

# **REQUEST FOR PROPOSALS FOR CIVIL ENGINEERING SERVICES FOR APPROVED PROJECTS**

Grenada Citizenship by Investment Committee, Citizenship by Investment Unit, Burns Point, Carenage, St. George

## **1. PURPOSE**

The Citizenship by Investment Committee invites locally registered Civil Engineering firms/Engineers to submit proposals for construction project monitoring and evaluation for the Grenada Citizenship by Investment (CBI) approved projects. The selected firm should have extensive experience in the design, construction, costing, and phase completion evaluation of mega projects particularly in the hotel industry. The contracted firm will be charged with the evaluation of projects for successful completion in accordance with construction schedules, phases and cost evaluation.

## **2. BACKGROUND**

The Grenada Citizenship by Investment Act, 2013 was enacted to enable persons to acquire citizenship of Grenada by registration following investment in Grenada and for incidental and connected purposes

The Citizenship by Investment Committee (the Committee) is set up pursuant to section 3 of the Grenada Citizenship by Investment Act and is governed by the Grenada Citizenship by Investment Regulations, 2013. The Committee is responsible for processing any application for any licence under the Grenada Citizenship by Investment Act, 2013 and any application for Citizenship by Investment.

The Grenada Citizenship by Investment (Approved Projects) Regulations, 2017 which govern the CBI approved projects make provision for the signing of an escrow agreement between the developer of an approved project and the Committee. The regulations also mandate strict monitoring and oversight of approved projects by the Committee.

## **3. OBJECTIVE**

Qualified engineers are needed to assist in the oversight of approved projects and the issuance of certificates of completion of project phases against the backdrop of itemized costs.

## **4. SCOPE OF WORK**

The selected engineering firm(s) will work closely with the Deputy Chief Executive Officer of the Grenada Citizenship by Investment Unit in the completion of all work for which they are contracted and will be involved as indicated below. However, Proposals should also address any method of implementing the work that the proposer feels would best suit the objective, even if it appears to differ from the descriptions below.

- I. Review of project drawings, plans, bill of quantities and other relevant documents to assess construction phases of approved projects.
- II. Regular visits to approved project sites to assess whether construction work has been completed in accordance with construction schedules provided.
- III. Assessment of projected project costs as per schedule with costs of work actually completed at the end of a construction phase.
- IV. Preparation of certificates of completion for each phase completed in accordance with provided construction schedule and outlined costs.
- V. Quick turnaround time in the provision of certificates and reports as may be necessary within a period of less than 7 days following requests.

The selected Civil Engineer will also provide project status reports to the CBI Committee on a monthly basis

## **5. INSURANCE REQUIREMENTS**

The following minimum insurance coverage must be met: Professional liability insurance in the amount of \$1,000,000.00 per claim, with respect to negligent acts, errors, or omissions in connection with professional services to be provided in connection with the assignment. Commercial general liability insurance in the amount of \$1,000,000.00 per occurrence, naming, its directors, agents, and employees as additional insured.

## **6. INSTITUTIONAL ARRANGEMENT**

The engineering firm shall enter into contractual arrangement with the CBI Committee and report to the Deputy Chief Executive Officer, as such receiving of deliverables, determining acceptability of report contents and evaluation of performance shall be undertaken by the Deputy Chief Executive Officer.

## **7. PERIOD OF CONTRACT**

The selected firm will be expected to begin work in mid-July and work on this assignment will continue as contractually agreed between the parties.

## **8. MINIMUM QUALIFICATION AND EXPERIENCE**

B.Eng. in Civil Engineering with at least 10 years experience in construction management and quantity surveying or M. Eng in civil Engineering with a minimum of 5 years experience in construction management and quantity surveying

## **9. SUBMITTAL**

Proposals should be prepared simply and economically, providing straightforward, concise descriptions of the firm's capabilities for satisfying the requirements of the RFP. Emphasis should be on completeness and clarity of content.

In order to be considered, proposals shall include all of the following items:

- i. Firm description, including your firm's particular strengths as they relate to construction oversight. This may include any special staff training and/or experience that may assist in providing construction oversight services, experience working with hotel construction and local government agencies.
- ii. Curriculum Vitae highlighting the qualifications that meet the minimum requirements as stated above.
- iii. Proposed firm staff: Names, roles, resumes, of key staff that would be assigned to this assignment.
- iv. Description of firm's relevant work experience consisting of at least two examples from within the past five years. Include the following information: Date completed, location of work, size of project (unit counts, and project type), name of client, and client phone number and email. Please verify that any contact information provided is current.
- v. Explanation on the suitability of the firm/engineer for the work and a brief methodology on how the work will be approached and conducted.
- vi. The Financial proposal containing the final and all-inclusive professional fees.
- vii. Any information thought to be relevant, whether or not specifically applicable to the enumerated scope of Work, may be provided as an appendix to the proposal, keeping in mind proposals should be concise and focused on achieving the goals as detailed herein.

## 10. EVALUATION OF QUALIFICATIONS

Various criteria will be used in the selection of the successful firm, including:

- 1) Experience level of key personnel
- 2) Competitive fee consistent with industry standards
- 3) Project approach
- 4) Evaluation from references, including demonstrated ability to work collaboratively with all stakeholders

## 11. SELECTION PROCESS

The Committee will evaluate the proposers according to the identified criteria. The Committee reserves the right to interview a short-list of respondents. The selected firm will be announced after careful consideration by the Committee.

The Committee will initiate negotiations with the highest-ranking firm. Final negotiations will be contingent on fee negotiations, as well as the qualifications. The Committee reserves the right to cease negotiations with the selected firm if, in the sole discretion of the Committee, no agreement can be reached to the satisfaction of the parties.

Proposals must be received at the Citizenship by Investment Unit by **July 31, 2020**. Proposals received after 4:00 PM will be disqualified.

Proposals should be submitted in a sealed envelope labelled, "**Proposal for Providing Engineering Services**" addressed to:

The Chief Executive Officer  
Grenada Citizenship by Investment Unit  
P.O. Box 298  
Burns Point  
Carenage  
St. George  
Grenada