4) weeks to respond with comment	Thirty- eight (38)) weeks after contract signing
	Procurement Period	Sixteen (16) weeks after client's comments	Fifty-four (54) weeks after contract signing
#6 - <i>Supervision of Works</i>		Twenty-four (24) weeks from the commencement of civil and architectural works.	Fifty-four (54) weeks to Seventy (78) weeks after contract signing
#7 - <i>Project Close-out Report and Handover</i>		Four (4) weeks after completion of the civil and architectural works	Eighty-two (82) weeks after contract signing

6. RESPONSIBILITIES

The Client (Ministry of Finance Economic Planning (MoFEP) will be responsible for:

- The procurement of all materials for displays, equipment and works/contractors
- All procurement activities, which will include, but may not be limited to, materials for displays, signage, equipment and the procurement of the contractor to complete the works. The Consultant will supply the Client with all the necessary documentation for bidding purposes.
- The Ministry of Finance, Economic Planning, Sustainable Development and Information Technology (MoFEP, the Client), will be contractually responsible for the Consultants assignment, however the Consultant will work closely with the Ministry of Tourism, Sports and Culture (MoTSC) and the Ministry of Transport and Works (MoTW).

The Consultant will be responsible for:

- Carrying out all works, in accordance with international best practice protocols.

- The provision of all the necessary technical and support staff to administer and manage all the necessary field and office work required to produce the deliverables. The Consultant will also carry out any additional services which the Client may reasonably require relating to the project.
- Carrying out an Environmental Impact Assessment as it relates to the use of local artefacts in the design of the works at the Fort.
- Liaising closely with the ORTCP's Social and Communications Specialist in order to ensure that stakeholders are, where necessary, consulted, informed and forewarned of planned site activities in a timely manner. The stakeholders are to be given opportunities to ask questions and kept informed of the nature, timing/duration, and extent of activities as well as the likely short, medium and long-term impacts on them. These consultations should be documented and a log kept of all such communications.
- Preservation and consolidation of all geospatial data collected and created by project activities as well as the transfer of that data to the GoSVG upon project completion. This information will include all topographical information and must be presented in an approved geospatial format.

Conduct of the Consultancy:

Reporting Requirements:

The services shall be carried out in accordance with generally accepted standards of professional practice, following recognized museum display standards and management principles and practices for all contract phases.

All documentation will be provided in soft copy using standard electronic software such as AutoCAD, Word, Excel, etc. as well as four hard copies.

7. CONSULTANT'S QUALIFICATION AND EXPERIENCE REQUIREMENTS AND SELECTION CRITERIA:

Consulting firms must have experience in designing museum displays, interpretive Centre displays, and historic building restoration with at least two (2) successfully completed similar assignments during the past five (5) years.

CONSULTING TEAM MINIMUM REQUIREMENTS

Position	Qualifications	Experience
Team Leader (Conservationist)	BSc Degree in Architecture	Minimum fifteen (15) years general experience, with experience in historic building restoration and museum or interpretation Centre design

Exhibit Designer	BSc. Degree in Graphic Design, Architecture, Fine Arts or related subject matter	Minimum of fifteen (15) years' experience in the design of museum and interpretation Centre displays, including both interactive and 3D model designs, Way Finding and interpretive signage design. Must also have experience in military exhibits
Environmental Specialist	BSc. degree in Environmental Engineering / Natural Sciences	Minimum of ten (10) years' experience including historic building restoration projects
Civil Engineer	BSc in Civil Engineering	Minimum ten (10) years general experience
Electrical Engineer	BSc in Electrical Engineering	Minimum ten (10) years general experience
Mechanical/Plumbing Engineer	BSc in Mechanical Engineering (Specializing in waste water)	Minimum ten (10) years general experience
Research Historian	MSc in History	Minimum ten (10) years general experience