GOVERNMENT OF THE VIRGIN ISLANDS
Premier's Office

VIRGIN ISLANDS RECOVERY AND DEVELOPMENT AGENCY

BOOKLET 3

REQUIREMENTS DOCUMENT

FOR

AO SHIRLEY GROUNDS STADIUM LIGHTING DESIGN, SUPPLY AND INSTALLATION

Reference: ITT/0023
Date: 22/Oct/2019

Recovery and Development Agency 1st Floor Ritter House Wickhams Cay II P.O. Box 3438 Road Town, Tortola, VG 1110 British Virgin Islands	**ITT No.** **RDA/ITT/2019/0023** Tender submission date: **28-Nov-2019** **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.

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1. Introduction

During the 2017 hurricanes the A.O. Shirley Grounds track-and-field lighting system was damaged. The old system was composed of 7 light posts/stanchions, 20m high each. 3 of these have survived the hurricane, and 4 have been destroyed. This has left the track without sufficient external lighting, restricting its use to daylight hours.

The existing system used halogen lights which were expensive to maintain and not energy-efficient. The Recovery and Development Agency (known as the 'Authority') requires replacement and improvement of the system, using the most appropriate energy efficient design available (LED lights suggested). The new system is required to reduce energy consumption and maintenance requirements.

The Scope of Works for this contract includes:

Design.

The contractor will be required to design a lighting system which meets IAAF Class ll requirements for lights. The exact detail of this requirement (extracts from the manual) is attached to this Scope of Works. The Contractor shall supply the Authority with the required base designs and locations for the posts so the Authority can construct the concrete bases/foundations to fit the lighting posts (stanchions) and bases prior to their arrival, if required. If a design for the concrete bases is not

supplied[1], the contractor is to provide all required technical details of loads, fixings etc. so that the Authority can engage a civil/structural engineering consultant to design the concrete bases/foundations to fit the lighting posts (stanchions).

Procurement.

All items required for the functioning of the new lighting system will be procured by the Contractor.

Installation.

Installation will comprise the erection of the lighting posts and installation of the new light sets and all associated cabling, distribution boards, control and switch systems so that the lighting is fully operational. Following completion of the installation, the Contractor shall carry out all necessary testing, commissioning and training.

2. Location

The AO Shirley grounds is in Road Town, Tortola. Figure 1 below shows the facility, with the existing (in red) and suggested (in yellow) location for the lights. The green dot shows where the Facilities Manager office will be (this is the same location where the breaker panel will be installed).

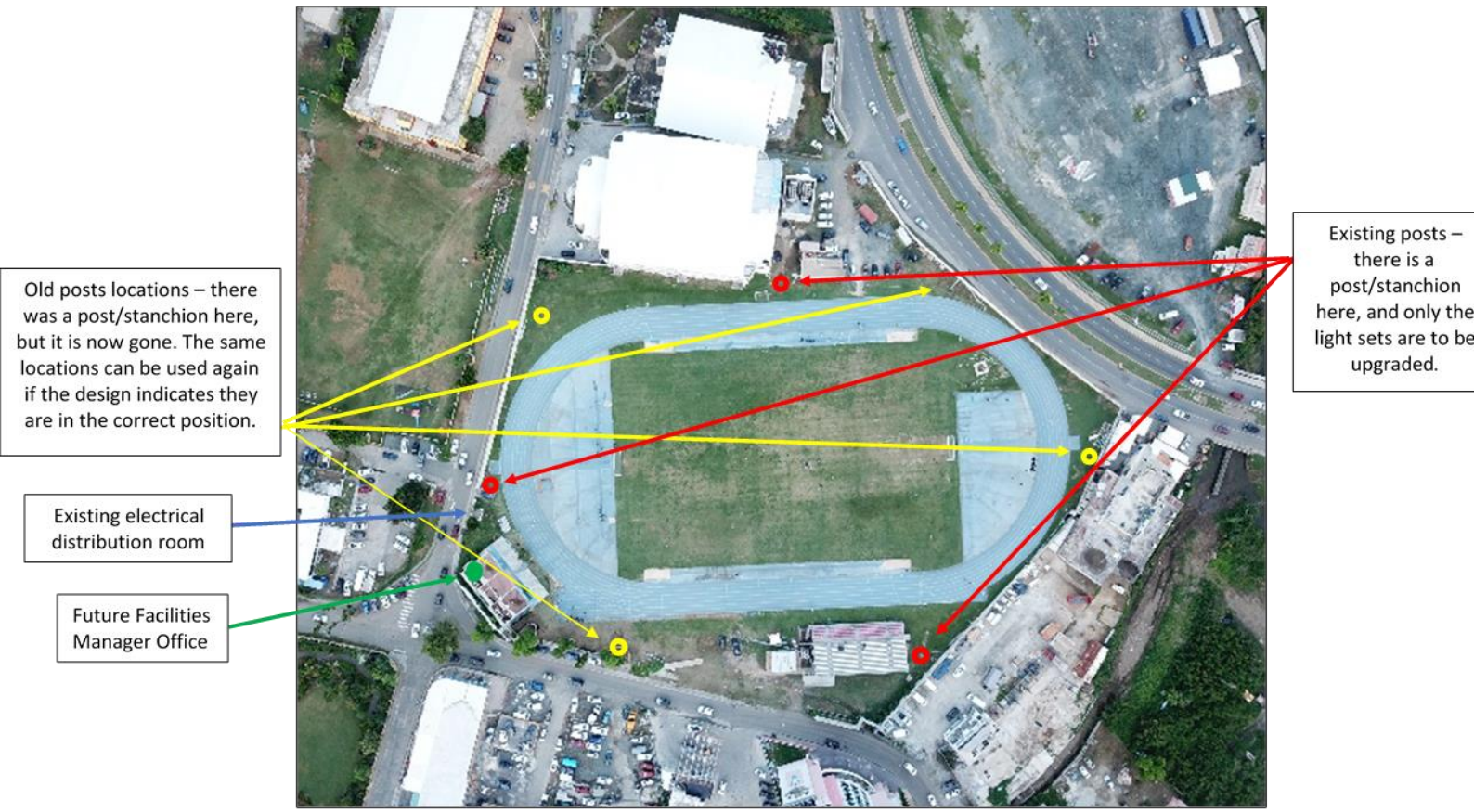

Figure 1 - A.O. Shirley Grounds, with existing and proposed position of lighting posts

There are 3 existing posts which are operational. In addition to these, at least 4 more are to be installed. The preliminary location of these is shown in Figure 1 but the exact location and quantities must be confirmed by

[1] It is appreciated that some Contractors may not be able to provide the civil/structural designs for the concrete bases/foundations. *In this event* both *the* commercial and technical evaluation will be completed *in a way that* gives Contractors a fair chance of equal evaluation.

the Contractor during the design phase. The Authority accepts that **the location is subject to change at the Contractor's discretion** prior to the completion of the design drawings.

3. The Scope of Works

The scope of this project is to design, supply and install a new field lighting system at A.O. Shirley Sports Ground, to enable the track-and-field to be used in low-light or no-light conditions. The Contractor is to design, procure and install the system in accordance with the Scope of Works listed below.

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 requires any clarifications, these shall be raised as Requests for Information during the tender period in accordance with the Tender Instructions.

Design.

The Contractor is required to furnish a design for the complete lighting system, including all ancillaries. Ancillaries will include the lighting posts (stanchions), cabling, distribution boards, controls, switch systems, spare parts and anything else required for a fully functioning system. Designs for the concrete bases/foundations upon which the lighting posts will be affixed are also required – if a design for the concrete bases is not supplied[2], the Contractor is to provide all required technical details of loads, fixings etc. so that the Authority can engage a civil/structural engineering consultant to design the concrete bases/foundations to fit the lighting posts (stanchions). A detailed breakdown of the supply, design and installation price is required for evaluation of tender returns.

3.1.1 The design needs to meet the requirements for professional use as set out in the IAAF Manual, Chapter 5.1, lighting requirements, which is provided as a supplement to this Scope of Works.

3.1.2 Operation of the lights should include the manual and automatic operation of the lights to ensure illumination can be controlled for different areas of the ground at different times.

3.1.3 The contractor is to ensure that all necessary design drawings are prepared for review.

3.1.4 In accordance with the IAAF Manual, each set of lights must be configured such that 50% of the lights on each post can be turned off whilst the other 50% remain on. This is so that the entire system will have two modes (50% lit, with half the bulbs on, and 100% lit with all the bulbs on). This must be controllable from a Facilities Manager's office, the location of which is indicated on Figure 1.

3.1.5 All cabling running to/from the Facilities Manager office and the lighting posts must be buried underground. The contractor must include all necessary works to bury the cables as part of their scope of works.

3.1.6 The new electrical system needs to be connected to the mains power supply, and also be capable of being connected to a provisional/future generator; i.e. there must be a connection for this generator in place. The Contractor must provide a brief specification for the size of generator required, to allow for a suitable generator to be sourced by the Authority if required (kW/kVA and phase; single or three; any other appropriate details).

[2] *It is appreciated that some* Contractors *may not be able to provide the civil/structural designs for the concrete bases/foundations. In this event both the commercial and technical evaluation will be completed in a way that gives Contractors a fair chance* of equal evaluation.

Procurement.

The contractor is required to procure all the items required for the installation of the new lighting system. The system must be of sufficient quality and suitable for use in local weather conditions.

Installation of the new lighting system.

The Contractor shall install the new lighting system as designed and procured in accordance with 3.1 and 3.2 of this document.

3.3.1 Any existing systems and their elements need to be inspected and tested. If any elements (cables, posts etc.) are damaged, they should be repaired or replaced. All works should be conducted in line with local ordinance.

3.3.2 All switches to control this will be located at the future Facility Manager's Office, which is to be inside the Pavilion as explained in Figure 1. A breaker panel and a control system need to be installed at this location.

3.3.3 The Contractor is responsible for installing the distribution system. There is a small structure next to the pavilion that is currently used for this function. This is highlighted in Figure 1.

3.3.4 The Contractor is responsible for the disposal of all removed material. If the item is in order and can be used again the Facilities Manager will advise where to store the item. If not, then the item will be disposed at the incinerator by the Contractor. There is currently no charge to use this facility.

3.3.5 The Contractor needs to follow appropriate Health & Safety standards and all workers need to wear appropriate PPE while working in this project.

4. Format for Returns.

Contractors wishing to tender the works should submit the following to the Authority in accordance with the instructions to tenders:

- A fixed-price lump sum for the completion of all the works, fully detailed and broken down into the various elements and components.
- A detailed technical submission which should incorporate all the requirements set out in the technical evaluation criteria sheet. Tenderers are required to achieve a minimum score of 70 in the technical evaluation in order to qualify for the commercial (price) evaluation.

5. Assessment of Returns.

The tender return will be assessed on the basis of a commercial (price) weighting of 40% and technical content and quality of the proposal at 60%.
Assessors will evaluate the Contractor'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. The combined score between commercial (price) and technical evaluation will determine the successful tender. Tenderers are required to achieve a minimum weighted percentage of 60 in the technical evaluation in order to qualify for the commercial (price) evaluation.