



## **BOOKLET 3**

### **REQUIREMENTS DOCUMENT**

#### **FOR**

### **RUBBERIZED RESURFACING OF THE MULTIPURPOSE COURT AT THE JEFFERY A. CAINES SPORTS COMPLEX**

**VIRGIN GORDA**

## Recovery and Development Agency

**Director of Procurement**

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

**Invitation to Tender No.  
RDA/ITT/2020/009/LCDB**

Submission Deadline:  
**18 December 2020**  
By **1000 hours (10:00am)**

### REQUIREMENTS -

#### **THE RUBBERIZED RESURFACING OF THE MULTIPURPOSE COURT AT THE JEFFERY A. CAINES SPORTS COMPLEX SITE, VIRGIN GORDA**

The contents of this quotation must not be disclosed to unauthorised persons and must be used only for the purposes of submitting a quotation. Please read these documents carefully before submitting a quotation. This Procurement Method is Competitive Shopping.

#### Disclaimer

1. The RDA reserves the right to select some or all the items listed in the table above for purchase based on your quoted prices.

#### Queries and Responses

2. 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**  
Address: Recovery and Development Agency  
First Floor, Ritter House, Wickham's Cay II  
Tortola, VG1110  
British Virgin Islands  
Email: [procurement@bvirecovery.com](mailto:procurement@bvirecovery.com)

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### 1. INTRODUCTION

The Jeffery A. Canes Sports Complex (Virgin Gorda) outdoor multipurpose facility is comprised of a singular integrated volleyball and basketball court, which is used for Regional, National and Community based activities for the strengthening and development of sports. There is an existing facility which is partially functioning due to damages sustained by the hurricanes of 2017 and deterioration. The facility is currently unsuitable for use in its current state; of cracked and damaged court surface, damaged and missing basketball pole, backboard and net, damaged electrical lighting systems, damaged electronic scoreboard and damaged team and scorer's bench.

To achieve functionality of the Jeffery A. Canes Sports Complex (Virgin Gorda), the Government of the Virgin Islands (GoVI) has identified additional recovery projects, programmes and policy initiatives...these include: the restoration of Public Recreational Facilities Territory-wide, commencing with basketball courts.

The Recovery and Development Agency (RDA) through this scope of works is seeking responses from qualified general contractors with Trade Licenses for their firms/companies, registered to operate in the British Virgin Islands with demonstrated professional competence and experience to provide general construction services for the works described within.

This proposed renovation of the Jeffery A. Canes Sports Complex (Virgin Gorda) outdoor multipurpose facility is centred about the demolition and disposal of existing court utilities such as the lighting system, basketball poles, backboard and rings and court benches, the removal of the existing court surfaces, the repair and sealing of all court cracks and the supply and installation of the specified rubberized court flooring and the demarcation of the volleyball and basketball court lines.

### 2. LOCATION

The project site is located on the island of Virgin Gorda on the external environs of the Jeffery A. Canes Sports Complex (Virgin Gorda) 216 feet west of Rhymers Road and 420 feet north of Long Road.

2.1. The facility is generally bound by residential buildings immediately east off Rhymers Road.

2.2. The Multipurpose Court is location north of Building ID: 9490 as shown in Figure 1

2.3. The GPS coordinates: 18°26'20.73"N, 64°26'7.99"W.





Figure 1. General Location of the Sporting Complex



Figure 2. External Periphery of Sporting Complex

### **3. REQUIREMENTS**

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

- 3.1. 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 a Contract.
- 3.2. 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.
- 3.3. 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.
- 3.4. 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.

### **4. 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;

#### **4.1. Site Protection**

- 4.1.1. The contractor shall install barricades and signs, where access to the public is possible and these health and safety measures must be implemented around the working area to avoid any inadvertent traffic.
- 4.1.2. The contractor shall erect barricades or caution tape as required preventing inadvertent pedestrian traffic on the finished floor surface for a period of 24-48 hours.

#### **4.2. Surface Preparation**

- 4.2.1. The contractor shall adequately scuff, scarify, scrap and/or apply solvent or chemically etch as appropriate to provide satisfactory adhesion for the removal and disposal of the acrylic paint coats and residual stains, in a manner that is satisfactory to the Project Manager
- 4.2.2. The contractor shall clean the substrate with broom or shop-vac as required and use a pressure washer to clean and remove oil, grease, vegetation and loose foreign matter, including, mold mildew, dirt and corrosion products, in a manner which causes undue damage to the substrate;

sufficient time must be allowed for the surface to thoroughly dry before the retaining edging or forms if required is install.

4.2.3.The contractor shall remove existing joint filler material from cracks or joints and repair all cracks, holes, depressions and surface defects in accordance with manufacturer's product instructions before application of filler course.

4.2.4.All hair line cracks or cracks less than one-quarter (1/4) inch in width shall be filled with crack sealant in accordance with manufacturer's product instructions; cracks which are greater than one-quarter (1/4) inch in width shall be filled saw cutted to a width of 2 inches and patch binder or crack patch in accordance with manufacturer's product instructions.

4.2.5.The contractor shall ensure that all holes, patches, cracks and marks repaired with fillers, sealant, putties or grouting cements as appropriate for the finishing system and substrate are flush and smooth with adjoining surfaces; the repairs must be thoroughly cured at least 24 hours. If shrinkage cracks occur during the curing process apply another coat of patch mix.

### **4.3. Mixing and Product Application**

4.3.1.All sub surfaces will be inspected prior to application and any discrepancies, ensuring that the substrate surface is clean and dry, with all unwanted particles removed. The contractor shall further ensure that the surface level within acceptable tolerance and with a suitable edging material. Non-conformance will be reported, and installation will not proceed until any problems are rectified.

4.3.2.The contractor shall install a self-levelling primer in accordance with manufacturer's product instructions; ensure a two-tier system application with a nap roller or 4-foot with handle Patching Straight Edge, onto substrate surface. One coat of primer should cover approximately 50 square feet per litre and should prime the surface over a reachable arm's length using the roller.

4.3.3.The contractor shall install a high-quality EPDM rubber flooring option that combines an exceptional sealer with high quality coloured rubber granules. The product is poured-in-place, then hand trowelled to create a resilient, non-skid surface that is virtually indestructible.

4.3.4.The contractor shall ensure that the selected EPDM topcoat granules should be coated with aromatic or aliphatic resin in a non-porous container at a resin to granule ratio of 80% rubber to 20% urethane resin by weight. The resin should be applied to the rubber, once the rubber is initially working within the mixer and mixed for approximately 1-3 minutes or in accordance with manufacturer's product instructions.

4.3.5.The topcoat should not be less than 12mm and not more than 18mm in depth and the mixing of the topcoat be carried out with an electric vertical shaft mortar mixer to ensure consistency and assuring complete coverage of each granule.

### **4.4. Tolerances**

4.4.1.The contractor shall ensure that the finished grade of the product be within 0.03 feet of indicated finish grade and shall not vary more than 1/8-inch when tested with a 10-foot straightedge.



4.4.2. The finished thickness shall not vary more than 1/8-inch from the required thickness at any point and average thickness of depth measurements shall be at least the thickness indicated.

4.4.3. The finished surface shall be uniform in appearance and texture over the entire surfacing, including joints. The entire surface shall be free of evidence of segregation, honeycombs, and back scattering. Areas not meeting the requirements will be rejected until corrected by the Contractor.

#### **4.5. Demarcation Lines**

4.5.1. The contractor shall apply line markings primer, after masking tape has been laid, to seal voids between masking tape and court surface to prevent bleed-under when line paint is applied. The coating materials shall be pure acrylic, containing no asphaltic or tar emulsions, nor vinyl, alkyd or non-acrylic resins.

4.5.2. The courts lines shall be two (2) inches thick and are to be laid in accordance to the provided dimension drawings as identified in Appendix – RDA-01/JU2020 – Multipurpose Court Layout.

4.5.3. The contractor shall apply, if required a clear coating over the entire surface after court demarcation.

#### **4.6. Clean Up**

4.6.1. The contractor shall clean off marks, paint spots and stains throughout the project area, restoring damaged surfaces to their original condition. Upon completion of work in the section, remove all tools, equipment, unused materials, and debris from the site; broom clean immediate area.

### **5. PRODUCT DATA SHEET AND TECHNICAL SPECIFICATIONS**

Work under this contract shall be carried out strictly in accordance with product data and technical specifications attached or similar and will meet all local codes and regulations;

### **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 (out of 100) in the technical evaluation in order to qualify for the commercial (price) evaluation.

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

6.3. 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 and award works to the most responsive bid.

## **7. COMMUNICATION, COORDINATION AND PERMISSIONS**

7.1. 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 Table/ Page summarising:

- 8.1.1. Project Title
- 8.1.2. Contractor Name
- 8.1.3. Report Serial Number and Period (dates)
- 8.1.4. Project Commencement Date
- 8.1.5. Planned Completion Date
- 8.1.6. Any time over-run
- 8.1.7. Revised Completion Date
- 8.1.8. Original Contract Value
- 8.1.9. Contingency Sum
- 8.1.10. Variations (Add & Omit) to date
- 8.1.11. Projected Final Contract Cost
- 8.1.12. Previous Expenditure
- 8.1.13. Total Expenditure to Date
- 8.1.14. Gross Value of Work to date (estimated)
- 8.1.15. Overall Progress of Works (as a percentage)

- 8.2. Introduction - brief overview of report contents
- 8.3. Scope of Works – summary of the works contracted
- 8.4. Works Undertaken – any comments on timeline, and sub-paragraph for each area of work undertaken during the reporting period
- 8.5. Project Costs – breakdown of costs and progress and value
- 8.6. Employment (Site) – confirmation of how many people of what skill/trade/role have been working on site during the reporting period
- 8.7. Employment (Administration) – confirmation of how many administrative/ management staff are working on the project during the reporting period
- 8.8. Risks – List of current key risks affecting safety, environment, time, quality, cost
- 8.9. Conclusion – Final wrap up of situation
- 8.10. Recommendations – any requests for assistance, suggestions, clarifications can be entered here.
- 8.11. 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.