

# **Recovery and Development Agency Quick Contracting Invitation to Tender**



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## **BOOKLET 3 REQUIREMENTS DOCUMENT FOR REPAIR WORKS OF PERIMETER FENCING, ANEGADA**

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# SCOPE OF WORKS REPAIR OF PERIMETER FENCING, ANEGADA RECREATION FACILITY

Reference: RDA/ITT/2021/006/NCB  
Date: 07-May-2021

**Recovery and Development Agency**

**Director of Procurement**

Recovery and Development Agency  
Building 13 Cyril B Romney Tortola Pier Park  
Wickham's Cay I  
Road Town, Tortola, VG 1110  
British Virgin Islands

**Invitation to Tender No.**

RDA/ITT/2021/006/NCB

Due for Return on **09 June 2021**

By **1000 hours (10:00am)**

**REQUIREMENTS**

**FOR**

**REPAIR WORKS**

**OF**

**PERIMETER FENCING ANEGADA RECREATION FACILITY**

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 Competitive Bidding (NCB).



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Building No. 13, Cyril B. Romney Tortola Pier Park, Wickham's Cay 1, Road Town,  
Tortola, VG1110, Virgin Islands

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## **SCOPE OF WORKS – REPAIR OF PERIMETER FENCING ANEGADA RECREATION FACILITY**

### **1. INTRODUCTION**

The Anegada Recreation Ground has fallen into disrepair over the last few years. The predominant cause for this damage was due to the fence becoming holed during hurricane Irma. Following this livestock had unrestricted access to the site resulting in further damage. There has been no maintenance or attempt to repair the site which has further compounded the deterioration of the site. Works to restore this facility will involve some demolition as well as restoration and new construction. Primary focus of the restoration of the facility should be the fencing to prevent further deterioration and protect any future investment.

### **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: 5 - 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: 5 - 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

The project site is located in the Settlement located on the on the island of Anegada

Block: **6170B-44**,

GPS coordinates: 18°43'19.0"N 64°18'55.4"W



*Figure 1: Location of Recreation Ground*

#### 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 the basketball court and graveyard. 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 Worker Conduct:** All workers, while in and around perimeter of the recreation ground, 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.

**4.2.2 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

**4.2.3 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

**4.2.4 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).

- 4.2.5 **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 PM.

## 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, Gates and picket fence design on top of existing concrete wall**

5.1.1 The Contractor shall construct approximately 559 linear yds of fencing. Four hundred and sixteen linear yards (416) will be chain-link fence and one hundred and forty-three linear yards (143) surrounding the graveyard being a picket design place on top of the existing concrete wall including, three (3) gates, one pedestrian and two vehicular

A visual location of the proposed fence and gates is shown in Figure 2 and to be constructed in accordance to the detailed drawings C-01 to A-02 enclosed.



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

- 5.1.2 The contractor shall remove and dispose of the existing chain-link fence from the field and the picket fence along the graveyard adjacent to the playing field. The picket fence 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 gauge hot dip galvanise chain-link fencing 8' high on existing 3" diameter PVC poles at 10' centres complete with all necessary fixings, caps, bands, bolts, and sleeves etc. Refer to drawing specification (dwg. A-01). 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/ft<sup>2</sup> (48.79 mg/cm<sup>2</sup>) 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 8' 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 existing posts shall be standard continuous 3" diameter PVC poles 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 2 feet as specified within the detail drawing (dwg. A -01).
- 5.1.6 The post shall have a minimum diameter of 3 inches and shall extend 8' -3" in height above finished ground level unless otherwise noted as shown on drawings. No tubing, conduit or open seam material will be permitted
- 5.1.7 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. A-01).

- 5.1.8 All tension wires shall have a minimum zinc coating of 1.6 oz./ft<sup>2</sup> (48.79 mg/cm<sup>2</sup>) 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.
- 5.1.9 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.
- 5.1.10 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./ft<sup>2</sup> (61 mg/cm<sup>2</sup>) zinc coating of surface area
- 5.1.11 The Gates shall consist of 2 double swing gate, and 1 single gate with pedestrian access. The overall standard widths and heights will be in accordance to detail drawing (C-01).
- 5.1.12 The contractor shall fabricate and install two cattle grids 16' and 14' lengths to be placed at the entrance gates of the playing field at a width of 4'.

## **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 70% and technical content and quality of the proposal at 30%.

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 bi-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](mailto:Procurement@bvirecovery.vg)  
Telephone: +1 (284) 340-2605  
Address: Recovery and Development Agency  
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