

## **REQUEST FOR QUOTATION**

### **Consultancy Services**

#### **REHABILITATION AND EXPANSION TO SOUTH CAICOS PORT OFFICE BUILDING**

##### **BRIEF BACKGROUND**

The Ports Authority of the Turks and Caicos Islands (PATCI) has general management and control of ports. This includes maintenance and development of all ports throughout the TCI from time to time. PATCI carries out these functions in accordance with government financial and procurement regulations. It engages the assistance of the Public Works Department and other government agencies in an advisory capacity during execution of the aforementioned responsibilities. The economy in South Caicos is expanding due to tourism led developments. There has been a noticeable increase in international shipping to the island during the year. Monthly chartered shipping from South Florida now take places. Shipping lines are also planning scheduled service. With a major hotel and international flight service from Miami in early 2025, South Caicos' economy will continue to expand. This will positively impact shipping demand. As part of its quest to the modernization and redevelopment of all ports throughout the Turks and Caicos the Ports Authority has to ensure ports are able to support economic development on the islands where they are situated. PATCI has undertaken several development projects on South Caicos: construction of new berth and paving the facility. However, the port office building needs to be rehabilitated and expended in line with anticipated developments on South Caicos.

##### **REQUEST FOR CONSULTANCY SERVICES**

The Ports Authority requests quotation from experience consultants to prepared concepts, designs, scope of works, specifications and bill of quantities to support tendering for the rehabilitation and expansion of the South Caicos port office building.

##### *Results Framework*

This consultancy service request is consistent with Goal 3: Resilient Ports of the Port Authority Strategic Plan 2022/23 to 2024/25. It also supports Goal 1: Secure Ports and Goal 2 Safe Ports. Ports also support prosperity on South Caicos by facilitating timely and efficient shipping which lowers the cost of living and doing business. The purpose of the consultancy is to enable timely tendering of a project to construct an expanded resilient port office building to gather for the staffing needs of PATCI and other government departments and functions which take place from the port. The building will be constructed to



accommodate offices for: 4 PACTCI staff, 3 Border Force Staff, male and female bathroom, common conference room and common storage room.

## **SCOPE OF SERVICES**

The consultant will visit the site, observe assess structural conditions and take measurement of the existing building. Based on the initial assessment the consultant will propose at least three (3) concepts to rehabilitate the building either has a single story or 2 story building. A preferred concept should be proposed which clear justification.

Following agreement of the preferred concept detailed services including preparation of Construction, Structural, MEP and Architectural drawings for the submission to Planning Department to secure a Building Permit with take place. The designs will be to TCI Building Codes. Construction methodology statements outlining work schedule and timelines, specifications, cash flow requirements, manpower and plant and equipment required are to be prepared to support tendering for selection of contractor to construct the Works, in accordance with TCIG procurement procedures. As usual with all tenders issued by PWD it is expected that profit is included in the unit rates. The Consultant will state what method of measurement they have used. Aplan of work with indicative deadlines for completion should be prepared as well.

The design and layout building should take port safety and occupational safety codes into consideration.. Environmental safeguards and climate change resilience should be captured in the designs.

## **OUTPUT/DELIVERABLES**

The requirement is for a full set of design drawings, including structural drawings, scope, detailed specifications with bills of quantities suitable for issuing as a tender document using the General Conditions of the International Federation of Consulting Engineers' ("FIDIC") Conditions of Contract for Construction, First Edition 1999 (often called the "Red Book").

## **SCHEDULE**

It is intended to tender the construction of the Works as soon as possible. The designs should be completed to support the request for detailed planning application by the end of February; and tendering soon thereafter.

The consultant/ architect will present an initial design concept to Ports Authority in accordance with the agreed timeline in his proposal. This would be followed by regular reports showing drawing and designs and costs estimate. The Board will sign-off on final designs and costs estimate/ bill of quantities before the application for detailed Planning permission is filed. Tendering for construction of the project will take place as soon as planning permission is received. The goal is to go to tender in early April 2025. The Ports Authority would prepare the tender document with the support of the consultant. Tendering will be by open public tender. The Invitation to Tender (ITT) will be issued as soon as possible after receipt of documentation from Consultants. The tender period will be 35 days during which the Consultants are expected to respond to and assist with any queries forwarded by Procurement Office from the bidders. Evaluation of the bids will take place shortly after receipt of the bids. The Consultant will not be involved in this process unless there are any technical queries on the design. The Consultant will not be involved in the supervision of the Works unless a particular design query is identified.



## TEAM

- A. Project Leader with at least 10 years' Engineering/Architectural/Building Design in the Turks and Caicos or similar islands.
- B. A Structural Engineer with at least 10 years' although this team member could be omitted if the Project Leader has adequate experience.
- C. Other technical staff as identified by the Consultant to complete the assignment.

See below Table for sample

No	Activity/task (please give full details)	Team Member	Position and qualifications	Rate/hour	No of Hours	Total
1	Topographic Survey of Site	Joe Doe	Surveyor	\$60	4	\$240
2	Preliminary Designs	Jane Smith	Team Leader	\$100	8	\$800
3						
x	Etc etc					
	Expenses					
	Airfares to South Caicos			\$50.00	2	\$100
					Grand Total	\$x,xxx

It is expected that the time input would be no more than 90 man-days

## FINANCIAL AND PAYMENT

It is expected that the Consultant will provide a proposal giving the tasks assigned to each team member, their inputs multiplied by their rate to give a value of the total proposal cost to complete the work specified in the required time. The Consultant's rate should include all expenses and overheads. The Consultants bid should include an estimate of reimbursable expenses.

Payment will be made according to the following schedule:

- 20% on submission of the initial design concept,
- 40% on submission of the complete tender package and estimate of the value of the Works.
- 20% on receipt of Building Permit
- 20% after the bids have been received and all queries from the bidders responded to and evaluation of the bids is complete.

## SUBMISSION

Bidders will be expected to submit a proposal to carry out the consultancy within the stated time (90 Days). The proposal should include a Table of Inputs with team members identified which team member will perform each activity and also their experience. A program of activities showing a completion date should be included. A part of the response information on similar projects completed in the last 5 years should be included. A copy of perspective consultant business license should also be submitted as part of the response.



Bids should be returned before **December 06<sup>th</sup> 2024**. Bids submitted after this date may not be considered. Submissions may be made by email to Mr. Delton Jones, Director of Port at email: [djones@ports.tc](mailto:djones@ports.tc).

Queries before submission of bids should be addressed to, Ports Engineer at email: [DSimons@ports.tc](mailto:DSimons@ports.tc).

### **Contact Information**

Mr. Dwayne Simons  
Port Engineering Manager  
Ports Authority, Turks & Caicos Islands  
South Dock, Grand Turk  
Phone: 649-333-4576  
Email: [dsimons@ports.tc](mailto:dsimons@ports.tc)

**This RFQ is being posted at [www.portstci.com](http://www.portstci.com), Ports Authority FB Page,**

Bidders Quotation should be valid for a period of **not less than 90** calendar days

### **EVALUATION**

Consideration will be given not only to the price submitted but also to the reassurance that the program will be completed in the time frame specified and to the team presented for the execution of the Consultancy.

Evaluation will take place immediately on receipt of the bid with the Consultant with the highest score being awarded the Assignment.

### **Submission of Quotations**

Quotations should be submitted by 12:00, **December 06<sup>th</sup> 2024** via email or dropped off at the office at the Port office in South Caicos in a seal envelope marked as follows:

**“REHABILITATION AND EXPANSION TO SOUTH CAICOS PORT OFFICE BUILDING”**

Addressed to:  
Delton Jones  
Director of Ports  
Ports Authority of Turks & Caicos Islands  
South Dock, Grand Turk  
Phone: 333 -5304  
Email: [djones@ports.tc](mailto:djones@ports.tc)



@ports.tc