

Recovery and Development Agency Quick Contracting Invitation to Tender



BOOKLET 3

REQUIREMENTS DOCUMENT

FOR

REPAIR OF DAMAGED HOME

AT

VIRGIN GORDA, BRITISH VIRGIN ISLANDS (HOME 1 – VG)

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. ITT/0021

Due for Return on **15 Aug 2019**
By **1600 hours (4:00pm)**

REQUIREMENTS

FOR

REPAIR OF DAMAGED HOME

AT

VIRGIN GORDA, BRITISH VIRGIN ISLANDS (HOME 1 – VG)

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.

SCOPE OF WORKS – RENOVATE HOME 1 VG

1. INTRODUCTION

In the aftermath, of the two category-5 Hurricanes Irma and Maria, the BVI has suffered large destruction of the housing stock which, coupled with issues related to the land ownership and large destruction of the rental stock, has led to the displacement of several families and individuals housed in tents.

In support to the affected population, the Housing Recovery Assistance Programme (HRAP) has been launched in December 2017 by the Government of the Virgin Islands (GOVI) through the Ministry of Health and Social Development.

All over the territory, the programme assists several families by providing them materials grants, materials, direct repairs, grants and loans for them to rebuild their home. However, certain individuals and families still need assistance as they are still living without electricity, water and/or sanitation.

2. REQUIREMENTS

If interested, eligible contractors are requested to completed and submit a detail priced bill of quantities for the achievement of following itemized work summarized below.

For the fulfilment of the contract requirements eligible contractors will be required to execute the follow:

- 2.1. The provision of essential preliminaries items during the execution of the project,
- 2.2. The demolition and removal the existing damaged roof, floor tiles, windows and doors,
- 2.3. The re-installation a new timber roof system,
- 2.4. The replacement of damaged building sundries,
- 2.5. The replacement of damaged windows and doors
- 2.6. The repair of masonry rendered works,
- 2.7. The replacement of damaged joinery fixtures and fittings,
- 2.8. The replacement of damaged plumbing fixtures and fittings,
- 2.9. The replacement of damaged electrical fixtures and points.

3. LOCATION

The project site is located on in the Valley, Virgin Gorda, British Virgin Islands; the approximate GPS coordinates are 18.4542640, -64.4285280

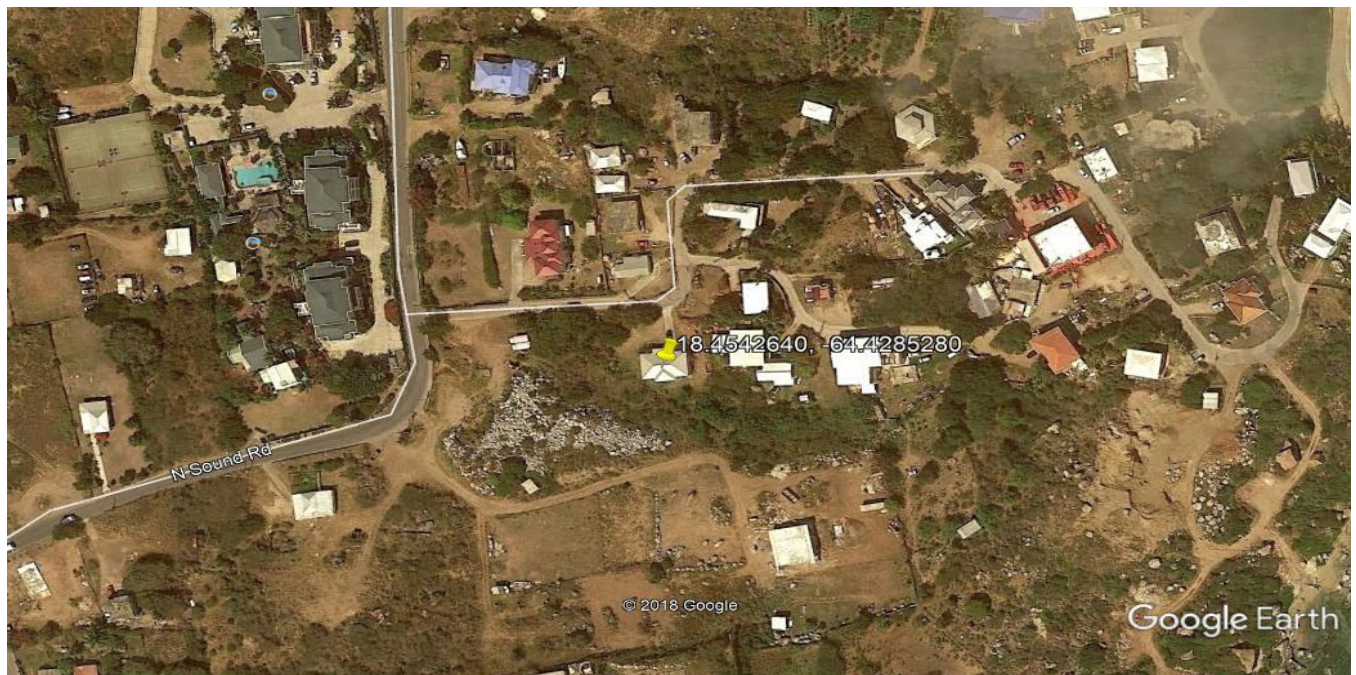


Figure 1: Google Earth Location of Project Site: Home 1 VG: 18.4542640, -64.4285280



Figure 2: Home 1 VG: 18.4542640, -64.4285280



Figure 3: Home 1 VG: 18.4542640, -64.4285280



Figure 4: Home 1 VG: 18.4542640, -64.4285280

4. SCOPE OF WORKS

The scope of this project is to 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.

The contractor shall conduct and/or provide all labour, supervision, materials, plant, equipment, statutory permits, and required inspections to provide an operational and tested systems for all essential utility services. The Scope of Works sections does not contain the full specification details and are an aid to the Contractor in understanding the specific work required for each element.

The rehabilitation of the property is to include the provision of preliminaries items and the full and permanent repair/replacement of the following list of items:

4.1. Preliminaries

- 4.1.1. **Insurances:** The contractor provide the necessary insurances for the project as described with the bill of quantities throughout the duration of the project for safety of workers and the indemnification of the RDA;
- 4.1.2. **Mobilization and site accommodations:** The contractor will mobilize and occupy the site for the duration of the works and remove on completion any temporary office/work shed, sanitary accommodation and other temporary facilities.

- 4.1.3. **Site supervision:** The contractor, during construction, shall provide necessary supervision for the overseeing and effective management of the project.
- 4.1.4. **Safety, health and welfare:** The contractor shall take all reasonable measures to protect and safeguard personnel, materials and plant mobilize to site. The contractor shall also establish a site register for the Health and Safety and visiting personnel as required or in accordance to the Contractor's Health, Safety, Security and Environmental programme;
- 4.1.5. **Debris removal and cleaning:** The contractor, during construction, shall always keep clean the worksite and such immediate surrounding areas which it may utilize from waste materials, debris and/or rubbish and is to employ adequate dust control measures (if required).
- 4.1.6. **Protection of work and assets:** The contractor shall protect the property and internal assets from all construction activity, damages and inclement weather.

4.2. Demolition and Alteration Works

- 4.2.1. **Ring Beam/Rafter:** The contractor is required to demolish and remove debris from existing ring beam/rafter and infill complete to expose rebars and allow for disposal of rubble to an approved dump site.
- 4.2.2. **Windows:** The contractor shall remove and discard eight (8) damaged windows all in accordance to the Engineer's instructions
- 4.2.3. **Doors:** The contractor shall remove and discard seven (7) damaged doors all in accordance to the Engineer's instructions
- 4.2.4. **Tiles:** The contractor shall remove and discard all damaged floor tiles and thinset doors all in accordance to the Engineer's instructions

4.3. Roof, Ring Beams, Formwork & Reinforcement

- 4.3.1. **Ring Beam/Rafter:** The contractor is required to demolish and remove debris from existing ring beam/rafter
- 4.3.2. **Roof Works:** The contractor shall install of 246 sq. yds. timber roofing consisting of ridge, rafters casted in ring beam with #5 & #3 rebars, hips, battens, T1-11 plywood decking, water shield, corrugated metal sheets, fascia, soffits pvc gutters, clips and downpipes all in accordance to bill of quantity and Engineer's instructions
- 4.3.3. **Windows and Doors**
 - 4.3.3.1. **Windows:** The contractor shall supply and install the follow windows; inclusive of all frames, rendering to make good, metal glazing and sealing
 - 4.3.3.1.1 Single hung white french exterior window - 46" x 36"– 4nr
 - 4.3.3.1.2 Single hung white french exterior window - 24" x 46"– 2nr
 - 4.3.3.1.3 Single hung white french exterior window - 24" x 24"– 2nr

4.3.3.2. **Doors:** The contractor shall supply and install the follow doors; inclusive of all frames, hardware and ironmongery

4.3.3.2.1 Semi-solid core flush panel door 36" x 80" – 4nr

4.3.3.2.2 Semi-solid core flush panel door 32" x 80"– 2nr

4.3.3.2.3 Flush aluminium door - 36" x 80" – 1nr

4.4. Joinery, Fixtures & Fittings

4.4.1. **Carpentry Works:** The contractor supply and install the following list of carpentry all in accordance with Engineer's instruction;

4.4.2. Supply and installation of kitchen floor mounted unit 2'-0" wide x 3'-0" high x 18'-0" length

4.4.3. Supply and installation kitchen wall mounted unit 2'-0" wide x 1'-10" high x 14'-0" length

4.4.4. The supply and installation of a stainless-steel double bowl kitchen sink – 1nr

4.5. Provisional Sum

4.5.1. **Bathroom:** The contractor shall provide of plumbing services for the installation and servicing of bathroom showers, knobs and taps – 2nr

4.5.2. **Electrical Works:** The contractor shall provide of electrical services for the rewiring of damaged electrical cables, lighting fixtures, switches and power outlets by a certified electrician.

4.5.3. **Relocation:** The contractor will facilitate the relocation of the beneficiaries; the execution of this item of work will be done by a nominated sub-contractor, issued by the MHSD and certified by the RDA.

5. TECHNICAL PROPOSAL

5.1. Proposal:

5.1.1. **Submission:** The Technical Proposal shall include binding proposals, which shall constitute the "Tenderer's Proposal" in any subsequent contract. Three copies are required. The Tenderer's technical proposal must not include any financial information but must cover the subjects detailed below in the order that they appear:

5.1.2. Risk Register

Tenderers shall provide a Risk Register listing all perceived contractor risks that might occur during the design, manufacture and installation phases of the project, and associated time and impacts.

5.1.2.1 The Tenderer shall detail:

- a. Specific areas of concern.
 - b. Perceived constraints.
 - c. Risks to the project delivery by providing a Risk Register – sufficiently detailed to demonstrate an understanding of the key project risks and the proposed mitigation measures.
 - d. Areas of potential delay.
- 5.1.3. **Method Statements of Work.** The Tenderer shall outline his construction methodology/process and provide method statements of work for the major elements of the project
- 5.1.4. **Procurement Strategy.** The Tenderer shall provide a detail procurement strategy which shall cover the following:
- 5.1.4.1. Components of the works to be self-performed
 - 5.1.4.2. Logistic chain for the major materiel groups
 - 5.1.4.3. Proposed method of movement to site
 - 5.1.4.4. Sources of the major elements and methods of transportation
 - 5.1.4.5. Risks associated with the procurement strategy
 - 5.1.4.6. Proposals to mitigate the foreseen risks.
 - 5.1.4.7. Potential requests for Agency assistance
- 5.1.5. **Work Programme.** The Tenderer shall produce and submit a work programme in common formats such as Microsoft Excel, Microsoft Project or similar format, a Gantt chart is the preferred work programme type.
- 5.1.5.1. The Tenderers work programme shall:
 - 5.1.5.1.1. Provide detail of the Activities to ensure a comprehensive assessment of the programme can be made.
 - 5.1.5.1.2. Define the critical path
 - 5.1.5.1.3. Allow for mobilisation, public holidays, likely extreme weather conditions, etc.
 - 5.1.5.1.4. The Tenderer shall submit an outline plan for mobilisation to the location of the site(s) to include an estimate of time in days for this activity (from signature of contract).
 - 5.1.5.1.5. Make use of concurrent activities across all Contract phases; procure and construct.

5.1.5.1.6. Allow for the delivery of material and highlight those long lead items that could affect the critical path.

5.1.5.1.7. Allow for the levelling of equipment and personnel.

5.1.5.1.8. Allow for all testing and commissioning.

5.1.5.1.9. Allow for the Handover, completion of any snag list(s).

5.1.6. **Resources**

5.1.6.1. The Tenderer shall identify and list the dedicated resources such as equipment, plant and vehicles that will be made available for the Contract, in order to complete the tasks identified in the Work Programme, detailing those which are owned by the Tenderer, and those which are rented or leased, etc.

5.1.7. **Contractor Personnel**

5.1.7.1. The Tenderer shall submit a written statement with supporting details that all management personnel to be employed in the execution of the Contract have the appropriate expertise, qualifications and experience. Details of the following shall be submitted:

5.1.7.1.1. Project Manager responsible for the delivery of the proposed Contract

5.1.7.1.2. Quantity Surveyor or person carrying out that function

5.1.7.1.3. Site Foreman across the trade disciplines who will be directly responsible for site activities

5.1.7.1.4. The Tenderer shall provide details of the overall workforce organization structure by trade and numbers to be employed specifically for the Contract.

5.1.8. **Health, Safety & Environment**

The Tenderer shall submit an Outline Construction Phase Health & Safety Plan specific to the Contract, to include:

5.1.8.1. A Health & Safety Risk Assessment.

5.1.8.2. Details of Site Safety Rules.

5.1.8.3. Details of emergency procedures.

5.1.8.4. Arrangements for ensuring that all accidents, illness and dangerous occurrences are recorded.

5.1.8.5. Details of the monitoring procedures to ensure compliance with the Tenderer's policy and procedures.

5.1.9. **Quality Assurance (QA)**

The Tenderer shall submit:

- 5.1.9.1. Details of the on-site staff responsible for the implementation, management and control of the proposed QA management system and procedures
- 5.1.9.2. Outline details of the testing and inspection regimes to be adopted during the design, procurement and construction phases.

5.1.10. **Mobilisation**

- 5.1.10.1. The Tenderer shall submit an outline plan for mobilisation to the location of the site(s) to include an estimate of time in days for this activity (from signature of contract).

6. 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 Friday and will contain:

6.1. Title page stating Project Name, Contractor and Date of Report

6.2. Table/ Page summarising:

- 6.2.1. Project Title
- 6.2.2. Contractor Name
- 6.2.3. Report Serial Number
- 6.2.4. Reporting Period (dates)
- 6.2.5. Project Commencement Date
- 6.2.6. Planned Completion Date
- 6.2.7. Any time over-run
- 6.2.8. Revised Completion Date
- 6.2.9. Original Contract Value
- 6.2.10. Contingency Sum
- 6.2.11. Variations (Add & Omit) to date
- 6.2.12. Projected Final Contract Cost
- 6.2.13. Previous Expenditure
- 6.2.14. Additional Expenditure in the reporting period (estimated)

- 6.2.15. Total Expenditure to Date
- 6.2.16. Gross Value of Work to date (estimated)
- 6.2.17. Overall Progress of Works (as a percentage (%))
- 6.3. **Introduction** – brief overview of report contents
- 6.4. **Scope of Works** – summary of the works contracted
- 6.5. **Works Undertaken** – any comments on timeline, and sub-paragraph for each area of work undertaken during the reporting period
- 6.6. **Project Costs** – breakdown of costs and progress and value
- 6.7. **Employment (Site)** – confirmation of how many people of what skill/trade/role have been working on site during the reporting period
- 6.8. **Employment (Administration)** – confirmation of how many administrative/ management staff are working on the project during the reporting period
- 6.9. **Risks** – List of current key risks affecting safety, environment, time, quality, cost
- 6.10. **Conclusion** – Final wrap up of situation
- 6.11. **Recommendations** – any requests for assistance, suggestions, clarifications can be entered here.
- 6.12. **Photographs** – at least 8 photographs of the works progressing during the reporting period.

7. HANDOVER

At the end of the works the contractor will need to provide, for each house:

- 7.1. A Certificate of compliance with BVIEC and WSD requirements but must cover the subjects detailed below in the order that they appear.
- 7.2. As built drawings
- 7.3. Engineering drawings and plans
- 7.4. Schematic of any electrical, gas and plumbing installations
- 7.5. A summary of the works carried and if there were any issues;
- 7.6. Maintenance plan associated with any works conducted
- 7.7. Photographic evidence.
- 7.8. An incident log if there are any incidents on-sites

7.9. Any hazards that have not been eliminated through the design and construction processes, and how they have been addressed.

7.10. Warranty agreements.

8. 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
Address: Recovery and Development Agency
Ritter House
Wickham's Cay II
Tortola, VG1110
British Virgin Islands