



APPENDICES

APPENDIX A - Scope of Services

The Scope of Services shall be as follows:

1.1 Overview of the Scope of Work

The Client retains the Consultant to provide professional services to the Water and Sewage Section. The Consultant will be required to work under the direction of the Principal Engineer (Water and Sewage) to manage and undertake the planning, design and construction of engineering works for water or sewerage facilities, including investigations and feasibility studies, preparation of tender documents, and site supervision.

The Consultant shall ensure compliance with terms and conditions of contracts and ensure that functional requirements and performance are met.

It is anticipated that the Consultant will work on average 10 hours per week to a total of approximately 500 hours. The weekly working hours will be agreed between the parties at the commencement of the contract and reviewed on a monthly basis. The total number of hours may be varied by the Client dependent on workload and contract value.

The Consultant shall perform the Services expeditiously to meet the requirements of the Client and shall complete any portion or portions of the Services in such order as the Client may require. The Client shall have the right to take possession of and use any completed or partially completed portions of the work notwithstanding any provisions expressed or implied to the contrary.

The Ministry is intending on undertaking a major upgrades and rehabilitation to its Water and Wastewater systems. The potential projects range from pumps stations and modification of all elements of the water system, pipelines, rehabilitating reservoirs and installing a new reservoir, installing new water distribution mains, new valves in the distribution system, improved water treatment systems, Improved Septage receiving systems, installation of remote monitoring systems and carrying out feasibility studies.

The bullets below give a comprehensive illustration of the possible required duties ;

1.2 General Duties

The General Duties of the Consultant will include:

1. Design and Preparation of Tender Documents
 - a. Produces preliminary sketches and designs in consultation with client departments.
 - b. Obtains approvals as necessary from Planning Department
 - c. Produces design and working drawings on projects such as wells, pipelines, water and sewage treatment plants, pumping stations, buildings and marine intakes/outfalls.
 - d. Prepares detailed designs which may involve dealing with other disciplines (mechanical, electrical, structural engineering etc) to ensure coordination and compatibility of design elements.



- e. Produces specifications and sets standards for drawings and contract documents.
- f. Checks drawings and calculations to ensure design adequacy.
- g. Prepares bills of quantities and tender documents and then places tenders and advises on acceptance upon return.

2. Project Management

- a. Manages site supervision on a daily basis. Directs and monitors work of contractors.
- b. Carries out performance tests on plant and equipment on completion of contract to ensure compliance with specifications.
- c. Ensures that projects are constructed to specification, on time and within financial constraints.
- d. Prepares for approval interim and final payments as well as variation and change orders.
- e. Supervises the satisfactory completion of projects and correction of defects before producing for approval of final payment.
- f. Completes consultations and correspondence with contractors, public utilities and other departments as required.

3. Investigations and Feasibility Studies

- a. Completes demand forecasting and strategic planning for the development of the public water supply and sewerage in Bermuda.
- b. Completes site inspections, surveying and information gathering for preliminary investigation work.
- c. Completes alternative engineering solutions and thorough economic analysis and feasibility studies. Provides scheme options with estimated costs for relevant committees and clients.

4. Administration

- a. Consult with all organizations and Government bodies that may be affected by any proposed works
- b. Orders materials and ensures delivery to match construction programme.
- c. Supervises consultants undertaking specialist activities on behalf of the Water/Sewage Section.
- d. Prepare monthly reports for the Principal Engineer (Water and Sewage) on the status of all projects.



- e. Provide project cost estimates to the Principal Engineer (Water and Sewage) for annual budgeting purposes.
- f. overseeing the work of /or mentoring junior civil engineers working on the same or parallel capital works projects ;

1.3 Submittals

- a. The Consultant shall develop and maintain a system for documenting the record of events and attendance and submit reports to the Client on a monthly basis. The Client may require additional information that the Consultant would normally be expected to compile as complete documentation of the service.
- b. The reports shall be submitted to the Client each month and shall be used as a basis for payment when invoice is received. Any and all reports and drawings prepared during the term of this contract shall become the property of the Bermuda Government
- c. The following details are the minimum required by the Client and shall be contained in the Monthly Report:
 - i. Details of attendance including time and services rendered
 - ii. Summary of work carried out that month and hours allocated to each task.
 - iii. Progress report on each task showing percentage of completion.
 - iv. Any supporting documentation
- d. The Consultant shall maintain all records and reports as required by law.
- e. Invoices for the work shall be addressed to the Client and must include the Purchase Order Number (s) associated with this projects managed under this contract. The reports and invoices must be submitted promptly to tchristopher@gov.bm and copied to water@gov.bm
- f. Submit a copy of the Certificate of Insurance issued by the Comprehensive General Liability Insurer of the Consultant. Minimum coverage required is BDA\$1,000,000.00. Insurance shall provide coverage for all advice given.
- g. Submit a copy of the Certificate of Insurance issued by the Professional Liability Insurer of the Consultant. Minimum coverage required is BDA\$1,000,000.00.



APPENDIX B - Personnel, Equipment, Facilities and Services of Others to be provided by the Client

Item to be provided by the Client

Client to provide access to server data where required.

Client to make available to the Consultant any relevant information including preliminary data as requested by the Consultant and in a timely manner.

The Consultant will be working predominantly from the Water and Sewage Section. The Government will provide the Consultant with office space during Normal working hours. The Office Space will be provided with a suitably equipped workstation, including access to photocopier, scanner, stationery, computer and software for use exclusively for projects covered by this contract.

DRAFT



APPENDIX C – Price Schedule

Schedule of Rates - to provide Capital Project Engineering Services

POSITION	QUANTITY	RATE	TOTAL
	hours	Hourly Rate	BDA\$
Senior Engineer			
Junior Engineer			
Engineering Designer (EIT)			

Notes:

1. The Consultant is required to complete in full the above price analysis.
2. All rates and prices in the schedule are to be inclusive of all other associated works as described in the Contract documents, materials, related accessories, storage, transport, assembly, placement, overhead and profit.
3. No additional work will be paid for, if in the opinion of the Client, they are not required or previously agreed in writing.
4. The rates in the schedule will be used to price additions to or deletions from the Contract.
5. It is anticipated that the Consultant will work on average 40 hrs/wk to a maximum total of 500 hours. The weekly working hours will be agreed between the parties at the commencement of the contract and reviewed on a monthly basis



Appendix D: Company Information
TO BE COMPLETED BY BIDDER and RETURNED WITH TENDER

Company Legal Name	
Primary line of Business	
Company Principal	
Shareholder Details. Give details on separate sheet if necessary	
Number of years in Business	
Financial Turnover in last Financial Year	
Payroll Tax Number	
Social Insurance Number	
Name of Workmen's Compensation Insurance Company	
Workmen's Compensation Insurance Policy Number	
Name of Consultant's Third Party Insurance Company	
Third Party Insurance Policy Number	
Name of Primary Bank	
Do you have a Safety and Health Policy?	
Do you have an Environmental Policy?	
Do you provide apprenticeships/training positions?	
Have you participated in appropriate business skills training, e.g. The BSBDC Construction incubator	
Total Number of Persons Currently Employed	
Total Number of Currently Employed Bermudians	



Total Number of Currently Employed Non-Bermudians	
Have you had any reportable Safety and Health incidents or near misses in the past five years? If so give details.	
Provide evidence of experience with similar projects. Give details on separate sheet if necessary	
Do you have sufficient suitably experienced resources available? If not explain how you intend to service the contract.	
Give details of staff who will be working on this equipment. Details should include evidence of proficiency to service and maintain the relevant equipment, experience and any licences held or training courses completed	
Provide references from two previous employers on a separate sheet	
Provide a bank reference demonstrating that the company is in a stable financial position	
Does the Company have any outstanding Government debt? If so give details of amount and days overdue.	

Copies of the Certificate of Incorporation of the Company, Safety and Health Policy and Environmental Policy (if applicable) must accompany this form.



**Appendix E: Confirmation of non-Collusion
TO BE COMPLETED BY BIDDER and RETURNED WITH TENDER**

CERTIFICATE OF CONFIRMATION OF NON-COLLUSION

Notes for the tenderer/bidder

The essence of Open Tendering is that the Government of Bermuda 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 Principal, 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.



TO BE COMPLETED BY BIDDER and RETURNED WITH TENDER RESPONSE

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

(1) _____ Status _____

(2) _____ Status _____

for and on behalf of

Date _____



Appendix F: Evaluation Matrix and Criteria

ITEM	EVALUATION CRITERIA	WEIGHTING
1	Experience & Capability:	
1.1	Does the bidder have specialized experience in the type of work to be performed, specifically including work for a crown corp. or utility of similar size.	/10
1.2	Qualifications and experience of the staff assigned by proposer to perform these services.	/10
1.3	Past experience of proposer and project team members with the Bermuda Government or associated crown corporations	/10
1.4	Familiarity with the Water and Sewage Section infrastructure, Depots and facilities.	/10
1.5	Availability and capability to timely perform the engineering services described in this RFP on an ongoing basis.	/10
1.6	Does the bidder have a good track record in Health & Safety?	/5
1.7	Were the bidders referees positive about their experience of working with the Consultant /supplier, and would they use them again?	/5
1T	Total Score - Section 1	60%



2	Financial Analysis	
2.1	Tender price (include all costs)	/10
2.2	The bidder is in a stable financial position.	/10
2.3	The bidder has no outstanding Government debt.	/10
2T	Total Score - Section 2	30%
3	Social, Environmental & Economic criteria	
3.1	Percentage of workforce that is Bermudian or has Bermudian status.	/5
3.2	Does the bidder offer evidence of providing apprenticeships/training positions or being willing to offer them?	/5
3T	Total Score - Section 3	10%