



# **Eastern Regional Health Authority**

## **SCOPE OF SERVICES**

### **DRAUGHTSMAN**

The Contractor shall communicate with the Chief Executive Officer or any other party designated by that Officer in connection with the performance of the duties under this Agreement and shall fulfil any other duties reasonably requested by the Employer and agreed to by the Contractor.

During the period of this Agreement, the Contractor shall ensure that the services performed pursuant to the requirements hereof shall conform to all applicable laws and regulations promulgated by the legally constituted Authorities of the government of Trinidad and Tobago.

#### **1.0 Overview**

The purpose of this Scope of Services is to guide the Contractor on the nature of the works to be executed. The Eastern Regional Health Authority (ERHA) requires the engagement of Draughtsman Services to provide As-Built drawings for the Sangre Grande Hospital (SGH).

The Draughtsman will be required to meet with the Stakeholders at the ERHA to finalize the nature of the works in order to ensure the accuracy of the As-Built drawings. The drawings produced must be representations of the actual departmental floor plans in order to ensure that architectural designs produced for future renovation purposes are informed by current layouts.

#### **2.0 Responsibilities**

The Contractor is required to:

**2.1** Provide As-Built drawings for various SGH departments/buildings, in CAD and PDF formats.

**2.2** Ensure that the As-Built drawings include ALL of the following details:

- a) Floor plans (with measures of the different spaces/ areas, doors, windows) to illustrate size & shapes of internal spaces;

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- b) Elevations for each internal wall, including all infrastructures in that wall (MEP, medical gases, etc.);
  - c) Ceiling plan (including all infrastructures in the ceiling);
  - d) Schematic section (vertical cut transection) for each clinical area/ building, with all measures to illustrate size & shapes;
  - e) Infrastructure (civil, MEP, medical gases & others) to identify structural elements on those internal layouts.
- 2.3** Conduct site visits to the areas so as to obtain all relevant measurements, infrastructure locations etc., to support the requirements of **2.1 & 2.2** above. *It should be noted that most of the areas listed above are active patient care service departments; scheduled site visits will therefore need to be conducted in accordance with departmental operations as well as COVID safety requirements and in some instances may need to be conducted during off-peak hours when service demand is reduced.*
- 2.4** Engage with the Commissioning Manager and Healthcare Architect for guidance relevant to the assignment as well as provide feedback and verification functions in the event that the architect has queries regarding department layouts.
- 2.5** Engage with the Commissioning Manager and Hospital Management for scheduling and approved access to the hospital departments.
- 2.6** Adhere to the instructions of the ERHA departmental supervisor / designated officer during site visits. Special requirements for entry into the relevant hospital departments may be required in order to ensure the integrity of the patient care environment; for example, the ICU and Operating Theatre areas may require gowning procedures in order to protect patient areas.
- 2.7** The Draughtsman is required to provide all equipment and tools to undertake the assignment e.g., personal computer/laptop, AutoCAD, measurement tools such as laser measuring tapes, etc.
- 2.8** The Draughtsman is required to complete the works in a **three (3) month** period.

### **3.0 Minimum Training and Experience**

The applicant is required to possess the following educational qualifications at minimum:

- Diploma in Draughting or any equivalent qualification from a recognized institution.
- Training and certification in AutoCAD.

In addition to the above, the Draughtsman is required to ensure the following information is included within his/her application documents:

- Details of past, relevant work experience inclusive of previous employers (with contact details) and employment durations.
- A listing of previous projects undertaken of a similar nature noting the dates when performed.

### **4.0 Knowledge, Skills and Abilities**

The Draughtsman is required to possess the following:

- Competence in the use and functionality of AutoCAD
- Ability to prepare drawings accurately from oral instructions, rough sketches and notes
- Ability to grasp abstract technical concepts and translate them into drawings
- Strong communication, analytical and interpersonal skills
- Ability to multi-task
- Ability to work with a multi-disciplinary team

### **5.0 Deliverables**

The Draughtsman shall further provide:

- Detailed drawings, in CAD and PDF format, for the areas within the SGH as per **2.2** above
- Detailed invoices for works undertaken on a monthly basis.