

**REQUEST FOR PROPOSAL (RFP) FOR
BUILDING AND RENOVATION SERVICES**

Specification No. AA7239

Required for use by:

BRITISH VIRGIN ISLANDS AIRPORTS AUTHORITY

Department of Finance

BRITISH VIRGIN ISLANDS

All Qualifications and other communications must be addressed and returned to:

Bevis Sylvester, Chairman

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Department of Finance
British Virgin Islands Airports Authority
Terrance B. Lettsome International Airport
British Virgin Islands VG1120

A Pre-Proposal Conference will be held on **Tuesday, September 10, 2019, 9:00 am** at BVIAA
Administration Site.

Attendance is Mandatory

**PROPOSALS MUST BE RECEIVED NO LATER THAN 4:00 PM, ATLANTIC STANDARD TIME, ON MONDAY,
SEPTEMBER , 30th 2019**

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REQUEST FOR PROPOSAL (“RFP”) for

BUILDING AND RENOVATION OF THE BVIAA ADMINISTRATION BUILDING AT TERRANCE B. LETTSOME INTERNATIONAL AIRPORT Specification No. AA7239

I. GENERAL INVITATION

1.1 Purpose of the Request for Proposal

The BVI Airports Authority (hereafter abbreviated as “Authority”), through this Request for Proposal (hereafter abbreviated as “RFP”), extends an invitation to qualified contractors for the provision of repair and renovation services to the BVIAA Administration Building at Terrance B. Lettsome International Airport. The award shall be made to a responsible Respondent(s) taking into consideration the requirements and conditions set forth in the Request for Proposals (RFP) and, if necessary, obtaining best and final offers.

The Authority is an autonomous entity which was given a mandate by the Government of the British Virgin Islands to manage all airports in the British Virgin Islands. The Airports Act, 2003, was signed into law on the 2nd day of March 2004, to make provision for operating airports in the British Virgin Islands as commercial undertakings and other matters connected therewith. The Authority currently falls under the portfolio and directive of the Premier’s Office through an appointed Board of Directors who are elected on the basis of a commitment to the programs and purposes of the Authority. The Board establishes the broad guidelines of philosophy and institutional purpose and names the Managing Director to execute those guidelines.

The successful Respondent(s) shall be required to provide the services outlined in the Scope of Work, section III, and the Exhibit “1” attached hereto (“Required Services”) for the above referenced property.

Respondent(s) with demonstrated experience in these areas, and with an interest in making their services available to the Authority, are invited to respond to this RFP. There is no expressed or implied obligation for the Authority to reimburse responding Contractor(s) for any expenses incurred in preparing proposals in response to this request. The selected Respondent(s) (hereinafter “Contractor”) awarded a Professional Services Contract shall perform all tasks and functions associated with the Services as required in this RFP. It is the intent of the BVI Airports Authority to award a contract based on the Contractor’s qualifications and specialized experience as a result of this RFP.

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 Authority. 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 Authority, without prior

written approval from the Authority. 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.

1.2 Access to this RFP

All materials related to the RFP will be available via media outlets in the British Virgin Islands.

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 the 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 award(s) made under the solicitation.

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

II. DEFINITIONS

“Authority” means BVI Airports Authority.

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

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

“Contractor” means the Proposer or Respondent that receives an award of Contract or Agreement from the Authority 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 III 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.

“Work” or “Professional Services” means the provision of professional building and renovation services, in accordance with generally accepted building practices and standards, including all other labour, materials, equipment and services provided or to be provided by the Contractor in fulfilling its obligations to the Authority, as more specifically detailed in the Scope of Services.

III. SCOPE OF SERVICES

This RFP is for services related to repair and renovation services of BVIAA Administration Building at Terrance B. Lettsome International Airport A Contractor will be awarded an agreement for Professional Services, whereby an estimated maximum compensation limit will be established for the duration of the contract term and adjusted by amendment, if necessary.

- a. The successful Proposer shall be required to furnish all equipment, machinery, transportation and other implements necessary to execute the contract. The Proposer’s Proposal should include an outline of the type of equipment, which the Proposer intends to use to ensure he/she has sufficient equipment and supplies for the provision of services contemplated in this request for proposals.
- b. The Proposer should propose a plan as to how the Required Services and any suggested and/or enhanced services will be performed. The plan should include the number of personnel, which will be used to execute the services and when the services will be performed, and estimated time to complete each service. The Proposer is specifically advised that the Authority reserves the right to approve any person, firm, or other party to whom it is proposed to award a subcontract under this contract. In the event the Proposer plans to subcontract any portion of the work, he/she shall indicate in his/her plan the identity of the subcontractor(s) and the role of said subcontractor(s).
- c. The successful Proposer shall ensure that all employees have been trained in appropriate safety measures to satisfy the Authority the Proposer’s employees are performing their work in a safe manner.

IV. GENERAL INFORMATION AND GUIDELINES

4.1 Communication Between the Authority and Respondents

Submission of Questions or Requests for Clarifications

Respondents must communicate only with the Department of Finance of the BVI Airports Authority regarding this RFP. All questions or requests for clarification must be submitted to the following e-mail addresses dfahie@bviaa.com & csmith@bviaa.com. The subject line of the email must clearly indicate that the contents are “Questions and Requests for Clarification” about the RFP, and must refer to “Request for Proposal (RFP) for the Building and Renovation services, Specification No. AA7239.” The specification number must appear in the subject line of the e-mail. No telephone calls will be accepted.

All questions and requests for clarifications must be submitted no later than **4:00 pm, Atlantic Standard Time, on Tuesday, September 17th, 2019**, or no response will be provided. A Respondent that deviates from any of these requirements is subject to immediate disqualification from this RFP process.

Pre-Proposal Conference

A Mandatory Pre-submittal Conference meeting and walk-through of the job site will be held at the site, Terrance B. Lettsome International Airport (Administration Building), at 9:00 AM, Tuesday, September 10th, 2019

Attendance is mandatory. The Authority will address questions regarding the RFP at the pre-proposal conference and may respond both to questions or requests for clarification submitted on the day of the conference, and to questions submitted prior to the conference date. However, Respondents may only rely on written addenda and/or clarifications. The Authority accepts no responsibility for timely delivery of materials, and Respondents are solely responsible for acquiring necessary information, addenda and/or materials.

Deadline and Procedures for Submitting Proposals

To be assured of consideration, Proposal responses must be received by the Authority **no later than 4:00 pm Atlantic Standard Time on Monday, September 30th, 2019.**

The Authority will not accept responses delivered after the established deadline, stated above. If the response is delivered after the established deadline, a Respondent shall be deemed non-responsive to the Solicitation requirements.

Proposal must be hand delivered to the following address:

British Virgin Islands Airports Authority

HR Temporary Office

Terrance B. Lettsome International Airport, British Virgin Islands VG1120

Respondent is required to submit (3) sealed hard copies (either mailed or hand delivered) and an electronic copy in PDF format sent to the point of contact on this email dfahie@bviaa.com & csmith@bviaa.com. The outside of each sealed envelope shall clearly be marked as follows:

Proposal Enclosed: Request for Proposal (RFP) for Expert Professional Building and Renovation Services

Specification No. AA7239

Due: 4:00 p.m. Atlantic Standard Time, Monday, September 30th, 2019

Submitted by: (Name of Respondent) Package__of ____

The Authority is within its rights to consider a proposal non-responsive and disqualify a prospective Respondent if it does not follow this format or if the proposal fails to include all of the requirements of this RFP.

4.2 Procurement Timetable

The timetable for the RFP solicitation is summarized below. Note that these are target dates and are subject to change by the Authority.

Advertisement of Request for Proposal	Monday, August 26th, 2019
Pre-Proposal Conference	Tuesday, September 10th, 2019 9:00 am
Questions and Clarification Deadline	Tuesday, September 17th 2019 4:00 pm
Proposal Submission Deadline	Monday, September 30th, 2019 4:00 pm

V. PREPARING PROPOSALS: REQUIRED INFORMATION

Each Proposal response must contain all of the following documents and must conform to the following requirements.

5.1 Format of Proposals

Proposal response must be prepared on 8 ½" X 11" letter size paper, printed double-sided, and bound.

Sections should be separated by labelled tabs and organized in accordance with subject matter sequence as set forth below in Section 5.2. Each page of the Proposal must be numbered in a manner so as to be uniquely identified. Proposal response must be clear, concise and well organized.

5.2 Proposal Document Instructions

The submitted written proposal must utilize the following format and content detail. 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 non-compliant proposal.

A. Cover Letter – (Mandatory)

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:

1. 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.
2. 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 and authority to do business in British Virgin Islands.
3. Indicate the name, telephone number(s) and e-mail address of the principal contact for this submittal, oral presentation or negotiations.

B. Executive Summary

Respondent must provide an executive summary which explains its understanding of the Authority's intent and objectives and how their Proposal would achieve those objectives. The summary must discuss Respondent's capacity to perform, and approach to project management, satisfying the scope of services in the RFP and any additional factors for the Authority's consideration.

C. Company Profile Information

Respondent must provide a brief history and description of their firm's business organization and its relevant experience, as well as specialized services, practice and experiences. Within the profile, Respondent is required to include the location of offices and the number of building contractors available for the project.

D. Reference Client List

Respondent shall provide a list of five (5) client references, at least three (3) of which shall be current clients, for whom the same or similar type of services as those sought in this RFP have been or are being provided. The Proposer shall provide the location of the properties served, a contact person, electronic mail address, if available, and telephone number for each. The Authority reserves the right to contact clients for reference checks.

In the event the Respondent plans to subcontract any services, the above information shall be provided as it relates to the subcontractor(s) and the services that will be performed by such subcontractor.

E. Cost Proposal/ Compensation of Schedule

The Respondent must provide pricing information detailing time and material. Proposals that fail to include cost proposal information will be rejected as incomplete and deemed non – responsive.

VI. EVALUATING PROPOSALS

An Evaluation Committee, which will include representatives from the Airports Authority and its Department of Finance will review and evaluate the Proposals, as described below. The Proposal evaluation process is organized into two phases:

- Phase I - Preliminary Proposal Assessment
- Phase II - Proposal Evaluation

Phase I - Preliminary Proposal Assessment

Phase I will involve an assessment of the Respondent's compliance with and adherence to all submittal requirements requested in Section V. Proposals which are incomplete and missing key components necessary to fully evaluate the Proposal may, at the discretion of the Evaluation Committee, be rejected from further consideration due to "non-responsiveness" and rated Non-Responsive. Proposals providing responses to all sections will be eligible for detailed analysis in Phase II of Proposal Evaluation process.

Phase II - Proposal Evaluation

In Phase II, the Evaluation Committee will review the Respondent's Proposal to determine overall responsibility of the Respondent and responsiveness and completeness of the Proposal with respect to the components outlined in the RFP using the following criteria (not necessarily listed in order of importance) as applicable:

- A. Professional and Technical Competence: [Evaluation points: 30]
 1. Ability to provide the Services described in the RFP, including capacity to perform the Scope of Services described in Section III (Scope of Services) and Exhibit 1 (Required Services) of this RFP.
 2. Professional Qualifications and Specialized Experience of Respondent and its Team on projects of similar scope and magnitude (e.g., specifically with respect to large organizations, and government agencies).
 3. Professional Qualifications and Specialized Experience of Respondent's Key Personnel (and Team Members).
- B. Quality, Comprehensiveness and Adequacy of the proposed Approach, Strategy and Methodology for Implementing Engagements: [Evaluation points: 20]
- C. Cost Proposal/ Compensation Table: [Evaluation points: 40]
- D. Compliance with Contractor License and Insurance requirements: [Evaluation points: 10]

VII. ADDITIONAL DETAILS OF THE RFP PROCESS

7.1 Addenda

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 of 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:

1. Responses to questions and requests for clarification sent to the Department of Finance – Airports Authority; or
2. Responses to questions and requests for clarification raised at the Pre-Submittal Conference; or

7.2 Authority's Rights to Reject Proposals

The Authority reserves the right to reject any or all Proposals, in whole or in part, when such rejection is in the best interest of the Authority. Further, the Authority reserves the right to withdraw this solicitation at any time prior to the final award of the contract.

7.3 No Liability for Costs

The Authority 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.

7.4 False Statements

(a) False Statements

Any person who knowingly makes a false statement of material fact to the Authority in violation of any statute, ordinance or regulation, or who knowingly falsifies any statement of material fact made in connection with an application, report, affidavit, oath, or attestation, including a statement of material fact made in connection with a bid, or proposal, is liable to the Authority for a civil penalty of not less than \$500.00 and not more than \$1,000.00, plus up to three times the amount of damages which the Authority sustains because of the person's violation of this section.

(b) Aiding and Abetting.

Any person who aids, abets, incites, compels or coerces the doing of any act prohibited shall be liable to the Authority for the same penalties for the violation.

7.5 Time and Liquidated Damages

The Required Services to be performed under this RFP shall be commenced upon execution of an agreement and within fifteen (15) days of the Notice to Proceed. All work to be performed shall be completed within one-hundred twenty (120) consecutive calendar days of the Notice to Proceed. If the Required Services are not completed within the time set forth above, or within such extra time as may be granted by the Authority, the successful Proposer shall be deemed to be in default. For each day the successful Proposer is in default, the successful Proposer or its Surety shall pay to the Authority, not as a penalty, but as liquidated damages, the amount of \$200.00.

7.6 Insurance

The Respondent shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Respondent, his agents, representatives, or employees.

7.7 Permits

The Contractor shall pay for all necessary permits as required by law.

7.8 Certificates

All respondents are required to provide letters of good standing from the Social Security Board, Inland Revenue and NHI

7.9 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 Authority makes no representation, warranty, assurance, guarantee or endorsements to Respondent concerning the RFP, whether with regard to its accuracy, completeness or otherwise, and the Authority shall have no liability towards the Respondent or any other party in connection therewith.

VIII. EXHIBIT 1

REQUIRED SERVICES

The required services listed below are part and parcel of the Scope of Services contained in this RFP.

- Installation of electrical conduits outlets and fixtures
- Installation of IT conduits
- Finishing of walls
- Installation of drop ceiling
- Installation of tiles
- Design and installation of fire suppression system
- Installation of windows and doors
- Design and installation of central AC system
- Design and installation of temporary rook over stairwell
- Design and installation of railings for stairwell
- Plumbing works, to include all bathroom and kitchen fixtures
- Cabinet works for bathrooms, kitchen, reception and storage area
- Painting of interior and exterior walls
- Interior Designer for outfitting of office spaces etc.