

PUBLIC REQUEST FOR PROPOSALS (RFP)

CONSTRUCTION OF THE STONE HOUSE POOL (CONCRETE & CIVIL WORKS)

INTRODUCTION

H. Lavity Stoutt Community College (HLSCC) invites suitably qualified and experienced contractors to submit proposals for the demolition of the existing pool, and concrete and civil works to support the installation of a new pool and associated structures at the Stone House, Paraquita Bay Campus (South). This RFP is issued for open tender and all interested contractors who meet the stated eligibility requirements are encouraged to apply.

SCOPE OF WORK:

The works generally comprise the following:

- Demolition and safe removal of the existing pool and associated equipment.
- Construction of the new reinforced concrete pool, retaining walls, decks, steps, and ancillary
- structures in accordance with the issued drawings and specifications.
- All mechanical, electrical, and plumbing installations associated with the pool and surrounding
- works.
- Finishes and final landscaping to restore the site.
- Testing, commissioning, and handover.

The College shall **select a specialist pool subcontractor** for the supply and installation of the pool equipment and systems by way of a separate tender. Accordingly, tenderers shall submit their pricing excluding specialist pool works.

DRAWINGS & DOCUMENTS PROVIDED

The full package includes the following documents which may be obtained by sending a request to procurement@hlscc.edu.vg:

1. Architectural Drawings prepared by Roger Downing & Partners Co. Ltd, including layouts, finishes, and general coordination details.
2. Structural Drawings prepared by Civil & Structural Engineering Ltd. (CSE 2462), dated 6 December, 2024.
3. Pool Design Drawings prepared by PoolWorks International Ltd., included within the Architectural set.
4. Blank Bill of Quantities (BoQ) to be completed and submitted by the contractor.
5. Evaluation Criteria prepared by HLSCC.
6. This Request for Proposals (RFP) document and any subsequent addenda.

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CONTRACTOR ELIGIBILITY

Tenderers must demonstrate:

- A valid Trade License for building or civil works within the British Virgin Islands.
- Proof of good standing with the Inland Revenue Department, Social Security Board, and National Health Insurance.
- Adequate public liability and contractor's all-risk insurance coverage.
- Demonstrated experience with similar scale reinforced concrete pool or structural projects within the last five (5) years.
- Evidence of the technical and financial capacity to undertake the works.

SUBMISSION REQUIREMENTS

Each submission shall include:

1. Completed and signed Form of Tender.
2. Completed Bill of Quantities (digital Excel file and signed PDF).
3. Construction programme or schedule (Gantt chart or similar).
4. Company profile and references from at least two previous clients.
5. Copies of current Trade License and certificates of good standing.
6. Proof of insurance coverage.

All proposals must be valid for sixty (60) days from the date of submission.

SUBMISSION DEADLINE

All tenders shall be submitted no later than **19 December 2025 at 10:00 a.m.**

Electronic submissions may be sent to: procurement@hlscc.edu.vg.

(Subject line: "RFP – Construction of the Stone House Pool (Concrete & Civil Works)")

CLARIFICATIONS

All questions or requests for clarification must be submitted in writing no later than **one calendar week before the submission date**.

Enquiries should be directed to: **HLSCC Main Admin Office. Email attention procurement@hlscc.edu.vg.**

Responses to all queries will be circulated to all registered tenderers.

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SITE VISIT

A pre-tender site visit will be held at the Stone House site, Paraquita Bay Campus on **11 December 2025 at 10:00 a.m.**

EVALUATION CRITERIA

Proposals will be evaluated on the following criteria:

- Completeness and accuracy of the submission.
- Price competitiveness and transparency of cost breakdown.
- Demonstrated experience and technical competence.
- Proposed construction duration and methodology.
- Compliance with the RFP requirements.
- The College reserves the right to accept or reject any or all tenders and is not bound to select the lowest price.

CONTRACT FORM

The form of contract to be used for the works will be confirmed following tender evaluation.

Unless otherwise advised by the College, it is anticipated that the **JCT Minor Works Building Contract** or an equivalent standard form suitable for small to medium-scale construction projects will be adopted.

GENERAL CONDITIONS

- All works shall comply with the BVI Building Code, British Standards, and all relevant local statutory requirements.
- All dimensions and conditions must be verified on site prior to commencement.
- The contractor shall ensure adequate supervision and safety on site at all times.
- The successful contractor shall be responsible for liaising with any nominated subcontractors and coordinating all works to ensure proper integration.

ADDITIONAL INFORMATION

The College may, at its discretion, issue addenda or clarifications prior to the tender closing date. Tenderers are responsible for ensuring they have received all issued documents before submitting their proposal.