Government of the People's Republic of Bangladesh

Ministry of Education

Request for Expression of Interest (EOI)
for Selection of Consulting Firms (National)

Project Title: **Completion of Construction Works of the 3rd Academic & Central Laboratory Building, and Other Buildings at Noakhali Science and Technology University**

Implementing Authority

Noakhali Science and Technology University

Noakhali-3814, Bangladesh

Section 6. Terms of Reference (TOR)

1.1 Background of the Assignment

Noakhali Science and Technology University is entrusted to provide quality science and technological education to the students, maintaining international standards with due consideration of the socio-economic context of the country. The university is also committed to producing research-oriented manpower in different disciplines of Science and Technology for the southern coastal region and the whole country as well. Keeping this in consideration, the Government of Bangladesh established twelve Science and Technology Universities in Bangladesh, one of which is Noakhali Science and Technology University, located in the coastal region of southern Bangladesh.

Currently, there are seven (07) faculties, thirty-one (31) degree-offering departments and two (02) institutions at Noakhali Science & Technology (NSTU). To pursue academic activities, 421 teaching staff, 208 administrative officials, and 499 supporting staff have been recruited and/or appointed on a tenure basis. To accommodate thirty-one academic departments, construction of two academic buildings has been completed (one five-story and another 10-story). Some associated infrastructural facilities have also been completed, and some are underway. The academic activities of all the thirty-three departments are currently going on in different buildings such as the Administrative Building, Auditorium Building and Library Building, besides two academic buildings. The Third Academic cum Central Research Lab building of about 4,30,000 sft work, one of the largest academic buildings among all the public universities of the country, with a ten-story structure, has also been under construction, though some unexpected but unavoidable interruptions have recently deferred its growth.

Currently, about 11000 students are enrolled in this university. The residential requirements of the students have so far been partially met in five student dormitories, of which three are for females and two for males. But these five dormitories can accommodate only 2500 students, which is inadequate. The NSTU campus is located in a newly formed delta in the Meghna estuary, far away from national and regional highways and urban areas. Own and hired bus services drain huge resources to ferry the faculty and administrative staff from nearby urban areas. Most of the teachers, officers and staff live there.

The roof casting of the ground floor and 1st floor of the Third Academic and Central Research Laboratory Building (10 storeys on a 10-storey foundation) has been completed, along with partial brick masonry works, and the casting works of 3 out of 10 blocks on the 2nd floor have also been completed. Subsequently, as the contractor failed to continue the works, his contract was terminated in accordance with the decision of the Honorable Minister of Education, duly following the provisions of PPA-2006 and PPR-2025. To enhance the quality of teaching for students and expand laboratory facilities, as well as to facilitate research activities for faculty members, it is imperative to complete the remaining construction works of the Third Academic and Central

Research Laboratory Building**,** comprising 10 storeys on a 10-storey foundation. Upon completion, the building will accommodate 97 classrooms, 48 laboratory rooms, 4 examination halls, 309 faculty rooms, 7 dean's rooms, 22 departmental chairpersons' rooms, 2 board rooms, 2 faculty lounge rooms, 1 conference hall, 1 cyber café, 17 office rooms, 2 common rooms for students, and 1 cafeteria**.**

As the university area is a peripheral region, there is no well-established school or college providing quality education. The number of teachers, officers, and staff at the university is increasing day by day, creating a growing need for a standard, safe, and campus-based educational institution for their children. The establishment of a University Laboratory School and College (6 storeys on a 6-storey foundation) within the campus will make educational arrangements more convenient and secure for family members. Moreover, for the effective conduct of teaching, research, and practicum activities of the university's departments related to Education and Educational Sciences, Social Sciences, and Information and Technology**,** the presence of a University Laboratory School and College is critically important. Students will be able to carry out educational research, pilot projects, content design, assessment, and training activities through this institution. In addition, the University Laboratory School and College will emerge as a promising alternative for quality education for the local community and will contribute significantly to fulfilling the university's social responsibility.

Within the existing campus, there is a central mosque with an area of 950 square meters, comprising a ground floor on a three-storey foundation, which can accommodate approximately 1,000 worshippers at a time. Due to inadequate prayer space, students are often compelled to perform Jumu'ah prayers on the roadway. The number of students, teachers, officers, and staff on campus is increasing steadily, further intensifying the demand for additional prayer facilities. In this context, the construction of an additional floor will effectively resolve the problem of inadequate space.

The COVID-19 Diagnostic Laboratory of Noakhali Science and Technology University has already been established as a promising facility for the detection and research of complex infectious and incurable diseases affecting the marginalized population of the south-eastern region of the country. By ensuring the continued operation of the laboratory and facilitating its necessary expansion, it will be possible to enhance the overall research activities of the university and contribute to the integrated development of health services in the region as well as nationwide.

However, due to the lack of adequate and modern equipment in the laboratory, it has been proposed to procure and install the necessary scientific instruments in order to provide high-quality laboratory-based education for undergraduate students and to support the research requirements of MS-level students.

To keep pace with the technological advancement and convenience, it is necessary to procure an automation system for the purpose of library digitization. The proposed automation system will be based on Radio-Frequency Identification (RFID) technology. An RFID-based library system will offer the following advantages:

- It will save time and labor in book circulation activities;
- Check-in and check-out processes can be carried out accurately and efficiently through barcode scanning;

- The possibility of books being lost or misplaced will be eliminated;
- Inventory and stock management will be made easier through RFID;
- Through automation and digitization, overall library operations and services will become more efficient and dynamic.

1.2 Objectives of the Assignment

- To ensure national human resource development through the construction of academic buildings and to enhance educational facilities for higher education and research;
- To facilitate access to education for the children of teachers, officers, staff, and residents of adjacent areas through the construction of a University Laboratory School and College on campus;
- To enrich the religious and moral development of students through the vertical expansion of the central mosque;
- To create a well-educated, skilled, and advanced human resource base by expanding opportunities for basic and applied education and research activities through the procurement of research equipment;
- To modernize and streamline the operations and services of the central library through the digitization process, ensuring access to contemporary information services for students and researchers;
- To improve the quality of the research and learning environment by enhancing research and laboratory-based education through the assurance of an uninterrupted power supply;
- To establish improved security measures and facilitate efficient intra-campus connectivity.

1.3 Output of the Assignment

- Detailed architectural & structural designs-drawings for the proposed University Laboratory School and College
- Detailed design, layout plan, detailed technical specifications, and cost estimates for the firefighting system, network and sound system in accordance with the structural design and architectural drawings
- Drawings and cost estimates for interior decoration of the proposed University Laboratory School and College, remaining works of the 3rd Academic & Central Laboratory Building, and vertical extension of the NSTU Central Mosque
- 3D view (drawing with animation), 3D Model (replica/miniature), fire safety plan and layout plan for internet cable, electricity, gas, water, & sewerage systems for the proposed University Laboratory School and College
- Detailed cost estimation, package/procurement plan, and tender document for the proposed University Laboratory School and College, remaining works of the 3rd Academic & Central Laboratory Building, and vertical extension of the NSTU Central Mosque
- Structural health test report of the existing structure of the 3rd Academic & Central Laboratory Building
- Construction Supervision of the proposed University Laboratory School and College, remaining works of the 3rd Academic & Central Laboratory Building, and vertical extension of the NSTU Central Mosque following the approved drawings

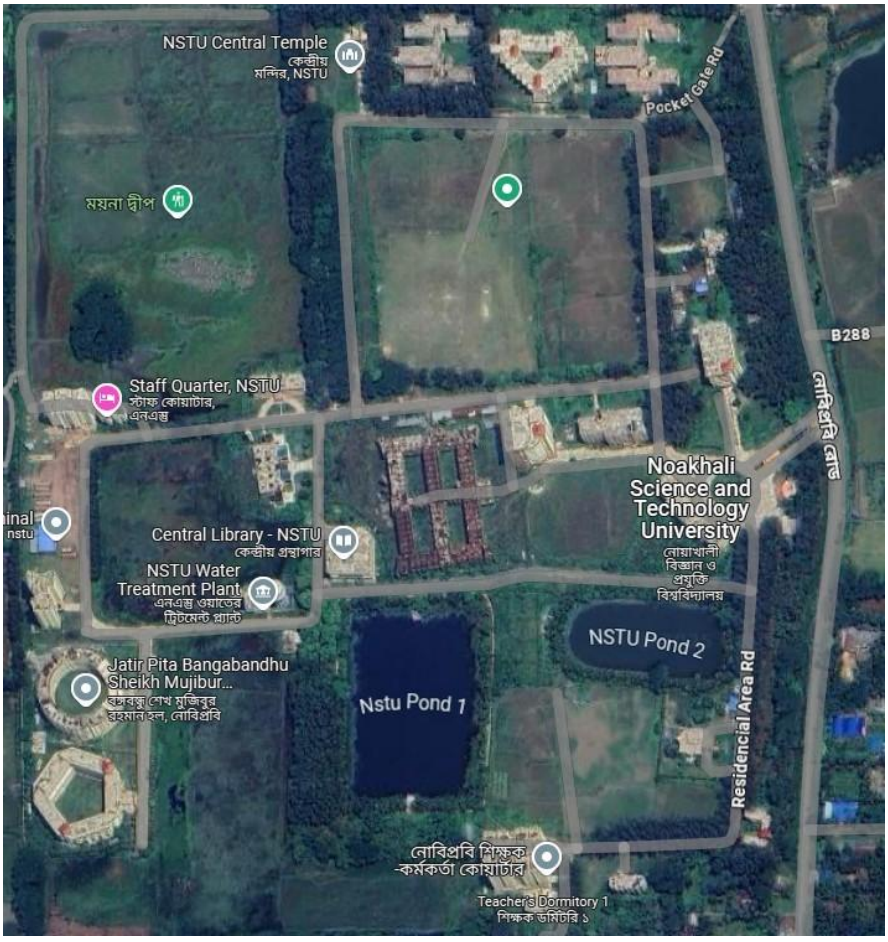
- As-built drawings of the proposed University Laboratory School and College, remaining works of the 3rd Academic & Central Laboratory Building, and vertical extension of the NSTU Central Mosque
- Detailed estimation and user-ready BOQ for the 1000 KVA substation, 150 KVA generator, 2 nos. 800 kg lift, LED road light, LT line underground cable, interior design and automation system for the digitalization of the central library

1.4 General Outline of the Assignment

The consulting firm shall supervise the construction of the remaining works of the 3rd Academic & Central Laboratory Building, and vertical extension of the Central Mosque. The consulting firm will also be responsible for preparing detailed architectural & structural designs with drawings for the University Laboratory School & College. They will prepare the detailed estimation and user-ready BOQ for the 1000 KVA substation, 150 KVA generator, 2 nos. 800 kg lift, fire extinguishing equipment, various lab equipment, LED road light, LT line underground cable, and automation system for the digitalization of the central library. The Department of Planning Development & Works (DPDW) of Noakhali Science & Technology University will assist the firm with the necessary documentary support.

1.5 Study Area

The study area is the Noakhali Science and Technology University Campus. The total area of the site is about 100 acres. The following figure shows an outline sketch of the project area.



1.6 Scope of Services

Task A: Completion of incomplete works of the 3rd Academic & Central Laboratory Building

- Conducting the structural health test of the existing structure
- Sound system design, and drawings for interior decoration
- Providing layout plan, detailed technical specifications, and cost estimates for the firefighting system, network and sound system in accordance with the structural design and architectural drawings
- Providing the detailed cost estimation, package/procurement plan, tender document for, inter alia, internal & external electrical works, HVAC system, telecommunication system (PABX/IP Phone), CCTV work, furniture, lift, and interior works

Task B: Vertical Extension of the NSTU Central Mosque

- Sound system design, and drawings for interior decoration
- Providing the detailed cost estimation, package/procurement plan, tender document

Task C: Construction of the University Laboratory School & College

- Providing detailed architectural & structural designs with drawings
- Preparation of the 3D view (drawing with animation), and 3D Model (replica/miniature)
- Preparation of the fire safety plan and layout plan for internet cable, electricity, gas, water, & sewerage systems
- Preparation of a list of furniture/classroom facilities, office equipment/lab equipment plan, sound system design, and drawings for interior decoration
- Providing the detailed cost estimation based on the latest PWD Schedule of Rates (SoR) and present market price with specifications.
- Preparation of the package/procurement plan, and tender document

Task D: Preparation of Cost Estimates & BOQ

- Providing layout plan, drawings of civil works, detailed estimation, and user-ready BOQ for the following components:

    - ✓ LT line underground cable
    - ✓ Procurement of the automation system for the digitalization of the central library
    - ✓ Installation of the 1000 KVA substation
    - ✓ Procurement of a 150 KVA generator
    - ✓ Installation of LED road light
    - ✓ Procurement & commissioning of 2 nos. 800 kg lift
    - ✓ Procurement and installation of fire extinguishing equipment

Task E: Supervision of the construction works

- Construction Supervision of the proposed University Laboratory School and College, remaining works of the 3rd Academic & Central Laboratory Building, and vertical extension of the NSTU Central Mosque
- Preparation of as-built drawings for the proposed University Laboratory School and College, remaining works of the 3rd Academic & Central Laboratory Building, and vertical extension of the

NSTU Central Mosque

1.7 Reporting Timeframe and Deliverable List

SL. No.	Reports and Deliverables	No. of Copies	Time Frame
1	Inception Report (Task A)	10	End of 4 Weeks
2	Interim Report-01 (Task B)	10	End of 7 Weeks
3	Interim Report-02 (Task C & D)	10	End of 15 Weeks
4	Final Report (Task E)	10	After the completion of whole project
5	Monthly Progress Report	03	Every Month

1.8 Team Composition and Qualifications of Key Experts

The Master Plan shall be undertaken by the Consultant, composed of the following key experts, whose minimum qualifications are stated alongside their respective positions.

SL. No.	Position	Person Number	Minimum Qualification & Experience	Principal Tasks & Other Related Requirements
1	Team Leader	Person-1	Master's degree in Civil Engineering / Architecture. Min. exp.20 yrs	- Lead and supervise the team members and the works - Monitor and observe the assigned tasks as per TOR - Co-ordinate among the assigned works (site & head office) - Maintain communication with the authority of Noakhali Science and Technology University and the contractor(s). - Ensure timely submission of all the deliverables - Provide necessary info and

SL. No.	Position	Person Number	Minimum Qualification & Experience	Principal Tasks & Other Related Requirements
				recommendations demanded by the project director. - Develop a multifaceted rewards system that makes team members motivated to show up to work every day and do their best - Visit the site in every month and monitor the work progress - Communicate expectations, assignments and responsibilities clearly and professionally.
2	Deputy Team Leader	Person-1	Master's degree in Civil Engineering. Min. exp. 15 yrs	- Play the role as a supporting hand of the Team Leader - Monitor and observe the assigned tasks as per TOR - Provide necessary info and recommendations demanded by the project director. - Mediate community disputes and assist in developing alternative plans and recommendations for programs or projects. - Coordinate work with economic consultants and architects during the formulation of plans and the design of large pieces of infrastructure.
3	Senior Architect	Person-1	Master’s degree in Architecture. Min. exp. 15 yrs	- Prepare architectural designs, drawings, 3D View, and animation for the proposed structures - Prepare detailed sectional views and elevation views of the drawings - Adjust contracts and designs to meet the changing needs of Noakhali Science and Technology University. - Prepare draft designs that reflect

SL. No.	Position	Person Number	Minimum Qualification & Experience	Principal Tasks & Other Related Requirements
				green building values and cater to the university's desires for smaller carbon footprints - Oversee and manage architectural production
4	Architect	Person-1	Bachelor's degree in Architecture. Min. Exp.10 yrs	- Play the role as a supporting hand of the Senior Architect - Prepare architectural designs, drawings, 3D View, and animation for the proposed structures - Prepare detailed sectional views and elevation views of the drawings
5	Senior Structural Engineer	Person-1	Master's degree in Civil Engineering (Structure). Min. exp. 15 yrs	- Prepare drawings and Design the structures with proper calculation of the load stresses that the construction can best withstand. Structural engineers should be able to factor in the different qualities and strengths delivered by a range of building materials and understand how to incorporate support beams, columns, and foundations. - Involve in the investigation and survey of building sites. - Determine the suitability of the earth for the requirements of the upcoming project. - Co-ordinate and consult with other members of the project, including engineers, planners, and Architects. They may also be required to assist government bodies in their own Inspections relating to the project. - Perform screening and fine-tuning the already prepared structural design of the Central Research

SL. No.	Position	Person Number	Minimum Qualification & Experience	Principal Tasks & Other Related Requirements
				Center. - Provide urgent technical support related to works as per need - Have excellent design and planning skills.
6	Structural Engineer	Person-1	Bachelor's degree in Civil Engineering (Structure). Min. exp. 10 yrs	- Play the role as a supporting hand of the Senior Structural Engineer - Implement the construction works following the approved design & drawings - Perform routine works related to project implementation i.e., daily supervision, quality control, progress monitoring, accepting measurement or quantity, bill preparation, certifying contractors bill etc. - Prepare weekly and monthly progress report (physical & financial) - Supervise the construction work whether the structural design is complied or not.
7	Senior Geotechnical Engineer	Person-1	Master's degree in Civil Engineering (Geotechnical). Min. exp. 15 yrs	- Perform foundation design and prepare drawing for the University Laboratory School & College - Perform screening and fine-tuning the already prepared structural design of other buildings.
8	Geotechnical Engineer	Person-1	Bachelor's degree in Civil Engineering (Geotechnical). Min. exp. 10 yrs	- Play the role as a supporting hand of the Senior Geotechnical Engineer - Collection of soil samples from the intended site, using bores and test pits. Amongst other factors, the analysis will determine the

SL. No.	Position	Person Number	Minimum Qualification & Experience	Principal Tasks & Other Related Requirements
				ground's stress-bearing capability and stability. - Determine whether issues like erosion and settlement of the land slope will pose a safety risk to the proposed project. - Analyze the results of subsurface investigations and field tests with dedicated software to assist in the development of earthworks and foundations suitable for the conditions of the site. - Conduct field investigations, surveys, impact studies, or other research in order to compile and analyze data on economic, social, regulatory, and physical factors affecting land use. - Spend most of the time in the field and in analysis laboratories
9	Mechanical Engineer (HVAC)	Person-1	Bachelor's degree in Mechanical Engineering. Min. exp. 10 yrs	- Identify the size of the passenger lift and goods lift (Freight Elevators) - Formulation of plan for the installation of lifts and lab equipment. - Prepare HVAC design for the proposed buildings - Prepare layout plan for the gas line of the proposed buildings - Show the gas connection points in a digitized map - Prepare the cost estimation for HVAC system under the lab & classroom of Central Research Center, conference room, chairman’s room, and teacher’s room.

SL. No.	Position	Person Number	Minimum Qualification & Experience	Principal Tasks & Other Related Requirements
10	Fire Safety Consultant	Person-1	Bachelor's degree in Civil Engineering or Mechanical Engineering or any other related subject. Min.exp.15 yrs	- Prepare an assessment report presenting the vulnerability and sensitivity of the proposed buildings to the fire incident - Prepare detailed layout for fire hydrant system - Prepare a map showing the locations of the pump water storage, smoke detectors, sprinkler system, and fire extinguishers. - Prepare a user manual for the operating of fire extinguishers, sprinkler and other fire safety tools. - Prepare a plan for regular fire drilling
11	Senior Electrical Engineer	Person-1	Master's degree in Electrical Engineering. Min. exp. 15 yrs.	- Developing and implementing electrical systems according to engineering codes and requirements. - Prepare the layout plan for switch, socket, light, fan, and all necessary electrical fittings along with concealed piping for the all proposed buildings. - Prepare the proper load schedule as per requirement - Identifying the locations of earthing for the proposed buildings - Prepare the plan for the installation of sub-station and generator, and prepare the corresponding design-drawing as well.
12	Electrical Engineer	Person-1	Bachelor's degree in Electrical Engineering. Min. exp. 10 yrs	- Play the role as a supporting hand of the Senior Electrical Engineer - Prepare the design-drawing-estimation for the underground cable, and lift procurement
13	Senior Sanitary &	Person-1	Master's degree in Civil Engineering	- Prepare the detailed layout for pressure & non-pressure pipe

SL. No.	Position	Person Number	Minimum Qualification & Experience	Principal Tasks & Other Related Requirements
	Plumbing Engineer		/ Mechanical Engineering / any related subject. Min. exp. 15 yrs.	system, soil pipe, rain water pipe, waste water pipe, pressure valve, distribution pipe with joint details. - Prepare the detailed plan for wastewater treatment plant, installation of pipeline, manhole, and drainage layout. - Provide water collection points, and water storage facility - Prepare water purification plan - Provide water circulation network, and water usage points - Prepare detailed plan for protecting infrastructures from water-logging and flood
14	Sanitary & Plumbing Engineer	Person-1	Bachelor's degree in Civil Engineering / Mechanical Engineering / any related subject. Min. exp 10 yrs	- Play the role as a supporting hand of the Senior Sanitary & Plumbing Engineer - Have a deep understanding of plumbing codes and standards - Required Certifications: Professional Engineer (PE) licensure and Certified Plumbing Design (CPD). - Have proficiency in AutoCAD and other plumbing design software - Have familiarity with CAD software (e.g., AutoCAD) and other engineering design tools - Design, install, and maintain plumbing systems - Prepare cost estimates for plumbing materials and labor - Manage plumbing projects from conception to completion - Collaborate with mechanical and civil engineers - Prepare a water management plan, and drawings for plumbing and water systems

SL. No.	Position	Person Number	Minimum Qualification & Experience	Principal Tasks & Other Related Requirements
15	Utility Engineer	Person-1	Bachelor's degree in Civil Engineering / Mechanical Engineering / any related subject. Min. exp 10 yrs	- Prepare layout for internet and telecommunication system - Prepare cost estimate and user-ready BOQ
16	AutoCAD Expert	Person-2	Bachelor's degree in Civil Engineering / Mechanical Engineering / any related subject. Min. exp 10 yrs	- Generate detailed CAD drawings of civil, electrical, mechanical, sanitary, plumbing, internet, telecommunication, drainage and water network related works following the approved design for University Laboratory School & College. - Prepare as-built drawings for the Central Research Building
17	Quantity Engineer/ Estimator	Person-2	Bachelor's degree in Civil Engineering / Mechanical Engineering / any related engineering subject Min. exp 10 yrs	- Review and estimate quantities, materials, equipment, and labor cost for all the components of this project as per FCD and prepare the budget on site and compare it to the approved Bill of Quantities. - Coordinate with the Engineering team and recommend ways to make the project more cost-effective and profitable. - Identify the material for approval and remind the operation to submit as per the schedule to avoid delays. - Perform and manage project activity scheduling and monitoring diligently. - Identify, track and estimate all changes to the project scope, process all the necessary documents for the client and ensure management for further claims. - Reporting, monitoring, and

SL. No.	Position	Person Number	Minimum Qualification & Experience	Principal Tasks & Other Related Requirements
				processing milestone progress for the preparation of contractor billing, subcontractor billing, weekly, and monthly accomplishments. - Monitor and control materials issuance and orders, equipment usage, rental, and maintenance costs per month, man-hour costs, and sub-contractor billings.
18	Surveyor	Person-1	A Diploma in AutoCAD / Civil Engineering / BECM / any relevant subject. Min. exp 10 years	- Play the role as a supporting hand of the Quantity Engineer/ Estimator - Prepare detailed estimation of civil, electrical, mechanical, sanitary, plumbing, internet, telecommunication, drainage and water network related works following the approved design for University Laboratory School & College. - Prepare the user-ready BOQ - Verify the accuracy of survey data, including measurements and calculations conducted at survey sites. - Record the results of surveys, including the shape, contour, location, elevation, and dimensions of land or land features. - Calculate heights, depths, relative positions, property lines, and other characteristics of terrain. - Prepare or supervise the preparation of all data charts, plots, maps, records, and documents related to surveys. - Plan and conduct ground surveys designed to establish baselines, elevations, and other geodetic

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				measurements.
19	Laboratory Design Expert	Person-1	Bachelor's degree in architecture / any Engineering subject / any related discipline. Min. 08 years experience in Lab Design.	- Prepare the plan for fume hood and utilities - Prepare the layout for specialized lab - Prepare safety designs and protocols
20	Educational Facility Planner	Person-1	Bachelor's degree in URP / architecture / any Engineering subject / any related discipline. Min. 08 years experience in educational facility planning.	- Ensure compatibility of all design with the national academic principle and university's own goals & policy - Enable the overall design flexible and expandable in future
21	ICT Specialist	Person-1	Bachelor's degree in CSE/ CSTE/ SE / EEE / ECE / ETE / ICE / ICT / any related discipline. Min. 08 years experience in smart classroom and lab design.	- Design and prepare drawings for smart classroom, laboratory, data network and automation. - Prepare a suitable sound system design.
22	Work Assistant	Person-1	Diploma in a relevant subject. Min. exp.5 yrs	- Handling incoming calls and other communications. - Managing the filing system. - Recording information as needed. - Updating paperwork, maintaining documents and word processing. - Performing general office clerk duties and errands.

SL. No.	Position	Person Number	Minimum Qualification & Experience	Principal Tasks & Other Related Requirements
				- Organizing travel by booking accommodation and reservations as required. - Coordinating events as necessary. - Maintaining supply inventory. - Maintaining office equipment as needed. - Creating, maintaining, and converting information into databases.
23	Office Support staff	Person-1	SSC passed. Min. exp. 5 yrs	- Ensure an organized, clean, and tidy workspace - Maintain and re-stock office supplies as needed - Monitor and use office equipment and materials (computers, printers, fax machines, copiers, physical files, etc.) - Report any problems with office equipment; help to resolve the issues if possible - Answer phones, direct calls, take and deliver messages as needed; prepare outgoing mail (including prepping larger packages for sending); sort and deliver incoming mail to the appropriate persons - Keep meeting notes and transcribe document or spreadsheet form

1.9 Procurement Method for Selecting a Consulting Firm

The Consulting Firm should be procured by the Fixed Budget System (FBS) Method. For the procurement of a consultant, Expression of Interest (EOI), Request for Proposal (RFP), and other necessary steps should be followed as per PPA-2006 and PPR 2025.

1.9.1 Procedures for Selection under the Fixed Budget System (FBS) method

(a) A Request for Expressions of Interest (EOI) as laid down in Rule 135 is advertised to invite interested Applicants in order to prepare a shortlist of Applicants.

(b) A Request for Proposals (RFP) shall be prepared and sent to short-listed Consultants selected following the provisions of Rule 139 of PPR 2025.

(c) The applicants will be instructed in the submission document to provide a detailed breakdown of the expenditures for various activities. Failure to provide such detailed descriptions may result in the rejection of their proposals.

(d) After receiving the Proposals, the Project Evaluation Committee (PEC) shall meet to evaluate the Proposals. Any proposals exceeding the budget specified in the submission request document will be considered disqualified. Among the remaining proposals, the applicant achieving the next highest technical score in sequence will be selected and invited for contract negotiation**.**

(e) The other procedures are as similar as the Quality & Cost Based Selection (QCBS) method.

1.10 Staff Allocation Plan for the Services

The consulting firm shall take care to ensure continuity of personnel's familiarity with services.

If any of the personnel cease to be assigned to carry out the services, the consulting firm shall propose their replacement with personnel of comparable competence, seniority, and qualification to the client for approval.

1.11 Facilities and Support Provided by the Client

Accommodation of staff of the consulting firm, including other utilities, will not be provided by the client during the project period.

Assistances for carrying out the services to be provided by the client are-

1. Providing relevant data, including previous reports or plans or maps or any other available documents, to prepare the master plan
2. Providing information regarding the project area