



GOVERNMENT OF BERMUDA

Request for Proposals (Bermuda Airport Redevelopment Project Management; Technical and Traffic Advisor)

Ministry of Tourism Development and Transport

Addendum #1

October 30, 2015

This Addendum forms part of the tender documentation and contains 6 pages.

A. Bid Form and Addenda Acknowledgement Form

An authorized representative of each bidder must complete and sign the following attachments:

- (i) Bid Form; and
- (ii) Addenda Acknowledgement Form

B. Refer to the Paragraph with the heading “Bid” on page 2 of the Documentation

A proposal is deemed to be late if it is received by the Government after 1700 hours (AST) **on 4 November 2015. This deadline is extended as a result of the issuance of this document.** Proposals received after the submission deadline may be rejected.

C. Instructions to Bidders to Supplement the Information on page 2 of the Documentation

Public Access to Information

Any information collected or used by or on behalf of the Government of Bermuda under this solicitation document is subject to the Public Access to Information Act 2010 (“Act”). The information belongs to a class of information that might be made available to the general public under the Act. Any questions regarding the collection, use, or disclosure of the information should be directed to the public authority that issued this solicitation document.

Eligibility and Qualifications Requirements

Bidders should not be associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the Government to provide consulting services for the preparation of the design specifications and other documents to be used for the procurement of works under this Request for Proposals.



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Bid Validity

In exceptional circumstances, prior to expiry of the original bid validity period, the Government may request that the bid validity period be extended. The request and the responses thereto shall be made in writing by email. A bidder may refuse the request and withdraw his proposal. A bidder agreeing to the request will not be required or permitted to modify his proposal.

This bid validity period shall apply to all proposals received regardless of whether a different validity period is specifically stated within a proposal.

Format and Signing of Proposal

The completed proposal shall be without alterations, interlineations or erasures, except those to accord with instructions issued by the Government, or as necessary to correct errors made by the bidder, in which case such corrections shall be initialled by the person or persons signing the proposal.

Only one proposal may be submitted by each bidder. No bidder may participate in the preparation of the proposal of another for the same contract in any relation whatsoever.

Submission of Proposal

A proposal may be withdrawn at any time by written notice only, provided such notice is received at the office of the Ministry prior to the date/time set as the closing time for receiving proposals.

Modifications and Withdrawal of Submission

The bidder may modify or withdraw its proposal after submission, provided that the modification or notice of withdrawal is received in writing by the Government prior to the prescribed deadline for submission.

Subject to bidders' responses to requests for clarification, no proposal shall be modified subsequent to the deadline for submission.



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Bid Opening and Evaluation

Bid Opening

The Government will examine the proposals to determine whether they are complete, whether the documents have been properly signed and whether the proposals are generally in order. Proposals for which an acceptable notice of withdrawal has been submitted shall not be opened.

The bid opening will not be held in public.

The bid opening will be recorded with the bidders' names and price(s). This record is kept on file.

Process to be Confidential

Information relating to the examination, clarification, evaluation and comparison of proposals and recommendations concerning any award of contract shall not be disclosed to bidders or other persons not officially concerned with such process.

Any effort by a bidder to influence the Government in the process of examination, clarification, evaluation and comparison of proposals, and in decisions concerning any award of contract, shall result in the rejection of the proposal.

Clarification of Proposals

To assist in the examination, evaluation and comparison of proposals, the Government may ask bidders individually for clarification of their proposals. The request for clarification and the response shall be in writing or by facsimile, but no change in the price or substance of the proposal shall be sought, offered or permitted except as required to confirm the correction of arithmetic errors discovered by the Government during the evaluation of the proposals in accordance with the paragraph below under the heading "Correction of Errors".

Preliminary Examination – Determination of Responsiveness

Prior to the detailed evaluation, the Government will determine whether each proposal is substantially responsive to the requirement of this Request for Proposals.

For the purpose of this clause, a substantially responsive proposal is one which conforms to all the terms, conditions and specifications/Terms of Reference and scope of works of the solicitation documents without material deviation or reservation.



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A material deviation or reservation is one which affects or could affect, in any substantial way, the scope, quality, or performance of the services or which limits, in any substantial way, the Government's rights or the bidder's obligations under the Contract and rectification of which deviation or reservation would affect unfairly the competitive position of other bidders presenting substantially responsive proposals.

A proposal determined as not substantially responsive will be rejected by the Government.

Correction of Errors

The Government will examine the responses to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed, and whether the bids are generally in order.

Arithmetical errors will be rectified on the following basis:

- (i) Where there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If the bidder does not accept the correction of errors, its bid will be rejected.
- (ii) Where there is a discrepancy between the amounts in figures and in words, the amounts in words will govern; and
- (iii) Where there is a discrepancy between the individual lump sums and the total amounts derived for the sum of the individual lump sum, the individual lump sum as quoted will govern, and the total amount will be corrected.

Evaluation Process

Final selection of a company will be determined following review of all work proposals, cost proposals and/or formal oral presentations. Proposal price alone will not be the sole determining factor in the selection of the contractor for this work. The Ministry will consider the proposal costs for all proposal items identified herein together with the contractor's qualifications, references, and understanding of the scope of work to form the basis for its decision on who will be selected. The Ministry reserves the right to reject any or all proposals and to determine which proposal is, in the Ministry's judgment, the most responsive.

Evaluation Criteria

Proposals will be evaluated to determine the best value offered to the Government based on the following criteria:



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Phase 1 - Proposal Responsiveness - Pass/Fail

Required documentation: Proposals will be reviewed to determine if all required documentation was included with proposal submittal as described in this RFP.

Each proposal will be reviewed by an evaluation committee to determine if it meets the proposal requirements. Failure to meet the requirements for this Request for Proposals may be cause for rejection of the proposal.

Phase 2 - Proposal Review and Evaluation

The proposals will be evaluated according to the Proposal Evaluation/Weighting Criteria in Appendix 2.

The evaluation committee may seek written clarification from any or all prospective contractors in order to better understand and evaluate the proposal.

Phase 3 - Presentations/Oral Interviews

Proposals determined to have scored in the competitive range may be invited to present oral presentations for the purpose of introducing key members of the evaluation team, and allowing the Ministry to fully understand the prospective contractor's ability to meet the evaluation criteria. Oral presentations will not be scored separately. Instead the Ministry may modify proposal scores and resulting rankings based on the oral presentation.

The service manager identified in the proposal must be the lead presenter in the oral presentation. This process may not be used as an opportunity to submit missing documentation or to make substantive revisions to the original proposal.

Phase 4 - Cost Proposal

After the technical and oral presentations, cost proposals will be evaluated.

Award of Contract

The Government will award the contract to the bidder whose proposal has been determined to be substantially responsive to the solicitation documents and who, in the opinion of the Government, has offered the best proposal taking into consideration the price, the contractor's capability and available resources to carry out the contract effectively and the contractor's schedule. This may not be the lowest priced proposal received.



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The Government does not bind itself to accept the lowest or any proposal and reserves the right to reject any proposal and, and to annul the tendering process and reject all tenders, at any time prior to award of contract, without thereby incurring any liability to the affected tenderer or tenderers, or being under any obligation to inform the affected tenderer or tenderers of the grounds for the Government's action.

The Government may declare the tender void when it is evident that there is a lack of competition or there has been collusion. All proposals may be rejected if substantially higher than the budget.

Prior to expiration of the period of the bid validity, the Government shall award a single or multiple contract(s) to the qualified bidders with the highest total score based on the evaluation method indicated in this Request for Proposals.

Notification of Award

Prior to the expiration of the period of bid validity the Government will notify the successful tenderer by email and/or registered letter that its tender has been accepted.

The Government will promptly notify the unsuccessful bidders that their proposals have been unsuccessful.

Signing of Contract Agreement

At the same time that the Government notifies the successful tenderer(s) that its tender has been accepted, the Government will send the bidders the Form of Agreement, incorporating all agreements between the parties.

Within 14 days of receipt of the Form of Agreement, the successful tenderer shall sign the Form and return it to the Government.

END OF ADDENDUM #1



BID FORM

(Note: all sheets form part of the Proposal)

Request for Proposals (RFP)

For Professional Consultancy Services

For Project Management Technical and Traffic Advisor

TO: AIRPORT GENERAL MANAGER, Department of Airport Operations; Ministry of Tourism Development and Transport.

Having examined the RFP documents for the above Services , we the undersigned, offer in accordance with the terms and conditions outlined in the draft contract and all of the Terms of Reference;

1. We declare that this tender is made without any connection, comparison of figures or arrangements with or knowledge of any other corporation, firm or person making a proposal for the same work and is in all respects fair and without collusion or fraud.
2. We acknowledge that the Government is not bound to accept the lowest or any proposal, and will not accept any late proposal.
3. We confirm that we, the undersigned, are conducting business as a proper legal entity and are not delinquent in making payments to the Government for Social Insurance contributions, Payroll Tax or any other debt recorded by the Accountant General's Debt Collection Section.
4. We confirm that we have submitted a bona fide proposal intended to be competitive and we have not fixed or adjusted our Price by or under or in accordance with any agreement or arrangement with any other Bidders.
5. Having examined the Site, the Solicitation Documents and Addenda Nos. _____ inclusive for the execution of the above named Work we, the undersigned, offer to provide the Named Work in accordance with the **Instructions to Bidders, Forms of bid and related documents**, specification (Herein called the *Solicitation Documents*).
6. We undertake, if our Proposal is accepted, to commence the Works as soon as is reasonably possible after the receipt of the Project Manager's notice to commence, and to provide the Works comprised in the *Contract Documents*.
7. We confirm that our Proposal shall remain open for acceptance by the Government of Bermuda for a period of **ninety (90) calendar days** from the date of this undertaking and shall be irrevocable during this period.
8. We understand that Government may accept/reject any proposal it may receive.
9. We undertake to commence the work within **FOURTEEN (14) calendar days** of the date of the acceptance of this proposal.



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BID FORM

(Note: all sheets form part of the Proposal)

- 10. Unless and until a formal agreement is prepared and executed, this Proposal, together with your written acceptance thereof, shall constitute a binding contract between us.
- 11. We consent to the collection and use of any information we give to the Government in response to this solicitation document and waive any right to challenge any decision made by the Government to disclose the information.

Dated this _____ day of _____, 2015

(Name)

(Signature)

Duly authorized to sign proposals for and on behalf of:

(Firm)

(Address)



COMPANY PROFILE

This tender is submitted by the authorized representative of the company as indicated below:

Company's Authorized Representative	
Company Legal Name:	
Company Address:	
Company Website	
E-mail Address:	
Work Tel.:	
Cell:	
Fax:	
Today's Date:	
Company's Social Insurance No:	
Company's Payroll Tax No:	
List of Company Directors:	

Sub-Contractors

In the event that we, the undersigned, are awarded the contract for the work, we will employ the firms listed below as sub-contractors.

All sub-contractors shall be approved by the Government; such approvals being finalized prior to the contract award. The successful bidder will not be permitted to change any sub-contractor without the Government's approval.

In the event that we employ a sub-contractor not approved by the Government, we will agree to immediately replace this sub-contractor with an approved sub-contractor. We will accept full responsibility for all damages and costs incurred by the Government (including, but not limited to, any and all costs relating to the discharging of liens brought on by any unapproved sub-



contractor) as a result of employing an unapproved sub-contractor.

Type of Work or Services	Sub-Contractor

The Bermuda Government is committed to having a sustainable workforce and therefore makes it a compulsory requirement for all Bidders to provide a company profile of employees [the number and names of Bermudians and non-Bermudian employees, their job categories and information with respect to training that is provided for employees] with their tender for these works.

Employee Name	Bermudian Yes / No?	Job Category

Note: Continue on another page if necessary



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FORM OF TENDER (CONTINUATION)

(Note: all sheets form part of the tender)

Addenda Acknowledgement form

Request for Proposals (RFP)

For Professional Consultancy Services

For Project Management Technical and Traffic Advisor

We confirm having completed all parts of this form; and received and complied with all addenda (if any) as follows:

Insert addenda # _____

SIGNED:

(Signature)

(Block letters)

ON BEHALF OF:

(Company)

(Mailing address)

(Email)

(Contact #'s)

(Telephone) _____

(Cell#) _____

DATE:
