

**REQUEST FOR PROPOSAL (RFP) FOR
RUNWAY REHABILITATION - VIRGIN GORDA AIRPORT
Specification No. AA7829**

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:

Drusilla Fahie, Board Administrator

Telephone: 1 284-394-8000

Email: dfahie@bviaa.com

Department of Finance
British Virgin Islands Airport Authority
Terrance B. Lettsome International Airport
British Virgin Islands VG1113

All questions or requests for clarification must be submitted to the following email address: dfahie@bviaa.com by Tuesday, October 29, 2019.

PROPOSALS MUST BE RECEIVED NO LATER THAN 4:00 PM, ATLANTIC STANDARD TIME, ON MONDAY, NOVEMBER, 18th 2019

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**REQUEST FOR PROPOSAL (“RFP”) for
RUNWAY REHABILITATION - VIRGIN GORDA AIRPORT**

Specification No. AA7829

I. GENERAL INVITATION

I.1 Purpose of the Request for Proposal

BVI Airports Authority (hereafter abbreviated as “Authority”), through this Request for Proposal (hereafter abbreviated as “RFP”), extends an invitation to professional engineering firms with aviation experience interested in providing Planning, Architectural, Engineering Consultant, Construction and Project Management Services for the Virgin Gorda Airport Runway Rehabilitation Project (hereinafter, referred to as the “Project”).

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 were 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.

Virgin Gorda Airport is an airport on Virgin Gorda in the British Virgin Islands, an overseas territory of the United Kingdom. The airport is owned and operated by the Government of the British Virgin Islands. The runway at the airport remains an unpaved, sand and gravel airstrip measuring 3,100 feet.

The successful Respondent(s) shall be required to provide the services outlined in the Scope of Work section III (“Required Services”) for the above referenced project.

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 any responding Contractor 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 their 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.

I.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 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 planning, architectural, engineering, construction and project management related services, in accordance with generally accepted 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 the planning, architectural, engineering consultant, construction and project management services for Virgin Gorda Airport Rehabilitation Runway Project. A Contractor will be awarded an agreement for Professional Engineering Services, whereby an estimated maximum compensation limit will be established for the duration of the contract term and adjusted by amendment, if necessary.

Scope of services include, but are not limited to:

- Project Management - Effective project management of all operational aspects of the project which includes but not limited to:
 - Planning
 - Creating benchmarks
 - Time Management
 - Risk Management
 - Distributing Resources
 - Managing the Budget
 - Managing and communicating with staff
 - Managing relationships with key stakeholders
- Construction
 - Produce a 3100 foot uniform runway surface, good wet friction characteristics and bearing capacity for a lifespan of 20 years
- Architectural
- Engineering

IV. GENERAL INFORMATION AND GUIDELINES

IV.1 Communication Between the Authority and Respondents

Submission of Questions or Requests for Clarifications

Respondents must communicate only with the BVI Airport Authority regarding this RFP. All questions or requests for clarification must be submitted to the following email address: dfahie@bviala.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 RUNWAY REHABILITATION - VIRGIN GORDA AIRPORT Specification No. AA7829.”** The specification number must appear in the subject line of the email. No telephone calls will be accepted.

All questions and requests for clarification must be submitted no later than **4:00 pm, Atlantic Standard Time, on Tuesday, October 29, 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

There will be no Pre-Proposal Conference for this RFP.

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, November 18, 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.

Proposals must be delivered via email only.

Respondent is required to submit an electronic copy in PDF format sent to the point of contact on this email dfahie@bviala.com. The subject line must be marked as follows:

“Request for Proposal (RFP) - RUNWAY REHABILITATION - VIRGIN GORDA AIRPORT Specification No. AA7829”

Due: 4:00 p.m. Atlantic Standard Time, Monday, November 18, 2019

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.

IV.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	Thursday, October 17th, 2019
Questions and clarification deadline	Tuesday, October 29th, 2019 4:00 pm
Response to questions	Thursday, November 7th, 2019 4:00 pm
Proposal submission deadline	Monday, November 18th, 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.

V.1 Format of Proposals

Proposal response must be submitted as a PDF file, portrait and formatted in letter size 8 ½" X 11".

Pages should be numbered and sections should be separated by page break 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.

V.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 the British Virgin Islands.

3. Indicate the name, telephone number(s) and email 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 the project, satisfying the scope of services in the RFP and any additional factors for the Authority's consideration.

C. Company Profile Information and Experience

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.

- Project Management Experience
- Demonstrated competence on previous projects
- Health and safety training
- Competence of employees
- Traditional design or design and build experience
- Sub-contractor selection and project management of sub-contractors

D. Firm's Approach

Describe your Firm's approach to the project. Provide a list of the expected tasks and associated schedules for the complete project. Include any unique methods that you intend to incorporate and evaluate with each task as applicable during the project.

- Describe your Firm's project management process
- Describe your Firm's quality control and quality assurance processes.
- Describe your Firm's schedule management process. How you will track and present baseline, actual and current schedule milestone information?
- Describe your Firm's budget management process – How you will monitor and keep the estimated construction costs within the budget during the design phase.
- Describe your Firm's methodology for correcting errors or omissions in plans during construction. Provide past project examples describing how you corrected errors/omissions and the steps taken.

E. 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.

F. 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:

CRITERIA	RATING
Executive Summary	10
Experience and Ability	30
Past Performance	20
Approach and Method	30
Cost Proposal	10
Total	100

VII. ADDITIONAL DETAILS

VII.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 – Airport Authority

VII.2 Insurance Requirements

Prior to commencing work, the Contractor shall procure and maintain at the Contractor’s own cost and expense for the duration of the agreement the following insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work or services hereunder by the Contractor, his agents, representatives, employees, or subcontractors. The cost of such insurance shall be included in the Contractor’s proposal.

The Consultant shall ensure that subcontractors of any tier shall procure and maintain insurance that complies with the requirements set forth above.

VII.3 Authority's Right 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.

VII.4 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.

VII.5 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.

VII.6 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.