



Ministry of Commerce, Planning & Infrastructure
Smith Barcadere Re-Development Committee

Evaluation Summary and Tender Award Recommendation Report
E&P Consultancy Services for the Smith Barcadere Re-Development Project
Q2018/116

(Issue Date: November 6, 2018)

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Project Overview/Details

Date of Issue	23 rd October, 2018
Reference ID	Q2018/116
Project Name	<u>E&P Consultancy Services Smith Barcadere Re-Development</u>
Project Manager	Alan Robinson
Project Type	Request for Quotation (RFQ)
Client	Ministry of Commerce, Planning & Infrastructure (CPI) - Smith Barcadere Re-Development Committee
Budget/Pre-Tender Estimate	Ten Thousand Cayman Island Dollars (CI\$10,000.00)
Project Scope/ Description	<p>The E&P Consultant is required to provide all necessary professional mechanical, engineering, plumbing and fire suppression (MEPF) design services and other specialties deemed necessary to complete the design and construction documents required for the project within the agreed timelines. The consultant is required to supply:</p> <ul style="list-style-type: none">• Stamp approved design/construction drawings• Consultancy services throughout the tendering, construction and defects periods
Project Governance	The CIG has committed to carrying out this procurement using an open, transparent and competitive process as required by the Framework for Fiscal Responsibility (FFR), and Public Management and Finance Law (PMFL), requirements.
RFQ Preparation	The procurement activities that were utilized follow the procedures as utilised by the Ministry of Commerce, Planning and Infrastructure (CPI).
Need to Procure	<p>The re-development of Smith Barcadere has been recognised by the CI Government as a project of significant social importance as this facility represents the last vestige of publicly accessible beach in the South Sound area.</p> <p>The procurement of an Electrical and Plumbing Consultant is essential to the successful realization of the vision for this area. The implementation of a design</p>

which is environmentally friendly, energy conscious and cost effective is the ultimate mission of the committee, hence the need to employ the right consultant.

**Definition of Requirements
& Source of Funding**

The definition of the project was prepared by the George Town Manager in conjunction with the Smith Barcadere Re-Development Committee with input from the South Sound Community. The funding for the project will be raised through a Public, Private Partnership.

Indicative Project Plan

Issue Date	Tuesday, October 23, 2018
Submission Deadline	Friday, November 02, 2018 @ 12:00 PM local time
Bid Assessment & Procurement Committee Approval	Monday, November 05, 2018
Proposed Contract Award	Friday, November 16, 2018

Summary of RFQ Period

Advertisement	The RFQ document was sent via e-mail to the small, finite group of E&P consultants APPENDIX 1 – Copy of Email
Issue of RFQ Document	Tuesday, October 23, 2018
RFQ Queries and Responses	There were no RFIs
Quotations Submitted at	The Project Manager, Public Works Department, 370 North Sound Road George Town, Grand Cayman, KY1-1005

Bid Opening

Bid Opening

Quotations were received via e-mail and were automatically time stamped on receipt, as is normal for all received emails.
The emails were printed and the email time stamp recorded on the hardcopy.

APPENDIX 2 – Copy of received email.

Submissions Summary

Receipt #	Company name	Recorded Quotation
1	MEP design Ltd.	██████████
2	APEC	No Response
3	Corporate Electric	No Response
4	Cayman Mechanical	No Response
5	Wave consulting	No Response
6	Avatar Matura	No Response

RFQ Evaluation

Declaration of Conflict of Interest

All assessment committee members declared any possible conflict of interest;
Refer to **APPENDIX 3 – Declaration of Conflict of Interest**

Bid Assessment Process & Criteria

The system utilized comprises assigning a point score to the Price Proposals received and a point score for the Non-price factors. The non-price factor review was intended to assess the Consultant's general information & experience; resource availability & commitment of Key Personnel; detailed schedule. Additionally the assessment required confirmation of any claims/suits against their company, active Trade and Business Licence along with pension and health insurance compliance. The scores are weighted, 60% for price and 40% for non-price elements and then the weighted scores are combined to identify the Best Value Bid, which we believe provides the best value for money to Cayman Islands Government.

Refer to **APPENDIX 4 – Project Scoring Criteria**

Bid Assessment Matrix

Refer to **APPENDIX 5 – Assessment Summary Sheet & Scoring Matrix**

Mandatory Submission Evaluation

One quotation was received and this respondent proved to be administratively compliant, having supplied all of the mandatory requirement.

Price Evaluation

The price evaluation was conducted according to the defined method in the RFP document. The price proposals account for 60% of the overall score. For scoring purposes the points received are all relative to the lowest received bid price. All scores are checked for arithmetic correctness. While these points are used for scoring and determination of bid which provides the Best Value for Money, a comparison to the Pre-tender Estimate is also conducted. This is done as a check to weigh the bids received against that of market value. In this instance, the PTE was prepared by an experienced and qualified chartered Quantity Surveyor. A +/- 10 - 15% variance with the PTE is usually accepted as the industry standard for variance. That being stated, in this evaluation the only respondent fell within the threshold at 8.5%.

The PTE was calculated at \$10,000.00 based on the recent pricing trends in the market. The market is quite saturated with job opportunities and only has limited supply of consultants.

See attached spreadsheet; APPENDIX 6

QS Bid Evaluation Report

An assessment of the bidder's price was carried out by the evaluation committee for the project. The bid was checked for arithmetic errors and an analysis and comparison of each rate and price was completed.

Additionally, a comparison of the tender against the project's budget was completed.

Refer to Appendix 6 –Bid Evaluation Report.

Cost Variance Analysis was also undertaken; summary of this review are as follows;

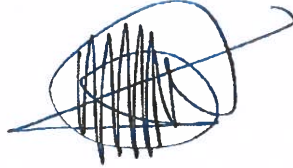
Bids Received	Bid (Ct\$)	Cost Variance	Cost Variance	% Difference to Lowest Tender	% Difference to PTE (Ct\$)
		Lowest Tender	PTE		
			\$10,000.00		
MEP Design Ltd.					

Signatures

Evaluator Name

Signatures

Colin Lumsden



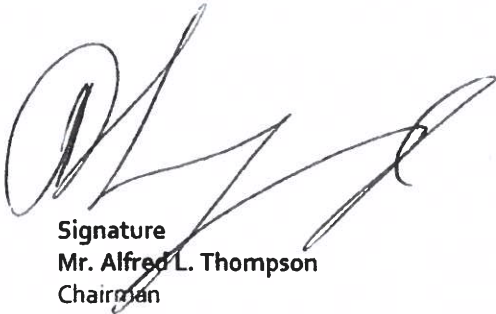
Dudley Ramsay



Alan Robinson



This recommendation is to be reviewed by the Entity Procurement Committee (EPC) of the Smith Barcadere Re-Development Committee and signed by the Chairperson of the committee, confirming the committee's approval.



Signature
Mr. Alfred L. Thompson
Chairman

Date Dec 18th 2018

All awards over CI\$5,000 but less than CI\$100,000 are to be reviewed and approved by the Chief Officer (CO) Ministry of Commerce, Planning and Infrastructure (or officer designated by CO) and signed below by the CO or designate.

Signature
Mr. Allan Jones
Chief Officer



Date

29/3/19

APPENDIX 1

Copy of Advert Tear Sheets

Proposed EP Consultancy for the Smith Bacardere Facility Enhancement Project - Message (HTML)

Message

Ignore, Delete, Reply, Reply All, Forward, More, Meeting, Move to, Team E-mail, Reply & Delete, To Manager, Done, Create New, Rules, OneNote, Mark Unread, Actions, Move, Tags, Categorize, Follow Up, Translate, Select, Find, Related, Zoom, Report Abuse, Check in Mail Item, Check in Attachments, WebCenter Content

From: Robinson, Alan
To:
Cc:
Subject: Proposed EP Consultancy for the Smith Bacardere Facility Enhancement Project


Message: AC18USA RC_COM - Layouts to PDF.PDF (27 MB), RFQ Smith Bacardere EP.pdf (511 KB)

Dear Consultant:

PWD is in the process of preparing documentation for the hiring of EP consultancy services for the Smith Bacardere Facility Enhancement Project. Though all the necessary information is attached to this email, the project will be setup in the Bonfire system on the CIG procurement portal www.procure.gov.ky for easy of submission of documentation.

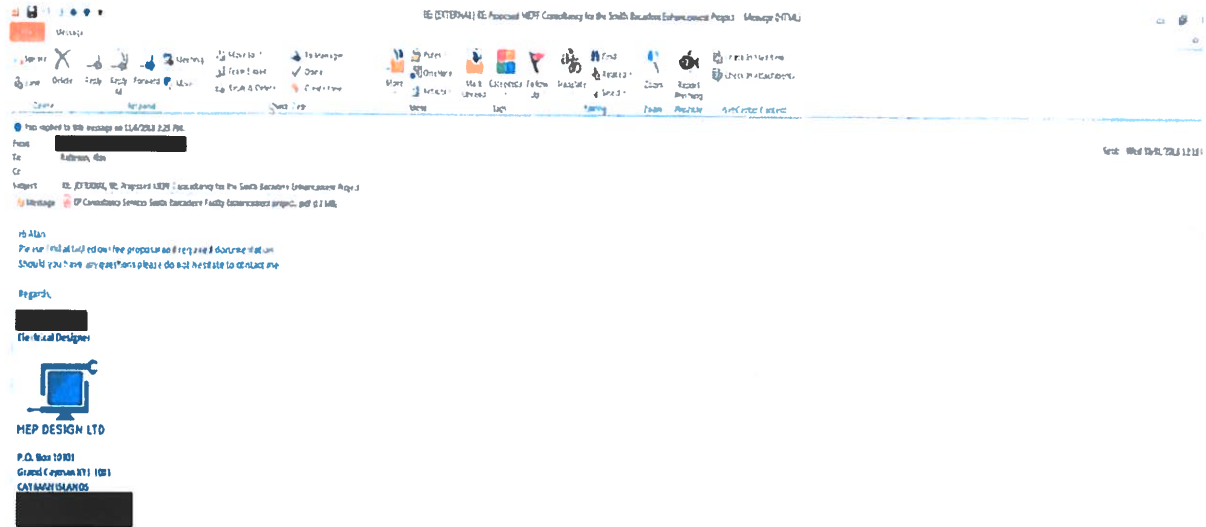
Hoping for your usual participation in the procurement process.

Sincerely

 Alan Robinson
Project Manager | Public Works Department | Ministry of CPI
Cayman Islands Government | 370 North Sound Rd. | P.O. Box 10505 Grand Cayman KY11-1205 |
Office: 345-949-2547 | Direct: 345-244-4576 | Cell: 345-924-6425 | Email: Alan.Robinson@gov.ky

APPENDIX 2

PWD Procurement Committee Bid Receipt Record



Supplier	Date Submitted	Name	Email	Confirmation Code
MEP Design Ltd.	Oct 31, 2018 12:16 PM EST	[Redacted]	[Redacted]	

APPENDIX 3

Declaration of Conflict of Interest

Declaration:

You have been chosen as a Committee member for this Evaluation. Please read the following information about serving on this committee.

Confidentiality:

All information related to submissions received from Suppliers or Service Providers must be kept confidential by Committee members. In order to prevent outside interference with the process and maintain an environment of objectivity, I will not discuss the evaluation with those outside of the evaluation team. I further understand that if such discussion occurs, I may be removed from the evaluation committee.

Conflict of Interest:

No member of a Committee shall participate in the evaluation if that Committee member or any member of his or her immediate family:

- has direct or indirect financial interest in the award of the contract to any proponent;
- is currently employed by, or is a consultant to or under contract to a proponent;
- is negotiating or has an arrangement concerning future employment or contracting with any proponent; or,
- has an ownership interest in, or is an officer or director of, any proponent

Conduct As a member of the Committee: I realize the importance of my undertaking and understand the following guidelines for serving as a member of this committee:

- I will evaluate bidder information in a competent, conscientious, and unbiased manner.
- I will complete my evaluation duties in the timeline established.
- I will maintain my independence in this evaluation but understand that as a team we are striving for a consensus decision and will participate in the process to reach that objective. Should the committee not be able to reach a consensus after reasonable efforts have been made, I agree to respect the decision of the majority of the Committee members.
- I will represent my department and its objectives but I understand the purpose of this committee is to seek out what is in the best interest of the Cayman Islands Government and/or my Statutory Authority or Government Company.

- If during the evaluation process I feel that I cannot fulfil my obligation to this process, that I will notify the Project Lead and request to be excused from the committee.

Please sign below acknowledging that you have received and read this information. If you have a conflict or potential conflict, please indicate your conflict on this acknowledgment form with information regarding the conflict. If any such conflict of interest arises during the Committee's review of this project, I will immediately report it to the Procurement Director.

I have read and understood the provisions related to serving on the Evaluation Committee.

Name	Date Signed	Has a Conflict of Interest?
Colin Lumsden	Nov 05, 2018 12:21 PM EST	No
Alan Robinson	Nov 02, 2018 1:12 PM EST	No
Dudley Ramsay	Nov 05, 2018 10:34 AM EST	No

APPENDIX 4

Project Scoring Criteria

The following sets out the categories, weightings and descriptions of the rated criteria of the RFQ. Respondents who do not meet a minimum threshold score for a category will not proceed to the next stage of the evaluation process.

#	Category	Weighting	Threshold
1	Pricing	60	20
2	Consultant General Information & Experience	20	10
3	Resources, Availability & Commitment of Key Personnel	15	8
4	Detailed Schedule	5	3

1. Pricing

See Appendix C - Pricing

2. Consultant General Information & Experience

Company Registration Details:

Complete Section E1 of Appendix E.

Company Experience:

Complete Section E2 of Appendix E.

Details of the Consultants previous experience of delivering services similar to those required to be undertaken during this commission, including a detailed description of the services provided, client, location, start and finish dates.

Particular attention would be paid to prior relevant experience for duties carried out as a EP Consultant Engineer.

3. Resources, Availability & Commitment of Key Personnel

Details of the technical resources which the Consultant will apply and make available for the project. In this respect, the Consultant shall submit as a minimum the following organisational details:

- Organisational chart with description of key roles
- Names and relevant experience and qualification for personnel who will fulfil key roles, detailed CVs of these persons and confirmation that these persons will be available to perform the required Services.

1. Detailed Schedule

A detailed schedule for undertaking the required Services and delivery and acceptance by the Client.

APPENDIX 5

Assessment Summary Sheet & Scoring Matrices for each Bidder

Item		Bidders		
	Name	MEP Design Ltd		
MANDATORY SUBMISSION REQUIREMENTS				
(a)	Submission Form	✓		
(b)	Financial Details	✓		
(c)	Professional Indemnity Insurance	✓		
(d)	Current Trade and Business license	✓		
(e)	Contractor General Information and Experience	✓		
(f)	Key Personnel and Org chart	✓		
(g)	Project schedule	✓		
	Bidding Form	✓		
	Pass/Fail	PASS		
PRE-TENDER ESTIMATE				
RATED CRITERIA (Relative to the Pre-Tender Estimate)				
(i)	Price Submitted	██████████		
	Maximum 50 Points	50		
(j)	Consultant General Information & Experience			
	Maximum 30 Points	30		
(k)	Resources, Availability & Commitment of Key Personnel			
	Maximum 20 Points	20		
(l)	Detailed Schedule			
	Maximum 10 Points	10		
(m)				
	Total Score (Maximum 100 Points)	90		
	Best Value Score Ranking			

APPENDIX 6

Bid Evaluation Report

Item	PTE	MEP Design Ltd	Cost Variance
General requirements/Services for all Stages	██████████	██████████	██████████
Design Development/Construction Documents	██████████	██████████	██████████
Tendering Period	██████████	██████████	██████████
			██████████
Construction & close-out Period			██████████
Defects Period & Post Occupancy			██████████
			██████████
			██████████
Total	\$10,000.00	██████████	██████████

