

CONFERENCE REPORT



Report date: 26 November 2007  
Conference subject: New Cayman High Schools – Pre-Tender Conference  
Conference date: 26 November 2007  
Conference location: Ministry of Education – Conference Room  
Project number: 20706.01  
Project name: New Cayman High Schools  
Report by: Powell  
Participants: Reference Attached Sign-in Sheet  
C: All participants

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The summary following constitutes the writer's understanding of basic matters discussed and any conclusions reached. The following summary is hereby issued for convenience to the participants and shall not be considered as a part of the Contract Documents for the subject project.

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**The following is the summary of the conference report:**

1. Dave Smith (DS), Director of Facilities for the Ministry of Education, thanked everyone for their participation and attendance in this pre-bid conference. DS introduced the body of the work done to date has been represented in the Contract Documents and is available to the Tendering Contractors. DS reinforced the importance of the projects not only in the breadth of construction, but also to the importance the campuses will bring to the future of education in the Cayman Islands. DS stated that the OA team realizes that the success on the projects will be due, in large part, to the involvement of the Contracting Community. DS stated that the Schedule for tendering and for construction is challenging.
2. Introductions were given from all Participants.
3. David Powell, OWPP Architects, presented a brief project understanding for the High School Projects. Tender documents for all 3 High School Campuses are available at BCQS. Additionally, Addendum 01 and 02 Documents are available for John Gray High School. The High School Projects take place on 3 project sites with various placements and numbers of prototype buildings on each site. Each project contains a site plan which describes the number and placement of each building type. John Gray will incorporate a phased construction scheme whereas CHHS and BSHS will not. Having received CPA approval, the Contract Documents are currently being reviewed by BCU and the Design Team is in regular communication with BCU to facilitate as efficient reviewing period as possible.



4. DS stated that there will be a waiver of duty on the projects. Formal documentation of this change will be issued to the Tendering Contractors via addendum.
5. DS opened up the meeting for questions/statements from the Participants:
  - a. It was suggested that the sub-contractors be permitted to pose any questions prior to the Tendering Contractors. This was agreed.
  - b. A question about the timing of the Tender Return was posed. DS stated that the substantial completion date is firm. Tender extension will only collapse the Construction Schedule.
  - c. Hadsphaltic stated that they will not make the 19<sup>th</sup> of December for the return of tenders. Several others agreed.
  - d. Arch & Godfrey stated that, in their opinion, phase 1 construction for JGHS is almost impossible.
  - e. DS questioned why the extra time is necessary for tendering the documents. It was stated that the size of the BOQ, timing around Christmas, and the need for the MEP trades to measure their own quantities, were primary reasons for the extended bid time.
  - f. DS asked what the participants felt would be a fair tender return date. It was suggested that 2 weeks after the return from the Christmas holiday would be more realistic, 21 January, 2008. Other's agreed with this date as being realistic. DS acknowledged the concern from many on the tender period and indicated that the concern would be taken under advisement and should a change be in order, it would be communicated formally to all tendering Contractors.
  - g. It was requested that sub-contractors be allowed to remain in the meeting for information purposes. DS indicated that all were welcome to remain.
  - h. DS stated the commitment of the Ministry to work in unison with the Contracting Community.
  - i. Arch & Godfrey (AG) stated that they have concern with the proposed general conditions for the work. They stated that the contract should be either a lump sum contract or a contract based on the Bills of Quantity. AG stated that lump sum based on bills of quantities requires them to measure the documents themselves. DS stated that the contract, specifically article 1.1.9 will be revised to state that the Contractors are required to present a lump sum fixed price based on the bills of quantities and that the Bills of Quantity will be the controlling document.

- j. There were concerns about the amount of amendments to the standard AIA 201 document. It was stated that the template AIA 201 documents should not require the amount of amendments currently included in the document. These concerns were noted and should adjustments occur, they will be formally communicated to all tendering Contractors.
- k. A question was posed about tenders for all 3 schools are due on the same day. DS clarified that the tender return dates were sequential on the 19<sup>th</sup>, 20<sup>th</sup>, and 21<sup>st</sup> of December. All tenders would be open on 21 December 2007.
- l. A concern was stated about the logistics of open the tenders all on the same day. Given the possibility that the selected contractor for one would be the selected contractor on all 3, and given the possibility that a contractor may not have the capacity to take on all 3, how will the CTC evaluate and award the projects. DS stated that CTC will evaluate the tenders and award based on the full evaluation criteria listed. Conversations are ongoing on how to evaluate the Tenders in this complex scenario.
- m. For various reasons, including bid strategy, sub-contractor availability, etc., it was suggested to stagger the bid and award dates for each school. DS stated that the luxury of time did not exist or else the bids would be staggered.
- n. It was asked what the turn-around time for a CTC evaluation and award would be for the High Schools. DS stated that this period would be 2-weeks.
- o. It was asked if JGHS has received a red card from BCU. DS stated that this was in process.
- p. It was suggested that if the tender evaluation and award were received for the first school (JGHS), the turn around time to submit the tenders for the other 2 schools would be relatively short.
- q. It was asked how the award(s) would be communicated to the Tenderers. It was suggested that a tabulated communication of the bidding results be available. DS stated that this request would be presented to CTC and if approved, a descriptive tabulation and bidders list would be communicated formally to all Tendering Contractors.
- r. It was asked if a material fluctuations clause could be added to the general conditions. The request was noted and if the general conditions are revised, the document will be formally communicated to the tendering contractors.



- s. There were pointed concerns about the JGHS phased construction schedule being too short. This concern will be taken under consideration and should a change to the schedule be made, it will be formally communicated to the tendering contractors
- t. A question was raised about the substantial completion dates relative to the final completion dates. In the case of the High School projects, there will be an extended amount of time which the Ministry staff will be required to occupy and train in the new environments. This extended period is noted in the current project schedule.
- u. It was stated that the 10% retention is high given the size and complexity of the projects. It is more typical that the retention is a maximum of 5%. The statement was noted and if the general conditions are revised, the document will be formally communicated to the tendering contractors.
- v. A request was made to modify the notification of change from a 5 day period to a longer period. The statement was noted and if the general conditions are revised, the document will be formally communicated to the tendering contractors.
- w. A question was raised in regards to mobilization payment. The statement was noted and if the general conditions are revised, the document will be formally communicated to the tendering contractors.
- x. A question was asked in regards to individually permitting the buildings. The statement was noted and if the general conditions are revised, the document will be formally communicated to the tendering contractors.
- y. A question was asked in regards to the 10% bond. The Bonding requirements are in the General Conditions