



GOVERNMENT OF BERMUDA
Ministry of Public Works

Department of Works and Engineering

MEETING MINUTES

Project **King's Wharf Rehabilitation**
Subject **Pre-Bid Tender Meeting**
Date **13/08/2018**
Time **03:00 PM**
Location **Ministry of Public Works, 3rd Floor of the General Post Office Building
in MPW Engineer's Boardroom**

Taken by **Tabia Butterfield—Government of Bermuda**
Participants **Yves Bob Lortie, Carmen M. Trott—Government of Bermuda
Richard Fyfe, Marc DeVerteuil—BCM McApline; David Durham—Building Blocks; Charles Crisson, William
Lewis—Crisson Construction; Robert Richardson—Correia Construction; Michael Naugler—D&J**

Apologies -
Absent -
Copy to -

Carmen Trott gave a brief overview of the purpose of the meeting.

Purpose of the meeting is to review the tender documentation for the Request for Proposal for King's Wharf Rehabilitation found on the website: <https://www.gov.bm/procurement-notice> and highlight all the key points to be completed for the tender and answer any questions from the tenderers.

1. Tender Documentation

CT noted that addendums will be posted on the website and those whom have signed in at this meeting will also be notified via email.

CT highlights the limited schedule for construction referenced on page (3). The project must be completed by March 31th, 2019.

CT refers to Part 1-Section 1.4, the RFP Timetable to highlight the key dates listed below.

- Tender closes date: *September 04th, 2018*
- Deadline for ALL questions: *August 22nd, 2018*
- MPW plans to award the contract in the timeframe between the end of September and beginning of October
- Addenda to be issued by *August 24th, 2018*

CT notes that Part 2 of Tender outlines how the tender will be evaluated, negotiated and awarded from page (6).



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CT states that the bids will be reviewed by herself (Carmen Trott), Attila Fustos, and possibly another person.

CT refers to Part 3, the Terms and Conditions of the request for proposal process which states the general information & instructions of all Bermuda Government tenders going forward from page (8).

CT references Appendix A on page (15), the Form of Agreement to be completed at contract signing.

CT refers to Appendix B on page (16), the Submission Form to complete Sections 1, 5 and 7 for all proponents.

YL states that all proponents be sure to sign the end of Appendix B on page (18) signifying your have read, completed and agree with all Appendix B sections 1 thru 8.

CT refers to Appendix C which covers information on how to provide pricing and how each proponent's price will be evaluated. She also states that each proponent is to complete a fixed price schedule and unit rate schedule located in Annex B.

CT advised that Appendix D-Section A be reviewed as it breaks down the deliverables that are required. She also highlights Annex C, D, and E reviewed for the best understanding of the project.

CT refers to Appendix D-Section B to discuss the material disclosures of the project. She states that the risk factors associated with the demolition phase have to be managed, therefore, the Bermuda Government is asking that all debris that may fall onto the seabed be retrieved and discarded.

CT states before the demolition of the existing building, WedCo will remove the goods they wish to salvage thereafter it will be the contractors responsibility to dispose of any remaining furnishings and finishes as they see fit or dispose of them to the proper Government disposal locations.

CT highlighted Appendix D-Section C from page (23) as it states the mandatory submission requirements asked for in the tender documentation. CT noted the following submission requirements:

1. Submission Form(Appendix B)
2. Pricing explained (Appendix C) and Pricing Forms for completion (Annex B)
3. A signed copy of the Certificate of Incorporation
4. Proponent shall provide a Health and Safety Plan



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5. Shall provide any relevant additional information on personnel for works and services
6. Shall identify the Project Manager with their education, credentials and work experience
7. Shall discuss the proposed Project Manager past experience with its relevancy to the proposed project.
8. Shall provide an explanation of the proponent's understanding of the project and Governments needs
9. Shall provide a summary of the proponent's and their staff's qualifications and state the relevancy of all qualifications to the ability to provide required services.
10. Through submitted organizational charts and resumes to identify the person(s) or sub-consultant(s) responsible for each division of the project with their relevant experience.
11. Shall provide for each proposed subcontractor the list of requested details found on page (24) for each sub-contractor if any.
12. Shall provide information to demonstrate your understanding of the objectives of the project.
13. Shall include a method statement with applicable timetable for all the deliverables and include a general description of the arrangements proponent intends to adopt for the execution of the works
14. Shall provide information and/or schedule showing the order of the intended Works including the anticipated timing of each key stage. CT noted that the stages are not limited to those in the tender.
15. Must include a signed copy of the Certificate of Confirmation of Non-Collusion form
16. Must include a completed copy of the Project Personnel Qualifications and References
17. Must include the completed Local Benefits Form

CT highlighted that the proponents shall provide CV's of the proponents staff and the times which each member of staff is anticipated to spend on site as stated in Appendix D-Section D on page (25).

CT noted that a copy of the specification/information sheet for all the cranes and barges to be used be provided. She stated have all cranes must be inspected prior to use on site by an independent safety inspector as stated in Appendix D section D.

YL asked, will the inspection of the cranes be pass/ fail in the tender evaluation?

CT responds no, the inspection will be done after the tender is awarded but before construction begins.

CT refers to Appendix D-Section E on page (26) to note that the contractor to be awarded the contract shall provide and hereafter maintain insurance for the duration of the works.



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CT notes that the Bermuda Government will undergo several financial checks to insure the bidder is a proper legal entity that is in good standing as referred to in Appendix D-Section E.

CT references the rated criteria in Appendix D-Section F from page (26) and notes this is the weightings that will be used to score the tender submissions.

2. Discussion

YL asked, when will the pre-cast arrive on island?

CT states that the pre-cast members should arrive by the end of November – early December. Bermuda Government is planning to allow the ship to offload directly into dockyard.

MDV asked, What type of ship will they be arriving on? Also what type of crane do they have on the ship?

YL – The exact ship is unknown at this time.

CT replies for the purpose of the tender exclude the unloading of the precast members from the ship but this most likely will be added as a change after contract is awarded.

YL states that the Bermuda Government is considering enlarging the deck on King's Wharf; this will most likely be designed using the same structural system as this tender.

YL states we will be bringing the fly ash on island as one of our owner supplied items.

MN asked, will it come in containers?

YL states that it is necessary that the wharf's concrete uses fly ash to improve durability. If you have any further questions, please ask so you can have the best technical information.

YL also state that the Bermuda Government has a survey of the piles.

CT we will use the 3D survey to have a better understanding on the current location of the piles.

CT noted that the cathodic protection to be installed can be done before or after installation of the new deck.



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YL states that pictures of previous constructed decks can be sent out for better understanding of how the members are constructed.

CC ask, have there been any discussions with other Government departments? For example the environmental department.

YL replied the Ministry of Public Works will be taking care of communicating with other Bermuda Government Ministry departments.

YL states that the Bermuda Government will be responsible for handling any environmental concerns.

RR states that the submission date on the cover of the tender had a typo.

CT clarified that the date is Tuesday, September 04th, 2018 @ 03:00 PM AST.

YL closes by saying please let us know if there are any further questions about the project.

Meeting adjourned.