

Annex C

Swing Bridge

Condition Assessment and Load Rating

2022

Checklist of Submission Requirements



GOVERNMENT OF BERMUDA

Ministry of Public Works

Department of Works and Engineering

SUBMISSION CHECKLIST

Tick if
Submitted

1.0 Mandatory Requirements

Notes

- 1.1 Signed Mandatory Submission Form
- 1.2 Incumbency Certificate
- 1.3 Certificate of Confirmation of Non-Collusion Form
- 1.4 Certificate of Incorporation
- 1.5 Pricing Form
- 1.6 Method Statement, List of Equipment,
Timetable
- 1.7 Joint Venture Submission Requirements

The method statement will be used to judge understanding of the works and assumptions for pricing

If Submitting as Joint Venture please refer to RFP documents - RFP Particulars for special requirements. Need to demonstrate that full scope of works will be completed by the Joint Venture. Agreement between Partners AND Power of Attorney must be submitted.

2.0 Non-Mandatory Requirements

Notes

Non-Mandatory submissions allow scoring of non-price factors; omission loses points and tender might fail for lack of sufficient quality points

- 2.1 Information required to demonstrate Experience and Capability
- 2.2 Qualifications and References Form
- 2.3 Information required to demonstrate understanding of
 - the tender,
 - contractor's availability and capacity to meet the requirements and schedule
- 2.4 Professional Reference letters (3)
- 2.5 Financial Reference (1)
- 2.6 Local Benefit Form
- 2.7 Safety and Health Policy
- 2.8 Safety and Health Record
- 2.9 Environmental Considerations

Annex D

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Qualifications and Reference Forms

COMPANY QUALIFICATIONS AND REFERENCES

Name of Company: _____

1. The Company has been engaged in business, under the present business name for _____ years.
2. Experience in work of a nature similar to that covered in the proposal documents extends over a period of _____ years.
3. The following contracts have been satisfactorily completed in the last three (3) years for the persons, companies or authorities indicated:

	Year	Type of Work	Contract Amount	Location and for Whom Performed
(a)				
(b)				
(c)				

4. The following person may be contacted for information concerning the work listed above (list a reference for each contract named):

	Name	Title	Address	Telephone
(a)				
(b)				
(c)				

5. The following contracts are no longer current but have been satisfactorily completed in the last five (5) years for the persons, companies or authorities indicated:

	Year	Type of Work	Contract Amount	Location and for Whom Performed
(a)				
(b)				
(c)				

Annex E

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Local Benefits Form

LOCAL BENEFITS

(SOCIAL, ECONOMIC AND ENVIRONMENTAL)

All pages of this form must be completed and returned with the Proponent's response.

This form is used to gather information to influence and help the economic transformation and enable meaningful participation of Bermudians and "specified business" in Bermuda's economy. This form looks at the ownership, management structures, and skill development opportunities and to learn more about the businesses bidding on Government Contracts. The Government's aim is to increase access to local economic activities and encourage skills training opportunities for Bermudians and the Government's use of specified businesses.

Rated criteria in the Government's Standard Evaluation Matrix Section 3 is equivalent to 40% of the overall score. It helps the public officers to measure, promote equal opportunities, and optimize the participation of specified businesses.

Date:

Ownership:

1. Bermudian Owned Business..... Yes No
2. Are you defined as a "Specified Business" in Bermuda (Small or Medium Sized)?
 Yes No
 Other _____

Definition - According to the Code of Practice Project Management and Procurement (page 8 and 9), "**Specified Business**" means a Bermudian-owned and owner-operated business enterprise with such characteristics as the Bermuda Economic Development Corporation may determine and

(A) gross annual sales of less than one million dollars, or an annual payroll of less than five hundred thousand dollars; or

(B) at least three of the following attributes:

- (i) gross annual revenue of between \$1,000,000 and \$5,000,000;
- (ii) net assets of less than \$2,500,000;
- (iii) an annual payroll of between \$500,000 and \$2,500,000;
- (iv) between a minimum of 11 and a maximum of 50 employees; and
- (v) been in operation for a minimum of 10 years.

Please note that BEDC has not yet requested any additional requirements of businesses to be categorized as a Specified Business. Any Bermuda owned company that satisfies the criteria on item A or item B above will be considered a Specified Business.

3. Provide a copy of the Certificate of Incorporation (if applicable).

Copy attached Yes No

4. Number of employees/Bermudians

Please indicate the total number of persons employed by the company and the number and percentage of Bermudian employees.

NUMBER OF NON-BERMUDIANS:	
NUMBER OF BERMUDIANS:	
NUMBER OF SPOUSES OF BERMUDIANS:	
NUMBER OF EMPLOYEES:	
PERCENTAGE OF BERMUDIANS:	

Skill Development - Apprenticeships/training opportunities

5. Does your business offer internship, apprenticeships or training opportunities?

Yes No

6. Does your business offer Bermudian's internships opportunities?

Yes No

7. Does your business offer Bermudian's apprenticeships/training opportunities?

Yes No

8. Is your business willing/able to provide Bermudians new internship, apprenticeship or training opportunities?

Yes No

9. If yes, to questions 6, 7 or 8, what apprenticeship or training opportunities exist, please indicate below. (add more lines as needed)

<u>EMPLOYEE NAME</u>	<u>NON BERMUDIAN</u>	<u>BERMUDIAN</u>	<u>(month/year)</u>	<u>NAME OF INTERNSHIP OR APPRENTICESHIP PROGRAM OFFERED BY YOUR COMPANY</u>

Preference Procurement

10. Will the proponent use Bermuda specified businesses in their supply chain?

Yes _____ No _____

Please provide an explanation _____

11. Will the proponent use Bermuda specified business sub-contractors (if applicable)?

Yes _____ No _____

Please provide an explanation _____

Enterprise and Supplier Development

12. Has the respondent participated in the BEDC Construction Incubator or any other Business Program

Yes No, if yes, state program _____ and year _____

13. Safety and Health, Sustainability and Environmental Policies

Please indicate whether the business has a:

a) Safety and Health Policy,

Yes No, if yes, then please provide a copy.

b) Sustainable Goods and Services Policy

Yes No, if yes, then please provide a copy.

c) Environmental Policy.

Yes No, if yes, then please provide a copy.

Annex F

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Health and Safety Forms



CONSTRUCTION PROJECT SAFETY PLAN

Introduction

This document is to be completed by the primary contractor and forwarded to the Ministry of Public Works, Safety and Health Office prior to the commencement of works. It must be kept current as part of the project and available to all persons involved, who must understand and comply with its requirements.

Office: 297-7651
Email: dwsimmons@gov.bm

Project Description

Project Name			
Building Permit #			
Project Start / End dates	Mm/dd/yyyy	Mm/dd/yyyy	
Project Location			
Project Contacts	Name	Phone Number	Email
Primary Contractor			
Project Manager			
Principle Contractors	Name	Phone Number	Email
Excavation			
Structural			
Electrical			
Mechanical			



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Roofing			
Others			

Project Controls			
Controls	Applicable	N/A	Action If Applicable
Demolition Procedures and additional information as appropriate			Attach demolition plan
Traffic Control Flaggers/lane closure or access restricted			Attach traffic control plan, including diagram, identifying how flaggers will be used and specifying signage, clothing, and illumination as appropriate
Environmental Protection Potential for spills			Describe what release might be anticipated and how mitigation will occur. Describe:
Dust Control Sheet rock, soil, asbestos, etc			Describe how dust control is managed throughout project and identify what type of dust and any special monitoring/equipment that will occur. Describe:



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Controls	Applicable	N/A	Action If Applicable
Barricades/Signage Powder actuated tools, lasers, construction site, danger tape, caution tape, fencing, hole and wall openings, trenches			Describe what signage will be used and where it will be location. Describe:
Working at Heights Provision and use of fall protection equipment and measures to eliminate/reduce the occurrence falls (persons or materials).			Describe how fall hazards will be controlled throughout the project. Identify the active and passive fall systems to be utilized.
Material/Equipment Stage Location for materials, location for contractors vehicles			Describe what signage will be used and where it will be located. Describe:
Waste Disposal General debris, recycled materials, contaminated and hazardous wastes			List wastes that will be generated while working at the project and determine location and size of debris boxes/recycling container, or how waste materials are to be managed. List:
Control of Hazardous Energy Radiation controls: shielding, monitoring; lock out/tag out: electrical, chemical, pneumatic, pressure, thermal, mechanical			Describe how hazardous energy is controlled throughout the project: identify what type of energies and any special monitoring/equipment that will occur/be used. Describe:
Emergency Response			



<p>Accident /injury Response Trained responders, first aid supplies, etc</p>	<p>List method of notifying EMS and what onsite resources are available. This might include first aid kits, fire extinguishers, trained responders etc. List:</p>
<p>Fire Protection/Prevention Building fire systems coordination, hot work, general construction, storage of flammable materials</p>	<p>List any combustible/flammable materials used and how they will be managed. List:</p>
<p>Evacuation Assembly areas, egress routes</p>	<p>Identify under what conditions evacuation of the immediate work site would occur. List:</p> <p>Specify who can issue evacuation notice or how evacuation will occur. List:</p> <p>List where assembly exists are located and who will be responsible for ensuring head count and accountability exists. List:</p> <p>Provide explanation or diagram.</p>
<p>Hazardous Materials Release Spoil piles, chemicals brought onsite, vehicles, product transfer, asbestos, etc</p>	<p>Describe what hazardous materials will be brought onsite or what may be generated as part of the work process. Describe:</p> <p>Attach current MSDS for all materials brought onto project. Include methods to control release, spills, off gassing or other unwanted exposures to work crew.</p>



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Other		List any other emergency procedures that pertain to the type of work being done that are not covered under the above categories. List:	
Plan Review			
Position	Name (Print)	Signature	Date (mm/dd/yyyy)
Primary Contractor			

- FOR OFFICIAL USE ONLY -			
	Name (Print)	Signature	Date (mm/dd/yyyy)
Reviewed by			
Follow-up Action	YES	NO	



COVID-19 CONSTRUCTION PROJECT SAFETY CHECKLIST

Introduction

This document is to be completed by the primary contractor and forwarded to the Safety and Health Office prior to the commencement of works. The COVID-19 control measures highlighted below must be in place before works commence. Failure to maintain these COVID-19 controls may result in works being suspended or site closure.

Post Office Building
56 Church Street
Hamilton, HM 12, Bermuda
Office: 297-7651
Email: dwsimmons@gov.bm

Project Description

Project Name			
Building Permit #			
Project Start / End dates	Mm/dd/yyyy	Mm/dd/yyyy	
Project Location			
Project Contacts	Name	Phone Number	Email
Primary Contractor			
Project Manager			

Required COVID-19 Project Controls

Controls	YES	NO
Does the site have a sign posted with required hygienic practices? (e.g. No face touching, wash hands, clean and disinfect, cover mouth when coughing or sneezing)	<input type="checkbox"/>	<input type="checkbox"/>



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Handwashing facilities (e.g. soap/water or hand sanitizer 60% alcohol) at every entrance; maintain stock.		
No sharing of tools or equipment; If sharing is required there must be a system in place for sanitizing equipment between uses by different employees.		
Schedule or Log for cleaning surfaces/objects.		
Employees must maintain 6-ft physical distancing / Post signage		
Face masks must be available; used by all persons on site.		
Prohibit any gatherings of staff.		
Manage interactions during deliveries / Maintain physical distancing.		
Stagger trades to minimize worker density.		
Any person (employee, visitor, subcontractor, etc.) with COVID-19 symptoms not allowed on site / Post sign at entrance.		
Site to have daily attendance log (for workers and visitors).		

Plan Review

I have reviewed the above checklist and affirm the required controls listed above are established at the project.

Position	Name (Print)	Signature	Date (mm/dd/yyyy)
Primary Contractor			

- FOR OFFICIAL USE ONLY -

	Name (Print)	Signature	Date (mm/dd/yyyy)
Reviewed by			
Follow-up Action	YES	NO	



Notice of Commencement of Construction Work
Regulation 264 of the Occupational Safety and Health Regulations

SECTION 1 - Contractor Information		
Name Of Contractor :		
Mailing Address:		
Address for service:		
Telephone Number:	Fax Number:	email:
SECTION 2 - Owner of the Project under Construction		
Name Of Owner:		
Mailing Address:		
Address for service:		
Telephone Number:	Fax Number:	Email:
SECTION 3 - Construction Site Supervisor		
Name Of Supervisor:		
Mailing Address:		
Address for service:		
Telephone Number:	Fax Number:	
SECTION 4 - Project Information		
Mailing Address or Location of the Project :		
Description of the scope and nature of the construction project:		
Starting date:	Anticipated duration of the work:	
Total Cost for Labour and Materials for the project:		
Identify the hazardous substances that may be used, handled or disturbed by work on the project:		
State whether a shaft, tunnel, caisson or cofferdam is to be constructed as part of the construction project.		
I hereby certify that the information provided in this notice is correct in all respects:		
Signed: _____ Date _____ Contractor or Agent		