



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: **Architectural Services for a New Build Department of Parks Headquarters**

RFX Number: **2021-002-MPW**

Purchase Type: **Architectural Service**

The Government plans to build a new purpose built facility to house the Department of Parks Headquarters and Maintenance Yard at #4 Marsh Folly Road, Pembroke. This facility will serve as the main hub for the Department of Parks administrative staff, work crews, light and heavy vehicles, and storage for various materials.

Objective

The objective is to contract for Professional Architectural Services in order to provide a main headquarters, safe and secure maintenance yard, adequate material and equipment storage, maximize the site for all the multiuse's, and to ensure the facility functions efficiently. The Design Objective is for the facility to be aesthetically pleasing, cost-effective, secure as sustainable.

General Scope:

The selected Proponent shall be required to work under the direction of the Architects Section designee to manage and undertake the planning, design and construction phase services of the new Department of Parks Headquarters and Maintenance Yard. 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.

- Schematic Design Phase Services
- Design Development Phase Services
- Construction Documents Phase Services
- Procurement Phase Services
- Construction Phase Services

The selected Proponent will provide comprehensive design services per the AIA Contract B101-2017 and the Project Deliverable's, including but not limited to reviewing the existing conditions, program and developing a Design Brief. The selected proponent will be expected to attend periodic meetings, prepare design presentations for the Government, acquire the Professional Services of a Landscape Architect, Structural, Mechanical, Electrical, and Plumbing for engineered 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: **Ministry of Public Works Headquarters**

4. Contact Information

Mr. Stephen Squire at email ssquire@gov.bm

5. Language of Submissions

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

6. Important Dates

Issue Date of RFP	Friday, February 19, 2021
Pre-Bid / Site Meeting	Tuesday, February 23, 2021; 10:00 AM
Deadline for Questions	Friday, February 26, 2021; 4:00 PM
Deadline for Issuing Addenda	Thursday, March 4, 2021; 4:00PM
Submission Deadline	Wednesday, March 17, 2021; 3:00:00 PM
Rectification Period	5 business days
Anticipated Ranking of Proponents	Friday, April 2, 2021
Contract Negotiation Period	5 calendar days
Anticipated Execution of Agreement	Friday, April 16, 2021

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 Adobe PDF format via USB drive or CD is requested with your hard copy submittal.

The original and all copies of the proposal shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the proponent. This authorization shall consist of a written authorization and shall be attached to the Submission Form included in (Appendix B). The name and position held by each person signing the authorization must be typed or printed below the signature. An Electronic Record or Signature will be accepted in the submission only in accordance with the requirements laid out in the Electronic Transaction Act 1999. Any interlineation, erasures, or overwriting shall be valid only if they are signed or initialed by the person signing the proposal.

8. Site Visit / Pre-Bid Meeting Details

A mandatory site meeting will be held on Tuesday, February 23, at 10:00 am AST in the maintenance yard of #4 Marsh Folly Road, Prospect.

The above will be the initial meeting point then the tour will move as follows:

Failure to be present at each site and sign-in will result in the disqualification of your proposal submission.

The site visits will be conducted during the regular business hours of 9:00 am to 3:00 pm in order to become familiar with conditions that may affect the proposed work.

Due to COVID-19 Restrictions – Only 2 representatives from each Firm will be allowed to attend.

The proponent or their official representative must register their presence with the RFP Contact, Stephen Squire, at the start of the meeting, and each site stating the name of the company they represent, their email address, and phone number.

The purpose of the meeting will be to visually review the site conditions, clarify issues, and to answer questions on any matter that may be raised.

Proponents are responsible for having a copy of the RFP documents and for making their own notations during the site visits.