



Jamaica Public Service Company Limited

Request for Proposal # 948550

Technical Services for  
Design Consultancy for Bellevue 138/69 kV  
Switchyard Expansion

May 10, 2023

# Table of Contents

|   |   |    |
|---|---|----|
| 1 | Background.....                                       | 3  |
| 2 | Scope of Work.....                                    | 4  |
| 3 | Deliverables and Schedules.....                       | 6  |
| 4 | General Instructions to RFP Response Consultants..... | 7  |
| 5 | RFP Response Format.....                              | 10 |
| 6 | Evaluation Criteria.....                              | 12 |
| 7 | Confidentiality and Non-Disclosure.....               | 15 |
| 8 | Appendix 1 – Bidder Information.....                  | 16 |
| 9 | Appendix 2 - Summary Schedule.....                    | 17 |

# 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 spread across 115 distribution feeders.

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 owns and operates the distribution grid, which supplies electricity to over 600,000 customers on the island of Jamaica, and is licensed to generate, transmit and distribute electric power throughout the Island. A total of 115 distribution feeders distribute electricity to customers, comprising mainly of overhead lines, with only a few kilometers of underground network. The feeders operate at voltage levels of 24 kV, 13.8 kV, 12 kV and a small section of 4 kV with 24 kV being the standardized voltage level. A total of ninety-nine (99) feeders operate fully at 24 kV Wye, eight (8) feeders operate at 12 kV Wye while six (6) feeders operate at 13.8 kV Delta.

This proposal submission is to provide technical designs and cost estimates to support JPS North East Voltage Security Improvement Project specifically for the Bellevue 69/138 kV switchyard expansion.

## Bellevue Switchyard Expansion

Under the Bellevue Upgrade Project, the current 138kV single bus configuration will be upgraded to a ring bus scheme by the addition of two new 138kV circuit breakers and the addition of one new 69kV circuit breaker. Additionally, a second 40/60 MVA interbus transformer will be added. The substation expansion works will be carried out at the existing substation site, within the existing boundaries.

The possibilities of the design might involve the temporary utilization of an existing 80/100 MVA interbus transformer from Bogue substation or a new spare 60/80 MVA interbus transformer while JPS awaits the arrival of the permanent 40/60 MVA transformer designated for the station.

## Implementation

The project will be implemented on a design, procure, and build basis.

The estimated duration of the project is 24 months.

## **2 Scope of Work**

### **2.1 Overview**

JPS proposes to contract the services of a Consultant to do the following for the Bellevue switch yard. The proposed design single line diagram for the Bellevue expansion is provided in Appendix 3 and the original single line diagram of the station is provided in Appendix 4:

1. Prepare tender documents and specifications
2. Prepare the following designs and drawings (new and interface)
3. Prepare project cost estimates
4. Prepare project schedule
5. Assist with the evaluation of tenders

### **2.2 Project Task**

The project activities will be divided into three (3) tasks as described below and the timeline and schedule are given in section 3.

#### Task A – Implementation Plan

Consultant is required to produce an implementation plan to include the following elements pertaining to the Bellevue 69/138 kV switch yard expansion:

- Requirements/Scope
  - Equipment single line diagrams
  - Design criteria
  - Methodology
  - Project schedule
  - Preliminary project cost estimates
- i) Task B - Engineering Designs and Drawings
- a. Sub-task 1: Specifications for Materials Procurement
- Prepare technical specifications, schedules, forms and instruction to Consultants for major equipment, protection and control circuits, panels etc.

- b. Sub task 2: Drawings and Designs (all drawings are required to be in dwg CAD format)

Prepare designs and drawings for the following items for the Bellevue site:

- Protection & Metering Single Line Diagrams
- Substation Electrical Layout Plans
- Substation Ground Grid Design (Calculations, layout, details, bill of materials)
- Site Plan
- Transformer foundation and oil catchment area
- Circuit breaker and switches structure foundations
- Substation Electrical Layout Sections & Elevations
- Tripping Logic Diagrams
- AC & DC Loads
- Ductwork Layout and details
- Modifications to AC and DC Schematic diagrams for equipment affected by modifications
- Review supplier's and manufacturer's drawings and calculations
- Prepare as-built drawings
- Protection panel arrangement diagrams
- Communication equipment and infrastructure
- Steel structures and bus work
- Bus work
- Major equipment
- Steel structure foundations
- Lightning protection (Calculations, layout, details, bill of materials)
- Lighting, grounding and auxiliary equipment

Task C – Tender evaluation

**(a) Tender Evaluation**

- Respond to queries from Consultants
- Clarifications with Consultants
- Assist with Evaluation Report

### 3 Deliverables and Schedules

The deadline for submission of bids is **Eastern Standard Time 11:59pm on Thursday June 1, 2022**.

| <b>RFP CALENDAR</b>  |                    |                       |
|--|--------------------|-----------------------|
| <b>ACTIVITY</b>  | <b>DUE DATE</b>    | <b>RESPONSIBILITY</b> |
| RFP date   | May 10, 2023       | JPS                   |
|  |                    |                       |
| Site Visit   | May 16, 2023       | JPS/Consultants       |
|  |                    |                       |
| Consultants submits questions on RFP                         | May 18, 2023       | Consultants           |
|  |                    |                       |
| Final date to respond to all queries                         | May 23, 2023       | JPS                   |
|  |                    |                       |
| Consultants Provide intension to Bid                         | May 25, 2023       | Consultants           |
|  |                    |                       |
| Completion of RFP and deadline for submission of bids to JPS | June 1, 2023       | Consultants           |
|  |                    |                       |
| Bid Opening  | June 6, 2023       | JPS                   |
|  |                    |                       |
| Award RFP to selected consultants                            | June 13, 2023      | JPS                   |
|  |                    |                       |
| Complete technical consultancy                               | September 29, 2023 | Consultants           |
|  |                    |                       |

## 4 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.

### 4.1 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.

Name: Mr. Kolonje McKenzie  
CC: Ms. Dianne Plummer  
Address: Jamaica Public Service Company Ltd  
113 Washington Boulevard  
Kingston 20, Jamaica WI

Email: [komckenzie@jpsco.com](mailto:komckenzie@jpsco.com) cc: [dplummer@jpsco.com](mailto:dplummer@jpsco.com)

Email Subject: JPS RFP# 948550: Design Consultancy for Bellevue 138/69 kV Switchyard Expansion

### 4.2 Communication Regarding the RFP

- a. Unauthorized communications concerning this RFP with other company employees, executives or contractors may result in immediate disqualification.
- b. Observing the activities in Section 3, 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. 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.

### **4.3 RFP 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 Consultants who have received the Bidding Documents, and will be binding on them.

In order to afford prospective Consultants 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. Consultants will respond to the final written RFP and any exhibits, attachments and amendments.

### **4.4 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.

### **4.5 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.

#### **4.6 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.

#### **4.7 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 3 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.

## **5 RFP Response Format**

### **5.1 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 2023. 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.

### **5.2 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.

### **5.3 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.

### **5.4 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.

## 5.5 RFP Response

The Consultants 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 have been successfully commissioned in the last five (5) years
- Proposed approach / Project Plan for the project
- Other information in the contractor’s view that is fit for technical consideration

## 5.6 Commercial Response

The Consultants 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).

The Consultants 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:

- A proposal for each Task/area to be provided
- Task/Areas commercial proposal
- Completed Cost Breakdown (See Appendix for form)

## 6 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.

### 6.1 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)

| TECHNICAL CRITERIA | Result       |
|--------------------|--------------|
| Technical Proposal | Pass or Fail |

| COMMERCIAL CRITERIA | Score (%) |
|---------------------|-----------|
| Cost of Services    | 80        |
| Payment Terms       | 10        |
| Execution Time      | 10        |

### 6.2 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.

### **6.3 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 favour of this RFP Response unless otherwise agreed in writing.

### **6.4 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 for local suppliers and USD for overseas suppliers.

## **6.5 Award of Contract**

### **6.5.1 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.

### **6.5.2 Purchaser Right to Accept or Reject Any or All RFP 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.

## **6.6 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.

## **7 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.



## 9 Appendix 2 - Summary Schedule

### For Local Consultants

| Item No. | Description                               | Duration (Weeks) | Start Time (Week #) | End Time (Week #) | Unit Price (JMD) | Total Price (JMD) |
|----------|---|------------------|---------------------|-------------------|------------------|-------------------|
| 1        | Task A – Implementation Plan              |                  |                     |                   |                  |                   |
| 2        | Task B – Engineering designs and drawings |                  |                     |                   |                  |                   |
| 3        | Task C - Tender evaluation                |                  |                     |                   |                  |                   |
| 5        | <b>Tax (If applicable)</b>                |                  |                     |                   |                  |                   |
| 6        | <b>Grand Total (JMD)</b>                  |                  |                     |                   |                  |                   |

### For Overseas Consultants

| Item No. | Description                               | Duration (Weeks) | Start Time (Week #) | End Time (Week #) | Unit Price (USD) | Total Price (USD) |
|----------|---|------------------|---------------------|-------------------|------------------|-------------------|
| 1        | Task A – Implementation Plan              |                  |                     |                   |                  |                   |
| 2        | Task B – Engineering designs and drawings |                  |                     |                   |                  |                   |
| 3        | Task C - Tender evaluation                |                  |                     |                   |                  |                   |
| 5        | <b>Tax (If applicable)</b>                |                  |                     |                   |                  |                   |
| 6        | <b>Grand Total (USD)</b>                  |                  |                     |                   |                  |                   |