

Recovery and Development Agency Quick Contracting Invitation to Tender



BOOKLET 3

REQUIREMENTS DOCUMENT

FOR

REPAIR WORKS

AT

ROAD TOWN POLICE STATION, TORTOLA



Scope of Works REPAIR ROADTOWN POLICE STATION

Reference: 181.02
Date: 9 May 2020

Recovery and Development Agency

Director of Procurement
Recovery and Development Agency
Ritter House
Wickham's Cay II
Road Town, Tortola, VG 1110
British Virgin Islands

**Invitation to Tender No.
RDA/ITT/2020/003/NCB**

**Due for Return on 26 Jun 2020
By 1000 hours (10:00am)**

REQUIREMENTS

FOR

REPAIR WORKS

AT

ROAD TOWN POLICE STATION SITE, TORTOLA

The contents of this Invitation to Tender must not be disclosed to unauthorised persons and must be used only for the purposes of tendering. Please read these documents carefully before tendering. The procurement process being used for this activity is National (Domestic) Competitive Bidding (NCB).

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Ground Floor, Ritter House,
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SCOPE OF WORKS – REPAIR ROAD TOWN POLICE STATION

1. INTRODUCTION

Hurricanes Irma and Maria caused immense damages to the security and justice infrastructure throughout the Territory, inclusive of damages to the Road Town Police Station. Post-disaster, the UK Government funded and implemented through the Office of the Governor the renovation of two police stations (West End and Road Town).

Although the repairs to Road Town Police Station have been substantially completed, the RDA has been engaged to implement and complete the remaining works to improve/repair Road Town Police Station to a fully functional basis which will improve the safety and security of the Virgin Islands.

2. REQUIREMENTS

The Bidder shall scrutinize each document immediately upon receiving it and shall promptly give notice to the RDA of any pages or works which appear to be omitted. If interested, eligible contractors are requested to:

- 2.1 The Bidder at the pre-arranged Bidder's Conference should visit and examine the site and its surroundings and must obtain for himself/herself on his/her own responsibility all information, which may be necessary for preparing the Tender and entering into a Contract.
- 2.2 The Bidder shall complete and submit shall be fully priced Bill of Quantities with a rate entered for each item for the following itemized work listed within Section: 4 - Scope of Works. Each amount shall be carried forward to the Summary, the total of which shall be carried forward to the Offer. If any item is not priced, there shall be no payment for the work described in the item, which shall be deemed covered by other rates and/or prices.
- 2.3 The Bidder shall provide all labour, supervision, materials, plant, equipment, including statutory permits and required inspections to provide an operational and tested systems for all essential utility and services required and listed within Section: 4 - Scope of Works.
- 2.4 The Bidder shall meet the requirements described herein and in accordance with applicable building codes and ordinances. BVI Building Ordinance 1955, BVI Building Regulations 1999 and the BVI Physical Planning Act 2004.

3. LOCATION

As shown in Figure 1, the site is located at corner of Pickering Road and Station Avenue, it is bounded by the J.R. O'Neal Botanical Gardens, A.O. Shirley Recreational Ground and the Enid Scatliffe Pre-Primary School.

Parcel ID: **2838FRTO0152,**

Block: **2828F,**

GPS coordinates: **18°25'39.09"N, 64°37'17.44"W.**



Figure 1: Google Earth Location of Project Site: Road Town Police Station

4. GENERAL SITE CONDITIONS PARAMETERS

The general site conditions parameters set out the basic duties and responsibilities of the contractor which must be adhered and acknowledges full understanding of the nature and location of the specific work required for execution;

4.1 Mobilization and Site Occupation

The Contractor shall mobilize and occupy **specified work area** of the site for the duration of the project, being mindful of the ongoing activities on a fully operational Police Station. The contractor shall be responsible to reduce all public exposure to the works.

4.2 Operational Planning, Policy and Procedures. These procedures are utilized in managing and controlling the project before mobilizing and project setting out commences as such the contractor shall responsible for conducting the following:

4.2.1 **Access Control:** The contractor shall isolate the work areas as necessary from the public and ensure the safety of workers and building occupants ensuring the appropriate safety signs are in place, in accordance to the Occupational Safety and Health Administration (OSHA) approved Standards of Safety.

4.2.2 **Site Register:** The contractor shall establish a site register to complement their Access Control Plan for the site, all workers accessing the site must be at all times visible with identifiable company clothing. The site register must be signed daily by all workers and visiting personnel, identifying the name, signature, occupation, time in and time out. The successful contractor will be required to submit a list of names of all workers being engaged on this project for approval in advance of works commencing.

4.2.3 **Construction Access:** The designated access to and from the site must be approved by The Royal Virgin Islands Police Force. All construction traffic must use the designated access including heavy equipment and trucks workers.

- 4.2.4 **Worker Conduct:** All workers, while in and around The Road Town Police Station, shall act in a professional manner. The Contractor shall at all times enforce proper discipline and decorum among all workers on the worksite and shall control, among other things: 1) noise, including music; 2) the use of offensive language; 3) smoking or drinking of alcoholic beverages on the worksite; 4) physical violence; 5) thievery; and 6) the transportation of articles or materials deemed hazardous or dangerous.
- 4.2.5 **Site Security:** The contractor, during construction, shall take all reasonable measures to protect and safeguard all materials and plant mobilized to site or materials allocated for construction
- 4.2.6 **Coordination and Availability:** The contractor shall be required to co-ordinate their operations with work of sub-contractors, utility companies, transportation companies and/or barges. Allowance for such shall be included in the consolidate the priced bid and the time for completion of the works
- 4.2.7 **Worksite Clean-up/Good housekeeping:** The contractor, during construction, shall always keep clean the worksite and such immediate surrounding areas which it may utilize from waste materials, dust pollution, debris and/or rubbish and is to employ adequate dust control measures (if required).
- 4.2.8 **Restoration of Conditions:** The site at the ending of everyday the site shall be cleaned and kept clean for operations. All rubbish or refuse and all unused materials and tools shall be promptly stored away and thoroughly cleared and left clean, free from debris and in a condition satisfactory to the Engineer.

5. SCOPE OF WORKS

The Scope of Works sections does not contain the full specification, the following details are an aid to the Contractor in understanding the specific work required for execution;

5.1 Construction of Chain-link Fence and Gates, including Posts, Braces, Footing and Curb Wall

5.1.1 The Contractor shall construct approximately 600' linear chain-link fence including Posts, Spacing, Footing, Curb Wall and Gates (**refurbish**: 1 x double swing gate, and **fabricate**: 1 x double swing gate with pedestrian access).

A visual location of the proposed fence and gates is shown in Figure 2 and to be constructed in accordance to the detailed drawings F-01 to F-05 enclosed.



Figure 2: Visual depiction of perimeter fence, and gates location

- 5.1.2 The contractor shall demolish, remove and dispose of all unwanted debris from the area, selected undamaged materials (posts, chain-link fence, barb arm, caps, tension bars) arising from the site clearance shall be stored for possible reuse.
- 5.1.3 The Chain-link Fence shall consist of 2 inches (50 mm) vinyl zinc or aluminium coated chain-link mesh x No. 9.5 gauge of continued width supplied without splices in rolls to the desired full height of 6 feet and shall be continuous from bottom to top rail as specified within the detail drawing specification (dwg. F-03). The fabric shall be manufactured from the highest quality open hearth steel, hot dipped galvanized after weaving or woven from electrolytic galvanized wire with tensile strength of 100,000 psi (689.48 MPa) and have a minimum galvanized coating of 1.6 oz/ft² (48.79 mg/cm²) as per standard specification for Class II of zinc-coated steel chain link fence fabric ASTM (American Society for Testing and Materials) Specification designation: A392-68 and latest revision thereof.
- 5.1.4 The tension bar of dimension shall be 5/8" x 6' height and affixed to the beginning and end of the chain-link roll unto the post with the tension bar oval accessories consisting of galvanized steel and shall be spaced not more than 15 in. (38 cm) apart on terminal posts
- 5.1.5 All posts shall be standard continuous butt weld hot dipped galvanized schedule 40 steel pipe of sufficient strength to carry loads without visual deflection, complete with all necessary fittings and riveted caps. The posts shall be embedded into concrete footings, with a minimum concrete compressive strength 4000 psi at 28 days, to the adequate supporting depth not exceeding 3 feet as specified within the detail drawing (dwg. F-04).
- 5.1.6 The post shall have a minimum diameter of 2 inches and shall extend 6' -3" in height above finished ground level to be braced with minimum diameter of 1½ inches top rail and spaced in line of fence every 9' -7" on centre unless otherwise noted as shown on drawings. No tubing, conduit or open seam material will be permitted
- 5.1.7 The base beam/curb wall concrete shall consist of minimum 4000 psi compressive strength at 28 days with reinforcements as specified within the detail drawing (dwg. F-04). The bottom of the chain-link fence shall be casted within the curb for rigidity and security.

- 5.1.8 The top rails shall only connect at joints with galvanized slip-on pipe sleeve couplings with a 3-pin barb arm affixed to the top with 3 - 12.5-gauge barb wires as per detail drawing (dwg. F-04).
- 5.1.9 All transition, corner post and/or change of direction posts shall be braced with a standard continuous butt weld hot dipped galvanized schedule 40 steel pipe, minimum 2 in. diameter and shall be from each transition, corner post and/or change of direction post to next line post 3" down from the top rail as specified within the detail drawing (dwg. F-04). The end and gate posts are to have one brace the corner and straining posts are to have two braces.
- 5.1.10 All tension wires shall have a minimum zinc coating of 1.6 oz/ft² (48.79 mg/cm²) of surface area and consist of No. 9 gauge 9 aluminium cable wire unto the middle tension wire stretched taut, at middle of fabric, installed equidistance between the above finished ground elevation and the top rail and affixed to chain link fabric by tie wires.
- 5.1.11 The tire wires shall be No. 12 gauge aluminium wire to each post also ties to be made through the first diamond from bottom of each post. Every 12 in. (30 cm) for line posts and 18 in. (46 cm) for top rails.
- 5.1.12 All fittings to be designed and manufactured of materials having sufficient strength to perform the necessary functions. All fittings shall be manufactured from first grade galvanized malleable iron and pressed steel or aluminium (corrosion resistant castings of latest design). Steel fittings shall have a 2.0 oz./ft² (61 mg/cm²) zinc coating of surface area
- 5.1.13 The Gates shall consist of 1 refurbished double swing gate, and 1 fabricated double swing gate with pedestrian access. The overall standard widths and heights will be in accordance to detail drawing (F-05).
- 5.1.14 The posts shall be standard butt weld hot dipped galvanized schedule 40 steel pipe, minimum 6 in. OD (150 mm) and shall be embedded 3.5 ft. (1.05 m) into concrete. Pipes to be of sufficient strength to support gate and withstand fabric tensioning. Posts to be braced with identical pipe as top rail.

5.2 Account Offices

The works within the following sections are for the reception area, workstation and offices shall include but not necessarily limited to the following:

5.2.1 Supply and install of air conditioning systems. The contractor shall supply and install the following inverter cassette unit split unit air conditioning systems including mounting of units, electricals installation of main & branch piping, drainage lines and all accessories;

5.2.1.1 (2 x 9000) btu

5.2.1.2 (2 x 12000) btu

5.2.1.3 (1 x 24000) btu and

5.2.1.4 (1 x 10A) ERV system including mounting of units, installation of main & branch piping, drainage lines and all other accessories.

5.2.1.5 The contractor shall provide in submittal format the product specifications and data sheet for approval before procuring and/or installing the air conditioning systems

5.2.2 Supply and install of acoustic ceiling frames. The contractor shall supply and install 2' x 2' recessed acoustic ceiling tiles and frames inclusive of all main tees, 2' tees, 4 tees and tie wire required for the installation of ceiling.

5.2.3 Supply and install windows. The contractor shall supply and install interior windows:

5.2.3.1 (2 x TYPE W1) and

5.2.3.2 (2 x TYPE W2) glass partition wall windows.

5.2.4 Supply and install doors. The contractor shall supply and install interior and exit metal and timber doors;

5.2.4.1 (3-TYPE D1) metal and glass doors,

5.2.4.2 (1-TYPE D2) metal emergency exit doors and

5.2.4.3 (1-TYPE D3) timber flush panel interior doors, all with frames, molding and all necessary ironmongery and hardware;

5.2.4.4 Each door shall be primed with one coat of primer; two coats of interior paint as specified by detail drawings (AC 03)

5.2.5 **Supply and install of metal rack and studs.** The contractor shall supply and install 4" metal track and studs with R-11 insulation and 5/8" fire and mold resistant sheet rock as specified by detail drawings (AC 03)

5.2.6 **Painting.** All walls shall be prepared to receive one coat primer and two coats of interior paint

5.2.7 **Supply and install of wiring devices and accessories.** The contractor shall make provision for the supply and installation of all wiring devices and accessories inclusive of switches, receptacles, wall socket outlets, troffers, air conditioning connections, electrical panels and grounding system as required by the electrical authorities, as necessary.

5.3 **Roof and Exterior Wall**

5.3.1 The Contractor shall be responsible for the removal and disposal of the existing roofing membrane inclusive the supply and installation of 24-gauge pre-painted flat galvanized sheet metal with timber supports and caulking.

5.3.2 The Contractor shall be responsible for hacking the exterior damaged wall and rendering exterior wall, 1/2" thick hydraulic cement mix.

5.4 **Administrative Office**

The works within the following sections are for the conference room, lobby area and storage room and shall include but not necessarily limited to the following:

5.4.1 **Supply and install of air conditioning systems.** The contractor shall supply and install the following inverter cassette unit split unit air conditioning systems including mounting of units, electricals installation of main & branch piping, drainage lines and all accessories;

5.4.1.1 (1 -9000) btu,

5.4.1.2 (5 -18000) btu,

5.4.1.3 (1 -24000) btu

5.4.1.4 (1 -10A) ERV system including mounting of units, installation of main & branch piping, drainage lines and all other ancillaries. The contractor shall provide in submittal format the product specifications and data sheet for approval before procuring and/or installing the air conditioning systems

5.4.2 Supply and install of acoustic ceiling frames. The contractor shall supply and install 2' x 2' recessed acoustic ceiling tiles and frames inclusive of all main tees, 2' tees, 4 tees and tie wire required for the installation of ceiling.

5.4.3 Supply and install windows. The contractor shall supply and install interior windows:

5.4.3.1 (2 x TYPE W1) wall windows.

5.4.4 Supply and install doors. The contractor shall supply and install metal and timber doors;

5.4.4.1 (1-TYPE D1) metal and glass doors and

5.4.4.2 (1-TYPE D2) timber door all with frames, molding and all necessary ironmongery and hardwares;

5.4.4.3 Each door shall be primed with one coat of primer; two coats of interior paint as specified by detail drawings (MO 01)

5.4.5 Supply and install of metal rack and studs. The contractor shall supply and install 4" metal track and studs with R-11 insulation and 5/8" fire and mold resistant sheet rock as specified by detail drawings (AD 04)

5.4.6 Painting. All walls shall be prepared to receive one coat primer and two coats of interior paint

5.4.7 Supply and install of wiring devices and accessories. The contractor shall make provision for the supply and installation of all wiring devices and accessories inclusive of switches, receptacles, wall socket outlets, troffers, air conditioning connections, electrical panels and grounding system as required by the electrical authorities, as necessary.

5.5 Construction of Maintenance Office

The works within the following sections are for the conference room, lobby area and storage room and shall include but not necessarily limited to the following:

5.5.1 Sub-surface Isolated Pad and Ground Beams. The contractor shall construct an excavate, compact foundation base and construction reinforced concrete pad foundation and elevated reinforced ground beams as per detail drawing (dwg. MO-02).

- 5.5.2 **Reinforced concrete wall and columns.** The contractor shall construct an external 6" reinforced concrete blockwork; infilled solid with concrete and flush pointed both sides and reinforced columns all in accordance to detail drawing (dwg. MO-02).
- 5.5.3 **Ring Beams.** The contractor shall construct an 8" x 12" reinforced ring beam inclusive of #3 links and #4 main bars with rafter fill and 1-#5bars through common rafters the encased with 4000 psi concrete.
- 5.5.4 **Rendering of walls.** The exterior and interior walls inclusive of ring beams shall be rendered with ½" thick mortar mix.
- 5.5.5 **Supply and install windows.** The contractor shall supply and install interior windows
- 5.5.5.1 (2 - TYPE W1) and
 - 5.5.5.2 (2 - TYPE W2) glass partition wall windows.
- 5.5.6 **Supply and install doors.** The contractor shall supply and install interior and exit metal and timber doors;
- 5.5.6.1 (1-TYPE D1) metal door and
 - 5.5.6.2 (1-TYPE D2) timber door all with frames, molding and all necessary ironmongery and hardware;
 - 5.5.6.3 Each door shall be primed with one coat of primer; two coats of interior paint as specified by detail drawings (MO 01)
- 5.5.7 **Supply and install of acoustic ceiling frames.** The contractor shall supply and install 2' x 2' recessed acoustic ceiling tiles and frames inclusive of all main tees, 2' tees, 4' tees and tie wire required for the installation of ceiling.
- 5.5.8 **Supply and install air conditioning systems.** The contractor shall supply and install the following inverter cassette unit split unit air conditioning systems including mounting of units, electricals installation of main & branch piping, drainage lines and all accessories;
- 5.5.8.1 (1 -12000) btu
 - 5.5.8.2 The contractor shall provide in submittal format the product specifications and data sheet for approval before procuring and/or installing the air conditioning systems

5.5.9 **Painting.** All walls shall be prepared to receive one coat primer and two coats of semi-gloss interior paint

5.5.10 **Roof.** The contractor shall construct a timber roof with hurricane straps, ply decking, timber common rafters, wall plate, felt paper, corrugated metal sheets, facias, guttering and down pipe all in accordance to detail drawing (dwg. MO-02).

5.5.11 **Potential supply and install of wiring devices and accessories.** The contractor shall make provision for the supply and installation of all wiring devices and accessories inclusive of switches, receptacles, wall socket outlets, troffers, air conditioning connections, electrical panels and grounding system as required by the electrical authorities, if necessary.

6. ASSESSMENT OF RETURNS.

6.1 A detailed technical submission which should incorporate all the requirements set out in Booklet 1 – Instructions to Tenderers. Tenderers are required to achieve a minimum score of 60 in the technical evaluation in order to qualify for the commercial (price) evaluation.

6.2 The tender return will be assessed on the basis of a commercial (price) weighting of 65% and technical content and quality of the proposal at 35%.

6.3 Assessors will evaluate the Tenderer's technical submission, against the scoring criteria shown on the technical criteria evaluation sheet. The Authority may seek clarifications from the tenderers in the tender evaluation period.

7. COMMUNICATION, COORDINATION AND PERMISSIONS

The Contractor shall be responsible for liaising with the public authorities and acquiring necessary inspections and approvals from the relevant authorities.

8. REPORTING

An updated MS Project/ Excel file must be submitted weekly along with a written progress report to the Project Manager. This is due 2:00pm every other Friday and will contain:

- 8.1 Title page stating Project Name, Contractor and Date of Report
- 8.2 Table/ Page summarising:
 - 8.2.1 Project Title
 - 8.2.2 Contractor Name
 - 8.2.3 Report Serial Number
 - 8.2.4 Reporting Period (dates)
 - 8.2.5 Project Commencement Date
 - 8.2.6 Planned Completion Date
 - 8.2.7 Any time over-run
 - 8.2.8 Revised Completion Date
 - 8.2.9 Original Contract Value
 - 8.2.10 Contingency Sum
 - 8.2.11 Variations (Add & Omit) to date
 - 8.2.12 Projected Final Contract Cost
 - 8.2.13 Previous Expenditure
 - 8.2.14 Additional Expenditure in the reporting period (estimated)
 - 8.2.15 Total Expenditure to Date
 - 8.2.16 Gross Value of Work to date (estimated)
 - 8.2.17 Overall Progress of Works (as a percentage)
- 8.3 Introduction – brief overview of report contents
- 8.4 Scope of Works – summary of the works contracted
- 8.5 Works Undertaken – any comments on timeline, and sub-paragraph for each area of work undertaken during the reporting period
- 8.6 Project Costs – breakdown of costs and progress and value
- 8.7 Employment (Site) – confirmation of how many people of what skill/trade/role have been working on site during the reporting period
- 8.8 Employment (Administration) – confirmation of how many administrative/ management staff are working on the project during the reporting period
- 8.9 Risks – List of current key risks affecting safety, environment, time, quality, cost

- 8.10 Conclusion – Final wrap up of situation
- 8.11 Recommendations – any requests for assistance, suggestions, clarifications can be entered here.
- 8.12 Photographs – at least 8 photographs of the works progressing during the reporting period.

9. HANDOVER

At the end of the works the contractor will need to provide:

- 9.1 A Certificate of compliance with BVIEC requirements
- 9.2 As-built drawings
- 9.3 Engineering drawings and plans
- 9.4 Schematic of any electrical, gas and plumbing installations
- 9.5 A summary of the works carried and if there were any issues
- 9.6 Maintenance plan associated with any works conducted
- 9.7 Photographic evidence.
- 9.8 An incident log if there are any incidents on-sites
- 9.9 Any hazards that have not been eliminated through the design and construction processes, and how they have been addressed
- 9.10 Warranty agreements.

10. QUERIES AND RESPONSES

Any questions are welcomed, and responses are to be made directly to the Recovery and Development Agency's Procurement Team who can be contacted using the following details:

Attention: **Director of Procurement**
E-mail: Procurement@bvirecovery.vg
Telephone: +1 (284) 393 8003
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