

**REQUEST FOR PROPOSAL BY BRITISH VIRGIN ISLANDS PORTS AUTHORITY
FOR GENERAL CARGO WAREHOUSE/CONTAINER FREIGHT STATION
BUILDING**

Specification No. BVIPA1320212

REQUEST FOR PROPOSAL

Request for Proposal (“RFP”) for **Metal Building Preconstruction Services for a General Cargo Warehouse** on Block 2938B parcel 77 Road Town Registration Section Specification No. BVIPA1320212

All Qualifications and other communications must be addressed to:

OLEANVINE MAYNARD (MRS.)

Managing Director

British Virgin Islands Ports Authority

#2 Port Purcell

Road Town, Tortola

British Virgin Islands

Email: omaynard@bviports.org

Tel: 284-494-3534

A Pre-Proposal Conference will be held on **August 27, 2021 at 9:00 am** at the Port Purcell site, British Virgin Islands Ports Authority, Tortola, British Virgin Islands Attendance is mandatory.

PROPOSALS MUST BE RECEIVED NO LATER THAN 10:00 AM, ATLANTIC STANDARD TIME, on September 10th, 2021.

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1. DEFINITIONS

“**BVIPA**” means the British Virgin Islands Ports Authority.

“**Contract**” or “**Agreement**” means a binding written agreement for the solicited Work and/or Services required by the BVIPA, including purchase orders, containing terms and obligations governing the relationship between the BVIPA and the Contractor.

“**Addendum**” means a revision of the RFP Documents issued by the **Managing Director** prior to the due date for submitting Proposals.

“**Contractor**” means the Proposer or Respondent that receives an award of Contract or Agreement from the BVIPA as a result of this Solicitation.

“**Proposal**” means the documents timely remitted by Proposer or Respondent, in response to this Solicitation.

“**Proposer**” or “**Respondent**” means all Contractors, Consultants, Organizations, or other entities submitting a response to this RFP.

“**Scope of Services**” or “**Scope of Work**” means section 13 of this Solicitation, which details the work to be performed by the Contractor or Consultant.

“**Solicitation**” means this Request for Proposal (RFP) document, and all associated addenda and attachments.

The Works including all other labour, materials, equipment, and services provided or to be provided by the Contractor in fulfilling its obligations to the BVIPA, as more specifically detailed in the Scope of Services.

2. GENERAL INVITATION

The British Virgin Islands Ports Authority (hereafter abbreviated as “**BVIPA**” was established by the British Virgin Islands Ports Authority Act, No. 12 of 1990 (**the Act**), as a separate corporate entity, solely owned by the Government of the Virgin Islands. Prior to the establishment of the Authority, most of its functions were carried out by the Ports and Marine Services Department of the Government. The Authority began its operations under the Act in January 1991 with a specific mandate to “*provide superior quality seaport facilities and services, in an environment characterised by employee growth and development, cutting edge technology and teamwork for the betterment of the BVI.*” Consistent with this mandate, the BVIPA is desirous of providing improved access to the main port of entry and improving the traffic in and out of the port.

The BVIPA is therefore soliciting proposals from qualified suppliers to explore the option of building a 30,583SF, one (1) story warehouse building to use as the BVIPA’s prime goods storage facility. A description of the project and a list of the requested scope of services are summarized in this RFP. The project and proposal information is delineated in the various sections set out hereunder.

3. TERMS OF PROPOSAL REQUEST

Before submitting a response to this RFP, each prospective firm shall carefully read and examine all of the documents associated with this RFP and visit the project site. Each prospective metal building contractor is expected to fully inform themselves as to all existing conditions and limitations under which work is to be performed prior to responding. The submission of a response to this RFP will be construed as confirmation that the prospective contractor has made such an examination. Please note that proposals that are not responsive to all sections of the RFP requirements will not be taken into consideration. By submitting a proposal, the prospective contractor confirms that:

- a. The prospective contractor has reviewed and understands the requirements of the RFP and has confirmed their proposal is in accordance with such requirements.
- b. The prospective contractor has visited the site, become familiar with existing site and local conditions, and has correlated site observations with the requirements of the RFP.
- c. The response to the RFP is based upon personnel and any systems, materials, and equipment as required by the RFP.
- d. The prospective contractor has reviewed the baseline scope of work including, but not limited to, that which can be reasonably inferred from the RFP conceptual design documents, project description, existing site and local conditions, and any other supplemental information provided by the BVIPA during the RFP period, etc.
- e. The prospective contractor understands that the project scope, budget, and schedule may be modified to add or delete work scope.

The BVIPA will not issue documents or respond to inquiries related to the RFP to any other entities other than the one named as a prospective contractor or their metal building supplier. Prospective contractors shall promptly notify the BVIPA of any ambiguity, inconsistency, or error which they may discover upon examination of this RFP.

The BVIPA has on staff a Construction Projects Manager to represent them on this project. **Richard de Castro Sr.** will handle the everyday management of the project with assistance from BVIPA staff.

Requests for clarification or information shall be directed in writing to The BVIPA Construction Projects Manager by email to:

rdecastro@bviports.org

with a copy to the **BVIPA Managing Director Oleanvine Maynard** at:

omaynard@bviports.org.

Mr. De Castro will issue a written response by email to all prospective contractors within three (3) business days of receipt of request for clarification or information. Note that requests for information or clarification **will not be accepted later than 5 pm on August 30, 2021.**

4. SUBMISSION OF PROPOSALS

Interested tenderers should submit one (1) original and two (2) copies of the tender. The original should be placed in a sealed envelope and marked “**Original**” and the additional copies placed in another sealed envelope and marked “**Copies**”. Both envelopes should then be placed in an outer envelope and marked:

“Proposal for the General Cargo Warehouse/Container Freight Station Building Port Purcell site, Tortola, British Virgin Islands” and addressed to:

The Chairman
British Virgin Islands Ports Authority
Pasea Place
Tortola
British Virgin Islands

c/o Mrs. Jacqueline Thomas BVIPA Board Secretary

THE SEALED ENVELOPE CONTAINING THE PROPOSAL MUST HAVE THE FOLLOWING INFORMATION WRITTEN ON THE OUTSIDE OF THE ENVELOPE OR PACKAGE:

SEALED PROPOSALS-DO NOT OPEN RFP-002 (Name of Bidder) (Mailing Address of Bidder) (Telephone Number of Bidder) (Fax Number of Bidder)

5. Proposal Document Instructions

The submitted written proposal must utilize the following format and content details. Proposals shall be prepared so that responses are specifically identified in the same order as the requested information identified below. Failure to comply with the instructions of this RFP may be cause for rejection of the noncompliant proposal.

Cover Letter

Respondent must submit a cover letter signed by an authorized representative of the entity committing Respondent to provide the Services as described in this RFP in accordance with the terms and conditions of any contract awarded pursuant to the RFP process. The cover letter must:

- a. Indicate the number of years the company has been in business and provide an overview of the experience and background of the company and its key personnel committed to providing Services.
- b. Identify the legal name of the company, its headquarters address, its principal place of business, its legal form (i.e., corporation, joint venture, limited liability company or partnership, etc.), and the names of its principals or partners.
- c. Indicate the name, telephone number(s) and e-mail address of the principal contact for this submittal, oral presentation, or negotiations.

Executive Summary

Respondent must provide an executive summary which explains its understanding of the BVIPA's intent and objectives and how their Proposal would achieve those objectives. The summary must discuss Respondent's strategy and methodology for successfully designing and handing over the BVIPA General Cargo Warehouse/Container Freight Station.

Professional Qualifications & Experience

Respondent must provide a summary of individuals who will be dedicated to the works. For each key person identified, Respondent must provide the following information:

- Summary of the key personnel who will be dedicated to the Services as proposed for the works.
- Key personnel areas of expertise and areas for prime responsibility for various aspects of the Works.
- Outside Consultants that will be retained for this project and percentage of work to be carried out by outside consultants.
- Resumes or corporate personnel profiles with past experience for each of the key personnel, including a description of their roles and responsibilities on recent projects of similar type, scope, and magnitude relating to the Scope of Works as described in this RFP.
- Short descriptions of three (3) recent projects of similar scope. • Include a list of three (3) references, including names of persons, with telephone and email addresses, the BVIPA may contact in order to ascertain the quality of performance of recent construction for similarly sized works.

Cost Proposal/ Compensation of Schedule

Provide a workload cost breakdown projected based on the Scope of Work requirements for the works, showing the cost for each part of the scope of work and any additional costs.

Companies are required to furnish originals of the following:

- a) Certificates of Good Standing in respect of Social Security and all Taxes including Payroll Taxes, National Health Insurance and Property Taxes from:

- (i) The Director of the Social Security Board;
 - (ii) The National Health Insurance Department; and
 - (ii) The Commissioner of Inland Revenue.
- b) Trade License (valid for 2021);
 - c) Certificate of Good Standing from the Registry of Corporate Affairs;

Note: The date of issue indicated on the above-mentioned certificates should be no earlier than one month prior to the date of submission.

- d) Prospective companies are also required to supply the following:

Tender Security/Security Bond from a Bank or Insurance Company for a sum equivalent to one percent (1%) of the Contract Sum.

Failure on the part of companies/firms to enclose the supporting documentation as indicated above with their submittal will render the submittal non-responsive upon receipt.

6. EVALUATING PROPOSALS

An Evaluation Committee, which will include representatives from the BVIPA and its Board of Directors, will review and evaluate the Proposals, as described below.

The selection of a proposal will not be based solely on a monetary evaluation. There will also be an evaluation of each proposer's understanding of the work required and approach to this project with considerable weight being given to experience in the areas required and the track record of the proposer.

Additionally, an independent checking of references may be used to assist in selecting the finalist(s). Finalists may be requested to make a presentation of their proposal to the BVIPA Board. Contract negotiations will take place with the finalist.

Award will be made to the Firm offering the most advantageous proposal after consideration of all evaluation criteria set forth in this RFP. The BVIPA shall not be obligated to accept the lowest priced proposal, but will make an award in the best interest of the BVIPA after all factors have been evaluated.

A Notification of Intent to Award may be sent to any Firm selected. Award is contingent upon the successful negotiation of final contract terms. Negotiations shall be confidential and not subject to disclosure to competing Firms unless an agreement is reached. If contract negotiations cannot be concluded successfully, the BVIPA Board may negotiate a contract with the next highest scoring Firm or withdraw the RFP.

The competitive selection evaluation criteria are as follows:

Evaluation Criteria Portion

Evaluation Criteria	Portion
Understanding of the objectives in the RFP and the proposed approach and method to plan the construction and implementation	30%
Recent experience with projects of this size and scope for an agency of similar size. Reference information will be taken into consideration	30%
Personnel assigned to the project and their experience with similar projects	15%
Cost Proposal	25%
Total	100%

The Evaluation Committee will carefully evaluate all proposals received by calculating the evaluation points to rank and select a limited number of Respondents to present additional details via an on-site, evaluation. The evaluation committee will select the capable Respondent for further negotiation pursuant to this Request for Proposal.

7. ADDITIONAL DETAILS OF THE RFP PROCESS

If it becomes necessary to revise or expand upon any part of this RFP, an addendum will be sent (electronically or by mail) to all the prospective Respondents. A copy of addenda associated with this RFP specification number will also be sent to media in the British Virgin Islands. Each addendum is incorporated as part of the RFP documents, and the prospective Respondent should acknowledge receipt.

An addendum may include, but will not be limited to, the following:

- a. Responses to questions and requests for clarification sent to the Managing Director – BVI Ports Authority; or 2.
- b. Responses to questions and requests for clarification raised at the Pre-Submittal Conference.

8. BVIPA’S RIGHTS TO REJECT PROPOSALS

The BVIPA reserves the right to reject any and all Proposals which do not conform to the requirements set forth in this RFP or that do not contain the information required by this RFP.

9. NO LIABILITY FOR COSTS

The **BVIPA** is not responsible for costs or damages incurred by Respondents in connection with the RFP process, including but not limited to costs associated with preparing the Proposal and/or participating in any conferences, oral presentations, or negotiations.

10. FALSE STATEMENT

Any interested party that knowingly makes a false statement of material fact to the BVIPA in response to this RFP would be automatically disqualified from the tender process and in addition may be subject to civil and criminal penalties.

11. DISCLAIMER

This **RFP** is a request for proposals only and not an offer document. Answers to this RFP must not be construed as acceptance of an offer or imply the existence of a contract between the parties. By submission of its proposal, Respondents shall be deemed to have satisfied themselves with and to have accepted all Terms & Conditions of this RFP. The BVIPA makes no representation, warranty, assurance, guarantee or endorsements to Respondent concerning the RFP, whether with regard to its accuracy, completeness or otherwise, and the BVIPA shall have no liability towards the Respondent or any other party in connection therewith.

Proposals delivered after the due date will not be considered and will be returned to the sender. Terms of the proposal shall be considered binding for a period of 90 days commencing with the proposal due date.

12. CONSIDERATION OF PROPOSALS

The proposals will be privately reviewed by the BVIPA with assistance from the Construction Projects Manager and the Architect. The proposals will be kept confidential from the other prospective contractors. The BVIPA reserves the right to accept the proposal which is considered the most favorable to the interests of the Ports Authority and the project. The successful proposal may not necessarily be the one with the lowest cost, although it will be a major factor. In addition, The BVIPA may, in their evaluation, subjectively rate past performance, references, project approach, team, company experience, reliability, safety record, financial strength, insurability, bonding capacity, claims history, present workload, and compatibility with the BVIPA Construction Projects Manager/Architect/Tenants project team in determining a final selection.

Contractor interviews will be scheduled and conducted the week of September 13, 2021 with specific location, date, and time to be determined.

The BVIPA also reserves the right to not accept any proposal if it considers that to do so would not be in the best interest of the BVIPA.

13. PROJECT DESCRIPTION

Key Building Elements of Project

The Project Program and Scope currently includes the following key elements:

- a. Pre-engineered Metal Building approximately 30,583SF;
- b. Metal building contractor's scope
- c. Open office space for cargo and a mezzanine level for approx. 16 computer users
- d. Space for restrooms, conference rooms, break rooms, individual offices.
- e. Conformance to BVI Town and Country Planning Department guidelines and Building Authority guidelines.
- f. Aesthetically pleasing metal wall (textured) and roof panels, preferably using insulated panels or otherwise including insulation as detailed in the performance specifications.
- g. Basic Wind Speed 200MPH Importance Factor $I_w = 1.0$ Wind Exposure: C Seismic importance Factor: 1.0 Mapped Spectral Structural Response Acceleration: 1.242 Site Class: C Seismic Design Category: D 2021 International Building Code
(iii) Wall R-Value: 21 minimum, Roof R-Value: 38 Minimum

Building Elements Not Included in Project

Other Building Elements **Not** in metal building contractor's scope are as follows:

- a. Building earthwork, concrete, windows, doors, flooring, drywall, bathrooms, plumbing, heating and electrical.
- b. Tenant Improvements: Not in metal building contractor's scope: office partition walls, final electrical and A/C distribution.
- c. Parking Lot: Not in metal building contractor's scope: Parking lot and landscaping.

Relevant Information

The attached conceptual plans were developed by 3DE Architects P.O. Box 19 The Valley Virgin Gorda. 284 495-5272 or jcdecastro@hotmail.com.

The site is on BVIPA property where the perishable and nonperishable goods are stored.

The site is in the British Virgin Islands and is under its jurisdiction for planning and building permits.

Project conceptual level design documents are being made available as a part of this RFP.

Preliminary Schedule and Phasing

Anticipated Schedule Milestones are as follows:

- ♣ Use Permit Application to T&C Planning Authority November 18, 2020.
- ♣ Engineering and detailed design Dec 2020.
- ♣ Completion of Building Construction Documents February 2021
- ♣ Building Permit Application January 2021
- ♣ Bidding of other prime contractors October 2021
- ♣ Target Earthwork Start date March 17th 2022. Initial Design Phase During this phase you will work with the Architect, Construction Projects Manager, and seaport Operations Managers to translate the drawings into a workable design for the metal building.

Fabrication and Erection Phase

Construction will be organized under the Construction Project Manager with multiple prime contractors' approach. The earthwork, concrete and other contractors will be directly contracted to the BVIPA. However, all contractors must coordinate with each other with the assistance from the construction Projects manager. As a result, in addition to fabrication and erection, the metal building contractor will provide a representative to review onsite layouts of earthwork and concrete contractors. The estimate for this phase should include all costs anticipated including sales tax, crane services, general conditions, and profit, etc. The successful contractor will be authorized at each stage to continue with work. It is not guaranteed that the project will continue through all phases.

14. CONTRACTOR AGREEMENT

The BVIPA anticipates a two-phase contract with an initial award for preconstruction services only. The agreement format planned for preconstruction services will be an American Institute of Architects (AIA) document or similar. Construction Services may subsequently be awarded at the sole discretion of the BVIPA based upon factors including, but not limited to budget alignment, market conditions, contractor performance, team compatibility, etc.

For the construction phase, the plan is to utilize the "Standard Form of Agreement between Owner and Contractor, Construction Projects Manager as Adviser.

15. DOCUMENT LIST

The Documents included as part of this RFP are as follows:

- a. Site Plan, Foundation Plan, Floor Plan and Sections A001 -A510 Dec 2020
- b. Electrical, Mechanical and Structural E110 – S410 29-Dec-2020

16. SAFETY PROGRAM

Safety constitutes a critical priority for the BVIPA. The contractor must ensure constant focus on safety through all phases of the project. The safety of employees, laborers, visitors, and safe start-up and operation of the facility is essential for the success of the project. The proposal should summarize your firm's safety programs, your recordable incident rate, and lost time incident rate as well as include the number of employees employed by your firm

17. QUALITY CONTROL

Describe your firm's quality control programs that you would plan on implementing on the project.

18. PROJECT SCHEDULE

Provide a CPM schedule for your design, engineering, fabrication, and erection work. The detailed schedule should be based on the preliminary timelines outlined in this RFP. Also include a description of your firm's approach to scheduling and when and what action will be taken should any delays to the project schedule be incurred.

19. COST CONTROL AND ESTIMATING

Provide an initial detailed estimate for the metal building including wall and roof panels, insulation and all other elements that are necessary to provide a complete shell. Describe the estimating and cost control approach that your firm uses. Also describe the level of estimating that you plan to use on the project and provide examples of estimates that your firm has recently prepared for similar projects. With regard to cost control, please provide examples of cost reports which will be used and how your firm controls costs.

20. FEE PROPOSAL

Please delineate your Fee Proposal to include the following details:

- a. Initial Design Phase: \$ _____
- b. Engineering and Construction Documents Phase: \$ _____

- c. Estimate of Fabrication and Erection Phase: \$ _____
- d. Fee, insurance and general conditions basis for change orders: _____%
- e. Payment and performance bond: _____%

21. PROFESSIONAL NATURE OF WORKS

The ideal Responder would demonstrate expertise in several areas including:

- Structural Design
- Steel Framing Design
- Seismic Design

There is no expressed or implied obligation for the BVIPA to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

The work contemplated is professional in nature. It is understood that the Respondent acting as an individual, partnership, corporation, or other legal entity, is of professional status, licensed for all applicable professional discipline(s) requiring licensing and will be governed by professional ethics in its relationship to the BVIPA. It is also understood that all reports, information, or data prepared or assembled by the Respondent under a contract awarded pursuant to this RFP are confidential in nature and will not be made available to any individual or organization, except the BVIPA, without prior written approval from the BVIPA. Any contract resulting from this document will require the Respondent to execute a statement of confidentiality.

The Contractor shall be financially solvent and each of its members if a joint venture, its employees, agents, or subcontractors of any tier shall be competent to perform the services required under this RFP document.

22. ACCESS TO THIS RIP

All materials related to the RFP will be available via British Virgin Islands Ports Authority at a cost of US \$100.00 non-refundable.

Bank cashier’s check or money order only will be accepted made payable to the BVIPA.

Respondents will be responsible for checking media outlets for Clarifications and/or Addenda, if any. Failure to obtain Clarifications and/or Addenda shall not relieve Respondent from being bound by any additional terms and conditions in the Clarifications and/or Addenda, or from considering additional information contained therein in preparing your response. Note, there may be multiple Clarifications and/or Addenda. Any harm to the Respondent resulting from such failure shall not be valid grounds for a protest against an award(s) made under the solicitation.

The BVIPA accepts no responsibility for the timely delivery of materials or for alerting Respondents on additional posting of information related to this RFP.