



Request For Proposal
for
CENTRAL BANK OF THE BAHAMAS NEW PREMISES PROJECT

Door Hardware Consultancy Services

Sealed Proposals must be submitted to:

Tenders/Procurement Committee
Central Bank of The Bahamas
Nassau, New Providence, The Bahamas

Subject Line starts with: **CBOB-NPP-20210226 Door Hardware Consultancy**

via email to:

tenders@centralbankbahamas.com

**Electronic copies of the proposal must be received
on Friday, 12 March 2021, by 5:00 P.M. Eastern Standard Time**

*Proposals will **NOT** be accepted after this date and time;
and will not be accepted via facsimile, hardcopy, or oral presentation*

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1.0 Purpose

Central Bank of The Bahamas (CBOB) is constructing its new premises on the former Royal Victoria site between East Street and Parliament Street, south of Shirley Street, and north of East Hill Street in the city of Nassau, on New Providence Island, The Bahamas. This is a prominent and auspicious venture. The iconic premises will reflect the nationally eminent status of the Central Bank and serve as a pivot point and key directional influence for the revitalization and future development of Downtown Nassau. The new premises are expected to present a source of national, regional, and international pride; and to project the operations of the Central Bank while protecting its staff and the public that rely on its services.

To assist the project, CBOB engaged numerous service providers and experts; and continues to add to the team. The Central Bank retained Architekton Design Studio Bahamas Ltd. (ADSBL) to provide architectural services for the design of the new Central Bank of The Bahamas (the Project). Adamson Associates, Inc. will be assisting ADSBL. Graphite Engineering Ltd. formulates a team of varied specialists that are assisting CBOB as the owner's representative and project oversight group. The selected bidder resulting from this RFP process will work within the ambit of the architects and with members of the overall project team that also work with the architects under the auspices of the owner and the owner's representative group.

The new Central Bank of The Bahamas (the "Project") consists of a 5 story headquarters building (3 floor plates of +/- 17,000 gross square feet (gsf) and one of +/- 10,500 gsf) raised above a plaza level that will have the main entry/lobby with small public library and security offices totaling +/- 5,600 gsf, a multi- purpose/performing arts theater (+/-9,000 gsf) and art gallery (+/-3,000 gsf), above a 2 level below grade parking garage as outlined in the owner's Program, see the attached "Exhibit X". The performing arts theater will have tiered seating for 250 people which is connected to the main office building via the art gallery and will accommodate lectures / speaking events with a small proscenium stage that will allow for a variety of performance types. The overall area of the building including the office space, performing arts theater, cafeteria with indoor /outdoor dining and conference/training rooms, is 88,000 gsf measured with Building Owners and Managers Association (BOMA) standards.

The 2 level 250 to 280 automobile parking garage will be an additional 120,000 gsf. Included in the garage will be 20,000 gsf of area for a staff cafeteria, gym and shower/changing facilities, art storage, building security command center, back-of-house storage that will serve the building engineer, catering, housekeeping, and small staff facilities with gym & lockers.

The Project consists of a standard BOMA Core and Shell project and the interior architecture for the public areas, open office areas, enclosed offices, conference rooms, and finishes for all spaces in the building including the architectural interiors of the performing arts theater and cafeteria. All interior design related to art installations, furniture, fixtures, and equipment, the furniture test fits / layouts and furniture space planning / layouts, along with all documents required to procure and install the furniture will be provided by a separate Owner's consultant.

The site is approximately 3.05 acres and bound by Shirley Street to the North, Parliament and East Streets to the west & east and East Hill Street to the south (note; the Zion Baptist Church located at the northeast corner of this block is not part of the Project site).

There is a historic tree in the center of the site that is currently earmarked to remain in place and shall be accommodated in the project design. Two existing buildings on site will remain and renovated in separate design packages to be added to the project at a date in the future when the scope and program for the renovation is defined. Services related to any demolition of items that exist on the site is not part of the project.

2.0 Proposal Requirements

2.1 DOOR HARDWARE CONSULTANT SERVICES

The general requirements and scope of service listed below is intended to provide the bidding consultant with a sense of the services required by the Bank. In your proposal, you must present the methodology and approach that you deem most appropriate. Please submit your proposal for complete Door Hardware Consultant Services for the project as described below and outline the scope of work proposed in your services.

General Items

- a. The Consultant shall include and consider all local codes, laws and regulations applied to the Project.
- b. The Consultant shall coordinate and incorporate design requirements from the other design team members, the Owner, Regulatory Agencies, etc. as required to provide a design that is integrated with the Project and requirements for the Project.
- c. As far as possible, meetings will take place by video conference. Some meetings and presentations will be held in Nassau, Bahamas and in Los Angeles, California as part of the design process.
- d. The Consultant shall provide information necessary for all pricing packages and assist in evaluating the pricing throughout the design process.
- e. The Consultant shall review the program information furnished to ascertain the requirements of the Project and arrive at a mutual understanding of such requirements with the team.
- f. The Consultant shall provide a preliminary evaluation of the program, and related information furnished.
- g. The Consultant will need to assist the design team with meetings at the Authority Having Jurisdiction (AHJ) over the project as required in Nassau, Bahamas.

2.2 GENERAL INFORMATION AND REQUIREMENTS

2.2.1 DESIRED QUALIFICATIONS

DOOR HARDWARE CONSULTANCY SERVICES

2.2.2 ATTACHMENTS FOR THIS PORTION OF THE RFP

Refer to exhibits available on the Central Bank's website for additional useful information.

2.2.3 PROPOSAL CONTENTS

The proposal shall provide sufficient information to allow the Owner to evaluate the proposer's approach, experience, staff, availability, and fee.

2.2.4 SCOPE OF WORK

2.2.4.1. GENERAL

- a. Assist with door and hardware selection and documenting the door hardware specifications.
- b. Identify the relevant codes, regulations and standards applicable to the project for this scope of work.
- c. Prepare a detailed scope of budget for the door and hardware selection.
- d. Assist with product design and functionality planning.
- e. Prepare an overall, comprehensive door and hardware schedule identifying all aspects of the scope of work.
- f. Prepare plans, elevations and documentation as required to indicate wiring and terminations for all electronic hardware configurations and interface requirements.
- g. Coordinate the scope of works with related disciplines (e.g. hardware vs. electrical termination control boxes).
- h. Provide master-keying system and strategy.
- i. Provide products, samples & alternates for all products included with this scope of work.
- j. Identify new technologies and specialty products such as keyless entry systems and specialty doors.
- k. Review and coordinate with other specification sections, disciplines and trades as required that include, but are not limited to Door Hardware Specification Division 08:
 - i. General Requirements
 - ii. Openings
 - iii. Finishes
 - iv. Specialties
 - v. Integrated Automation
 - vi. Electrical Power
 - vii. Communications
 - viii. Electrical Safety and Security
- l. Complete detailed specifications listing products and performance requirements for costing, tender and procurement of this scope of work; review, revise and update specifications as required.
- m. Provide bid forms, review bids, submissions and support the bid process during procurement of this scope of work.
- n. Review hardware schedules, cut sheets and samples submitted by the successful bidder for this scope of work.
- o. Review shop drawings and submittals by subcontractors and suppliers for this scope of work and related trades/disciplines that include, but are not limited to specification sections noted above.
- p. Support the commissioning of this work.
- q. Attend meetings with consultants, contractors and suppliers as necessary.

2.2.4.2. Design Phase

- a. Consult with the Architect to establish an understanding of the project requirements pertaining to architectural door openings including functions, aesthetic intent, security, and other relative data.
- b. Prepare and deliver specification for "Door Hardware" in Construction Specifications Institute 3-Part format, including typical hardware sets representative of the project door functions. Hardware sets shall be described as to application (e.g. "typical office door", "typical exit door", etc.)

2.2.4.3. Construction Phase

- a. Review, respond to, and incorporate into specifications, as appropriate, comments received from Owner, Architect and other reviewing parties, based on documents from preceding design phases.
- b. Provide electrified door hardware product data for doors with access controls (card readers, keypads, remote release, etc.), monitors, alarms, automatic operators and other electrified hardware to the appropriate consultants/engineers.
- c. Engineer hardware sets for inclusion in the Specification Section "Door Hardware" listed and ordered according to the Door Hardware Institute's recommended format.
- d. Prepare and deliver full Specification Section "Door Hardware" in Construction Specifications Institute 3-Part format, including Hardware Sets.
- e. Provide assignment of Hardware Sets to Architect for all door openings on Project.
- f. Provide catalog "cut sheets" for door hardware items specified. A single Product Data Package of all specified hardware to be included. If multiple products appear on same page, the specified product will be clouded or boxed.

2.2.4.4. Bidding Phase

- a. Provide assistance to the Designer and Architect in reviewing substitution requests and other bid/price/material related questions pertaining to the construction documents prepared by the Consultant.
- b. Provide assistance to the Designer and Architect in preparing responses to regulatory review comments pertaining to the construction documents prepared by the Consultant.
- c. Make revisions and incorporate into specifications, as appropriate, in response to regulatory comments pertaining to the construction documents prepared by the Consultant.

2.2.4.5. Construction Administration

- a. Provide assistance to the Designer and Architect in preparing clarifications, information bulletins, answering requests for interpretation, and other questions pertaining to the construction documents prepared by Consultant.
- b. Review the Contractor's submittal(s) for Consultant's scope of work for compliance with the Construction Documents.
- c. Provide comments, clarifying annotation, and stamp of approval or rejection on a single copy of said submittal(s).
- d. Review Construction Packages.
- e. Review Building Permits.
- f. Preparation of information bulletins, clarifications and other documents after issuance of final construction documents which result from substantial changes in project design.
- g. Review of Contractor Submittals: Consultant's scope includes performing submittal review for each specification in Consultants' scope.
- h. Review of multiple, partial or phased submittals for each section.

2.3 PROPOSALS SHOULD INCLUDE:

- a. A cover page that includes the bidder's name, address, email address, and contact person
- b. Bidder's legal name and any other name under which the bidder conducts business
- c. Mailing address, including street address (for courier mail services)
- d. Name and title of individual that will sign the contract
- e. Confirmation that the bidder is satisfied with the contract being based on the AIA

Document C103-2015 Standard Form of Agreement between Owner & Consultant

- f. Name, title, and contact information of bidder's key contact person
- g. Name, title, and contact information for Principal-in-Charge of project
- h. Resumes, references, and contact information for each key personnel involved in the project
- i. A statement that the proposal is effective for a period of sixty (60) days.
- j. A statement guaranteeing that prices quoted in the proposal are established without collusion with any other bidder(s) or other parties; and established without effort to preclude the Bank from obtaining the best possible competitive pricing
- k. Acknowledgement that the bidder has read and understood the RFP and any amendments
- l. A statement indicating whether or not the bidder or any individual working for the bidder has a possible conflict of interest as it relates to the owner's staff that may be involved in the project or the bidding process.
- m. A statement identifying all subcontractors and joint venture partners.
- n. Fee per phase and expected monthly billing schedule.
- o. Per hour rates for additional services.
- p. A table of contents with corresponding page numbers related to the bid proposal.
- q. If you take exception to any of the requirements of this RFP and the expected contractual requirements, those exceptions are to be clearly stated, with an explanation as to why.
- r. Specifically note if you have any experience with the codes and regulations applicable at this project site.

All the information contained herein is confidential. The text, facts, figures, and ideas, which are presented within this RFP, are considered intellectual. You are required to sign a Non-Disclosure Agreement (NDA) for this project regarding all information that has not been released to the public by the owner.

No proposal material you submit will be returned.

The bidding Consultant understands and acknowledges, by submitting a proposal, that the Owner reserves the right to select any consultant firm for any reason.

The selected Consultant will be expected to start work immediately thereafter, based on the owner's letter of engagement, while the Owner and Consultant formally finalize their agreement in the form of an executed contract document.

Importantly, the project can only be a success if all parties in the process work as an integrated, collaborative project team. This will require the institution and preservation of an elevated level of trust, communication, and cooperation between consultant team members.

3.0 Cost Estimate

Provide a cost estimate for the project and include the following information:

- Provide a fixed fee for the overall project and include a schedule for stage payments that aligns with time schedule provided, noting that the owner will settle for work performed and presented and not merely for the passage of time.
- Provide a fee schedule of hourly rates for team members.
- Complete the Central Bank of the Bahamas Bid Form located at the end of this document.

4.0 Compliance Documents

Provide a copy of the following compliance documents:

- Business license
- Tax Compliance Certificate
- Professional license if applicable
- Liability Insurance

5.0 Consultant's Responsibilities

- The consultant shall provide all services necessary to satisfy the scope of work.
- The consultant shall identify and work with the relevant personnel to assist in achieving the goals of the project.
- The consultant shall be solely responsible to provide a complete solution in accordance with the requirements of the scope of work.
- The consultant shall attend all project design team meetings and provide updates to the project manager on a weekly basis.
- The consultant shall prepare a monthly project summary report to detail the work undertaken, challenges encountered and recommended changes, if any.

6.0 Submission Format

- The emphasis of the submission should be in responding to the requirements set forth in this RFP.
- The response shall not exceed ten (10) pages, excluding the cover letter/page.
- Proposals must be typewritten, in no smaller than eleven (11) point Times Roman font.
- The submissions should be in PDF file format.
- **The documents should be submitted by 5:00 pm. E.S.T. on 12 March 2021.**
Proposals should be properly labeled in the filename by using the name of the respondent and beginning with the wording: ***CBOB- NPP-20210226 Door Hardware Consultancy***

7.0 Responses/Questions

- **Bidders should carefully review this solicitation for defects** and questionable or objectionable material. CBOB must receive comments concerning defects and objectionable material per the schedule below. This will allow issuance of any necessary amendments. It will also help to prevent the opening of a defective solicitation and exposure of bidders' proposals upon which award could not be made. Protests based on any omission or error, or on the content of the

solicitation, will be disallowed if these faults have not been brought to the attention of CBOB, in writing, at least five (5) days before the time set for bid opening.

- **All responses and/or questions** regarding interpretation of the content of this RFP must be submitted to: tenders@centralbankbahamas.com within the time specified in the Provisional Timetable at Section 9 below.
- If prior to the date fixed for submission of Proposal a bidder discovers any **ambiguity, conflict, discrepancy, omission, or other error in the RFP** or any of its exhibits and/or appendices, the Bidder shall immediately notify the Central Bank of such error in writing and request modification or clarification of the document. Modifications may be made by addenda prior to the RFP response deadline. Clarifications will be provided by written notice to all active bidders, without divulging the source of the request for it.
- **CBOB may modify this RFP**, any of its key action dates, or any of its attachments, prior to the date fixed for submission by issuance of a written addendum via email. Addenda will be numbered consecutively as a suffix of the RFP Reference Number.
- **Amendments to or withdrawals of proposals** will only be allowed if acceptable requests are received prior to the deadline that is set for receipt of proposals. No amendments or withdrawals will be accepted after the deadline unless they are in response to the Bank's request.
- CBOB reserves the **right to require a bidder to conduct demonstrations** of their proposed solutions onsite at its main office in Nassau, The Bahamas. All costs associated with a demonstration shall be borne entirely by the bidder.

8.0 Evaluation Criteria

Once all qualifications and technical proposals have been received, the following matrix will assist in the selection process:

Criteria	Weight	Scores ^a	Weighted Scores ^b
Methodology and conformity to RFP Requirement	25		
Qualifications and related experience	25		
Time Schedule	20		
Cost/Rates and Justification	25		
Interview (optional)	5		

^a Each criterion will be assigned a score of 1 to 100. ^b Scores will be multiplied by the weights and totaled to yield the total points on the proposal and interview. Maximum total points are 100.

9.0 Provisional Timetable

Activity	Date
Issue Tender Notice and Invitation to Tender	February 5, 2021
Deadline for receiving questions from Consultants	March 8, 2021
Deadline for CBOB answer to Consultants' questions	March 10, 2021
Return of tenders (Closing Date)	March 12, 2021

10. Terms and Conditions

- Any submission of enquiries and/or proposals means that the bidder has read and agrees to the information set forth in this RFP. Proposals shall be kept confidential by all parties until a contract is awarded.
- CBOB reserves the right to request clarification of any proposal from prospective consultants.
- Selected consultant(s) will be notified in writing, as will rejected bidders.
- Any award is contingent upon the successful negotiation of final contract terms. If contract negotiations cannot be concluded successfully, CBOB reserves the right to negotiate a contract with another consultant, reissue the RFP, or withdraw the RFP. Any contract resulting from this RFP shall become effective when fully executed.
- Negotiations shall be confidential and not subject to disclosure to competing consultants unless and until an agreement is reached.
- CBOB reserves the right to cancel this solicitation, at any time for any reason, and to reject all proposals. CBOB shall not have any liability to any consultant arising out of such cancellation or rejection.
- CBOB reserves the right to waive minor variations in the selection process.
- CBOB assumes no responsibility for costs incurred in the preparation, presentation, or submission of the responses to this RFP. Any proprietary information revealed in the submitted proposal should be clearly identified.

Questions

Consultants are responsible for reviewing all portions of this RFP and attachments. Consultants are encouraged to submit questions, via the Tenders mailbox, regarding the scope and requirements of the RFP. Modifications and clarifications will be made to the RFP, when deemed necessary, and issued via the CBOB website.

Interpretation

The bidding consultant will be responsible for ensuring that its proposal reflects all addenda issued prior to the proposal due date, regardless of when the proposal is submitted.

Revisions

A consultant may withdraw or revise a proposal on the consultant's own initiative, at any time before the deadline for submission of proposals. The consultant must submit the revised proposal in the same manner as the original proposal. A revised proposal must be received on or before the proposal due date. In no case will a statement of intent to submit a revised proposal extend the proposal due date for any consultant. At any time during the proposal evaluation process, it may be required of a consultant to provide oral or written clarification of its proposal.

Errors and Omissions

Failure by the Central Bank to object to an error, omission, or deviation in the proposal will in no way modify the RFP or excuse the consultant from full compliance with the specifications of the RFP or any agreement awarded pursuant to the RFP.

Objections

Should a Consultant object on any ground to any provision or legal requirement set forth in this RFP, the Consultant must, not more than ten (10) calendar days after the RFP is issued, provide written notice setting forth with specificity the grounds for the objection. The failure of a consultant to object in the manner set forth in this paragraph will constitute a complete and irrevocable waiver of any such objection.

Local Participation

A summary of the proposed percentage of the work to be performed by personnel and/or firms located within The Bahamas shall be presented by the Consultant. The proposal should outline the portions of the project that will be performed by personnel and/or firms within The Bahamas. The Bank's goal for local participation for this project is a minimum of 70%.

Statements

The consultant shall include a statement confirming that no personal or organizational conflicts of interest are known to exist.

Sub-consultants

Substitution of any sub-consultants, subcontractors, other service providers and suppliers identified in the proposal shall not be made without the written consent of the Bank.



Central Bank of the Bahamas BID Form

PROJECT NAME: CBOB NEW BUILDING SITE

DOOR HARDWARE CONSULTANCY SERVICES

PROJECT No. #0071A CBOB-NPP-C-2020-7110 TIN: 100087776

Please complete all items and return with other requested documents by: March 12, 2021

COMPANY INFORMATION

Business Name	Trading Name of Business
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ADDRESS INFORMATION

Street	Location/Island/Country		
Telephone1	Telephone2 (Mobile)	Fax:	P. O. Box
Email			Website

BUSINESS LICENSE & TIN#:

Business License Number	License Expiration Date: (dd/mm/yyyy)	License Copy Attached?	VAT Tax ID Number (TIN#)
		Yes ☐ No ☐	

INSURANCE & NIB INFORMATION

Please attach copies of NIB Good Standing, and your Liability Insurance Document

NIB Registration Number	NIB Good Standing Attached?	Liability Insurance Company Name	Insurance Expiration Date	Insurance Amount
	Yes ☐ No ☐			

OTHER BUSINESS INFORMATION:

Date Business was founded	Type of Business	Years in business	# of similar jobs	# of employees	# of workers for this project
Contact Person 1	Title/Position	Contact Person 2	Title/Position		

Note that should the contract/project be awarded, and should there be a need for the consultant to work within the Bank, a Police Record is required for each worker to assist in establishing their eligibility to enter the Bank's premises. Comprehensive background checks will be conducted on everyone, who may enter the Bank's premises, prior to final agreement of awarded contract. Where relevant, evidence of immigration status is also a requirement. In addition, proper picture ID & NIB numbers will be required for all persons who will be providing services at any of the Bank's properties.

REFERENCES: (Must be relevant to job being tendered, especially in terms of scope and quality)

REFERENCES 1

Business Name, job completed, year completed:

Contact Information: (Name, Address, Phone etc....)

REFERENCES 2

Business Name, job completed, year completed:

Contact Information: (Name, Address, Phone etc....)

REFERENCES 3

Business Name, job completed, year completed:

Contact Information: (Name, Address, Phone etc....)

Review items overleaf & complete the Form. Attach additional references, documents, & specification details (e.g. materials listing, scheduling, etc.).

COST PROPOSAL (also attach full details separately)

Total Charge for proposed service	Labour Cost (also detail separately)	Materials Cost (also detail separately)	Other Cost (please specify)

TIME ANALYSIS

Date Available to start (dd/mm/yyyy)	Total Workdays (# of days of work needed to complete the job)	Total Man-hours (Total job-hours divided by the number of persons working those hours)	Is Overtime factored into cost? (give details separately)																											
Days Intended for onsite work: (Mark all that apply)		Hours intended for work onsite during workdays: (Mark all that apply)																												
Sun	Mon	Tue	Wed	Thu	Fri	Sat	12 AM	1 AM	2 AM	3 AM	4 AM	5 AM	6 AM	7 AM	8 AM	9 AM	10 AM	11 AM	12 PM	1 PM	2 PM	3 PM	4 PM	5 PM	6 PM	7 PM	8 PM	9 PM	10 PM	11 PM
How long before consultant starts job after mobilization?							How long before materials required for job are onsite?							Specify the anticipated completion date of the project							Is Overtime factored into cost? (give details separately)									

PAYMENT TERMS

(The Central Bank's policy is to settle by direct electronic payment to the consultant/company bank account, which **must be** in the contractual name.)

Purchase Order Acceptance Will consultant accept purchase orders?	Payment Schedule (when or at what stage, and related amounts, giving details separately, if necessary)	Mobilization (If any, by % or amount)	Hold Back/Post Completion Retention (specify)								
Yes ☐ No ☐											
Service Contract Payment Schedule (payments may require work checklist agreed and signed off by CBOB) Note: The Bank prefers that payment schedules for long-term contractual arrangements align with service schedules and be no more frequent than once per month.											
One-time Single event	Only after service	Once Weekly	Every 2 Weeks Bi-weekly	Once per Month	Every 2 Months Bi-monthly	Every 3 Months Quarterly	Every 4 Months Thrice yearly	Every 6 Months Semi-annually	Once Annually	Yearly	Other

SERVICE SCHEDULE

Contract Service-Delivery Schedule (CBOB will require evidence of service and related invoicing)

Note: Consultant must pre-arrange all service visits to the Bank must clear Bank's Security before engaging in work on-site.

One-time Single event	Constant (24/7)	Daily	Once Weekly	Every 2 Weeks (Bi-weekly)	Once per Month	Every 2 Months Bi-monthly	Every 3 Months Quarterly	Every 4 Months Thrice yearly	Every 6 Months Semi-annually	Once Annually	Yearly	Other
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PAYMENT INFORMATION (The Bank makes payment by electronic funds transfer)

Bank Name (Consultant's Bank)	Branch Name	Branch Number
Bank Phone Number	Bank Street Address	City/Place
Bank Postal Code	Country	Other Address Information
Account Number at Bank	Routing Number	Account Name

CONSULTANT'S SIGNATURE

Signatory's Name (PRINT)	
Salutation	First Name
Mr. ☐ Mrs. ☐ Ms. ☐	
Other _____	
SIGNATURE	Date (dd-mm-yyyy)