



# Tender

## Building Survey and Maintenance Plan Consultancy

The Western and Central Pacific Fisheries Commission was established to ensure, through effective management, the long-term conservation and sustainable use of highly migratory fish stocks in the western and central Pacific Ocean. The Commission's Secretariat which is located in Pohnpei, Federated States of Micronesia now invites applications for the consultancy to undertake a building survey and develop a maintenance plan for the Commission's Headquarters buildings.

At the 15th Annual Regular Session of the WCPFC the Secretariat was tasked to conduct a survey of Commission's Headquarters' building in Pohnpei, Federated States of Micronesia and develop a lifecycle maintenance plan for the full lease of the buildings.

The Term of Reference (TORs) for the development of a Building Survey and Maintenance Plan can be found at <http://www.wcpfc.int/vacancies-opportunities>.

If needed, additional information can be obtained from the Finance and Administration Manager (Aaron Nighswander) at [Aaron.Nighswander@wcpfc.int](mailto:Aaron.Nighswander@wcpfc.int).

All tenders, including fees and travel costs, shall be submitted by **10 September 2019** to [Aaron.Nighswander@wcpfc.int](mailto:Aaron.Nighswander@wcpfc.int).

# **TERMS OF REFERENCE**

## **Building Survey and Maintenance Plan**

### **1. Introduction**

The Convention on the Conservation and Management of Highly Migratory Fish Stocks in the Western and Central Pacific Ocean entered into force in June 2004 creating one of the first regional fisheries management organizations to be established since the adoption in 1995 of the UN Fish Stocks Agreement.

The objective of the Convention is to ensure, through effective management, the long-term conservation and sustainable use of highly migratory fish stocks in the western and central Pacific Ocean in accordance with the 1982 United Nations Convention on the Law of the Sea and the 1995 UN Fish Stocks Agreement. For this purpose, the Convention establishes a Commission for the Conservation and Management of Highly Migratory Fish Stocks in the Western and Central Pacific Ocean. The Secretariat is based in Pohnpei, Federated States of Micronesia.

### **2. Objective of the Assignment**

Conduct a survey of Commission's Headquarters' building in Pohnpei, Federated States of Micronesia and develop a lifecycle maintenance plan for the full lease of the building. The Headquarters' building is a two story building with a plot area of 961 m<sup>2</sup>, total floor area of 1883 m<sup>2</sup>, and a Y shaped building plan. The first floor is 4.2m and the second floor is 4.5m tall. The building has a pitched roof and a reinforced concrete frame structure. The building is around 11 years old.

In addition to the main building there is also a car park with covered parking, a generator house. On the compound there is also a small open one room meeting building and a small two story structure with storage and parking on the bottom level and an open entertaining area on the top level.

### **3. Scope**

Under the direction of the Executive Director, and other Commission staff delegated by the Executive Director, the consultant will conduct the following:

- ) Conduct an onsite survey in early 2019 of current state of Commission's Headquarters in taking into but not limited to:

- building structure / envelope,
- solar panels,
- electrical wiring,
- ventilation,
- generators,
- roofing,
- plumbing
- life safety / fire protection,
- interior,
- driveway,
- external works
- interior tiling and,
- any other standard components of a survey as deemed relevant by the consultant.

#### **4. Outputs**

Develop a notional and costed maintenance plan for the Commission's Headquarters building that would include a schedule of maintaining / replacing capital components of the Headquarters building and best possible solutions based on the survey to be submitted to by 30 September 2019. This would include consideration and size of a building reserve dedicated to planned life-cycle maintenance and building life extension.