



BRITISH VIRGIN ISLANDS AIRPORTS AUTHORITY



REQUEST FOR QUOTATIONS RFQ

Parking Control System
at the
Terrence B. Lettsome International Airport
British Virgin Islands

April 2023

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REQUEST FOR QUOTATIONS

Parking Control System at Terrence B. Lettsome international Airport

INTRODUCTION

The Terrance B. Lettsome International Airport (TBLIA or the “Airport”) is the main airport servicing the British Virgin Islands. The Airport is managed by the BVI Airports Authority (BVIAA or the “Authority”), a corporate body set up and owned by the Government of the Virgin Islands to manage all airports in the British Virgin Islands. The Authority operates under the portfolio of the Ministry of Communications and Works and is managed by a Board of Directors. TBLIA has an average annual passenger movement of just under 200,000 passengers and accommodates daily staff level of approximately 100. With upcoming direct flights to the mainland United States and a forecasted increase in the general size of the aircraft using the Airport, the BVIAA is poised to experience growth that will likely result in passenger figures well above that of recent years.

The current parking control system was installed in 2010 and does not have the capacity to service the anticipated growth at TBLIA. The parking control system provides both visitor and employee parking options. Visitors are given the option to pay before leaving the parking lot using credit card or cash via a single pay-on-foot machine. The current parking control system processes over 2,000 vehicles in one week.

BVIAA, in compliance with international regulatory requirements, proposes a new layout for parking that will change the existing routes and access points of the parking lot. This change will also require an adjustment to the locations of key components of the system, including the pay-on-foot machine and arms.

BVIAA therefore seeks competent and resourceful vendors respond to this Request for Quotations (RFQ) to supply and install a new parking control system (PCS), including provisions for training BVIAA staff on its operation and maintenance.

OVERALL OBJECTIVE

The overall objective is to supply and install a new parking control system (PCS) that facilitates efficient traffic flow into and out of the parking lot, collects traffic flow data, and reports on monies collected by the PCS (the “Works”) The system must be a robust and weatherproof system with sufficient redundancies to reduce the likelihood of operational downtime.

SPECIFIC OBJECTIVES

The specific objectives of this project are as follows:

1. To provide a robust weatherproof system with sufficient redundancies to reduce the likelihood of failures. The system should also be configured to facilitate drive-through e-payments.
2. To provide a system that collects and presents data in a comprehensible format that is compatible with Microsoft Excel or other similar software. The data must, at a minimum, show a daily count of vehicles and the amount of money collected at various intervals throughout the day.
3. To furnish the Authority with a detailed maintenance plan and life cycle forecast plan that can be used for budgetary purposes.
4. In keeping with the Authority’s mandate to continue moving towards a more energy efficient airport, all new or refurbished installs are required to be as energy efficient as is reasonably practical.

LOCATION

The parking lot is located at the Terrance B. Lettsome International Airport on Beef Island. The specific location of the lot is illustrated in Figure 1 below:



Figure 1 Parking lot at the Terrance B. Lettsome International Airport.

CURRENT PARKING LOT SYSTEM

The current parking lot system consists of one entrance and an exit. With the current system, guests arrive at the Airport and pull a ticket at the entry arm. Guests can either drop off passengers at the terminal building and exit the airport, or park in the parking lot and then walk to the terminal building. In both scenarios, before exiting, guests are required to pay at the pay-on-foot machine at the terminal building. The machine then produces a receipt and exit ticket, which is then placed into the exit machine to open the exit arm. The following diagram shows the current flow of traffic.

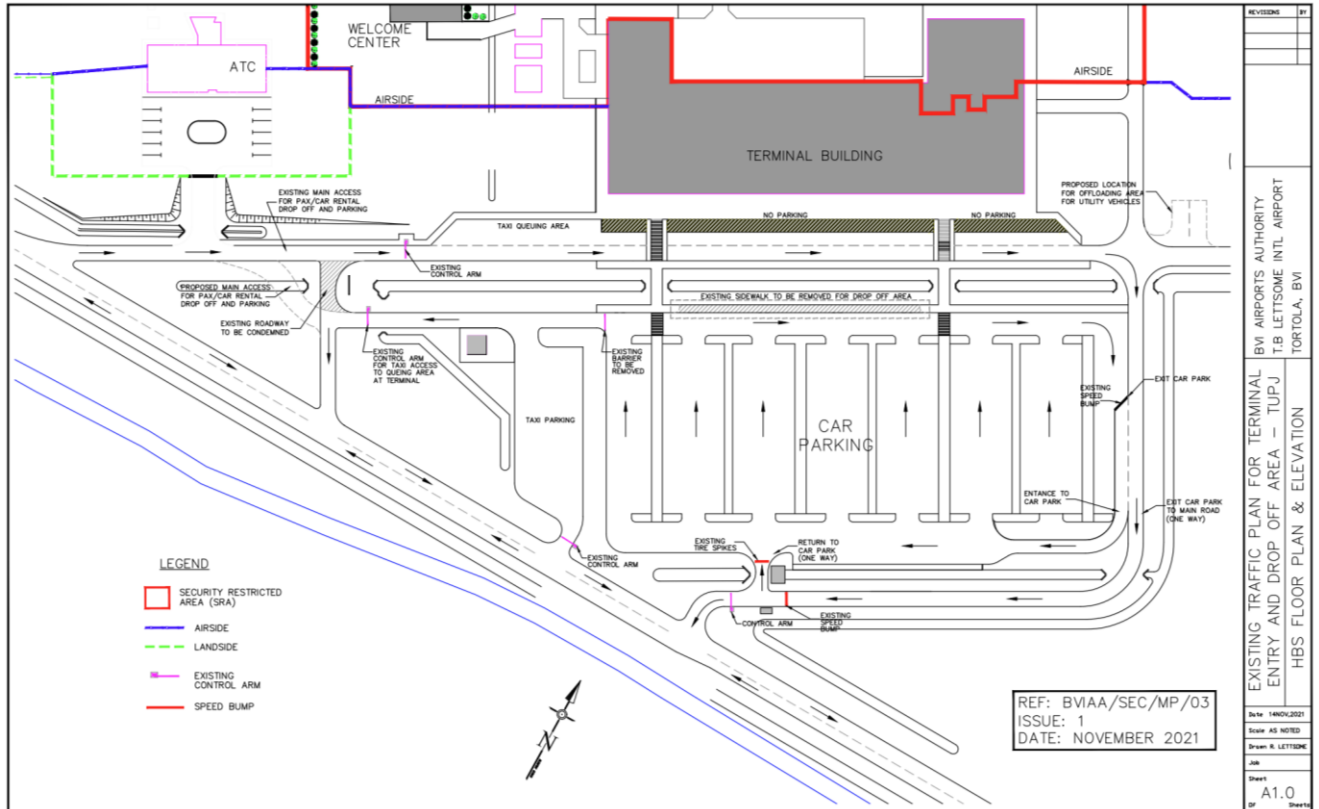


Figure 1 current parking lot

UPGRADED SYSTEM

The upgraded system (illustrated in figure 2) for the parking lot will see guests arriving into the parking lot via the current exit road, passengers being dropped off at a newly constructed drop-off point in the parking lot, from where they will then traverse to the terminal building via a shaded walkway. At the drop-off point there will be two pay-on-foot machines (this is subject to change as the placement of the machines must facilitate optimal traffic flow based on the design). When leaving, guests will pay at the pay-on-foot machine where it is expected that they will receive an exit ticket and receipt. They will then exit straight ahead past the taxi stand and left onto the road labeled “main exit from car park.”

Only specific authorized vehicles will be allowed in front of the terminal building, they will pass the entrance to the existing parking lot and continue to the terminal building through a card-controlled arm. When exiting the terminal building, they will exit via the current entrance and make a left onto the road labeled “MAIN EXIT FROM CAR PARK”.

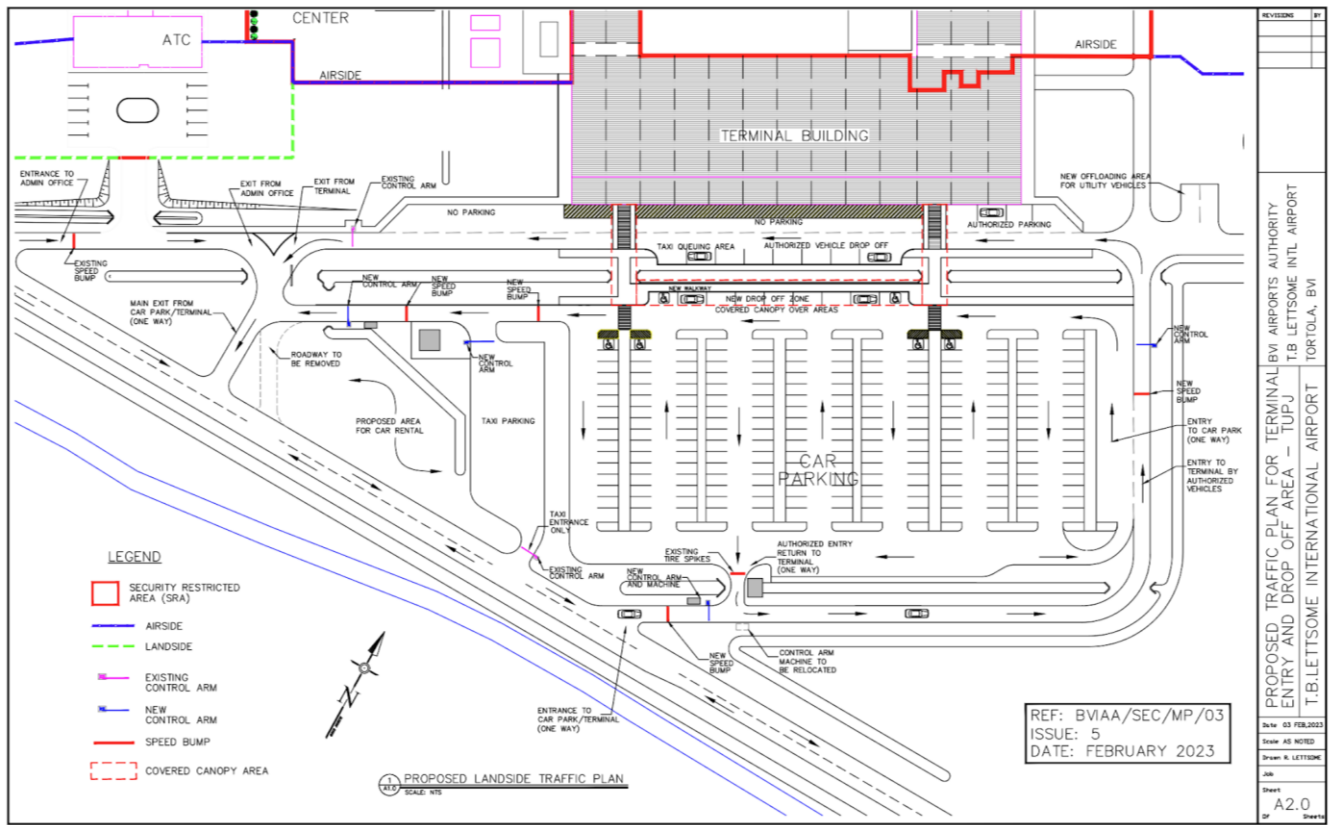


Figure 2 New parking lot design with proposed traffic routes

PROJECT SCOPE

The successful tenderer will be required to deliver on the following tasks to the satisfaction of the Authority:

1. Supply and install a PCS that accommodates the proposed new traffic routes in the parking lot as illustrated in figure 2, collects traffic flow data, and reports on monies collected by the PCS;

2. Develop and submit a Maintenance Plan for the PCS, to ensure that the PCS remains fully functional throughout its expected lifespan. The Maintenance Plan must include the expected life cycle of all equipment and the estimated replacement and upkeep costs; and
3. Develop and deliver training to BVIAA technical staff on the operation and maintenance of the PCS. All operational manuals and documentation must be submitted upon substantial completion of the works.

SUBMISSION OF PROPOSALS

Tenderers are required to submit proposals in the English Language.

The complete tender submission shall include the following information:

- i) Company Profile which provides a brief description of the tenderer's organisation, completed on **Form II. Company Profile** in the Appendix.
- ii) A list of similar projects demonstrating at least three (3) that were successfully implemented by company within the last five (5) years. The list must include location of the project, the contract cost, and contact name, email address and telephone information for the references. **Form II. Company Experience Worksheet** in the Appendix must be completed to include this information.
- iii) A list of current contracts and their status as in **Form III. Current Contracts** in the Appendix.
- iv) A method statement and work program for implementing the Works.
- v) An indication of the intended Parking Control System to be supplied and installed at TBLIA, including functional diagrams, specifications and other technical information.
- vi) Completion of **Form IV. Cost Proposal** in the Appendix.
- vii) Submission of a trade license (or equivalent) to the effect that the tenderer is authorised to legally engage in a related business in the jurisdiction of operation.
- viii) Evidence that the organisation in good standing with respect to taxes and any other statutory obligations in the jurisdiction of operation.

The above information should be submitted in accordance with the submission requirements.

Tenderers are required to ensure that the proposals submitted remain valid for **90 days** after the submission date.

The Tenderer will be required to report to the Managing Director of the BVIAA or his designate.. The tenderer will also be required to present at least three (3) copies of each report in printed form, as well as an electronic copy on a portable storage device such as a jump drive or memory stick.

SUBMISSION, RECEIPT AND OPENING OF PROPOSALS

The original proposal shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the tenderer itself. Any such corrections must be initialed by the persons or persons who sign(s) the proposals.

An authorized representative of the tenderer must initial all pages of the Proposal. The representative's authorization shall be confirmed in writing with the appropriate signatures appended.

For each proposal, the tenderer shall prepare **one (1) original and two (2) copies** of the Proposal clearly marked "**ORIGINAL**" or "**COPY**" as appropriate. If there are any discrepancies between the original and the copies of the Proposal, the original shall govern.

The original and all copies of the Proposal shall be placed in a sealed envelope clearly marked "**RFQ for Parking Control System for the BVI Airport Authority**" and "**DO NOT OPEN BEFORE June 12, 2023 at 12:00 noon**" The envelope shall also bear the submission address. Any proposal received after the date and time for submission of proposals shall be returned to the tenderer unopened. **Tenders will be opened on June 12, 2023 at 2:00 pm.** in accordance with BVIAA's tendering procedures. The Financial Proposals shall remain sealed for later opening pending the evaluation of technical proposals.

RFQ

CLARIFICATION AND AMENDMENT OF RFQ DOCUMENTS

Tenderers may request a clarification of any of the RFP documents up to five (5) days before the proposal submission date. Any request for clarification must be sent in writing by mail, facsimile, or electronic mail to THE BVIAA's address as follows:

**The Secretary
Tenders Committee
BVI Airports Authority
Administration Centre
T.B. Lettsome International Airport
Beef Island, Tortola, BVI
Email: Dfahie@bvია.com**

The BVIAA will respond by electronic mail to such requests and will send written copies of the response (including an explanation of the query but without identifying the source of inquiry) to all proposers who were present at the mandatory site visit.

At any time before submitting proposals, THE BVIAA may, for any reason, whether at its own initiative or in response to a requested clarification amend the RFQ. Any

amendment shall be issued in writing through addenda. Addenda shall be sent by mail, or electronic mail to all proposers and will be binding on them. THE BVIAA may at its discretion extend the deadline for submitting proposals.

SCHEDULE OF EVENTS

ACTIVITY	Date
Virtual site visit	May 12, 2023 at 10:00 am
Clarification request deadline	May 21, 2023
Submission of proposals	June 12, 2023 at 12:00 noon
Opening of proposals	June 12, 2023 at 2:00 p.m.

EVALUATION CRITERIA

Submissions will be assessed and scored against the following evaluation criteria:

- a. Responsive/compliant (Pass/Fail). Non-responsive or non-compliant submissions will not be assessed further.
- b. Technical evaluation Criteria - max 100 points (Weighted 70% of total evaluation):
- c. Financial Criteria - 30% of total evaluation.

For those offers considered in the financial evaluation, the lowest price offer will receive 30 points.

The other offers will receive points in relation to the lowest offer, based on the following formula:

$(PI / Pn) * 30$

where Pn is the financial offer being evaluated and PI is the lowest financial offer received.

Table 1: Summary of requirement and evaluation criteria.

Category	Weight (%)
Experience,	15
Adequacy of method statement and work program	15
Adequacy of proposed parking control system	40
Contract Pricing	30

FINAL EVALUATION

The final evaluation will combine the scores of the desk review and financial proposal with the following weights assigned to each:

1. Contractors will be evaluated based on the cumulative analysis methodology (weighted scoring method), where the award of the contract will be made to the individual consultant whose offer has been evaluated and determined as:
 - a. Responsive/compliant/acceptable; and
 - b. Having received the highest score out of a pre-determined set of technical and financial criteria specific to the solicitation.
 - c. Technical Criteria weight: [70%]
 - d. Financial Criteria weight: [30%]