



SELECTION OF CONTRACTORS

REQUEST FOR PROPOSALS

RFP No.: *[RBJ/AASPA/001]*

Selection of Contractor Services for:
[Design Build & Finance Repairs of the Road Bay Jetty]

Client: *[Anguilla Air & Sea Port Authority]*

Country: *[Anguilla]*

Project: *[Repairs of Road Bay Jetty]*

Issued on: 9th February 2016

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APPENDICES TO THE INSTRUCTIONS TO CONTRACTORS

Appendix A: Report titled Road Bay Jetty Inspection

Appendix B: Site Plan

Appendix C: Technical Proposal Submission Forms

- I. Form Tech 1 - Technical Proposal Submission Letter
- II. Form Tech 2 - Name and Registration of Firm
- III. Form Tech 3 - Experience of Firm
- IV. Form Tech 4 – Financial Capacity of Firm
- V. Form Tech 5 – Approach and Methodology
- VI. Form Tech 6 – Key Experts Experience and Qualifications

Appendix D: Financial Proposal Submission Form

- I. Form Fin 1 - Financial Proposal Submission Letter

Appendix E: Submission Check List



**Anguilla Air and Sea Ports Authority
Clayton J. Lloyd International Airport, Wallblake
P.O. Box 1382, The Valley
ANGUILLA**

**REQUEST FOR PROPOSAL
FOR THE REPAIR OF THE ROAD BAY JETTY**

1 INTRODUCTION

The Anguilla Air and Seaports Authority (herein after referred to as AASPA), the owner and operator of the Road Bay Jetty, in association with the Ministry of Infrastructure Communications Utilities and Housing, (Government of Anguilla) is seeking proposals from interested and qualified companies which have the capability to provide design, repair and financing services in the rehabilitation of the Road Bay Jetty.

1.1 PROJECT OVERVIEW

AASPA is embarking on a programme of Port Development. The most critical aspect is the rehabilitation of Road Bay Jetty which is in urgent need of repair. As Anguilla's sole cargo jetty, it is an important asset to the economy and provides significant revenues. The repair will ensure continued trade and investment for commercial enterprise which is essential for Anguilla's growth.

AASPA is interested in contracting a firm that can provide Design, Build and Finance services in the repair of the Road Bay Jetty (herein after referred to as "Repairs of the Road Bay Jetty"). The repairs under this project are to be executed safely and diligently to prevent collapse of the jetty and extend its useful life. The proposed method of repair should take into consideration that AASPA requires minimum disruption to its operations in the execution of the contract, that is, vessels should be allowed to berth and off load cargo. Normal operational hours at the port are Monday to Friday 8.00am to 4.00pm, Saturdays 8.00am to 12.00pm and on Sunday the port is closed.

The services to be provided under the Project shall include structural assessments to determine the extent of the damage and residual service life of the structure after repairs have been completed. The assessment is required to report safe imposed loads and any additional structural improvements that will contribute to the service life of the jetty. The design a solution for construction/repair works entailing but not limited to a swift and diligent repair of corrosion and impact damage to a reinforced concrete structure suspended on steel cased reinforced concrete piles. A solution is also required to address spalling concrete to soffit and slab.

A report which provides a comprehensive project description and crucial information including surveys, drawings and photographs of defect areas is attached to aid the proposer. (see appendix A) A site plan highlighting contractor's facilities set down area and port entrance is also attached. (See Appendix B) AASPA with the assistance of the Government of Anguilla will apply EC\$3,000,000 to the implementation of the Design, Build and Finance Contract.

2 QUALIFIED FIRM

A qualified firm is a registered company, business or joint venture experienced in the design, construction, rehabilitation and/or repair of marine infrastructure. AASPA is requiring that the firm has at least 10 years' experience in undertaking similar projects.

3 REQUIRED CAPACITY

The firm must have demonstrated technical and managerial capacity to provide services that include, but are not limited to, design, procurement, project management, construction, repair and financing of infrastructural projects.

4 OUTLINE OF CONTRACT TERMS AND CONDITIONS

1. The duration of the contract to complete all repairs shall be 2 months to end by the 30th June 2016. All efforts should be made to achieve this timeline.
2. Proposals must illustrate a schedule of works to execute repairs on or before said date.
3. Proposals must have a carefully considered methodology to execute the repair.
4. **Description of Services –**
 - A. Structural assessment,
 - B. Design and construction of a solution,
 - C. Supply of all plant, equipment, labour and materials.
 - D. Financing of repair works
5. **Insurance Requirement-** Prior to the commencement of work the Contractor must provide evidence of Insurance for all phases and duration of the project.
6. **Bonding Requirements –** subject to negotiation.

5 PROCUREMENT PROCESS

AASPA expects that the process will follow the schedule below:

Issue of RFPs	9 th February 2016
Deadline for Submission of Proposals	29 th February 2016
Completion of Negotiations	31 st March 2016
End of Mobilisation/Commencement of works	18 th April 2016
Expected Completion Date	30 th June 2016

5.1 PROPOSAL REQUIREMENTS

Invited firms are required to submit one technical and one financial proposal in accordance with the request for proposal submission forms. Companies may associate with other firms in the form of joint ventures or subcontract to enhance their qualifications, or to ensure the project is executed to required standards. The contractor (including the individual members of any joint venture) shall submit only one proposal in either its own name or as part of joint venture in another proposal. All information must be submitted in English.

5.1.1 Technical Proposal

Respondents are required to state their approach to the proposed repair work. It is important that respondents suggest innovative engineering, financial and operational solutions that will deliver value for money. The technical proposal shall be prepared using the submission forms provided in Appendix C titled "technical proposal forms". The technical proposal submission shall include the following:

1. A cover letter as per attached template
2. Details of core business and years in business of the company
3. Details of joint venture as applicable
4. Technical and managerial capabilities of the company
5. Qualifications of key experts
6. Experience on similar assignments in the past ten (10) years of company
7. Technical Approach and Methodology including schedule of works (work plan)
8. Financial capability of firm including annual turnover for last five years
9. At least 2 reference letters from clients served in a similar area.

NB Failure to complete and sign the Technical Proposal Cover Letter will result in disqualification.

5.1.2 Financial Proposal

The financial proposal shall be prepared using the submission forms provided in Appendix D titled "financial proposal forms". The financial proposal submission shall include the following:

1. A financial cover letter as per attached template.
2. A proposed schedule of payments under the financing framework.
3. A proposed fee structure for the work to be performed including costs from all subcontractors
4. A Bill of Quantities

NB Failure to complete and sign the Financial Proposal Cover Letter will result in disqualification.

6 SUBMISSION SEALING AND MARKING OF PROPOSALS

The original and two copies of the Technical Proposal shall be placed inside a sealed envelope clearly marked "**Technical Proposal**", "[**Repairs of Road Bay Jetty**]", referenced "**RBJ/AASPA/001**", name and address of the contractor, and with a warning "**Do Not Open –Until [1st March @ 900 hours]**".

Similarly, the original and two copies of the Financial Proposal shall be placed inside a sealed envelope clearly marked "**Financial Proposal**", "[**Repairs of Road Bay Jetty**]", reference number "**RBJ/AASPA/001**", name and address of the contractor, and with a warning "**Do Not Open With The Technical Proposal**".

NB Originals shall be clearly marked as “originals” and each copy clearly marked as “copy”. If there is any ambiguity between the “original” and the “copy” the “original” will take precedence.

The sealed envelopes containing the Technical and Financial proposals shall be placed into one, outer envelope and sealed. This outer envelope shall bear the submission address as cited below, RFP reference number, “**RBJ/AASPA/001**”, the name of the assignment, “**Design, Build & Finance Repairs of the Road Bay Jetty**”, Contractor’s name and address and shall be clearly marked “**Do Not Open Before [1st March @ 900 hours]**”. Please post to address below.

Chief Executive Officer
Anguilla Air & Sea Port Authority
Clayton J.Lloyd International Airport, Wallblake
P.O.Box 1382, The Valley
Anguilla AI-2640 B.W.I.

Tel: (1264) 497-3510
Fax: (1264) 497-5928

NB If the envelopes and packages with the Proposal are not sealed and marked as required, AASPA will assume no responsibility for the misplacement, loss or premature opening of the Proposal.

Clarifications or questions regarding the provision of services can be forwarded to the Chief Executive Officer via email address: Vanroy.Hodge@gov.ai. The closing date for submission of clarification or questions is February 19, 2016 1600 hours ECT.

7 OPENING OF PROPOSALS

Proposals that meet the deadline will be opened on Tuesday, 1 March 2016 900 hours ECT at the address indicated for submission. The opening of the Technical Proposal shall be conducted by the Road Bay Jetty committee in the presence of the Contractors authorized representative should they choose to attend. The envelope containing the Financial Proposal shall remain sealed and securely stored. Financial Proposals relating to the Technical Proposal will only be opened if the Technical Proposal achieved the minimal technical score. At the opening of the Technical Proposals the following shall be read out:

- a. The name of the Contractor or in the case of a joint venture, the name of the joint venture, the lead member and the names of all the members.
- b. The presence or absence of a sealed envelope with the Financial Proposal.
- c. Modifications to the proposal submitted prior to the proposal submission date.

7.1 CONFIDENTIALITY

Contractors shall not contact the Road Bay Jetty Committee in relation to their Technical or Financial Proposal or any other matter from the date agreed for opening of proposals until the publication of a Contract Award. Any contact made by a contractor or person acting on their behalf will be seen as an attempt to influence the Road Bay Jetty Committee for their benefit. Such an attempt may result in the rejection of the respective proposal. Information relating to the evaluation of Proposal and Contract

Award will not be disclosed to the Contractor or any person acting on their behalf until the publication of the Contract.

8 EVALUATION & SELECTION CRITERIA - TECHNICAL

The Road Bay Jetty Committee shall evaluate the Technical Proposals, individually on the basis of their responsiveness to the criteria. A proposal shall be rejected at this stage if it does not respond to the important aspects of the assignment or if it fails to achieve the minimum technical score indicated in the following evaluation criteria. Each criteria has been designated a weighting below which sums to a combined weighting of 100. The Financial Proposal will only be evaluated for those proposals that pass the minimum technical score.

8.1 EVALUATION OF TECHNICAL PROPSAL

The minimum technical score required to pass is 80. Technical Proposal Standard Forms are attached in Appendix C. Evaluation of the Technical Proposals will be made in accordance with the following criteria:

Qualification of Key Experts & Technical Managerial Capacity of the Company (30 points)

The proposal must identify and demonstrate the qualifications & experience of the Team Leader and supporting key experts. Key experts include those individuals who will oversee the technical professional, managerial and support functions and/or assume responsibility for assuring the quality of the contractors work. The availability and degree of commitment of personnel with technical expertise needs to be illustrated by the number of hours proposed for key experts who will perform the work. The minimum number of key experts, inclusive of a Team Leader required for this assignment is three(3). Technical Proposal Standard Forms to be completed for this criterion are Form Tech 6a, 6b and 6c of Appendix C

Key experts qualification and competence for the assignment will be weighted as follows:

- Position Team Leader – (10 points)
- Position Key Expert 2 – (10 points)
- Position Key Expert 3 – (10 points)

Experience on similar assignments of company in past 10 years (30 points)

The proposal shall indicate the competency and experience of the firm to execute the assignment by illustrating projects of a similar nature completed in the past 10 years. For this section the proposal shall give a brief project description, project completion date, role played, project value and client. Two referenced letters on assignments in a similar environment will also be utilized in this criterion. Technical Proposal Standard Form to be completed for this criterion is Form Tech 3 of Appendix C

Experience on similar assignments of company in past 10 years will be weighted as follows:

- 3 or more assignments in past ten years with a value \geq , US\$100,000 (20 points) or
- Less than 3 assignments in past ten Years with a value \geq , US\$100,000 (15 points)
- Two referenced letters –(10 points)

Technical Approach and Methodology including schedule of works (work plan). (40 points)

This portion of the proposal should demonstrate an understanding of the assignment to be undertaken. The proposal will be evaluated on the adequacy and effectiveness of the described technical approach. A well designed technical proposal should entail management plans, sketches, technical drawings, charts and graphs to support the description of the solution. Quality control procedures and internationally recognized approved quality standards should be clearly stated. The proposal must indicate a clearly developed schedule of works with tasks and dependencies geared towards a completion date of June 30th 2016. The technical approach should illustrate innovative, sustainable and commercially viable solutions. It should also include the approach to the execution of the assignment on a live site while ensuring safety to workers and visitors. The method of repair should be sustainable during and after construction and consideration given to reduce the impact on the environment. Technical Proposal Standard Forms to be completed for this criterion is Form Tech 5a, 5B, 5c and 5d of Appendix C.

Technical Approach and Methodology including schedule of works will be weighted as follows:

- Methodology - explain understanding of the objectives of the assignment as outlined, the technical approach and the methodology that would be adopted for delivery of output(s), and the degree of detail of such output. (20points)
- Work Plan - outline the plan for the implementation of the main activities/tasks of the assignment, their content and duration, phasing and interrelations, milestones including interim approvals by the Client, and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the assignment and ability to translate into a feasible working plan. A list of the final documents including reports to be delivered as final output(s) should be included. The work plan should be consistent with the Work Schedule Form. (15 points)
- Proposed management structure to execute project (5points)

NB The technical proposal should not contain any information regarding costs.

9 EVALUATION & SELECTION CRITERIA - FINANCIAL

Once the Proposer has assured the AASPA that it has sufficient financial resources and has passed the technical evaluation, a Financial Proposal is required to determine which proposal provides the best overall value and is financially advantageous for the AASPA. A Financial Proposal Standard Form is attached in appendix D. All submissions should be in Eastern Caribbean Dollars (XCD). The required documents the Proposer must submit for evaluation shall include, but may not be limited to the following:

- a. Financial Proposal Standard Form Letter
- b. Project Financial Plan, including at a minimum:
 1. A narrative describing all financial elements to finance the project as proposed.
 2. Provision for total projected costs that equal the price proposal amount.

3. A proposed fee structure for the work to be performed including costs from all subcontractors, remuneration of key experts and reimbursable expenses.
4. Project sources of funds.
5. A proposed repayment plan inclusive of interest over a period of years on the price proposal amount.

NB There is only one financial submission form attached in appendix D however respondents are required to provide the following information in points 1 to 5 above in their chosen format. All payments to the Contractor will be made in Eastern Caribbean Dollars.

9.1 EVALUATION OF FINANCIAL PROPOSAL

Evaluation of the Financial Proposals will be made in accordance with the following criteria:

The formula for determining the financial scores is the following: [Either $Sf = 100 \times Fm/F$, in which Sf is the financial score, Fm is the lowest price and F the price of the proposal under consideration, or another proportional linear formula].

9.2 QUALITY COST BASED SELECTION (QCBS)

In case of QCBS, the lowest Financial Proposal (Fm) shall be given a financial score (Sf) of 100 points. The financial scores (Sf) of the other Financial Proposals shall be computed as indicated in paragraph immediately above. Proposals shall be ranked according to their combined technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal. (T + P = 1)

The weights given to the Technical and Financial Proposals are:

T= 60%

P=40%

The Contractor achieving the highest combined technical and financial score shall be invited for negotiations. The Contractor achieving the second highest score shall be held in reserve.

10 NEGOTIATIONS

The Road Bay Jetty Committee will entertain negotiations with the first ranked Contractor who would have met the criteria of the Technical & Financial Proposals combined. The Contractor's authorized representative with a written power of attorney shall be available on Monday, 7 March 2016, 900hrs at the head office of the AASPA to discuss & negotiate the terms of reference, proposed methodology, Client's inputs, special conditions of the contract, finalize "Description of Services" as indicated in the "Outline of Contract Terms and Conditions" heading and financial conditions.

10.1 CONCLUSION OF NEGOTIATION

Negotiations will conclude with a review of the finalized draft contract which shall then be initialed by the authorized representative of The Road Bay Jetty Committee and the Contractor's authorized representative. In the event that an agreement cannot be reached, the Road bay Jetty Committee shall inform the Contractor in writing of all the pending issues and disagreements and provide a final

opportunity for the Contractor to negotiate. If a disagreement still persists, the Road Bay Jetty Committee shall cease negotiations and inform the Contractor in writing of the reason for doing so. The Road Bay Jetty Committee will then invite the second ranked Contractor to negotiate a contract. Once negotiations have commenced with the second ranked Contractor the Road Bay Jetty Committee will not reopen earlier negotiations. It is anticipated that negotiations will conclude by the March 31st 2016 and a contract subsequently awarded.

11 CONTRACT AWARD

The Contractor that has successfully completed negotiations with The Road Bay Jetty Committee shall be recommended to the Board of Directors of AASPA. Following the recommendation, a determination for Award will then be made by the Anguilla Air & Seaport Authority.

A contract will be made binding with the signatures of the Chief Executive Officer of AASPA and the authorized representative of the Contractor. After signing, the Contractor shall commence mobilization of all plant, equipment and personnel with immediate effect to commence work on April 18th 2016. The Contract Award will then be published in the local newspaper and a prompt notice issued to unsuccessful Contractors.

12 PROJECT COMPLETION

The Handover of site to AASPA shall take place once the Road Bay Jetty Committee has confirmed that the works defined in the assignment are complete. The Handover shall take place during a handover meeting following a site inspection at the Road Bay conference room on June 30th 2016. The Contractor will be responsible for setting a time to convene the meeting and compile the following documents in a report for Handover. The Handover documents include but may not be limited to the following:

1. A narrative on the project to include, service life of the Structure and recommended maximum imposed loads for continued operation.
2. Structural assessment report, surveys , as-built drawings and results of any tests carried out.
3. Operation & Maintenance guide.
4. A defects reporting procedure to be agreed.

13 SUBMISSION CHECKLIST

See Submission Checklist form within the Appendix E.