

Terms of Reference

REPUBLIC OF CROATIA

Ministry of Justice

JUSTICE SECTOR SUPPORT PROJECT

IBRD Loan no.: 7888-HR

Consulting Assignment No. CS15

Title:

Services of Expert and Financial Supervision during the “Reconstruction and Extension of the State Attorney’s Office building in Zagreb, Gajeva 30a

I Background

The Republic of Croatia has received a Loan from the International Bank for Reconstruction and Development (IBRD) towards the Justice Sector Support Project (JSSP). The JSSP is intended to be a key vehicle for a multi-year program to modernize the judiciary and prosecutors’ offices in the Republic of Croatia. The over-arching goal of the JSSP is to strengthen the efficiency of the justice sector and support the efforts of the Croatian authorities towards EU integration on the justice and home affairs issues. The JSSP will be implemented by the Ministry of Justice (MOJ) of the Republic of Croatia.

Within the JSSP Project the Ministry of Justice intends to improve housing conditions of several judicial bodies through financing the reconstruction and/or extension of several judicial buildings. According to the Physical Planning and Building Act (Official Gazette 76/07; 38/09) and Act on Architectural and Engineering Activities in Physical Planning and Building (Official Gazette 152/08) such works must be supervised by certified expert supervisors.

The Ministry of Justice intends to use a portion of the Loan proceeds to finance the services of Expert Supervision of the reconstruction and extension of the building of the State Attorneys’ Office of the Republic of Croatia, located in Zagreb, Gajeva street 30a.

II Objectives

The objectives of the assignment are to:

a) conduct an expert and financial supervision of civil works on Reconstruction and Extension of the building of State Attorneys’ Office in Zagreb, Gajeva 30a.

The objective includes, but is not limited to the supervision of the following works:

- construction and skilled works;
- statics;
- water/sewage/plumbing installations
- electrical installations

- engineering installations (gas, heating, cooling, fire protection, elevator)
- other tasks envisaged by the design.

b) monitoring and control of the works performed, in accordance with the Contract, project documentation, technical descriptions and general conditions, all in accordance with applicable legislation, regulation, norms and professional standards;

c) conduct the overall time, quality and cost control with the purpose of achieving optimal quality and cost of the works.

d) implementation of the Environmental Management Plan.

Specific responsibilities also include, but are not limited to those listed below.

III Tasks and Responsibilities

The Supervising Engineer (hereinafter “the Consultant”) will:

- (i) Supervise construction so that it is in accordance with the construction permits and approvals, designs, applicable legislation, special regulations, standards and norms;
- (ii) Organize and lead the site possession, determine if all legal preconditions for commencement of works have been fulfilled and verify that fact in the construction log;
- (iii) Determine if the Contractor has met all legal and contractual preconditions for commencement of works;
- (iv) Monitor and control the works in accordance with the dynamic plan (the Program). Determine Contractor’s delays in case of exceeding agreed deadlines;
- (v) Control all site documentation in accordance with applicable legislation and in consultations with the Employer.
- (vi) Amend the plans, after advising with Project Manager, in the construction design in case of minor aberrations, in consultations with Employer;
- (vii) Perform daily technical and personal supervision at the construction site;
- (viii) Inform the Project Manager and other relevant Employer’s personnel of all problems, deficiencies and irregularities during the works, as well as warn them of any deficiencies in technical documentation;
- (ix) Coordinate works in accordance with adopted Program of works and issue all necessary instructions to Contractor;
- (x) Monitor and control all costs, revise costs in accordance with relevant Contract provisions, determine and approve quantities and quality of executed works, as well as of material and equipment used/installed;
- (xi) Determine all necessary testings;
- (xii) Maintain and update efficient tracking system and filing system of all relevant information needed for cost, time and quality control, and overall contract management;
- (xiii) Assist the Employer’s Project Manager in all aspects of his/her work – including, but not limited to: reporting; cost, time, and quality control; analysis and approving of variations; analysis and approving of unforeseen/additional works; certifying payments; dispute resolution; other contract management issues; and perform other activities that Project Manager might reasonably request;

- (xiv) The Consultant shall pay special attention to any and all unforeseen and/or additional works that deviate from Contract or Bills of Quantity – prior consent of the Employer’s Project Manager shall be requested.
- (xv) Identify defects and supervise correction of defects;
- (xvi) Participate in Management Meetings;
- (xvii) Prepare all periodic reports to Employer on all construction issues and developments (including photo and video documentation);
- (xviii) Prepare the Supervising Engineer’s Final Report for the technical inspection of the building, including, but not limited to: the summary of the course of works, explanation of excess/deficiency of unforeseen works, description of applied methods and technologies if different than contracted ones, proofs of quality of executed works.
- (xix) Conduct all technical and professional preparation for and participate in the final calculation and Completion of works.
- (xx) Conduct all technical and professional preparation for and participate in the final takeover of the building;
- (xxi) Perform all activities necessary during the Defect Liability Period.
- (xxii) Supervise implementation of the Environmental Management Plan and report results in the periodic reports on implementation of the same.

IV Technical Description of the works to be supervised

1) GENERAL LOCATION DATA

It is proposed to establish the building permit with this report – for the reconstruction and extension of a public building in Zagreb, in Gajeva St. 30a, on the particle number 2578, Center.

The building is on the construction site inside the area of historical part of the City of Zagreb, registered in the Register of Cultural Assets of the Republic of Croatia on the List of Cultural Assets under no. Z-1525, under “A” protection system.

According to the Decision on enactment of the General urbanistic plan of the City of Zagreb and cartographic presentation “Use and allocation of space” in the zone of public and social purposes (mark D), cartographic presentation “Conditions for use, regulation and protection of space” - 4a “Town planning rules” in the zone “Protection, planning and extension in historic construction entities” (mark 1.2), and according to the cartographic presentation “Conditions for use, regulation and protection of space” – 4d “Immovable cultural heritage” in the zone of spatial boundaries of cultural assets - urban settlements in the “A” system of protection.

The building was built in 1889 based on the project of “Honigsberg and Deutsch” originally as the Building of Croatian Home Guard Command, today the State Attorney’s Office of the Republic of Croatia. The north yard wing was extended in 1910.

2) SHAPE AND SIZE OF THE CONSTRUCTION SITE

The construction site is regular rectangular in shape, dimensions 48.7 m X 35.1 m, 1704 square meters of surface with the existing building (1064 square meters) and the court yard (640 square meters).

The existing building is performed as a closed block formed around the inner yard. It has a vehicular and pedestrian access to public traffic surface on Gajeva St. The area is leveled.

3) DETAILED PARAMETERS OF THE BUILDING

The purpose of the building

Current state:

The building is for public purpose and used by the State Attorney's Office of Republic of the Croatia and the Office for Preventing Corruption and Organized Crime.

The street part of the building is 4 floors high plus the attic. It includes the basement, ground floor, 2 floors and the attic. The highest elevation on the top of the roof measured from the elevation in the yard is 15,13 m.

New state:

The building has public purpose with supporting conference contents that supplements the needs of the existing construction. It has five floors: the basement, ground floor and three floors. The canteen is in the basement, on the ground and first floor are offices and meeting rooms, on the second floor there is a conference hall (170 sitting places) and on the third floor the boiling room. The attic space of the building remains unchanged – it is not included in reconstruction or extension.

The building is located on the yard part, and with one of its part linked to the main street building, and with the other part on the yard part of the existing building. The height of the top floor is 18,11 m, measured from the surrounding area. It is not crossing the highest elevation of the roof on the existing building.

The construction of the building

Current state:

Bearing capacity of the building consist of brick walls, wooden construction in between the floors, wooden roof construction with the tile cover on the highest, street part, and concrete surface with ties on the yard part of the building.

Bearing capacity of the yard ground structure where the boiling room is accommodated is made of brick walls and wooded roof construction.

New state:

Extension

The extension will be performed as reinforced concrete construction. Horizontal bearing elements will be the reinforced concrete beams and vertical reinforced concrete walls and piles with partial brick fillings towards the south neighbouring building.

Founding of the building will be placed on the foundation board.

It will be made of clasical materials – concrete C25/30 or C30/37 and reinforcement B500B.

The partition walls will be made of perforated bricks or plaster cardboards.

Perform dilatation of the building from existing objects.

The project of construction pit and neighbouring objects protection will be made after ground floor and boiling room removal, planned for demolishion.

Reconstruction of the current building

Numerous openings will be made in the existing brick walls for linking the extension with the existing building. Expanding and closing of certain openings will be performed. Classic materials will be used in reconstruction (concrete, steel, steel profiles).

Complete demolishment of south part of the existing building is to be performed for implementation of the new project solution.

The attic will not be changed with this reconstruction and extension. The wall of the yard particle nop. 2577 tht is partly on the construction plot will not be changed and the extension will be separated by dilatation.

All necessary investigative works will be performed before projecting to establish the bearing construction (ceiling construction, structural walls).

- **Size and surface of the building:**

Existing: B + GF + 2 + A (basemet, ground floor, first and second floor, attic)

New: B + GF + 3 (basemet, ground floor, first, second and third floor)

Position of the building on the construction site and the functional solution

Removal of the existing south part of the yard with ground floor of the object and dismantling of the existing boiling room is planned. The extension is performed on the place of the removed existing ground yard floor. Extension of basement height and four floors is planned. Predicted demolishment is necessary to perform the functional organization of the extension specially the conference room on the second floor and good communication between the east and west building part. Full circle horizontal connection is established through all floors and evacuation paths by using the existing staircases.

Partial reconstruction of street side of the building is necessary to enable excess to the extension with the entrance hall with new entrance staircase. South part of the west facade, street part of the building, will be the inner wall in which windows will be perforated to enable horizontal communiacion through all floors between the main, street part of the building and the extended part. Vertical communication will be enabled through the existing staircases with a new elevator specially designed for persons with reduced mobility.

The entrance for persons with reduced mobility is in the yard through the staircase doors in the elevator hall directly by the staircase.

The building is leaning against the south part of the particle, filling the space between the street and yard building. From the east part of the plot is 10.00 m far and 25.97 m from the north. Dimension of the new building is 22.46 * 7.25 m on the ground level and 22.46 * 8.50 m from the first floor and higher.

4) FORMATION OF THE BUILDING

In the graphic item of the main project the new solution of building formation is visible. The building is constructed from two main volumes, irregular prism dimensions 22.46 m * 7.25 m on the ground floor level and 22.46 m * 8.50 m from first floor higher and major glass prism from the level of the first floor dimensions 15.19 m * 11.11 * 1.25 m with height of 15.13 m, measured from the surrounding elevation of the ground. Above the middle part the third floor is located. It follows the lowest elevation in altitude of the ridge of the main building to which it is leaning against. The roof above the middle, heigher part, is flat (2% incline) and the rest of the roof follows the incline of other roog surfaces. Facade of the building will be treated with quality materials appropriate for the location and purpose of the building.

5) UTILITY INFRASTRUCTURE AND INSTALLATIONS

The building is connected to utility infrastructure with suitable capacity in the existing street - water supply, drainage, high and low current and connection to the city gas.

Domestic waste disposal (not harmful) is to be taken to the planned area in front of the particle.

Mechanical installations of heating, cooling, ventilation and gas installations:

Dismantlement

It is necessary to dismantle the equipment from the existing boiler room. Considering the agreement with the investor the reconstruction and extension will be performed during summer months so it is not necessary to provide heating during works.

Energy

Natural gas is currently in use for heating, from „City gas Zagreb“. The existing boiler room has 600 kW of heating energy power.

For heating in the building will also the natural gas from „City gas Zagreb“ be in use. The condensation gas boiler is provided for heating source, located on the roof of the building. Installation of 6 condensation boilers are planned in the cascade with the total installed power of 597 kW. The gas installation has to be designed according to energy assent in accordance with existing regulations, considering all requirements of the local distributor.

The access to the boiling room is provided through the secondary staircase on the top floor where are the fixed careers and the roof dome dimensions 100x120 cm for access to the roof. Access path to the boiling room is paved with concrete slabs on the mat, and protected with a fence. Doors of the boiling room are opened to the outside 120 cm width. There is a window in the boiling room free surface larger than 1/8 of the floor and 30 % of the opening surface. There is one more door in the boiling room that provide an additional exit.

Electricity for cooling aggregates VRV system will be used for cooling.

Heating

The condensation gas boiler is provided for heating source, located on the roof, the third floor, of the building. Installation of 6 condensation boilers are planned in the cascade with the total installed power of 597 kW. Steel block radiators are planned for heating. Heating losses are to be determined according to the norm EN DIN 12831. Temperatures of certain rooms to be chosen according to the purpose, and depending on the existing regulations.

Cooling

Cooling is planned with VRV system. External unit will be placed on the roof of the building, internal unit for mounting into the recessed ceiling or cassette in every room. Heating gained determin according to the procedure in VDI 2078.

Drainage of the condensate solved by connecting to indoor or rain drainage.

Ventilation

Conditioning of fresh air in the conference room will be solved with compact recuperational units of VRV system for mounting into the recessed ceiling. Special attention must be given to quality distribution of inserted air. For sanitary premises ventilation use the extracting ventilation with air deflector from neighboring rooms. Plan fire protection and noise elements according to the firefighting elaborate of the building and regulations of noise levels for spaces with specific purpose.

The project needs to be elaborated by the investor and head designer, in accordance with the current legislation and professional standards, taking care of using modern technology and economic solutions for exploitation and maintenance.

ELECTRICAL INSTALLATIONS OF EXTENDED AND OF RECONSTRUCTED PART OF THE PUBLIC BUILDING

For extended and reconstructed building additional power of some 45 – 50 kW is needed. Inspection of the present situation has revealed that there is a power connection on 50kW, which is insufficient even for the existing building. Therefore an approval was requested for 120 Kw which should satisfy overall needs of the building (existing and new).

El. energy will be used for lighting, air conditioning and ventilation, IT equipment and other small, regular consumption.

A. HIGH VOLTAGE CURRENT

a. SUPPLY

Power supply of the new part of the building should come from GRMO located on the ground floor of the northern part of the building. At this moment 50 kW peak load has been contracted.

- *MAIN SWITCHBOARD AND MEASURING*

Measuring of consumption will remain in GRMO, where separator should be added for the new part of the building. On each floor a separate switchboard should be envisaged. These (sub)switchboards should be located in corridors. Each of the floor (sub)switchboards should be connected to the main switchboard by a separate cable. Main cables should be of the NYY-J type.

Power surges through fire sectors must be taken into account, and they must be sealed in accordance with the fire-proofness of the limits of each of the sectors.

Elevator must be powered via round cable which shall not switch off in case of fire alarm or in case of pressing the „off“ switch.

- *UPS*

The uninterrupted power supply should be designed for auxiliary powering of important users. The central UPS should be located in the IT room within the new part of the building. In each of the floor (sub)switchboards a UPS distribution field should be envisaged. The central UPS will serve for voltage stabilization and overcoming of shorter power failures (up to 15 min). UPS should be accessed via network, allowing for turning off of all connected computers in case power is not back within 15 min.

Only computers and monitors are connected to the UPS. UPS sockets should be red in color and protected from unauthorized plug-ins. Two UPS sockets per work-place.

- *LIGHTING*

Lighting system should be designed in accordance with the modern lighting solutions, with the use of the most advanced and most economic lighting sources. Fluorescent lamps should be planned for in accordance with the interior designer's recommendations.

Emergency lighting for the whole building should be designed in accordance with regulation in force.

Lighting installation should be made in cable channels and/or in NYM cable piping.

- *SOCKETS*

All sockets and plug-ins should be made in accordance with the location of equipment, and particular use of the room. Places for sockets should be planned for under the plaster.

Two sockets per work-place should be planned for, as well as „service“ sockets. Installation should be distributed through under-floor channels, and sockets under the plaster and/or on cable racks with NYM cables in cable piping.

Complete installation of electromotor, heating and AC should be designed in accordance with the engineering design.

Four work-places are being planned for the cabinets. Sockets in cabinets should be located in the walls and on racks.

B. LOW VOLTAGE CURRENT

- *TELEPHONE AND IT INSTALLATION*

Installation should be designed as structural cabling that supports telephone installation and IT installation. Four sockets should be planned per each work-place. UTP cat 5e cables should be used. Installation should be made in floor channels, with minimal distance between high and low current observed.

All telephone-IT installation should be made in accordance with the Croatian Telecom instructions.

Telephone switchboard will remain on the existing position.

A „concentrator“ should be used on each floor and connected through fiber-optics to the existing IT room.

- *ANTENNA SYSTEM*

Provide ZAU and SATV installation for reception of terrestrial signals and satellite TV programs, set antenna connectors in meeting rooms, canteen and VIP rooms. New parts needs to be connected on the existing cable TV in the building.

- *FIRE ALARM SYSTEM*

Fire alarm system is to be designed in accordance with Regulation of fire alarm systems (National Gazette, no. 56/99).

The system has an analogue addressable fire-alarm station, analogue addressable optical, thermic, manual notifiers, optical, canal, external sirens with sound and light signalisation, internal sirens with sound signalisation and electrical installation. The station will be placed in the system room, separate signal panel in duty premises.

Plan to connect the fire alarm system of the new part of the building to the existing fire alarm station in the old part.

Design the stable system control for fire extinguishing in the archive (FM).

- *PA SYSTEM*

Place the public address system in meeting rooms, VIP rooms and in the conference hall. The system in the hall needs to be independent with separate PA.

C. LIGHTNING ROD AND EARTHING

Installation for atmosphere electricity protection of the building design classically with galvanizd steel stripes and in accordance with the existing installation of the building. Place stripes on the roof on roof support, the drainage needs to be planted in the facade of the building and connect to the existing earthing. In main distributor switches charge eliminator must be installed.

In order to implement protective measures to equalize the potential within the building metal masses should be connected into a galvanic whole. The main equalizing of potential perform in separate switch near the main distributor switch.

PLUMBING AND SEWAGE

Plumbing and sewage installations of the extended part of the building will be connected to the existing utility infrastructure with enough capacity in the existing street.

6. VEHICLE ACCESS AND PARKING

Current state:

For the existing building parking places are in Gajeva street.

New state:

Vehicle access to the inner yard is from Gajeva street.

Calculation of parking:

Required number of parking places for public purposes is 15 for 1000 square meters of built surface.

Gros surface of extention total: **707,22 square meters.**

For 1000 square meters 15 parking spaces are required, and for 707,22 square meters 10,61 or **11 parking spaces** are required.

8 parking places are planned in the inner yard, and for remaining 3 the request will be submitted for payment to the fund for construction of public garages.

7. MEASURES FOR ENVIRONMENT PROTECTION

The purpose of the building is not a potential source of environmental pollution. The remaining underdeveloped area of the plot will be horticulturally cultivated.

The Environmental Management Plan (EMP) for this site has been developed, and accepted by the Ministry of Justice on December 23, 2009.

8. FIRE PROTECTION MEASURES

The access for fire-fighting vehicles is possible from Gajeva street where is the secured area for operational work of fire-fighting vehicles. Access for fire-fighting vehicles has capacity to meet the axial pressure of 100 kV.

Current state:

The resistance degree of the basis of the building is rated as F30 (according to HRN DIN 4102) except the boiling room in the yard that is rated as FO – due to the wooden roof construction (according to HRN DIN 4102).

The entire building is connected to one fire sector except:

- the yard (gas boiler room)
- the archive in the yard (physically separated in distinct fire sector)
- the attic alongside Gajeva street is a distinct fire sector

Evacuation from the **basement** archive alongside Gajeva street is possible with twoside staircase in the free outdoor area. Evacuation from the basement archive is possible with onese side staircase to the yard (also the free external area). Considering the small number of workers that work in the basement, number and arrangement of exit meets successful evacuation.

Evacuation from the **ground floor** is possible through semicircular hall on two opposite sides to the free outdoor area. On the ends of the hall there are two wing doors.

Evacuation from the **first and second floor** is possible through staircases S1, S2 to the ground floor and in the outdoors.

Evacuation of the **attic** is possible through two side staircase in the ground floor to the outdoors. The staircase in the attic is separated from the office area with 60 minutes fireproof doors.

Evacuation **elevator** is the one beside the wall towards the main staircase.

New state:

For fire-fighting vehicles access around the building according to Article 1. on Regulation on Amendments to the Regulation of Fire Access has been applied, since this building is in the protected cultural area. The building is protected by stable fire extinguishing system – sprinkler and has two safety staircases. The fire detection system in the building is planned. Investor obtained a positive opinion from the Public fire unit.

Since the spatial parameters allow secured access of fire-fighting vehicles from the Gajeva street which has the secured area for operating fire-fighting vehicle dimensions 5,5 m x 11 m. Access for fire-fighting vehicles has the capacity to meet the axial pressure of 100 kN. Access from the yard side is not possible for fire-fighting vehicle because of dimensions of the passage (220 x 517 cm) but it is possible with interventions using mechanical ladders (ladders, hooks). Fire fighting connection is in the vehicle passage to the court yard.

In case of fire evacuation from the floors, it is possible through 2 independent paths. Both paths lead to safe staircases to the ground floor and outdoor.

From the basement evacuation is possible through two safe staircases that lead directly to outdoors.

All necessary conditions of fire protection, illustration and evacuation possibilities are described in the item within the Fire protection report.

9. REQUIREMENTS FOR UNRESTRICTED ACCESS OF PERSONS WITH REDUCED MOBILITY

In development of this project the provisions of Regulations of ensuring accessibility for persons with disabilities and reduced mobility were implemented (National Gazette 151/05).

Access to the building and public spaces are dimensioned in accordance with standards for persons with reduced mobility. Accesses, corridors, doors, height differences, fences, staircases, elevators, sanitary premises, floor coverings, electrical, telephone and surveillance installations are dimensioned for access of persons with reduced mobility.

On the parking lot in the inner courtyard, with the access from Gajeva street, is a parking space adapted to persons with reduced mobility. In the basement there is a sanitary area suited for persons with disabilities and reduced mobility.

For unrestricted access of persons with reduced mobility in the extended part of the building there are two elevators near the main staircase. Access to the elevator is from the courtyard area on the ground floor.

In order to overcome the height difference of floors between the entrance lobbie and corridor on the ground floor the ramp and lifting platform is planned.

Dimensioning of the buildings according to this standard can be seen on the graphical appendix.

10. IMPLEMENTATION OF THE ENVIRONMENTAL MANAGEMENT PLAN (EMP)

An EMP is prepared for all projects supported by the World Bank with an aim to minimize and monitor impacts on the environment. The same document is prepared for the construction works on reconstruction and extension of the State Attorneys' Office in Zagreb. The EMP covers mitigation measures and monitoring for the following aspects: current valid permits for the duration of works, site organization according to the Site Plan, workers safety, air quality, noise, waste pollution (non hazardous and hazardous azbestos), architectural artefacts (chance finds), waste waters, traffic disruption, and hazard to public traffic and pedestrian safety.

The responsibility for the implementation of the EMP lays with the works contractor, however supervision of the implementation is reponsibility of the supervising engineer, i.e. consultant engaged on the basis of this contract.

V Qualifications and Experience

1. The Consultant shall demonstrate experience in implementing similar assignments, e.g. expert and financial supervision on comparable civil works.
2. The assignment requires interdisciplinary skills and expertise. The Consultant's team shall include professionals covering all skills and relevant experience required to carry out the described tasks. The Consultant's team should possess the following minimum qualifications, experience and skills:

- a. Advanced degree in architecture, civil engineering, mechanical engineering, electrical engineering, or similar relevant discipline;
- b. Consultant' staff must meet the legal requirement of being a certified architect/engineer in accordance with the Physical Planning and Building Act (Official Gazette 76/07; 38/09) and Act on Architectural and Engineering Activities in Physical Planning and Building (Official Gazette 152/08)
- c. Knowledge of the current Croatian legislation and standards in the area of construction, civil engineering, physical planning and environment protection.
- d. Proven relevant experience of at least 5 years and of supervising at least 2 comparable large projects;
- e. Experience in supervising projects financed by international and/or foreign investors (based on FIDIC contract conditions) would be considered as advantage;
- f. The team shall, as a minimum, include the following experts: (i) project leader – head supervising engineer (certified architect, civil engineer or similar with experience in supervision of comparable projects); (ii) certified electrical engineer with experience in comparable projects; (iii) certified mechanical engineer with experience in comparable projects;
- g. Ability to work as part of a high-performing and multi-disciplinary team, often operating under tight deadlines and timetables;
- h. Excellent oral and written communication skills in both Croatian and English, including the ability to prepare necessary reports, drawings, calculations, and similar.
- i. Knowledge of the World Bank's Procurement Guidelines, bidding documents and contracts for civil works would be considered an advantage;
- j. Full computer (MS Office and architectural/engineering/design programs) and office automation literacy;

VI Contract Arrangements

The Consultant will work under a time-based contract.

The assignment shall commence on the day of commencement of subject Works and shall continue till the end of Defects Liability Period and settlement of the Final Account. Estimated total duration is 3,5 years (1,5 years for construction, plus 2 years Defect Liability Period).

The assignment will involve daily presence of the Consultant's staff at the construction site untill the Completion. During the Defect Liability Period occasional visits to the site may be required to verify the nature of the defects discovered. Working hours for supervision and passing instructions regarding construction and time spent at the construction site should be determined and distributed so that all tasks can be fulfilled diligently and conscientiously. The supervising engineer should inform the Employer and the Contractor about vacation and possible illness on time and without delay, and propose a substitute if the need arises.

VII Consultant's Reporting Obligations

The Consultant will report to the MoJ Project Manager and JSSP Project/Loan Manager. S/he will closely cooperate with the MoJ PIU, the MoJ Investment Department and the Design studio that created the project designs.

The Consultant shall have the following reporting obligations:

- organization and keeping of the Construction log;
- weekly report on the execution of the Program of works, and, if necessary, special reports in the meantime;
- monthly reports on the works performed, control and approval of Contractor's monthly statements to be certified by the Project Manager, with the list of costs incurred from the commencement of works and the projection of future works for the next three months with estimate of total costs of these works;
- monthly reports on implementation of the Environmental Management Plan.

The reports will be submitted in Croatian in 2 copies.

Two weeks before the end of the assignment, the Consultant will prepare a Final Report, which summarizes the work of the Consultant and sets out details of the future work schedules, if applicable. The report will be prepared in 2 copies in hard copy and CD in Croatian and English languages.