

**Queries and Responses from Potential Bidders for
Structural Engineering Consultancy Services
For the Airport Improvement Project**

ITEM	QUERIES	RESPONSES
1	Can a Canadian based company submit a bid for this DFID funded project?	Local, regional, and international based companies are invited to submit tenders for the Structural Engineering Consultancy services, the MEP Consultancy services, and the Supply of the Prefabricated Air Traffic Control Tower Cab.
2	Do you have architectural and structural engineering construction/as-built drawings for the referenced buildings to be retrofitted?	Schematic Architectural Drawings are currently being prepared for the proposed new Air Traffic Control Tower. It is anticipated that Structural Designs from the awarded consultancy will inform the final design of the tower.
3	Are there architectural drawings prepared [to] date for the proposed extensions to the Airport and Port buildings, and new build tower?	There are currently no Structural Drawings for the proposed new Air Traffic Control Tower at the John A. Osborne Airport. Architectural Drawings have been prepared for the retrofitting of the Port Buildings.
4	Have geotechnical investigations and reports been performed to date for the areas earmarked for the building extensions and new builds?	Geotechnical Investigations are currently being executed on the preferred site of the proposed new Air Traffic Control Tower at the John A. Osborne Airport, no consultancy will be required to perform Geotechnical Investigations.
5	Will a receipt be given and tender submitted be considered equally competitive when submitted electronically via Mytender Portal at http://www.mytenders.org/ as similar to that submitted by hand delivered into the Tender box...???	The online procurement system http://www.mytenders.org automatically generates receipts. This online system is considered equally competitive to manual submissions. Please ensure that you have allowed for enough time when uploading tender submissions.
6	Regarding the submission of the Tender documentation: Is it acceptable for a third party to submit the documentation on our behalf?	It is acceptable for a third party to submit the documentation on behalf of any Tenderer. Manual submissions can be made by third parties if necessary (i.e. courier agency, such as FedEx, or an electronic PDF submission.

	If not possible to obtain the services of a third party, please recommend alternative methods of Tender submission (i.e. courier agency, such as Fedex, or an electronic PDF submission)	
7	With reference to the Invitation Letter to Tenderers, tender documents Item 5: 'Engineering Agreement'. This document was not contained within the PDF set transmitted to this office; please provide same.	The "Form of Engineering Service Agreement" referenced for Schedule A will be available for the successful Tenderer at Contract signing. Note: (certain terms can be negotiated i.e. payment schedule etc.).
8	Schedule B - Cost - Proposed Payment Schedule stated in the Instructions to Tender that the currency is in EC Eastern Caribbean Dollars, yet the Assessment Criteria estimated costs in man days rate for Services is in USD....???	Schedule B – Cost – Proposed Payment Schedule: the currency should be in USD\$.
9	The Deliverable & Milestones stated in the ToR for arrangement for short term Technical assistance will cover an overall period of six (6) weeks from commencement to completion of projects in March of 2018, yet, the timelines and assessment criteria refers to a total of twenty-one (21) weeks for each tasks. Please clarify the timeline schedule of tasks and what task(s) is/are expected to run concurrently...???	Both the J. A. Osborne Airport and Montserrat Ferry Terminal projects will be running concurrently.
10	Various activities in the ToR-Section 4.0 including: "Ensure that all works are completed according to scope, schedule, quality and budget"; and "Ensure that all works are carried out in a safe and secure manner in accordance to the Health and Safety plans", are activities which would take place during the implementation/construction phase of the project. However according to the ToR Section 5.0, the Consultancy will be conducted over a 6-week	Structural Engineering Supervision will not be required during construction phase; it is expected that construction will commence around March 2018 .

	period. Therefore, is the Consultant expected to provide some level of supervision inputs during the construction phase?	
11	Mention was made of post contractual design variations to be provided within two (2) weeks of request, but no indication is made of Structural Engineering Supervision during construction, nor when construction is expected to commence..?? Clarification for design period and construction period expected start dates and completion dates would help.	It is expected that design period will commence after the successful consultancy has been awarded, which should be approximately November 13th 2017 to January 5th 2018. (Note to the first of January is 7 weeks) It is assumed that there will be a one (1) week break over the Christmas period.
12	Does the end of the "March 2018" financial year, include completion of the construction/rehabilitation works by that period?	Construction period is expected to be February 5th to August 20th 2018.
13	We note several instances in the tender documents where a hard-copy submission is requested, and one instance where electronic submission through the Mytender portal is sufficient. Please confirm that the soft copy submission only is adequate.	A soft copy submission is adequate and will be sufficient, once all requirements have been met.
14	We noted that workmen's compensation is required. Typically, this type of insurance is for contractors, and consultants provide professional indemnity. Please confirm if this is what is required and/or if evidence of professional indemnity is required.	Consultants Professional indemnity with evidence is required; a minimum of EC\$ 1,000,000.00.
15	In Section 3.0 Scope of Works, sub-section Execution, it is advised that the consultant should " <i>ensure that all works are carried (out) in a safe manner and all the required signs and safety measures are put in place</i> ". There is also a similar bullet point in Section 4.0. This is typically the responsibility of the on-site	The responsibilities for the Engineering Consultant as set out in Section 3.0 Scope of Works, sub-section Execution, " <i>ensure that all works are carried (out) in a safe manner and all the required signs and safety measures are put in place</i> ". It is confirmed that all structural assessments should be carried out as per health and safety requirements.

	contractor. Please confirm that this responsibility now falls under the purview of the Consultant.	
16	In Section 4.0 Deliverables, one of the bullet points " <i>ensure that all works are completed according to scope, schedule, quality and budget</i> ". This task typically falls under the purview of the Project Manager. Please confirm that this responsibility now falls under the purview of the Consultant.	The responsibilities for the Structural Engineering Consultant as set out in Section 4.0 Deliverables, "ensure that all works are completed according to scope, schedule, quality and budget". It is noted and agreed that this is the responsibility of the Project Manager.
17	In Section 4.0 Deliverables, one of the bullet points " <i>Preparation of.... bill of quantities and estimates</i> ". This task typically falls under the purview of the Quantity Surveyor. Please confirm that this responsibility now falls under the purview of the Structural Consultant.	In Section 4.0 Deliverables, "Preparation of bill of quantities and estimates". It is noted and confirmed that this responsibility falls under the purview of the Structural Consultant.
18	In Section 6.0 Reporting Requirements, we note that " <i>all drawings and designs must be provided in DWG and PDF format that are compatible with MCWL's current software</i> ". Please advise what AutoCAD version the MCWL would be using.	The software currently used at the Ministry of Communications, Works, & Labour is AutoCAD version 2016.
19	In the ToR- Section 4.0 (Deliverables and Milestones) bullet points 5 and 6, respectively, explicitly state that bills of quantities and estimates are required for the 2500 sq. ft proposed Port Authority Ferry Terminal Expansion and the Port Authority Warehouse Building Roof. Are these the only buildings/structures for which the Structural Engineering Consultant is required to submit bills of quantities and estimates? If not, please specify.	The Structural Engineering Consultant is required to submit Bill of Quantities and estimates for the 2500 sq. ft. proposed Port Authority Ferry Terminal Expansion and the Port Authority Warehouse Building Roof.
20	According to the ToR Section 4.0 (Deliverables and Milestones), the final deliverable is the preparation of structural design drawings and details	In the ToR Section 5.0 Section (Time Frame); the Consultant during week 5 and 6 is expected to cover any other services outside of the deliverables.

	<p>for the John A. Osborne Terminal Building Expansion, which is due within 4 weeks of the award of the Contract.</p> <p>However, Section 5.0 (Time Frame) states that the Consultancy period will be conducted over a 6-week period. Are specific inputs expected from the Consultant during weeks 5 and 6, or is it left to the Consultant to determine and propose how the time should be utilized.</p>	
21	<p>In the ToR- Section 3.0- Scope of Works-Execution, the Consultant is expected to assess "7,050 s.f. of the John A. Osborne Airport facilities". Confirm or list the buildings or facilities which make up the "7050 s.f."</p>	<p>In the ToR Section 3.0 Scope of Works – Execution, the Consultant is expected to assess "7,050 sf. of the Terminal Building of the John A. Osborne Airport facilities.</p>
22	<p>ToR Section 4.0 states that the proposed design of the Montserrat Port Authority Security Building should be produced within "three (4) weeks of the award of contract". Should this read "three (3)" or "four (4)" weeks?</p>	<p>A correction to ToR Section 4.0 should read that the proposed design of the Montserrat Port Authority Security Building should be produced within four (4) weeks of the award of contract.</p>
23	<p>Section 3.0: Planning, states that the Consultant should "facilitate the timely completion of all contractual agreements for the assigned project including the specifications". However, neither in Section 4.0 or elsewhere in the Terms of Reference, is there any indication of when or how this activity will be executed. When is the consultant required to provide the "specifications"?</p>	<p>With reference to Section 3.0 Planning; the Consultant should "facilitate the timely completion of all contractual agreements for the assigned project including specifications which should be included in Bill of Quantities and details which should be provided by (3) weeks of the award of contract.</p>
24	<p>Does the "proposed payment schedule" found on page IT/4, mean that the tenderer is expected to provide a cost schedule for two interim payments and a final payment at the completion of 100% of the work, or should the number of interim payments be at the tenderer's discretion, based on</p>	<p>The 10% retention final payment will be disbursed approximately 1 month after the contract completion. According to the ToR Section 3.0 Scope of Works Execution means post engineering services will be solicited as required.</p>

	his/her understanding of the deliverables?	
25	Should the Final Payment of "100% of the total value of the SEC contract" (stated on page IT/4) be interpreted as an error, and should instead be replaced with the 10% quoted as the retention value to be paid on 100 % completion of SEC work?	The final payment stated on page IT/4 as 100% is an error, and should be replaced with the 10% quoted as the retention value.
26	Please provide details of the currently adopted building code(s) and anecdotal documents of Montserrat.	The currently adopted code used in Montserrat is the Organization of Eastern Caribbean States Building Code (OECS) and the Caribbean Uniform Building Code(Cubic).
27	Please provide details of the current wind and seismic design criteria of the area and site.	For all the current wind and seismic design criteria of the area and the site, please refer to the Caribbean Uniform Building Code(Cubic).
28	With reference to the Instruction to Tenderers pg IT/3 Item B: we note that the tenderers are 'required to visit and examine the site(s) and its surroundings'. If AMR does not visit the site before the tender submission, will our bid be automatically disqualified? We agree that a site visit would be useful, but believe that we are able to tender the works in an effective manner with the information that is available.	Tenderers have a responsibility to visit and examine the site as (referenced in the Instruction to tenderers page IT/3 Item B) it will be useful however, no submission will be disqualified if a site visit is not made prior to their submission, successful tenderer is expected to visit the island but does not necessarily have to have a fulltime presence.
29	The 'Structural Engineering Consultancy Contract' was referenced in several instances throughout the Instruction to Tenderers. This document was not contained within the PDF set transmitted to this office; please provide same.	The "Structural Engineering Consultancy Contract" referenced will be available for the successful Tenderer at Contract signing. Note: The number of interim payments will be at the Tenderer's discretion and certain terms can be negotiated.
30	With reference to the Invitation Letter to Tenderers, tender documents Item 5: 'Engineering Agreement'. This document was not contained within the PDF set transmitted to this office; please provide same.	The "Engineering Agreement" referenced will be available for the successful Tenderer at Contract signing. Note: (certain terms can be negotiated i.e. payment schedule etc.).
31	With reference to the Port Authority Warehouse Roof Replacement	With reference to the Port Authority Warehouse Roof Replacement Project,

	Project, please specify the area of the affected structure (s.f.)	the area of the affected structure is approximately 9900 square foot (sf.).
32	With reference to the Terms of Reference, Section 4.0: What method of measurement will be employed with respect to the bill of quantities for the designs?	With reference to the Terms of Reference, Section 4.0: the method of measurement to be employed with respect to the bill of quantities for the designs will be the Civil Engineering Standard Method of Measurement three (CESMM3).
33	The electronic tender submission is not secure, i.e. https:// as opposed to http:// why is this not a secured site...???	The HyperText Transfer Protocol Secure (<u>HTTPS</u>) used by mytenders is the secure version.