

PREQUALIFICATION DOCUMENT

FOR SELECTION OF CHECK CONSULTANT

for the PLANNING AND DEVELOPMENT AUTHORITY

1 INTRODUCTION

The Planning and Development Authority (PDA) invites suitably qualified and experienced professionals to apply for prequalification and inclusion on its roster of Check Consultants to provide independent technical review and compliance oversight services for development projects within Grenada.

This Prequalification Document sets out the requirements, procedures, and evaluation criteria for the selection of consultants.

2 BACKGROUND

The PDA is mandated to regulate and guide physical development in Grenada in accordance with the Physical Planning and Development Control Act, ensuring safe, orderly, and sustainable land use.

To support this mandate, the PDA requires independent Check Consultants to review complex, high-risk, or high-impact developments to ensure compliance with applicable codes, standards, and approved plans.

3 OBJECTIVE OF THE PREQUALIFICATION

The objective of this process is to:

- Establish a roster of prequalified Check Consultants
- Ensure availability of competent professionals for **independent technical review**
- Strengthen compliance, quality assurance, and public safety in development projects
- Promote transparency, accountability, and regulatory effectiveness

4 SCOPE OF SERVICES

Prequalified consultants may be engaged to perform, but are not limited to, the following services:

4.1 Design Review

- Review architectural, structural, civil, MEP, and other design submissions
- Assess compliance with codes, standards, and best practices
- Identify risks, deficiencies, and recommend corrective actions

4.2 Quality Assurance / Quality Control (QA/QC)

- Evaluate proposed QA/QC systems
- Confirm adequacy of inspection and testing procedures

4.3 Construction Phase Oversight

- Conduct periodic site inspections
- Verify compliance with approved designs and QA/QC systems
- Monitor critical construction stages

4.4 Compliance Monitoring & Reporting

- Prepare inspection and progress reports
- Identify and report non-compliance and safety concerns
- Recommend corrective measures

4.5 Advisory Services

- Provide technical guidance on complex engineering issues
- Support resolution of technical challenges

4.6 Certification

- Certify compliance of designs prior to permitting (where required)
- Recommend issuance of Final Certificate of Completion/Compliance.

5 KEY DELIVERABLES

The Check Consultant shall produce the following:

1. Design Review Report(s)
2. QA/QC Systems Assessment Report
3. Periodic Inspection Reports
4. Non-Compliance / Incident Reports (as required)
5. Progress Summary Reports
6. Final Certificate of Completion/Compliance recommendation

6 DURATION OF ASSIGNMENT

The assignment shall span the full project lifecycle, or specific phases to include:

- Design phase
- Pre-construction phase
- Construction phase
- Completion and certification phase

7 ELIGIBILITY AND QUALIFICATION REQUIREMENTS

Applicants must meet the following minimum criteria:

7.1 Academic Qualifications

- Bachelor's Degree in:
 - Civil / Structural / Construction Engineering, or related field
 - Architecture
 - Mechanical, Electrical, Environmental, Water & Sanitation Engineering, to be assigned to projects or subprojects directly relating to these qualifications.

7.2 Professional Experience

- Minimum 10 years relevant experience
- Experience with complex or large-scale developments
- Demonstrated ability to perform multi-disciplinary technical reviews

7.3 Professional Registration

- Membership in a recognized professional body
- Valid professional registration/licensing (where applicable)

7.4 Additional Competencies

- Strong knowledge of building codes and regulatory frameworks
- Experience in QA/QC systems and compliance monitoring

8 INDEPENDENCE AND CONFLICT OF INTEREST

Applicants must:

- Be independent of project design teams and contractors
- Not have participated in the project under review
- Declare any actual or perceived conflicts of interest.

Failure to comply will result in disqualification or termination.

9 REPORTING AND COMMUNICATION

The Check Consultant shall:

- Report to both the Developer and the PDA
- Immediately notify the PDA of critical safety or compliance issues
- Participate in coordination meetings as required

10 PERFORMANCE STANDARDS

The Check Consultant shall:

- Perform duties with due professional skill, care, and diligence;
- Apply best practices and internationally accepted standards;
- Maintain accurate records of all reviews, inspections, and communications;
- Ensure timely submission of all deliverables.

11 REMUNERATION

- The Check Consultant shall be engaged and paid by the **Developer/Applicant**;
- Fees shall be commensurate with the **scope, complexity, and duration** of the project;
- The PDA shall bear no financial responsibility for the engagement.

12 CONFIDENTIALITY

All project-related information shall be treated as confidential and shall not be disclosed without prior authorization, except where required by law or regulatory authority.

13 TERMINATION

Engagement may be terminated where:

- Performance is unsatisfactory
- Independence is compromised
- There is breach of contractual or ethical obligations

14 APPLICATION REQUIREMENTS

Applicants must submit the following:

14.1 Cover Letter

- Expression of interest
- Summary of experience and specialization

14.2 Curriculum Vitae (CV)

- Detailed professional experience
- Areas of expertise
- Relevant project portfolio

14.3 Proof of Qualifications

- Certified academic certificates
- Professional registration/licensing
- Professional memberships

14.4 Supporting Documents

- References/testimonials
- Project portfolio (if applicable)
- Relevant certifications

14.5 Police Certificate of Character

- Issued within the last six (6) months

15 SUBMISSION INSTRUCTIONS

- Format: **Electronic (One PDF file)**
- Documents must be **clearly labelled and organized**
- Incomplete submissions may be rejected

15.1 Submission Deadline

11:59 PM, Sunday 31st May 2026

Late submissions may not be considered.

15.2 Submission Medium

Submissions shall only be accepted via the following email addresses:

- ceo@planningauthority.gd
- cao@planningauthority.gd (in copy)

16 EVALUATION CRITERIA

Applications will be assessed based on:

- Professional qualifications and certifications
- Relevant experience and technical competence
- Multi-disciplinary capability
- Professional integrity and compliance

17 PREQUALIFICATION OUTCOME

- Successful applicants will be placed on the **PDA Roster of Check Consultants**
- Inclusion does **not guarantee assignment**
- The PDA reserves the right to:
 - Request additional information
 - Conduct interviews
 - Approve final appointments

18 APPROVAL OF ENGAGEMENT

Final appointment of any Check Consultant shall be subject to:

- Submission and verification of credentials
- Approval by the Chief Executive Officer and/or evaluation committee of the PDA.
- Agreement on scope and deliverables

19 DISCLAIMER

The PDA reserves the right to:

- Reject any or all applications
- Amend or cancel the prequalification process
- Request additional clarifications