



GOVERNMENT OF THE
VIRGIN ISLANDS
Premier's Office



VIRGIN ISLANDS
RECOVERY AND
DEVELOPMENT AGENCY

BOOKLET 3

REQUIREMENTS DOCUMENT

FOR

A.O. SHIRLEY RECREATION GROUND GRANDSTAND REPAIRS

Reference: ITT/0025

Date: 22/Nov/2019

Recovery and Development Agency
1st Floor Ritter House
Wickham's Cay II
Road Town, Tortola, VG 1110
British Virgin Islands

ITT No.
RDA/ITT/2019/0025

Tender submission date:
3-Jan-2020
Time: 16:00

The contents of this Invitation to Tender shall not be disclosed to unauthorized persons and shall only be used for the purposes of tendering. Please read these documents carefully before tendering.



Email: procurement@bvirecovery.com
Website: www.bvirecovery.vg

Contents

1. Introduction.....	2
2. Location	2
3. The Scope of Works	3
4. Making the site safe	3
5. Reporting	4
6. Handover Documentation	5
7. Format for Returns.	5

1. Introduction

During the 2017 hurricanes the A.O. Shirley Recreation Ground track-and-field grandstand was damaged and is, at this moment, unsafe and needs to be repaired. The storms also caused major damaged to a medical sick bay and a gym, both areas located underneath the existing grandstand.

2. Location

The A.O. Shirley Recreation Ground is located in Road Town. Figure 1 below shows the facility, with the existing (in red) grandstand.



Figure 1 - A.O. Shirley Recreation Ground, with existing grandstand area to be repaired

3. The Scope of Works

The scope of this project is for you, the 'Contractor', to conduct on behalf of the RDA, 'the Authority', repairs to the existing grandstand at the A.O. Shirley Recreation Ground, so it can be reopened for public use. The damaged medical sick bay must be repaired and the gym the grandstand must be demolished and rebuilt. Both, the medical sick bay and the gym are located under the grandstand.

A full assessment of the existing grandstand, the medical sick bay and the gym were conducted by a qualified structural engineer and the necessary drawings and a Bill of Quantities for the repairs were prepared. They are provided with this Scope of Works.

The Scope of Works sections do not contain the full specification details and are an aid to the Contractor to understand and assess the specific work required. If the contractor has any questions, they are to contact the Authority in the first instance.

The Authority requires the following works to be conducted:

- 1.1. **Repairs to the existing grandstand.** The Contractor must follow the recommendations on the drawings provided and, in addition to their recommendations, the contractor must also:
 - 1.1.1. Repair or replace any damaged seating;
 - 1.1.2. Dispose of any waste construction material produced.
- 1.2. **Repairs to the existing Medical Sick Bay.** The contractor must follow the structural engineer's drawings to complete the repairs to the existing Medical sick bay.
- 1.3. **Demolish and rebuild the existing Gym.** The contractor must follow the structural engineer's drawings to demolish and rebuild the existing Gym.
- 1.4. **Procurement.** All items required for all the repairs to the existing Grandstand and the medical sick bay, and for the demolition and reconstruction of the gym will be procured by the Contractor including materials, labour, and any other routine unforeseen costs.

4. Making the site safe

The track is open for athletes and the general public. The following work is expected of the Contractor:

- Install a temporary fence/barrier to avoid the public to access the proximity of the grandstand while the works are carried. This fence must be a minimum of 10 feet from the grandstand projection to avoid track users of getting injured by any eventual falling object;
- At the end of the works the site must be cleared of any eventual tools and materials which may have fallen.

5. 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:

- 5.1. Title page stating Project Name, Contractor and Date of Report
- 5.2. Table/ Page summarising:
 - 5.2.1. Project Title
 - 5.2.2. Contractor Name
 - 5.2.3. Report Serial Number
 - 5.2.4. Reporting Period (dates)
 - 5.2.5. Project Commencement Date
 - 5.2.6. Planned Completion Date
 - 5.2.7. Any time over-run
 - 5.2.8. Revised Completion Date
 - 5.2.9. Original Contract Value
 - 5.2.10. Contingency Sum
 - 5.2.11. Variations (Add & Omit) to date
 - 5.2.12. Projected Final Contract Cost
 - 5.2.13. Previous Expenditure
 - 5.2.14. Additional Expenditure in the reporting period (estimated)
 - 5.2.15. Total Expenditure to date
 - 5.2.16. Gross Value of Work to date (estimated)
 - 5.2.17. Overall Progress of Works (as a %age)
- 5.3. Introduction - brief overview of report contents
- 5.4. Scope of Works – summary of the works contracted
- 5.5. Works Undertaken – any comments on timeline, and sub-paragraph for each area of work undertaken during the reporting period
- 5.6. Project Costs – breakdown of costs and progress and value
- 5.7. Employment (Site) – confirmation of how many people of what skill/trade/role have been working on site during the reporting period
- 5.8. Employment (Administration) – confirmation of how many administrative/ management staff are working on the project during the reporting period
- 5.9. Risks – List of current key risks affecting safety, environment, time, quality, cost
- 5.10. Conclusion – Final wrap up of situation
- 5.11. Recommendations – any requests for assistance, suggestions, clarifications can be entered here.

- 5.12. Photographs – at least 4 photographs of the works progressing during the reporting period.

6. Handover Documentation

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

- 6.1. Number of seats available at the repaired grandstand;
- 6.2. As built drawings;
- 6.3. Engineering drawings and plans;
- 6.4. A summary of the works carried and if there were any issues;
- 6.5. Maintenance plan associated with any works conducted;
- 6.6. Photographic evidence;
- 6.7. An incident log if there are any incidents on-sites;
- 6.8. Any hazards that have not been eliminated through the repair/construction processes, and how they have been addressed;
- 6.9. Warranty agreements;

7. Format for Returns.

Contractors wishing to conduct this works should submit the following to the Authority:

- A priced Bill of Quantities. There is a Bill of Quantities provided with this Invitation to Tender for the contractor to use.
- A schedule/ programme of works for the completion of the works. This should include:

The proposed start date, proposed completion date, the activities to be conducted and the dates they will be completed on/ how long they will take, and how long the entire package of works will take to complete.