



## PROCUREMENT NOTICE

This Procurement Notice is issued by the Government of Bermuda (the “Government”) to provide summary information in relation to a specific procurement, as detailed below.

### 1. Subject Matter of Procurement

RFX Title: **Interior Design & FFE Design Services for the Judicial Department at the Dame Lois Brown-Evans Building (DLBE)**

RFX Number: **2020-001-MPW**

Purchase Type: **Service**

The Government is seeking to carry out renovations to the 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup> floors of the Dame Lois Brown-Evans (DLBE) Building to accommodate the Judicial Department functions and the relocation of Supreme Courts and supporting staff from Sessions House and to create a new unified family court dedicated to children and family matters. The space amounts to roughly 8,309 sq.ft. on the 3<sup>rd</sup> floor, 3,550 sq.ft. on the 4<sup>th</sup> floor, 7,6692 sq.ft. on the 5<sup>th</sup> floor and 1996 sq.f.t on the 6<sup>th</sup> floor.

### Objective

The objective is to contract for professional architectural interior design services in order to provide the best interior design solution for the internal renovation of the 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> floors of DLBE. The design and associated consideration of works shall provide contemporary and efficiently designed work environments and address key concerns like providing separate circulation routes for public, prisoners, jurors and judiciary members.

## General Scope:

The selected proponent shall be required to work under the direction of the Architects Section designee to manage and undertake the planning and design of the interior and associated works. The Statement of Requirements is intended to describe the phases and services to be provided. The services listed are not all inclusive, but rather represent those that will normally be expected during the performance of the contract. See Appendix D – RFP Particulars for more details and the Annex document for the General Scope of works.

- Existing FFE Inventory:
- Schematic Design Phase Services
- Design Development Phase Services
- Construction Documents Phase Services
- FF&E Document Phase Services
- FF&E Procurement Phase Services
- Bid Processes

The selected Proponent will provide comprehensive design services per the AIA Contract B152-2019 and the Project Deliverable's for the Judicial Department at DLBE, including but not limited to reviewing the existing conditions and program and developing a Design Brief. The selected proponent will be expected to attend periodic meetings, prepare design presentations for the Government, provide oversight on Mechanical, Electrical, and Plumbing drawings/specifications and consult and liaise with Authorities Having Jurisdiction (AHJ) and specialist consultants.

## 2. How to Obtain Relevant Documents

All relevant documents for this procurement are posted at <https://www.gov.bm/procurement-notice>.

## 3. Procuring Entity's Name

Name of Ministry: **Ministry of Public Works**

Name of Department: **Architects Section**

## 4. Contact Information

Mr. Stephen Squire at email [ssquire@gov.bm](mailto:ssquire@gov.bm)

## 5. Language of Submissions

Unless otherwise indicated, all submissions shall be in English only.

## 6. Important Dates

Issue Date of RFP	Wednesday October 21, 2020
Pre-Bid / Site Meeting	Wednesday October 28, 2020 10:00 AM
Deadline for Questions	Friday October 30, 2020 4:00 PM
Deadline for Issuing Addenda	Thursday November 5, 2020 4:00 PM
Submission Deadline	Friday November 20, 2020 03:00:00 PM
Rectification Period	3 business days
Anticipated Ranking of Proponents	Friday November 27, 2020

Contract Negotiation Period	2 calendar days
Anticipated Execution of Agreement	Friday December 11, 2020

All times listed are in Atlantic Standard Time (AST).

## **7. Location of Submission**

Responses to this solicitation shall be submitted to the following location:

Tender Box at the Ministry of Public Works,  
Located on the 3rd Floor, General Post Office Building,  
56, Church Street, Hamilton, HM12, Bermuda.

E-mail and facsimile submissions are not accepted. However, Electronic copies (e-copy) of your proposal in MS Word or Adobe PDF format via USB drive or CD is requested with your hard copy submittal.

## **8. Site Visit / Pre-Bid Meeting Details**

Pre-Bid Meeting and Site Visit

A Mandatory Pre-Bid meeting Site Visit has been scheduled for this procurement. The purpose of the Pre-Bid meeting and Site Visit is to provide a structured and formal opportunity for the bidders to raise questions and clarify any of the proposal requirements and procurement process. The date, time and location are provided as follows:

DATE: Wednesday October 28, 2020

TIME: 10:00 A.M.

LOCATION: Lobby of the Dame Lois Brown-Evans Building

CAUTION: Bids will be automatically rejected from any bidder that was not represented or failed to properly register a mandatory Pre-Bid meeting and Site Visit.