



## **BOOKLET 3**

### **REQUIREMENTS DOCUMENT**

#### **FOR**

### **THE CONSTRUCTION OF A CAR PARK FACILITY AND AUXILIARY WORKS AT THE JEFFREY A. CAINES ARENA**

#### **VIRGIN GORDA**

**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/2021/009/NCB**

Due for Return on **11 Nov 2021**  
By **10:00 hours (10:00am)**

**REQUIREMENTS  
FOR  
THE CONSTRUCTION OF A CAR PARK FACILITY AND AUXILIARY WORKS  
AT THE  
JEFFREY A. CAINES ARENA, VIRGIN GORDA**

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 (Domestic) Competitive Bidding (NCB).**

**Disclaimer**

1. The RDA reserves the right to select some or all the items listed in the scope of work or bill of quantities 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  
Building 13, Cyril B. Romney Tortola Pier Park, Wickham's Cay I  
Tortola, VG1110  
British Virgin Islands  
Email: [procurement@bvirecovery.com](mailto:procurement@bvirecovery.com)

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## 1. INTRODUCTION

The Jeffrey A. Caines Arena (Virgin Gorda) is comprised of a covered sporting complex, a singular integrated volleyball and basketball court and an earthen parking facility; all of which is used for regional, national, and community-based activities for the strengthening and development of sports throughout the Territory. Most of the facilities have been refurbished and/or renovated since the hurricanes of 2017; however, sections of the Jeffrey A. Caines Arena is partially functional and requires further renovation for total functionality.

To achieve functionality of the Jeffrey A. Caines Arena (Virgin Gorda), the Government of the Virgin Islands (GoVI) has identified additional recovery projects, programmes, and policy initiative 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 Jeffrey A. Caines Arena (Virgin Gorda) will be centralised on the exterior of facility comprising of the construction of a permeable tariff base car parking facility with french drains, a soakaway system and auxiliary work consist of the purchasing and installation of sports equipment and general plumbing installation.

## 2. LOCATION

The project site is located on the island of Virgin Gorda on the external environs of the Jeffrey A. Caines Arena (Virgin Gorda) 216 feet west of Rhymers Road and 420 feet north of Long Road.

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

1.2. The car park facility is shown in Figure 1

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

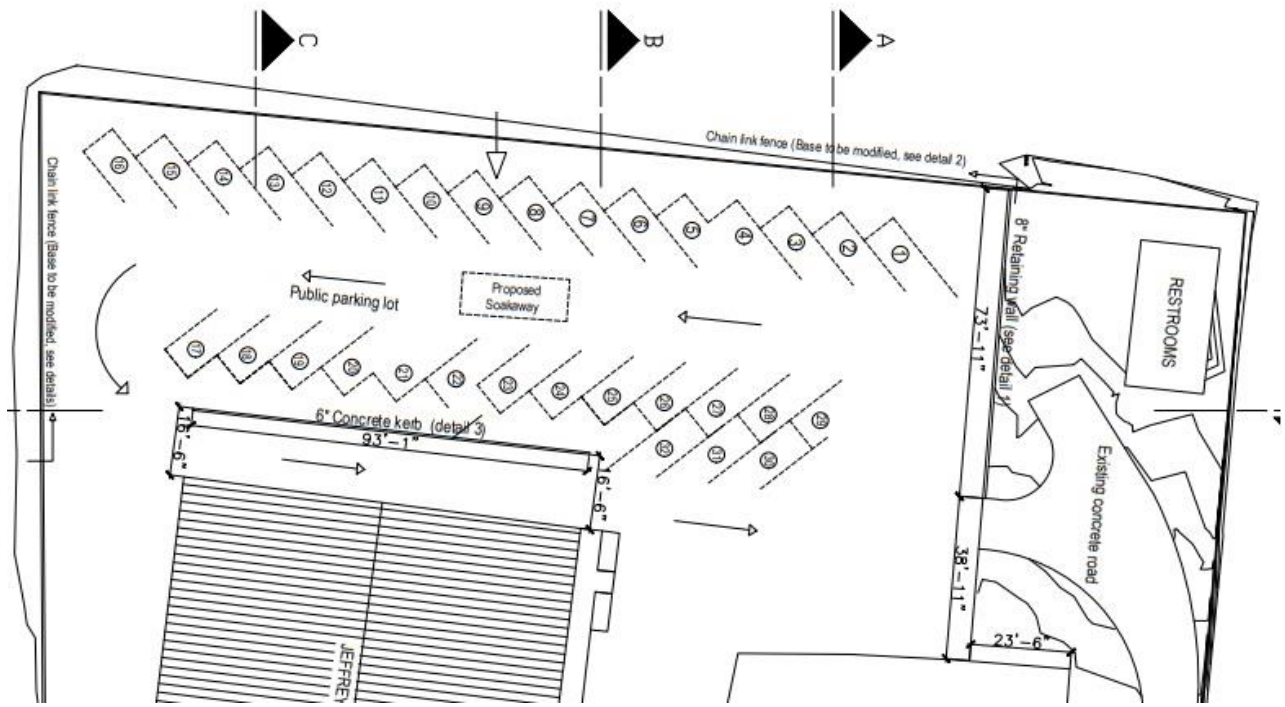


Figure 1. Spectator Car Parking Facility



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 familiarise themselves with the site and ensure that they have conducted the necessary preparatory work to ask any clarifications in preparation for the submission of a Tender and entering into a Contract.
- 3.2 The Bidder shall complete and submit a fully priced Bill of Quantities with a rate entered for each line item within itemized work listed. 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 and their sub-contractors 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 (if required).
- 3.4 The Bidder and their sub-contractors shall meet the requirements described herein and in accordance with applicable building codes and ordinances. BVI Building Ordinance 1955, BVI Building Regulations 1999, the BVI Physical Planning Act 2004 and Technical Specifications.

### **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.

#### **3.1. Retaining Wall**

- 3.1.1. The contractor shall excavate the earthen soil to a depth averaging of 4' at the beginning of the existing concrete road entrance maintaining the bottom of formation level toward to existing chain-link fence (as per dwg. A-02).
- 3.1.2. The contractor shall cast-in-place the strip foundation with all necessary provision for the formwork and damp-proof membrane (as dwg. A-05 detail 1).
- 3.1.3. The contractor shall supply and install all reinforcement as per BOQ and detail drawings (dwg. A-05 detail 1) for the strip foundation, concrete block wall and concrete cap.
- 3.1.4. The contractor shall construct an external 8" reinforced concrete blockwork; infilled solid with concrete and rendered on both sides, the top of the blockwork shall consist of a 3" thick concrete cap beam (as dwg. A-05 detail 1).
- 3.1.5. The retaining wall shall be rendered with ½" thick mortar mix.

- 3.1.6. The contractor shall ensure that all concrete consist of minimum 4000 psi compressive strength at 28 days with reinforcements as specified within the detail drawings or otherwise specified.

### **3.2. Curb Wall**

- 3.2.1. The contractor shall excavate the earthen soil to a depth averaging 2' parallel to the latitudinal side of the complex at an offset of 16'-6" (as per dwg. A-02).
- 3.2.2. The contractor shall cast-in-place the curb wall with mass concrete and all necessary provision for the formwork and damp-proof membrane (as dwg. A-05 detail 3).

### **3.3. Concrete Platform**

- 3.3.1. The contractor shall excavate the earthen soil to a depth averaging of 1' parallel to the longitudinal side of the complex to a dimension of 15' L x 6' W.
- 3.3.2. The contractor shall supply tarrif, place and compact. Non-conformance will be reported, and installation will not proceed until any problems are rectified
- 3.3.3. The contractor supply and place A-142 mesh reinforcements and cast in-place with 4000 psi concrete 10" thick with all necessary provision for the formwork and damp-proof membrane.

### **3.4. Car Parking Facility**

- 3.4.1. The contractor shall utilise a licence surveyor to set out and align the layout the amenity areas for the car park, driveway, retaining wall, concrete platform, and curb wall.
- 3.4.2. The contractor shall excavate the vegetive topsoil to a depth of 3" removing all shrubs, grass and foreign materials. All materials shall be cart away and dispose of offsite.
- 3.4.3. The contractor utilising a licence surveyor shall establish the substratum for the formation levels for the cutting and filling of the parking facility area. Non-conformance will be reported, and installation will not proceed until any problems are rectified.
- 3.4.4. The contactor shall cut and fill with the existing earthen materials to the desired formation and sub-base levels as established by the surveyor all in accordance to dwg. A-05 detail 2.
- 3.4.5. The contractor shall excavate the earthen soil for the soakaway system to a depth averaging 6' in accordance to dwg. A-06 and store the earthen material for reuse.
- 3.4.6. The contractor shall supply and place in 8" compacted layers to a dry density of no less than 95%of the standard dry proctor density, the soak away fill materials as per the layer specification comprising of (2' broken/washed stones, 2' boulders, 2' vain sand) in accordance to dwg. A-06. Non-conformance will be reported, and installation will not proceed until any problems are rectified.
- 3.4.7. The contractor shall excavate the 182 linear yards for the french drains at a depth of no exceeding 6" within the earthen soil to a slope of 1%. The french drain shall be encased

with geotextile fabric and covered with imported granular material in accordance to dwg. A-06. Non-conformance will be reported, and installation will not proceed until any problems are rectified.

- 3.4.8. The contractor shall supply tariff, place in layers not exceeding 8", compact and grade to a slope of 1.4% all in accordance to dwgs. A-05 and A-06. Non-conformance will be reported, and installation will not proceed until any problems are rectified.

### **3.5. Sporting Equipment and Seating**

- 3.5.1. The contractor shall procure, ship, transport and install the following:

- 3.5.1.1. 1 Fair-Play - Basketball scoreboard; with team & player foul info; 5'0" x 9'0" x 4"
- 3.5.1.2. 1 Fair-Play - Scoreboard control – with a wireless battery operated
- 3.5.1.3. 1 Fair-Play - Control case for MP-80-0213
- 3.5.1.4. 4 Fair-Play - Gen3 Receiver
- 3.5.1.5. 1 Pair of Shot Timer - Set 1'5"x1'8"x6.5 80lbs per face 160lbs total
- 3.5.1.6. 1 Wall mounting hanger brackets for ST-1400 & ST-1410
- 3.5.1.7. 1 Fair-Play - Shot timer Hand-Switch. Used with MP-80 control
- 3.5.1.8. 1 Fair-Play - Scoreboard control with a Wireless battery operated
- 3.5.1.9. 1 Fair-Play - Control case for MP-80-0213
- 3.5.1.10. 60 red (S-06) Sheridan seats
- 3.5.1.11. 60 red (S-06) Sheridan end caps
- 3.5.1.12. 2 Volleyball USA - 3.5" O.D. Ultra-stiff Aluminium Posts. (POP Bazooka System)
- 3.5.1.13. 40 6' black and yellow rubber parking curb

### **3.6. PVC Piping**

- 3.6.1. The contractor shall supply and install a 1000-gallon water tank system with all piping, fixtures unto the concrete platform similar to the existing tanking system.
- 3.6.2. The contractor shall supply and install all the necessary pipes and accessories for the rain wall down piping system to the subsurface drainage system.

### **3.7. Gate, Wall, and Storage**

- 3.7.1. The contractor shall conduct weld repair to the existing gate hinges and install a locking mechanism.

3.7.2. The contractor shall pressure wash the existing block wall and repaint with one (1) coat of primer and two (2) coats of water base paint to match the existing colour.

3.7.3. The contractor shall construct a 96 sq.ft. concrete block wall equipment storage bond to a height of 8' with (2) front facing windows, (1) side window (1) external metal door.

### **3.8. Clean Up**

3.8.1. The contractor shall clean up and make good during the construction phase 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 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 60% and technical content and quality of the proposal at 40%.

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 weekly along with a written progress report to the Project Manager. This is due 2:00pm every other Friday and will contain:

## **9. HANDOVER**

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

- 9.1 As-built drawings
- 9.2 Engineering drawings and plans
- 9.3 A summary of the works carried and if there were any issues
- 9.4 Photographic evidence.
- 9.5 An incident log if there are any incidents on-sites
- 9.6 Any hazards that have not been eliminated through the design and construction processes, and how they have been addressed