

DUNGARVAN ENTERPRISE CENTRE

REQUEST

FOR

EXPRESSIONS OF INTEREST

FROM

BUILDING CONTRACTORS

ISSUED

BY

DUNGARVAN ENTERPRISE CENTRE LIMITED

DECEMBER 2009

INTRODUCTION

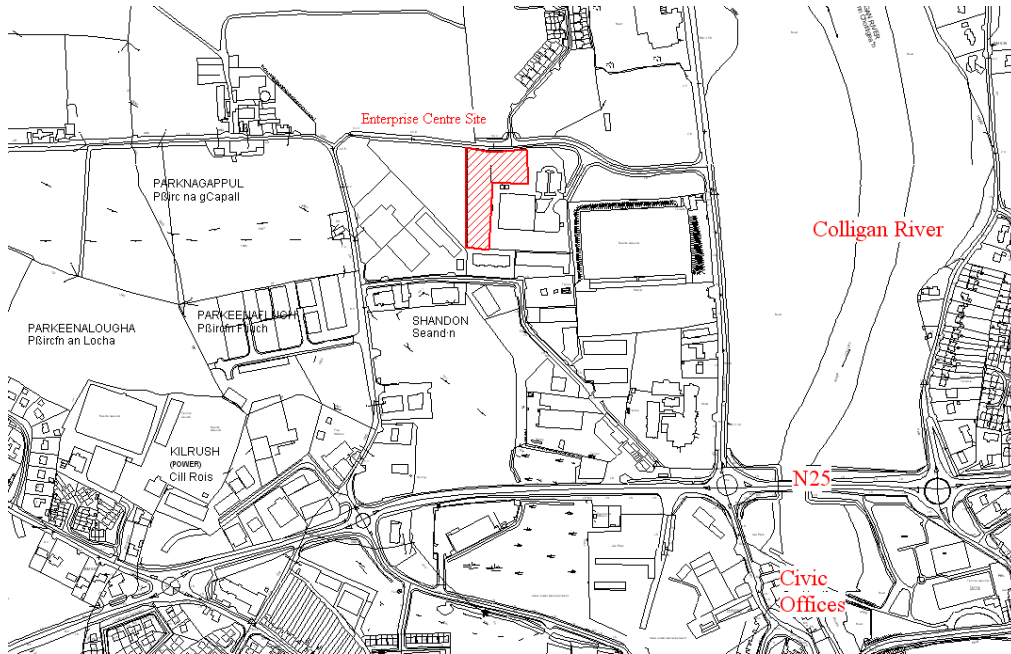
1. Dungarvan Enterprise Centre Limited is planning to construct a 1000m² Community Enterprise Centre in Dungarvan, County Waterford. The Centre will provide office space, conference facilities and services to small to medium businesses. The key objective of the Dungarvan Enterprise Centre (DEC) will be to support entrepreneurship in the West Waterford region by providing office space and agency support to small start-up businesses.
2. Dungarvan Enterprise Centre Limited now seeks Expressions of Interest (EOI) from suitably qualified contractors to construct the DEC.

THE ENTERPRISE CENTRE

3. Subject to budgetary constraints, it is envisaged that the DEC will be a total of c1,000m². This will be made up of:
 - A mix of office space to accommodate varying size businesses;
 - A conference facility / board room;
 - Canteen, toilets and service space; and
 - Ancillary services such as control rooms, telecommunications rooms, storage etc.
4. Preliminary design of the DEC attached, Appendix A. This **design is illustrative of the scale and mix of use and will be subject to change**. A final design, along with site survey, detailed specification and other detailed documentation, will be included in the tender document which will be presented to bidders that are invited to participate in the Tender stage.

LOCATION

- The DEC will be situated on a 0.77ha site in Shandon, Dungarvan, County Waterford as outlined below:



DEVELOPMENT PROCESS

- Dungarvan Enterprise Centre Limited is following the process outlined in the table below, ending with the construction completion of DEC by September 2010.

Stage	Date
Stage 1: Refine requirements	Completed
Stage 2: Planning Permission	Completed
Stage 3: Appoint Design Team	Completed
Stage 4: Prepare Tender Documents	Advancing
Stage 5: Issue Request for EOI	Advancing
Stage 6: Evaluate EOI	January
Stage 7: Issue Tender Documents	January
Stage 8: Evaluate Tender Returns	February
Stage 9: Appoint Contractor	March
Stage 10: Commence Construction	March
Stage 11: Complete Construction	September

THIS REQUEST FOR EXPRESSION OF INTEREST

7. Dungarvan Enterprise Centre Limited now requests Expressions of Interest from suitably qualified contractors to construct DEC. It is anticipated that up to five but not more than ten qualifying bidders will be requested to tender for construction of DEC. Requests to Tender will, following the evaluation of the EOI, be issued to the shortlisted bidders.

CONTENTS OF EXPRESSION OF INTEREST

8. EOI should address the following for the Contractor and associated specialists work/service contractor:

Main Document

- **Relevant Experience:** Present projects of a similar scale completed in the last 5 years. Specify the nature and scale of the project, the name of the client, project budget, timescale and if the project came in to budget.
- **Project Team:** Name the project team, their roles and responsibilities, and a pen picture of key team members. Full Curriculum Vitae should be provided in the Appendix. The project team shall include suitably qualified specialists for the following work areas:
 1. Ground Improvement Works (Particularly Vibro-Compaction);
 2. Mechanical Installations;
 3. Lift Installations; and
 4. Electrical Installations.

The contractor is required to propose at least one and up to three specialists for each of the specialist areas listed above.

- **Green & Innovation:** DEC intends to advocate use of renewable energy and promote innovation. Bidders should illustrate their experience in both of these.

Appendices

- **Financial Standing:** Provide audited accounts for the last three years along with a bankers letter confirming that the business is in a position to complete the works satisfactorily.
 - **References:** Please provide three references for work previously competed.
 - **Insurance:** Evidence of Public, Employer Liability cover and where applicable evidence of Professional Indemnity.
 - **Minimum Indemnity Limits:** Public Liability - €6,500,000. Employers Liability - €13,000,000. Where applicable Professional Indemnity – €6,500,000
 - **Health & Safety:** Please complete the Project Supervisor Construction Stage (PSCS) questionnaire and submit an up to date Safety Statement in accordance with the Safety, Health and Welfare at Work Acts and all Regulations, Codes of Practice and Guidance arising thereof. The Safety Statement has to be up to date and signed by the Head of the Company. The Safety Statement must include Risk Assessments relevant to the development of DEC.
 - **Other Statutory Requirements:**
 - Certificate of Authorisation (i.e. a C2 Certificate), for the current/most recent tax year; and
 - Evidence of membership of the Construction Industry Federation (C.I.F./CWPS) Pension/Sick Pay Scheme and compliance with said scheme.
9. For evaluation purposes, the EOI should follow the headings set out above. All headings/criteria are applicable to both contractor and specialist.

EVALUATION

10. Bidders **will be excluded** if they do not have:
- Satisfactory financial capacity to compete the work;
 - The minimum level of insurance required;
 - Satisfactory health and safety standards; and
 - Cannot adhere to statutory requirements.
11. Once the above are addressed satisfactorily, the EOIs will be evaluated on the following criteria:

Expression of Interest Evaluation Criteria	
Criteria	Weighting
Similar Experience - List projects of similar nature over past 3 years	45
Project Team – Educational, Professional Qualifications and Experience	25
Measures of Ensuring Quality	15
Innovation & Green Economy	15

QUERIES

12. All queries must be submitted in writing by email or post to:

Post: Thomas Rogers
Town Engineer
Dungarvan Town Council
Civic Offices
Dungarvan
County Waterford

Email: trogers@waterfordcoco.ie

13. Last date for queries is 6th January 2010. A written response will be provided addressing all queries.

SUBMISSION OF EXPRESSIONS OF INTEREST

14. Four copies of the EOI should be submitted not later than 16:00hrs on 18th January 2010. EOI should be labelled:

Dungarvan Enterprise Centre
Expression of Interest
c/o Thomas Rodgers
Town Engineer
Dungarvan Town Council
Civic Offices
Dungarvan
County Waterford

15. At any stage during the procurement process Dungarvan Enterprise Centre Limited reserves the right not to proceed with appointment of any contractor. Dungarvan Enterprise Centre Limited, Dungarvan Town Council, Waterford County Council, Waterford County Enterprise Board or Enterprise Ireland are not liable for costs associated with preparation of Expressions of Interest or Tenders.
16. Canvassing will result in elimination.