



Jamaica Public Service Company Limited

Request for Proposal # 900162

ENGINEERING SURVEY

Topographic Survey of Hunts Bay Sites

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1 Background

Jamaica Public Service Company Limited (JPS) is an integrated electric utility company engaged in the generation, transmission and distribution of electricity throughout the island of Jamaica. JPS owns and operates 28 generating units and also purchases power from seven independent power producers (IPP). JPS assets include conventional thermal plants (611.5 MW), hydro and wind (32.5 MW), 50 substations, approximately 1200 km of transmission lines and 20,534 km of distribution lines.

The common shares of JPS are held 40% by Marubeni Corporation through its subsidiary Marubeni Caribbean Power Holdings (“MCPH”); 40% by Korea East West Power Company (“KEWP”); 19.9% by the Government of Jamaica (“GOJ”) and the remaining 0.1% by a group of minority shareholders.

JPS has the following status with Jamaica Customs – Authorized Economic Operator (AEO). It is an internationally recognized quality mark, which indicates that the JPS supply chain is secure, and that the JPS customs’ procedures and policies are compliant. With this designation, JPS Warehouse and Procurement Teams are subject to audit and monitoring by Jamaica Customs.

The Office of Utilities Regulation (“OUR”) is the independent regulatory agency with responsibility for regulating the electricity sector in Jamaica.

Within the JPS fleet, there are approximately 171.5 MW of aged and inefficient assets that will be due for retirement over the next 3-4 years. In this regard, JPS is currently in the process of developing a replacement for these assets. An assessment was carried out and the Hunts Bay Power Station selected as the best location for construction of this replacement facility. JPS is hereby seeking a suitable Engineering Surveyor to conduct a topographic survey, which includes elevation contour lines and existing structures of its Hunts Bay sites.

2 Key Assumptions

The Facility will be constructed adjacent to existing power generating units at the Hunts Bay Plant. This area is bounded to the west by PetroJam Processing Plant, to the north by Marcus Garvey Drive and to the east by a Sardine factory which is owned by Port Authority of Jamaica.



Figure 1 Location of Proposed Plant Site

3 Site Location Areas

Topographic survey is required for the sites highlighted in yellow (Sites A, B & C) in the figure 2 below.

Task : Generally the scope of work will include the following tasks:

- I. Provided a detailed Topographic survey to include elevation contour lines and existing structures. All surveys must be referenced to BM and be done relative the mean sea level. Suveyor must also establish physcial appropriate BMs on site. The areas to be surveyed are approximately:
 - Hunts Bay south- Site A (approx 15 acres)
 - Hunts Bay North- Site B (approx 9.5 Acres)
 - Hunts Bay East- Site C (3.25 acres)
- II. Provide complete AutoCad drawings of each site. These drawings should be adequate to set out a power plant and must each identify bench marks and any temporary bench marks and all elevations must be relative to mean sea level. Drawings of the following should be included:
 - Three separate Autocad drawings of each site (Site A,B &C)
 - One drawing of the north and south Hunts Bay rear and roadway
 - One drawing of all the sites including roadways and the green sites.
- III. Provide quotation to conduct a topographic survey and /or an option for a drone survey of the Old Sardine factory area identified in green in figure 2 (use D)
- IV. Provide quotation to undertake a topographic survey for 200 acres and or a drone survey of a site in Trelawny for a solar development, This site is an old cow pasture land. No location plan is being provided at this time. If you are unable to include a quotation please advise in the quotation. (E)
- V. Surveyor must provide the timetable for survey and production of drawings and any required payment schedule.
- VI. Additional services as may be mutually agreed.
- VII. Provide final report, quotations and drawings. All materials provided should be in English language.
- VIII. The consultant shall complete all reports no later than January 30, 2022 or as agreed and provided in their proposal
- IX. Separate cost shall be provided for each site and cost can be provided on a cost per acre basis.

5 Deliverables and Schedules

ITEMS	TASKS AND DELIVERABLES	END DATES	RESPONSIBILITY
01	RFP invitations	December 3, 2021	JPS
02	Submit questions about the RFP	December 8, 2021	Consultants
03	Answers to Questions	December 13, 2021	JPS
04	Provide intent to participate in RFP	December 15, 2021	Consultants
05	Access granted to JPS Sharefile FTP site	December 17, 2021	JPS
06	Response and upload of bids	December 28, 2021	Consultant
07	Private opening of bids	December 29, 2021	JPS
08	Selection Consultants and advise to all RFP respondents	January 7, 2022	JPS
09	Award RFP to selected consultant	January 14, 2022	JPS
10	Topographic Survey, AutoCAD drawings and Final Report	January 30, 2022	Consultant to advise Best timing and deliverables

6 General Instructions to RFP Response Consultants

The Bidder should recognize that JPS operates in a sensitive business environment and, for that reason the Bidder must treat the materials and data provided by JPS as confidential. The successful Bidder may be required to agree to and execute a confidentiality agreement.

6.1 Points of Contact (POC)

All communications and questions with JPS regarding the RFP must be directed to the following points of contact (POC) via email only.

Jamaica Public Service Company Ltd

Name: Kolonje McKenzie

komckenzie@jpsco.com

CC: Charmaine Shaw

cshaw@jpsco.com

Email Subject: JPS RFP # – 900162 Topographic Survey

6.2 Communication Regarding the RFP

- a. Unauthorized communications concerning this RFP with other company employees, executives or contractors may result in immediate disqualification.
- b. All communication and questions should be submitted in writing, electronically to the POC. In order to ensure consistency in the information provided to RFP Response Consultants, responses to questions received will be communicated to all participants without revealing the source of the inquiries.
- c. Only written responses will be considered official and binding. JPS reserves the right, at its sole discretion, to determine appropriate and adequate responses to questions and request for clarification.
- d. If for some reason, the RFP Response Consultants cannot supply all materials electronically, hard copies will be accepted.
- e. Consultant contact information shall be provided for RFP and thereafter contained within all correspondence containing questions and clarifications arising. Requirements include:
 - i. Company's name, company address and phone number, contact person, email address, position
 - ii. References to specific points within the RFP using section number as reference
 - iii. Clear and concise questions.

6.3 RFI Amendment and Cancellation

At any time prior to the deadline for submission of bids, the Purchaser may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the Bidding Documents by amendment.

The amendment will be done in writing to all prospective Bidders who have received the Bidding Documents, and will be binding on them.

In order to afford prospective Bidders reasonable time in which to take the amendment into account in preparing their bids, the Purchaser may, at its discretion, extend the deadline for the submission of bids.

JPS retains sole right to amend or cancel any portion of the work described herein at any time prior to the deadline for submission. JPS reserves the unilateral right to reissue the RFP at its sole discretion. Bidders will respond to the final written RFP and any exhibits, attachments and amendments.

6.4 Written Clarification

JPS reserves the right, at its sole discretion, to request clarifications of any Proposal or to conduct discussions for the purpose of clarification with any or all vendors. The purpose of any such discussions will be to ensure full understanding of the proposal. Discussions will be limited to specific sections of the proposal identified by JPS and, if held, will be after initial evaluation of the Proposal.

If clarifications are made as a result of such discussion, the vendor will submit such clarifications electronically.

Refusal to respond to JPS request for clarifications may be considered non-responsive and be used as grounds for rejection of the Proposal.

6.5 Oral Clarification

If requested, the vendor will make an oral presentation to the Proposal Evaluation Team and other designated Company representatives. All expenses for the presentation will be borne by the vendor.

6.6 Late RFP Response

Any RFP Response received by the Company after the deadline for submission of RFP Responses prescribed by the Company will be rejected and/or returned unopened to the RFP Response Consultants.

6.7 RFP Response Submission

Only Electronic submissions will be accepted, using ShareFile by Citrix. All uploads will be confidential.

RFP Activities are guided by the dates stated in the Calendar highlighted in Section 5 of this RFP. Observing these dates,

- 1) A combined response to questions will be shared at the time specified in the RFP.
- 2) Respondents must confirm their intention to bid in order to be setup in JPS ShareFile folder
- 3) Access to individual vendor folders will be given within 1 week after the RFP is shared to eliminate any issues for bid upload by RFP deadline.
- 4) Files must be accurately labelled/named. Commercial Information must be a separate file from your Technical Response.
- 5) ShareFile Access will be removed when the bid closes.

7 RFP Response Format

7.1 RFP Response Prices

The RFP Response Consultants shall indicate the unit prices and total RFP Response Prices of the service it proposes to supply under the Contract.

The consultant shall propose the payment terms, and a detailed element of cost for each activity for undertaking the RFP response.

Agreed prices for the selected consultant shall be fixed in the contract for calendar year 2021/22. If subject to adjustment thereafter, kindly state.

- i. The variables that will affect the price
- ii. The reference index that will govern movement of prices and
- iii. The base price index.

7.2 RFP Response Withdrawal

The RFP Response Consultants may modify or withdraw its proposal after submission, provided that written notice of the modification or withdrawal is received by the Purchaser/JPS prior to the deadline prescribed for submission of proposals. To withdraw a proposal, the RFP Response Consultants must submit a written request electronically or signed document to the authorized representative of JPS in the RFP before the deadline for submitting proposals. After withdrawing a previously submitted proposal, the RFP Response Consultants may submit another proposal at any time up to the deadline for submitting proposals.

7.3 Cost of Proposal Preparation

The RFP Response Consultants shall bear all costs associated with the preparation and submission of its RFP Response, and JPS will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the RFP Response process.

7.4 Period of Validity of RFP Responses

RFP Responses shall remain valid for 90 days after the date of RFP Response opening prescribed by the Purchaser/JPS. A RFP Response valid for a shorter period may be rejected by the Purchaser/JPS as non-responsive.

8 RFP Response Format

8.1 RFP Response

The Bidders shall prepare Bid submissions in two (2) packages –Technical and Commercial.

TECHNICAL PROPOSALS must include the following:

- Demonstration of qualifications for the work including, evidence of detailed projects for which consultancy was appropriated/offered in at least two projects with similar requirement for which consultancy is being sought and have been successfully commissioned in the last five (5) years
- Proposed approach / Project Plan for the project
- Identification of proposed sub-contractors to be used by the contractor, if any
- A Schedule of specific persons to be assigned to the project including CVs
- Quality Assurance and Quality Control Plan
- Acknowledgement of Addenda, if applicable
- Sample engineering contract proposed for works of this nature
- Safety Statistics of the contractor and any subcontractors

Company Brochure inclusive of

- Board of Directors, top 3 Executives and their profiles
- Other information in the contractor’s view that is fit for technical consideration

8.2 Commercial Response

The Bidders shall indicate the unit prices and total RFP Response Price of the service it proposes to supply under the Contract. This should include, but is not limited to, hourly rates, estimated travel and accommodation costs and estimated total man-hours (and costs) expected for the project development.

The Bidders shall propose the payment terms, and a detailed element of cost for each activity for undertaking the RFP response.

Agreed prices for the selected Bidder shall be fixed in the contract up to calendar year 2021.

COMMERCIAL PROPOSALS must include above and the following:

- Completed Cost Breakdown for each Task (See Appendix for form)
- Audited Financial Statements for the last three (3) years
- Draft Consultancy Contract for each task

Note to Bidder: All costs associated with Coronavirus Pandemic will be the cost of the consultant such as, but is not limited to, COVID-19 Testing and Quarantine requirements in the departure country, in transit country and in Jamaica.

9 Evaluation Criteria

The evaluation of Proposal will be carried out for each technical proposal, taking into account (a) the consultant relevant experience for the assignment, (b) the quality of the methodology proposed (c) the qualifications of the key staff proposed. (d) technical capability, cost of service and ability to meet target dates deadlines.

9.1 Award Criteria

JPS will evaluate proposals using an internal scoring method that weighs various parameters to give the evaluation team insight into the strengths of each proposal relative to JPS needs. JPS internal scoring method values the following proposal attributes (Order of presentation here does not reflect priority)

CRITERIA- Technical	Score (%)
References, and feedback on similar activities for other companies	20

Technical capability	30
Industry Experience	30
Ability to meet proposed target dates	20

Technical is based on a pass/fail bases. To pass the technical one has to attain a score of 80% and above. One has to pass the technical to advance to the commercial evaluation.

Criteria-Commercial	Score(%)
Cost of Services	90
Payment Terms	10

9.2 Clarification of RFP Response

To assist in the examination, evaluation and comparison of RFP Responses, the Purchaser/JPS may, at its discretion, ask the RFP Response Consultant for a clarification of its RFP Response. The request for clarification and the response shall be in writing and no change in the price or substance of the RFP Response shall be sought, offered or permitted, except as required to confirm the correction of arithmetic errors.

Prior to the detailed evaluation, the Purchaser/JPS will determine the substantial responsibilities of each RFP Response to the RFP Responding Documents. For purposes of these Clauses, a substantially responsive RFP Response is one which conforms to all the terms and conditions of the RFP Responding documents without material deviations or reservations. A material deviation or reservation is one which affects in any substantial way the scope, quality or performance of the contractual obligations or which limits in any substantial way or inconsistent with the RFP Response documents and the rectification of which deviation or reservation would affect unfairly the competitive position of other RFP Response Consultants presenting substantially responsive RFP Responses. The Purchaser/JPS determination of a RFP Response's responsiveness is to be based on the contents of the RFP Response itself without recourse to extrinsic evidence.

A RFP Response determined as not substantially responsive will be rejected by the Purchaser/JPS and may not subsequently be made responsive by the RFP Response Consultants by correction of the non-conformity.

The Purchaser/JPS may waive any minor informality or non-conformity or irregularity in a RFP Response, which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any RFP Response Consultants.

9.3 RFP Response Inconsistencies

Any deviation in a RFP Response Consultant's proposal that are inconsistent with the provisions of this RFP Response, unless expressly described in the proposal as being exceptions or alternates, are deemed waived by the RFP Response Consultants. In the event that the Contract is awarded to the RFP Response Consultants, any claim of inconsistency between the proposal and this RFP Response will be resolved in favor of this RFP Response unless otherwise agreed in writing.

9.4 RFP Response Currency

Prices quoted by the RFP Response Consultants and further negotiated and agreed between the RFP Response Consultants and JPS shall be fixed during the RFP Response Consultant's performance of the contract and not subject to variations on any account. *Prices should be quoted in JMD.*

9.5 Award of Contract

9.5.1 Award or Rejection

The Purchaser/JPS will award the contract to the successful RFP Response Consultant(s) whose RFP Response has been determined to be substantially responsive. The Purchaser/JPS reserves the right not to accept the lowest RFP Response if it does not meet JPS requirement.

Issuance of this RFP Response does not constitute a commitment by JPS to award any contract or purchase services offered in response to this RFP Response.

9.5.2 Purchaser Right to Accept or Reject Any or All RFI Responses

The Purchaser/JPS reserves the right to accept or reject any RFP Response, and to annul the RFP Responding process and reject all RFP Responses at any time prior to award of Contract, without thereby incurring any liability to the affected RFP Response Consultants or RFP Response Consultants or any obligation to inform the affected RFP Response Consultants or RFP Response Consultants of the grounds for the Purchaser/JPS's action.

9.6 Notification of Award

Prior to the expiration of the period of RFP Response validity, the Purchaser/JPS will notify the successful RFP Response Consultant in writing by email, that its RFP Response has been accepted. Upon the successful RFP Response Consultant(s) signing a contract with JPS for the subject RFP, the Purchaser/JPS will promptly notify each unsuccessful RFP Response Consultants.

10 Confidentiality and Non-Disclosure

The contents of this RFP shall be kept confidential. No information including the contents shall be disclosed to third parties without prior consent from the Owner. The RFP Response Consultant/s agrees to preserve the confidential nature of any information received from JPS or developed during the performance of the work and shall not disclose such Confidential Information to any person or entity during or subsequent to the performance of the services, except as required by law.

11 Appendix 1

Bidder is required to complete below and summary cost schedule on the following page. Along with your detailed/itemized cost breakdown, this must be uploaded to the Commercial folder only. Cost breakdown is required for each site as identified. The sites cost must not be combined.

Cost Breakdown

Name of Organization: _____

Address: _____

Key Contact: _____

Title: _____

Telephone Numbers: _____

Email Address: _____

Payment Terms

Purchaser's preference: Net 90 days of invoice date

Bidder's proposal: Net _____ days of invoice date

Signature of Bidder

Summary Estimated Cost Schedule

Support Position	Project area (acres)	Rate	Total Cost (A)	Accommodation ETC (B)	Total Cost (A+B)
Site A Hunts Bay South					
Site B Hunts Bay South					
Site C					
Grand Total					

*The first row has been completed as an example only. It should not be included in the calculation of your bid submission.

The last row must show the total costs for the respective columns, that is Man-Hours, Travel and Grand Total.