Recovery and Development Agency
Invitation to Tender

BOOKLET 3

REQUIREMENTS DOCUMENT

CONTRACT FOR THE

REPAIRS TO THE ANEGADA ADMINISTRATION BUILDING

ANEGADA

Recovery and Development Agency

Director of Procurement Recovery and Development Agency Wickham's Cay II Road Town, Tortola, VG 1110 British Virgin Islands	**Invitation to Tender No.** **RDA/ITT/2020/008/NCB** Due for Return on **28 OCT 2020** By **10:00 AM**

INVITATION TO TENDER FOR THE

REPAIRS TO THE ANEGADA ADMINISTRATION BUILDING

ANEGADA

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.

1. INTRODUCTION

1.1. The vast majority of buildings were damaged during the passing of Hurricanes Irma and Maria. One of these buildings is the Anegada Administration Building. The building is a focal point of the community, being large enough to offer a gathering space for the Islands residents during community events. Currently the building is only in a partial state of operation. The office space is functional but in need of renovation. The detention cells are not functional with detained individuals being transferred by boat to Tortola. The police accommodation requires renovation before it can be occupied. The sewerage facilities need to be repaired and bathrooms replaced.

1.2. Without this work, the building is vulnerable to severe weather events, and in some areas is already deteriorating. The presence of mould and water damage are starting to become evident and this will only increase if the building repair is not completed.

2. LOCATION

2.1. The facility is in the centre of the Settlement, on Anegada. It is the northernmost building within the gated compound (picture inset in Figure 1).

Figure 1. Location of the Project.

Figure 2. Overview of the Anegada Administration Building.

3. THE SCOPE OF WORKS

3.1. The scope of this project is to refurbish the Anegada Administration Building, in order to provide a fit for purpose working environment for the administrative staff and police officers. The Contractor is to prepare their proposal to complete the works in accordance with the high-level scope of works listed below:

3.1.1. **Prelims and Mobilisation.** The Contractor shall hand over to the Employer the appropriate insurances before any commencing works. The Contractor shall occupy the site of the Anegada Administration Building for an estimated period of **six (6) months**. At all times, the Contractor shall ensure a safe working environment for all work personnel and is responsible for the Health and Safety of anyone who enters the site, including the public and visiting personnel. They are to price for and make suitable arrangements for the security of the site. The building will be wholly unoccupied for the duration of the works. There is no requirement to hoard the property, but the Contractor shall control the access of personnel to and from the site. The Contractor's job site management plan shall be approved prior to works commencing, and all the workers shall always be equipped with appropriate protective construction attire when operating on the site.

3.1.2. **Access.** The site is occupied by the Fire Brigade and Public Works Department. Their access and use of the site should not be impacted by the construction work on the administration building.

3.1.3. **Site Preparation.** On occupation the property, the Contractor shall ensure the Mechanical, Electrical and Plumbing services are isolated and turned off. The property shall be cleared of all obstructions, and where necessary rooms emptied of furniture, fittings and equipment (FFE) for reuse and/or for disposal, as directed by

the District Officer. Where furniture is to be kept in-situ for the duration of the works, it is to be protected with plywood in some instances and polythene in other areas, guided by good engineering judgement as to the appropriate material. The toilet fixtures, bathtubs vanity closets and the like shall be enclosed and protected by boxing them with plywood. This will protect and minimize the damage during the construction process.

3.1.4. **Demolition Works.** Windows shall be taken out from the inside of the property without damaging the edges of the of the openings, as directed by the room-specific Scope of Works. All items listed for demolition are to be carefully removed and carted away. The Contractor shall pressure wash the existing structure where it is required, to eradicate all the mould growth in the property.

3.1.5. **Ceilings.** The Contractor is to supply and install either tiled or drywall ceilings as per the room specific Scope of Works inclusive of tiles, railing systems, finish taping, mud, and sanding ready for paint, where applicable. In the majority of instances, the works will just involve the replacement of ceiling tiles.

3.1.6. **Windows and Doors.** The Contractor is to supply and install windows as specified in the room-specific Scope of Works. Windows are to be installed in line with building codes and capable of sustaining hurricane force winds. The Contractor shall supply and install all of the windows ensuring they are Power Coated Aluminium, Hurricane Resistant. Where replacement is not specified, the existing shutter system is to be inspected and replaced if required. Shutters should be (where possible) consistent with those already installed in the building to maintain an aesthetic coherence for the building.

3.1.7. Where doors are to be supplied, they are to be fitted with ironmongery and are to have keyed locks with stainless steel hinges. The Contractor shall supply and install all door frames, door stops, architraves and paint all with oil-based colours as specified in the room-specific Scope of Works. All exterior doors in the building are to have crash bars added to the interior.

3.1.8. **Exterior Works and Finishing.** Where interior walls are required to be painted, walls shall be prepared to receive one coat of primer and two coats of interior semi-gloss paint. Paint colors are to be like-for-like unless otherwise specified. All door frames, door stops, and architraves shall be prepared to receive oil-based paints as per the room-specific Scope of Works. All walls specified shall be prepared to receive one coat primer and two coats of semi-gloss interior paint.

3.1.9. **Electrical Installation.** The Contractor shall make provision for the supply and installation of all wiring devices and accessories inclusive of switches, receptacles, wall socket outlets, troffers, air conditioning connections, electrical panels and grounding system as required by the electrical authorities.

3.1.10. Where lighting fixtures are to be replaced, all fixtures are to be modern, LED energy efficient in type. For all other lighting, the bulbs are to be replaced with an LED bulb.

3.1.11. All electrics must be inspected and tested to ensure that they are safe and compliant to BVI standards. Where faults or areas of non-compliance are found then these are to be documented and a variation is to be requested. The contractor will provide a price and scope of works for the repair of any faults or areas of non-compliance to the authority for approval and funding. Electrical test certificates for all

the above testing must be provided to the RDA Project Manager. As a minimum the following should be inspected:

- Continuity of protective conductors, including main and supplementary bonding;
- Continuity of ring final circuit conductors;
- Insulation resistance testing;
- Polarity testing;
- Earth fault loop impedance testing;
- Prospective fault current testing;
- RCD testing;
- Phase sequence testing;
- Functional testing.

3.1.12. **Plumbing Installation**. The Contractor is to allow for the potential supply and installation of plumbing accessories in the line with the room-specific Bill of Quantities. The Contractor is to clean, service and commission all the Plumbing fixtures and fittings after the construction is complete. The Contractor is to make good any faults of the system in the event of unforeseen blockages.

3.1.13. **Air conditioning Installation.** The Contractor is to allow for the installation of air conditioning units and accessories in line with the room-specific Scope of Works. The Contractor is to clean, service and commission all air conditioning units including the power source, disconnect switches, condensate lines and all accessories.

4. SPECIFICATIONS

4.1. All building works must be completed in accordance with the BVI Buildings Ordinance 1955, the BVI Building Regulations 1999, and the BVI Physical planning act 2004. This includes consideration of the environment when conducting all works.

4.2. All works to the detention facilities shall be approved by the RVIPF (through the RDA Project Manager) prior to installation, to ensure compliance with the relevant legislation and use.

4.3. All electrical works must be inspected and tested to ensure that they are safe and compliant to BVI standards, as per the testing regime in the Scope of Works. Exterior doors and windows are installed that is in line with BVI building codes and capable of sustaining hurricane force winds.

4.4. All products must be ASTM and High-Velocity Hurricane Zones (HVHZ) rated.

5. HANDOVER DOCUMENTATION

5.1. The following handover documentation must be provided at the end of the contract:

- A Cover Document (Summary);
- Keys, fobs and transmitter controls for the building;
- The health and safety file;
- The building owner's manual (O&M);
- The building log book;
- A building user's guide;
- Up-to-date testing and commissioning data;
- All equipment test certificates and warranties in respect of the works;

- As-built drawings from consultants and specialist suppliers and contractors (or as manufactured and installed), or an as-constructed building information model[1];
- Copies of statutory approvals, waivers, consents and conditions;
- Licenses for any specific facilities, such as licenses to store chemicals and gases.

For more information on any of these elements of the handover, the Contractor is referred to the Handover Guide which is available on request from the RDA Project Manager.

6. ANNEXES

6.1. Annex A. Room-specific Scope of Works
6.2. Annex B. Photograph Scope of Works
6.3. Annex C. Site Layout
6.4. Annex D. Building Layout
6.5. Annex E. Shipping Container Placement
6.6. Annex F. Carpark Details

Annex A. Room-specific Scope of Works

1. **Introduction.** The details provided in this Annex are meant to complement the main document and provide a pictorial indication of the works required on a room-by-room basis. The photographs provided are to assist the contractor to understand the current condition of the room and are not intended to show the full scope of works within the room of all of the defects that require correction. All work shall be completed in accordance with the Scope of Works and the Specification.

2. **Floorplan.** The following image is a floorplan of the Anegada Administration Building. It is meant to aid you as the contractor in understanding where each of the rooms are in the buildings, and therefore what you are looking at in the following images.

Figure 3. Floorplan of the Anegada Admin Building (Ground Floor).

Figure 4. Floorplan of the Anegada Admin Building (Upper Floor).

Room Name	District Office and attached Storeroom
Room Reference Number	001/002
Image(s) of Room	
Description of Works	• All bulbs and diffusers shall be replaced with modern office lighting fixtures. • All ceiling tiles shall be replaced in both the District Office and the Storeroom. • All legacy dysfunctional air conditioning ducting from the Storeroom and the District Office shall be removed.

Room Name	Corridor between the District Office and the Bathroom.
Room Reference Number	003
Image(s) of Room	
Description of Works	• The door that runs from the District Office to the corridor needs to be repaired or replaced. • The data sockets at the back of the corridor will be covered over, filled in and made good.

Room Name	Female Bathroom
Room Reference Number	005
Image(s) of Room	
Description of Works	• The toilet pan shall be removed and replaced. Any damage caused by leaking will need to be repaired. • The toilet should be replaced with a duel flush toilet. • The small white floor tiles shall be removed and replaced with ceramic floor tiles, sealed and grouted. • The mirror is to be replaced or the edges trimmed to remove the corrosion and damage and the mirror re-hung so that it looks new. • All other fittings shall be left in the room. • Minor cosmetic repairs shall be conducted to the entire room, including cleaning, removal of mold and painting to ensure that it is fit for purpose.

Room Name	Male Bathroom
Room Reference Number	004
Image(s) of Room	
Description of Works	• The entirety of the male bathroom is to be replaced like-for-like, including all fixtures and fittings, lighting, ceiling/wall/floor finishes, cleaning and any other works as directed by the Project Manager to ensure a fit-for-purpose facility. • The completed room is to be laid out as before with a toilet pan, urinal and basin with storage beneath. The floor is to be retiled and the wall retiled up to a height of 1.2m. • All replaced plumbing fittings are to be water efficient low flow fixtures. • The room is to be painted and cleaned upon completion of works. • The toilet pan and urinal are to be inspected to assess if they can be kept and fitted into the replaced bathroom.

Room Name	Sergeant's Office
Room Reference Number	006
Image(s) of Room	
Description of Works	• The large window that is damaged shall be removed, and a new unit should be installed. The window is to be of similar size and construction to the one removed. The window is to be structurally connected into the building fabric. All windows must have insect screens. • The current floor-to-ceiling windows should be replaced with windows smaller in height, that brings symmetry to the frontal appearance of the building. Where the window penetration is closed the blockwork infill must be structurally bonded to the existing building fabric with appropriate reinforcing. • All ceiling tiles shall be replaced. • The split air conditioning unit shall be replaced. The services and condensate pipe for the newly installed AC unit must be installed in a tidy fashion that allows access for maintenance. • All minor functional repairs to restore the office to full functionality, including re-rendering and redecoration, as required shall take place. • Lights and light diffusers are to be replaced. • The weapons cabinet from the constable's accommodation needs to be relocated to the Sergeants office. The Cabinet is to be fixed to the buildings structure to prevent removal.

Room Name	Constable's Office
Room Reference Number	008
Image(s) of Room	
Description of Works	• All ceiling tiles are to be replaced. • The split air conditioning unit is to be replaced. The services and condensate pipe for the newly installed AC unit must be installed in a tidy fashion that allows access for maintenance. • All minor functional repairs to restore the office to full functionality shall take place, including re-rendering and redecoration as required. • All floor tiles shall be removed and replaced (like for like). • Modern office lights and diffusers are to be installed. • New hurricane shutters shall be installed on all windows.

Room Name	Temporary Holding Cells
Room Reference Number	009/010/011/012
Image(s) of Room	
Description of Works	• The metal grill on the window in both cells is to be removed and replaced. The replacement frame is to be of similar construction with a frame that is mounted structurally into the into the building fabric. The window is to be reduced in size by 50%. The closure of the window gap should be done with concrete blocks that are structurally connected to the building fabric. • The bathroom suite is to be fully removed, including the condensate line, and replaced with a compliant bathroom suite suitable for a 12-hour detention facility. There are to be no sharp edges or removable fittings and fixtures in the completed bathroom. The floor is to be tiled and the walls should be tiled to a height of 6ft. • The toilet pan and sink are to be replaced with stainless steel fittings suitable for the facility. • The facility shall be repaired and redecorated to ensure that it is fully functional. • The windows should have mosquito mesh (material not metal) mounted to the outside of the building to close the opening to insects. The mounting arrangement should allow for easy replacement of damaged or holed mesh.

Room Name	Exterior Building Fabric and Outdoor Spaces
Room Reference Number	000/000
Image(s) of Room	
Description of Works	• An additional safety rail is to be installed on the top floor to remove the risk of falling. The railings are to be upgraded to be at least 1.1 metres high and must have gaps of under 99mm in all directions. • The door to the gas storage locker on the bottom floor is to be replaced. • The footing of the pole and repairs to the rusting horizontal rails near the entrance to the Sergeant's Quarters shall be completed. • The roof shall be inspected by a suitably qualified individual to verify its integrity, paying attention to the Constable's accommodation. • All exterior walls shall be painted to ensure a suitable finish. • Install plumbing fittings to allow for he relocate washing machine underneath the main stairs. • Repair the waste pipe, fix to wall appropriately and bury and connect to septic system. • Storage area 20ft shipping container placed in a suitable location outside and in keeping with restrictions for local flood prevention. A proposed location is displayed in the attached drawings. • The site will need to be tidied up and some form of landscaping conducted to make the site more appealing. This should as a minimum involve removing the derelict vehicles and plant. • There should be six designated parking spots (District Officer, 2xPolice, 3x Visitor) identified and signed. • Signage should identify appropriate storage areas for the entire site. • Exterior security lighting for the building shall be installed. This should be in the form of two bulkhead lights inside the building courtyard. Two small LED flood lights placed on the front of the building lighting up the entrance. Lights should be placed on a light sensitive switch with a manual off switch.

Room Name	Sergeant's Quarters
Room Reference Number	015/016/017/018
Image(s) of Room	
Description of Works	• The interior doors shall be replaced. • All light fittings and bulbs shall be replaced. • A split air conditioning unit shall be installed in the bedroom. • Ceiling fans shall be installed in all rooms. • All ceiling tiles shall be removed and replaced, with a deep cleaning taking place as required. • The ceiling and roof are to be sealed against vermin. • The toilet is to be inspected by a plumber and repaired to ensure full functionality and prevent leaking. It is not expected that the pan will need to be replaced. • Minor cosmetic repairs are to be conducted to the whole quarters to make good.

Room Name	Constable's Quarters
Room Reference Number	013/014
Image(s) of Room	
Description of Works	• All light fittings and bulbs shall be replaced. • A split air conditioning unit shall be installed in the main room. • Ceiling fans shall be installed in all rooms. • All ceiling tiles shall be removed and replaced, with a deep cleaning taking place as required. • The ceiling and roof are to be sealed against vermin. • The leaks in the roof on the southern wall are to be stopped, repaired, and any damage caused is to be rectified. • The toilet is to be inspected by a plumber and repaired to ensure full functionality and prevent leaking. • Minor cosmetic repairs are to be conducted to the whole quarters to make good. • Cupboard doors to be replaced or repaired.

Room Name	Building Services
Room Reference Number	101
Image(s) of Room	
Description of Works	• All gas bottles should be secured in a suitably safe storage area, within a compliant cage. • The water storage facility, otherwise known as the cistern, should be examined for suitability and functionality and a report containing the findings provided to the authority. • This should include the inspection of all water pumps and fittings. • Any building service lines must be placed in suitable conduit, at a height that allows easy access for maintenance, but does not prevent the operation of the building. • The sewerage septic system should be inspected and a report provided to the authority on its integrity and suitability for the building.