

# **TERMS OF REFERENCE**

FOR

**THE  
CONTRACTING  
OF THE  
SERVICES OF A PHYSICAL PLANNER  
TO  
DEVELOPE  
A PHYSICAL PLAN  
FOR THE  
CAMP VERLEY SITE  
IN LIGHT OF VARIOUS DEVELOPMENT  
PROPOSALS**

**CENTRAL JAMAICA CONFERENCE  
OF  
SEVENTH DAY ADVENTISTS  
58 BRUNSWICK AVE.,  
SPANISH TOWN.**

## Introduction

Camp Verley sits on two hundred and twenty six acres, two rods and nineteen point six perches of land of which some fifty percent is hill. The land was a gift from a Mr. Verley to the Central Jamaica Conference of Seventh Day Adventist churches.

Originally part of the Spring Village sugar estate, the property consists primarily of low lying limestone hills with cockpit type valleys, a five acre piece of flat land, and contains a spring head – probably the genesis of the name of the estate - and which was the water source for the Bushy Park aqueduct. The property also contains a swimming pool, a number of other wall structures and canals associated with the use of the property as an estate and several graves in the hills behind – the remnants of a village that was located there from over two hundred years ago.

For the past thirty years the CJC has been developing the Camp Verley site. Many proposals have been put forward including marble mining, citrus growing and water bottling. The only proposal that has taken root has been the use of the property as a camp site for church conventions, annual youth camps, educational events, and other large church based meetings. It also contains a fledgling sports complex.

Supported by a mandate from the constituency the Conference administration is now determined to push forward with the Camp's development. As a result the Conference is seeking to engage a number of consultants to conduct the preliminary planning tasks to create an integrated development plan to guide said activities in a systematic manner.

### **Objectives.**

The objectives of the project will be to:

- Ensure the environmental sustainability of the property
- Enhance the visitor's experience of the ecology of the park and the history and heritage contained within its boundaries
- Use the unique environmental situation of the site to create holistic health related facilities and a program of developmental sustainability
- Create a menu of merchandising opportunities that reflects the Camp Verley heritage and brand enabling the park to become sustainable in the shortest possible time

### **Project Goals**

This is best understood by grasping the scope of the vision that we have for the park which reads as follows:

“To be the premier Spiritual, Recreational and Training facility within a sustainable economic framework for CJC”

This vision positions Camp Verley as a sustainable, spiritual, recreational, educational and family entity fully integrated into the Seventh Day Adventists lifestyle, and all that is best and positive in the cultural life and fabric of Jamaica.

As such the Conference is seeking to develop the site for its constituency, stakeholders and partners based on the principle of sustainability and by using all of the natural and historic features and situations that have shaped the Camp Verley landscape and experiences. To achieve this we intend to identify and develop as many elements found on the site as is possible. There will also be the opportunity to use the exclusive Camp Verley brand to develop a unique identity and strategic plan.

The Conference recognizes that the production of these plans is a necessity in:

- Providing the organization with a resource document to aid the valorization of the site.
- Informing the organization's decisions in approving development and alterations on the site.
- Providing a holistic development framework to guide present and future developments of the site
- Involving the stakeholders in the planning process and providing them with the means of arriving at informed decisions

### **Project Purpose:**

This plan is intended to guide the placing of the proposed new structures in an appropriate manner on the ten acre site presently being used as the main camp site, as well as to streamline the planning and approval process of the Conference and to facilitate entities who want to enter into joint venture agreements with the organization either managing or intending to develop aspects of the proposed developments. It is expected that these plans will set a clear path along which the Conference will consider, approve and implement activities proposed for the site. The document will help to streamline the application process through the proposal of specific activities.

### **Project Scope**

The works shall include: -

- Placing the new facilities proposed for the ten acre camp site into a comprehensive and appropriate physical plan in relationship to the existing buildings
- The production of planning guidelines for the camp site including a presentation of proposed development restrictions on the site including but not limited to the natural environment. This should take the form of a reference manual to contain the following:-
  - Site zoning for the different uses of the site,
  - Land usage based on location within the site, use potential and proximity to access ways, rivers etc.
  - Reference to an EIA
  - A photographic record and inventory of buildings, and historic and environmental elements

### **Project Deliverables**

It is envisioned that the documents should be ready by September 30th 2009. As such the following is needed:-

- The production of a physical layout plan for the ten acre camp site showing the placement of a health facility and modern swimming pool complex (assumed space requirements – 120m<sup>2</sup>), a water bottling plant (assumed space requirement – 75m<sup>2</sup>), landscaping of the camping and main activity areas, a, together with the layout of proposed new buildings, amenities and facilities including a walking/jogging/running track around the eastern half of the site, the diagrammatic zoning of the site in relation to land usage and development activities (commercial, land and mixed usage, light industrial, green spaces, etc.), proposed access ways, parking space for three thousand persons, and the relocation of any existing structures if deemed necessary
- Development guidelines for the site to include carrying capacities for the various sub locations within the site
- A photographic journal and inventory of buildings, and historic and environmental elements

### **Submissions**

1. A proposed project methodology based on the listed deliverables and a project schedule
2. Professional fees for the execution of the project inclusive of any reimbursable costs.
3. A cash flow schedule for the payment of fees based on the deliverables.
4. A company profile indicating the consultant's or company's accomplishments with similar projects.
5. A copy of the company's TCC or letter from the relevant authorities showing tax compliance in the case of an individual.

A blueprint copy of the survey diagram of the site can be had from the offices of the Central Jamaica Conference at a cost of \$3,500 or emailed upon request.

This tender must include separate technical and financial proposals and be submitted to the Tender Submission, Camp Verley Development, Office of the President, Central Jamaica Conference, 58 Brunswick Rd, Spanish Town, no later than June 30th 2009.

**Neither late nor incomplete submissions will be accepted.**