

PROJECT SCOPE STATEMENT

This Project Scope Statement serves as a baseline document for defining the scope of Development and Construction of Baycliff Tropical Retreat (BTR) Project, project deliverables, work which is needed to accomplish the deliverables, and ensuring a common understanding of the project's scope among all stakeholders. All project work should occur within the framework of the project scope statement and directly support the project deliverables. Any changes to the scope statement must be vetted through the approved Project Change Management Process prior to implementation.

Project Scope Description

The scope of this project is the Development and Construction of the Baycliff Tropical Retreat, a proposed resort on a hectare idle lot situated at Cagraray Island, The Philippines. It will be accomplished by procuring a concessionaire through Design-Build-Finance-Cooperate-Maintain method.

Acceptance Criteria

Acceptance criteria will be set to ensure a thorough cross-checking and successful completion of the project, which is both qualitative and quantitative in nature. All acceptance criteria must be met in order to achieve success of the project:

- Meet all the deliverables and milestones within scheduled time and as per the project requirements.
- 100% return of investment after ____ years of business operation of the 25 years concession period.

Project Requirements

The following are the high level requirements which must be met as part of the successful execution of this project:

- Start- up fund by the owners to cover the operational expenses during the initiation process from feasibility study till the selection of the concessionaire.
- Technical and financial capability of the potential concessionaire to execute and manage the works from preliminary stage to construction until the operation and maintenance of the project.

- The concepts and design of the overall resort should reflect the visions of the owners and comply the requirements set by the Department of Tourism in the Philippines on hotels and resorts.
- Buildings, structures, functional facilities and other construction deliverables must be completed as per the approved drawings, specifications, standards and other applicable codes such as the National Building Codes of the Philippines.
- Hired or designated agent by the owners:
 - Project Manager- to monitor and control the whole works of the concessionaire
 - Engineering and Technical Consultant- to monitor and control the engineering and technical works of the project
 - Project Coordinator- serves as liaison officer
- The concessionaire to deploy the following key personnel and enough competent workers on site during construction stage:
 - Construction Manager
 - Construction Engineer
 - Construction Superintendent
- Enough quantity and right equipment to do the works, with back- ups or alternatives in case of breakdown.

Project Assumptions

Functionality

- The scope of the project is limited to that described in the Project Charter.
- Formal charter and scope change procedure will be followed.

Budgetary

- The start- up fund of the owners will be available upon approval of the Project Charter.
- The potential concessionaire is capable to design, build, finance, operate and maintain the proposed project.

Resources

- Required contractor's staffs and workers will be available when and as they needed.
- The Project Manager of the owners' side and the Construction Manager are knowledgeable and experienced in managing activities relevant to the project. All other key personnel are competent to do their job.
- Equipment will be available and operational upon when and as they need

Procurement

- At least 3 bidders will be pre- qualified to offer a proposal
- The eligible bidders' proposals will include all the necessary project milestones.

Construction

- The awarded contractor to satisfactory fulfill the contract from the

Design-Build-Finance stage and agree on a follow- up contract for the Operation and Maintenance stage.

- All the required deliverables are completed and milestones are met.

Project Constraints

Several constraints have been identified for this project. It is imperative that considerations be made for these constraints throughout the project lifecycle. All stakeholders must remain mindful of these constraints as they must be carefully planned for to prevent any adverse impacts to the project's schedule, cost, or scope. The following are the project constraints identified:

- The owners have limited fundings for hiring the Project Manager and Engineering & Technical Consultant
- The Project Manager will be hired as part- time from Conceptual Planning till the completion of Phase 3 Stage 1 only.
- The Engineering and Technical Consultant will be hired as an external service provider from Conceptual Planning till the completion of Stage 2 only.
- The proximity and availability of the owners are hindered by their geographical locations
- Needs to re-survey the property due to recent public developments such as road constructions passing at one side of the lot, public water system running within the vicinity, and electrical posts.

Project Exclusions

The requirements under Operation and Maintenance stage is initially not detailed on this document, thus, it is temporarily considered out-of-scope as of this moment. Nevertheless, the O&M is still considered to be part of the plan hence that the works will be procured and delivered through Design-Build-Finance-Operate-Maintain method.

Project Boundaries

The project is divided into three phases with the following scope limits:

- Phase 1: Pre- construction- from feasibility studies, business plan, conceptual planning, bidding, finalizing the design and acquiring permits.
- Phase 2: Construction- is sub-divided into 2 stages;
 - Stage1- will include the site development, and constructing the Main Building, and 5 units cottages
 - Stage 2- is the construction of 2 storey Building/ Hotel and other structures
- Phase 3: Operation and Maintenance- is also sub-divided into stages:

- Stage 1- is the first year of its operation which is covered under this Project Management Plan. The main purpose is to closely monitor and assessing the day- to- day operation, analyze and resolve unknown risks on this stage and to ensure the sustainability of the business.
- Stage 2- is the full length 25 years business operation under the management of the concessionaire with the co- operation of the owners. The details on this stage is not covered by this Project Management Plan since it requires a separate contract.