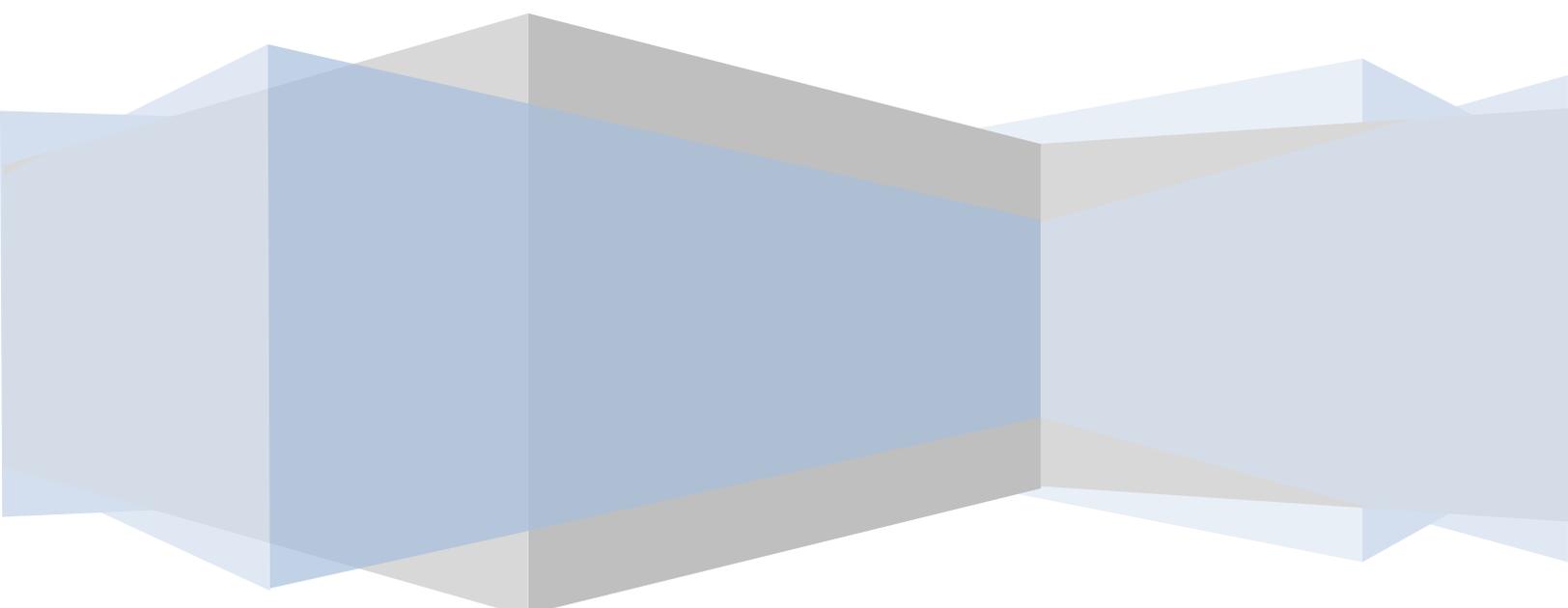




# Request for Quotes

**Mangrove Bay Beach, Somerset  
Architectural/Engineering Services**





# Bermuda Economic Development Corporation

[www.bedc.bm](http://www.bedc.bm)

Sofia House, 48 Church Street,  
Hamilton HM11, Bermuda

Telephone: (441) 292-5570  
Fax: (441) 295-1600

---

BEDC – RFQ 2015/03

14 August 2015

## Request for Quotes

### **Mangrove Bay Beach, Somerset Provision of Architectural/Engineering Services**

#### **1. Executive Summary**

- 1.1 The Bermuda Economic Development Corporation (BEDC), together with its partners, is leading the Mangrove Bay Beach development initiative and is looking to contract with an architectural/engineering firm to secure a design plan that best addresses the beach's problem areas and at the same time strengthens the beach's natural assets. The end result of this contracting relationship will be a high quality Mangrove Bay Beach refurbishment that will enhance the Somerset community as a whole as well as benefit both locals and tourists seeking to enjoy the beach's beautiful vistas and natural amenities.
- 1.2 The following guidelines outline the process by which BEDC will elicit and evaluate proposals and award a Contract.

#### **2. Submission Deadline**

Vendor proposals must be submitted by **5.00 pm September 4<sup>th</sup>, 2015**. Proposals received after the deadline will be deemed non-compliant and will not be considered.

#### **3. Proposal Submission**

- 3.1 Proposals may be submitted via email to [wspriggs@bedc.bm](mailto:wspriggs@bedc.bm) with a copy sent to [vbrown@bedc.bm](mailto:vbrown@bedc.bm). Emails that contain RFQ proposal submissions should contain the following information in the subject line: "**BEDC Mangrove Bay Beach, Somerset Design <Company Name>**".
- 3.2 Proposals may also be mailed or hand delivered to the following address:

**Bermuda Economic Development Corporation  
Sofia House  
48 Church Street  
Hamilton HM 12  
Bermuda  
Attention: W. Spriggs**

- 3.3 All proposals and accompanying materials shall become the property of the BEDC upon receipt and will not be returned.
- 3.4 All conditions contained within this RFQ shall be considered accepted by service providers that participate in this solicitation.
- 3.5 All information submitted with the RFQ will be kept confidential. The BEDC is not obligated to award orders or contracts to vendors that participate in the RFQ process.
- 3.6 Provisions of this RFQ and the contents of the successful proposal may be included in the final contract.

#### 4. Vendor Response Requirements

- 4.1 A description of BEDC's vision of the **Mangrove Bay Beach Design** is set forth in the Statement of Requirements included in this RFQ. The Project Scope is also included in the RFQ. Vendors should contemplate and incorporate the details of both the Project Scope and Statement of Requirements in their proposal submissions.
- 4.2 **Submissions must include the following information:**
  - 4.2.1 **Project Methodology** – A description of the proposed approach for fulfilling the requirements, of the programs, venue and facilitation means must be included. The description should set-out the methodology for design, as well as the processes that will be used to coordinate the design.
  - 4.2.2 **High Level Project Plan** – This will describe how the vendor proposes to deliver the design and comply with the cost schedule referred to in paragraph 4.2.6 below.
  - 4.2.3 **Proposed Subcontracting Plan** – The name, address and payroll tax ID number of any proposed service provider(s) must be included. Additionally, the proposal must identify specific tasks, if any, that will be assigned to the vendor(s). The BEDC reserves the right to evaluate and refuse any vendor(s) proposed.
  - 4.2.4 **Proposed Responsibilities of the BEDC** – A list of any proposed tasks/expectations of the BEDC must be included in the proposal.
  - 4.2.5 **Cost** – A statement of the total estimated costs for the program must be provided. The cost statement must include, but not be limited to, a breakdown of hourly and daily rate(s) billable in Bermuda dollars and an estimated number of hours and days through completion of the program. A cost schedule must be included that contains a breakdown of phases and tasks associated with the time and costs
  - 4.2.6 **Social, Environmental and Economic Factors** – The proposal must include the following information:

- 4.2.6.1 Percentage of workforce that is Bermudian;
  - 4.2.6.2 A statement regarding whether the vendor currently offers or is willing to offer an apprenticeship or other training position;
  - 4.2.6.3 A copy of the vendor's environmental policy if one exists.
  - 4.2.6.4 A statement regarding whether the vendor has participated in any training or programs related to improving/enhancing business acumen and business best practices. This is attached to the end of this document.
- 4.2.7 **Signature** – The proposal must contain the signature of a duly authorized officer or agent of the company submitting the proposal.
- 4.2.8 **Confirmation of Non-Collusion** – The proposal must contain a Certification of Confirmation of Non-Collusion signed by a duly authorized officer or agent of the company submitting the proposal.

## 5. Pre-submission Information

All inquiries regarding this RFQ must be made by email with “**BEDC Mangrove Bay Beach Design RFQ Inquiry**” in the subject line, by **5.00 pm August 24<sup>th</sup>, 2015**. Please send all inquiries to [wspriggs@bedc.bm](mailto:wspriggs@bedc.bm) with a copy to [ybrown@bedc.bm](mailto:ybrown@bedc.bm). All vendors will be notified of the inquiries, without identifying the source, along with the response provided by the BEDC.

## 6. Vendor Responsibility

It is the responsibility of the vendor to ensure that it has a thorough understanding of the instructions and requirements set forth in this RFQ. If additional information or clarification is needed, questions should be submitted in writing as described in section 5.

## 7. Amendments

Prior to the submission deadline, the BEDC may modify, amend or revise any guidelines and/or requirements within this RFQ. The BEDC will notify all vendors in writing of any change(s) to the RFQ, including any change to the submission deadline and/or any subsequent date for new submissions.

## 8. Evaluation Process

- 8.1 The proposals submitted to the BEDC will be evaluated in accordance with the Government of Bermuda procurement process. Although such evaluation **may** result in the award of a contract, the BEDC reserves the right to decline to award a contract to any vendor pursuant to this RFQ. Additionally, the BEDC reserves the right to award contracts to more than one vendor pursuant to this RFQ.
- 8.2 All proposals submitted to the BEDC will be evaluated in a two-stage process. The first stage will result in a short list of prospective vendors. The short listed

vendors may be asked to attend an interview and present their proposals before the BEDC RFQ scoring committee.

- 8.3 Proposals will be evaluated based on responsiveness to the requirements of this RFQ as well as the quality and effectiveness of the proposal.
- 8.4 It is anticipated that the successful vendor will be selected by **5.00 pm September 18<sup>th</sup>, 2015**. All vendors who submit proposals will be notified of the identity of the successful vendor.

## **9. Validity of the Quote**

Any quote must remain open for acceptance for a period of not less than sixty (60) calendar days after the closing date of the RFQ.

## **10. Contract**

Execution by the successful vendor of a contract that outlines the terms, Scope of Work and costs will be required. The service provision will commence after the contract has been fully executed. The BEDC shall incur no costs or liability to any vendor prior to initiation of the service provision. All contracts are subject to a final review by the BEDC Advisory Committee and/or Board of Directors.

## **11. Acceptance and Authority to Cancel the RFQ**

The BEDC will not be obliged to accept the lowest price or any of the proposals submitted in response to this RFQ. Each vendor acknowledges and agrees that the BEDC will have no liability or obligation to any vendor, except to the vendor awarded a contract, if any. The BEDC reserves the right to cancel this RFQ without any obligation or reimbursement for cost, materials or time associated with the vendor preparation of their proposal.

## **12. References and Qualifications**

Before awarding a contract, the BEDC reserves the right to require the vendor to submit evidence of qualifications it deems appropriate. This evidence may include references from prior customers, information regarding business ownership and financial soundness and relevant technical experience of the vendor.

## **13. Delivery**

- 13.1 A public notice will be posted in the paper and on the BEDC's website. This RFQ can be downloaded from the BEDC's website. The RFQ will also be issued through our Business Register. In addition it will be delivered via email upon request.

## **14. General**

- 14.1 All proposals will be considered final upon receipt. No additions, deletions, corrections or adjustments will be accepted after submission.

- 14.2 Proposals received after the submission deadline will be deemed non-compliant and categorized as a “NO BID”. The time stamp for proposals submitted electronically will be that of the BEDC mail server. It is the vendor’s responsibility to allow sufficient time for electronic transmission and/or physical delivery of their proposal.
- 14.3 Following the award and acceptance of the final contract, a letter will be issued as a notice to proceed to the successful vendor. Payments will be made in accordance with the terms and conditions set forth in the final contract.

## 15. Project Authorities

Executive Sponsor	Erica Smith, Director of BEDC
Contract Manager	William Spriggs, Contract Officer
Administrator	Valita Brown, Administrative Officer

## 16. Summary of Key Dates

Request for Proposals published	<b>August 14<sup>th</sup>, 2015 5.00 pm. (AST)</b>
Mangrove Bay Beach Site Visit	<b>August 21<sup>st</sup>, 2015 10:30 am. (AST)</b>
Deadline for inquiries	<b>August 24<sup>th</sup>, 2015 5.00 pm. (AST)</b>
Submission Deadline	<b>September 4<sup>th</sup>, 2015 5.00 pm. (AST)</b>
Vendor selection (this date subject to change and respondents will be notified accordingly)	<b>September 18<sup>th</sup>, 2015 5.00 pm. (AST)</b>

# Project Scope

## 1. Introduction

- 1.1 The Somerset Economic Empowerment Zone was established in March 2011 as a way to bring economic and community focus to overlooked areas of Somerset and to enable the regeneration of the area. Over the past four years, the BEDC and the Somerset Economic Empowerment Zone office have been working with the Somerset businesses, residents, and community organisations to address the socio, economic and physical issues in the Zone, basing each of our actions and decisions on research, as well as community input and feedback.
- 1.2 Often times, design is used as a tool and catalyst to bring about positive change in neighbourhoods, not just from a physical perspective but by bringing about change in human behaviour as well. The BEDC recognizes this and it wishes to implement a series of physical improvement projects on key landmark sites around the SEEZ which we believe will be catalysts.
- 1.3 Given the above, the Mangrove Bay Beach development project (The Beach) is a Somerset community development initiative led by the Somerset Economic Empowerment Zone' Office (SEEZ), in conjunction with its steering partners. The SEEZ is committed to Somerset small business success and as part of its mandate, acts as a change agent in partnering with public and private entities to focus on enhancing community assets for optimum usage by visitors and locals.
- 1.4 Mangrove Bay Beach has long been overlooked and has been allowed to deteriorate. Foreshore erosion, lack of proper access and egress as well as road water run-off are just a few of the Beach's current problems that need to be effectively addressed.

## 2. Project Objective and Concept

- 2.1 Given the foregoing the BEDC is seeking the services of an appropriately qualified consultant or consultant team to provide professional architectural and/or engineering services for the design and restoration of Mangrove Bay beach.
- 2.2 The ultimate outcome of this RFQ is to select a suitable consultant or consultant team who can provide a design for Mangrove Bay Beach from schematic drawings, through to working drawings, planning permission, building permit and construction management.
- 2.3 The successful vendor will develop a response for the proposed project scope outlined below.

## 3. Problem/Opportunity

- 3.1 This service provision will enable the Mangrove Bay Beach to be developed to its fullest potential for the enjoyment by all users. It is envisioned that a refurbished beach and surrounding park lands will add much needed traffic and vibrancy to the Mangrove Bay area.

- 3.2** The architectural design should seek to uphold the natural beauty of the beach and at the same address all elements of Section 4. Scope below.

## **4. Work Scope**

### **4.1 Foreshore Retaining / Fencing**

The beach's current foreshore is in need of retaining as it is currently eroding into the beach. The un-retained foreshore also presents a safety issue as anyone standing on the foreshore lands can be easily injured should a fall occur. The top foreshore ground to lower beach level heights in some areas are 8ft. Also, it should be noted that the beach widens towards the mid to western end and narrows towards the eastern end. Effective retaining should be designed in a way that embraces the beach's natural amenities and at the same time provides for the maximum beach level usage is desired. Natural safety fencing should be incorporated within the design in all areas over 4ft.

### **4.2 Foreshore Socialization / Relaxation Areas / Landscaping Plan**

With the development of a levelled contoured foreshore by way of effective earth retaining, there will be top level areas that will be ideal for public socialization and relaxation. These areas should be enhanced with a proper detailed landscaping plan. The landscaping plan, together with any hardscaping, should be entertained in a balanced way so as to provide for the optimum sustainable public usage and reflect a style that is fitting with the natural environment and beach amenities.

The grassy area and curb that abuts the main Somerset Road along the mid to eastern side of the beach should reflect an enhanced degree of safety as currently there is no barrier between the grassy area and main road. A concrete walkway splits this grassy area. The latter should be taken into account when designing the optimum road side socialization / relaxation areas that still adhere to the beach's natural theme and yet are safe from traffic passing by.

### **4.3 Public & Tractor Access / Egress**

Currently there is a lack of a proper walk-way onto the beach. This should be addressed in a natural way in keeping with the beach environment. There should also be some provision for how the beach cleaning tractor can enter and exit from the lower level beach area without damaging the beach's new design works.

### **4.4 South Side Park Land Surrounding Anchor**

The park land area surrounding the Anchor should be incorporated into the plan. The Anchor is a Somerset / Mangrove Bay Beach historical treasure and should be reflected as such in the design. It is envisioned that the surfacing around the Anchor, now compacted dirt, will be enhanced in a sustainable way and also be able to be a sitting area on occasions.

#### 4.5 Punt Rack

Currently punts and kayaks are tied to a railing on the western side of the beach. It is envisioned that the current free service will be designed into a 'punt pay parking' service thereby reducing the numbers of punts at the beach. Punt storage of 8 – 10 punts should be designed into the most eastern side of the beach. Thought should be given to how the punt storage interacts with the beach, surrounding higher level ground retaining, and the most effective and attractive way for the punts to be stored.

#### 4.6 Larger Plantings / Palm Trees

In addition to the general landscaping and inclusion of beach hardy / maintenance free plantings, the landscaping design plan should take into account the planting of 2 to 4 – 20ft Coconut palm trees and the planting of 6 to 8 – 12ft X Palm trees (**photos from Cambridge**).

### 5 Deliverables

It is expected that the Consultant(s) bid package should provide costs for the following (at a minimum or explain variations to this listing). Costs should be broken down for each deliverable. It is expected that the Consultant will produce and submit the deliverables to the Bermuda Economic Development Corporation within 6 weeks after the successful vendor is selected and a contract signed.

- a) A design for the new beach area based on the feedback obtained from EEZ stakeholders.
- b) A schedule of key stages in design development and a final presentation to the Bermuda Economic Development Corporation. There could be a need to participate in public presentations.
- c) Ability to provide updates at regular intervals to the Bermuda Economic Development Corporation and reviews at each critical stage of the design with BEDC.
- d) Coordination of data such as survey, geotechnical engineering, and utility analysis.
- e) Construction drawings and specifications, including shop drawings.
- f) A three-dimensional perspective and vignettes must be included for the final presentation and future display.
- g) Construction costs and operations cost estimates (for maintenance).
- h) Civil and landscape design for the site within the overall site design.
- i) Submission of plans to and obtain permit approvals from the Department of Planning.

### 6 Contacts

It is anticipated that the following contacts will need to be consulted during the development of vendor responses:

Contract Manager  
Administrator

William Spriggs, Officer  
Valita Brown, Administrative Officer

# About the BEDC

## 1. Introduction

This document describes the functional and non-functional requirements of the BEDC.

## 2. Business Overview

### 2.1 *Background*

The Bermuda Economic Development Corporation (BEDC) was established in 1980 as the Bermuda Small Business Development Corporation (BSBDC). This joint venture between Bermuda's banks and the Government was formed to actively assist the development of a strong, well-managed and prosperous small business sector in Bermuda. In 2011, the BSBDC Act was amended to expand its remit. As a result the BSBDC changed its name to BEDC to encompass its expanded legislation. Under the new legislation the Corporation performs the following functions:

- a. the granting of loans or other forms of financial assistance, to assist persons in establishing, carrying on or expanding small businesses, medium-sized businesses and entities within economic empowerment zones;
- b. the provision of technical advice or assistance to persons who are seeking or who are granted financial assistance;
- c. to operate and manage markets;
- d. to oversee and manage the development and implementation of the economic empowerment zones; and
- e. the maintenance of a Register of Small Businesses, Medium-Sized Businesses and Economic Empowerment Zone Business Entities,

Under the BEDC Act 2011, a "Small business" is defined as: Bermudian – owned and managed, operating locally, having an annual gross payroll not exceeding five hundred thousand dollars (\$500,000) and having annual sales revenues of less than one million dollars (\$1,000,000).

Under the BEDC Act 2011, a "medium sized business" is Bermudian owned & owner operated – business enterprise with at least three of the following attributes:

- a. Gross annual revenues between \$1 million and \$5 million
- b. Annual payroll between \$500K and \$2.5 million
- c. A minimum of 11 and a maximum of 50 employees
- d. In operation for a minimum of 10 years
- e. Net Assets of less than \$2.5 million

## PRODUCTS AND SERVICES PROVIDED BY THE BEDC

**Loan Guarantee Programme:** While not a bank, the BEDC will consider acting as a guarantor for a portion of a bank loan for small businesses that appear viable and where the creditworthiness of the borrower is sound. As guarantor of last resort, the BEDC can guarantee up to 50% of the agreed loan amount to a maximum of \$200,000.

**Technical advice:** Our officers are experienced professionals who can provide business management advice on a variety of issues, including:

- a. Developing a business plan
- b. Bookkeeping/accounting
- c. Managing cash flow
- d. Inventory and stock controls
- e. Expense and overhead controls
- f. Developing marketing and communication strategies
- g. Relevant taxes and Government regulations
- h. Lease arrangements
- i. Insurance requirements
- j. Staffing issues/policies

**Resource Library:** the BEDC's library contains tapes, videos, CD ROMs, books and periodicals, all focused on small business management issues such as business planning tutorials, strategic planning advice, customer service training and more.

**Relationships:** the BEDC has direct access to many organizations, professional groups and Government departments, which enables it to ensure that the advice provided is accurate and up-to-date. No question is considered unimportant and we are committed to assisting all entrepreneurs who seek guidance.

### **Existing Information**

The Bermuda Economic Development Corporation holds and has access to existing information from a variety of sources in Bermuda, which could be utilised in the preparation of this study. They are as follows:

- Somerset EEZ Report
- Focus Groups feedback
- Various photos and images of the Somerset EEZ

**REQUEST FOR QUOTATIONS FORM of TENDER**

**All sheets form part of the tender**

**LUMP-SUM BID**

**TO: EXECUTIVE DIRECTOR - BERMUDA ECONOMIC DEVELOPMENT CORPORATION**

Having examined the tender documents as well as the relevant conditions affecting this work, we the undersigned, offer to complete the project for the sum of:

(Figures) **BD\$**

(Words) **Bermuda Dollars**

We agree to abide by this tender for sixty (60) calendar days from the date fixed for receipt of tenders, and understand that you may accept/reject any bid you may receive.

## CONSULTANT INFORMATION

**1. CONSULTANT'S PAYROLL TAX NO.:**

**2. CONSULTANT'S SOCIAL INSURANCE NO.:**

### **FINANCIAL STABILITY**

We confirm that we, the undersigned, are conducting business as a proper legal entity and are not delinquent in making payments for outstanding debts for Government receivables such as Social Insurance contributions and Payroll Tax.

If in arrears that we have a signed agreed payment plan(s) and are making the payments as per the agreement.

**SIGNED** (Block Letters):

(Signature):

**ON BEHALF OF:**

(Company)

**ADDRESS:**

**COMPANY FAX. NO.:**

**COMPANY EMAIL:**

**COMPANY PHONE NO.:**

(Main/Cell)

**DATED:**

## **CERTIFICATE OF CONFIRMATION OF NON-COLLUSION**

### **Notes for the tender/bidder**

The essence of Open Tendering is that the Bermuda Economic Development Corporation shall receive bona fide competitive Tenders from all persons Tendering. In recognition of this principle, all companies submitting a tender will be required, by way of the signature of the Company Principle, state their agreement to the statements below, which indicates that the tender has been submitted without any form of collusion.

The Certificate of Confirmation of Non-Collusion is a mandatory requirement from all bidders. Any bids 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 process, the bidder 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 bidder and/or any party involved in the matter.

False submissions may also exclude the bidder, and any other person or company involved in collusion, from bidding for future contracts tendered by the Government of Bermuda.

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

I/We certify that this is a bona fide Tender, intended to be competitive and that I/We have not fixed or adjusted the amount of the Tender 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 additional information, other than that contained within the tender pack, or supplementary information provided to all bidders.

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 tender administrator the amount or approximate amount of my/our proposed Tender (other than in confidence in order to obtain quotations necessary for the preparation of the Tender for insurance) or
- (b) entering into any agreement or arrangement with any other person that he shall refrain from tendering or as to the amount of any Tender 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 tender.

\_\_\_\_\_  
Signed Date \_\_\_\_\_

\_\_\_\_\_  
Printed Name and Title Company Name

\_\_\_\_\_  
Signed Date \_\_\_\_\_

\_\_\_\_\_  
Printed Name and Title Company Name