

Our Ref. AQS.35  
Your Ref.

P.O. Box 531 • Wa, Upper West Region • Ghana • Tel. 0244-222751, 0756-20484

**DATE: 19-12-2012**

**THE DISTRICT CHIEF EXECUTIVE  
WA WEST DISTRICT ASSEMBLY  
POST OFFICE BOX 648  
WECHIAIU – UWR**

Dear Sir/Madam,

### **TECHNICAL PROPOSAL**

We the undersigned, offer to provide Consultancy Services for Construction of 1 No. 2-Unit semi detached quarters at Wechiau, Construction of 1No. Office Accommodation for GES, Construction of 4-Unit Teachers Quarters at Maase, Construction and furnishing of 1No Bungalow for medical doctor at Wechiau and Procurement of 200 No. LT poles in accordance with your request for Proposal dated **28th November 2012** and our Proposal.

We are hereby submitting our Proposal, which includes this Technical Proposal and Financial Proposal sealed under a separate envelope.

If negotiations are held during the period of validity of the Proposal of 90 days after submission date i.e. 28<sup>th</sup> March 2013 we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from contract negotiations.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

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Mr. George Akwaah

Director - Technical  
A&QS Consortium Ltd.  
P.O. Box 531  
Wa, UW/R.

# **1 INTRODUCTION**

## **1.1 PROJECT BACKGROUND**

The Wa West District Assembly intends to apply part of their Budgetary allocation to finance the construction of 1 No. 2-Unit semi detached quarters at Wechiau, Construction of 1No. Office Accommodation for GES, Construction of 4-Unit Teachers Quarters at Maase, Construction and furnishing of 1No Medical Doctor's Bungalow and Procurement of 200 No. LT Poles on its 2012 DDF projects within the Wa West Area in the Upper West Region. The Wa West District Assembly therefore intends to apply a portion of this fund to eligible payments under the contract for the provision of Consultancy services for the above projects.

## **1.2 PROJECT OBJECTIVES**

The specific objectives of the project are;

- i) to provide full architectural, civil/structural, electrical and mechanical engineering and detailed design.
- ii) to supervise and manage the works professionally and efficiently to deliver the facility within the contract period and within budget.

## **1.3 SCOPE OF SERVICES**

The specific tasks assigned to the Consultants are:

### **PRE-CONTRACT**

- Access existing standard drawings of Wa West District Assembly offices and modify it to suit the terrain
- Visit the project site to appreciate the location and nature of the site and it's environs
- Carry out detailed site investigation including geo-technical studies
- Carry out Design Review of the supplied drawings, informed by results of site investigations and Geo-technical Reports and in collaboration with Wa West District Project Team.
- Prepare and agree with Wa West Assembly preliminary cost plans and estimates based upon the Reviewed Design.
- Prepare and agree with Wa West Assembly Detailed Designs and documentations such as detailed cost plan, estimates and project plans
- Prepare tender documents which shall be based on the provisions of the Public Procurement Law Act 663 and its accompanying Standard Tender Documents (STDs). The Tender Document shall include but not limited to Bills of Quantities, Tender Drawings, Condition of Contract, Special Conditions of Contract, Specifications, Tender Data Information, Forms of Securities/Guarantees and any other documents to facilitate the tendering process
- To perhaps participate in the evaluation of tenders and contract award
- Prepare Contract Documentation after award

### **POST-CONTRACT**

- Be responsible for the regular supervision of the construction works during the construction and maintenance periods of the contract which will include but not limited to Site introduction, orientation and setting out the structure, day to day supervision, Contract Administration; Review of Contractors

Programme of works, commissioning and testing of materials and equipment, preparation of as-built drawings.

- Monitor, analyse and give necessary advice for Project Costs Control during the construction and maintenance periods
- Perform other duties related to the assignment that will ensure smooth implementation, completion within reasonable time of high quality product and achievement and maintenance of overall project objectives

Information to be relied on for the above assignment will be the following supplied by the client

- i. Site Investigations and geo-technical studies of surrounding sites
- ii. Existing Standard drawings of Wa West Assembly offices
- iii. Wa West Assembly Standard Design for Offices
- iv. Wa West Assembly Planning Norms

#### 1.4 APPRAISAL VISITS TO PROJECT SITE

##### 1.4.1 General

The Consultant is submitting Technical and Financial proposals for Pre- and Post Contract services covering the review of proposed designs, detailed design, Bill preparation, tendering and site supervision towards the Construction of these facilities. The financial proposal will be submitted under a separate cover.

##### 1.4.2 Site Visits

Before the submission of this proposal, the Architect, Engineer and Quantity Surveyor visited the site to further acquaint ourselves with the relevant issues concerning the project.

## 2 PROFILE OF THE FIRM & RELEVANT EXPERIENCE

### 2.1 BACKGROUND OF FIRM

A&QS Consortium Ltd is an Engineering, Architectural, Quantity Surveying and Planning firm. It was established in 1996 as PEPSC A&QS Consortium and re-organized under different management in 2001 to provide Consultancy services through a multi disciplinary and integrated approach. The firm as a result, offers a broad spectrum of Consultancy services covering planning, architectural, engineering and quantity surveying and has the requisite capacity to perform the assignment to the satisfaction of its Clients.

### 2.2 AREAS OF PROFESSIONAL OPERATIONS

The areas that the firm offers Consultancy services include the following:

- Civil & Structural Engineering Services
- Architectural Services
- Project Review and Appraisal
- Quantity Surveying and Contract Management
- Management Consultancy

A&QS Consortium has over the years handled design and construction supervision of varied rural and urban projects for both public and private sector institutions successfully, with due cognizance to cost control, construction safety and quality assurance, to the utmost satisfaction of our clients.

### 2.3 EQUIPMENT AND VEHICLES

The equipment and vehicle holding of the firm which would be utilized, among others in the execution of the assignment are listed below as follows:

Blue print and developing machine	1No.
Drawing machines	6No.
HP 500/800 Plotter	1No
Computers	6No.
Laptops	2No
Printers	4No
Scanner/Photocopier/Printer	1No
Photocopiers	2No
Binding Machine	1No
Theodolite and accessories	1No
Pick-up Toyota	2No.
Nissan Terrano	1No.
Nissan Patrol	1No.
Nissan Navara	1No
Motor bike	1No
Special software	

Masterbill for Quantity Surveyors  
QSCad Elite  
QS Solutions  
AutoCAD for architects

FIRM'S REFERENCE: Relevant Services carried out in the last five years that illustrates qualifications		
Assignment Name: Construction of office Complex for newly created District Assembly	Country: Ghana	
Location within Country: Wechiau	Professional staff provided by your firm: 1 A, 1 QS, 1 E, 1 C.O.W	
Name of Client: Wa West District Assembly	Number of staff :- 4	
Address: Post Office Box ....., Wechiau, UW/R	Number of staff – months, duration of assignment:- 12 months	
Start Date (month/year): February 2005	Completion date (month/year) January 2006	<b>Approximate value of services: GH¢24,400.00</b>
Name of Associated Consultants: None	Number of months of Professional staff provided by Associated consultants: None	
Name of project coordinator involved and functions performed:- Mr. A.K. Kuundaari as contract administrator		
<b>Narrative Description of project:- Construction of a complete assembly complex with about 20-room office space, DCE's Office, Conference Hall and wash rooms.</b>		
<b>Description of Actual Services:- Pre-contract and Post-Contract Services.</b>		
Firm Name: A&QS Consortium Ltd		

FIRM'S REFERENCE: Relevant Services carried out in the last five years that illustrates qualifications		
Assignment Name: Construction of office Complex for newly created District Assembly	Country: Ghana	
Location within Country: Gwollu	Professional staff provided by your firm: 1 A, 1 QS, 1 E, 1 C.O.W	
Name of Client: Sissala West District Assembly	Number of staff :- 4	
Address: Post Office Box 99, Gwolu, UW/R	Number of staff – months, duration of assignment:- 12 months	
Start Date (month/year): February 2005	Completion date (month/year) January 2006	<b>Approximate value of services: GH¢24,500.00</b>
Name of Associated Consultants: None	Number of months of Professional staff provided by Associated consultants: None	
Name of project coordinator involved and functions performed:- Mr. A.K. Kuundaari as contract administrator		
<b>Narrative Description of project:- Construction of a complete assembly complex with about 20-room office space, DCE's Office, Conference Hall and wash rooms.</b>		
<b>Description of Actual Services:- Pre-contract and Post-Contract Services.</b>		
Firm Name: A&QS Consortium Ltd		

FIRM'S REFERENCE: Relevant Services carried out in the last five years that illustrates qualifications		
Assignment Name: Construction of office Complex for newly created District Assembly	Country: Ghana	
Location within Country: Funi	Professional staff provided by your firm: 1 A, 1 QS, 1 E, 1 C.O.W	
Name of Client: Wa East District Assembly	Number of staff :- 4	
Address: Post Office Box ....., Funi UW/R	Number of staff – months, duration of assignment:- 12 months	
Start Date (month/year): February 2005	Completion date (month/year) January 2006	<b>Approximate value of services: GH¢24,100.00</b>
Name of Associated Consultants: None	Number of months of Professional staff provided by Associated consultants: None	
Name of project coordinator involved and functions performed:- Mr. A.K. Kuundaari as contract administrator		
<b>Narrative Description of project: - Construction of a complete assembly complex with about 20-room office space, DCE's Office, Conference Hall and wash rooms.</b>		
<b>Description of Actual Services:- Pre-contract and Post-Contract Services.</b>		
Firm Name: A&QS Consortium Ltd		

FIRM'S REFERENCE: Relevant Services carried out in the last five years that illustrates qualifications		
Assignment Name: Construction of Optical Workshop.	Country: Ghana	
Location within Country: Sunyani, Upper West Region	Professional staff provided by your firm: 1 A, 1 QS, 1 E & 1 C.O.W	
Name of Client: Ghana – Swiss Red Cross	Number of staff :- 4	
Address: P O Box ....., Accra, Ghana	Number of staff – months, duration of assignment:- 3 months	
Start Date (month/year): January 2003	Completion date (month/year) April 2003	<b>Approximate value of services: \$1,725.00</b>
Name of Associated Consultants: None	Number of months of Professional staff provided by Associated consultants: None	
Name of project coordinator involved and functions performed:- A. K. Kuundaari as contract administrator		
<b>Narrative Description of project:- Construction of office, consulting room, store, show room and wash rooms.</b>		
<b>Description of Actual Services:- Pre- and Post Contract Services for the project</b>		
Firm Name: A&QS Consortium Ltd.		



FIRM'S REFERENCE: Relevant Services carried out in the last five years that illustrates qualifications		
Assignment Name: Construction and Completion of 3-Storey Office Complex.	Country: Ghana	
Location within Country: Tumu, Upper West Region	Professional staff provided by your firm: 1 A, 1 QS, 3 E & 1 C.O.W	
Name of Client: Ghana – Sissala East District Assembly	Number of staff :- 6	
Address: P O Box 12, Tumu, UW/R	Number of staff – months, duration of assignment:- 12 months	
Start Date (month/year): June 2003	Completion date (month/year) May 2004	<b>Approximate value of services: GH¢23,000.00</b>
Name of Associated Consultants: None	Number of months of Professional staff provided by Associated consultants: None	
Name of project coordinator involved and functions performed: - A. K. Kuundaari as contract administrator		
<b>Narrative Description of project:- Construction of 3-storey office complex comprising of 50No single cell offices, 5No Double cell offices, a DCE office, Conference room and 19No wash rooms.</b>		
<b>Description of Actual Services:- Pre- and Post Contract Services for the project</b>		
Firm Name: A&QS Consortium Ltd.		

FIRM'S REFERENCE: Relevant services carried out in the last five years that illustrates qualifications		
Assignment Name: Construction of Ground floor of 3-Storey Office Complex.	Country :- Ghana	
Location within country: Nadowli, Upper West Region	Professional staff provided by your firm: 1 A, 1 QS, 3E, 1 C.O.W	
Name of Client: Ghana – Nadowli District Assembly	Number of staff :- 6	
Address: P. O Box 1, Nadowli, UW/R	Number of staff – months, duration of assignment:- 6 months	
Start Date (month/year): June 2004	Completion date (month/year) December 2004	<b>Approximate value of services: GH¢11,500.00</b>
Name of Associated Consultants: None	Number of months of Professional staff provided by Associated consultants: None	
Name of project coordinator involved and functions performed:- A. K. Kuundaari as contract administrator		
<b>Narrative Description of project: - Construction of Ground Floor of 3-storey office complex comprising of 8No single cell offices, conference room and 6No wash rooms.</b>		
<b>Description of Actual Services:- Pre- and Post Contract Services for the project</b>		
Firm Name: A&QS Consortium Ltd		

FIRM'S REFERENCE: Relevant Services carried out in the last five years that illustrates qualifications		
Assignment Name: Construction of 2-Storey Student Hostel at Nurses' Training College.	Country: Ghana	
Location within Country: Jirapa, Upper West Region	Professional staff provided by your firm: 1 A, 1 QS, 3E & 1 C.O.W	
Name of Client: Ghana – Ministry of Health.	Number of staff :- 6	
Address: P. O. Box M44, Accra	Number of staff – months, duration of assignment:- 12 months	
Start Date (month/year): November 2004	Completion date (month/year) October 2005	<b>Approximate value of services: GH¢39,330.00</b>
Name of Associated Consultants: None	Number of months of Professional staff provided by Associated consultants: None	
Name of project coordinator involved and functions performed:- A. K. Kuundaari as contract administrator		
<b>Narrative Description of project:- Construction of 120-Bed capacity student Hostel consisting of 16No Bedrooms, 40No showers, 28No WCs, Students Common room, TV room and a large courtyard</b>		
<b>Description of Actual Services:- Pre- and Post Contract Services for the project</b>		
Firm Name: A&QS Consortium Ltd		

FIRM'S REFERENCE: Relevant Services carried out in the last five years that illustrates qualifications		
Assignment Name: Construction of Twin unit 2-Storey flats	Country: Ghana	
Location within Country: Wa-Kunfaabiala	Professional staff provided by your firm: 1 A, 1 D, 3E, 1 QS, 1 C.O.W	
Name of Client: Wa Catholic Diocese	Number of staff :- 6	
Address: Post Office Box 47, Wa	Number of staff – months, duration of assignment:- 10 months	
Start Date (month/year): December 2005	Completion date (month/year) October. 2006	<b>Approximate value of services: Gh¢20,200.00</b>
Name of Associated Consultants: None	Number of months of Professional staff provided by Associated consultants: None	
Name of project coordinator involved and functions performed:- A. K. Kuundaari as contract administrator		
<b>Narrative Description of project: - Construction of 2-storey 4No flats each with 2No self-contained Bedrooms, Dining/Living, kitchen, store and 4No garages.</b>		
<b>Description of Actual Services: - Pre-contract and Post-contract services.</b>		
Firm Name: A&QS Consortium Ltd		

FIRM’S REFERENCE: Relevant Services carried out in the last five years that illustrates qualifications		
Assignment Name: Construction of 2-Storey Student Hostel	Country: Ghana	
Location within Country: Ko Senior Secondary School	Professional staff provided by your firm: 1 A, 1 QS, 1 3E, C.O.W, 1 Draughtsman	
Name of Client: Ghana Educational Trust Fund (GETFund).	Number of staff :- 4	
Address: GETFund, 42 <sup>nd</sup> 4 <sup>th</sup> Close, Airport Residential Area, Accra.	Number of staff – months, duration of assignment:- 5 months	
Start Date (month/year): September 2006	Completion date (month/year) August 2007	<b>Approximate value of services: GH¢19,800.00</b>
Name of Associated Consultants: None	Number of months of Professional staff provided by Associated consultants: None	
Name of project coordinator involved and functions performed:- Mr. A.K. Kuundaari as contract administrator		
Narrative Description of project: - Construction of 120-Bed capacity student Hostel with washrooms and student’s Common room.		
Description of Actual Services: - Pre-contract and Post-Contract Services for the projects.		
Firm Name: A&QS Consortium Ltd.		

FIRM'S REFERENCE: Relevant Services carried out in the last five years that illustrates qualifications		
Assignment Name: Construction of 2-Storey Student Hostel	Country: Ghana	
Location within Country: Wa-Kunfaabiala	Professional staff provided by your firm: 1 A, 1 QS, 3 E, 1 C.O.W, 1 Draughtsman	
Name of Client: Wa Catholic Diocese	Number of staff :- 6	
Address: Post Office Box 47, Wa, UW/R	Number of staff – months, duration of assignment:- 12 months	
Start Date (month/year): February 2006	Completion date (month/year) January 2007	<b>Approximate value of services: GH¢46,000.00</b>
Name of Associated Consultants: None	Number of months of Professional staff provided by Associated consultants: None	
Name of project coordinator involved and functions performed:- Mr. A.K. Kuundaari as contract administrator		
<b>Narrative Description of project:- Construction of 112-Bed capacity each room self-contained, Porters Lodge, 2No. Common Rooms and kitchen.</b>		
<b>Description of Actual Services:- Pre-contract and Post-Contract Services.</b>		
Firm Name: A&QS Consortium Ltd		

FIRM'S REFERENCE: Relevant Services carried out in the last five years that illustrates qualifications		
Assignment Name: Conversion of Council Building into Rural Bank	Country: Ghana	
Location within Country: Tumu	Professional staff provided by your firm: 1 A, 1 QS, 1 E & 1 C.O.W	
Name of Client: Sissala East District Assembly	Number of staff :- 4	
Address: Post Office Box 12, Tumu, UW/R	Number of staff – months, duration of assignment:- 2 months	
Start Date (month/year): March 2002	Completion date (month/year) May 2002	<b>Approximate value of services: GH¢530.00</b>
Name of Associated Consultants: None	Number of months of Professional staff provided by Associated consultants: None	
Name of project coordinator involved and functions performed:- Mr. A.K. Kuundaari as contract administrator		
<b>Narrative Description of project:- Complete rehabilitation and repartitioning of council building into a Bank.</b>		
<b>Description of Actual Services:- Pre-contract and Post-Contract Services.</b>		
Firm Name: A&QS Consortium Ltd		

FIRM'S REFERENCE: Relevant Services carried out in the last five years that illustrates qualifications		
Assignment Name: Renovation of Police Station.	Country: Ghana	
Location within Country: Tumu	Professional staff provided by your firm: 1 A, 1 QS, & 1 C.O.W	
Name of Client: Sissala East District Assembly	Number of staff :- 3	
Address: Post Office Box 12, Tumu, UW/R	Number of staff – months, duration of assignment:- 2 months	
Start Date (month/year): February 2005	Completion date (month/year) March 2005	<b>Approximate value of services: GH¢740.00</b>
Name of Associated Consultants: None	Number of months of Professional staff provided by Associated consultants: None	
Name of project coordinator involved and functions performed:- Mr. A.K. Kuundaari as contract administrator		
<b>Narrative Description of project:- Complete renovation of Police Station.</b>		
<b>Description of Actual Services:- Pre-contract and Post-Contract Services.</b>		
Firm Name: A&QS Consortium Ltd		



FIRM'S REFERENCE: Relevant Services carried out in the last five years that illustrates qualifications		
Assignment Name: Renovation of District Assembly's Offices	Country: Ghana	
Location within Country: Nadowli	Professional staff provided by your firm: 1 A, 1 QS, 1 C.O.W.	
Name of Client: Nadowli District Assembly	Number of staff :- 3	
Address: Post Office Box 1, Nadowli, UW/R	Number of staff – months, duration of assignment:- 3 months	
Start Date (month/year): December 2004	Completion date (month/year) March 2005	<b>Approximate value of services: GH¢2,300.00</b>
Name of Associated Consultants: None	Number of months of Professional staff provided by Associated consultants: None	
Name of project coordinator involved and functions performed:- Mr. A.K. Kuundaari as contract administrator		
<b>Narrative Description of project:- Complete renovation of Office blocks.</b>		
<b>Description of Actual Services:- Pre-contract and Post-Contract Services.</b>		
Firm Name: A&QS Consortium Ltd		

FIRM'S REFERENCE: Relevant Services carried out in the last five years that illustrates qualifications		
Assignment Name: Renovation of Rural Bank	Country: Ghana	
Location within Country: Lawra	Professional staff provided by your firm: 1 A, 1 QS, 1 C.O.W	
Name of Client: Lawra District Assembly	Number of staff :- 3	
Address: Post Office Box 23, Lawra, UW/R	Number of staff – months, duration of assignment:- 2 months	
Start Date (month/year): April 2005	Completion date (month/year) June 2005	<b>Approximate value of services: GH¢1,500.00</b>
Name of Associated Consultants: None	Number of months of Professional staff provided by Associated consultants: None	
Name of project coordinator involved and functions performed:- Mr. A.K. Kuundaari as contract administrator		
<b>Narrative Description of project:- Complete renovation of Bank Block.</b>		
<b>Description of Actual Services:- Pre-contract and Post-Contract Services.</b>		
Firm Name: A&QS Consortium Ltd		

FIRM'S REFERENCE: Relevant Services carried out in the last five years that illustrates qualifications		
Assignment Name: Construction of Police Station	Country: Ghana	
Location within Country: Gwollu	Professional staff provided by your firm: 1 A, 1 QS, 1 E, 1 C.O.W	
Name of Client: Sissala West District Assembly	Number of staff :- 4	
Address: Post Office Box 99, Gwollu, UW/R	Number of staff – months, duration of assignment:- 4 months	
Start Date (month/year): November 2005	Completion date (month/year) March 2006	<b>Approximate value of services: GH¢4,300.00</b>
Name of Associated Consultants: None	Number of months of Professional staff provided by Associated consultants: None	
Name of project coordinator involved and functions performed:- Mr. A.K. Kuundaari as contract administrator		
<b>Narrative Description of project:- Construction of Police Station with 2No offices, reception, armoury, store, cells and washroom.</b>		
<b>Description of Actual Services:- Pre-contract and Post-Contract Services.</b>		
Firm Name: A&QS Consortium Ltd		

FIRM'S REFERENCE: Relevant Services carried out in the last five years that illustrates qualifications		
Assignment Name: Rehabilitation and Expansion of DHMIS offices	Country: Ghana	
Location within Country: Lawra	Professional staff provided by your firm: 1 A, 1 QS, 1 E, 1 C.O.W	
Name of Client: Lawra District Assembly	Number of staff :- 4	
Address: Post Office Box 23, Lawra, UW/R	Number of staff – months, duration of assignment:- 3 months	
Start Date (month/year): April 2005	Completion date (month/year) July 2005	<b>Approximate value of services: GH¢4,870.00</b>
Name of Associated Consultants: None	Number of months of Professional staff provided by Associated consultants: None	
Name of project coordinator involved and functions performed:- Mr. A.K. Kuundaari as contract administrator		
<b>Narrative Description of project:- Complete rehabilitation and expansion of existing structure into offices.</b>		
<b>Description of Actual Services:- Pre-contract and Post-Contract Services.</b>		
Firm Name: A&QS Consortium Ltd		

FIRM'S REFERENCE: Relevant Services carried out in the last five years that illustrates qualifications		
Assignment Name: Renovation of MOFA RADU/DADU Offices	Country: Ghana	
Location within Country: Wa	Professional staff provided by your firm: 1 A, 1 QS, 1 E, 1 C.O.W	
Name of Client: MOFA	Number of staff :- 4	
Address: Post Office Box ....., Wa, UW/R	Number of staff – months, duration of assignment:- 3 months	
Start Date (month/year): October 2005	Completion date (month/year) January 2006	<b>Approximate value of services: Gh¢1,740.00</b>
Name of Associated Consultants: None	Number of months of Professional staff provided by Associated consultants: None	
Name of project coordinator involved and functions performed:- Mr. A.K. Kuundaari as contract administrator		
<b>Narrative Description of project:- Complete rehabilitation of 2-storey office Block.</b>		
<b>Description of Actual Services:- Pre-contract and Post-Contract Services.</b>		
Firm Name: A&QS Consortium Ltd		

FIRM'S REFERENCE: Relevant Services carried out in the last five years that illustrates qualifications		
Assignment Name: Renovation of Office Block	Country: Ghana	
Location within Country: Pong-Tamale	Professional staff provided by your firm: 1 A, 1 QS, 1 C.O.W	
Name of Client: MOFA	Number of staff :- 3	
Address: Post Office Box ....., Tamale, N/R	Number of staff – months, duration of assignment:- 2 months	
Start Date (month/year): May 2006	Completion date (month/year) July 2006	<b>Approximate value of services: GH¢3,490.00</b>
Name of Associated Consultants: None	Number of months of Professional staff provided by Associated consultants: None	
Name of project coordinator involved and functions performed:- Mr. A.K. Kuundaari as contract administrator		
<b>Narrative Description of project:- Complete renovation of Office Block.</b>		
<b>Description of Actual Services:- Pre-contract and Post-Contract Services.</b>		
Firm Name: A&QS Consortium Ltd		

FIRM'S REFERENCE: Relevant Services carried out in the last five years that illustrates qualifications		
Assignment Name: Construction of Police Station	Country: Ghana	
Location within Country: Wechiau	Professional staff provided by your firm: 1 A, 1 QS, 1 E, 1 C.O.W	
Name of Client: Wa West District Assembly	Number of staff :- 4	
Address: Post Office Box ....., Wechiau, UW/R	Number of staff – months, duration of assignment:- 4 months	
Start Date (month/year): November 2006	Completion date (month/year) March 2007	<b>Approximate value of services: GH¢5,740.00</b>
Name of Associated Consultants: None	Number of months of Professional staff provided by Associated consultants: None	
Name of project coordinator involved and functions performed:- Mr. A.K. Kuundaari as contract administrator		
<b>Narrative Description of project:- Construction of Police Station with 2No offices, reception, armoury, store, cells and washroom.</b>		
<b>Description of Actual Services:- Pre-contract and Post-Contract Services.</b>		
Firm Name: A&QS Consortium Ltd		

FIRM'S REFERENCE: Relevant Services carried out in the last five years that illustrates qualifications		
Assignment Name: Renovation of MOFA Office Block	Country: Ghana	
Location within Country: Nadowli	Professional staff provided by your firm: 1 A, 1 QS, 1 E, 1 C.O.W	
Name of Client: MOFA	Number of staff :- 4	
Address: Post Office Box ..., Nadowli, UW/R	Number of staff – months, duration of assignment:- 2 months	
Start Date (month/year): April 2007	Completion date (month/year) June 2007	<b>Approximate value of services: GH¢3,030.00</b>
Name of Associated Consultants: None	Number of months of Professional staff provided by Associated consultants: None	
Name of project coordinator involved and functions performed:- Mr. A.K. Kuundaari as contract administrator		
<b>Narrative Description of project:- Complete renovation of offices and external works.</b>		
<b>Description of Actual Services:- Pre-contract and Post-Contract Services.</b>		
Firm Name: A&QS Consortium Ltd		



FIRM'S REFERENCE: Relevant Services carried out in the last five years that illustrates qualifications		
Assignment Name: Renovation of MOFA Office Block	Country: Ghana	
Location within Country: Wa	Professional staff provided by your firm: 1 A, 1 QS, 1 E, 1 C.O.W	
Name of Client: MOFA	Number of staff :- 4	
Address: Post Office Box ..., Wa, UW/R	Number of staff – months, duration of assignment:- 2 months	
Start Date (month/year): April 2007	Completion date (month/year) June 2007	<b>Approximate value of services: GH¢1,560.00</b>
Name of Associated Consultants: None	Number of months of Professional staff provided by Associated consultants: None	
Name of project coordinator involved and functions performed:- Mr. A.K. Kuundaari as contract administrator		
<b>Narrative Description of project:- Complete renovation of offices and external works.</b>		
<b>Description of Actual Services:- Pre-contract and Post-Contract Services.</b>		
Firm Name: A&QS Consortium Ltd		

FIRM'S REFERENCE: Relevant Services carried out in the last five years that illustrates qualifications		
Assignment Name: Renovation of Regional Veterinary Block	Country: Ghana	
Location within Country: Wa	Professional staff provided by your firm: 1 A, 1 QS, 1 E, 1 C.O.W	
Name of Client: MOFA	Number of staff :- 4	
Address: Post Office Box ..., Wa, UW/R	Number of staff – months, duration of assignment:- 2 months	
Start Date (month/year): April 2007	Completion date (month/year) June 2007	<b>Approximate value of services: GH¢4,250.00</b>
Name of Associated Consultants: None	Number of months of Professional staff provided by Associated consultants: None	
Name of project coordinator involved and functions performed:- Mr. A.K. Kuundaari as contract administrator		
<b>Narrative Description of project:- Complete renovation of offices and external works.</b>		
<b>Description of Actual Services:- Pre-contract and Post-Contract Services.</b>		
Firm Name: A&QS Consortium Ltd		

FIRM'S REFERENCE: Relevant Services carried out in the last five years that illustrates qualifications		
Assignment Name: Renovation of Water and Sewerage Guest House	Country: Ghana	
Location within Country: Tumu	Professional staff provided by your firm: 1 A, 1 QS, 1 C.O.W	
Name of Client: Sissala East District Assembly	Number of staff :- 3	
Address: Post Office Box 12, Tumu, UW/R	Number of staff – months, duration of assignment:- 3 months	
Start Date (month/year): May 2007	Completion date (month/year) August 2007	<b>Approximate value of services: GH¢4,100.00</b>
Name of Associated Consultants: None	Number of months of Professional staff provided by Associated consultants: None	
Name of project coordinator involved and functions performed:- Mr. A.K. Kuundaari as contract administrator		
<b>Narrative Description of project:- Complete renovation of bedrooms and wash rooms and caretakers residence.</b>		
<b>Description of Actual Services:- Pre-contract and Posts Contract Services.</b>		
Firm Name: A&QS Consortium Ltd		

FIRM'S REFERENCE: Relevant Services carried out in the last five years that illustrates qualifications		
Assignment Name: Construction of 6-unit Classroom Block and 5-seater KVIP Toilet/Urinal	Country: Ghana	
Location within Country: Kurabaso	Professional staff provided by your firm: 1 A, 1 QS, 1 C.O.W	
Name of Client: Bole District Assembly	Number of staff :- 3	
Address: Post Office Box ..., Bole, N/R	Number of staff – months, duration of assignment:- 3 months	
Start Date (month/year): June 2008	Completion date (month/year) November 2009	<b>Approximate value of services: GH¢9,490.00</b>
Name of Associated Consultants: None	Number of months of Professional staff provided by Associated consultants: None	
Name of project coordinator involved and functions performed:- Mr. A.K. Kuundaari as contract administrator		
<b>Narrative Description of project:- Construction of 6No classrooms, Library room, office and store and staff common room, 5-seater KVIP and 2-unit urinal.</b>		
<b>Description of Actual Services:- Pre-contract and Posts Contract Services.</b>		
Firm Name: A&QS Consortium Ltd		

### **3 COMMENTS ON TERMS OF REFERENCE**

#### **3.1 PROJECT APPRECIATION**

A detailed review of the terms of reference, site visits and discussions with the relevant officials have given the Consultant an excellent understanding, appreciation of the project. The provision of these Social Infrastructures will enable the Wa West Assembly and the various local beneficiary communities in the district benefit from the Socio-economic benefits accruing from the works. The advantages of having these social infrastructures will be to achieve sustainable, equitable growth, accelerated poverty reduction and the protection of the vulnerable and excluded within the decentralized democratic government.

#### **3.2 TERMS OF REFERENCE**

##### **PRE-CONTRACT**

- Study the existing infrastructure drawings
- Visit the project site to appreciate the location and nature of the site and its environs
- Carry out detailed site investigation including geo-technical studies
- Carry out Design Review of the supplied drawings, informed by results of site investigations and Geo-technical Reports and in collaboration with Wa West Assembly Project Team.
- Prepare and agree with Wa West Assembly preliminary cost plans and estimates based upon the Reviewed Design.
- Prepare and agree with Wa West Assembly Detailed Designs and documentations such as detailed cost plan, estimates and project plans
- Prepare tender documents which shall be based on the provisions of the Public Procurement Law Act 663 and its accompanying Standard Tender Documents (STDs). The Tender Document shall include but not limited to Bills of Quantities, Tender Drawings, Condition of Contract, Special Conditions of Contract, Specifications, Tender Data Information, Forms of Securities/Guarantees and any other documents to facilitate the tendering process
- To perhaps participate in the evaluation of tenders and contract award
- Prepare Contract Documentation after award

##### **POST-CONTRACT**

- Be responsible for the regular supervision of the construction works during the construction and maintenance periods of the contract which will include but not limited to Site introduction, orientation and setting out the structure, day to day supervision, Contract Administration; Review of Contractors Programme of works, commissioning and testing of materials and equipment, preparation of as-built drawings.
- Monitor, analyse and give necessary advice for Project Costs Control during the construction and maintenance periods
- Perform other duties related to the assignment that will ensure smooth implementation, completion within reasonable time of high quality product and achievement and maintenance of overall project objectives

### 3.3 COMMENTS ON TERMS OF REFERENCE

- i. The Terms of Reference (TOR) with the Letter of Invitation (LOI) for submitting the proposals have provided us adequate information to appreciate the scope of works of the consultancy services and to prepare responsive proposals.
- ii. The Terms of Reference provide a description of the ultimate goals of the project and outlines the work to be done.
- iii. The terms of reference also indicated the services and facilities to be provided by the client.

The Terms of Reference however, failed to:

- Provide any budget ceiling for the project

### 3.4 SUGGESTIONS

#### 3.4.1 Budgetary Allocation

In spite of the client's silence on the budgetary allocation the consultant will provide a reviewed design and specification in line with contemporary concepts of development of Social Infrastructure for the Wa West District Assembly.

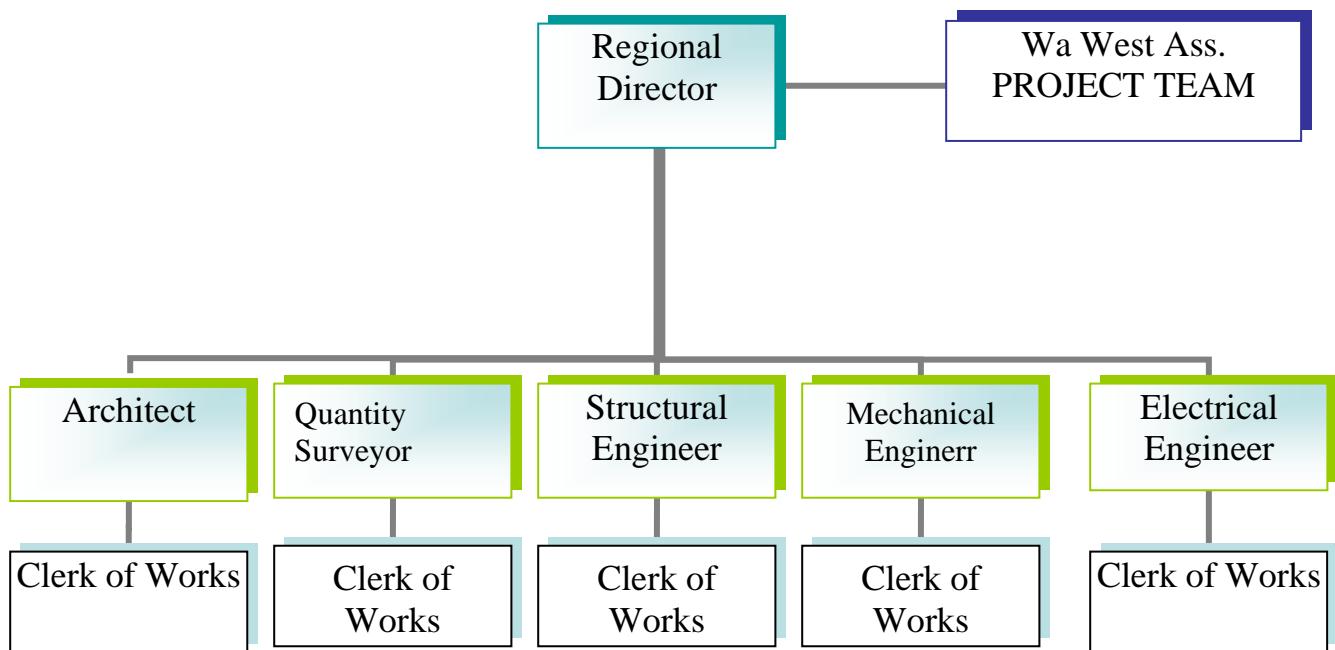
## 4 APPROACH AND METHODOLOGY

### 4.1 PROJECT ORGANISATION

The entire assignment will be carried out by three approaches:-

- i. Provision of all requisite administration and logistical controls from the Consultant's office
- ii. The Project Director has the responsibility of the overall management and administration of the project including liaison with clients
- iii. All other professionals will operate from the Consultant's office and visit the project site periodically when the need arises.

The project implementation organization structure is as illustrated in figure 4.1 below.



## 4.2 WORK BREAKDOWN STRUCTURE

A work breakdown structure has been identified based on the major activities in the Terms of Reference (TOR), with a few modifications made.

The major components for the work break down structure of the consultant are as follows:

- Project Management
- Design and Tendering
- Construction Supervision

### 4.2.1 Project Management

This would primarily involve Project Control, Personnel Management, Financial Management and Reporting.

- Project Control: Would cover the overall management function of planning, directing and control of project staff, including liaison and coordination with the Wa West Assembly and other relevant public institutions.
- Personnel Management: Comprise the provision of the requisite qualified personnel for the project assignment including supervision directing, control and briefing of personnel among others.
- Financial Management: Covers project management functions such as budgeting, accounting, financial records and controls.
- The consultant would provide an Inception Report within one month of the award of Contract. Other reports that will follow suit are the Progress and Final Reports.

#### 4.2.2 Architectural and Engineering Design

This involves all activities that would be undertaken by the consultants in the provision of the detailed architectural and engineering drawings and assistance to Wa West Assembly in Contract Packaging and Award of contract.

#### 4.2.3 Construction Supervision

This will involve all post contract activities that the Consultant would undertake up to the commissioning and handing over of the facility to the Client and Users.

### 4.3 CONSULTATIONS AND SURVEYS

#### 4.3.1 Consultations with Institutions and Data Collection

Consultations with key officials of institutions, organizations and agencies whose functions have direct or indirect bearing on the assignment will constitute a major component of the Consultant overall approach to the studies and assignment.

The main objective of this exercise will be to gather useful information and data that would enable the Consultant carry out the full scope of services to achieve optimum output that will be accepted by all stakeholders.

The consultations and interviews would enable us to obtain relevant information, which would include, but not limited to base map showing utility services lines and cables, locations of junction boxes, transformer and power levels within the premises of the proposed infrastructures.

Other information would include land-use plans and layouts of adjoining areas to the Office, ownership records, existing prototype infrastructure development drawings and proposed general infrastructure development of the entire project site and adjoining areas within the catchment of the project site.

The target institutions and organizations are Ghana Water Company Ltd (GWCL), Ghana Telecom, Electricity Company of Ghana (ECG), Ghana Highway Authority (GHA), Survey Department and the Wa West Assembly.

#### 4.3.2 Preliminary Review and Data Collection

At this stage the Consultant will conduct a thorough study of the topographic survey of the proposed sites provided by the client, locating the boundaries, existing channels in and around project site, walkways and access road by vehicles, type of vehicle using premises and their average frequency.

Data in the present state, type and condition of facilities already in place will be recorded. This will assist the consultant in assessing and making definite valuable recommendations on parking requirements for users of facility, guests and service delivery vehicles and facilitate sound planning and engineering work to be completed.

### 4.4 FIELD SURVEYS & INVESTIGATIONS FOR DESIGN OF INFRASTRUCTURE

#### 4.4.1 Land Use and Design Data Collection



To successfully construct the infrastructures to suit the needs of the client and the users, the Consultant will carry out the following:-

- Prepare plans/layouts showing the structures and all relevant facilities/amenities proposed under the constructional works
- A survey of persons who would use the facility when completed will also be carried out to ensure safe evacuation. This survey will confirm the adequacy of space needs of users of the facility as well as the proper location in respect of other existing facilities

#### 4.4.2 Engineering Studies

This will cover Geo-Technical investigations at the project sites provided by client. The Consultant will study thoroughly the requisite geo-technical investigations provided to enable him carry out foundation designs of selected buildings and other facilities that will prevent underground seepage and settlement problems.

#### 4.4.3 Environmental Impact Assessment

The consultant proposes to undertake an Environmental Impact Assessment Study for the constructional activities at the project sites. The study will follow EPA guidelines for EIA on development projects. In line with EPA requirements, the Consultant will undertake a scoping exercise (stakeholders consultations), which entails discussions and consultations with all interested and affected parties.

These discussions will provide relevant background information and also ensure that key issues and concerns raised by affected persons are given due consideration when conducting the EIA.

The Consultant's approach to the subject will incorporate;

- i. Existing baseline environmental conditions;
- ii. Potential environmental impact both direct and indirect including opportunities for environmental enhancement;
- iii. Proposed preventive, mitigation and compensatory measures, presented in the form of an action plan;
- iv. Proposed environmental monitoring arrangements;
- v. Engineering requirements to protect the environment.

#### **Baseline Environmental Conditions**

As a first step, the Consultant shall make a comprehensive inventory of the existing environmental components with respect to each of the project measures and components mentioned.

The inventory exercise would enable the Consultant to come up with an evaluation of both the positive and negative impact from each of the project interventions proposed for the works.

#### **Potential Environmental Impact of Project Interventions**

After the baseline data have been analyzed and evaluated, the Consultant shall identify negative and positive environmental impacts of the projects. In particular, the potential negative impacts will be reviewed critically to enable adequate mitigatory, compensatory measures to be put in place.

In this regard, the Consultant shall focus on negative impacts arising out of:

- i) Contamination of water bodies (ground and surface) due to wastewater from drains and lavatories from the developed facilities at the project site
- ii) Dust pollution and excessive noise during construction.

### **Mitigatory and Compensatory Measures**

The consultant will identify and propose measures for mitigating the adverse environmental impacts of the projects. In this regard, options other than those proposed will be considered to permit an evaluation of all the viable mitigatory measures to arrive at a realistic intervention strategy.

After careful evaluation of all options, the consultant shall present an Action Plan for the implementation of preventive, mitigatory and compensatory measure to either reduce or eliminate negative impacts identified. Wherever possible, the cost and benefits of the environmental impacts will be quantified in monetary terms.

### **Environmental Monitoring**

The consultant shall prepare guidelines for environmental monitoring. This is to ensure that impacts have been accurately predicted and that mitigation measures are being implemented as planned.

The guidance will incorporate among other things:

- i. a monitoring programme
- ii. identification of personnel and their training needs
- iii. identification of agency to perform this task.

### **Environmental Management**

The consultant considers this aspect of the Environmental Impact Assessment process very crucial if mitigatory measures necessary for the success of the environmental management are to be achieved.

In this regard, the Consultant will take the necessary steps to ensure that an environmental management strategy is put in place to protect environmental resources within each town without necessarily foregoing the virtues of exploiting the environment for the socio-economic enhancement of the population.

The consultant recognizes the need for educating the project beneficiaries to make them aware of their roles and responsibilities in maintaining clean environment.

## **4.5 REVIEW OF SKETCH DESIGN OF INFRASTRUCTURE**

### **4.5.1 Design Criteria and Standards**

The Consultant will carry out a review of the sketch designs for the projects using approved Wa West Assembly standards and Planning Norms. Where the Consultant considers it necessary to introduce changes, discussions will be held with the Wa West Assembly and the concerned agencies before a final decision is taken.

### **4.5.2 Office Accommodation/Quarters/Bungalow**

The basic concepts and standards for the design and the Construction of the projects and other amenities will take due cognizance of the space requirement and needs of the users of the facility. The consultant would ensure that the design of all the components within the premises have functional disposition that would ensure safe evacuation.

The Consultant will estimate the water and electrical power supply needs of the users of the facility to meet both their present and projected needs. Based on this assessment, consultations will be held with officials of the Utility Agencies – Ghana Water Company Ltd., Ghana Telecom and Electricity Company of Ghana – to agree on suitable installations and linkages with the utility networks at the project site. Standards of design adopted will be those approved by the Utility Agencies.

### 4.5.3 Drainage

The drainage designs for the facilities will be carried out on the basis of data from the preliminary studies as well as data on rainfall and catchments areas. Design guides approved by the Ministry of Roads and Transport will be used. The rational formula and the Manning Equation will be used for peak flow estimation and drain size estimation, respectively. Drains identified as carrying both sullage and storm run-off will be provided with a composite section to carry the two flows.

## 4.6 COSTING OF INFRASTRUCTURE WORKS

### 4.6.1 Bill of Quantities and Cost Estimates

The Consultant will prepare bills of quantities for the various works proposed to be carried out using procedures as approved by the Engineering and Architectural Professional Associations. Quantities will be prepared to accuracy of the about plus or minus 15%. The quantities will be grouped into appropriate items. For example, for the construction of the Office, the main items will be:

Preliminaries

Ground Works

Concrete Works

External Works

Contingencies etc.

For the purpose of preparing cost estimates, the Consultant will build up unit rates for the basic cost elements of materials, equipment, fuel, labour, supervision, overhead, profit and taxes. In this connection, the consultant will undertake a market survey to obtain current prices for the relevant items. Costs will be classified into local currency components.

The unit rates developed by the Consultant will be compared to rates used in recent tenders for appropriate adjustments to be made.

The consultant will prepare cost estimates for each project package using the unit rates developed. A copy of the priced Bills of Quantities will be bound and submitted to the Client.

## 4.7 DETAILED DESIGN, TENDERING & AWARD OF CONTRACTS

Upon approval by Wa West Assembly of the Consultant's reviewed design, the consultant will proceed to carry out, as part of the detailed design, working drawings for facilities/amenities for which approval was granted for their funding and implementation at the project site. Upon completion of the detailed drawings and final cost estimates the consultant would proceed to prepare tender documents.

### 4.7.1 Tender Documents and Packaging of Contracts

The contracts for the construction works shall be packaged according to the agreed programme and packaging plan in the TOR and the design report. Tender Documents shall then be prepared in consultation with Wa West Assembly.

The Tender Documents shall be prepared in accordance with procurement procedures outlined in the Public Procurement Act 663 or any other procedure recommended by the Wa West Assembly.

#### 4.7.2 Tender Invitation and Evaluation

In accordance with the Terms of Reference (TOR) the Consultant will assist the client to invite eligible contractors to submit tenders for the execution of the contract works.

Following submission of Tenders, responsive tenders shall be evaluated and recommendations for the award of contracts made to Wa West Assembly for onward transmission to the appropriate Tender Committee for presentation, deliberation and award.

#### 4.8 CONSTRUCTION SUPERVISION

The task and services to be rendered by the consultant during the implementation of the project have been broadly described in Terms of Reference. The subsequent sections repeat briefly some of the general activities:

##### **Review and Approval of Contractor's Work Programme**

The consultant will check all Contractors' work time schedules, construction plans and documents.

##### **Supervision of Construction Works**

All works executed by the Contractor(s) under the terms of the contract(s) will be supervised by the consultant to ensure that all equipment and works are in strict compliance with the Technical Specifications, Terms of the Contract(s) and applicable standards and practices.

The consultants will act as the Engineer under FIDIC (latest edition) terms for supervision of construction works project monitoring and management as practice demands.

The duties of the Consultant team will include:

- Establishment of supervision procedures, standard checklists and record sheets, guidelines for all supervision staff, supervision documentation etc;
- Ensuring that the site works and tests are carried out in accordance with requirements of the contracts, applicable codes and standard, the design drawings, relevant safety regulations and local laws and good engineering practices;
- Ensuring Contractors' compliance with general and special requirements of the contract (insurance, enforcing of local laws etc.);
- Reviewing the Contractors Quality Assurance Programmes;
- Reviewing erection and inspection procedures, supervising actual erection, advising course of action to be taken to expediting the works, where and when necessary;
- Maintaining field documents and records;
- Preparing, arranging and participating in regular and special meetings for site works, including coordination deemed necessary to improve the progress of the works, and submission of formal minutes of the meetings to the Client and the Contractors;

- Review the progress reports and photographs showing progress of erection works, prepared by the Contractors;
- Establishing rules for good site keeping practices;
- Monitoring and handling of equipment and material for compliance with approved programmes and good practices;
- Checking and commenting on Contractor's site engineering and design works in compliance with Contract requirements and sound engineering practices and providing recommendations for the Client's rejection or final approval;
- Enforcing safety regulations during construction works;
- Judgment of repairs and replacements of individual components;
- Assurance of application of safety rules;
- Review of contractor's additional investigation where required;
- Checking of execution of civil works

Other tasks may be necessary.

The Consultant would like to emphasize the importance of inspections and tests to ensure compliance with standards and specifications, as well as functional performance. For tests/inspections carried out we will compile Reports including test results and assessment thereof, necessary documentation and will forward the said report to the Client. The Consultant will also inspect all materials and equipment brought to the site including packing, shipping lists and the material/equipment conditions and their conformity with the Technical Specification.

Should any discrepancy or question arise which could affect the quality of the equipment during factory or sites test, we will either request for additional tests or other measures which may be necessary, or request for the test repetition to assure proper quality for the Project.

#### Assistance in Certifying the Payment Certificates

Various payments by the client will become due to the Contractor such as Advance Payments, Interim Payments and Preliminary Taking over Payments. The Consultant will assist the Client in checking and modifying the payments (if necessary) to be in accordance with the Contract Specification and the actual progress of the works.

#### Supervision of Commissioning

Approaching the issue of the completion Certificate the Consultant with the Client and the Contractor's staff will establish a timetable for commissioning works in accordance with required procedure and practices.

- Site test arrangements including checking and approval of instruments and apparatus;
- Draw up a programme of testing of all items and keep proper records;
- Testing and commissioning of all works, including operation test of all protection measures;
- Draw up acceptance/guarantee test protocols.

Upon successful commissioning of the Project or its parts and subject to submission of As-Built drawings, manuals and other relevant project documents, the Consultant will, in close collaboration with the client, prepare the Completion Certificate for issuance to the Contractor.

## **REPORTS**

The Consultant will submit the following reports in fulfillment of the requirements of the Terms of Reference. The under-listed reports, in the indicated copies, will be sent to the **GSOP**.

### **Inception Report**

Within one month of the award of contract, the Consultant will present for approval by the Client an inception report detailing his approach and methodology for all the project activities. The report will include the Consultant's state of mobilization and staffing, including any proposed revisions to the original proposal, the planned activities and detailed programme, and finally, the detailed budget and schedule of expected expenditure related to the activity programme. The report would also include a list of reports, which are anticipated to be completed during the project.

### **Monthly Progress Reports**

These are intended to form the basis for monthly progress meetings and will contain schedule and budget reviews, rate of progress and constraints, if any. Submission times of these reports will be agreed to suit the dates of progress meetings.

### **Final Report**

This will be a brief summary of all activities undertaken under the consultancy contract including any variations from the original approaches and scope of work. It should be presented within two months of the completion of the consultancy contract.

The report shall be submitted first in a draft form for comment by Wa West Assembly. The final version shall be submitted four weeks after receipt of all comments.

## **4.9 PREPARATION OF AS-BUILT DRAWINGS**

The consultant would commence the preparation of As-Built Drawing, making changes to the detailed designs in areas where site conditions and characteristics informed the consultant to make the necessary amendments to the original designs.

These As-Built drawings would then be submitted to the client.



## 5 WORK PROGRAMME

### PROJECT IMPLEMENTATION SCHEDULE

No.		REVIEW SKETCH DESIGN				DETAILED DESIGN							
	ACTIVITY	WEEKS				WEEKS							
		1	2	3	4	5	6	7	8	9	10	11	12
<b>A</b>	<b>Review of Proposed Design</b>												
1	Hold consultation with client and relevant organization												
2	Carry out all field studies, surveys and Ground investigations												
3	Environmental Impact Assessment												
4	Review of Supplied Drawings												
5	Preliminary Cost Plans and Estimates												
6	Submission of Reviewed Design Report to GSOP												
<b>B</b>	<b>DETAILED DESIGN &amp; TENDERING</b>												
7	Prepare Working Drawings Bills of Quantities												
8	Prepare Tender Documents												
9	Assist GSOP to invite Tenders												
10	Assist GSOP to open and evaluate Tenders												
11	Prepare Contract Documents												
12	Assist GSOP to award Contract through appropriate Tender Board												



## 5 WORK PROGRAMME

### PROJECT IMPLEMENTATION SCHEDULE

No.		CONSTRUCTION															
	ACTIVITY	MONTHS															
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
1	CONSTRUCTION SUPERVISION																
2	Review of Contractor's Work Plan/Schedule																
3	Supervision/Inspections																
4	Measurements/Payment Certificates																
5	Progress Meetings/Reports																
6	Commissioning																
7	Defects Liability Period																

POSITION	REVIEWED/DETAILED DESIGN & TENDERING			CONSTRUCTION SUPERVISION																	MAN- WKS			
	WEEKS			MONTHS																				
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19					
ARCHITECT																								6.0
CIVIL ENGINEER																				2.0				
MECHANICAL ENG																				1.5				
ELECTRICAL ENG																				1.5				
QUANTITY SURVEYOR																						7.0		
TOTAL																				18.0				

## 7 KEY PROJECT PERSONNEL

The breakdown of the Key Project Personnel proposed for the assignment is as follows:

ITEM	NAME	POSITION	ALLOCATED MAN-WEEKS
KEY	STAFF		
1	YAKUBU SALIFU	Architect	6.0
2	DABI KWESI WOLASE	Structural Engineer	2.0
3	FESTUS QUANSAR	Mechanical Engineer	1.5
4	MARTEI EMMANUEL NII SANKA	Electrical Engineer	1.5
6	ANDREW KOFI KUUNDAARI	Quantity Surveyor	7.0
	<b>TOTAL MAN-MONTH</b>		<b>18.0</b>

<b>1a. Technical/Managerial Staff-Duties in Project Management</b>		
Name	Position	Task
A.K. KUUNDAARI	Team Leader	Will be responsible for the overall management of the assignment. He will liaise between the consultant's project team and the Wa West Assembly. He shall be the authorized representative of the consultant.
YAKUBU SALIFU	Architect	Shall provide all data and information for all architectural works and participate in all project management team meetings.
DABI KWESI WOLASE	Civil/Structural Engineer	Shall provide all data and information for all civil works and participate in all project management team meetings.
FESTUS QUANSAR	Mechanical Engineer	Shall provide all data and information for all mechanical services and participate in all project management team meetings.
MARTEI EMMANUEL NII SANKA	Electrical Engineer	Shall provide all data and information for all electrical services and participate in all project management team meetings.
ANDREW KOFI KUUNDAARI	Quantity Surveyor	Shall provide all cost data and information and participate in all project management team meetings.

<b>1b. Technical/Managerial Staff-Duties in Design and Tendering</b>		
Name	Position	Task
YAKUBU SALIFU	Architect	Will carry out review of existing designs, provide the necessary drawings and technical specifications in the preparation of the tender document.
DABI KWESI WOLASE	Civil/Structural Engineer	Shall design all civil works and structural details and subsequently provide the requisite input in the preparation of the tender document
FESTUS QUANSAH	Mechanical Engineer	Will carry out all mechanical services designs and provide the requisite input in the preparation of the tender document
MARTEI EMMANUEL NII SANKA	Electrical Engineer	Will carry out all electrical services designs and provide the requisite input in the preparation of the tender document
ANDREW KOFI KUUNDAARI	Quantity Surveyor	Shall be responsible for the preparation of cost estimates, bills of quantities and tender documents and bid evaluation.

<b>1c. Technical/Managerial Staff-Duties in Construction Supervision</b>		
Name	Position	Task
YAKUBU SALIFU	Architect	Will provide clarifications to the contractors in the course of construction and ensure that the contractors build the facilities in accordance with the design works through effective supervision during works through effective supervision during the construction phase.
DABI KWESI WOLASE	Civil/Structural Engineer	Shall provide the requisite supervision of their construction to ensure structural stability and propriety of development of the facilities in accordance with all technical specifications as provided in the works contract agreement.
FESTUS QUANSAR	Mechanical Engineer	Will carry out all construction supervision of all mechanical services within the structure that will be constructed
MARTEI EMMANUEL NII SANKA	Electrical Engineer	Will carry out all construction supervision of all mechanical services within the structure that will be constructed
ANDREW KOFI KUUNDAARI	Quantity Surveyor	Shall be responsible for the project cost control, preparation of interim payment certificates and final accounts.

<b>2. Support Staff-Duties</b>		
Name	Position	Task
LAWRENCE YELKUMO	Administrative Secretary	Will carry out typing of reports, Minutes of Meetings and Office project management.
JOHN BOSCO ZAGLEH	Site Supervisor	Shall be responsible for daily site supervision and report to the Team Leader and also ensure that the contractor works according to contract technical specifications.
BEN DARKO	Computer Aided Design Draughtsman	Will carry out review on sketch drawings and detailed drawings using AutoCAD

## **PROPOSED POSITION: PROJECT DIRECTOR/QUANTITY SURVEYOR**

<b>Name of firm:</b>	A&QS Consortium
<b>Name of staff:</b>	A.K. Kuundaari
<b>Profession:</b>	Quantity Surveyor
<b>Date of Birth:</b>	27 <sup>th</sup> September 1957
<b>Nationality:</b>	Ghanaian
<b>Year with firm/entity:</b>	11 years
<b>Membership of Professional Societies: -</b>	Professional Associate of Ghana Institution Surveyors, Member of Association Building Engineers (UK), Member of Chartered Institute of Building (UK) and Member of Royal Institution of Chartered Surveyors (UK).
<b>Detailed tasks Assigned: -</b>	Will be responsible for the overall management of the assignment. He will liaise between the consultant's project team and the CWSA. He shall be the authorised representative of the consultant. He will also be responsible for the preparation of cost estimates, bills of quantities and tender documents, bid evaluation, project cost control, preparation of interim payment certificates and final accounts.
<b>Key Qualifications: -</b>	<p>A. K. Kuundaari has over 20 years post qualification experience in the field of project coordination and management, quantity surveying and construction supervision.</p> <p>Position:- Quantity Surveyor and Team Leader</p> <p>Key Projects Handled:-</p> <p>Construction of the Catholic Secretariat of the Diocese of Damongo built by Consar (GH) Ltd Construction of 3-storey Office Complex at Tumu. Construction of 3-storey Office Complex at Nadowli. Construction of New District Assembly's Office Complex at Gwollu. Construction of New District Assembly's Office Complex at Wechiau Construction of New District Assembly's Office Complex at Funsu Construction of 2-storey Hostel Block for Nurse's Training College at Jirapa</p>

Construction of 2-storey 4-apartment flats at  
Kunfaabiala for the Diocese of Wa  
Construction of 2-storey Student Hostel at Kunfaabiala  
for the Diocese of Wa  
Construction of 2-storey Student Hostel for Ko Senior  
Secondary School

**Education:**

1994 – 1996, University of Westminster, London (BSc  
(Hons ) Quantity Surveying).  
1992 – 1993, University of Dortmund, Germany (P/G  
Diploma Planning and Management).  
1979 – 1984, University of Science and Technology,  
Kumasi

**Experience Record:**

2001 – to date, Director and Quantity Surveyor of  
A&QS Consortium.  
1988 – 2001, Assistant Manager and Quantity Surveyor  
of PCSC now PEPSC.  
1986 – 1987, Assistant Lecturer with Department of  
Building Technology UST, Kumasi.  
1984 – 1986, National Service with Department of  
Building Technology UST, Kumasi.

**Language:**

	SPEAKING	READING	WRITING
English	Excellent	Excellent	Excellent
Dagaari	Excellent	Good	Good

**Certification:**

I, the undersigned, certify that to the best of my  
knowledge and belief, these data correctly describe me,  
my qualifications and my experience.

.....

Date: Friday, January 24, 2025

Full name of staff member: .....

Full name of authorised representative.....

## **PROPOSED POSITION: ARCHITECT**

<b>Name of firm:</b>	A&QS Consortium
<b>Name of staff:</b>	Yakubu Salifu
<b>Profession:</b>	Architect
<b>Date of Birth:</b>	13 <sup>th</sup> February 1963
<b>Year with firm/entity:</b>	7 years
<b>Nationality:</b>	Ghanaian
<b>Membership of Professional Societies: -</b>	Associate of Ghana Institute Architects.
<b>Detailed tasks Assigned: -</b>	Will carry out review of existing designs, provide clarifications to contractors in the course of construction and ensure that the contractors build the facilities in accordance with the design works through effective supervision during the construction phase.
<b>Key Qualifications: -</b>	<p>Yakubu Salifu has over 15 years post qualification experience in the field of project coordination and management and construction supervision.</p> <p>Position:- Project Architect</p> <p>Key Projects Handled:-</p> <p>Construction of the Catholic Secretariat of the Diocese of Damongo built by Consar (GH) Ltd</p> <p>Construction of 3-storey Office Complex at Tumu.</p> <p>Construction of 3-storey Office Complex at Nadowli.</p> <p>Construction of New District Assembly's Office Complex at Gwollu.</p> <p>Construction of New District Assembly's Office Complex at Wechiau</p> <p>Construction of New District Assembly's Office Complex at Funsu</p> <p>Construction of 2-storey Hostel Block for Nurse's Training College at Jirapa</p> <p>Construction of 2-storey 4-apartment flats at Kunfaabiala for the Diocese of Wa</p> <p>Construction of 2-storey Student Hostel at Kunfaabiala for the Diocese of Wa</p> <p>Construction of 2-storey Student Hostel for Ko Senior Secondary School</p>
<b>Education:</b>	1984 – 1986, University of Science and Technology, Kumasi (P/G Architecture).

1979 – 1984, University of Science and Technology,  
Kumasi (BSc Architecture)

**Experience Record:**

2003 – to date, Architect of A&QS Consortium Ltd.  
1998-2002, Architect, North West Consortium Ltd  
1987 – 1997, Architect, Architectural and Engineering  
Services Ltd.

**Language:**

	SPEAKING	READING	WRITING
English	Excellent	Excellent	Excellent
Dagbani	Excellent	Good	Good
Twi	Fair	Fair	Fair

**Certification:**

I, the undersigned, certify that to the best of my  
knowledge and belief, these data correctly describe me,  
my qualifications and my experience.

.....

Date: Friday, January 24, 2025

Full name of staff member: .....

Full name of authorised representative.....



## **PROPOSED POSITION: STRUCTURAL ENGINEER**

<b>Name of firm:</b>	A&QS Consortium
<b>Name of staff:</b>	Dabi Kwesi Wolase
<b>Profession:</b>	Civil (structural Engineer)
<b>Date of Birth:</b>	2 <sup>nd</sup> January 1969
<b>Year with firm/entity:</b>	4 years
<b>Nationality:</b>	Ghanaian
<b>Membership of Professional Societies: -</b>	Member of Ghana Institute Engineers
<b>Detailed tasks Assigned: -</b>	Will carry out the design of all civil works and structural details and subsequently provide the requisite supervision of their construction to ensure structural stability and propriety of development of the facilities in accordance with technical specifications as provided in the works contract agreement.
<b>Key Qualifications: -</b>	<p>Dabi Kwesi Wolase has over 10 years post-qualification experience in structural design and construction supervision of varied types and scope of civil works. His experience in coordinating and managing workers on a large scale project is remarkable.</p> <p>Position:- Civil (Structural) Engineer</p> <p>Key Projects Handled:-</p> <p>Construction of the Catholic Secretariat of the Diocese of Damongo built by Consar (GH) Ltd</p> <p>Construction of 3-storey Office Complex at Tumu.</p> <p>Construction of 3-storey Office Complex at Nadowli.</p> <p>Construction of New District Assembly's Office Complex at Gwollu.</p> <p>Construction of New District Assembly's Office Complex at Wechiau</p> <p>Construction of New District Assembly's Office Complex at Funsi</p> <p>Construction of 2-storey Hostel Block for Nurse's Training College at Jirapa</p> <p>Construction of 2-storey 4-apartment flats at Kunfaabiala for the Diocese of Wa</p> <p>Construction of 2-storey Student Hostel at Kunfaabiala for the Diocese of Wa</p> <p>Construction of 2-storey Student Hostel for Ko Senior Secondary School</p>

**Education:** 2005 - , University of Science and Technology, Kumasi (M.Sc. Construction Management)  
1990 –1995, University of Science and Technology, Kumasi (B.Sc. Hons, Engineering).

**Experience Record:** July 2004 – To date, Structural Engineer, A&QS Consortium.  
March 2003 – June 2004, Technical Supervising Consultant, European Union Micro Projects.  
February 2003 – December 2003, Structural Engineer, Quans Inter-Continental Consult Ltd.  
January 2002 – December 2002, Resident Engineer, Evans Anfom Associates.  
February 1999 – December 2000, Assistant Engineer, Approplan Ltd.  
July 1998 – February 1999, Site Engineer, Nkwantabisa Engineers.  
June 1996 – June 1997, Site Engineer, J. Adom Ltd.

<b>Language:</b>	<b>SPEAKING</b>	<b>READING</b>	<b>WRITING</b>
English	Excellent	Excellent	Excellent
Ewe	Excellent	Excellent	Excellent
Ga	Excellent	Excellent	Excellent
Twi	Very Good	Very Good	Very Good
Fante	Good	Good	Good

**Certification:** I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications and my experience.

..... Date: Friday, January 24, 2025

Full name of staff member:.....

Full name of authorised representative.....

## **PROPOSED POSITION: ELECTRICAL ENGINEER**

<b>Name of firm:</b>	A&QS Consortium
<b>Name of staff:</b>	Martei Emmanuel Nii Sanka
<b>Profession:</b>	Electrical Engineer
<b>Date of Birth:</b>	21 <sup>st</sup> April 1963
<b>Year with firm/entity:</b>	Four (4) years
<b>Nationality:</b>	Ghanaian
<b>Membership of Professional Societies: -</b>	Associate Member of the Ghana Institute Engineers
<b>Detailed tasks Assigned: -</b>	Will carry out designs and supervision of all electrical services within the structure that will be constructed.
<b>Key Qualifications: -</b>	<p>Martei Emmanuel Nii Sanka has over 10 years post qualification experience in the electrical designs and supervision of varied types and scope of structures. His experience in such jobs is immerse and remarkable.</p> <p>Position:- Electrical Engineer</p> <p>Key Projects Handled:-</p> <p>Electrical Installation for New 3-storey Administrative Block for Tano District Assembly</p> <p>Electrical Installation for New 3-storey Administrative Block for Nkoranza District Assembly</p> <p>Design and Supervision of Street lights for Kenyasi, Drobo, Japekrom, Acherensua, Kwesibuorkrom, Sampa, Suma Ahenkro and part of Sunyani.</p> <p>Electrical Installation of 2-Storey, 120-Bed capacity Hostel for Jirapa NTC.</p> <p>Electrical Installation for New Administrative Block for Sissala West District Assembly</p> <p>Electrical Installation for New Administrative Block for Wa West District Assembly</p> <p>Electrical Installation for New Administrative Block for Wa East District Assembly</p>
<b>Education:</b>	1987 – 1994, University of Kharkov, (MSc Electrical Engineering).
<b>Experience Record:</b>	October 2003 – To Date, Ag. Regional Engineer, PWD, Upper West Region, Electrical Engineer (Part-time), A&QS Consortium Ltd - Wa.

November 2001 – September 2004, Regional Engineer,  
 PWD, Brong Ahafo Region.  
 October 1996 – 2001, Electrical Engineer, PWD, Brong  
 Ahafo Region  
 June 1994 – September 1996, Technical Manager,  
 CHIPS UP SYSTEMS.

<b>Language:</b>	<b>SPEAKING</b>	<b>READING</b>	<b>WRITING</b>
English	Excellent	Excellent	Excellent
Ga	Excellent	Good	Good

**Certification:** I, the undersigned, certify that to the best of my  
 knowledge and belief, these data correctly describe me,  
 my qualifications and my experience.

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Date: Friday, January 24, 2025

Full name of staff member:.....

Full name of authorised representative.....

## **PROPOSED POSITION: MECHANICAL ENGINEER**

<b>Name of firm:</b>	A&QS Consortium
<b>Name of staff:</b>	Festus Quansar
<b>Profession:</b>	Mechanical/Industrial Engineer
<b>Date of Birth:</b>	21 <sup>st</sup> April 1960
<b>Year with firm/entity:</b>	5 years
<b>Nationality:</b>	Ghanaian
<b>Membership of Professional Societies: -</b>	Associate Member of Ghana Institute Engineers Member of Ghana Institute of Management Member of Ghana Association of Consultants
<b>Detailed tasks Assigned: -</b>	Will carry out designs and supervision of all mechanical services within the structure that will be constructed.
<b>Key Qualifications: -</b>	<p>Festus Quansah has over 10 years post qualification experience in the electrical designs and supervision of varied types and scope of structures. His experience in such jobs is immerse and remarkable.</p> <p>Position:- Mechanical Engineer</p> <p>Key Projects Handled:-</p> <p>Design and Construction supervision of Factory Building for GOIL Design and supervision of Office Building for GWSC Mechanical Installation of 2-Storey, 120-Bed capacity Hostel for Jirapa NTC. Mechanical Installation for New Administrative Block for Sissala West District Assembly Mechanical Installation for New Administrative Block for Wa West District Assembly Mechanical Installation for New Administrative Block for Wa East District Assembly</p>
<b>Education:</b>	1983 –1987, University of Science and Technology, Kumasi (B.Sc. Hons, Mechanical Engineering).
<b>Experience Record:</b>	1990 – To date, Director Quans Ltd.

1988 – 1990, Engineering/Management/Marine Surveys  
Engineer, Wiltex Ltd.  
1987 – 1988, Engineer, Ghana Highway Authority.

**Language:**

	SPEAKING	READING	WRITING
English	Excellent	Excellent	Excellent
Fanti	Excellent	Fair	Fair
Ga	Excellent	Fair	Fair

**Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications and my experience.

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Date: Friday, January 24, 2025

Full name of staff member:.....

Full name of authorised representative.....