



REQUEST FOR PROPOSAL (RFP) FOR BVIPA GENERAL CARGO WAREHOUSE BUILDING

Specification No. BVIPARFP2025/01

Required for use by:

BRITISH VIRGIN ISLANDS PORTS AUTHORITY

All Qualifications and other communications must be addressed and returned to: AKEEM PICKERING, Managing Director, Email: apickering@bviports.org

British Virgin Islands Ports Authority, #2 Port Purcell, Tortola, British Virgin Islands Tel: 284-494-3435

PROPOSALS MUST BE RECEIVED NO LATER THAN 4:00 PM, ATLANTIC STANDARD TIME,

ON 24 April 2025.

Table of Contents

1. DEFINITIONS
2. GENERAL INVITATION
 - PURPOSE OF THE REQUEST FOR PROPOSAL
 - TERMS OF PROPOSAL REQUEST
 - PROJECT DESCRIPTION/SCOPE OF SERVICES
 - PRELIMINARY SCHEDULE AND PHASING
 - CONTRACTOR AGREEMENT
 - DOCUMENT LIST
3. ACCESS TO THIS RFP
4. SUBMISSION OF PROPOSALS
5. EVALUATING PROPOSALS
6. ADDITIONAL DETAILS OF THE RFP PROCESS
 - ADDENDA
 - BVIPA’S RIGHT TO REJECT PROPOSALS
 - NO LIABILITY FOR COSTS
 - FALSE STATEMENTS
 - DISCLAIMER
7. CONSIDERATION OF PROPOSALS

REQUEST FOR PROPOSAL (“RFP”) for

Request for Proposal (RFP) for **Metal Building Supply for a General Cargo Warehouse** on Block 2938B parcel 77 Road Town Registration Section Specification No. BVIPA.

1. DEFINITIONS

“**BVIPA**” means the British Virgin Islands Ports Authority.

“**Contract**” or “**Agreement**” means a binding written agreement for the solicited Work and/or Services required by the BVIPA, including purchase orders, containing terms and obligations governing the relationship between the BVIPA and the Contractor.

“**Addendum**” means a revision of the RFP Documents issued by the **Managing Director** prior to the due date for submitting Proposals.

“**Contractor**” means the Proposer or Respondent that receives an award of Contract or Agreement from the BVIPA as a result of this Solicitation.

“**Proposal**” means the documents timely remitted by Proposer or Respondent, in response to this Solicitation.

“**Proposer**” or “**Respondent**” means all Contractors, Consultants, Organizations, or other entities submitting a response to this RFP.

“**Project Description**” or “**Scope of Services**” means section 2(B) of this Solicitation, which details the work to be performed by the Contractor or Consultant.

“**Solicitation**” means this Request for Proposal (RFP) document, and all associated addenda and attachments.

The Works including all other labour, materials, equipment and services provided or to be provided by the Supplier in fulfilling its obligations to the BVIPA, as more specifically detailed in the Scope of Services.

2. GENERAL INVITATION

Purpose of the Request for Proposal

The British Virgin Islands Ports Authority (hereafter abbreviated as “BVIPA” was established by the British Virgin Islands Ports Authority Act, No. 12 of 1990 (the Act), as a separate corporate entity, solely owned by the Government of the Virgin Islands. Prior to the establishment of the Authority, most of its functions were carried out by the Ports and Marine Services Department of the Government. The Authority began its operations under the Act in January 1991.

“To provide superior quality seaport facilities and services, in an environment characterized by employee growth and development, cutting edge technology and teamwork for the betterment of the BVI.” its mandate, the BVIPA is desirous of providing improved access to the main port of entry and improve the traffic in and out of the port.

The BVIPA is therefore soliciting proposals from qualified suppliers to explore the option of supplying a metal steel frame building measuring 202ft long, 83ft wide 1 story warehouse building to use as the BVIPA

prime goods storage facility. A description of the project and a list of the requested scope of services are summarized in this RFP.

The project and proposal information are delineated below in the following sections:

- A. Terms of the Proposal Request
- B. Project Description
- C. Preliminary Scheduling and Phasing
- D. Contractor Agreement
- E. Document List
- F. Outline of Proposal

A. TERMS OF PROPOSAL REQUEST

Before submitting a response to this RFP, each prospective firm shall carefully read and examine all of the documents associated with this RFP and visit the project site. Each prospective metal building contractor is expected to fully inform themselves as to all existing conditions and limitations under which work is to be performed prior to responding. The submission of a response to this RFP will be construed as confirmation that the prospective contractor has made such an examination. Please note that proposals that are not responsive to all sections of the RFP requirements will not be taken into consideration. By submitting a proposal, the prospective contractor confirms that:

1. The prospective contractor has reviewed and understands the requirements of the RFP and has confirmed their proposal is in accordance with such requirements.
2. The prospective contractor has visited the site, become familiar with existing site and local conditions, and has correlated site observations with the requirements of the RFP.
3. The response to the RFP is based upon personnel and any systems, materials, and equipment as required by the RFP.
4. The prospective contractor has reviewed the baseline scope of work including, but not limited to, that which can be reasonably inferred from the RFP conceptual design documents, project description, existing site and local conditions, and any other supplemental information provided by the BVIPA during the RFP period, etc.
5. The prospective contractor understands that the project scope, budget, and schedule may be modified to add or delete work scope.

The BVIPA will not issue documents or respond to inquiries related to the RFP to any other entities other than the one named as a prospective contractor or their metal building supplier. Prospective contractors shall promptly notify the BVIPA of any ambiguity, inconsistency, or error which they may discover upon examination of this RFP.

The BVIPA shall hire an external Project Manager to represent them on this project. The Project Manager will handle the everyday management of the project with assistance from BVIPA staff.

Requests for clarification or information shall be directed in writing to The Project Manager to an email to be provided, with a copy to the BVIPA Managing Director Akeem Pickering at apickering@bviports.org. The Project Manager will issue a written response by email to all prospective contractors within three business days of receipt of request for clarification or information. Note that requests for information or clarification will not be accepted later than 5pm on 31 March 2025.

B. PROJECT DESCRIPTION

The project program and scope currently include the following key elements:

1. Metal building contractor's scope:
 - 1.1 Open space for cargo and a mezzanine 16000 SF. Sample drawing provided.
 - 1.2 Space for restrooms, break rooms & individual offices.
 - 1.3 Conformance to BVI Town and Country Planning Department guidelines and Building Authority guidelines.
 - 1.4 Aesthetically pleasing metal wall (textured) and roof panels, preferably using insulated panels or otherwise including insulation as detailed in the performance specifications.
 - 1.5 Basic Wind Speed 200MPH Importance Factor $I_w = 1.0$ Wind Exposure: C Seismic importance Factor: 1.0 Mapped Spectral Structural Response Acceleration: 1.242 Site Class: C Seismic Design Category: D 2021 International Building Code
 - 1.6 Wall R-Value: 21 minimum, Roof R-Value: 38 Minimum
2. Other Building Elements **Not** in metal building contractor's scope:

Building earthwork, concrete, windows, doors, flooring, drywall, bathrooms, plumbing, heating and electrical.
3. Tenant Improvements: Not in metal building contractor's scope: office partition walls, final electrical and a/c distribution.

C. PRELIMINARY SCHEDULE AND PHASING

Fabrication and Erection Phase 8 months after building is received

Construction will be organized under the Projects Manager. In addition to fabrication and erection, the metal building contractor will provide a representative to review onsite layouts of earthwork and concrete works. The estimate for this phase should include all costs anticipated including sales tax, crane services, general conditions and profit, etc. The successful contractor will be authorized at each stage to continue with work. It is not guaranteed that the project will continue through all phases.

D. CONTRACTOR AGREEMENT

1. Supply Services may subsequently be awarded at the sole discretion of the BVIPA based upon factors including, but not limited to budget alignment, market conditions, contractor performance, team compatibility, etc.

- 1.1 For the Supply phase, the plan is to utilize the “Standard Form of Agreement between Owner and Supplier, Projects Manager as Adviser.
- 1.2 **Quality Control** Describe your firm’s quality control programs that you plan on implementing on the project.
- 1.3 **Project Schedule** Provide a CPM schedule for your design, engineering, fabrication and erection work. The detailed schedule should be based on the preliminary timelines outlined in this RFP. Also include a description of your firm’s approach to scheduling and when and what action will be taken should any delays to the project schedule be incurred.
- 1.4 **Cost Control and Estimating** Provide an initial detailed estimate for the metal building including wall and roof panels, insulation and all other elements that are necessary to provide a complete shell. Describe the estimating and cost control approach that your firm uses. Also describe the level of estimating that you plan to use on the project and provide examples of estimates that your firm has recently prepared for similar projects. Regarding cost control, please provide examples of cost reports which will be used and how your firm controls costs.
- 1.5 **Fee Proposal** Please delineate the Fee Proposal with the following detail:
 1. Estimate of Fabrication Phase: \$_____
 2. Fee, insurance and general conditions basis for change orders: %
 3. Payment and performance bond: _____%

The ideal Responder would demonstrate expertise in several areas including:

There is no expressed or implied obligation for the BVIPA to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

The work contemplated is professional in nature. It is understood that the Respondent acting as an individual, partnership, corporation or other legal entity, is of professional status, licensed for all applicable professional discipline(s) requiring licensing and will be governed by professional ethics in its relationship to the BVIPA. It is also understood that all reports, information, or data prepared or assembled by the Respondent under a contract awarded pursuant to this RFP are confidential in nature and will not be made available to any individual or organization, except the BVIPA, without prior written approval from the BVIPA. Any contract resulting from this document will require the Respondent to execute a statement of confidentiality.

The Contractor shall be financially solvent and each of its members if a joint venture, its employees, agents or subcontractors of any tier shall be competent to perform the services required under this RFP document.

E. DOCUMENT LIST

The submitted written proposal must utilize the following format and content detail. Proposals shall be prepared so that responses are specifically identified in the same order as the requested information identified below. Failure to comply with the instructions of this RFP may be cause for rejection of the noncompliant proposal.

A.1 Cover Letter – (Mandatory)

Respondent must submit a cover letter signed by an authorized representative of the entity committing Respondent to provide the Services as described in this RFP in accordance with the terms and conditions of any contract awarded pursuant to the RFP process. The cover letter must:

1. Indicate the number of years the company has been in business and provide an overview of the experience and background of the company, and its key personnel committed to providing Services.
2. Identify the legal name of the company, its headquarters address, its principal place of business, its legal form (i.e., corporation, joint venture, limited liability company or partnership, etc.), and the names of its principals or partners.
3. Indicate the name, telephone number(s) and e-mail address of the principal contact for this submittal, oral presentation or negotiations.

A.2 Executive Summary

Respondent must provide an executive summary which explains its understanding of the BVIPA's intent and objectives and how their Proposal would achieve those objectives. The summary must discuss Respondent's strategy and methodology for successfully designing and handing over the BVIPA Cargo warehouse Building.

A.3 Company Profile Information

Respondent must provide a brief history and description of their firm's business organization and its performance experience. Within the profile, Respondent is required to include the location of offices and the number of employees and construction equipment either owned or available for hire by the company.

A.4 Professional Qualifications & Experience

Respondent must provide a summary of individuals who will be dedicated to the works. For each key person identified, Respondent must provide the following information:

- Summary of the key personnel who will be dedicated to the Services as proposed for the works.
- Key personnel areas of expertise and areas for prime responsibility for various aspects of the Works.
- Outside Consultants that will be retained for this project and percentage of work to be carried out by outside consultants.
- Resumes or corporate personnel profiles with past experience for each of the key personnel, including a description of their roles and responsibilities on recent projects of similar type, scope, and magnitude relating to the Scope of Works as described in this RFP.
- Short descriptions of three (3) recent projects of similar scope. • Include a list of three (3) references, including names of persons, with telephone and email addresses, the BVIPA may

contact in order to ascertain the quality of performance of recent construction for similarly sized works.

A.5 Cost Proposal/ Compensation of Schedule

Provide a workload cost breakdown based on the Scope of Work requirements for the works, showing the cost for each part of the scope of work and any additional costs.

Companies are required to furnish originals of the following:

- a) Certificates of Good Standing in respect of Social Security and all Taxes including Payroll Taxes, National Health Insurance and Property Taxes from:
 - (i) The Director of the Social Security Board;
 - (ii) The National Health Insurance Department; and
 - (iii) The Commissioner of Inland Revenue.
- b) Trade License (valid for 2025) (if Partnership or Sole Proprietorship);
- c) Certificate of Good Standing from the Registry of Corporate Affairs;

Note: The date of issue indicated on the above-mentioned certificates should be no earlier than one month prior to the date of submission.

- d) Perspective companies are also to supply the following:

Tender Security/Security Bond from a Bank or Insurance Company for a sum equivalent to one percent (1%) of the Contract Sum.

Failure on the part of companies/firms to enclose the supporting documentation as indicated above with their submittal will render the submittal non-responsive upon receipt.

3. ACCESS TO THIS RFP

All materials related to the RFP will be available via British Virgin Islands Ports Authority.

Respondents will be responsible for checking media outlets for Clarifications and/or Addenda, if any. Failure to obtain Clarifications and/or Addenda shall not relieve Respondent from being bound by any additional terms and conditions in the Clarifications and/or Addenda, or from considering additional information contained therein in preparing your response. Note, there may be multiple Clarifications and/or Addenda. Any harm to the Respondent resulting from such failure shall not be valid grounds for a protest against an award(s) made under the solicitation.

The BVIPA accepts no responsibility for the timely delivery of materials or for alerting Respondents on additional posting of information related to this RFP.

4. SUBMISSION OF PROPOSALS

Interested tenderers should submit one (1) original and two (2) copies of the tender. The original should be placed in a sealed envelope and marked “**Original**” and the additional copies placed in another sealed envelope and marked “**Copies**”. Both envelopes should then be placed in an outer envelope and marked “**Proposal for the General Cargo Warehouse Building Port Purcell site, Tortola, British Virgin Islands**” and addressed to:

The Managing Director
British Virgin Islands Ports Authority
Port Purcell
Tortola
British Virgin Islands

THE SEALED ENVELOPE CONTAINING THE PROPOSAL MUST HAVE THE FOLLOWING INFORMATION WRITTEN ON THE OUTSIDE OF THE ENVELOPE OR PACKAGE:

SEALED PROPOSALS-DO NOT OPEN RFP-001

(Name of Bidder)

(Mailing Address of Bidder)

(Telephone Number of Bidder)

(Fax Number of Bidder)

5. EVALUATING PROPOSALS

An Evaluation Committee, which will include representatives from the BVIPA and its Board of Directors will review and evaluate the Proposals, as described below.

The selection of a proposal will not be based solely on a monetary evaluation. There will also be an evaluation of each proposer’s understanding of the work required and approach to this project with considerable weight being given to experience in the areas required and the track record of the proposer.

Additionally, an independent checking of references may be used to assist in selecting the finalist(s). Finalists may be requested to make a presentation of their proposal to the BVIPA board. Contract negotiations will take place with the finalist.

Award will be made to the Firm offering the most advantageous proposal after consideration of all evaluation criteria set forth in this RFP. The BVIPA shall not be obligated to accept the lowest priced proposal but will make an award in the best interest of the BVIPA after all factors have been evaluated.

A Notification of Intent to Award may be sent to any Firm selected. Award is contingent upon the successful negotiation of final contract terms. Negotiations shall be confidential and not subject to disclosure to competing Firms unless an agreement is reached. If contract negotiations cannot be concluded successfully, the BVIPA Board may negotiate a contract with the next highest scoring Firm or withdraw the RFP.

The competitive selection evaluation criteria are as follows:

Evaluation Criteria Portion

| Evaluation Criteria | Portion |
|--|----------------|
| Understanding of the objectives in the RFP and the fabrication phase approach | 15% |
| Recent experience with projects of this size and scope for an agency of similar size. Reference information will be taken into consideration | 20% |
| Personnel assigned to the project and their experience with similar projects | 15% |
| Delivery time of warehouse structure | 20% |
| Cost Proposal | 30% |
| Total | 100% |

The Evaluation Committee will carefully evaluate all proposals received by calculating the evaluation points to rank and select a limited number of Respondents to present additional details via an on-site evaluation. The evaluation committee will select the capable Respondent for further negotiation pursuant to this Request for Proposal.

6. ADDITIONAL DETAILS OF THE RFP PROCESS

6.1 Addenda

If it becomes necessary to revise or expand upon any part of this RFP, an addendum will be sent (electronically or by mail) to all the prospective Respondents. A copy of addenda associated with this RFP specification number will also be sent to media in the British Virgin Islands. Each addendum is incorporated as part of the RFP documents, and the prospective Respondent should acknowledge receipt.

An addendum may include, but will not be limited to, the following:

1. Responses to questions and requests for clarification sent to the Managing Director – BVI Ports Authority; or 2.
2. Responses to questions and requests for clarification raised at the Pre-Submittal Conference.

6.2 BVIPA's Rights to Reject Proposals

The BVIPA reserves the right to reject any and all Proposals that do not conform to the requirements set forth in this RFP; or that do not contain at least the information required by this RFP.

6.3 No Liability for Costs

The **BVIPA** is not responsible for costs or damages incurred by Respondents in connection with the RFP process, including but not limited to costs associated with preparing the Proposal and/or participating in any conferences, oral presentations, or negotiations.

6.4 False Statements

(a) False Statements

Any person who knowingly makes a false statement of material fact to the BVIPA in violation of any statute, ordinance or regulation, or who knowingly falsifies any statement of material fact made in connection with an application, report, affidavit, oath, or attestation, including a statement of material fact made in connection with a bid, or proposal, is liable to the BVIPA for a civil penalty of not less than \$500.00 and not more than \$1,000.00, plus up to three times the amount of damages which the BVIPA sustains because of the person's violation of this section.

(b) Aiding and Abetting.

Any person who aids, abets, incites, colludes, compels or coerces the doing of any act prohibited shall be liable to the BVIPA for the same penalties for the violation.

6.5 DISCLAIMER

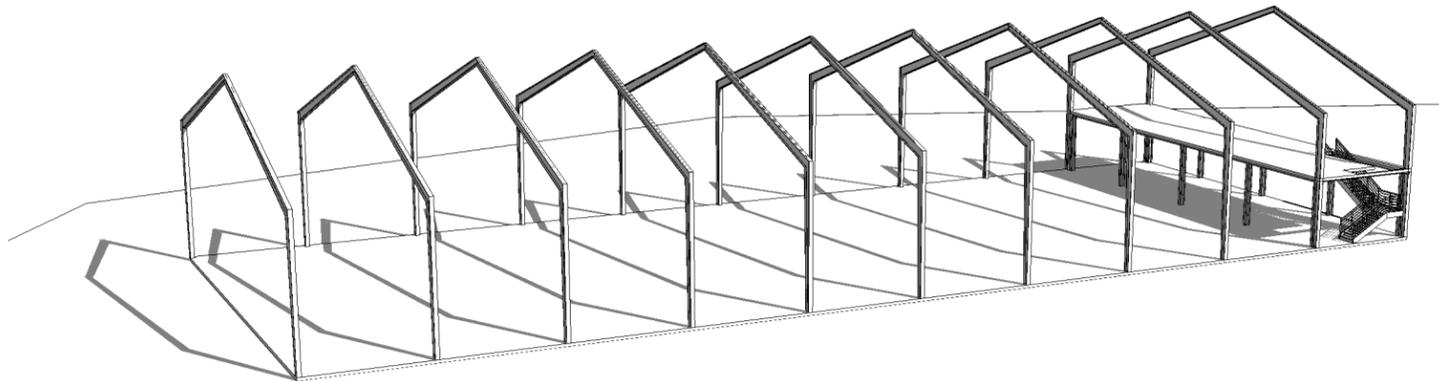
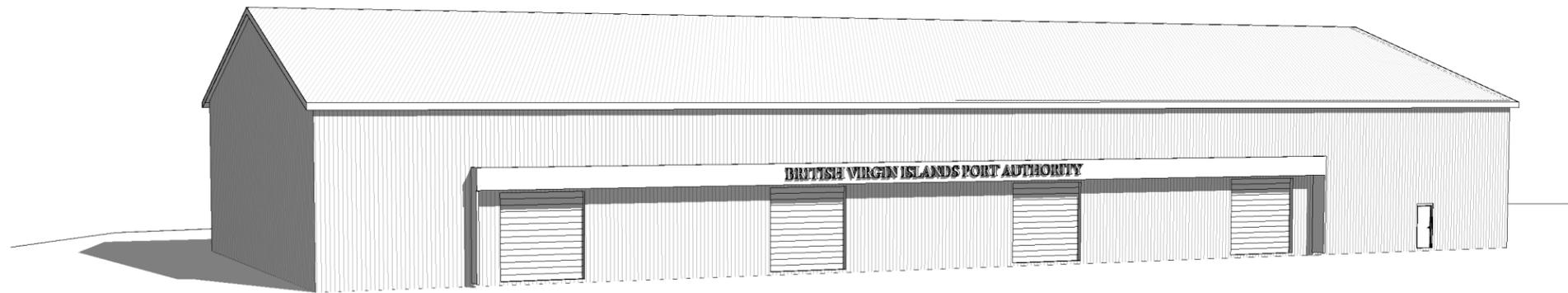
This **RFP** is a request for proposals only and not an offer document. Answers to this RFP must not be construed as acceptance of an offer or imply the existence of a contract between the parties. By submission of its proposal, Respondents shall be deemed to have satisfied themselves with and to have accepted all Terms & Conditions of this RFP. The BVIPA makes no representation, warranty, assurance, guarantee or endorsements to Respondent concerning the RFP, whether with regard to its accuracy, completeness or otherwise, and the BVIPA shall have no liability towards the Respondent or any other party in connection therewith.

Proposals delivered after the due date will not be considered and will be returned to the sender. Terms of the proposal shall be considered binding for a period of 90 days commencing with the proposal due date.

7. Consideration of Proposals: The proposals will be privately reviewed by the BVIPA with assistance from the Projects Manager and the Architect. The proposals will be kept confidential from the other prospective contractors. The BVIPA reserves the right to accept the proposal which is considered the most favorable to the interests of the Ports Authority and the project. The successful proposal may not

necessarily be the one with the lowest cost, although it will be a major factor. In addition, The BVIPA may, in their evaluation, subjectively rate past performance, references, project approach, team, company experience, reliability, safety record, financial strength, insurability, bonding capacity, claims history, present workload, and compatibility with the BVIPA /Projects Manager/Architect/Tenants in determining a final selection.

**PROPOSED BUILDING FOR BVI PORT AUTHORITY
ROAD TOWN ,TORTOLA
BRITISH VIRGIN ISLANDS**



1-CS

COVER SHEET



SSCATDRAFTING

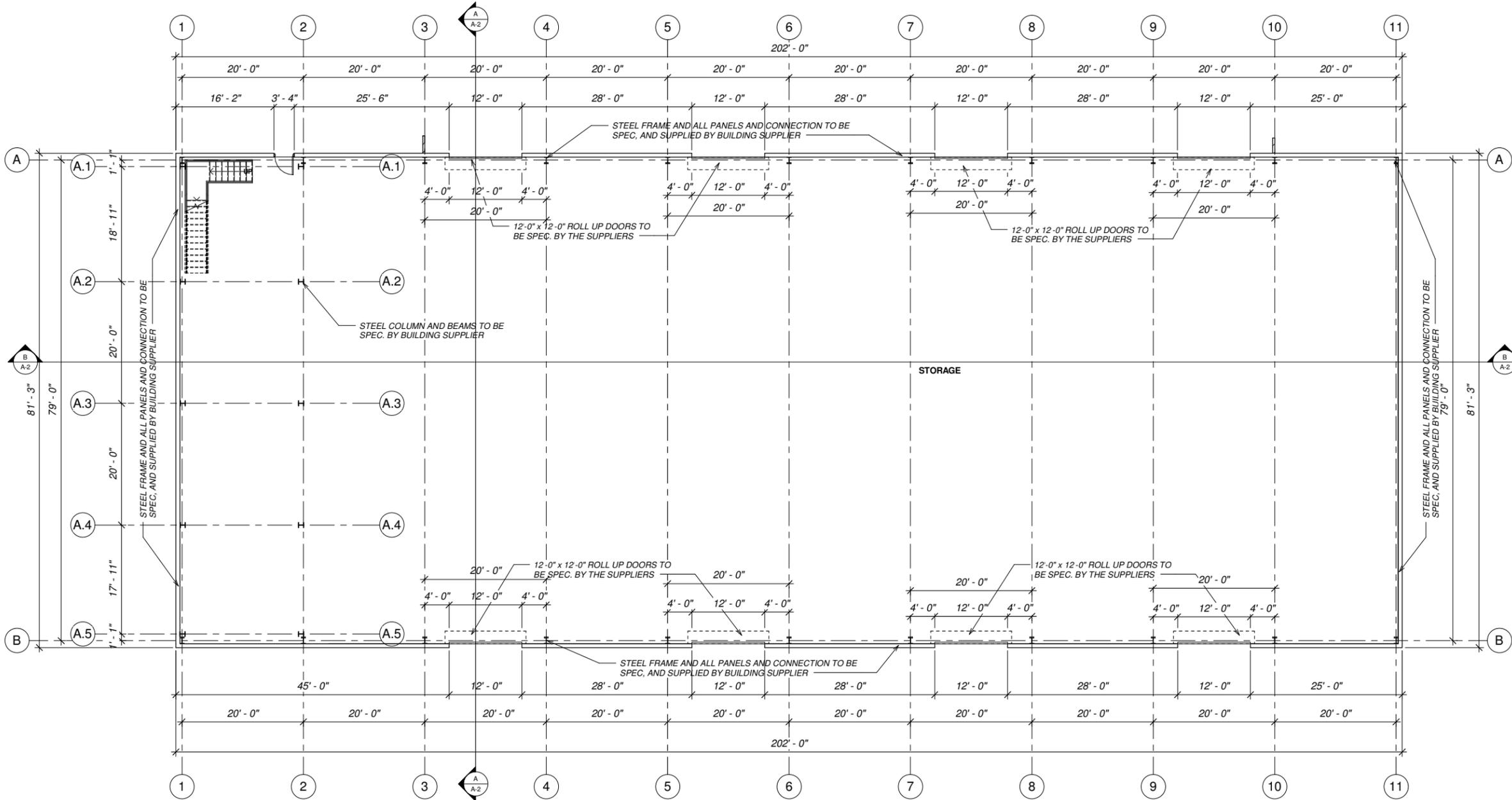
P.O. BOX 4361 ROAD TOWN

TORTOLA , BRITISH VIRGIN ISLANDS

TEL: 1-284-541-5702 EMAIL: SSCATDRAFTING@GMAIL.COM

PROPOSED BUILDING FOR BVI PORT AUTHORITY
ROAD TOWN ,TORTOLA
BRITISH VIRGIN ISLANDS

| FLOOR PLAN LEGEND | |
|-------------------|------------------------|
| | 5' GYPSUMBOARD WALL |
| | 8' CONCRETE BLOCK WALL |
| Room name | ROOM TAG |
| 101 | ROOM TAG |
| 150 SF | WINDOW TAG |
| 101 | DOOR TAG |
| ? | KEYNOTES |
| 11 | WALL TAG |
| | SPOT ELEVATION |



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

Job #
 KBG-002

Email:
 SSCATDRAFTING@GMAIL.COM



SSCATDRAFTING
 P.O. BOX 4361 ROAD TOWN
 TORTOLA, BRITISH VIRGIN ISLANDS
 TEL: 1-284-541-5702 EMAIL: SSCATDRAFTING@GMAIL.COM

GROUND FLOOR PLAN

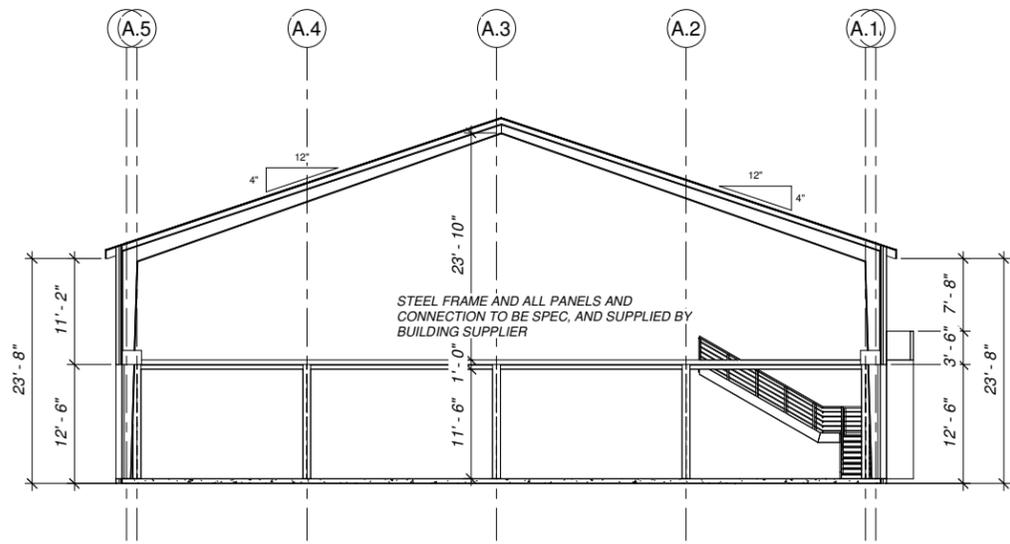
**PROPOSED BUILDING FOR
 BVI PORT AUTHORITY**

ROAD TOWN, TORTOLA
 BRITISH VIRGIN ISLANDS

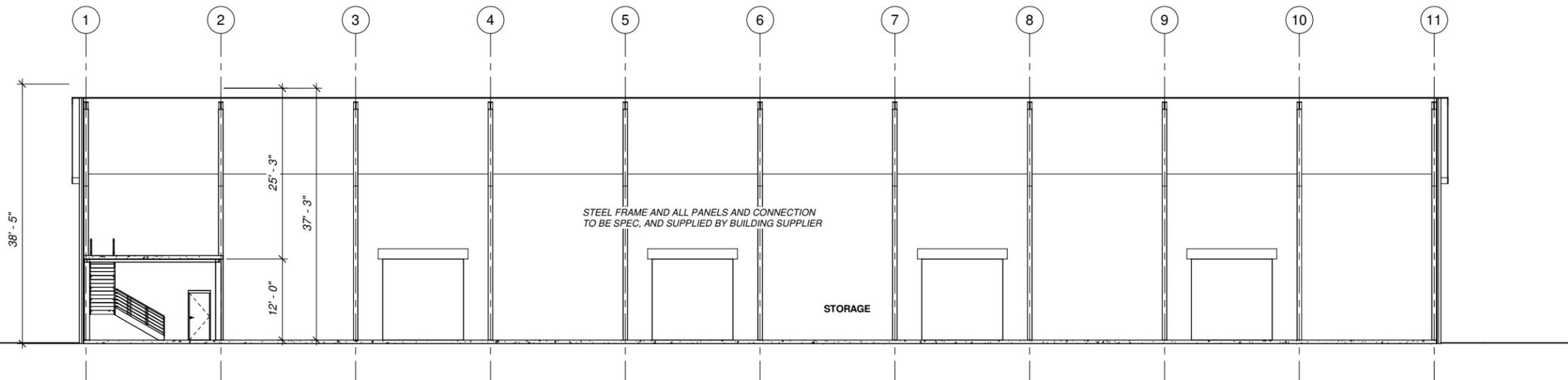
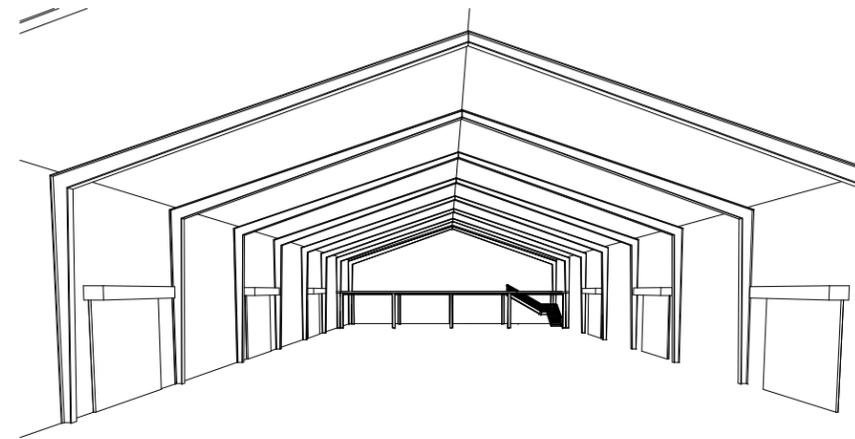
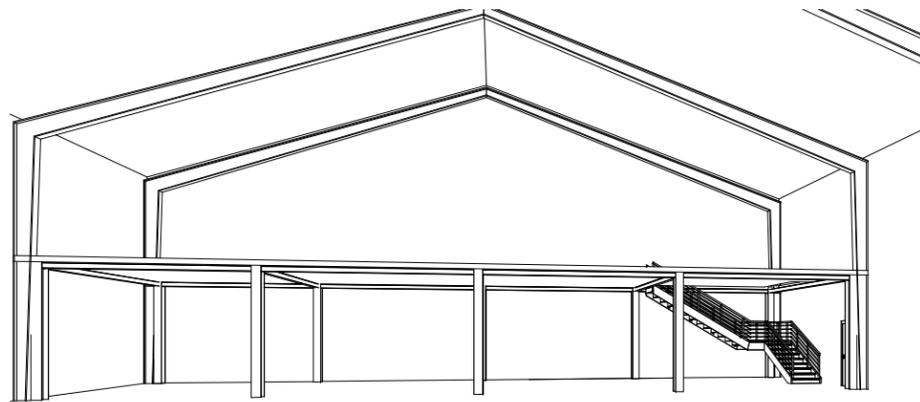
Date: MAY.2024
 Drawn By: S.SCATLIFFE
 Checked By: S.SCATLIFFE

A-1

Scale: As indicated



BUILDING SECTION A-A
1/8" = 1'-0"



BUILDING SECTION B-B
1/8" = 1'-0"

Job #
KBG-002
Email:
SSCATDRAFTING@GMAIL.COM



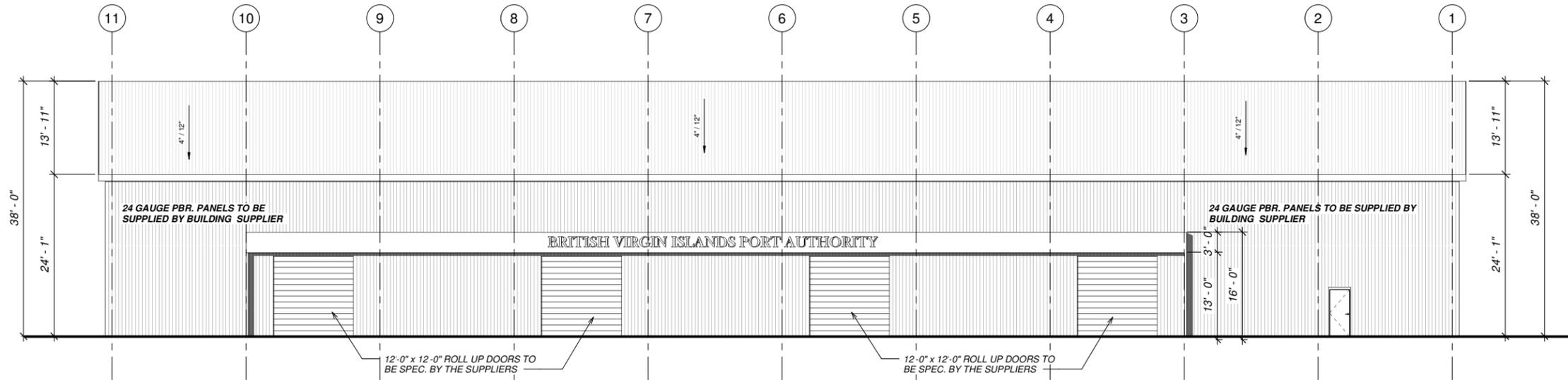
SSCATDRAFTING
P.O. BOX 4361 ROAD TOWN
TORTOLA, BRITISH VIRGIN ISLANDS
TEL: 1-284-541-5702 EMAIL: SSCATDRAFTING@GMAIL.COM

BUILDING SECTION

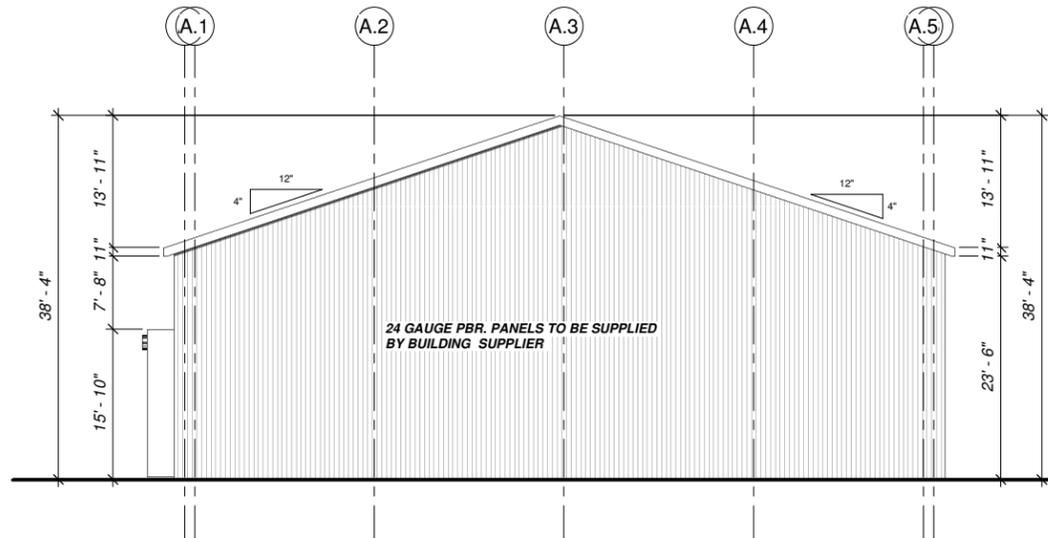
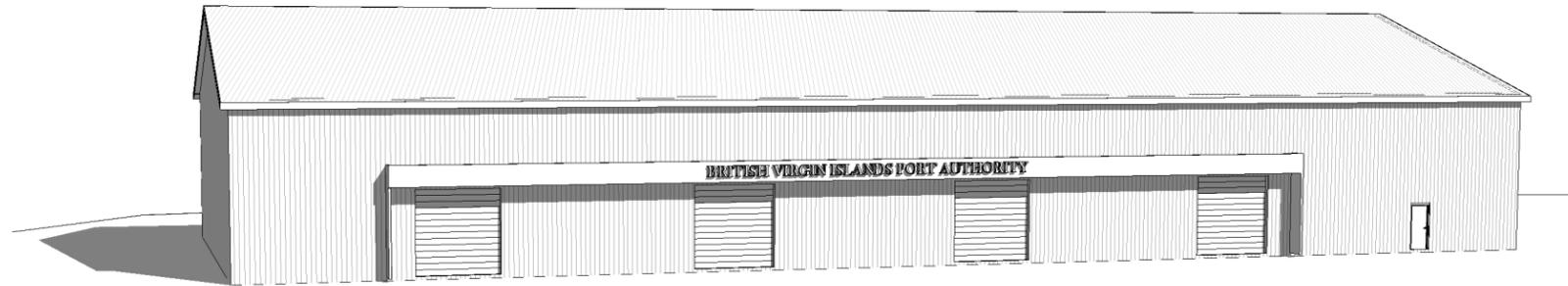
**PROPOSED BUILDING FOR
BVI PORT AUTHORITY**
ROAD TOWN, TORTOLA
BRITISH VIRGIN ISLANDS

Date: MAY.2024
Drawn By: S.SCATLIFFE
Checked By: S.SCATLIFFE

A-2
Scale: 1/8" = 1'-0"



① **FRONTELEVATION**
1/8" = 1'-0"



② **WEST ELEVATION**
1/8" = 1'-0"

Job #
KBG-002
Email:
SSCATDRAFTING@GMAIL.COM



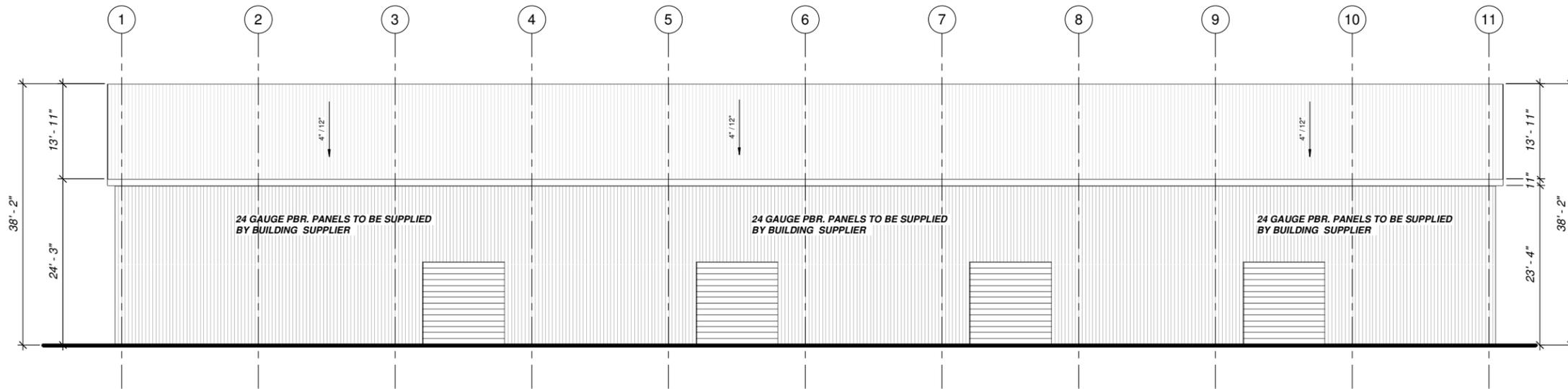
SSCATDRAFTING
P.O. BOX 4361 ROAD TOWN
TORTOLA, BRITISH VIRGIN ISLANDS
TEL: 1-284-541-5702 EMAIL: SSCATDRAFTING@GMAIL.COM

BUILDING ELEVATION

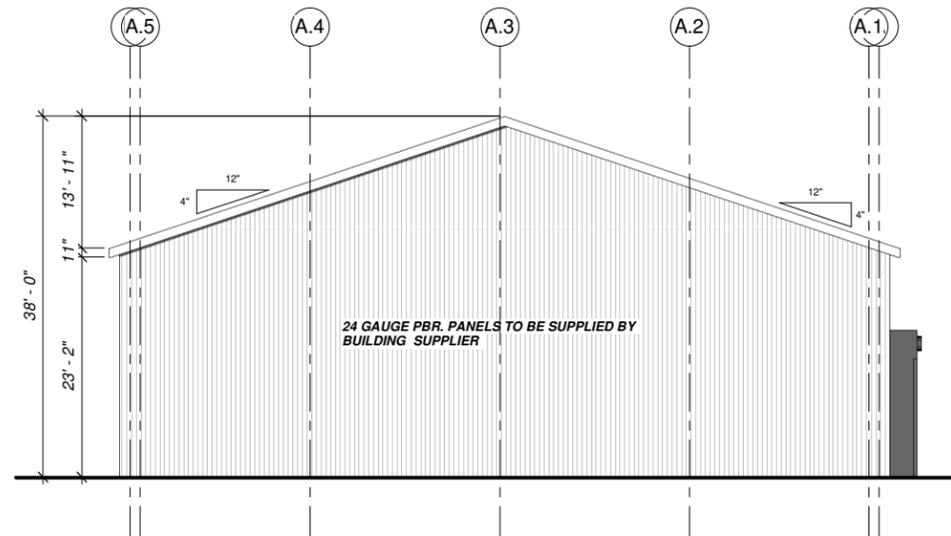
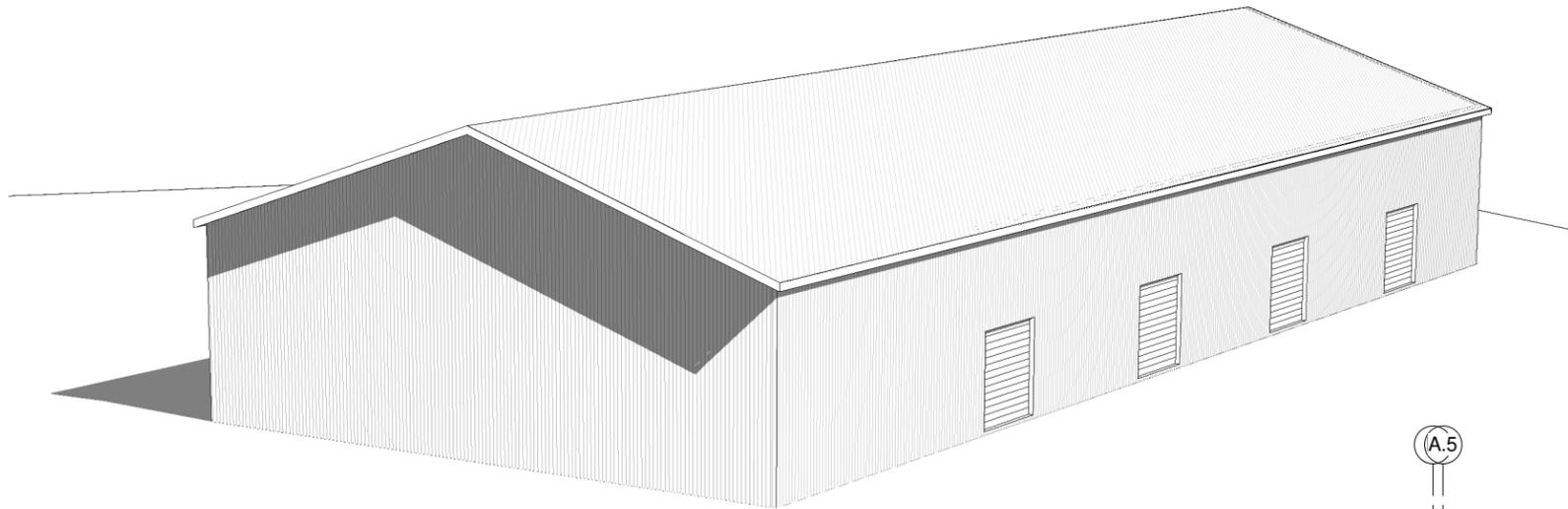
**PROPOSED BUILDING FOR
BVI PORT AUTHORITY**
ROAD TOWN, TORTOLA
BRITISH VIRGIN ISLANDS

Date: MAY.2024
Drawn By: S.SCATLIFFE
Checked By: S.SCATLIFFE

A-3
Scale: 1/8" = 1'-0"



② REAR ELEVATION
1/8" = 1'-0"



① EAST ELEVATION
1/8" = 1'-0"

Job #
KBG-002

Email:
SSCATDRAFTING@GMAIL.COM



SSCATDRAFTING
P.O. BOX 4361 ROAD TOWN
TORTOLA, BRITISH VIRGIN ISLANDS
TEL: 1-284-541-5702 EMAIL: SSCATDRAFTING@GMAIL.COM

BUILDING ELEVATION

**PROPOSED BUILDING FOR
BVI PORT AUTHORITY**

ROAD TOWN, TORTOLA
BRITISH VIRGIN ISLANDS

Date MAY.2024

Drawn By S.SCATLIFFE

Checked By S.SCATLIFFE

A-4

Scale 1/8" = 1'-0"