



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: **2022-004-MPW**

Purchase Type: **Service**

The Government is seeking 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 hold design team meetings with the End-user and the Architectural Designee, prepare design presentations for the Government, 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: **Department of Public Lands and Building**

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	Monday August 22, 2022
Pre-Bid / Site Meeting	Thursday August 25, 2022 10:00 AM local time
Deadline for Questions	Tuesday August 30, 2022 local time
Deadline for Issuing Addenda	Friday September 02, 2022 local time
Submission Deadline	Friday September 09, 2022 03:00:00 PM local time
Anticipated Final Ranking	Monday September 26, 2022
Contract Negotiation Period	7 calendar days
Anticipated Execution of Agreement	Wednesday October 26, 2022

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. Proponents shall submit at minimum 2 original signed hard copies of their proposal and one (1) electronic copy (e-copy) in Adobe PDF format on a USB

8. Pre-Bid Site Visit Details

Pre- Bid Site Visit

A site meeting will be held on Thursday, August 25, 2022, 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:

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.

The proponent or their official representative must register their presence with the RFP Contact, Stephen Squire, at the start of the meeting, and each 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, proponents must submit all questions via email to the RFP contact.

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

Non-attendance at the pre-bid meeting will not be a cause for disqualification of a bidder.