



REQUEST FOR PROPOSALS

FOR

COMBINED BUILDING WORKS

FAC 9/2025

**Issue Date:** 17 OCTOBER 2025

**Response Date:** 31 OCTOBER 2025

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## 1. Introduction

The Utilities Regulation and Competition Authority (“URCA”) hereby issues this Request for Proposals (“RFP”) inviting suitably qualified and experienced construction firms to submit comprehensive proposals for the execution of a series of minor BUILDING works at URCA’s headquarters, Frederick House, located on Frederick Street, Nassau, The Bahamas. The successful qualified vendor shall:

- (1) have necessary experience in small to medium sized construction projects to enable:
  - a) timely delivery of the Project within the agreed scope and cost;
  - b) timely delivery of material to ensure on-time Project completion;
  - c) high level of quality in the completed product in compliance with best practices for works and projects of this type;
- (2) have necessary financial capability to carry the Project without reliance on advance payments from URCA.
- (3) employ only skilled workmen of the highest calibre.
- (4) have necessary tools and resources to complete the Project as specified.

## 2. Background Information

URCA:

- is a statutory body created by legislation as the independent regulator of the Electronic Communications and Utilities and Energy Sectors in The Bahamas.

### 3. Project Services Required

This section summarizes the services the contractor will provide to URCA under this RFP.

URCA is seeking to engage a suitably qualified building/construction contractor to provide construction services for the project activities described herein.

The proposed methodology is included in the scope of works below and associated drawings attached to the document.

URCA expects the vendor's proposal to define the vendor's detailed approach to fulfilling the requirements of the specifications.

The proposal should also clearly identify the time to complete as well total cost of the Project segregated into material and labour costs. ***Bidders are reminded that URCA may in its sole discretion decide to award any or all of the works to one or multiple contractors and should therefore price their bids accordingly.***

The successful provider shall be responsible for the following Scope of Works as outlined below in items "A" to "E" inclusive together with the Specifications noted in Appendix "A" (collectively referred to as "**the Project Services**"):

#### **A. Office Soundproofing**

The successful contractor will undertake targeted sound reduction measures for a designated office within Frederick House. These measures are required to ensure that sensitive discussions, consultations, and regulatory matters can be conducted in a private and secure acoustic environment.

The works will include:

- Erecting a new insulated stud wall, incorporating spray foam insulation and high-performance soundproof gypsum wallboard.
- Application of soundproofing compounds and specialist acoustic paints in accordance with manufacturer's specifications.
- Replacement of the existing interior door with a solid-core, sound-attenuated door, inclusive of appropriate hinges, fittings, and finishes.
- Installation of additional glazing with sound transmission class ratings of 45 or higher, together with insulation, sealing, and trim work.

- Removal and replacement of suspended ceiling components, followed by installation of sound-attenuated acoustical ceiling tiles.
- Final finishing, sanding, painting, and sealing of all joints and surfaces to deliver a professional, high-quality interior finish.

This work package must be executed with careful protection of URCA’s office equipment and furnishings, and the contractor will be required to clean and restore the workspace to a ready-to-occupy condition.

### **B. Ground Floor Foyer Renovation**

The ground floor foyer of Frederick House serves as the primary entry point for visitors, stakeholders, and staff. URCA requires a renovation that enhances the functionality, safety, and aesthetic presentation of this space.

The works will include:

- Removal of outdated or damaged finishes and fixtures.
- Refurbishment and repair of wall, floor, and ceiling finishes to provide a professional and welcoming environment.
- Integration of durable materials consistent with modern design standards and resistant to wear in a high-traffic area.
- Provision of improved lighting and electrical outlets as necessary to support foyer operations.
- Incorporation of design elements that reflect URCA’s standing as a modern regulatory authority.
- All works must be carried out with minimal disruption to building access and in compliance with The Bahamas Building Code and relevant international standards.
- Removal of existing tiles and replacement with porcelain tiles of similar size and aesthetic.
- Colour-matched painting of Walls and replaced architectural finishes
- Create opening in existing blockwork and Installation of a new lintel and door to existing open space.

This work package must be executed with careful protection of URCA's office equipment and furnishings, and the contractor will be required to clean and restore the workspace to a ready-to-occupy condition.

### **C. Library Conversion to Offices**

URCA has determined that the existing library space at Frederick House will be repurposed to meet the Authority's expanding need for office accommodation. This conversion is to be undertaken in accordance with the architectural sketch attached as Appendix I.

The works will include:

- Construction of new partition walls to demarcate office areas.
- Installation of suitable soundproofing, ceiling, and floor finishes to ensure privacy and comfort in each office.
- Provision of electrical, data, and lighting connections consistent with URCA's IT and operational requirements.
- Installation of doors, windows, and trim to provide a professional finish.
- Painting and decorating to achieve a consistent and high-quality appearance in line with the rest of the premises.

The contractor must also coordinate with URCA's IT department to ensure that cabling and other technical requirements are integrated into the office conversion.

This work package must be executed with careful protection of URCA's office equipment and furnishings, and the contractor will be required to clean and restore the workspace to a ready-to-occupy condition.

### **D. Installation of Hurricane-Resistant Doors**

As part of its commitment to resilience and safety, URCA requires the replacement of selected first-floor windows with outward-opening hurricane-impact resistant doors. These works are essential to safeguard Frederick House against the impacts of severe weather events and to comply with applicable building codes.

The works will include:

- Careful removal of existing window units.
- Preparation of openings to receive hurricane-rated doors, including reinforcement of frames and finishes where required.

- Installation of certified outward-opening hurricane-resistant doors complete with compliant hardware and locking systems.
- Application of weather-resistant finishes and sealing to ensure the long-term durability of the installation.
- Touch-up painting and finishing of surrounding trim and walls.

All materials must meet or exceed the relevant impact and structural resistance ratings required under The Bahamas Building Code and international hurricane standards.

This work package must be executed with careful protection of URCA's office equipment and furnishings, and the contractor will be required to clean and restore the workspace to a ready-to-occupy condition.

#### **E. Filing Room Refurbishment**

The existing filing room requires refurbishment to ensure it remains a safe, organized, and visually presentable environment for document storage and staff use.

The works will include:

- Repair or replacement of damaged baseboards.
- Removal of existing carpet tiles and replacement with new ceramic tiles.
- Surface preparation and painting of all wall areas to provide a clean and durable finish.
- Minor adjustments to fixtures and fittings to ensure safety and ease of use.

This work package must be carried out with due care to avoid damage to existing filing systems and URCA property.

This work package must be executed with careful protection of URCA's office equipment and furnishings, and the contractor will be required to clean and restore the workspace to a ready-to-occupy condition.

## **4. Submission Requirements**

URCA requires the submitted proposal to specifically address each of the services listed in Section 3 above. URCA is seeking comprehensive content, clearly organized proposals, and solution-orientated procedures.

Each proposal shall contain the following content, organized in number sections strictly as follows:

**A. Letter of Transmittal:**

Section A of the proposal shall comprise a letter of transmittal, which must contain the following statements and information:

- (a) company name, mailing and physical address, telephone number(s), fax number(s) and website address;
- (b) name, title, email address and telephone number of the person(s) to contact who are authorized to represent the firm and to whom correspondence should be directed;
- (c) a brief statement of the vendor's understanding of the services to be performed under the contract;
- (d) corporate officer or person authorized to bind the contractor to the proposal must sign the letter and cost schedule; and
- (e) a statement stating the proposal and cost schedule will be valid and binding for at least ninety (90) days following the proposal due date and will become part of the contract negotiated with URCA.

**B. Profile:**

Section B must comprise a comprehensive profile of the firm including at a minimum:

- (a) Date Firm established.
- (b) Number of years the contractor has provided the proposed services;
- (c) Number and list of similar projects completed by contractor;
- (d) Number of full-time employees.
- (e) Location of firm's business office.
- (f) Specialized tools or equipment on hand that contractor considers necessary to complete the work as specified.
- (g) Copy of Business License
- (h) Copy of Tax Compliance Certificate ("TCC") where applicable. (If contractor intends to charge VAT, then a copy of the TCC must be supplied with the bid)

**C. Detailed Proposal**

The contractor should submit a detailed proposal for the Project Services including, at a minimum, the following information organized in sections numbered as set out below:

- 1) Executive Summary of the Proposal, including why the firm is submitting its proposal and what uniquely qualifies it to perform the Project Service.

- 2) Description of vendor's ***proposed approach to each component of this RFP*** as well as any additional work that the contractor considers necessary to perform the Project Service as specified to the level of quality required.
- 3) Provide details of key staff employed by the firm.
  - a) Details of each person's relevant experience and expertise.
- 4) Provide details of any additional services, beyond the scope of this RFP, that the firm provides which may be of interest to URCA.
- 5) Expected time frame to commence work.
- 6) Expected Time to Complete the specified services.
- 7) Expected cost to complete the works.
- 8) Proposed payment schedule.
- 9) Information requested in section E of this Request for Proposal.

## **D. Terms and Conditions**

### **1. DEFINITIONS**

In the Contract (as hereinafter defined) the following words and expressions shall have the meanings hereby assigned to them except where the context otherwise requires.

- (a) **"The Authority"** - shall mean The Utilities Regulation and Competition Authority;
- (b) **"The Contractor"** – shall mean the person or persons, company or firm(s) whose tender has been accepted by the Authority and include the Contractor's Personal Representatives; successors and permitted assigns;
- (c) **"The Contract Price"** – shall mean the amount to be paid by the Authority (***inclusive of Value Added Tax ["VAT"] if applicable***) to the Contractor for the Services as agreed and accepted in accordance with the Tender of the Contractor who has been awarded the Contract;
- (d) **"The Premises"** – shall mean the Authority's place of business or work site identified

in the Specifications for the purposes of this contract.

- (e) **“The Project Services”** - shall mean the services as outlined in item 3 of this RFP and the Specifications (Appendix A) which shall also include any administrative functions, costs and expenses (***inclusive of VAT if applicable***) associated with or incurred by the Contractor in the performance and execution of the Services;
- (f) **“Additional Charges”** - shall include any costs or expenses (***inclusive of VAT if applicable***) incurred by the Contractor over and above the Contract Price as agreed in writing between the Authority and the Contractor.
- (g) **“Commencement Date”** – shall mean the date the Services are scheduled to begin, as agreed between the Authority and the Contractor.
- (h) **“Contract Date”** – shall mean the date the Agreement is executed by the Authority and the Contractor
- (i) **“Completion Date”** – shall mean the date that the Services are scheduled to be completed, as agreed between the Authority and the Contractor.
- (j) **“Expiry Date”** – shall mean the date that the Contract between the Authority and the Contractor is terminated.
- (k) **“Conditions”** – shall mean the provisions set out below which shall be incorporated into the Contract Agreement by reference.
- (l) **“Business Day”** – shall mean Monday through Saturday excluding holidays observed in the Commonwealth of The Bahamas.
- (m) **“Contractor's Equipment”** means all machinery, appliances, apparatus, tools or things of whatsoever nature of good quality and fit for their purpose as required in or about the execution or completion of the Services but does not include plant, materials or other things intended to form or forming part of the permanent work.
- (n) **'Plant'** means materials, articles or other things to be provided under the Contract by the Authority other than Contractor's Equipment.
- (o) **“Site”** - means the land and other places on under in or through which the Services

are to be executed or carried out, and any other land or places identified by the Authority for the purposes of the Contract, together with such other places as may be specifically designated in the Contract as forming part of the Site.

- (p) **“Parties”** – shall mean the Authority and the Contractor collectively.
- (a) **“Tender Documents”** – shall mean this Schedule 2 (and any Special Terms and Conditions if applicable) together with Schedule 1 - Instructions to Bidder, Schedule 3 – Specifications, Schedule 4 – Tender Bid Form, Schedule 5 – Qualification Information Form and Schedule 6 – Form of Agreement, collectively.
- (b) **“Nominated Contractor”** – shall mean a sub-contractor specified by the Authority for the specific purpose of carrying out a designated portion of the work.
- (c) **“Taking-Over Certificate”** – shall mean the written certification document issued by the Authority upon satisfactory completion of the services by the contractor.

## 2. **INTERPRETATION**

- (1) Words importing the singular only shall also include the plural and the masculine also includes the feminine and vice versa where the context requires.
- (2) Wherever in the Contract Agreement provision is made for a communication to be “written” or in “writing” this means type-written, hand-written or printed communication including faxes and e-mail.

## 3. **HEADINGS**

The headings and titles in these terms and conditions shall not be deemed to be part of or be taken into consideration in the interpretation or construction thereof or of the Contract Agreement. Headings and cross-references between clauses have no significance.

## 4. **TERM OF CONTRACT**

- (a) The term of this Contract Agreement will continue from the Commencement Date and shall remain in full force and effect for the duration of the works, until the Completion Date, or until such other date as may be agreed between the parties (the **“Term”**), or termination by either party under Clause 20 (Termination).

## 5. **SCOPE OF CONTRACT**

- (1) Unless otherwise stipulated, the Contractor shall provide all labour, materials, tools, supplies and equipment required for such Project Services as agreed and provided herein and shall carry out and perform the Project Services on behalf of the Authority in accordance with this Contract to the reasonable satisfaction of the Authority.
- (2) The Contractor shall perform the Project Services in accordance with these Terms and Conditions, the Authority's Specifications, Drawings and all other Tender Documents, and any additional term or condition which may be agreed by the parties in writing and is supplemental to this contract agreement.
- (3) The Authority shall from time to time make any adjustments or changes to the Specifications, as and when it becomes necessary to facilitate performance of the Project Services to the reasonable satisfaction of the Authority.
- (4) Any adjustments or changes to the Project Services shall not be made without the prior written approval of the Authority.

6. **QUALITY OF WORK**

1. All work carried out under this Agreement shall be of the highest industry standard and carried out by competent workmen and all equipment, materials, supplies and tools used shall conform with current specifications applicable to such work or in the absence thereof, shall be of the highest quality and shall be obtained from merchants or manufacturers of the highest repute.
2. The Authority shall be allowed to and may from time to time inspect the equipment, materials, supplies and tools to ensure compliance.
3. Any inspection carried out by the Authority shall in no way relieve the Contractor of its obligations in performance of the Services.

7. **REPORTS**

If required, the Contractor shall provide to the Authority reports on the Project Services rendered or outstanding, inclusive of commentary on resolution of any issues raised during the contract period. The frequency of such reports will be determined by the Authority's Representative in relation to the scope, size and period of time of the contract.

8. **HOURS OF WORK**

Due to the nature of the Project Services, throughout the term the Contractor shall diligently and thoroughly perform the Project Services in accordance with the Specifications, as and when required by the Authority on such days and at such times stipulated by the Authority in writing.

9. **LABOUR, MATERIALS, TOOLS, SUPPLIES AND EQUIPMENT**

Unless otherwise stipulated, the Contractor shall provide all labour, materials, tools, supplies and equipment required for the successful execution of the Project Services.

10. **CO-ORDINATION AND INSPECTION**

The Project Services shall be coordinated with the Authority's designated Representative to accommodate the Authority's operations and to facilitate proper execution and completion of the Services to the reasonable satisfaction of the Authority. The Authority's Representative shall from time to time inspect the quality and standard of the Project Services and the labour, materials, tools and equipment to ensure compliance with the Specifications agreed by the Authority.

11. **SAFETY**

- (1) The Contractor, (and his employees and agents) shall strictly observe and comply with all safety requirements referenced in the Authority's Safety Manual, together with all relevant statutes, rules and regulations, codes, policies and procedures which may from time to time be in force while on the Authority's premises; together with all safety and Industry requirements (local and international) which may be applicable to the Project Services; and
- (2) The Contractor shall be solely responsible for all protective and safety clothing and equipment which may be required for the performance of the Project Services.

12. **CONTRACTOR'S EMPLOYEES**

1. The Contractor shall ensure so far as is possible that all persons employed by them are (a) Bahamian, (b) or if non-Bahamian are legally qualified to work and possess a valid work permit; (c) efficient, sober and honest individuals; and (d) proficient in the type of work required under this contract.

The consumption of alcoholic beverages or use of any form of narcotics will at no time be tolerated by the Authority regarding persons employed in the contract who are on

or about the Authority's premises or any worksites.

2. The Contractor shall not employ for the purposes of this Contract Agreement any person to whose employment reasonable objection is taken by or on behalf of the Authority. **This shall include persons who are currently employed with the Authority, irrespective of their designation as technical or clerical.**
3. The Authority shall be at liberty to object to and require the Contractor to remove forthwith from the Premises any person employed by the Contractor on or about the execution of the Project Services who in the reasonable opinion of the Authority: -
  - (a) Misconducts himself;
  - (b) Whose employment is considered illegal, or otherwise undesirable; or
  - (c) Is incapable of being employed by virtue of that person being engaged under a contract of employment with the Authority at the time of execution of the contract and who has not obtained the prior written consent of the Authority to be otherwise employed upon the premises and such person shall not be again employed upon the Project Services without the written permission of the Authority.
4. The Contractor, his employees and agents shall be required to wear or carry proper identification while on the premises and shall be required to produce such identification upon request by the Authority.

13. **TERMS OF PAYMENT**

1. The Project Services shall be invoiced monthly as such services are rendered, or as otherwise agreed by the parties.
2. The full amount of any mobilization payment made by the Authority to the Contractor on acceptance of the award of contract shall be deducted from the first payment to be made by the Authority to the Contractor, and any subsequent payment to be made to the Contractor, if necessary, until the full amount of such mobilization payment has been received by the Authority.
3. The Contractor shall be paid by the Authority for the Services within thirty (30) days from the receipt of the invoice for the same, or as otherwise agreed by the parties.
4. No payment shall be made to the Contractor in the absence of a proper invoice for

the Project Services, and failure by the Contractor to provide invoices as required will result in delay of payment to the Contractor, without prejudice to the Authority.

5.
  - (a) The Contractor shall inform the Authority in writing of the name of the person authorised to collect payments from the Authority on behalf of the Contractor (the “**Authorised Person**”), if such person is not the Contractor’s Representative named in Clause 21 (Notices/Communication).
  - (b) When payments are collected, such Authorised Person acting on the Contractor’s behalf shall be required to produce:
    - (i) an original letter of authorization signed by the Contractor, bearing the Contractor’s stamp and/or seal, and which letter names the Authorised Person; and
    - (ii) a valid picture identification of the Authorised Person.
  - (c) No payments shall be released to a person who claims to be an Authorised Person without a letter of authorization and valid picture identification as stipulated herein.
6. Any additional costs to be incurred by the Contractor on behalf of the Authority shall be with the prior written approval of the Authority and not due to any act or default of the Contractor in carrying out the Project Services to the Authority.
7. Any additional work required under this contract shall have been agreed in advance by the Authority’s Representative. A request for payment for any additional charges must be invoiced separately and accompanied by supporting documentation and such additional charges shall be costs previously approved by the Authority’s Representative.

14. **RETENTION**

- (1) Five percent (5%) of the Contract Price shall be held by the Authority as retention money for a period of 30 days after issuance of the Taking-Over Certificate by the Authority. The release of retention shall be subject to a final inspection and approval of the Services to the reasonable satisfaction of the Authority.
- (2) The Contractor shall be required to rectify any deficiencies in the works noted by the Authority prior to the payment of the retention money.

15. **REDUCTION IN CONTRACT PRICE**

If the Contractor fails to perform or complete any of the Services within the time period specified in the Contract, the Contractor consents and agrees that the Authority shall, without prejudice to the Authority's other remedies under the Contract, deduct from the Contract Price a sum equivalent to One percent (1%) of the Contract Price representing each week of delay until actual performance up to a maximum deduction of Five percent (5%). Once the maximum is reached the Authority may consider termination of the Contract.

The Contractor further consents and agrees that the Authority shall have the right to deduct the sum from any monies in its hand or otherwise due, or to become due, to the Contractor.

16. **ASSIGNMENT**

The Contractor shall not assign or sub-contract any of its rights or duties under this Agreement without the prior written consent of the Authority, such consent not to be unreasonably withheld. Any attempts to assign any rights or duties without that consent will be void.

17. **NO WAIVER**

No failure of either party to this Agreement to prosecute its rights with respect to any single or continuing breach of this Agreement will act as a waiver of the right of that party to later exercise any right or enforce any remedy granted under this Agreement with respect to that same right or enforce any remedy granted under this Agreement with respect to that same or any other breach of this Agreement by the other party to this Agreement.

18. **INSURANCE**

- (1) **Before commencing the Services, the Contractor shall provide proof of valid public liability insurance against loss of life, injury and damage to the Authority, its agents and employees or to any other third party or its property arising out of the execution of the Project Services.**
- (2) Such insurance shall be effected with an approved Insurer and in terms agreed by the Authority.
- (3) The policy or policies of the insurance shall be endorsed indemnifying the Authority in the event of any claim being made upon the Authority as principal and arising out of the performance of the Contract by the Contractor.
- (4) The Contractor shall provide the Authority with a copy of the Insurance Policy Certificate as proof of the Insurance within 7 days after execution of this Contract.

Failure to provide proof of insurance will be considered a breach of this Agreement subject to termination under clause 20(iii).

19. **INDEMNITY**

- (1) The Contractor shall be liable for and shall indemnify the Authority, its Board, its employees, and its agents in respect of any liability, loss, claim or proceeding whatsoever, arising under any statutes or at common law in respect of any personal injury to or the death of any person whomsoever and to any property real or personal wheresoever arising out of or in the course of the execution of the Project Services UNLESS the said personal injury or death or property damage is due to the act or neglect of the Authority, its employees, or agents.
- (2) The Authority shall indemnify the Contractor, his employees and agents in respect of any liability, loss, claim or proceeding whatsoever arising under any statutes or at common law in respect of any personal injury to or the death of any person whomsoever and to any property real or personal wheresoever arising out of or in the course of the execution of the Project Services UNLESS the said personal injury or death or property damage is due to the act or neglect of the Consultant, his employees, or agents.

20. **TERMINATION**

- (a) The Authority shall have the right to terminate this Contract without notice or payment in lieu of notice if:
  - (i) The Contractor neglects, refuses, fails or for any reason becomes unable to perform or carry out the Project Services to the reasonable satisfaction of the Authority;
  - (ii) The Contractor falls behind schedule such that the Project Services cannot be completed by the Contractor in the required timeframe.
  - (iii) The Contractor breaches or fails to comply with any of the terms or conditions of this Contract; or
  - (iv) The Contractor divulges confidential information concerning the business or affairs of the Authority or is guilty of any misconduct or commits any act which in the opinion of the Authority is likely to bring the Authority or any of its directors or officers into disrepute.

- (b) Either party may terminate this Contract at any time by giving to the other Fourteen (14) days' notice in writing. In such event the Contractor shall not be entitled to be paid the full Contract Price nor any other amount by way of compensation or damages or otherwise and at the expiration of such notice period this Contract shall thereupon be terminated.
- (c) Upon notice of termination from the Authority, the Contractor shall take immediate steps to bring the Project Services to a close in a prompt and orderly manner, and to reduce expenditures to a minimum. The Contractor shall be entitled to reimbursement in full on a quantum meruit basis for such of the costs as shall have reasonably been incurred prior to the date of such termination and for costs incidental to the orderly termination of the Project Services.
- (d) Upon notice of termination from the Contractor, the Contractor shall be required to reimburse the Authority a portion of the Contract Price pro-rated over the remaining period of the Term of Contract.

21. **NOTICES/COMMUNICATION**

Any Notices or other written communication to be served on either of the parties by the other shall be hand delivered or sent via fax as follows:

**AUTHORITY'S REPRESENTATIVE:**

Utilities Regulation and Competition Authority  
 Carlton Smith, CEO  
 Utilities Regulation and Competition Authority  
 Fredrick House Fredrick Street  
 P.O. Box N-4860 Nassau, The Bahamas  
 Re: RFP for Sound Proofing Services  
 Fax: 242.393.0153

**CONTRACTOR'S REPRESENTATIVE (Bidder to Specify)**

Name: \_\_\_\_\_  
 Position in Company \_\_\_\_\_  
 P. O. Box \_\_\_\_\_ Nassau, The Bahamas  
 Tel. No. (242) \_\_\_\_\_  
 Re: RFP for Combined Building Works

Fax No. (242) \_\_\_\_\_

Email Address \_\_\_\_\_

Notices shall be deemed to have been received by the addressee within Ninety-six (96) hours of posting or Twenty-four (24) hours if sent by fax or email to the correct fax number and email address.

22. **NOTICE OF ACCIDENTS AND ACCIDENT REPORTS**

In the case of any casualty or accident occurring on the Premises during the execution of the Project Services the Contractor shall: -

- (1) Comply with all existing legal obligations requiring him to give notice of such casualty or accident to any person or persons or legal authority and supply the Authority's Representative with three copies of any notice so given, or
- (2) Where no such obligations as aforesaid exist, give verbal and written notices to the Authority's Representative of such casualty or accident within 24 hours. The Contractor shall also report such accident to the competent authority where such report is required by law.
- (3) The Contractor shall within 48 hours of the occurrence of any accident at or about the Premises or in connection with the execution of the Project Services provide a written report of such accident to the Authority's Representative.

23. **FORCE MAJEURE**

1. The Parties shall be excused, either partially or totally, in the performance of their obligations imposed by this Contract, if such failure or delay is the direct result of any of the following causes existing at the date thereof, and which is reasonable within the contemplation of the parties, namely:
  - (a) act of God, earthquake, fire, flood, hurricane, tidal wave or other natural disaster;
  - (b) malicious mischief, insurrection, riot, strike, lockout, boycott, picketing, labor disturbance or other civil commotion; pandemic
  - (c) war other military or martial disturbance; and
  - (d) any other unforeseeable cause beyond the control of either party which directly impacts the performance of the contract.
2. The party claiming force majeure shall as soon as possible and without undue delay

give notice to the other, submitting details and proof of such event.

3. Where an event of force majeure continues for a period of 14 consecutive days then either party shall have the right to terminate this Contract.

24. **GUARANTEE**

The Contractor shall guarantee all Project Services executed against any defects which may arise, occur, or is occasioned by faulty workmanship or materials, tools or equipment which may occur during execution of the Project Services. The Contractor shall be held fully liable for immediately correcting any and all such defects upon notification by the Authority, at the contractor's own cost and expense.

25. **WARRANTY**

The Contractor is required to give the Authority a six (6) month warranty by which the Contractor guarantees the integrity and reliability of the Project Services. The Contractor agrees to pay for and make good all loss, costs, damages and expenses incurred arising out of or occasioned by any defaults during this warranty period.

The warranty period shall begin on the day following the completion date.

26. **COMPLIANCE WITH REGULATIONS**

The Contractor shall conform in all respects with the provisions of any and all laws, rules, and regulations presently in force that are or may be applicable to the said Project Services and the Authority.

27. **CONFIDENTIALITY**

(1) The Contractor must hold in the strictest confidence all confidential information received directly or indirectly in the course of performing the Project Services on behalf of the Authority.

(2) This duty of confidentiality must be observed by the Contractor during the contract term with the Authority and continues after the contract has expired.

28. **ENTIRE AGREEMENT**

This Agreement sets forth the entire agreement between the parties with respect to the subject matter hereof, and all prior discussions, representations, proposals, offers and oral or written communications of any nature are entirely superseded hereby and extinguished by the execution of this Agreement.

No modification hereof or waiver of any right under this Agreement will be effective unless it is evidenced in writing and executed by an authorized representative of each party to this Agreement.

29. **JURISDICTION AND GOVERNING LAW**

This Contract and all rights hereunder shall be governed by, construed and enforced in accordance with the laws of the Commonwealth of The Bahamas.

**E. Cost of Services (Form of Tender)**

- 1) The contractor must submit a firm lump sum bid to perform the specified services broken down as follows:

The vendor must submit a Firm Lump Sum contract for the entirety of the work specified herein and in the format below:

1. Having visited the site and having understood the scope of the named Project Services, and also having examined the Tender Documents (and special provisions to the Specifications outlined in Appendix "A") we offer to carry out, execute, and complete the Project Services in accordance with the Tender Document's Terms and Conditions of the Contract, Specifications and Drawings for the **LUMP SUM CONTRACT PRICE** of

B\$ \_\_\_\_\_ which services includes:

**Frederick House Replacement Electrical Panel - Breakdown of Costs**

No.	Description	Labour	Material	Total Cost
1)	Library Conversion			
2)	Foyer Renovation and Storage Door Placement			
3)	Office Soundproofing			
4)	Hurricane-Resistant Door Installation			
5)	Filing Room Refurbishment			

		Sub Total	
		VAT (if applicable)	
		<b>TOTAL COST</b>	

**Notes:**

- 1) Total must be the same as the Firm Lump Sum Figure Above.
- 2) Where appropriate segregated Costs are to be stand-alone costs for each aspect of the work.

**SEGREGATION OF PRICE COMPONENTS**

(1) Labour B\$ \_\_\_\_\_

(2) Materials B\$ \_\_\_\_\_

**TOTAL COST(B\$)** \_\_\_\_\_

**Notes:**

- 1) Total must be the same as the Firm Lump Sum Figure above.
- 2) Segregated Costs are to be stand-alone costs for each aspect of the work.
2. The Bidder confirms that the above lump sum (Contract Price) includes VAT (if applicable), all work, material, labour and other costs necessary for executing the Project Services in accordance with the Specifications and shall not be subject to measurement on completion.
3. We agree to abide by the Tender for a period of Ninety (90) days from the Closing Date and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
4. We undertake to commence the Project Services within \_\_\_\_\_ days of receipt of the Authority's orders.
5. We undertake to complete the whole of the Project Services within \_\_\_\_\_ days, should our tender be accepted.
6. We hereby confirm that the Bidder is not associated nor has been associated in the past, directly or indirectly, with any person(s) in the Authority or any other entity having prepared the Specifications or any other bidding documents in connection with this project.
7. We hereby confirm that there is no person(s) in the Authority who is involved in or

**has any or a vested interest in the Company/Business of the Bidder.**

8. We understand that the Authority is not bound to accept the lowest or any Tender it may receive and that it reserves the right to accept or reject any Tender., ***Or to in its sole discretion award any or all of the works to one or multiple contractors and have therefore priced our bid accordingly.***
  
9. We understand that unless and until a formal agreement is prepared and executed, this Tender together with our written acceptance thereof shall constitute a binding contract between the parties.
  
10. If required, we will provide two good and sufficient sureties or obtain guarantee of a bank or insurance company (to be approved in either case by the Authority) to be jointly and severally bound with us in a sum for the performance of the Project Services under the terms of a Bond to be approved by the Authority.

Dated this \_\_\_\_\_ day of October 2025

SIGNATURE:

\_\_\_\_\_  
(duly authorised to sign)

NAME & POSITION: \_\_\_\_\_

NAME OF COMPANY \_\_\_\_\_

ADDRESS & TEL. NUMBER: \_\_\_\_\_

\_\_\_\_\_

WITNESS \_\_\_\_\_  
(Name of Witness) (Signature of Witness)

The Following information must also accompany the

## 5. Evaluation Criteria

An URCA-appointed selection committee will review all proposals based on the criteria the following criteria, and make a recommendation to URCA's Chief Executive Officer:

- A. Approach and Methodology;
- B. Experience of the Firm;
- C. Time to Commence
- D. Time to Complete
- E. Pricing.
- F. Number of Staff

URCA will use a rating system based on pre-defined points and percentages to evaluate the proposals. The award of the contract will be made to the firm whose proposal receives a favourable evaluation, recommendation of the selection committee, and approval by others. URCA shall not be bound to accept the highest scoring or any proposal submitted.

## 6. Submission Requirements

### 6.1 Responses

Respondents must submit their response and all associated documents in accordance with the following guidelines **ONLY**:

1. **Three (3) PRINTED COPIES** of the Response, placed in sealed, opaque packages marked:  
**PROPOSAL FOR OMBINED CIVIL WORKS SERVICES**  
Chief Executive Officer  
Utilities Regulation and Competition Authority Fredrick House  
Fredrick Street  
P.O. Box N-4860 Nassau, The Bahamas
2. **COMPLETE PROPOSALS MUST BE RECEIVED BY NO LATER THAN 3:00 PM, BAHAMAS TIME, ON THE RESPONSE DEADLINE DATE OF 31 October 2025. LATE RESPONSES OR SUBMISSIONS SHALL NOT BE ACCEPTED.**

Only physical submissions will be accepted and only according to Section 6.1. In no circumstances should a Respondent submit its proposal or any part of it to any person at URCA via email, fax, or any other method of submission whether in addition to or instead of the above.

The contractual and licensing arrangements between URCA and the Project Service Provider will incorporate the contents of the Proposal. URCA underlines the importance of receiving honest, true and full answers to all areas of the RFP.

**Failure to comply with all the submission requirements above (including packaging) may result in rejection or disqualification of the application.**

## **6.2 URCA Contact Details for Clarifications, Questions and Additional Information**

A site visit may be organized to take place on Monday 27 October 2025 commencing at 10:00 am. **The site visit is optional.**

Persons seeking clarification or additional information on any matter involving this RFP or the process (other than submission of proposals) in writing by email, fax or mail to the “Project Manager – RFP for Office Sound Proofing” at the following address with the subject "**RFP for Combined Civil Works**”:

Project Manager – RFP for Combined Civil Works Utilities Regulation and Competition Authority  
Fredrick House Fredrick Street  
P.O. Box N-4860 Nassau, The Bahamas  
Email: [info@urcabahamas.bs](mailto:info@urcabahamas.bs) Fax: 242.393.0153

Questions must include full contact details (mailing address, email address and fax number) of the enquirer. Please state if the question is general in nature or if it involves a specific issue in the RFP and if so which one.

URCA will acknowledge receiving such questions and answer them **by email** as soon as practicable. URCA will inform if it cannot answer a question within two (2) working days of receipt.

Responses that URCA decides to be of general interest to all prospective RFP Respondents will be uploaded to URCA’S website at [www.urcabahamas.bs](http://www.urcabahamas.bs) as an addendum, or sent via email, no later than 5:00 p.m. on **28 October, 2025.**

**URCA will not accept requests for further information or clarification after 28 October, 2025.**

## **6.3 Expenses**

Each Respondent shall be and remain liable for all costs it may incur in this RFP process and URCA shall not accept or bear any responsibility to compensate any Respondent.

## 6.4 Selection Procedure and Criteria

Based on compliance and satisfaction of the matters set out in this RFP, URCA will evaluate the proposals based on the submission and any specifically requested presentations only. URCA will consider all facets of the proposal, including the price and commercial terms and conditions, based on the following weightings:

Time to Commence	5%
Time to Complete	5%
Number of Staff	5%
Firm Experience	10%
Approach and Methodology	20%
Commercial proposal, including price and all terms and conditions	55%
TOTAL	100%

URCA reserves the right to choose freely among Respondents, selecting any or none - or to use the quotation as a basis for a further dialogue with any or all Respondents. Respondents shall not consider the commencement of negotiations with URCA as a commitment by URCA to enter into a contract with the Respondent.

## 6.5 Time Schedule

### 6.5.1 Issue of RFP

URCA issued this RFP on 17 October, 2025 and interested persons may download it from URCA's website at [www.urcabahamas.bs](http://www.urcabahamas.bs).

### 6.5.2 Deadline for Submission of Proposals

**URCA MUST RECEIVE COMPLETE PROPOSALS BY NO LATER THAN 3:00 PM, BAHAMAS TIME, ON THE RESPONSE DEADLINE DATE OF 31 October, 2025. URCA WILL NOT ACCEPT AND IS NOT RESPONSIBLE FOR LATE RESPONSES OR SUBMISSIONS.**

URCA will only accept physical submissions that comply with Section 6.1 above.

### 6.5.3 Selection of and Negotiation with Service Provider

URCA will conduct its final evaluation and select its preferred Service Provider. The selection shall at this stage remain subject to successful commercial negotiation of the terms and conditions of a contract. In the event that URCA is unable to agree terms and conditions with the preferred Service Provider that are to URCA's satisfaction, URCA reserves the right to commence negotiations with the next best qualified bidder, and so on until a satisfactory agreement has been concluded.

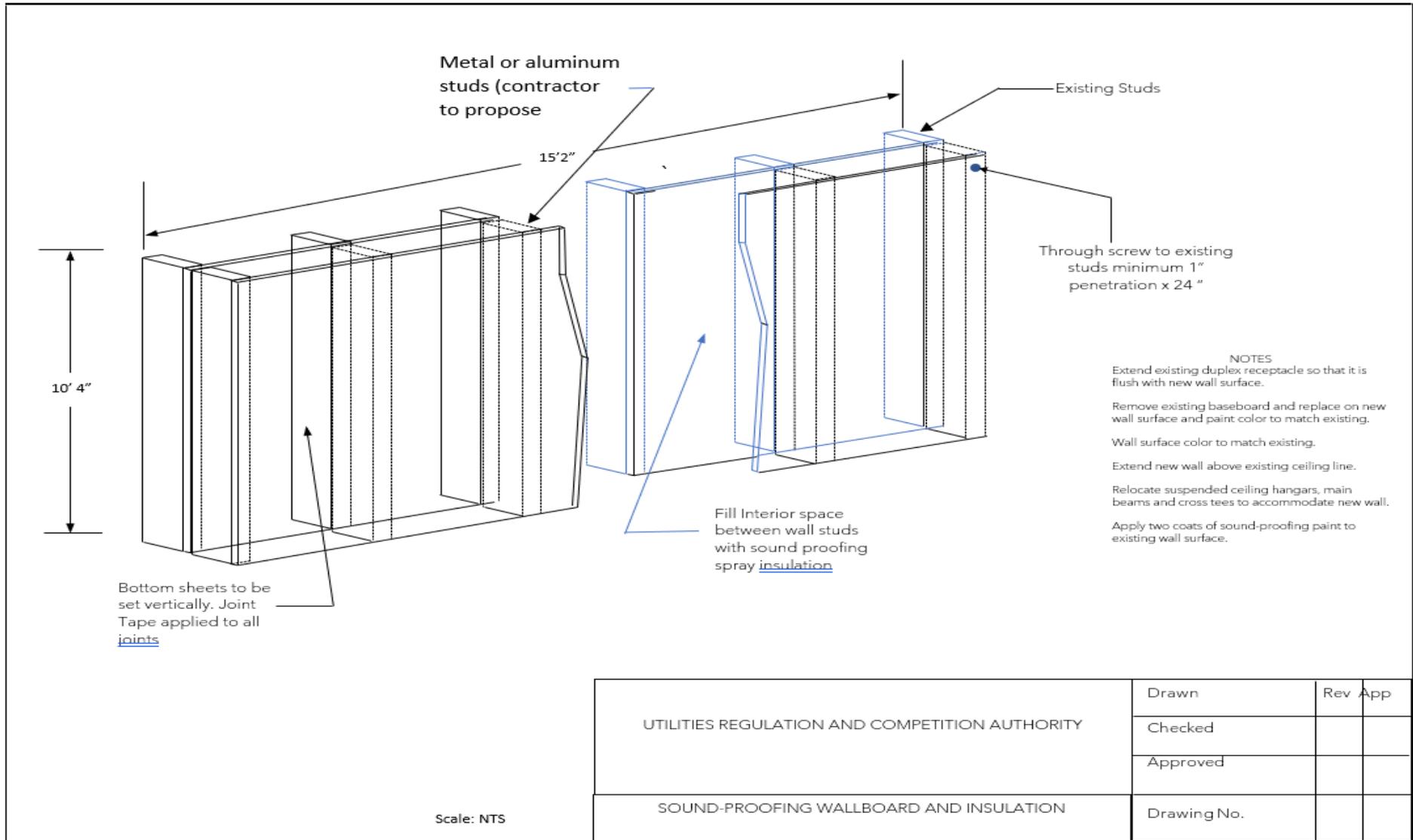
## 7. Miscellaneous

URCA reserves the right:

- a) to reject any or all proposals for failure to meet the requirements contained herein or for any other reason which in URCA's sole judgment renders the proposal unsuitable,
- b) to waive any technicalities, and
- c) to select the proposal which in URCA's sole judgment, best meets URCA's requirements.

This RFP creates no obligation on the part of URCA to award a contract or to compensate the Bidder for any costs incurred during proposal presentation, response, submission, presentation, or oral interviews. URCA also reserves the right to negotiate further with any respondent to the RFP. Providers should not rely upon the opportunity to alter their qualifications during any discussions.

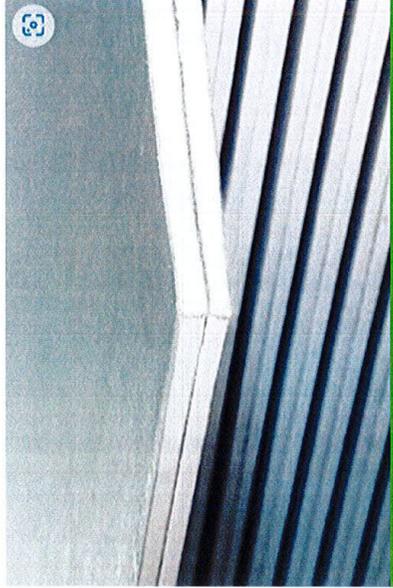
# Appendix I Wall Sketch



# Appendix II

## Specialty Sound Proofing Products

# THE EFFECTIVE SOLUTION FOR REDUCING SOUND TRANSMISSION BETWEEN SPACES



## QuietRock® 510

1/2", cost effective sound damping gypsum panel for residential new construction and remodeling applications

[VIEW PRODUCT DETAILS >](#)



## QuietRock® EZ-Snap®

QuietRock EZ-SNAP delivers high acoustic performance with improved workability to speed up installation time.

[VIEW PRODUCT DETAILS >](#)



## Qui

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VIE

COMPARE

## ULTIMA Lay-In and Tegular



Sound Absorption (NRC)	Up to 0.95
Sound Blocking (CAC)	Up to 45
Light Reflectance	Up to 85%
Recycled Content	Up to 100%
Sag/Humidity Resistance	HUMIGUARD Plus, Standard
Materials	Mineral Wool
Fire Performance	Class A, Class A (UL), Fire Retardant
Disinfectability	Disinfectant Resistant
Durability	Soil Resistance, Impact Resistant, Scratch Resistance, Scrubbable, Washable

# GREEN GLUE

noiseproof your life



## Noiseproofing Compound

Green Glue Noiseproofing Compound is a unique damping product that will address your soundproofing needs and lead to a quieter life.

Where to Buy

seproofing Compound



 (/view\_cart.asp)

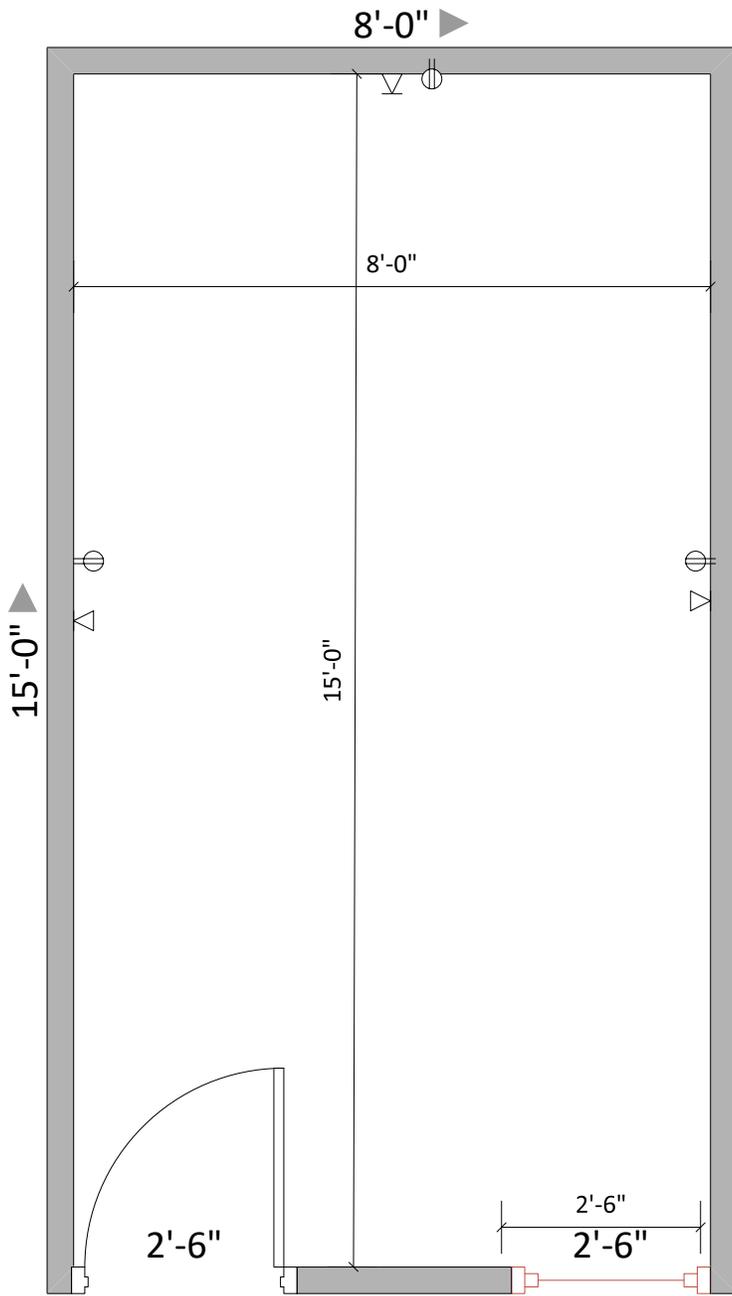
Home (/) | Interior (/Interior\_c\_13.html) |  
ACOUSTI-COAT (<https://hytechsales.com/sound-absorbing-paint>)



Click to expand  
(assets/images/acousti-coat-can.jpg)  
ACOUSTI-COAT

SHARES

### Appendix III Storeroom to Office Sketch



Storeroom to Office

Key

Receptacle ⊖

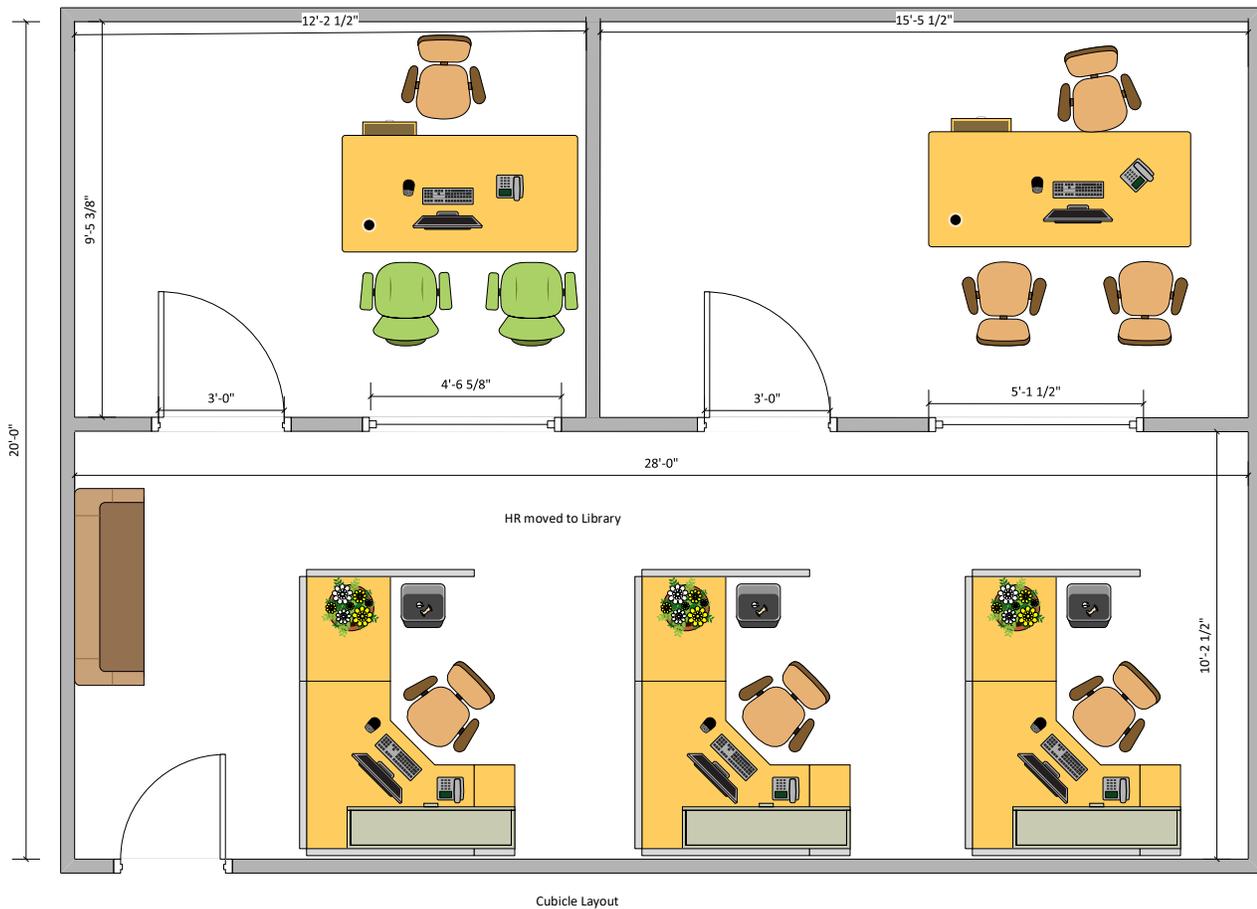
Telecom ◁

## Appendix IV Hurricane Resistant Doors



**Existing Window to be replaced with outward opening Hurricane Resistant Door**

## Appendix V Library Conversion to Offices



### Notes

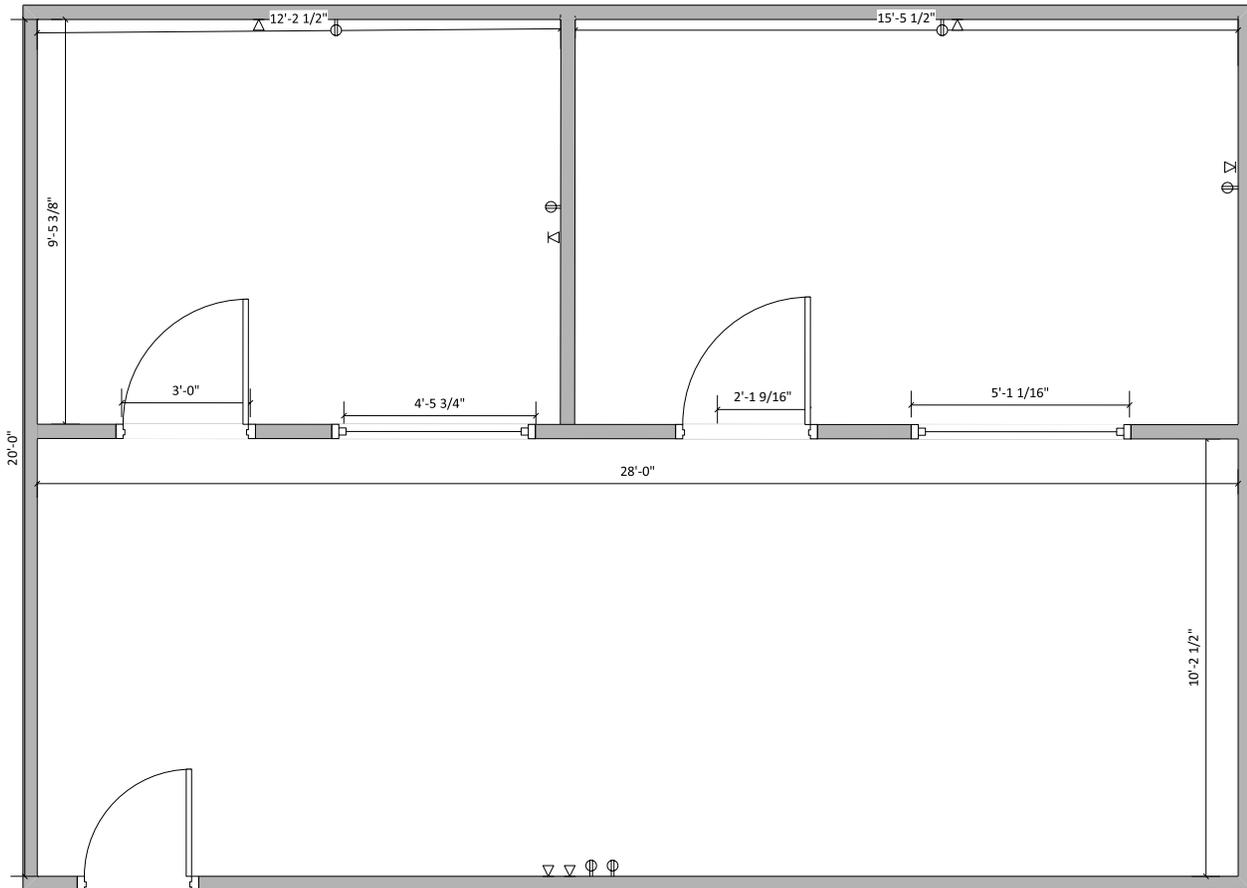
- 1) windows to match existing on ground and first floors
- 2) Doors to match existing on ground and first floors.
- 3) Stud Wall specifications are as follows:
  - All steel components to be galvanized steel, conforming to ASTM standards.
  - Studs and tracks to be 25-gauge minimum for standard partitions.
  - All framing to be plumb and securely fastened.
  - Fasteners to penetrate steel by at least three exposed threads.
  - Batt insulation between studs R20 or better
  - Gypsum wallboard to be 5/8" minimum
  - Interior Office Walls to extend past existing drop ceilings and necessary adjustments made thereto.
  - Stud Spacing to be 16" O/C
  - Air Conditioning and lighting to be adjusted as shown
- 4) Floor Tile specifications are as follows:
  - Substrate Preparation: Ensure the subfloor is flat, stable, and clean. Fill low spots with a self-leveling compound.

Grout Joint Size: Maintain a minimum grout joint of 3/16 inches for proper bonding. Ensure there is at least 90% mortar contact for effective adhesion.

Use medium bed mortar. Use a non-sag thin-set mortar that meets the requirements of ANSI A118.4

5) Paint to match existing "White Swan" from Jolly Roger Carpeting and Flooring

Electrical



**Electrical Notes**

**Receptacle types and grades**

- Commercial Grade: .
- Tamper-Resistant (TR) Receptacles: .

**NEMA configurations**

- **NEMA 5-15R:** The standard 125-volt, 15-amp, three-prong duplex receptacle for general use.
- 

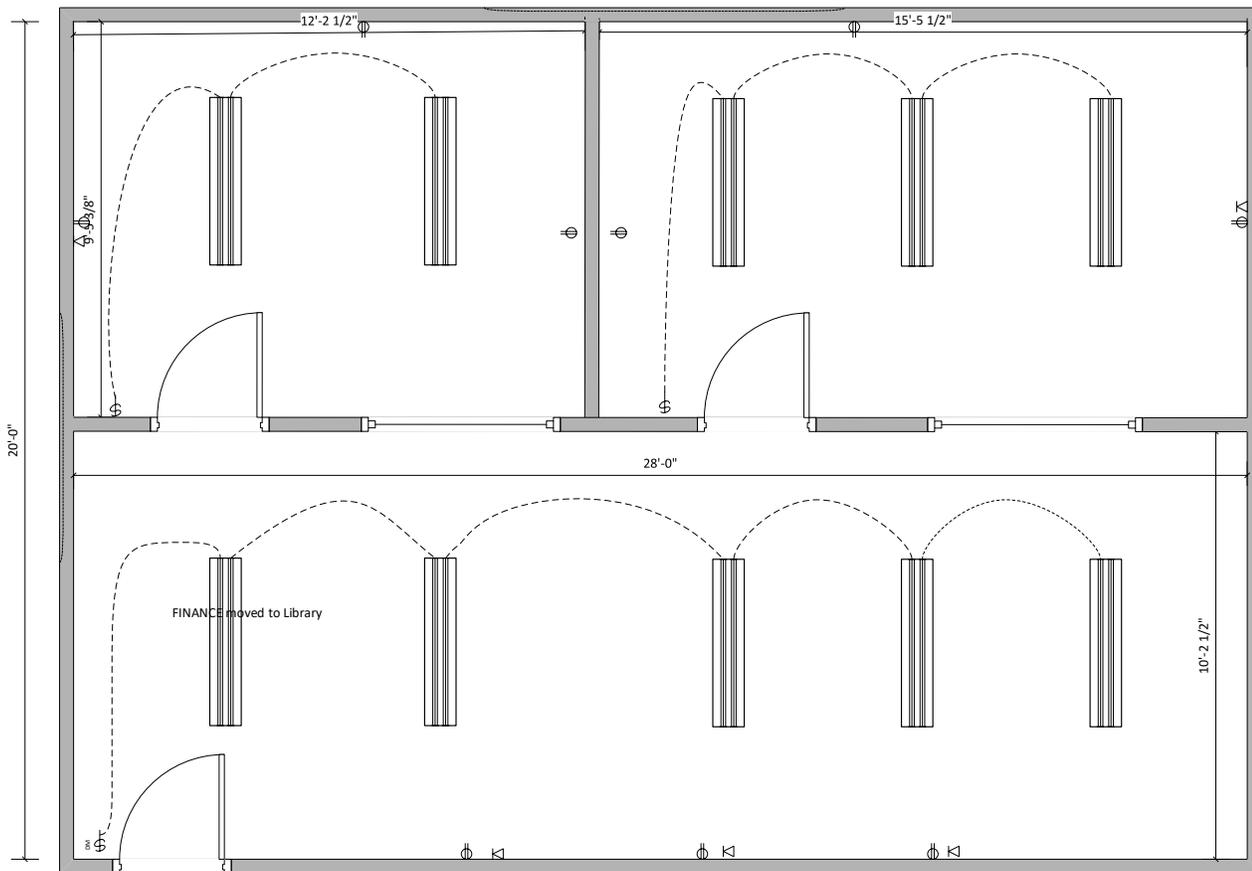
**Installation standards**

- **Spacing:** According to Bahamas Building Code and CEC.
- **Circuit Capacity:** According to Bahamas Building Code and CEC.
- **Conduit:** According to Bahamas Building Code and CEC

- **Labels and Identification:** All receptacles and circuits must be clearly labeled for safety and maintenance purposes.

**Voltage and power distribution**

- **Voltage:** 120/208
- **Dedicated Circuits:** None



LIGHTING PLAN

**Lighting Notes**

Match Existing Troffer Lights or not available match or exceed the following specifications

**Specifications**

- **Color Temperature (CCT): Neutral white (3500K–4000K):** Balanced and
- **Color Rendering Index (CRI): CRI 80+:**
- **Lumen Output:** 5,000 lumens.
- **Dimensions:** 2x4 feet
- **Mounting Type: Recessed:**
- **Design: Center basket:** Has a contoured central diffuser that provides soft, glare-free light.
- **Construction:** durable aluminum housing.

- **Voltage:** 120V
- **Dimming:** None
- **Power Factor (PF) 0.9 Total Harmonic Distortion (THD):**Less than 20%

## Appendix VI – Foyer Renovations Specifications

### A- Door Installation

#### Scope:

Provide all labor, materials, and equipment necessary to cut opening, frame, and install one 3'-0" (36") wood door in existing 8" CMU wall. Work includes structural cutting, lintel installation, wood frame, door leaf, trim, and hardware.

#### Applicable Codes and Standards:

- International Building Code (IBC) 2021
- ASTM C90 — Standard Specification for Loadbearing Concrete Masonry Units

### 2. Materials

#### Door Leaf:

- Type: Solid core wood door, flush or stile-and-rail as specified
- Size: 24" × 72" × 1¾".
- Finish: Factory-sealed or site-finished with polyurethane or paint grade finish.
- Fire Rating: As required (typically non-rated for interior unless otherwise noted).

#### Frame:

- Material: Solid wood jambs, minimum 1" thick, species to match door.
- Width: Sized for 8" CMU wall thickness + plaster/render (approx. 8⅜" to 8½").
- Anchors: Galvanized steel strap anchors embedded in mortar joints or expansion anchors in existing CMU.
- Finish: Factory-sealed or site-finished with polyurethane or paint grade finish

#### Hardware:

- Hinges: Three (3) heavy-duty 4½" ball-bearing butt hinges, stainless steel or brass finish.
- Lockset: Passage, privacy, or keyed lockset per schedule; ANSI Grade 2 or better.
- Threshold (optional for exterior use): Aluminum or wood threshold with sill seal.

#### Fasteners:

- Type: Stainless steel or galvanized screws.
- Length: Sufficient to penetrate jamb and at least 1½" into masonry anchors.

### 3. Installation

#### A. Cutting Opening:

1. Mark opening to finished size plus ¼" clearance all around.
2. Support masonry above the opening before cutting.
3. Saw-cut perimeter and remove block neatly to avoid cracking adjacent units.
4. Install **lintel** above opening — minimum (2) 4"x3" steel angles or reinforced concrete lintel sized per IBC Table 2104.1.
  - Minimum bearing each side: 8".
  - Lintel depth: 8" or as structurally required.

#### B. Frame Installation:

1. Fit jamb into opening leaving ¼" shim space each side.
2. Shim at hinge and strike locations for plumb and alignment.

3. Anchor jambs through shims into masonry using expansion bolts or strap anchors at max. 16" o.c.
4. Set head jamb and apply casing trim.
5. Seal perimeter with non-shrink grout or low-expansion foam and backer rod with sealant.

**C. Door Installation:**

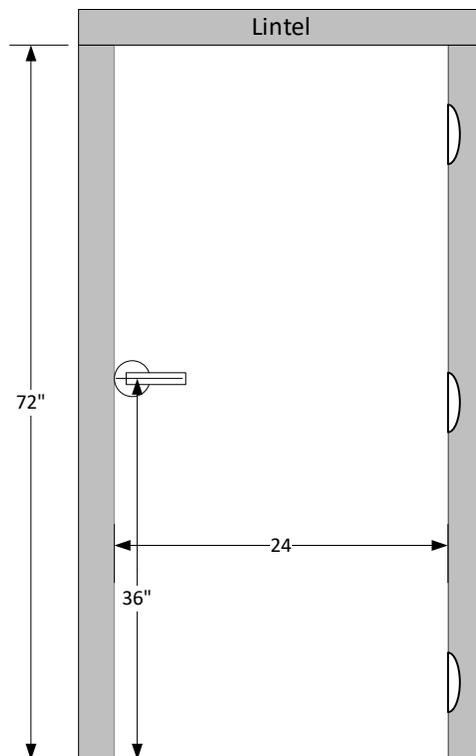
1. Hang door using three hinges; outward swing..
2. Install lockset and strike; ensure smooth operation.
3. Apply finish or paint to match interior decor.
4. Install casing/trim to conceal gaps and anchors.

**4. Finishing and Tolerances**

- Door-to-jamb clearance: 1/8" top and sides, 1/2" at bottom.
- Frame alignment tolerance: ±1/16" in 6'-8" height.
- Seal all wood surfaces (top, bottom, and sides) to prevent moisture absorption.

**5. Inspection and Protection**

- Verify smooth operation and proper latch engagement.
- Protect door and frame from moisture and damage until handover.



Door Opening to Be Created  
and Solid Door to be Installed

## **B- FOYER RENOVATION**

○

The specifications for the foyer renovation are as follows:

### **1.1. Scope of Work**

Provide all labor, materials, tools, supervision, and equipment necessary to renovate the entrance and lobby area as shown in the photographs.

Work includes but is not limited to:

- Replacement of existing porcelain floor tiles.
- Repair of damaged gypsum wallboard and ceiling trim.
- Electrical receptacle relocation into wall.
- Replacement of baseboards.
- Painting and finishing.
- Cleanup and waste disposal.

### **1.2. Codes and Standards**

All works shall conform to:

- **Bahamas Building Code (latest edition)**
- **International Building Code (IBC 2021)**
- **NFPA 70 – National Electrical Code (NEC)**
- **Manufacturer’s recommendations** for all finishes and fixtures.

### **1.4. Protection and Cleanup**

- Protect adjacent finishes, doors, glass, and signage.
- Remove debris daily.
- Leave site in clean, ready-to-occupy condition at completion.

## **2. FLOOR FINISHES**

### **2.1. Demolition**

- Remove all existing porcelain tiles and adhesive bed down to sound concrete substrate.
- Dispose of debris properly off-site.

### **2.2. Replacement**

- Provide new **porcelain tiles, minimum size to match existing (approx. 24"x24")**, equal or superior quality, PEI IV or better, Provide samples of floor tiles for owner's approval..
- Tiles shall be laid with a minimum 3 mm grout joint using polymer-modified thin-set mortar.
- Grout color to match existing or as approved by Owner.

### 2.3. Baseboards

- Remove existing baseboards.
- Replace with **treated wooden baseboard** matching profile, finish color and height of existing (typically 4").
- Caulk and seal joints neatly.

## 3. WALL AND CEILING REPAIRS

### 3.1. Gypsum Wallboard Repairs

- Scrape, cut out, and replace all damaged, cracked, or peeling gypsum board sections.
- Use moisture-resistant gypsum board in locations near glass or potential condensation areas.
- Tape, sand, and finish joints smooth.
- Apply two coats of primer and two coats of interior-grade acrylic latex paint, color to match existing.

### 3.2. Ceiling and Cornice Repairs

- Re-secure or replace detached cornice molding sections.
- Patch and paint ceiling areas where cracks or delamination are observed.
- Replace damaged ceiling panels (if applicable) to match grid pattern.

### 3.3. Wall Cracks

- Rout and fill vertical cracks with flexible joint compound or sealant.
- Sand, prime, and repaint full wall area for uniform appearance.

## 4. ELECTRICAL WORK

### 4.1. Existing Receptacle Relocation

- Remove existing surface-mounted receptacle and conduit.
- Cut into wall to recess new **duplex receptacle box at standard mounting height of 18 inches (450 mm) above finished floor level, per NEC Article 210.52.**

- Use concealed wiring in EMT or flexible metallic conduit within wall cavity.
- Patch and finish wall surface after installation.
- Ensure existing electrical connection to the door proxipad entry system is maintained

#### 4.2. Testing

- Test receptacle function and ground continuity.

### 5. MISCELLANEOUS ITEMS

#### 5.1. Door Hardware and Closers

- Inspect door closers; tighten, lubricate, or replace as needed for proper operation.
- Replace missing cover plates or exposed wires over entry doors.

#### 5.2. Signage and Fixtures

- Remove and reinstall wall-mounted signs and notices during wall finishing to ensure clean surface continuity.

#### 5.3. Paint Finishes

- All wall and trim surfaces to be repainted in matching color schemes using interior-grade low-VOC acrylic paint.
- Gloss finish on trim; eggshell or satin on walls.

---

### 6. FINAL CLEANING AND HANDOVER

- Thoroughly clean all floors, windows, and fixtures.
- Remove paint splatters, adhesive residues, and construction debris.
- Present the area for final walkthrough and acceptance by Owner.
- Provide a **one-year workmanship warranty** for all installed finishes.