



**SUBJECT: TERM OF REFERENCE FOR CONSTRUCTION OF LEARNING RESOURCE CENTER (LIBRARY) AND MULTI-MEDIA CENTER**

**A. BACKGROUND**

The LEARNING RESOURCE CENTER (LIBRARY) AND MULTI-MEDIA CENTER shall be equipped with plenty of attractive and inviting space that will make students want to visit the place and provide conducive area for researching and sharing of information. It shall incorporate solar energy and natural lightings and ventilation and shall use sustainable building materials to reduce the impact of construction to the environment. The building shall follow the minimum specifications and standards set forth by the PSHS, National Building Code of the Philippines, Fire Code of the Philippines (R.A. 9514), and comply the minimum compliance requirements of the Accessibility Law (BP 344).

The Library and multi-media center is proposed to be a two-storey of mixed materials complete with water system, communication system, sprinkler and smoke detector with an area of 2000 square meters. Acoustic walls are suggested not only to lower the noise but also to enable effective communication in areas where it is required, and reduce disruption in areas where concentration and quiet contemplation are needed.

The ground floor will be the main library that includes the librarian office, discussion room, faculty/student lounge, consultation room, and basic library's sections; technical section, Filipiniana, fiction, periodicals, and etc. It shall be equipped with comfortable furniture, open shelves, and plentiful connectivity for student's laptop and other electronic devices. It has modular tables and mobile bookcases for easy reconfiguring of spaces. Located also in the ground floor is two rooms for clinic with a capacity of 3 beds each for female and male room.

The second floor is the media center that includes media library, internet room and audio visual room. It can be integrated throughout the space with option for desktop and freestanding power access for fixed and plug in equipment.

**B. OBJECTIVES**

One of the priority infrastructure projects of PSHS-SRC for calendar year 2017 is the Learning Resource Center (Library) and Multi-Media Center which aims to provide access to information resources through printed materials and multi-media in order to foster the integration of technologies in teaching and learning and gives Faculty and scholars access to a wide variety of resources. Also it aims in making the library an innovative and engaging learning environment for scholars and teachers as well.

**C. SCOPE OF SERVICES**

**1. PRE-CONSTRUCTION PHASE**

- a. Establish the General Size and Scope of the Project and its location on the site.
- b. Reconnaissance, Site Survey & Soil Investigations.

- c. Preparation of Detailed Building Plans, Architectural, Structural, Electrical, Sanitary/Plumbing, Mechanical Plans & other plans necessary to the project.
- d. Preparation of Bill of Quantities, Agency Cost Estimates & Detailed Cost Estimates based on the approved building plans.
- e. Preparation of Technical Specification for all the construction materials used based on the approved building plans.
- f. Preparation of Scope of Works of the project.
- g. Preparation of Structural/Design Analysis of the Building.
- h. Assistance and advice in securing bids, tabulation and analysis of bid results, and making recommendations on the award of construction contracts and in preparing formal contract documents.
- i. Preparation of supplementary drawings required to suit actual field conditions.

## 2. CONSTRUCTION PHASE

- a. Making periodic visits to check on the general progress of work, correct construction based on approved plans and quality of workmanship.
- b. Observing performance tests and start-up and making report.
- c. Conduct inspection and making of punch list.
- d. Making a final inspection and reporting of completed projects.
- e. Checking shop drawings submitted by contractors.

## 3. POST-CONSTRUCTION PHASE

- a. Conduct an inspection on the recorded punch list.
- b. Certify completion of works in accordance with the approved plans, specification and scope of works and recommend the issuance of certificate of completion after final inspection and acceptance.
- c. Assist PSHS-SRC and the contractor on the preparation and submission of all forms and supporting documents required by the concerned government agencies.
- d. Additional items during the post construction phase will be on final contract agreement.
- e. Checking as-built plans

## D. REPORTS AND TIME SCHEDULE

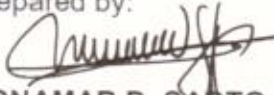
The Consultancy Firm shall prepare and submit the following reports:

- 1. Monthly Progress Reports
- 2. Monthly Updated Construction Schedules
- 3. Contract Time Extension Endorsement
- 4. Variation Order Endorsement
- 5. Updated Labor and Equipment Schedule
- 6. Updated PERT-CPM
- 7. Acceptance Documentary Requirements

## E. DATA, LOCAL SERVICES, PERSONNEL AND FACILITIES (Provided by PSHS-SRC)


- 1. Preliminary drawings of the area (Site Development Plans)

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Recommending Approval:



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