

## REQUEST FOR PROPOSALS/QUOTATIONS

FOR

A CONSULTANCY TO PROVIDE DESIGNS, COSTS AND TECHNICAL DOCUMENTATION

SUITABLE TO TENDER FOR

### Phase 1 PLS Security Guard House

#### 1. BRIEF BACKGROUND

The Ports Authority of the Turks and Caicos Islands (PATCI) has general management and control of ports. This includes implementing capital projects to the development 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.

#### SCOPE OF SERVICES

Consultancy services to develop detailed designs and cost estimate / bill of quantities for Phase 1 PLS Security Guard House including Construction, Structural, MEP and Architectural drawings for the submission to Planning Department to secure a Building Permit. Additional information is shown in the Masterplan, which is located on the Ports Authority's website, [www.ports.tc](http://www.ports.tc) under the heading Opportunities -RFQ for Phase 2 PLS Security Guard House.

The designs will be to TCI Building Codes. A construction methodology statement outlining work schedule and timelines, specifications, cash flow requirements, manpower and plant and equipment required to undertake construction of the Works should also 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. This should include a plan of work with indicative deadlines for completion of the sub-projects and how approach to seeking Planning approvals. A Construction methodology will be provided for anything that is unusual or complicated.



## 2. OUTPUT/DELIVERABLES

The requirement is for a full set of design drawings for all sub-projects, 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").

This phase consists of design the second floor of the existing Security Guardhouse which measures 36' X 20'. The structure was built using reinforced concrete and blocks. The Design must include the following: Harbour Master Office (overlooking pier), Aids to Navigation Office, Dock Master Office, Bathroom Facility, Kitchen/Kitchenette and Storage Room. This design should complement the existing building both structurally and aesthetically.

### Design Layout Must Include:

- **Access/Stairwell**
- **Harbour Master Office** (Located at the end overlooking the pier, this office will have large windows for optimal visibility.)
- **Aids to Navigation Office**
- **Dock Master Office**
- **Bathroom Facility**
- **Kitchenette**
- **Storage Room**

**Additional Considerations: Windows, Doors, Flooring, Lighting, HVAC, Communication, Security System**

## 3. 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 August 2024.

The consultant/ architect will present an initial design concept to Ports Authority for sign-off before proceeding to finalize the design and costs. The Ports Authority will sign-off on final designs and costs estimate/ bill of quantities before the application for detailed Planning permission is filed. Tendering project will take place as soon as planning permission is received. The goal is to go to tender in early October 2024.

The Ports Authority would prepare the tender document with the support of the framework contractor. 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 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.

**4. TEAM**

- A. Project Leader with at least 5 years’ Engineering/Architectural/Building Design in the Turks and Caicos or similar islands. The Project Leader should be Professional Qualified.
- 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.

It is expected that the time input would be no more than 35 man-days.

**5. 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 (see example below). The Consultant’s rate should include all expenses and overheads. The Consultants bid should include an estimate of reimbursable expenses.

Sample Table of Inputs:

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						
	Boat fares North Caicos			\$50.00	2	\$100
					Grand Total	\$x,xxx



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.

## 6. SUBMISSION

The tender will be evaluated according to section 9 below therefore the Consultant should supply clear information on these matters to enable fair evaluation. Bidders will be expected to submit the Table of Inputs with team members identified and a short methodology detailing how they intend to carry out the assignment identifying which team member will perform each activity and a program of activities showing a completion date. A part of the response should send information on similar project completed in the last 5 years. A copy of perspective consultant business license should also be submitted as part of the response.

Bids should be returned on or before **4:30pm, Wednesday 14, August, 2024**. Bids submitted after this date may not be considered.

**Prospective bidders should contact the Project Manager Mr. Lynco Williams (649-332-3189) to arrange a site visit of the proposed project area or to obtain information to support their submission.**

Submissions may be made by email to Lynco Williams ([lwilliams@ports.tc](mailto:lwilliams@ports.tc)) copied Mr. Delton Jones ([djones@portstci.com](mailto:djones@portstci.com)) or submitted to any office of the Ports Authority.

Submission may be clearly marked as follow:

**“PHASE 1 PLS SECURITY GUARD HOUSE”**



@ports.tc

## 7. EVALUATION

This is a mini-tender issued under the Capital Works Framework Contracts procedures and will be open to all bidders so identified by PWD. The bids would be evaluated based on the following criteria:

Qualification and Experience with similar projects	- 20%
Methodology	- 30%
Time to complete the deliverable	- 20%
Cost and fee proposal	- 30%

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

## 8. CONTRACT

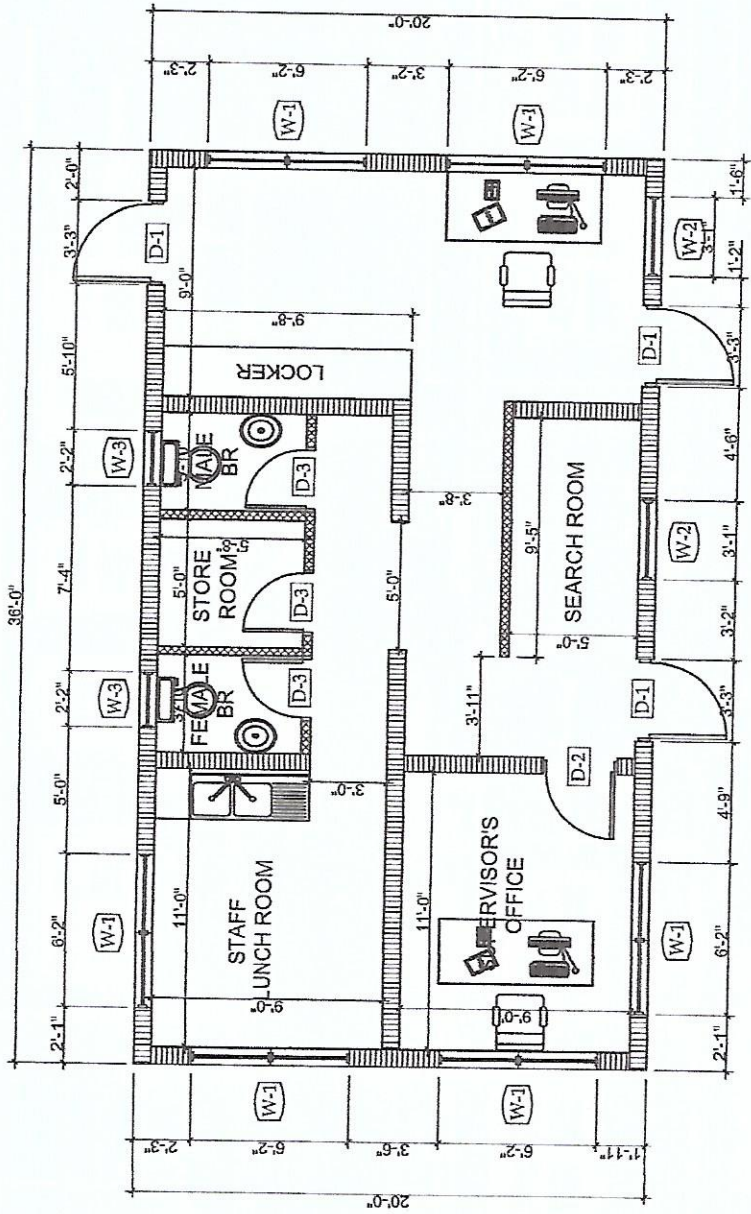
The Consultant will be given enter into a small contract with the Ports Authority to carryout the assignment.







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FLOOR PLAN  
Scale 1/8" = 1'-0"

ROOM NO.	ROOM		FRAME		RECEPTION	QTY	REMARKS	REVISIONS		DATE
	NO.	DESCRIPTION	MATERIAL	FINISH				NO.	DESCRIPTION	
101	1	STAFF LUNCH ROOM	WOOD	PAINT	3	REVISIONS	1	1	1	1
102	1	FEMALE BR	WOOD	PAINT	3	REVISIONS	1	1	1	1
103	1	MALE BR	WOOD	PAINT	3	REVISIONS	1	1	1	1
104	1	STORE ROOM	WOOD	PAINT	3	REVISIONS	1	1	1	1
105	1	LOCKER	WOOD	PAINT	3	REVISIONS	1	1	1	1
106	1	SUPERVISOR'S OFFICE	WOOD	PAINT	3	REVISIONS	1	1	1	1
107	1	SEARCH ROOM	WOOD	PAINT	3	REVISIONS	1	1	1	1

NO.	REVISIONS	DATE

**PWD**  
PUBLIC WORKS DEPARTMENT  
1200 PARK ROAD, S.W.

PORT AUTHORITY  
GATE HOUSE, SOUTH  
DOCK,  
PROVIDENTIAL, N.J.

FLOOR PLAN

SHEET  
1