

REQUEST FOR PROPOSALS

**Project Management Consultancy Services
for
Barbados Water Authority Capital Expenditure Projects
RFP # BWA-21/08/25-1**

BARBADOS WATER AUTHORITY

August 25, 2021

1. Overview

- 1.1. The Barbados Water Authority (BWA) is advertising for proposals (Request for Proposals – “RFP”) from qualified and experienced consulting firms for the provision of project management services for BWA Capital Expenditure projects.
- 1.2. The Scope of Services and Implementation Schedule are included in Appendices 1 and 2 of this Terms of Reference.

2. Proposal Requirements

Responses to this RFP should be submitted via electronic mail to the below email address, with the reference **Proposal for Project management Services for BWA CAPEX Projects**. Proposals should be received no later than **September 13, 2021, at 4:00 PM** (local time) and addressed to:

The Chairman

Tenders Committee

Barbados Water Authority

Email: bwatenders.committee@bwa.gov.bb

Subject: RFP – Project Management Services Bid #2 – CAPEX Projects

Interested firms should confirm their intention to respond to the RFP by sending a confirmation email to projects@bwa.gov.bb by 6:00 pm, September 1, 2021.

Queries should be submitted via email to projects@bwa.gov.bb, on or before September 3, 2021.

2.1 Proposers may bid for one lot, all lots or any combination of lots.

2.2 If multiple services are requested, the fees for each service must be identified separately.

2.3 The cost of services for each lot must be identified separately.

2.4 Proposers shall be solely and exclusively responsible for all costs incurred in connection with the preparation and submission of the proposals; demonstrations, interviews; preparation of responses to questions and requests for additional information; for contract discussions; or for anything in any way related to this RFP. BWA is not liable for any costs incurred by a proposer in response to this RFP.

2.5 Whether or not a proposer is awarded a contract pursuant to this RFP, no proposer shall be entitled to reimbursement for any costs or expenses associated with the Proposer’s participation in this RFP process

- 2.6** Late proposals may not be considered.
- 2.7** BWA reserves the right to reject any and all proposals received as a result of this RFP. The award of a contract will not be based on any single factor, nor will it be based solely or exclusively on the lowest cost proposal. If a contract is awarded, it will be awarded to the Proposer, who in the judgment of the BWA has presented an optimal balance of relevant experience, technical expertise, price, quality of service, work history and other factors which the BWA may consider relevant and important in determining the best Proposal.
- 2.8** The BWA reserves the right to cancel or modify this RFP. There is no guarantee that the BWA will award a contract.
- 2.9** The BWA reserves the right to investigate the qualifications of any proposer under consideration, including proposed subcontractors and parties otherwise related to the Proposer and require confirmation of information furnished by a proposer or require additional evidence of experience and qualifications to provide the services or otherwise discharge the obligations required by this RFP.
- 2.10** Following the Submission Deadline, the BWA reserves the right to make copies of all submitted proposals available for inspection and copying by any interested member of the public.
- 2.11** The BWA reserves the right to approve or disapprove of subcontractors, joint venture partners, or other proposed team members
- 2.12** The BWA reserves the right to evaluate responses in terms of the best interests of the BWA, applying criteria provided in this RFP and any other criteria the BWA, in its sole discretion, is deemed pertinent
- 2.13** By the submission of a proposal, each Proposer accepts and agrees to execute a Contract with the BWA, inclusive of terms and conditions relating to indemnification, required insurance and standard of care requirements.
- 2.14** All proposals must remain valid for a minimum period of sixty (60) calendar days from the date of submission.

3. Contract Administration

3.1 BWA will assign a representative as the project manager and contract administrator on behalf of the BWA.

4. Proposer's Responsibilities

4.1 It is presumed that each Proposer has read and is thoroughly familiar with the scope of services to be performed under this RFP.

4.2 The Proposer agrees that if a contract is awarded to a proposer, the Proposer shall make no claim against the BWA because of any estimate or statement made by any employees, agents, or consultants of the BWA which may prove to be erroneous in any respect.

5. Scope of Services

5.1 The Scope of Services for the assignment, inclusive of background, the scope of works, and implementation schedule, are as indicated in the Terms of Reference and included Appendices.

6. Selection Process

6.1 BWA will review and rank the proposals received and may or may not choose to interview several of the top-ranked proposers.

Terms of Reference

Project Management Services for BWA Capex Projects

1.0 Background

Plagued by periods of drought and failing infrastructure, the Barbados Water Authority (BWA) continues its efforts to improve its infrastructure in an effort to be able to meet the demands of its customers on a consistent basis. In this regard, the BWA is embarking on a number of infrastructure improvement projects, to be implemented on an urgent basis and will be implemented concurrently. It is envisaged that BWA staff, with their current workload, will not be able to provide the project management oversight and coordination needed on the successfully implement the projects. BWA therefore, through this RFP intends to procure the services of consultant firms to provide the project management services to implement and monitor the projects. The scope of services is as outlined in the included Terms of Reference. The projects are described in the included Appendices 1 and 2.

2.0 Objectives of Consultancy

General Objective

The main goal of this consultancy is to provide project management services in the form of monitoring and control activities to the Capital expenditure projects of the Barbados Water Authority. Additional services such as quantity surveying are requested for some projects.

3.0 Scope of Services

The Consulting Firm will carry out the following tasks outlined to achieve the overall goals and objectives of this project.

General Services

1. Review all project information related to the Capex projects as listed in Appendix 1 of this document and information provided by the BWA upon award of the contract.
2. Meet with the BWA staff and outside agencies prior to the start of the contract to review all issues and develop mitigation strategies for addressing issues identified.
3. Prepare bidding documents, only where necessary, and assist with the evaluation of proposals.
4. Ensure that milestones are met for projects under consideration and the associated deliverables are delivered on time and within budget for the Contracting Firm(s) carrying out the assigned works.
5. Provide periodic reports on progress, costs, and justifications for cost variations. Weekly reports followed by a more comprehensive monthly report will be required.
6. Certify all payments to contractors and consultants.
7. Ensure all relevant information is submitted as part of the project closeout process.

Specific Services

Preparation of Bidding Documents (if required)

During the bidding period, the Consulting Firm shall provide the following engineering advisory services: Technical assistance in the preparation of all bidding documents.

1. Prepare all necessary bidding documents, as required.
2. Review and provide technical clarity to Bid queries.
3. Review and evaluate the means and methods of construction proposed by the contractor(s), including Alternate Proposals and advise the BWA if there is a reasonable belief that such proposed means and methods of construction would not produce finished work in accordance with the construction contract(s).
4. Review the bid proposals, if not already the responsibility of existing design consultants.

5. Provide evaluation reports with recommendations or opinions on the recommendations of design consultants with respect to bid selection.

Supervision of the Works

1. Review construction schedules provided by contractors or design consultants for all projects.
2. Create and continually update a Master Progress Schedule for the project components.
3. Review and monitor compliance of the Contracting Firms with the Master Progress Schedule and provide any associated updates submitted by the contractor(s), including direct revisions to the Master Progress Schedule as required by the BWA.
4. Review and comment on all progress reports prepared by the Contracted firms.
5. Provide notification of any anticipated delays as well as recommendations as to what methods should be adopted to make up for lost time if the performance of the work by the contractor(s) falls behind the Master Progress Schedule.
6. Develop Final Cost Estimates based on the Contractor's Proposal in the Bid Documents.
7. Develop criteria for measuring the performance of the contractors on all projects.
8. Liaise with the project implementation team and set up mechanisms of communication, and schedule monthly review meetings.
9. Chair meetings, record and prepare all minutes, where necessary that focus on decisions made, outstanding actions and issues.
10. Maintain accurate, orderly records, and ensure that detailed construction (as built) drawings, change orders, supplemental drawings and all other project-related documents are obtained.
11. Conduct periodic meetings with the BWA implementation team and the contracted firms to review and assess the current state of implementation activities and resolve minor issues which may arise.
12. Inspect the project in conjunction with the BWA's representatives and consultants on a periodic basis and prior to Substantial Completion or Final Acceptance of work.
13. Provide Inspectors to inspect the works on a periodic basis and ensure all works are done in accordance with contract documents, design drawings and Specifications, especially where other consultants are not assigned for this task.
14. Take periodic construction photographs showing the progress of works and any unique circumstances which may arise and submit in the monthly progress report during the project in the format of a Construction Photography Log
15. Provide any other inspection activities or items necessary to successfully complete the work.
16. Where other consultants are not appointed, ensure that all local and international regulations are followed by the Contracted firms (with respect to construction practices and safety practices (the Factories Act and the Occupational Health and Safety Act, Government of Barbados).
17. Verify all payments for work performed by contractors and consultants.
18. Ensure all communication on the construction works for each site shall be submitted to the Project Management Office at least two (2) weeks in advance of their requirement so as to notify the public in order to facilitate reasonable processing time.

Close Out / Termination

1. Submit a contract Close-Out Report summarizing the construction activities. This shall include:
 - a. a summary description of the actual versus original contract duration/schedule and spend.
 - b. a summary description of all change orders and large overruns with regards to time
 - c. a review of overall project implementation with respect to the performance of the Contracting Firms on the projects
 - d. a summary of the lessons learnt, project successes and all issues reported during project implementation and their status.
 - e. a review of the physical condition of all construction sites to ensure that the contractor removes all equipment, materials and temporary structures required for construction and restores all worksites and affected properties to proper condition (or any agreements made with affected property owners)

4.0 Proposal Format and Content

The Proposal shall consist of the following:

Executive Summary - The Executive Summary (maximum of two (2) pages) must include a concise overview of the key elements of the Proposal.

Proposer's Background – Background on the Consultant, and sub-consultants and area(s) of professional expertise relevant to this RFP.

Qualifications and Experience of Proposer's Personnel – Summary of the relevant experience, work history, training, education and special certifications of the Proposer's **key personnel** who will be performing the professional services contemplated under this RFP.

Technical Approach

Proposers should provide a brief description of their approach to providing the services identified in the TOR. **(A maximum of five (5) pages)**

Cost Proposal and Hourly Rates

The Proposal shall indicate the compensation structure for performing the tasks identified in the Scope of Services (e.g., monthly rate based on personnel hourly rate structure). The Proposal shall also include any and all rates' charges for incurred costs and expenses which the Proposer intends to pass along to the BWA (e.g., photocopying, postage, travel and any pass-through costs and expenses). To the extent that a proposal contemplates the use of sub-consultants to perform any required tasks on the Proposer's behalf, the Proposal shall identify any sub-consultant costs and expenses that will be passed through to the BWA and the compensation structure for such costs and expenses.

In so far as the Proposer's Proposal contemplates an increase in compensation rates or charges prior to the completion of the assignment, or any extended term, the Proposal shall clearly indicate when such increases will take effect and by how much.

Costs of services for each Lot selected, must be indicated separately.

5.0 Responsiveness

Each Proposal will be reviewed to determine if it is responsive to the RFP. Failure to comply with the requirements of this RFP may result in a proposal being rejected as non-responsive.

6.0 Comparative Evaluation Criteria

The Proposals will be evaluated, and the responsive Proposals ranked by applying the weighted evaluation criteria set forth below.

Table 1: *Evaluation Criteria and Points*

Criteria	Points
Cost / Fee Structure Proposed	30 Points
Key Personnel	20 Points
Company Profile	10 Points
Technical Approach to the Assignment	40 Points
Total =	100 Points

Appendix 1

Capital Expenditure Projects Description / Lot number/ Scope /Estimated Cost

Table 1.0 – Project Description

LOT No.	Project Name	Project Details / Scope	Estimated Cost BDS	Services to be provided
Potable Water Projects				
1	Five Water Storage Tanks	<p>Due to the inadequacy of water storage in the distribution systems across the island and given the need to improve the water storage capacity, a project has been devised to construct additional tanks (reservoirs). The proposed locations and sizes of the tanks are;</p> <ol style="list-style-type: none"> 1) Castle Grant 1.5 iMG 2) Rising Sun 1.5 iMG 3) Walkers 0.685 iMG 4) Apes Hill 2 x 0.685 iMG <p>Tanks and foundations to be designed and built by Preconco. Civil works and additional infrastructure design to be completed by BWA consulting engineers. Geotechnical services to be conducted. Land leases to be arranged. Land access for some sites to be obtained.</p>	\$24,195,923.00	<ul style="list-style-type: none"> • Monitor and provide periodic reports on the progress of the works. Brief weekly progress report and detailed monthly report. • Attend site meetings • Maintain photographic record of the works. • Advise the client on causes of variations. • Assist in the resolution of issues that impact the schedule.
3	Island wide Strategic Mains Replacement Program	<p>This project is the first phase of a prioritized Strategic Replacement of Water Mains for the island of Barbados starting in areas, where;</p> <ol style="list-style-type: none"> a) bursts occur historically and there is the likelihood of future pipe failures. b) discoloured water issues occur historically and there is likelihood of future discoloration issues. c) consequence of failure of pipes is deemed to be high (e.g., pipes supplying critical facilities, police stations, district hospitals, etc.) 	\$8,100,000.00	<ul style="list-style-type: none"> • Monitor and provide periodic reports on the progress of the works. Brief weekly progress report and detailed monthly report. • Provide quantity surveying services based on Engineers design drawings.

LOT No.	Project Name	Project Details / Scope	Estimated Cost BDS	Services to be provided
		<p>d) consequence of failure or heavy incrustation results in customers going without water for extended periods. RFP to be issued to procure design consultants. Bidding documents to be issued subsequently to procure a contractor.</p>		<ul style="list-style-type: none"> • <u>Prepare bidding documents</u> and assist with the evaluation of bids, in conjunction with the design engineers
4	Phase 3 Standby Generators for Pumping Stations	<p>To reduce disruption in service to customer due to interruptions in utility electrical power supply the BWA intends to purchase and install twenty-eight (28) diesel powered standby generators for potable water pumping stations. The generators will be used to provide emergency electrical power to the pumping stations in the event of power outage or national emergency. RFP for design services to be completed and issued. The scope includes:</p> <ul style="list-style-type: none"> • Build generator rooms • Build transformer pads on some facilities • Associated civil works • Electrical works 	\$8,600,000.00	<ul style="list-style-type: none"> • Monitor and provide periodic reports on the progress of the works. Brief weekly progress report and detailed monthly report. • Attend site meetings • Maintain photographic record of the works. • Advise the client on causes of variations. • Assist in the resolution of issues that impact progress.
6	Relocation of Containerized Desalination Plants to Colleton	<p>This project concerns the procurement of a Containerized Seawater Desalination plant that would be sited on the lands of Hope Plantation, St. Lucy as well as the pipeline upgrades to transfer the water from the plant site to Half Acre reservoir.</p>	\$6,596,144.00	<ul style="list-style-type: none"> • Monitor and provide periodic reports on the progress of the works. Brief weekly progress report and detailed monthly report. • Attend site meetings

LOT No.	Project Name	Project Details / Scope	Estimated Cost BDS	Services to be provided
				<ul style="list-style-type: none"> • Maintain photographic record of the works. • Advise the client on causes of variations. • Assist in the resolution of issues that impact progress.
7	Setup of District Metered Areas (DMAs)	<p>The BWA is embarking on completing the establishment of District Metered Areas (DMAs) as a critical part of its NRW reduction strategy by the end of 2021. This task will involve the installation of metering points in the distribution system, determining the losses in the defined areas and setting a baseline by quantifying the water losses for each DMA.</p> <p>To expedite the completion of the above works, the BWA is seeking to team up with a Firm or team of consultants with the relevant experience and competence in conducting NRW loss reduction projects.</p> <p>Request for Proposals document completed and published in local newspapers.</p> <p>Bills of Quantities for the District meters completed.</p> <p>Quotations requested for District meters.</p>	\$2,000,000.00	<ul style="list-style-type: none"> • Monitor and provide periodic reports on the progress of the works. Brief weekly progress report and detailed monthly report. • Attend site meetings • Maintain photographic record of the works. • Advise the client on causes of variations. Assist in the resolution of issues that impact progress
	Wastewater Projects			
8	Sewering of Bailey's Alley	The design and construction of a decentralized sewer system to service approximately 120 houses within the Zone A area surrounding the Golden Ridge Reservoir, to treat wastewater generated in the area to locally and internationally accepted standards, involving the reuse of reclaimed water generated within this service area.	\$ 6,200,000.00	<ul style="list-style-type: none"> • Monitor and provide periodic reports on the progress of the works. Brief weekly progress report and

LOT No.	Project Name	Project Details / Scope	Estimated Cost BDS	Services to be provided
		Completed and issued RFP for Design-Build Proposal		<p>detailed monthly report.</p> <ul style="list-style-type: none"> • Attend site meetings • Maintain a photographic record of the works. • Advise the client on causes of variations. • Assist in the resolution of issues that impact progress.
9	Sewering of Bellevue Gap	<p>The design and construction of a decentralized sewer system to service approximately 95 houses within the Zone B area close to the Belle Potable water supply well, to treat wastewater generated in the area to locally and internationally accepted standards, promoting the reuse of reclaimed water generated within this service area.</p> <p>Completed and issued RFP for Design-Build Proposal</p>	\$6,500,000.00	<ul style="list-style-type: none"> • Monitor and provide periodic reports on the progress of the works. Brief weekly progress report and detailed monthly report. • Attend site meetings • Maintain photographic record of the works. • Advise the client on causes of variations. • Assist in the resolution of issues that impact progress.
10	Sewering of Chapman Lane and Environs	The design and construction of a sewer system to service approximately 750 houses within Chapman Lane and its environs, and confined within the boundaries of President	\$ 18,000,000.00	<ul style="list-style-type: none"> • Monitor and provide periodic reports on the progress of the

LOT No.	Project Name	Project Details / Scope	Estimated Cost BDS	Services to be provided
		Kennedy Drive, Westbury Road, Baxter's Road and Mason Hall Street. Completed and issued RFP for Design-Build Proposal		works. Brief weekly progress report and detailed monthly report. <ul style="list-style-type: none"> • Attend site meetings • Maintain photographic record of the works. • Advise the client on causes of variations. • Assist in the resolution of issues that impact progress.
11	Sewering of Belle Tenantry	The design and construction of a sewerage system or systems (individual or communal) within the Belle Tenantry for the adequate treatment of wastewater generated in the area to locally acceptable standards, also promoting reuse of reclaimed water generated within the service area. Completed and issued RFP for Design-Build Proposal	\$ 6,500,000.00	<ul style="list-style-type: none"> • Monitor and provide periodic reports on the progress of the works. Brief weekly progress report and detailed monthly report. • Attend site meetings • Maintain photographic record of the works. • Advise the client on causes of variations. • Assist in the resolution of issues that impact progress.

