



GOVERNMENT OF BERMUDA
Ministry of Public Works

Bermuda Housing Corporation

Request for Proposals

Grand Atlantic Condominiums

Investment and Development
Opportunity

Issued Date: May 2nd, 2016



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May 2nd, 2016

Letter of Invitation

Dear Sir/Madam,

RE: RFP No: 2016/001 – Grand Atlantic

The Government of Bermuda, Ministry of Public Works, through the Bermuda Housing Corporation, invites sealed proposals from qualified investors, individuals or companies with relevant qualification and experience to submit technical and financial proposals *to undertake the purchase and redevelopment of the property known as “Grand Atlantic Condominiums”* located in Warwick at #2, #4, #6, & #8 Atlantic Close and #1, #2, #3, #4 & #5 Atlantic Crescent and who have met the desired descriptions of requirements and outcomes.

This Request for Proposals (RFP) is being issued by the Bermuda Housing Corporation; Copies of the RFP package can be obtained from the Government of Bermuda portal at <https://www.gov.bm/procurement-notices> or directly from the Bermuda Housing Corporation, which is located at the IAS Park Building (east entrance), Ground Floor, 44 Church Street, Hamilton, HM 12, Bermuda.

Interested parties are invited to submit a sealed proposal in accordance with the RFP documents herein.

To enable you to submit a proposal, please find enclosed:

- This Letter of Invitation
- Part A Instructions to Proponents
- Part B Property information
- Appendices
 - a. Proponent’s Information Form
 - b. Certificate of Confirmation of Non-Collusion
 - c. Property photos and layout

This letter is not to be construed in any way as an offer to contract with your Company. Furthermore, the solicitation of this RFP does not commit the BHC or the Government of Bermuda to award a contract. *Only one proposal is to be submitted by each Proponent.*

Queries:

Any queries should be *in writing* and directed to the following designated point of contact: Major Barrett Dill, General Manager at barrettd@bhc.bm.

We look forward to receiving your proposal and thank you for your interest.

Yours sincerely,

Major Barrett Dill
General Manager



Introduction

The Government of Bermuda, through the Ministry of Public Works, Bermuda Housing Corporation (hereafter known as “BHC”) announce the following Request for Proposal (RFP) for the purchase and redevelopment of the property known as “Grand Atlantic Condominiums” located in Warwick at #2, #4, #6, #8 Atlantic Close and #1, #2, #3, #4 #5 Atlantic Crescent.

The intention of the RFP is to solicit proposals from interested parties who are capable of investing in this property to create a dynamic use for this unique and fully developed residential project.

Bermuda Housing Corporation (BHC)

The BHC is responsible for providing and developing housing schemes in Bermuda.

The BHC has acquired a seventy eight (78) unit residential housing scheme on South Road in Warwick and hereby request proposals for all parties interested in purchasing the fully developed and equipped property with a view to creating an alternate use for this asset whilst creating a benefit to the community. Specific details regarding the requirements for this RFP can be found herein.

All the condominium’s fixtures, chattels, movable properties or equipment are offered “AS IS”.

BHC shall not be responsible or liable for any patent or latent defects. BHC does not intend to incur any expense for completions, renovation, repair or replacement. Proponents must satisfy themselves as to the conditions of the property before submitting any proposal. BHC will not provide primary financing.

Proposal Requirements and Outcomes

Proposal submissions from investors, individuals or organizations for this RFP should include the following:

- A detailed report on the proposed use for the development which should highlight the impact on the following key objectives:
 - i. Job Creation
 - ii. Social Impact
 - iii. Economic Impact
 - iv. Return on Investment for Government
- An outline including drawings of any proposed changes to the site
- Listing of the required activities to prepare the site for proposed use
- Provide adequate due diligence documentation that explores viability of the proposed use(s). Please ensure to state the mandatory return on investment (ROI). These initial ROI’s could be further refined by responders after the Bermuda Housing Corporation’s initial review of ideas. If the idea is acceptable the completed due diligence documents will be asked for and expected within twelve weeks.

The Ministry of Public Works, through the Bermuda Housing Corporation, reserves the right to change or cancel these requirements at any time.



Timeline

The following timeline has been established by the BHC for the bidding and awarding process:

Actions	Dates and Times
Issuing of the RFP (<i>Published on https://www.gov.bm/procurement-notice and in the Official Gazette, posting of e-mail notices of RFP</i>)	May 2 nd , 2016
Proponent’s Conference and Property Site Visit (<i>Proponents must e-mail the PCO to confirm attendance</i>)	May 14 th , 2016 at 11:00AM ADT
Letter of Intent and Deadline for Clarifications and Questions from Proponents. [The letter of intent and requests must be made in writing and transmitted by e-mail.]	May 31 st , 2016 at 10:00 a.m. ADT
Posting of the responses to Proponent’s questions and/ or Government’s Addenda , <i>Published on https://www.gov.bm/procurement-notice</i>	June 7 th , 2016
Proposal Submission Deadline (Closing) (<i>Late Proposals will not be considered</i>)	June 24 th , 2016 at 4:00 p.m. ADT
Proposals Opening (<i>This will not be a public opening</i>)	June 24 th , 2016 at 4:00 p.m. ADT
Preliminary Examination of Proposal – Pre-Screening and Shortlisting of Proponents	Between June 27 th , 2016 and July 8 th , 2016
Proposal Evaluation by Evaluation and Selection Committee review and scoring of short listed Proponents	Between July 11 th , 2016 and July 22 nd , 2016
Oral Presentations for proof of concept from Proponent finalist(s).	The exact times and dates slots will be communicated to finalist(s) in due time



Complete Selection and Evaluation Process	Tentatively January 31 st , 2017
Award of Contract(s)	Tentatively April 1 st , 2017

Designated Point of Contact

DESIGNATED POINT OF CONTACT (POC) Bermuda Housing Corporation	barrettd@bhc.bm	<u>PLEASE NOTE:</u> Phone calls <u>will not</u> be accepted or returned



Part A Instructions to Proponents

These are the conditions which govern this Request for Proposals (RFP) process.

Section 1 General Clauses

1.1 Public Access to Information

Any information collected or used by or on behalf of the Government of Bermuda ("Government") 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.

1.2 Eligibility and Qualifications Minimum Requirements to Respond

All Proponents that respond to this RFP must be able meet or exceed the following minimum criteria in order to be considered.

1. The Proponent and the Proponent's specialist sub-contractors must meet certain requirements, specified herein, in order to be considered as eligible Proponents for the RFP. Proponents, sub-contractors and contracting teams, which fail to meet with the requirements specified herein as to qualifications, will not qualify and their proposal will not be accepted.
2. The Proponent must have a minimum of 10 years of experience in providing property development and management, and be licensed to engage in the business as proposed by the submission.
3. The Proponent shall submit with his completed proposal all appropriate documentation in order to demonstrate the necessary experience and expertise. This shall include descriptions of relevant and similar past projects, details of their Team with resumes of key personnel to be assigned to the services and the names and full details of experience of any sub-contractors.
4. In addition the Proponent shall provide a reference from a bank or other financial institution confirming the Proponent's capacity to provide the necessary financial resources for the investing and development of this property.
5. Proposal submitted by a joint venture of two or more firms as partners shall comply with the following requirements:
 - a. The Proposal, and in the case of a successful bidder shall be signed so as to be legally binding on all partners;
 - b. One of the partners shall be nominated as being in charge; and this authorisation shall be evidenced by submitting a power of attorney signed by legally authorised signatories of all the partners;
 - c. The partner in charge shall be authorised to incur liabilities and receive instructions for and on behalf of any and all partners of the joint venture, and



- the entire execution of the Contract including payment shall be done exclusively with the partner in charge;
- d. All partners of the joint venture shall be liable, jointly and severally, for the execution of the Contract in accordance with the Contract terms and a relevant statement to this effect shall be included in the authorisation mentioned under **paragraph 2** above as well as in the Proposal and the Form of Agreement (in the case of a successful bidder); and
 - e. A copy of the Agreement entered into by the joint venture partners shall be submitted with the Proposal.
6. All corporate bidders must include, with their proposal, a copy of the company's certificate of incorporation as evidence of the fact that the company is an existing registered company as at the date of proposal. Failure to provide the certificate of incorporation will render the proposal void.
7. ***The Certificate of Confirmation of Non-Collusion form must be signed and returned with contractor's response.***

1.3 Proponent's Conference and Site Tour

- 1.3.1 BHC will conduct a (mandatory) Proponent's conference/site visit tour on **May 14th, 2016 at 11:00AM** at the Grand Atlantic Condominiums. Proponents will have an opportunity to ask questions/clarification of the Request for Proposals (RFP) documents at the Proponent's conference. Please e-mail grandatlantic@bhc.bm to confirm your attendance.
- 1.3.2 Oral Answers to questions during the conference will not be binding unless subsequently confirmed in writing by BHC through a letter to all parties who attended the Proponent's conference.
- 1.3.3 After the Proponent's conference and site tour, Proponents may e-mail questions to grandatlantic@bhc.bm no later than **10:00 AM ADT on May 31st, 2016**.
- 1.3.4 All responses to the clarifications will be shared with all parties who attended the conference and site tour and all prospective Proponents, who provided their contact details. In addition, a written copy of the Government's responses will include a description of the inquiry but will not identify its source. The Government responses will be posted on <https://www.gov.bm/procurement-notice> as a Questions and Answers addendum.

1.4 Letter of Intent

- 1.4.1 All Proponents must submit an e-mail indicating their intent to respond to this Request for Proposals. In the subject line of the e-mail clearly state "Letter of Intent" and include any final questions with the letter of intent.



- 1.4.2 No questions will be accepted after **10:00AM ADT on May 31st, 2016**. The letter of intent with questions should be e-mailed to: grandatlantic@bhc.bm
- 1.4.3 **Letters of intent must be received no later than 10:00 a.m. ADT on May 31st, 2016**. No proposals will be accepted from Proponents who did not submit a letter of intent. A letter of intent is not binding upon the organization to submit a proposal.

1.5 Cost of Preparing The Proposal

The Proponent shall bear all costs associated with the preparation and submission of his Proposal and the BHC will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the procurement process.

1.6 Written Clarification and Responses

- 1.6.1 Any Proponent requiring clarification of any section of this RFP or wishing to comment or take exception to any requirements or other portion of the RFP must submit specific questions in writing **no later than May 31st, 2016 at 10:00 AM (ADT)**.
- 1.6.2 Questions may be e-mailed to grandatlantic@bhc.bm. Any objection to the RFP or to any provision of the RFP that is not raised in writing on or before the last day of the question period is waived. At the close of the question period a copy of all questions or comments and the BHC's responses will be posted on <https://www.gov.bm/procurement-notice>. Every effort will be made to have these available as soon as possible after the question period ends, contingent on the number and complexity of the questions.

Section 2 Submission Requirements

Before responding, it is suggested that Proponents review the entire RFP.

Interested parties are invited to respond to this RFP by submitting a response to the Bermuda Housing Corporation office (hand-delivered, regular mail, facsimile, or e-mail submissions are acceptable) located at

Bermuda Housing Corporation
Attention: General Manager
IAS Park Building (east entrance)
44 Church Street (Ground Floor)
Hamilton, HM 12
Bermuda
E-mail: grandatlantic@bhc.bm

The outer package (and/or the e-mail subject line) must state reference: "RFP 2016/001 Grand Atlantic Investment and Development" **Due date: June 24th, 2016 at 4:00PM ADT**

Responses should include a statement of interest and information as requested in the description of requirements and output.



Interested Organizations/Individuals must provide information indicating that they are qualified to perform the services (brochure, description of similar assignments, experience in similar conditions, availability of appropriate skills among staff, etc). Organizations/Individuals may associate to enhance their qualifications.

2.1 Deadline for Sealed Submission: the closing date for the receipt of proposal submission is no later than **4:00 p.m. ADT on June 24th, 2016**. Submission must be delivered to the Bermuda Housing Corporation's office prior to that time. RFP submissions or unsolicited amendments submitted after that time will not be accepted and will be returned to the Proponent.

2.2 Deadline Extension for Submission of Proposal

The BHC may, at its discretion, extend the deadline for submission of proposals by issuing an addendum in which case all rights and obligations of the BHC and the Proponents previously subject to the original deadline shall thereafter be subject to the new deadline as extended.

2.3 Modifications and Withdrawal of Proposals

- i. The Proponents may modify or withdraw their proposal after Proposal submission, provided that the modification or notice of withdrawal is received in writing by the BHC prior to the prescribed deadline for submission of proposals.
- ii. The Proponent's modification or notice of withdrawal shall be prepared, sealed, marked and delivered in accordance with the provisions of Clause 2.1 - the Deadline for submission of proposals with the envelope additionally marked "MODIFICATION" or "WITHDRAWAL" as appropriate.
- iii. Subject to Clause 2.3, no proposal shall be modified subsequent to the deadline for submission of proposals.

2.4 Amendment of RFP Documents

- i. At any time prior to the deadline for submission of proposals, the BHC may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Proponent, modify the RFP documents by the issuance of an Addendum.
- ii. The addendum will be sent in writing by e-mail to all prospective Proponents who have provided their point of contact and will be binding upon them. Prospective Proponents shall promptly acknowledge receipt thereof by e-mail to grandatlantic@bhc.bm
- iii. In order to afford prospective Proponents reasonable time in which to take an Addendum into account in preparing their proposal, the BHC may, in its sole discretion, extend the deadline for the submission of Proposals in accordance with sub-clause 2.3.

2.5 Number of Copies

Proposal submissions must include one (1) electronic copy on Compact Disc (CD) or external drive and Three (3) paper copies. The paper copies must be bound with a staple, binder or other appropriate means such that pages are not submitted loosely.



The copies one (1) electronic and three (3) copies of the Proposal must be delivered to:

Attention: General Manager
Bermuda Housing Corporation
IAS Park Building (east entrance)
44 Church Street (Ground Floor)
Hamilton, HM 12
Bermuda

The outer package must state reference: "RFP 2016/001 Grand Atlantic Investment and Development" Closing **June 24th, 2016 at 4:00PM ADT**

Section 3 Declaration of Conditions

Any prospective Proponent must be willing to adhere to the following conditions and must so state in the letter of transmittal:

- 1. Acceptance or Rejection of Proposals by BHC.** BHC reserves the right to accept or reject any or all proposals submitted for consideration. All Proposals will be kept sealed and safe until 4:00 p.m. ADT on June 24th, 2016, when the bidding process closes.
- 2. The contents of this RFP and the proposal (s) of the successful Proponent will** be considered for inclusion in the final contractual obligations, along with the final contract, if acquisition action ensues. The BHC is solely responsible for rendering decisions in matters of interpretation on all terms and conditions.
- 3. Ownership of Proposals.** All Proposals in response to this RFP are to be the sole property of the Bermuda Housing Corporation, and subject to the provisions of the Public Access to information. We consent to the collection and use of any information we give to the Government or the BHC in response to this solicitation document and waive any right to challenge any decision made by the Government or the BHC to disclose the information.
- 4. Ownership of Subsequent Products.** Any Product, whether acceptable or unacceptable, developed under a contract awarded as a result of this RFP is to be the sole property of the BHC unless stated otherwise in the RFP or contract.
- 5. Timing and Sequence.** Timing and sequence of events resulting from this RFP will ultimately be determined by the BHC.
- 6. Stability of Proposed Prices.** Any price offerings from vendors must be **valid for up to April 1st, 2017.**
- 7. Amending or Cancelling Requests.** The BHC reserves the right to amend or cancel this RFP, prior to the due date and time, if it is in the best interests of BHC and the Government of Bermuda.



8. **Rejection for Default or Misrepresentation.** BHC reserves the right to reject the proposal of any Proponent that is in the default of any prior contract or for misrepresentation.
9. **Clerical Errors in Awards.** BHC reserves the right to correct inaccurate awards resulting from its clerical errors.
10. **Rejection of Qualified Proposals.** Proposals are subject to rejection in whole or in part if they limit or modify any of the terms and conditions and/or specifications of the RFP.
11. **Proponent Presentation of Supporting Evidence.** A Proponent, if requested, must be prepared to present evidence of experience, ability, service facilities, and financial standing necessary to satisfactorily meet the requirements set forth or implied in the proposal.
12. **Changes to Proposal.** No additions or changes to the original proposal will be allowed after submittal. While changes are not permitted, clarification at the request of the BHC may be required at the Proponent's expense.
13. **Collusion.** By responding, the vendor implicitly states that the proposal is not made in connection with any competing Proponents submitting a separate response to the RFP, and is in all respects fair and without collusion or fraud. It is further implied that the vendor did not participate in the RFP development process, had no knowledge of the specific contents of the RFP prior to its issuance, and that no employee of the BHC participated directly or indirectly in the Proponent's proposal presentation.
14. **Rights Reserved to The Government of Bermuda.** The Government of Bermuda reserves the right to award in part, or to reject proposals in whole or in part, to waive technical defects, irregularities, and omissions if, in its judgement, the best interest of the Government of Bermuda will be served.
15. **Debts.** We confirm that we 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.
16. **The Bermuda Housing Corporation (BHC) reserves the right to reject** any and all proposals, or portions thereof, received as a result of this request or to negotiate separately any proposal in a manner necessary to serve the best interests of BHC and/or the Government of Bermuda.
17. ***BHC reserves the right to contract*** for all or a portion of the property contained within this RFP if it is determined that contracting for a portion will best meet the needs of BHC and/or the Government of Bermuda. BHC shall negotiate only with the Proponent submitting in the opinion of BHC, the most attractive proposal. Should a sales transaction not close with that Proponent, BHC will contact the Proponent submitting the next most attractive proposal for negotiations.



Section 4 Proposal Requirements and Outcomes

- 4.1 Proposal submissions from investors, individuals or organizations for this RFP should include the following:
- A detailed report on the proposed use for the development which should highlight the impact on the following key objectives:
 - Job Creation
 - Social Impact
 - Economic Impact
 - Return on Investment for the BHC and/or Government
 - An outline including drawings of any proposed changes to the site
 - Listing of the required activities to prepare the site for proposed used
 - Provide adequate due diligence documentation that explores viability of the proposed use(s). Please ensure to state the mandatory return on investment (ROI) and would like to have return on investment. These initial ROI could be further refined by responders after the BHC's initial review of ideas. If the idea is acceptable, the completed due diligence documents will be asked and expected within twelve weeks.
 - The Proponent, when presenting the response, must use the following outlined in as noted in Section 5:
 - A. Cover Page
 - B. Transmittal letter
 - C. Proponent Information
 - D. Cost Estimates ROI
 - E. Business and Technical Requirements
- 4.2 **Organization of the Proposal:**
- 4.2.1 Each proposal should include the title, "Bermuda Housing Corporation RFP 2016/001 Grand Atlantic Investment and Development" on the first page of the Proposal.
- 4.2.2 The Proponent shall organize the proposal in the same order as presented in the RFP and clearly label each section and subsection with the headings as they appear in the RFP. All attachments requested in the RFP shall be placed at the end of the proposal and clearly labelled. Any additional information or addenda must be referenced in the body of the response and attached to the end of the document after the required attachments. Proponents are asked to be brief.
- 4.2.3 **Format:**
- The proposal must be presented on standard 8.5"x11" paper, using a font size of 11 or larger.
 - Microsoft Word version 2010 compatible format.
 - At least one copy of the Cost Table and Business and Technical Requirements



- must be made in Microsoft Excel Version 2007 or higher.
- Files should be no larger than 10 mb.

4.2.4 **For each section within the Proposal Requirements and outcomes contained in this RFP**, the Proponent should clearly state that it will comply with all BHC requirements. Also clearly indicate whether the proposal provided is currently operational with other clients or whether they will be developed specifically for this contract. Answers to each section must be numbered and correspond to the numbered sections in the RFP. Failure to number the sections or to respond to all sections may result in the proposal being considered non-responsive. Each attachment must reference the corresponding section or subsection number to which it corresponds.

Section 5 Information Requirements from Proponents

The purpose of this section is to allow Proponents to demonstrate their experience and ability to respond to the requirements of the RFP. This includes the opportunity for Proponent to describe their philosophies and concepts of contracting. This section also seeks information on the Proponent's, their approach etc.

The Proponent, when presenting the response, must use the following outline:

- A. Cover Page
- B. Transmittal letter
- C. Proponent Information
- D. Cost Estimates ROI
- E. Business and Technical Requirements

A. Cover Page

The first page of the Proponent's proposal submission must be a cover page displaying at least the following:

- Response of RFP Title
- Vendor's Name
- Contact Person
- Telephone Number
- Address
- Fax Number
- E-mail Address

B. Transmittal Letter

A transmittal letter must be included with the proposal. The transmittal letter must be written on corporate letterhead and signed by an individual authorized to legally bind the organization to fulfil the program requirements. The transmittal letter must incorporate the following elements:

- a. Name and title of the chief executive officer or other individual authorized to bind the Proponent.



- b. Addresses and phone number of the Proponent to be used for all notices sent by BHC.
- c. A statement indicating the legal entity, licensure and tax status of the organization responding to the RFP.
- d. A statement that the bid is good and firm from the date of the RFP **closing June 24th, 2016 to April 1st, 2017.**
- e. The name, title, address, telephone and fax number of the individual to be contacted by BHC regarding the proposal at any time during the proposal review and selection process.
- f. A statement identifying all addenda to the RFP issued by BHC which were received by the Proponent. If no addenda have been received, the Proponent should so indicate.
- g. A statement that the Proponent accepts all of the terms, conditions, criteria, and requirements set forth in the RFP.
- h. A statement that the Proponent would be willing to accommodate on-site visits by BHC representatives and/or designees for the purpose of selecting the Proponent.
- i. A statement that the Proponent is willing to incorporate its response to the RFP in any subsequent contract and that if conflicting statements exist within the Proponent's response to the RFP or between the RFP and Contract, BHC may determine which takes precedence.
- j. A statement confirming the Proponent understands the completion of the sale (transfer of title) for the Grand Atlantic Condominiums property can only occur **after September 1st, 2017** due to existing rental contracts that are currently in place.

C. Proponent information

Proponents are to briefly describe the history of the organization, especially the skills pertinent to the specific work effort required by the RFP, and any special or unique characteristics of the organization which would make it especially qualified to perform the required work activities.

The following specific information should be included in the description of the organization:

1. Location of the corporate headquarters.
2. Location of corporate office(s) including the length of time each of these offices has been open and the number of staff employed in each office.
3. Organizational chart showing the key staff for this project and their functional and reporting relationship to other elements of the organization.
4. Name and resume of the manager who will be responsible and accountable for this project.
5. For each of the staff, provide a resume and brief description of his/her skills and experiences that are directly applicable to the functions to be performed by this individual. If the individual will be hired for this project, provide a brief job description and a list of required skills, knowledge, and experience.



6. Must include an original duly signed Certificate of Non Collusion form.

If permissible, provide as reference for the projects described above: the name, contact individual, address and telephone number of the agency which contracted or continues to contract with the organization for similar projects.

D. Cost Estimate and ROI

Budget

The Proponent must submit a budget proposal covering the first twelve-month period of the contract and a three year multi-year bid. For the multi-year bid section, provide best estimate of cost of living increases for subsequent years. In preparing the budget, please note that the Proponent may not include and under no circumstances will be reimbursed for any costs associated with the preparation of the proposal, site visits, and presentations for or follow up submissions of the proposal, or any negotiations with BHC for the potential award of the contract.

Financial Information

BHC has a clear interest in the financial strength and stability of the Proponent. For this reason, the proposal must include the following information pertinent to the Proponent's financial circumstances. The selected Proponent will be required to provide detailed financial information as part of the due diligence process.

The Proponent shall be responsible for payment of all applicable taxes and fees.

Proposal must clearly set out the proposed gross purchase prices and any financial conditions that impact the proposal gross purchase price to enable BHC to readily determine the proposed net sale proceeds that accrue to it. Proposals that are not definitive and cannot be costed as a net sales process to BHC will be rejected.

E. Business and Technical

Please state all Business and Technical requirements needed for your proposal to be a success and resources needed from Government.

Description of Similar Projects

Provide information on at least two projects that reflect experience in providing similar project or services and include information for the following:

- a. The specific functions provided by your organization.
- b. The annual operating budget of the project.
- c. The methods by which you received ongoing input from your clients.
- d. The measures used by your organization, including any used by the contracting agency, to assess outcomes, client satisfaction, and cost effectiveness of your operations. Provide examples of reports of these measures in an attachment.
- e. The length of the contract (start and completion dates, and specify if ongoing).



Section 6 Proposal Opening and Evaluation Criteria

6.1 Proposal 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 complete and meet the conditions as stated in the RFP.

Proposals for which an acceptable notice of withdrawal has been submitted pursuant to Clause 2.4 shall not be opened.

The Proposal opening will not be held in public. The proposal opening will be recorded by the Bid Opening Committee with the Proponents' names and Proposal prices, and kept on file.

6.2 Before a proposal will be evaluated, it must be determined to be a responsive proposal which meets all specifications and basic requirements, including timeliness of submission. Any proposal which BHC determines does not fulfil the requirements specified in this RFP may be rejected as unresponsive.

6.3 Responsive proposals will be evaluated by an internal committee of qualified individuals selected by BHC. The committee will develop the award recommendations based on the pre-determined evaluation criteria. Specific weighting of these criteria will be assigned as part of the evaluation process based upon the following:

- Job Creation
- Social Impact
- Economic Impact
- Return on Investment for the BHC and/or Government

6.4 One proposal will be selected for further negotiation based on an aggregate analysis in the context of BHC's requirements to provide a consistent, high quality, attractive proposal which meets the needs of the BHC and the Government. Evaluation criteria include the following:

- A. Understanding of the System.** This refers to the Proponent's understanding of BHC's goals and objectives; the nature, scope, and complexity of providing quality solutions for this Grand Atlantic Property
- B. Detailed response to the Proposal Requirements and Outputs** section of the RFP.
- C. Organizational experience and qualifications.** This criterion addresses the Proponent's successful experience in managing similar projects in the private or public sector. The qualifications of the staff who will be assigned to the project will be measured, particularly as they relate to settings similar to ours.
- D. Organizational and financial capacity.** Assessment of this criterion determines whether the Proponent has an organizational structure capable of undertaking the Scope of Services required by the RFP, and whether it's staffing and recruitment plan will result in adequate and capable staff resources for the project.
- E. Cost effectiveness of the proposal.** Proponents will be assessed on the relative economy of the staffing plan and the efficiency and cost effectiveness of the functions



included in the Proponent's scope of work and contract information. In addition, the cost stability of the multi-year bid will be considered. BHC will also weigh the feasibility of the staffing plan and other related costs, and will evaluate the ability of the staffing and management plan as costed out to achieve the high levels of quality and performance expected.

6.5 Clarification of Submitted Proposals

To assist in the examination, evaluation and comparison of proposals, the BHC may ask Proponent's individually for clarification of their proposals. The request for clarification and the response shall be in writing, 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 BHC during the evaluation of the Proposals in accordance with Clause 6.6.

6.6 Correction of Errors

The BHC 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 Proponent does not accept the correction of errors, its proposal 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.

Section 7 Award of Contract

7.1 Award Criteria

- 7.1.1 The BHC will award the Contract to one Proponent whose proposal has been determined to be substantially responsive to the RFP documents and who, in the opinion of the BHC, has offered the best overall submission. This may not be the highest priced proposal received.
- 7.1.2 Prior to expiration of the period of the proposal validity, the BHC shall award a single contract(s) to the successful Proponent with the highest total score based on the evaluation method indicated herein.
- 7.1.3 The BHC does not bind itself to accept the lowest or any Proposal and reserves the right to reject any Proposal, and to annul the process and reject all proposals, at any time prior to Award of Contract, without thereby incurring any liability to the affected Proponent, or Proponents or being under any obligations to inform the affected Proponent or Proponents of the grounds for the BHC's action.
- 7.1.4 The BHC may declare the procurement process void when it is evident



that there is a lack of competition or there has been collusion.

7.2 Notification of Award

- 7.2.1 Prior to the expiration of the period of proposal validity prescribed in section 3 (6) of these instructions the BHC will notify the successful Proponent by e-mail and/or registered letter that its proposal has been accepted.
- 7.2.2 The successful proposal together with the Letter of Acceptance will NOT constitute the formation of a binding contract unless and until a formal agreement is executed.
- 7.2.3 Negotiations will not commence with the lead Proponent until a review of his/her financial statements and position has been completed to the satisfaction of BHC.
- 7.2.4 All response and related material become the property of BHC and will not be returned. BHC will not reimburse the Proponent for any work related to or material supplied in the preparation of this response.
- 7.2.5 The BHC will notify the unsuccessful Proponents in writing. BHC will notify all Proponents of any award(s) it issues as a result of this RFP. Unsuccessful Proponents may within thirty (30) days of the signing of the resultant contract(s), request a meeting for debriefing and discussion of their proposal by contacting **Major Barrett Dill, General Manager at grandatlantic@bhc.bm.**

Debriefing will not include any comparisons of unsuccessful proposals with other proposals. Also, proprietary information will be kept confidential.

7.3 Contract Execution

The contract developed as a result of this RFP is subject to the BHC and the Government of Bermuda contracting procedures, which include approval by the Attorney General for the Government of Bermuda.

Note: Contracts are executory and no financial commitment can be made until, and unless, the contracts are approved first by Cabinet and the Attorney General.

End of Instructions to Proponents



IMPORTANT

All Property information supplied by BHC is for general guidance only. BHC will not be held accountable for errors or omissions. It is the responsibility of each Proponent to investigate and satisfy himself/herself as to the facts and figures.

Part B Property Information

Summary of Grand Atlantic Development

The Grand Atlantic is a distinctive property development in a desirable neighbourhood overlooking the ocean on South Shore in Warwick. Offering the best in Bermudian style and traditions, the residential units are set amidst lush, landscaped gardens that feature a variety of local flora, trees and palms. Some of the units offer panoramic views of the water, while others enjoy a tranquil view of the gardens. The development is within walking distance of a new Gas Station and a restaurant popular with locals and visitors alike (the Swizzle Inn). With access to acres of park grounds and a beautiful, secluded beach, the location is perfect for outdoor living and nature enthusiasts and for accessing the rest of the island.

The Grand Atlantic housing development consists of 78 residential units which were completed in three phases as follows:

Phase One: 24 units in August 2011
Phase Two: 27 units in April 2012
Phase Three: 27 units in September 2012

- Seventy-Eight (78) units in total
 - Sixty (60) Two-bedroom / one bathroom units (approximately 1130 sq. ft)
 - Eighteen (18) Three-bedroom / two bathroom units (approximately 1480 sq. ft)
- Nine (9) residential buildings in total on site
- Eight (8) of these buildings have nine (9) units each
- One (1) building has six (6) units
- Buildings are three (3) stories in height
- Units are all on a single level
- SKB roofs
- Lot Size – 1.792 Hectares (4.43 Acres)
- Zoning – Residential per Special Development Order

Footings of the Seawall were designed and approved by Lohes Geoconsulting Inc. in conjunction with On-site Engineering Services Ltd. A copy of the report is included in the RFP package and on BHC website at www.bhc.bm and posted on <https://www.gov.bm/procurement-notices>.

3D graphics are available as part of this RFP which can be found on BHC website at www.bhc.bm and posted on <https://www.gov.bm/procurement-notices>

Final Surveyors Certificate plan which outlines the present boundary line and easement are included in the RFP package.



BHC along with the Ministry of Environment is welcome to consider any replanting scheme which shall deem of any benefit to the development

Summary of Amenities:

- Major appliance in all units (fridge, stove, washer & dryer)
- 36 Premium (8-3 bedroom units and 28-2 bedroom units with unobstructed water views) units have stainless steel appliances
- 43 Garden Units (10-3 bedroom units and 32-2 bedroom units)
- Gas stove and dryer options in Phases two and three (54 units in total)
- Solar water heaters Phases two and three (54 units)
- One parking bay per unit and one assessment number per unit
- On site visitor parking
- Beach accessible – An application would have to be made to the Department of Planning for approval of the construction of a pathway for access to the beach.
- There is no swimming pool - An application would have to be made to the Department of Planning for approval of the construction of a swimming pool and/or other amenities.
- Utilities:
 - a. Electricity is provided from BELCO power grid-based, and in the event of a power outage, the property has been prepared to allow for the installation of a standby generator which would enable the development to be self-sufficient. In line with the Government's stance of embracing alternative energy and reducing Bermuda's reliance on fossil fuel, the units in Phases Two and Three incorporate renewable energy components that are built into the design, such as bulk gas storage for appliances and solar panels for water heaters.
 - b. Rainwater is collected and stored in shared tanks located under each building, and all units are equipped with meters that measure the water drawn for individual use. Bermuda Water Works has been instituted as a 'top-up' resource for the Grand Atlantic development.

IMPORTANT NOTE:

The completion of the sale (transfer of title) for the Grand Atlantic Condominiums property can only occur after September 1st, 2017 due to existing rental contracts that are currently in place.

Site Utilities plan for the following are available:

- Telephone
- Electrical
- Water Sewage lines
- Fire Hydrant ring

Additional Supporting information and documentation

Please find attached the following supporting information and documentations for the Proponents to consider:

- Special Development Order
- Shore Cliff Inspection Report
- Location Plan



- Registered Existing Topographical Survey (A-01)
- Subdivision Topographic Layout (SD/W)
- Site Layout (A-05)
- Site Sections (A-13 thru A-17)
- Road Layout (A-41)
- Floor Plans & Elevations (A-11 thru A-15, A-20, A-21 of Type 6 Unit Block)
- Floor Plans & Elevations (A-11 thru A-15, A-20, A-21 of Type 9 Unit Block)
- Fact Sheet including all Development amenities.



Part C APPENDICES

A. PROPONENT QUESTIONNAIRE

Please provide your answers to the stated questions related to the project. Additional information may supplement your answers and must be attached to the RFP response.

Question	Answer
Company name	
Company address	
Company web page	
Main products/services	
Main market/customers	
Ownership structure with Bermudian ownership status in percentage	
Structure of mother corporation, joint ventures, subsidiaries, partnerships or other relevant relations	
Number of years on the market	
Company location(s)	
Quality assurance system(s)	
Describe your business continuity management	
Employee Numbers	
Management	
Marketing and sales	
Quality assurance	
Research and Development	
Other	
Last year turnover	
Financial information	
Last year gross margin	
Last year profit	
Stock markets where your company is listed	
Stock symbol	
Contact person and responsible for answering this RFP	
Telephone	
E-mail	
Please state what conditions that are listed in the RFP that cannot be met	



Description of products or services that are already delivered to customers today, and could be comparable to what is requested in this RFP	
Reference customers using comparable products or services (including contact information)	
Reference customers using your products or services today, although they are not comparable with what is requested in this RFP (including contact information)	
Locations available for delivery, if not worldwide.	
Availability of support worldwide	
Approximate cost of implementation	
Approximate annual costs	
Approximate timelines to implement your solution	

B. CERTIFICATE OF CONFIRMATION OF NON-COLLUSION

Notes for the Proponent

The essence of Open Tendering is that the Government of Bermuda shall receive bona fide competitive proposals from all persons bidding. In recognition of this principle, each company that submits a proposal will be required, by way of the signature of a duly authorized representative of the company, to confirm that the proposal has been submitted without any form of collusion.

All Proponents must complete and sign a Certificate of Confirmation of Non-Collusion. Any proposals submitted which do not include a signed copy of the Certificate will be wholly rejected and will not be included in the evaluation process.

If it is later found that the undertakings made below have been breached at any stage of the procurement process, then the Proponent will be expelled from the process immediately. In the event that this is discovered after a contract award, legal action may be taken against the Proponent and/or any party involved in the matter.

Any Proponent that submits false information in response to a proposal, and any other person or company involved in collusion, may be excluded from tendering for future contracts tendered by the Government of Bermuda.

Confirmation of Non-collusion

I/We certify that this is a bona fide proposal, intended to be competitive and that I/we have not fixed or adjusted the amount of the proposal or the rates and prices quoted by or under or in accordance with any agreement or arrangement with any other person.



I/we confirm that we have not received any information, other than that contained within the request for proposals pack, or supplementary information provided to all Proponents.

I/we also certify that I/we have not done and undertake that I/we will not do at any time any of the following acts:

- (a) Communicating to a person other than the tender administrator the amount or approximate amount of my/our proposed proposal (other than in confidence in order to obtain quotations necessary for the preparation of the Tender for insurance) or
- (b) Entering into any agreement or arrangement with any other person that he shall refrain from tendering or as to the amount of any proposal to be submitted; or
- (c) Offering or agreeing to pay or give or paying any sum of money, inducement, gift /hospitality or valuable consideration directly or indirectly to any person in relation to this tender.

Signed

(1) _____ Title _____ Date _____

(2) _____ Title _____ Date _____

For and on behalf of



C. PROPERTY PHOTOS AND LAYOUT

Grand Atlantic Condominiums

Overview





Ground Floor view





Ground Floor Plan

Two bedrooms: approximately 1130 sq. feet

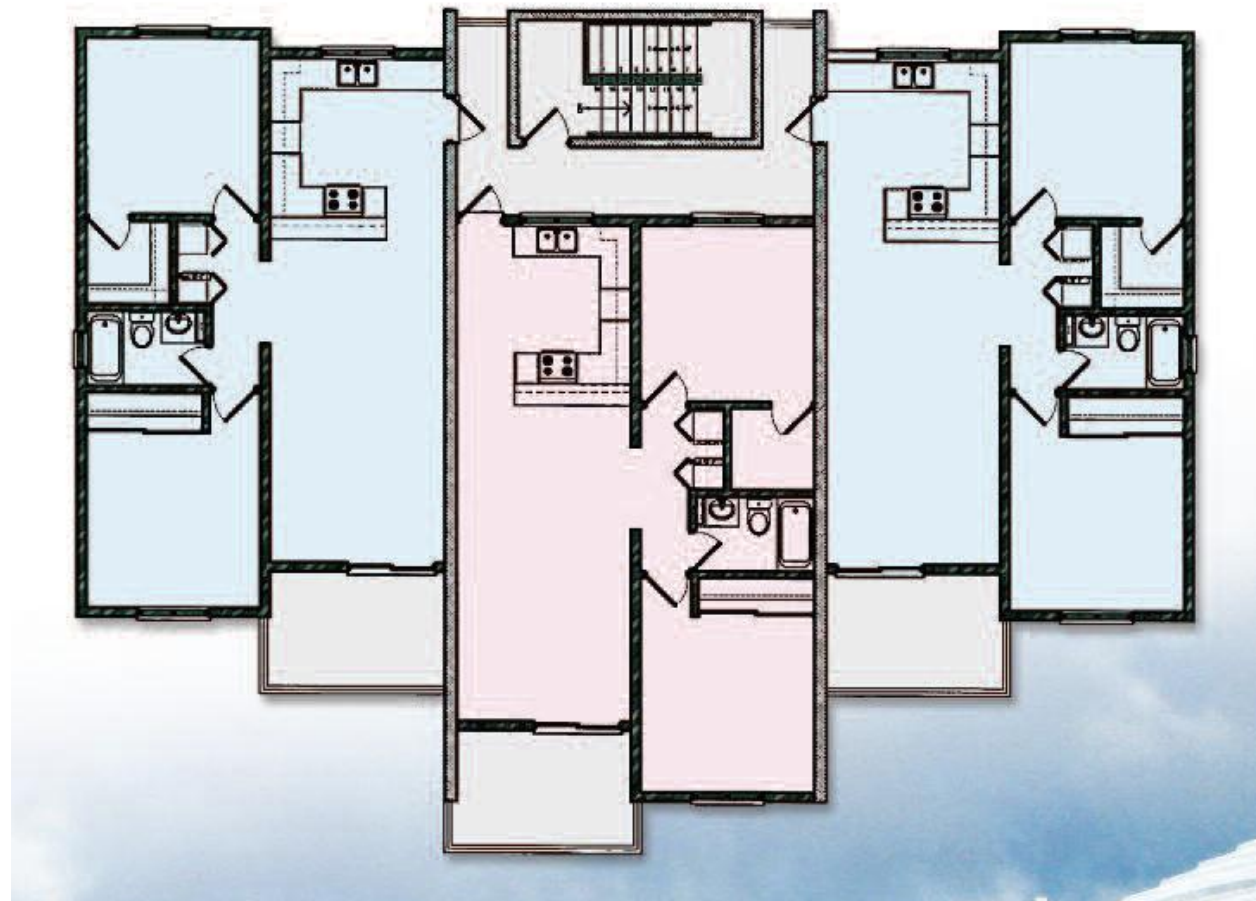
Three bedrooms: approximately 1480 sq. feet





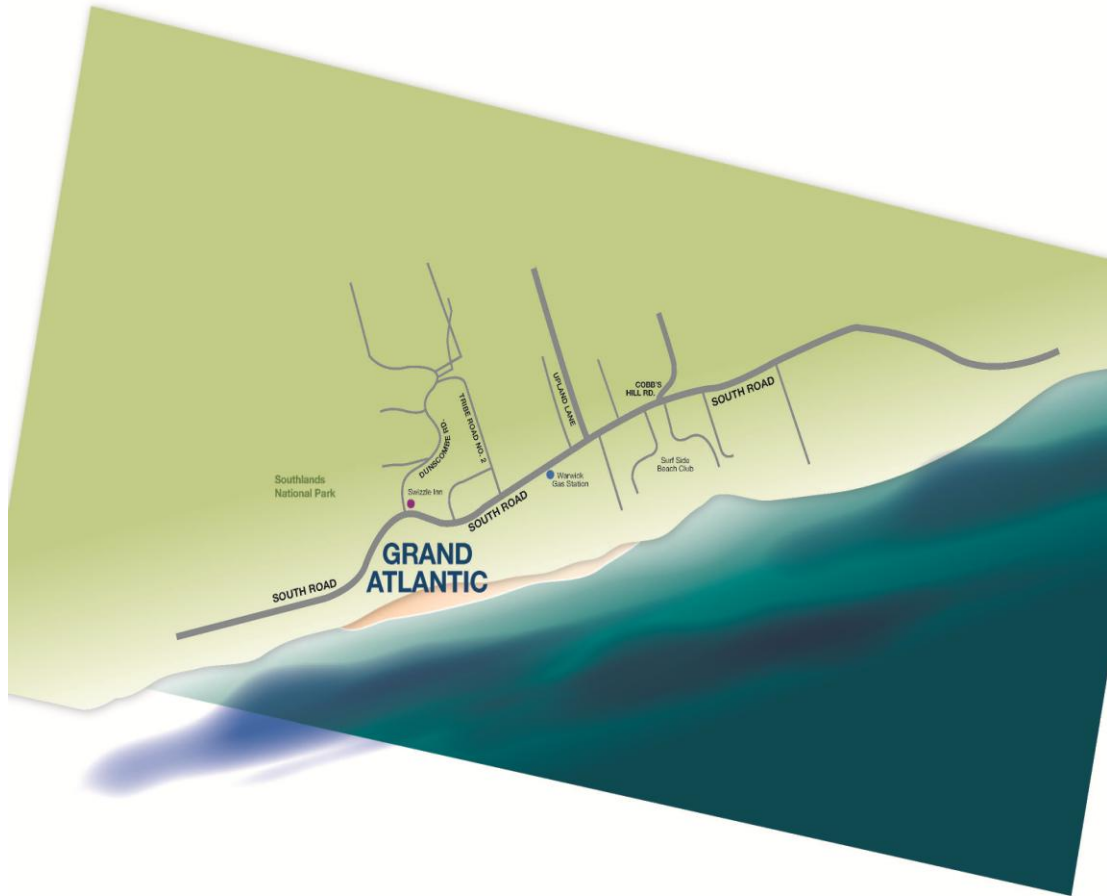
Middle and Top Floor Plan

Two bedrooms: approximately 1130 sq. feet





Grand Atlantic development is located at 72 South Road, Warwick, Bermuda





Interior





Exterior





Beach below the Grand Atlantic





END