



**Ministry of Public Works**  
**Works and Engineering**

**Request for Proposals**  
**For**  
**Consultant Services - Replacement of Building HVAC & Lighting Systems**

Request for Proposals No.: **20180307**

Issued: **Tuesday, April 10, 2018**

Submission Deadline: **Thursday, May 03, 2018 03:00:00 PM AST**

<b>TABLE OF CONTENTS</b>
--------------------------

<b>PART 1 – INVITATION AND SUBMISSION INSTRUCTIONS.....</b>	<b>4</b>
1.1 Invitation to Proponents.....	4
1.2 RFP Contact.....	5
1.3 Type of Contract for Deliverables .....	5
1.4 RFP Timetable .....	5
1.5 Submission of Proposals .....	6
<b>PART 2 – EVALUATION, NEGOTIATION AND AWARD.....</b>	<b>8</b>
2.1 Stages of Evaluation and Negotiation .....	8
2.2 Stage I – Mandatory Submission Requirements .....	8
2.3 Stage II – Evaluation .....	8
2.4 Stage III – Pricing .....	8
2.5 Stage IV – Ranking and Contract Negotiations.....	9
<b>PART 3 – TERMS AND CONDITIONS OF THE RFP PROCESS.....</b>	<b>11</b>
3.1 General Information and Instructions.....	11
3.2 Communication after Issuance of RFP .....	12
3.3 Notification and Debriefing.....	13
3.4 Conflict of Interest and Prohibited Conduct.....	13
3.5 Confidential Information.....	15
3.6 Procurement Process Non-Binding.....	16
3.7 Governing Law and Interpretation.....	17
<b>APPENDIX A – FORM OF AGREEMENT .....</b>	<b>18</b>
<b>APPENDIX B – SUBMISSION FORM .....</b>	<b>19</b>
<b>APPENDIX C – PRICING .....</b>	<b>22</b>
<b>APPENDIX D – RFP PARTICULARS.....</b>	<b>24</b>
A. THE DELIVERABLES .....	24
B. MATERIAL DISCLOSURES.....	25
C. MANDATORY SUBMISSION REQUIREMENTS .....	25
D. MANDATORY TECHNICAL REQUIREMENTS.....	26
E. PRE-CONDITIONS OF AWARD .....	26
F. RATED CRITERIA .....	27
<b>APPENDIX E – CERTIFICATE OF CONFIRMATION OF NON-COLLUSION.....</b>	<b>30</b>

ANNEX A - SAMPLE FORM OF AGREEMENT

ANNEX B - PRICING FORM

ANNEX C - SCOPE OF WORK

ANNEX D - RELEVANT PROJECT AND REFERENCES FORM

ANNEX E - LOCAL BENEFITS FORM



## PART 1 – INVITATION AND SUBMISSION INSTRUCTIONS

### 1.1 Invitation to Proponents

This Request for Proposals (the “RFP”) is an invitation by the Government of Bermuda (the “Government”) to prospective proponents to submit proposals for **Consultant Services - Replacement of Building HVAC & Lighting Systems** as further described in Section A of the RFP Particulars (Appendix D) (the “Deliverables”).

The Tynes Bay Waste to Energy administration building’s existing HVAC and lighting systems are over 20 years old. There have been minimum upgrades to these systems. In general, the HVAC piping, chillers and air handling systems require major upgrade and/or replacement. The main office building consists of two chillers which are 26 tons each of cooling capacity and approximately six years in age. Recently the chiller system has been prone to failures causing uncomfortable conditions throughout the facility. The HVAC and lighting systems have limited control mechanisms and no Building Management System (BMS).

The construction and installation RFP to be developed as a result of this consultancy service shall result in an improved overall building facility. The building use is not anticipated to change and the construction and installation RFP should reflect current occupant needs.

The Government of Bermuda, Ministry of Public Works is requesting proposals from qualified architectural or engineering consulting firms to provide oversight & project management services for the replacement of the HVAC and Lighting project to support the capital infrastructure project at the Tynes Bay Waste to Energy Facility.

The objective of this contract is to provide professional architectural or engineering consultant services to develop and produce a RFP construction document and potentially project manage the installation. The services listed below are not all inclusive, but rather represent those normally expected during performance of the contract:

- Work Scope Development
- Preparation, Development and Review of RFP Documentation
- Project Management
- Investigation and Feasibility Studies
- Administration
- Planning Consultation

## 1.2 RFP Contact

For the purposes of this procurement process, the “RFP Contact” will be:

Mr. Nasir Wade email address: [nrwade@gov.bm](mailto:nrwade@gov.bm)

Proponents and their representatives are not permitted to contact any employees, officers, agents, elected or appointed officials or other representatives of the Government, other than the RFP Contact, concerning matters regarding this RFP. Failure to adhere to this rule may result in the disqualification of the proponent and the rejection of the proponent’s proposal.

Proponents that download this file and intend to respond to this RFP are required to register their interest with the RFP contact by emailing their company name and contact information to

Mr. Nasir Wade email address: [nrwade@gov.bm](mailto:nrwade@gov.bm)

prior to the Submission Deadline noted in the RFP timetable below.

Amendment/addenda (if any) will be posted at <https://www.gov.bm/procurement-notice>. Proponents should visit the Government Portal on a regular basis during the procurement process.

## 1.3 Type of Contract for Deliverables

The selected proponent will be requested to enter into direct contract negotiations to finalize an agreement with the Government for the provision of the Deliverables. The terms and conditions found in the Form of Agreement (Appendix A) are to form the basis for commencing negotiations between the Government and the selected proponent. It is the Government’s intention to enter into an agreement with only one (1) legal entity. The term of the agreement is to be for a period of one (1) year, with an option in favour of the Government to extend the agreement terms and conditions acceptable to the Government and the selected proponent for an additional term of up to two (2) years.

Joint submissions are acceptable however if a joint submission is made, the submission must clearly indicate which party will act as the prime contractor.

## 1.4 RFP Timetable

Issue Date of RFP	Tuesday, April 10, 2018
Pre-Bid / Site Meeting	Friday, April 20, 2018 10:00 AM
Deadline for Questions	Thursday, April 26, 2018 [4:00 PM]
Deadline for Issuing Addenda	Friday, April 27, 2018 [4:00 PM]
Submission Deadline	Thursday, May 03, 2018 03:00:00 PM
Rectification Period	3 business days
Anticipated Ranking of Proponents	Thursday, May 17, 2018
Contract Negotiation Period	14 calendar days
Anticipated Execution of Agreement	Sunday, July 01, 2018

All times listed are in Atlantic Standard Time (AST). The RFP timetable is tentative only, and may be changed by the Government at any time. For greater clarity, business days means all days that the Government is open for business.

The proponent designated representative is invited to attend a site meeting; for the purpose of clarifying issues and to answer questions on any matter that may be raised.

The proponent is requested, as far as possible, to submit any questions in writing, to reach the RFP contact not later than two days before the meeting.

Non-attendance at the site-meeting will not be a cause for disqualification of a proposal.

**The site visit will take place as follows:**

**Date: Thursday, April 12, 2018**

**Time: 10:00 AM**

**Location: Tynes Bay Waste to Energy Facility (Main Building Conference Room)**

## **1.5 Submission of Proposals**

### **1.5.1 Proposals to be Submitted at Prescribed Location**

Proposals must be submitted to:

Tender Box at the Ministry of Public Works,

Located on the 3rd Floor, General Post Office Building,

56, Church Street,

Hamilton, HM12, Bermuda.

### **1.5.2 Proposals to be Submitted on Time**

Proposals must be submitted at the location set out above on or before the Submission Deadline. Proposals submitted after the deadline will be rejected.

### **1.5.3 Proposals to be Submitted in Prescribed Format**

Proponents shall submit at minimum 3 original signed hard copies of their proposal or one (1) electronic copy (e-copy) in Microsoft Word or Adobe PDF format. If both a hard copy and an e-copy of the proposal are submitted and there is a conflict or inconsistency between the hard copy and the e-copy of the proposal, the hard copy of the proposal will prevail. Proposals should be submitted in a sealed package and prominently marked with the RFP title and number (see RFP cover) and will not be opened until Thursday, May 03, 2018 03:00:00 PM. The full legal name and return address of the proponent should be marked on the package as well.

#### **1.5.4 Amendment of Proposals**

Proponents may amend their proposals prior to the Submission Deadline by submitting the amendment in a sealed package prominently marked with the RFP title and number and the full legal name and return address of the proponent to the location set out above. Any amendment should clearly indicate which part of the proposal the amendment is intended to amend or replace.

#### **1.5.5 Withdrawal of Proposals**

At any time throughout the RFP process until the execution of a written agreement for provision of the Deliverables, a proponent may withdraw a submitted proposal. To withdraw a proposal, a notice of withdrawal must be sent to the RFP Contact and must be signed by an authorized representative of the proponent. The Government is under no obligation to return withdrawn proposals.

[End of Part 1]

## **PART 2 – EVALUATION, NEGOTIATION AND AWARD**

### **2.1 Stages of Evaluation and Negotiation**

The Government will conduct the evaluation of proposals and negotiations in the following stages:

#### **2.2 Stage I – Mandatory Submission Requirements**

Stage I will consist of a review to determine which proposals comply with all of the mandatory submission requirements. If a proposal fails to satisfy all of the mandatory submission requirements, the Government will issue the proponent a rectification notice identifying the deficiencies and providing the proponent an opportunity to rectify the deficiencies. If the proponent fails to satisfy the mandatory submission requirements within the Rectification Period, its proposal will be rejected. The Rectification Period will begin to run from the date and time that the Government issues a rectification notice to the proponent. The mandatory submission requirements are set out in Section C of the RFP Particulars (Appendix D).

#### **2.3 Stage II – Evaluation**

Stage II will consist of the following two sub-stages:

##### **2.3.1 Mandatory Technical Requirements**

The Government will review the proposals to determine whether the mandatory technical requirements as set out in Section D of the RFP Particulars (Appendix D) have been met. Questions or queries on the part of the Government as to whether a proposal has met the mandatory technical requirements will be subject to the verification and clarification process set out in Part 3.

##### **2.3.2 Rated Criteria**

The Government will evaluate each qualified proposal on the basis of the non-price rated criteria as set out in Section F of the RFP Particulars (Appendix D).

#### **2.4 Stage III – Pricing**

Stage III will consist of a scoring of the submitted pricing of each qualified proposal in accordance with the price evaluation method set out in Pricing (Appendix C). The evaluation of price will be undertaken after the evaluation of mandatory requirements and rated criteria has been completed.

## **2.5 Stage IV – Ranking and Contract Negotiations**

### **2.5.1 Ranking of Proponents**

After the completion of Stage III, all scores from Stage II and Stage III will be added together and the proponents will be ranked based on their total scores. The top-ranked proponent will receive a written invitation to enter into direct contract negotiations to finalize the agreement with the Government. In the event of a tie, the selected proponent will be the proponent selected by way of the lowest price.

### **2.5.2 Contract Negotiation Process**

Any negotiations will be subject to the process rules contained in the Terms and Conditions of the RFP Process (Part 3) and will not constitute a legally binding offer to enter into a contract on the part of the Government or the proponent and there will be no legally binding relationship created with any proponent prior to the execution of a written agreement. The terms and conditions found in the Form of Agreement (Appendix A) are to form the basis for commencing negotiations between the Government and the selected proponent. Negotiations may include requests by the Government for supplementary information from the proponent to verify, clarify or supplement the information provided in its proposal or to confirm the conclusions reached in the evaluation, and may include requests by the Government for improved pricing or performance terms from the proponent.

### **2.5.3 Time Period for Negotiations**

The Government intends to conclude negotiations and finalize the agreement with the top-ranked proponent during the Contract Negotiation Period, commencing from the date the Government invites the top-ranked proponent to enter negotiations. A proponent invited to enter into direct contract negotiations should therefore be prepared to satisfy the pre-conditions of award listed in Section E of the RFP Particulars (Appendix D), provide requested information in a timely fashion and conduct its negotiations expeditiously.

### **2.5.4 Failure to Enter into Agreement**

If the pre-conditions of award listed in Section E of the RFP Particulars (Appendix D) are not satisfied or if the parties cannot conclude negotiations and finalize the agreement for the Deliverables within the Contract Negotiation Period, the Government may discontinue negotiations with the top-ranked proponent and may invite the next-best-ranked proponent to enter into negotiations. This process will continue until an agreement is finalized, until there are no more proponents remaining that are eligible for negotiations or until the Government elects to cancel the RFP process.

### **2.5.5 Notification of Negotiation Status**

Other proponents that may become eligible for contract negotiations may be notified at the commencement of the negotiation process with the top-ranked proponent.

[End of Part 2]

## **PART 3 – TERMS AND CONDITIONS OF THE RFP PROCESS**

### **3.1 General Information and Instructions**

#### **3.1.1 Proponents to Follow Instructions**

Proponents should structure their proposals in accordance with the instructions in this RFP. Where information is requested in this RFP, any response made in a proposal should reference the applicable section numbers of this RFP.

#### **3.1.2 Proposals in English**

All proposals must be written in the English language only.

#### **3.1.3 No Incorporation by Reference**

The entire content of the proponent's proposal should be submitted in a fixed form, and the content of websites or other external documents referred to in the proponent's proposal but not attached will not be considered to form part of its proposal.

#### **3.1.4 References and Past Performance**

In the evaluation process, the Government may include information provided by the proponent's referees and may also consider the proponent's past performance or conduct on previous contracts with the Government or other institutions.

#### **3.1.5 Information in RFP Only an Estimate**

The Government and its advisers make no representation, warranty or guarantee as to the accuracy of the information or empirical data contained in this RFP or issued by way of addenda. Any quantities shown or data contained in this RFP or provided by way of addenda are estimates only, and are for the sole purpose of indicating to proponents the general scale and scope of the Deliverables. It is the proponent's responsibility to obtain all the information necessary to prepare a proposal in response to this RFP.

#### **3.1.6 Proponents to Bear Their Own Costs**

The proponent will bear all costs associated with or incurred in the preparation and presentation of its proposal, including, if applicable, costs incurred for interviews, travel or demonstrations.

#### **3.1.7 Proposal to be Retained by the Government**

The Government will not return the proposal or any accompanying documentation submitted by a proponent.

### **3.1.8 No Guarantee of Volume of Work or Exclusivity of Contract**

The Government makes no guarantee of the value or volume of work to be assigned to the successful proponent. The agreement to be negotiated with the selected proponent will not be an exclusive contract for the provision of the described Deliverables. The Government may contract with others for goods and services the same as or similar to the Deliverables or may obtain such goods and services internally.

### **3.1.9 Equivalency**

When proprietary names, brands, catalogues or reference numbers are specified in the Deliverables, they are intended to set a minimum standard, and preference for any particular material or equipment is not intended. The proponent may offer material or equipment of similar characteristics, type, quality, appearance, finish, method of construction and performance and if doing so must disclose any difference in the characteristics, type, quality, appearance, finish, method of construction or performance of the material or equipment.

## **3.2 Communication after Issuance of RFP**

### **3.2.1 Proponents to Review RFP**

Proponents should promptly examine all of the documents comprising this RFP, and may direct questions or seek additional information in writing by email to the RFP Contact on or before the Deadline for Questions. No such communications are to be directed to anyone other than the RFP Contact. The Government is under no obligation to provide additional information, and the Government is not responsible for any information provided by or obtained from any source other than the RFP Contact. It is the responsibility of the proponent to seek clarification from the RFP Contact on any matter it considers to be unclear. The Government is not responsible for any misunderstanding on the part of the proponent concerning this RFP or its process.

### **3.2.2 All New Information to Proponents by Way of Addenda**

This RFP may be amended only by addendum in accordance with this section. If the Government, for any reason, determines that it is necessary to provide additional information relating to this RFP, such information will be communicated to all proponents by addendum. All addenda will be published online at <https://www.gov.bm/procurement-notices>. Each addendum forms an integral part of this RFP and may contain important information, including significant changes to this RFP. Proponents are responsible for obtaining all addenda issued by the Government. In the Submission Form (Appendix B), proponents must confirm their receipt of all addenda by setting out the number of each addendum in the space provided.

### **3.2.3 Post-Deadline Addenda and Extension of Submission Deadline**

If the Government determines that it is necessary to issue an addendum after the Deadline for Issuing Addenda, the Government may extend the Submission Deadline.

### **3.2.4 Verify, Clarify and Supplement**

When evaluating proposals, the Government may request further information from the proponent or third parties in order to verify, clarify or supplement the information provided in the proponent's proposal. The information may include, without limitation, clarification with respect to whether a proposal meets the mandatory technical requirements set out in Section D of the RFP Particulars (Appendix D). The Government may revisit, re-evaluate and rescore the proponent's response or ranking on the basis of any such information.

### **3.3 Notification and Debriefing**

#### **3.3.1 Notification to Other Proponents**

Once the Agreement is executed by the Government and a proponent, the other proponents may be notified directly in writing of the outcome of the procurement process.

#### **3.3.2 Debriefing**

Proponents may request a debriefing after receipt of a notification of the outcome of the procurement process. All requests must be in writing to the RFP Contact and must be made within sixty (60) days of such notification.

#### **3.3.3 Procurement Protest Procedure**

If a proponent wishes to challenge the RFP process, it should provide written notice to the RFP Contact in accordance with the Government's Procurement Protest procedures. The notice must provide detailed explanation of the proponent's concern with the procurement process or its outcome.

### **3.4 Conflict of Interest and Prohibited Conduct**

#### **3.4.1 Conflict of Interest**

For the purposes of this RFP, the term "Conflict of Interest" includes, but is not limited to, any situation or circumstance where:

- (a) in relation to the RFP process, the proponent has an unfair advantage or engages in conduct, directly or indirectly, that may give it an unfair advantage, including but not limited to (i) having, or having access to, confidential information of the Government in the preparation of its proposal that is not available to other proponents, (ii) communicating with any person with a view to influencing preferred treatment in the RFP process (including but not limited to the lobbying of decision makers involved in the RFP process), or (iii) engaging in conduct that compromises, or could be seen to compromise, the integrity of the open and competitive RFP process or render that process non-competitive or unfair; or

- (b) in relation to the performance of its contractual obligations under a contract for the Deliverables, the proponent's other commitments, relationships or financial interests (i) could, or could be seen to, exercise an improper influence over the objective, unbiased and impartial exercise of its independent judgement, or (ii) could, or could be seen to, compromise, impair or be incompatible with the effective performance of its contractual obligations.

### **3.4.2 Disqualification for Conflict of Interest**

The Government may disqualify a proponent for any conduct, situation or circumstances, determined by the Government, in its sole and absolute discretion, to constitute a Conflict of Interest as defined above.

### **3.4.3 Disqualification for Prohibited Conduct**

The Government may disqualify a proponent, rescind an invitation to negotiate or terminate a contract subsequently entered into if the Government determines that the proponent has engaged in any conduct prohibited by this RFP.

### **3.4.4 Prohibited Proponent Communications**

Proponents must not engage in any communications that could constitute a Conflict of Interest and should take note of the Conflict of Interest declaration set out in the Submission Form (Appendix B).

### **3.4.5 Proponent Not to Communicate with Media**

Proponents must not at any time directly or indirectly communicate with the media in relation to this RFP or any agreement entered into pursuant to this RFP without first obtaining the written permission of the RFP Contact.

### **3.4.6 No Lobbying**

Proponents shall not in relation to this RFP or the evaluation and selection process, engage directly or indirectly in any form of political action or other activity whatsoever to influence or attempt to influence Parliament, the Government, or to influence or attempt to influence any legislative or regulatory action, in the selection or evaluation of any proponent.

### **3.4.7 Illegal or Unethical Conduct**

Proponents must not engage in any illegal business practices, including activities such as bid-rigging, price-fixing, bribery, fraud, coercion or collusion. Proponents must not engage in any unethical conduct, including lobbying, as described above, or other inappropriate communications; offering gifts to any employees, officers, agents, elected or appointed officials or other representatives of the Government; deceitfulness; submitting proposals containing

misrepresentations or other misleading or inaccurate information; or any other conduct that compromises or may be seen to compromise the competitive process provided for in this RFP.

### **3.4.8 Past Performance or Past Conduct**

The Government may prohibit a supplier from participating in a procurement process based on past performance or based on inappropriate conduct in a prior procurement process, including but not limited to the following:

- (a) illegal or unethical conduct as described above;
- (b) the refusal of the supplier to honour its submitted pricing or other commitments; or
- (c) any conduct, situation or circumstance determined by the Government, in its sole and absolute discretion, to have constituted an undisclosed Conflict of Interest.

### **3.4.9 No Collusion**

Proponents must not engage in any collusion and must sign the certificate as set out in the Certificate of Confirmation of Non-Collusion (Appendix E).

## **3.5 Confidential Information**

### **3.5.1 Confidential Information of the Government**

All information provided by or obtained from the Government in any form in connection with this RFP either before or after the issuance of this RFP

- (a) is the sole property of the Government and must be treated as confidential;
- (b) is not to be used for any purpose other than replying to this RFP and the performance of any subsequent contract for the Deliverables;
- (c) must not be disclosed without prior written authorization from the Government; and
- (d) must be returned by the proponent to the Government immediately upon the request of the Government.

### **3.5.2 Confidential Information of Proponent**

A proponent should identify any information in its proposal or any accompanying documentation supplied in confidence for which confidentiality is to be maintained by the Government. The confidentiality of such information will be maintained by the Government, except as otherwise required by the Public Access to Information Act 2010 or by order of a court or tribunal. Proponents are advised that their proposals will, as necessary, be disclosed, on a confidential basis, to advisers retained by the Government to advise or assist with the RFP process,

including the evaluation of proposals. If a proponent has any questions about the collection and use of personal information pursuant to this RFP, questions are to be submitted to the RFP Contact.

### **3.6 Procurement Process Non-Binding**

#### **3.6.1 No Process Contract and No Claims**

This RFP is a request for proposals only and participation in this RFP is not intended to create legal obligations between the Government and any of the proponents or their representatives. For greater certainty and without limitation:

- (a) Participation in this RFP will not give rise to any preliminary contract or collateral contract;
- (b) No proponent shall have any claim for any compensation of any kind whatsoever (whether in contract, tort, law, equity or otherwise), as a result of participating in this RFP, and by submitting a proposal each proponent shall be deemed to have agreed that it has no claim against the Government;
- (c) The decision to award or not to award a contract to any proponent is at the discretion of the Government. The Government shall have no liability to any proponent with respect to the awarding of a contract or the failure to award a contract to any proponent. Proponents acknowledge that the proponent that submits the proposal with the lowest price might not be awarded a contract.

#### **3.6.2 No Contract until Execution of Written Agreement**

This RFP process is intended to identify prospective suppliers for the purposes of negotiating potential agreements. No legal relationship or obligation regarding the procurement of any good or service will be created between the proponent and the Government by this RFP process until the successful negotiation and execution of a written agreement for the acquisition of such goods and/or services.

#### **3.6.3 Non-Binding Price Estimates**

While the pricing information provided in proposals will be non-binding prior to the execution of a written agreement, such information will be assessed during the evaluation of the proposals and the ranking of the proponents. Any inaccurate, misleading or incomplete information, including withdrawn or altered pricing, could adversely impact any such evaluation or ranking or the decision of the Government to enter into an agreement for the Deliverables.

#### **3.6.4 Cancellation**

The Government may cancel or amend the RFP process without liability at any time. Cancellation may occur, for example, if:

- no qualitatively or financially worthwhile offer has been received or there has been no valid response at all;
- the economic or technical parameters of the project have changed fundamentally;
- exceptional circumstances or force majeure render normal implementation of the project impossible;
- all offers exceed the financial resources available, or are otherwise inconsistent with the principles of economy, efficiency and effectiveness; or
- irregularities require cancellation in the interest of fairness.

The publication of a procurement notice does not commit the Government to implement the programme or project announced.

### **3.7 Governing Law and Interpretation**

These Terms and Conditions of the RFP Process (Part 3):

- (a) are intended to be interpreted broadly and independently (with no particular provision intended to limit the scope of any other provision);
- (b) are non-exhaustive and will not be construed as intending to limit the pre-existing rights of the parties to engage in pre-contractual discussions in accordance with the common law governing direct commercial negotiations; and
- (c) are to be governed by and construed in accordance with the laws of Bermuda applicable therein.

[End of Part 3]

## **APPENDIX A – FORM OF AGREEMENT**

See Annex A - Sample Form of Agreement

## APPENDIX B – SUBMISSION FORM

### 1. Proponent Information

Please fill out the following form, naming one person to be the proponent’s contact for the RFP process and for any clarifications or communication that might be necessary.	
Full Legal Name of Proponent or Personal/Given Name:	
Representative Name (Person with Signing Authority) / Title:	
Any Other Relevant Name under which Proponent Carries on Business:	
Street Address:	
City, Province/State:	
Country:	
Postal Code:	
Phone Number:	
Proponent’s Social Insurance Number issued by the Government of Bermuda:	
Proponent’s Tax Payroll Number issued by the Government of Bermuda:	
Company Website (if any):	
Proponent Contact Name and Title:	
Proponent Contact Phone:	
Proponent Contact Fax:	
Proponent Contact Email:	

### 2. Acknowledgment of Non-Binding Procurement Process

The proponent acknowledges that the RFP process will be governed by the terms and conditions of the RFP, and that, among other things, such terms and conditions confirm that this procurement process does not constitute a formal, legally binding bidding process (and for greater certainty, does not give rise to a Process Contract bidding process), and that no legal

relationship or obligation regarding the procurement of any good or service will be created between the Government and the proponent unless and until the Government and the proponent execute a written agreement for the Deliverables.

### **3. Ability to Provide Deliverables**

The proponent has carefully examined the RFP documents and has a clear and comprehensive knowledge of the Deliverables required. The proponent represents and warrants its ability to provide the Deliverables in accordance with the requirements of the RFP for the rates set out in its proposal.

### **4. Non-Binding Pricing**

The proponent has submitted its pricing in accordance with the instructions in the RFP and in Pricing (Appendix C) in particular. The proponent confirms that the pricing information provided is accurate. The proponent acknowledges that any inaccurate, misleading or incomplete information, including withdrawn or altered pricing, could adversely impact the acceptance of its proposal or its eligibility for future work.

### **5. Addenda**

The proponent is requested to confirm that it has received all addenda by listing the addenda numbers, \_\_\_\_\_ to \_\_\_\_\_ (if applicable) issued by the Government, or if no addenda were issued by the Government write the word "None". The onus is on proponents to make any necessary amendments to their proposals based on the addenda. The proponent confirms it has read, received and complied with these addenda. Proponents who fail to complete this section will be deemed to have received all posted addenda.

### **6. No Prohibited Conduct**

The proponent declares that it has not engaged in any conduct prohibited by this RFP.

### **7. Conflict of Interest**

Proponents must declare all potential Conflicts of Interest, as defined in section 3.4.1 of the RFP. This includes disclosing the names and all pertinent details of all individuals (employees, advisers, or individuals acting in any other capacity) who (a) participated in the preparation of the proposal; **AND** (b) were employees of the Government within twelve (12) months prior to the Submission Deadline.

If the box below is left blank, the proponent will be deemed to declare that (a) there was no Conflict of Interest in preparing its proposal; and (b) there is no foreseeable Conflict of Interest in performing the contractual obligations contemplated in the RFP.

Otherwise, if the statement below applies, check the box.

- The proponent declares that there is an actual or potential Conflict of Interest relating to the preparation of its proposal, and/or the proponent foresees an actual or potential Conflict of Interest in performing the contractual obligations contemplated in the RFP.

If the proponent declares an actual or potential Conflict of Interest by marking the box above, the proponent must set out below details of the actual or potential Conflict of Interest:

---



---



---



---

### 8. Disclosure of Information

Any information collected or used by or on behalf of the Government under this solicitation document is subject to the Public Access to Information Act 2010 (“Act”). The information belongs to a class of information that might be made available to the general public unless it is contained in a record that is exempt from disclosure under the Act. Any questions regarding the collection, use, or disclosure of the information should be directed to the public authority that issued this solicitation document.

---

Signature of Witness

---

Signature of Proponent Representative

---

Name of Witness

---

Name of Proponent Representative

---

Title of Proponent Representative

---

Date

I have the authority to bind the proponent.

## **APPENDIX C – PRICING**

### **1. Instructions on How to Provide Pricing**

- (a) Proponents should provide the information requested under section 3 below (“Required Pricing Information”) by reproducing and completing the table below in their proposals, or, if there is no table below, by completing the attached form and including it in their proposals.
- (b) Pricing must be provided in Bermuda funds, inclusive of all applicable duties and taxes which should be itemized separately.
- (c) Pricing quoted by the proponent must be all-inclusive and must include all labour and material costs, all travel and carriage costs, all insurance costs, all costs of delivery, all costs of installation and set-up, including any pre-delivery inspection charges, and all other overhead, including any fees or other charges required by law.

### **2. Evaluation of Pricing**

Pricing is worth 30 points of the total score.

When using the weighted scoring evaluation method. Offers will be evaluated and determined As:

a) responsive/compliant/acceptable, and

b) Having the highest score out of a pre-determined set of weighted technical and financial criteria specific in Rated Criteria section of this Request for Proposal (RFP) document.

- Technical Criteria weight; 70
  
- Financial Criteria weight; 30

Only those proponents obtaining a minimum of 49 out of 70 will be considered for the financial evaluation.

In addition to any rectification processes, or rights to verify, clarify and supplement,

- (a) The Government will examine the responses to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed, and whether the bids are generally in order.
- (b) Arithmetical errors will be rectified on the following basis:
  - (i) Where there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If the Proponent does not accept the correction of errors, its Bid will be rejected. If there is a discrepancy between words and figures the amount in words will prevail;
  - (ii) Where there is a discrepancy between the amounts in figures and in words, the amounts in words will govern; and
  - (iii) Where there is a discrepancy between the individual lump sums and the total amounts derived for the sum of the individual lump sum, the individual lump sum as quoted will govern, and the total amount will be corrected.

### **3. Required Pricing Information**

See Annex B - Pricing Form

## APPENDIX D – RFP PARTICULARS

### A. THE DELIVERABLES

#### Statement of Purpose

The Government (“Client”) shall retain the Consultant Architectural or Engineering Company (“Consultant”) to provide professional services to the Tynes Bay Waste to Energy Facility under the Department of Works and Engineering. The Architectural or Engineering Consultant will be required to work under the direction of the Tynes Bay Maintenance Engineer to oversee the RFP development, engineering and project management needs for the replacement of the HVAC and Lighting systems for the main administration building and auxiliary locations at the Tynes Bay site.

The Consultant will be required to perform research and site investigations to develop a comprehensive Request for Proposal package on behalf of the Government. The RFP shall highlight details for technical design specifications and installation of a new HVAC, Lighting and ceiling system. This comprehensive construction RFP should consider all phases of decommissioning of the existing system and a business continuity plan while construction is taking place.

The Consultant shall take into account the unique 24 hour nature of the facility where applicable.

The Consultant shall lead this project from development to completion and act as the Government Technical Representative. The Consultant will be required to prepare tendering documents and provide site supervision when needed during design and possibly installation phase.

The consultant representative should be familiar with Government’s Administration and other related policies. The Consultant representative shall ensure compliance with Government’s Financial Instructions, other related policy documents and where applicable, the terms and conditions of all contracts, ensuring that functional requirements and performance are met while also meeting the requirements of government spending.

The selected consultant will be required to enter into an agreement with the Government for the provision of the following:

1. Work Scope Development
2. Preparation , Development and Review of RFP Documentation
3. Project Management
4. Investigation and Feasibility Studies
5. Administration
6. Planning Consultant

See Annex C - Scope of Work

## **B. MATERIAL DISCLOSURES**

### **Special Considerations**

#### **Equipment, Facilities and Services to be provided by the Client**

- Client to provide existing system drawings and manuals which are available
- Client to provide access to site as required
- Client to make available to the Consultant any relevant information including preliminary data as requested by the Consultant and in a timely manner.

In the event that the consultant has to work from the Tynes Bay site, the Client will provide the Consultant with office space during Government's Normal working hours. The Office Space provided will **NOT** be furnished with any computer or network capabilities.

## **C. MANDATORY SUBMISSION REQUIREMENTS**

### **1. Submission Form (Appendix B)**

Each proposal must include a Submission Form (Appendix B) completed and signed by an authorized representative of the proponent.

### **2. Pricing (Appendix C)**

Each proposal must include pricing information that complies with the instructions contained in Pricing (Appendix C).

### **3. Other Mandatory Submission Requirements**

#### **Scheduling**

The bidder shall provide a schedule and anticipated timeline for the completion of all task outlined in the scope of work requirements.

#### **Signed Copy of Confirmation of Non- Collusion**

Each Proposal must include a signed copy of the Certificate of Confirmation of Non-Collusion form.

#### **Copy of Certificate of Incorporation of the Company**

A signed copy of the Certificate of Incorporation must be included for proponents that are companies/corporations.

### **Contract Termination Background Information**

List of any contract(s) terminated for convenience or default (partial or complete) within the past five (5) years. Include the contract number, name, address and telephone numbers of the terminating officer.

## **D. MANDATORY TECHNICAL REQUIREMENTS**

### **Experience and Qualifications**

The bidder must demonstrate that their firm, team lead and subcontractor meet the following requirements:

Seven (7) years of experience developing mechanical and electrical specifications to be engineered for commercial buildings

Staff responsible for supervision of the service provided: minimum three (3) years of experience in the management of HVAC, Lighting and Building upgrade design projects for commercial building applications.

## **E. PRE-CONDITIONS OF AWARD**

### **Confidentiality Agreement**

The selected bidder and the key individuals providing services to the Government may be required to sign a confidentiality agreement limiting information that may be discussed outside of the team.

### **Safety and Health**

1. All work must be carried out in strict accordance with the Bermuda Occupational Safety and Health Act 1982 and the Occupational Safety and Health Regulations of 2009, and any subsequent amendment.

2. Consultants shall also abide by all Health & Safety Regulations designated by the Tynes Bay Facility policies.

2. Alcohol, Smoke and Drug-Free Policy: All Government buildings and work sites are designated as alcohol, smoke and drug-free

### **Insurance**

Upon award of the contract, the proponent shall submit evidence, such a copy of a certificate or letter from his/her insurers, confirming insurance has been retained for the amount referenced.

## Financial Checks

Prior to awarding a contract to the selected proponent, the contracting department will perform financial checks to confirm whether the proponent is delinquent in making payments to the Government for Social Insurance contributions, Payroll Tax or any other debt recorded by the Accountant General's Debt Collection Section and will perform a check with the Bermuda Registrar of Companies to confirm whether the bidder is a proper legal entity that is in good standing.

## F. RATED CRITERIA

The following sets out the categories, weightings and descriptions of the rated criteria of the RFP. Proponents who do not meet a minimum threshold score for a category will not proceed to the next stage of the evaluation process.

#	Category	Weighting (%)	Threshold
1	Pricing	30	N/A
2	Experience and Capabilities [/40]	40	25/40
3	Project Personnel and References [/10]	10	N/A
4	Time of Delivery [/10]	10	N/A
5	Social, Environmental and Economic - Local Benefits [/10]	10	N/A

### 1. Pricing

See Appendix C - Pricing

### 2. Experience and Capabilities [/40]

- a brief description of their company **[/5]**
- a description of the roles and responsibilities of the bidder and any of its agents, employees and sub-contractors who will be involved in providing the deliverables, together with the identity of those who will be performing those roles and their relevant respective knowledge, skills and expertise. **[/5]**
- The proposals will provide a list of all contracts (include current contact information) performed during the last (3) three years that are similar to the work specified. The bidders will explain their role in that contract (prime contractor, sub-contractor, or otherwise). The bidders will describe the type of facility (including size of system), number and type of design/installation. **[/5]**
- Each bidder is requested to provide the CV's of all key personnel who will be working to deliver the services as requested in the RFP.

- How well does the experience and capabilities of the staff assigned by the proposed bidder meet the requested qualifications under the requirements **[/20]**
- Annual dollar value of contract per contract. Did the bidder offer evidence of architectural, engineering and project management experience for HVAC and lighting retrofits for commercial building RFP development similar in size and scope as well as demonstrate the ability to deliver the requirements **[/5]**

See Annex D - Relevant Project and References Form

### **3. Project Personnel and References [/10]**

- Each bidder is requested to provide three (3) references from clients who have requested similar services to those requested in this RFP from the proponent in the last three (3) years. Include the name and telephone numbers of all references.
- Has the bidder's references responded positively about their experience in working with the consultant? **[/10]**

### **4. Time of Delivery [/10]**

Proposal Exceptions: Exceptions that a proponent may have to any of the requirements found in this RFP must be fully explained and outlined in the proponent's submitted response in a separate section under the heading "Proposal Exceptions".

Assumptions: Each proponent should list any assumptions made in formulating their response in a separate section under the heading "Assumptions".

The following questions will be considered when each proposal is evaluated:

Are the work hours presented reasonable for the effort required to execute each deliverable or phase?

Do the proposed cost and work hours compare favourably with the Government's estimate of the time and cost involved?

Has the bidder demonstrated that they have the availability and capacity to timely perform the engineering and project management services described in this RFP for the totality of this project? **[/10]**

### **5. Social, Environmental and Economic - Local Benefits [/10]**

- Percentage of workforce that is Bermudian or has Bermudian status engaged during the project and the use of local business in the proponents supply chain and use of local sub-contractors (if applicable). **[/5]**
- Does the proponent offer evidence of mentoring of Engineers in IT's, providing apprenticeships/training positions or being willing to offer them? **[/5]**

See Annex E - Local Benefits Form

## **APPENDIX E – CERTIFICATE OF CONFIRMATION OF NON-COLLUSION**

### **Notes for the proponents**

The essence of Open Tendering is that the Government of Bermuda shall receive bona fide competitive proposals from suitably qualified persons or entities. In recognition of this principle, each person or entity that submits a proposal will be required, by way of the signature of a duly authorized representative of the company, to confirm that the proposal has been submitted without any form of collusion.

All proponents must complete and sign a Certificate of Confirmation of Non-Collusion. Any proposals submitted which do not include a signed copy of the Certificate will be wholly rejected and will not be included in the evaluation process.

If it is later found that the undertakings made below have been breached at any stage of the procurement process, then the proponent will be expelled from the process immediately. In the event that this is discovered after a contract award, legal action may be taken against the proponent and/or any party involved in the matter.

Any proponent that submits false information in response to this Request for Proposals (RFP), and any other person or entity involved in collusion, may be excluded from competing for future contracts tendered by the Government of Bermuda.

### **Confirmation of non-collusion**

I/We certify that this is a bona fide proposal, intended to be competitive and that I/We have not fixed or adjusted the amount of the proposal or the rates and prices quoted by or under or in accordance with any agreement or arrangement with any other person.

I/We confirm that we have not received any information, other than that contained within the RFP pack, or supplementary information provided to all proponents.

I/We also certify that I/We have not done and undertake that I/We will not do at any time any of the following acts:

- (a) communicating to a person other than the RFP Contact the amount or approximate amount of my/our proposed proposal (other than in confidence in order to obtain quotations necessary for the preparation of the proposal for insurance);
- (b) entering into any agreement or arrangement with any other person that he shall refrain from competing or as to the amount of any proposal to be submitted; or
- (c) offering or agreeing to pay or give or paying any sum of money, inducement, gift /hospitality or valuable consideration directly or indirectly to any person in relation to this procurement.

Signed

---

(1) \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

(2) \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

for and on behalf of \_\_\_\_\_