



**REQUEST FOR PROPOSAL FOR
FOR THE REHABILITATION OF CARENAGE (SCORPION) RECREATION
GROUND, CARENAGE**

TENDER ID# 005-PDA-004-012025 (RET)

SECTION 3 SCOPE OF WORKS

3.1 PROJECT OBJECTIVES

SPORTT has been entrusted with the task of upgrading the Carenage (Scorpion) Recreation Ground on behalf of the Ministry of Sport and Community Development.

The successful Tenderer is required to deliver the following upgrades:

1. Rehabilitation of field for football

All works undertaken are to be safely executed within time and budget and meeting the required quality standards resulting in an evenly graded playing surface with healthy and uniform grass coverage. The maintenance manual for the Owner should result in a sustainable program to continued grass growth through proper cutting, fertilization and watering.

3.2 GENERAL

The Tenderer shall be responsible for verifying and interpreting data made available by the Employer. Tenderers are directed to obtain their own measurements to ascertain the accuracy or thoroughness of the technical input information furnished by the Employer or its agents. Tenderers shall be solely liable for all aspects of their proposals.

The overall works include:

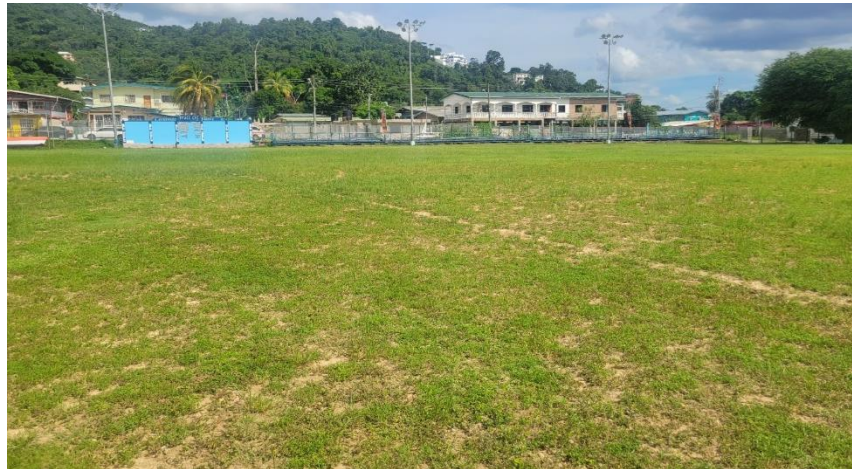
- a. Preliminary works - provision of general insurances, performance bond and advance payment bond, site office and site storage, inclusive of transportation of labour, design services, site preparation, protection of the works, water for the works, electricity supply, tools, equipment, vehicles, maintenance of a OSH compliant worksite, mobilisation & demobilisation, surveying & setting out and security for the duration of the works where and if necessary to successfully execute the scope of works at the site.



- b. The Contractor shall procure all materials required, dispose of all materials removed (with approval), deliver, supply, and install all materials necessary for the completion of the works. Product Data Sheets, Material Safety Data Sheets, Laboratory Test Results and Laboratory Certification must be provided, where required.
- c. Procurement of approvals from all relevant Governmental Statutory and Regulatory Agencies inclusive of the necessary design work and/or studies to satisfy these agencies. All designs shall comply with the guidelines, regulations, and statutory requirements of all Governmental Statutory and Regulatory Agencies.

3.3 DESCRIPTION OF THE WORKS

3.3.1 Rehabilitation of the Playing Field/Outfield



The objective of this project is to level and grade the existing field, repair bare areas with new grass plugs, prepare the entire playing surface to ensure even growth and durability and correct the drainage of water from within.

The scope requires:

Design Layout of Field showing direction of grading levels of the field including goal post design.

Levelling and Filling - removal of weeds, stones and any other debris, re-grading towards existing drains, top-dressing and filling depressions with sand* to achieve the levels.

Grading of Field - A surveyor must be used from the onset to guide the removal and installation of fill material to provide accuracy and consistency of the target levels maintaining a **minimum of 0.5% grade (maximum 1%)** towards drains. Currently there are no issues with the drainage therefore no drainage works were considered.



Replanting of Grass - Replant all bare spots with grass plugs, spaced 4 inches apart for optimal coverage and growth with *savannah grass*. Remove all weeds and other organic matter from the growing medium.

Fertilization and Watering - Apply appropriate fertiliser and water to grass areas consistently to support optimum grass growth.



Rolling the Surface - Once grass is established, roll the entire field to create a firm and even playing surface.

Materials *may be re-used* and any material removed will be stockpiled in a designated area to be used in the general landscape of the site with any excess being removed off-site once authorised by the SPORTT Project Manager.

New sand* introduced for filling and levelling, will be compacted to the correct levels using a laser level to achieve 0.5% (maximum 1%) grading towards field drains, and meet the following requirements:

* Sand Requirements - Results from laboratory Particle Size Analysis (Mechanical Analysis) of the sand procured for the project will be submitted to the SPORTT Project Manager for approval before arrival to site.

The sand should be local white plastering sand with a balanced distribution of fine and medium -sized particles for proper workability.

See table one below for recommended particle size distribution of white plastering sand.

Sieve Size (mm)	Passing Percentage (%)
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4.75 mm (No. 4)	100%
2.36 mm (No. 8)	95-100%
1.18 mm (No. 16)	70-100%
0.600 mm (No. 30)	40-70%
0.300 mm (No. 50)	10-30%
0.150 mm (No. 100)	0-10%

Table One.

3.4 SPECIFICATIONS FOR STANDARDS OF WORK

3.4.1 Price Proposal

The project will be Remeasurement with a Bills of Quantities. The Contractor shall prepare and submit a Price Proposal for carrying out and completing all works described in the “Bill of Quantities”. At the Site visit(s), the Contractor shall satisfy himself as to the general, local and site conditions that may affect cost, progress, performance, execution of the Works.

3.4.2 Method Statement

The Contractor shall set out details of the Method Statement for the Works to demonstrate how it shall meet the Employer’s Requirements. At a minimum, the Method Statement shall include the following:

1. Details of the arrangements and methods which the Contractor proposes to adopt for the design and construction of the Works, in sufficient detail to demonstrate their adequacy to achieve the requirements of the Contract including completion within the Time for Completion stated in the Appendix to Tender. Outline of the arrangements which the Contractor proposes to adopt to manage coordination of Site access and movement within the site;
2. Outline of the arrangements which the Contractor proposes to adopt to ensure compliance with the Employer’s Requirements;
3. Outline of the arrangements which the Contractor proposes for testing and snagging prior to completion and upon handover; and
4. Outline of arrangements for handover, including completion of installation, warranties, preparation of operation and maintenance manuals, and handing over document.

3.4.3 Quality Management Plan

The Contractor shall prepare and submit a **QA/QC Plan** which describes the processes of Quality Planning, Quality Assurance and Quality Control as these relate to this specific project. The Contractor shall include in the tender proposal a proposed QA/QC Plan shall describe the



activities/practices to monitor both the processes and products to determine if the project is meeting the quality standards and identifying ways to mitigate risk or eliminate causes of unsatisfactory results. Quality control shall be performed throughout the duration of the project. The QA/QC Plan shall also detail the various tests/inspections to be carried out as per the requirements in **3.2 General** and **3.3 Description of the Works**.

The Employer has the right to review inspection and test data and to perform quality inspections and audits of the Contractor's activities.

3.4.4 Programme

The Contractor shall prepare and submit a detailed Programme, upon award, for the construction of the Works to be undertaken, including estimated start and finish dates for individual components and identification of major milestones and critical path.

The Employer's current software in use is Microsoft Project 2013. The software shall be compatible provided in an electronic file version of the Project Schedule that can be loaded or imported by the Employer using the Employer's scheduling software with no modifications, preparation, or adjustment.

The Contractor shall be responsible for updating scheduling software to maintain compatibility with current the Employer - supported scheduling software.

3.4.5 Health and Safety

The Contractor shall provide for complying with all health, safety, and welfare regulations, appertaining to all persons employed on the Site including those employed by Sub-Contractors, Statutory Undertakers, and visitors to the Site.

The Contractor shall provide Personal Protective Equipment ("PPE") for operatives, staff, representatives, and visitors to Site. The Contractor shall provide the documents below to show that it has in place sufficient safety policy documents and safety awareness to be able to perform their responsibilities in a safe and workmanlike manner.

The Contractor shall be required to carry out the Works in accordance with the *Site-specific Health and Safety Plan* to be developed **following Contract award**. The Health and Safety Plan shall be submitted to the Employer for review and comments. Review and comments by the Employer shall not be construed to imply approval of any particular method or sequence for addressing health and safety concerns, or to relieve the Contractor from the responsibility for adequately protecting the health and safety of all workers involved in the Project, as well as members of the public affected by the Project.



The Contractor shall comply with all regulations and standards outlined in the Occupational Health and Safety Act 2004. The Contractor must ensure that the Health and Safety Plan is followed by all workers at all times.

The Health and Safety Plan shall contain a list of the detailed safety procedures to be followed. Safety procedures shall be prepared separately for individual activities and included in appendices to the Health and Safety Plan.

The Contractor's Health and Safety Plan shall provide for the following:

- a. Planning, management, and design to avoid hazards,
- b. Subcontractor safety management,
- c. Detection of potential hazards,
- d. Timely correction of hazards,
- e. Provision of Product Specification Sheets and Material Safety Data Sheet for all chemicals to be used,
- f. Emergency response procedures for the project,
- g. Dedicated safety staff,
- h. Documentation on how medical emergencies would be managed,
- i. Accident reporting and investigation policy and procedures,
- j. Liaison with the Employer's monitoring staff,
- k. Site safety orientation, training, and safety meetings, including a plan for indicating attendance at safety orientation (attendance to SPORTT's HSE & S Orientation is mandatory),
- l. Substance abuse policy,
- m. Safe system of work procedures for the project.

In the event that the Contractor's employees or its Subcontractors fail to conform to the provisions of the Health and Safety Plan, the Contractor shall take appropriate disciplinary measures. Such measures shall include suspension, removal of offending employees from the Project Site, and dismissal. A copy of the current version of the Health and Safety Plan shall be kept on Site at each work location while work is being performed, and an appropriate notice shall be posted at each work location. The Health and Safety Manager shall implement, maintain, and monitor compliance with the Health and Safety Plan and all safety procedures.

3.4.6 Submittals

The following submittals to be delivered to the Employer shall include the following:



- A. After the signing the *Letter of Acceptance*:
- i. Performance Security/Surety Bond duly stamped by the Board of Inland Revenue,
 - ii. Advance Payment Guarantee (where required),
 - iii. Insurances: 1) Contractors All Risk, 2) Public Liability and 3) Workmen's Compensation.
 - iv. Programme,
 - v. Method Statement,
 - vi. Health and Safety Plan, and
 - vii. QA/QC Plan.
- B. During the Contract execution required records are:
- i. Design Development: 50% of Final Engineering designs and drawings,
 - ii. Construction Documents: 85% of Final Engineering designs, For Construction Drawings, details and schedules,
 - iii. As-built Drawings: 100% Completion of "As-built" Drawings and hand-over documents,
 - iv. Design Reports,
 - v. Progress Reports,
 - vi. Updated Programme,
 - vii. Updated Quality Management Plan,
 - viii. Design Quality Records,
 - ix. Provisional Operation & Maintenance Manual,
 - x. Independent Design Checks (assessment and analytical), and
 - xi. Contractor's Inspection and Test Forms.

3.4.7 Documents

The Contractor will keep one copy of the Contract, including the schedules and all drawings, specifications and shop drawings, at the Place of Work in good order and available for review by the SPORTT Project Manager and deliver a complete set to the SPORTT Project Manager upon Substantial Performance of the Work.



3.4.8 Testing

Testing shall be carried out in accordance with the tests/inspections as described in the QA/QC Plan to be approved by Employer after signing the Letter of Acceptance.

The Contractor shall prepare and submit a description of all the relevant tests and time periods for the testing of Materials and Works.

All materials used or supplied shall be accompanied by valid and approved material certificates, tests and inspection reports. The minimum extent of examination and testing to be carried out and the acceptance levels/codes shall be specified by suppliers in the purchase order and/or subcontract documents.

An inspection schedule/plan shall be developed by the Contractor for procured equipment and materials. The Contractor's Construction Inspectors and Construction Supervisors shall carry out inspection surveillance activities. These include, but may not be limited to, witnessing tests; verifying documentation; and inspections/examinations. From these activities, reports shall be developed recording progress, findings, non-conformance, and resolutions.

Subcontractors shall be required to assign qualified/experienced inspection personnel to carry out all required examinations and tests in accordance with an agreed QA/QC Plan (inspection and test plan). These activities shall be carried out in accordance with the agreed procedures and guides and result in the appropriate reports. The Contractor's Construction Inspector and Construction Supervisor shall monitor the quality control activities of the subcontractor and carry out his own examination of material, equipment and documentation to the necessary degree to determine the state of acceptance. The Contractor shall ensure that the Employer and/or inspection authorities are given sufficient notice to witness the final inspection and tests, if required.

3.4.9 Contractors Considerations

- a. Contractor will submit all handover documents such as maintenance manuals, warranties, and guarantees upon completion.
- b. The Employers Requirements are to be read in conjunction with the schedule of prices and relevant appendices.
- c. Contractor's Site Accommodation:
 - i. The Contractor should provide for his own Site Office, Workers' welfare, portable washrooms and Equipment Laydown Area. Provision of any office furniture or equipment required should be catered for in all. If still required the Contractor may provide temporary structures, sheds etc. as deemed necessary and remove on completion of the Works. Sufficient health and safety equipment and drinking water shall be provided to accommodate on-site staff.



- ii. The Contractor is required to provide one table and 5 chairs for SPORTT's Engineers to host site meetings, as well as one desk and one chair for SPORTT's Project Personnel.
- iii. Acceptable toilet facilities or exclusive toilet facilities should be provided nearby for the Employer. The Contractor shall make arrangements and pay all costs associated with provision, operations and maintenance of an office toilet facility for the employer. The Contractor shall provide all janitorial services to the washroom facilities along with all necessary janitorial consumables.
- iv. The Contractor to ensure no health and safety violation and to maintain the health standard set by the Employer. The Contractor to allow the Employer to conduct routine inspection of same.

d. Safety Signs

The requirements for safety, or other warning signs, their content, and location shall be as provided in the Health & Safety Plan. The signs shall be erected within 5 working days after receipt of the notice to proceed. Upon completion of the project, the signs shall be removed from the site.

e. Security & Storage

The Contractors shall be responsible for securing and storing his own equipment and materials as well as securing the temporary site accommodation.

f. Cleaning

The site, debris, waste materials, packaging material and the like shall be removed from the work site daily. Any dirt or mud that is tracked onto paved or surfaced roadways shall be cleaned away daily or as directed by the Engineer. Materials resulting from removal activities shall be appropriately stored before offsite disposal approval.

g. Electrical Power & Potable Water

Electrical power and potable water are available on site. The Contractor shall determine existing points of supply and make provisions for temporary distribution as required, maintain and remove upon completion of the Works.

h. Tests

The Employer reserves the right to request tests to verify whether or not surfacing system meets the minimum specifications. Any section of the field and drainage so tested that is found to be out of specification shall be corrected at the sole expense of the Contractor.

i. Warranty



All defects are to be promptly repaired. If the warrantor does not initiate repair work within 21 calendar days from receipt of complaint in writing, adverse weather conditions accepted, the Owner shall have the right to order the work performed by others and the warrantor shall be liable for costs accruing to the Owner.

j. Damages

Contractor must protect all adjacent areas from any damage by equipment or vehicles during the installation, any damage to the pavilion or surrounding areas must be made good to the satisfaction of the Engineer.

k. Maintenance Manual

The Contractor must prepare a fully specified maintenance schedule to ensure the surface is maintained to promote good grass establishment. The report must include recommendations for appropriate maintenance equipment and any special training that may be required to adequately maintain the pitch.

EVALUATION CRITERIA

***Only bidders obtaining the minimum score in each criterion in their Technical Submissions will be further considered.**



EVALUATION/QUALIFICATION CRITERIA		REQUIREMENTS	MAX SCORE	MIN SCORE
Qualification	Eligibility of Contractor	Submission of all documentation required by this RFP, inter alia:	Yes	
		a A Tender Security Bond in the sum of TTD \$20,000.00	/	
		b Completion of the Declaration and Commitment Statement (Section 10)	No	
		c Certificate of Incorporation, Valid Compliance Certificates for VAT, NIS, and BIR, Annual Returns		
Qualification	Historical Contract Non-Performance	Separate statements provided on:	Yes	
		1 History of Non-performing contracts (client or customer)	/	
		2 Pending Litigation; and	No	
		3 Past judgements within the last five (5) years.		
Technical	Track record of contractor with respect to similar projects / contracts	Provide a list of:	10	6
		1 Past projects inclusive of a scope that will demonstrate your Company's' experience in the successful completion of three (3) or more similar projects / similar scope of works.		
		* 3 or more similar project with similar scope of works (6)		
		* 2 similar project with similar scope of works (4)		
		* 1 similar project with similar scope of works (2)		
		2 A list of three (3) or more client references and their contact details		
		* 3 or more client references (4)		
		* 2 client references (3)		
* 1 client reference (2)				
Technical	The experience and knowledge of contractors' key personnel on the project	Provide clear information on the Project Specific:	10	6
		1 Organizational Chart of Project specific team members (2)		
		2 Project role definitions of each Project Specific team member namely the Project Team Lead, Foreman and the HSSE officer. (2) (Other project specific team members would be welcomed but not marked)		
		3 Relevant qualifications and Experience of each Project specific team member namely the Project Team Lead, Foreman and the HSSE officer. (3) (Other project specific team members would be welcomed but not marked)		
		4 Dated and signed CV's of each Project specific team member listed above (3)		
Technical	Methodology and Schedule	Provide information on the Project specific:	25	12
		1 Project Specific detailed Methodology / Method Statement encompassing the entire scope of the project. (10)		
		2 Project Specific QA/QC Plan showing hold points, inspection and test points (5)		
		3 Project Specific detailed Schedule/Work Plan (10)		
Technical	Financial Standing	Provide information on:	10	5
		1 Audited Financial Statement for the past 3 years. (6)		
		2 Letter(s) of commitment from Bank(s) / Financial Institution that Project can be financed. (4)		
Technical	Health Safety Security & Environmental Plan & Quality Assurance	A detailed description of:	10	5
		1 Project Specific QA/QC Manual and Policy (5)		
		2 Project Specific Safety Manual and Policy Statement (5)		
Financial	Project Costing	1 Contractor's Price Proposal	35	-
Total Score			100	



***Only bidders obtaining the minimum score in each criterion in their Technical Submissions will be further considered.**