

8. Consultancy Services Requirements

8.1 The Consultant must demonstrate relevant qualifications and experience in the areas of Water Engineering and Water Resource Management, Mechanical/Electrical/Plumbing Engineering, Civil Engineering, and Construction Management.

8.2 The Consultant firm/company must fulfil at least the following requirements:

- (i) Have at least five (5) years of consultancy experience in the design, construction, maintenance of water systems and Water Resource Management;
- (ii) Have specific experience in managing at least three (3) Engineering designs for similar projects;
- (iii) Be operational for at least five (5) years;
- (iv) Partner with qualified local engineering firm/experts, ~~where permissible~~, to provide the services specified in this Terms of Reference.

8.3 The Consultancy firm shall provide full details of all insurance cover proposed, with details of individual policy costs along with details of any exclusion of such policies. Tenderers are to provide prior to contract signing, as a minimum, cover details for:

- i. Professional Indemnity

9. Skills and Experience

9.1 There are Two (2) Key members of the team. They are numbered with a K below, meaning these individuals will be evaluated during the technical evaluation. If the Consultant needs to replace any of the evaluated individuals (regardless of reason), the RDA must evaluate and approve of the replacement key individual.

The minimum skills and experience for the Project Team are as follows:

9.2 K1 – Team Leader

The Team Leader should be a competent and experienced recognized individual with:

- a) A minimum of ten (10) years' experience ~~architect~~/engineer or equivalent, professional registration in the above mentioned areas or equivalent would be considered;
- b) Construction project management background/understanding of how to manage projects, with experience in similar projects within the last eight (8) years and led a multidisciplinary team at least once within that period of time;
 - Specific experience in the British Virgin Islands (BVI), USVI, Caribbean and/or region of similar nature will be an advantage.

9.3 The Team Leader will be responsible for managing the project's successful completion of the project provide technical direction and liaison with the RDA. Other responsibilities include managing and quality control of the project deliverables and representing of the Consultant at progress meetings.

9.4 K2 – Lead Engineer (Structural/Civil Construction Engineer)

The minimum skills and experience for the Lead Engineer Consultant are:

- Degree qualified (preferably Masters) in Mechanical, Civil, Structural, Construction engineering or similar.
- Professional Structural Engineer/Civil Engineer with at least seven (7) years of professional experience in the hydraulic design, construction and maintenance for pipeline infrastructure with at least three (3) similar projects. with a value no less than Five Hundred Thousand Dollars US \$ 500,000.
- At least three (3) years of professional experience in supervision of civil/hydraulic construction works.

9.5 Design Team

The Consultancy firm/company shall support its offer with the provision of, inter alia, the following information:

- (i) The names, experience, qualifications and standing in the firm of the principal staff who will be assigned to each package of this project;
- (ii) A Gantt chart showing the input of each staff member for the assignment indicating the overall length of time required for each stage of each package and the man-weeks of each staff member

10. Consultant's Comments on the Terms of Reference

10.1 The Consultancy firm is required to make any comments on, and suggestions for, improvements of these Terms of Reference. The financial implications, if any, of these recommendations should be indicated in the Financial Proposal.

11. Tender Submission Details

11.1 Technical Component

The tenderer shall provide a Project Summary Execution Plan for the full scope of services to be provided, including but not limited to the following:

- **Company Profile:** The tenderer must provide a summary of their company portfolio, detailing the history of similar design projects completed within the past five years.
- **Methodology:** The tenderer is required to provide details to demonstrate a clear understanding of the services required with a basic design and construction sequence description, planning for deliverables and a detail timeline (in Gantt chart format) to achieve the project requirement and timeline. Additionally, key design/engineering, construction management, commissioning milestones and reporting milestones must be incorporated into the work programme to ensure integration and consideration of these critical components.
- **Key Experts Qualifications and Competence for the Assignment :** The key experts K 1 & K2 will be evaluated based on the requirements under section 9
- **Local Participation:** Submissions shall demonstrate participation by nationals among proposed Key Experts/team to be employed specifically for the Contract.

11.2 Financial Component

- **Schedule of Payments:** The Consultant is required to provide a detail breakdown as identified within this document, along with a projected cashflow for the project.

12. Assessment of Tenders

The evaluation will take account of the completeness and acceptability of the information submitted in response to this document. Emphasis will be placed on ensuring that the proposals fully comply with the design requirements set outlined above.

The evaluation will also involve a comparison of the competence and quality of the proposals with those of other proposals received.

The cost weighting is set at 40%, while the technical weighting is 60%. Tenderers must achieve at least 65% of the technical score for their financial proposal to be considered.

No.	Criteria and Sub Criteria	Points
Company Profile		
1	Specific Experience of the consultant (as a firm) relevant to the assignment	15
	Total points for criterion	15
Note to Consultants.		
The number of points to be assigned to specific experience will be evaluated against the following sub-criteria and relevant percentage weights:		
Sub Criteria	Weight (%)	Scoring Description
Relevance of Experience	40	Assesses how closely the firm's past projects align with the scope, scale, and complexity of the current assignment. Most critical for project success.
Quality of Experience	30	Evaluates the outcomes and success of similar projects (e.g., completion certificates, client references, or demonstrated impact).
Extent of Experience (Number and Scale)	30	Measures the breadth and depth of experience, including the number of projects, their size, and geographic or technical scope.
	<ul style="list-style-type: none"> N.B. Please note that Consultants with previous RDA experience will be evaluated on their past performance. There will be deduction of points as shown below from the technical score as follows: 	

No.	Criteria and Sub Criteria	Points
	<ul style="list-style-type: none"> • <i>Score of 70 – 74: 1 point to be deducted</i> • <i>Score of 69 – 65: 2 points to be deducted</i> • <i>Score of 64 – 60: 3 points to be deducted</i> <p><i>Please refer to the Consultant evaluation Assessment Framework in Section 12.1. Please note that Consultants without RDA experience, will not be affected by this past</i></p>	
Methodology		
2	<p>Adequacy and quality of the proposed methodology, and work plan in responding to the Terms of Reference. The methodology shall demonstrate a clear understanding of the technical requirements of the project and methodology to deliver the outputs. <i>The method of work shall include but not be limited to: (i) an overview of the approach, (ii) key activities to be undertaken, (iii) resources to be utilized, and (iv) anticipated timelines for completion</i></p>	
2(a)	The proposed methodology is clear and responds to the ToR	15
2(b)	The work plan is realistic and implementable	10
2(c)	The work plan has the right input of Experts as per the ToR	10
2(d)	Overall team composition is balanced and has an appropriate skills mix including at a minimum the other experts listed in the ToR	5
	Total points for criteria	40

No.	Criteria and Sub Criteria	Points																		
<p><u>Note to Consultants.</u></p> <p>The number of points to be assigned to each of the above will be evaluated against the following sub-criteria and relevant percentage weights:</p>																				
<table border="1"> <thead> <tr> <th data-bbox="224 443 505 512">Sub Criteria</th> <th data-bbox="505 443 688 512">Weight (%)</th> <th data-bbox="688 443 1399 512">Scoring Description</th> </tr> </thead> <tbody> <tr> <td data-bbox="224 512 505 625">Alignment with Objectives</td> <td data-bbox="505 512 688 625">30</td> <td data-bbox="688 512 1399 625">Proposal directly aligns with project deliverables and strategic goals</td> </tr> <tr> <td data-bbox="224 625 505 739">Technical Accuracy & Detail</td> <td data-bbox="505 625 688 739">25</td> <td data-bbox="688 625 1399 739">The content is technically sound, thorough, and free of errors</td> </tr> <tr> <td data-bbox="224 739 505 852">Feasibility of Methodology</td> <td data-bbox="505 739 688 852">20</td> <td data-bbox="688 739 1399 852">The proposed approach is realistic and achievable within the project constraints</td> </tr> <tr> <td data-bbox="224 852 505 966">Clarity and Completeness</td> <td data-bbox="505 852 688 966">15</td> <td data-bbox="688 852 1399 966">Proposal is well structured, clear, and comprehensive</td> </tr> <tr> <td data-bbox="224 966 505 1066">Resource Efficiency</td> <td data-bbox="505 966 688 1066">10</td> <td data-bbox="688 966 1399 1066">Demonstrates efficient use of resources such as time, budget and personnel</td> </tr> </tbody> </table>			Sub Criteria	Weight (%)	Scoring Description	Alignment with Objectives	30	Proposal directly aligns with project deliverables and strategic goals	Technical Accuracy & Detail	25	The content is technically sound, thorough, and free of errors	Feasibility of Methodology	20	The proposed approach is realistic and achievable within the project constraints	Clarity and Completeness	15	Proposal is well structured, clear, and comprehensive	Resource Efficiency	10	Demonstrates efficient use of resources such as time, budget and personnel
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Key Experts Qualifications and Competence for the Assignment																				
3(a)	Team Leader (K1)	20																		
3(b)	Lead Engineer (Structural/Civil Construction Engineer) (K2)	10																		
Total points for criterion		30																		
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No.	Criteria and Sub Criteria		Points	
	General Qualifications	20	Assesses general education, training and experience.	
	Adequacy of the Assignment	50	Evaluates relevant education, training, experience in the sector/similar assignments	
	Relevant Experience in the Region	30	Assesses working level fluency in local language(s)/knowledge of local culture or administrative system, government organization, etc.	
Local Participation				
4	Local Experience. Submissions shall demonstrate participation by nationals among proposed Key Experts/team to be employed specifically for the Contract.		15	
	Sub Criteria	Weight (%)		Scoring Description
	Local Participation	50		Expatriate with demonstrated local participation including some key resources
	Partnership	25		Joint Venture and or Partnership with limited key personnel
	Local Incorporation	25	Local incorporated entity, with local management and key resource personnel	
	Total points for the criterion		15	
	Total points for the four criteria		100	

12 Evaluation of Consultant's Performance

In keeping with its mandate to ensure Value for Money (VfM) is achieved for the people of the Territory, the RDA seeks to continuously improve its performance, and thus necessarily, the performance of consultants, contractors and suppliers it engages for completion of works and supply of goods and services. An overall evaluation score (out of 100) will be used to determine the winning consultant's performance during the execution of RDA's projects, as well as the extent of any capacity building that may be required. The evaluation matrix to assess the consultant's performance is outlined below for your information:

EVALUATION AREA	EVALUATION CRITERIA	DESCRIPTION	SCORING
COSTS AND TIME PERFORMANCE	Cost Variance	Efficient use of financial resources and accurate billing; measured as the difference between original contract/purchase order amount and actual contract/purchase order spend at completion.	10
	Time Variance	Timely execution of the project; measured as the difference between agreement start date and original agreement completion date vs. agreement start date and actual completion date	5
MANAGEMENT PERFORMANCE	Communication	Clear, frequent, timely correspondence with the project manager on project status, technical issues and routine matters.	5
	Issue Resolution	Demonstrated ability to address and resolve issues in a timely manner, as well as applicable/relevant external grievances which emerge during the contract period.	10
	Health and Safety	Demonstrated actions in maintaining a safe job site and meeting Contract health and safety requirements.	10
	Cashflow Management	Ability to accurately plan and track cash needs, as well as ensuring sufficient funds to meet these needs.	15
	Subcontractor Management	Ability to provide timely and full payment to subcontractor(s), within 30 days from the date	10

		of receipt of an acceptable claim, resulting in no complaints on that matter.	
QUALITY	General Quality	How well workmanship and construction are executed in general; selection of materials and equipment; material/product quality and deliverable quality.	15
	Social and Environmental considerations	Efforts to include social and environmental matters, including (but not limited to) gender equality/equity, pollution reduction, climate resilience etc.	10
RECOMMENDATION	Future Recommendation	Decision on whether the consultant should be considered for future opportunities with the Agency.	10
TOTAL			100

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

Telephone: +1 (284) 340-2605

Address: Recovery and Development Agency
Cyril B. Romney Tortola Pier Park
1-2/F 52 Pier Park Drive - Unit 8
Road Town, Tortola, VG 1110
British Virgin Islands

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