

FUNDACIÓN AMADOR

REQUEST FOR PROPOSAL FA-SP17-024

Production and installation of jewel tanks. October 11, 2017

The Amador Foundation requests a technical and financial proposal for the production and installation of two jewel tanks (Mangrove and Coral), including the tank containers and supporting structures, acrylic viewing windows, and rockwork and decorative plastic theming inserts, at gallery Oceans Divided of the Biomuseo, Republic of Panama.

NOTE:

- The work being contracted needs to be installed within a gallery that is already built. Refer to the attached architectural drawings for sizes and locations in the building.
- Proponents can schedule a site visit to the Biomuseo to review these spaces, to obtain a thorough understanding of the existing working conditions prior to submitting a proposal. This site visit can be scheduled at each contractor's convenience during the week of October 16 from 8 am to 5 pm Panama time.
- The work includes the connection with the jewel tank LSS and installation of all skimmers or plumbing required within the jewel tanks; other contractor will be responsible of the LSS equipment and the necessary connections.
- The plywood frame, graphics and lighting will supplied by others.
- The Contractor is responsible of verifying dimensions on site.
- The Contractor will be required to obtain a performance bond for 50% of the contract amount.

INTRODUCTION

The Amador Foundation is a non-profit, non-governmental organization that is responsible for the construction and operation of the Biomuseo, an interpretation center dedicated to the celebration of the biological and cultural diversity of the Republic of Panama. The Biomuseo is located in the Amador Causeway, at the Pacific entrance to the Panama Canal, and was designed by the architect Frank Gehry, with exhibits designed by Bruce Mau and curated by the Smithsonian Tropical Research Institute and the University of Panama. The Biomuseo declares that the wealth in the 21st century will be defined by a nation's biodiversity. Its objectives are to make Panamanian society, and its visitors in general, aware of the importance of biodiversity and its conservation, as well as to serve as an educational tool, making the new generations of Panamanians aware of the importance of Panama's natural heritage, and strengthening the basis of their identity.

The Amador Foundation is in the process of carrying out Phase B of the Biomuseo, which includes the installation of three new exhibition galleries, and the construction and/or adaptation of the supporting

infrastructure. The Phase B galleries complete the story begun by the initial five galleries of the Biomuseo, which opened in 2014. Among the works to be executed is the production and installation of two jewel tanks (Mangrove and Coral), including the tank containers and supporting structures, acrylic viewing windows, and rockwork and decorative plastic theming inserts, at gallery Oceans Divided. To this end, the Amador Foundation has structured this Request for Proposals process, according to the requirements established in the present document. In order to be considered, the contractor must submit his proposal with his bid at the address, date and time indicated in the present document.

SECTION I. SUBMISSION OF THE PROPOSAL

1. INSTRUCTIONS

1.1. PURPOSE OF THE TENDER

This tender is intended to award the contract for the production and installation of two jewel tanks (Mangrove and Coral), including the tank containers and supporting structures, acrylic viewing windows, and rockwork and decorative plastic theming inserts, at gallery Oceans Divided. The scope of the work requested and the technical specifications are detailed in Section II of the present Request for Proposal document.

1.2. BACKGROUND AND JUSTIFICATION

This contract is part of the Phase B Biomuseo works, which include the installation of three new galleries and their physical and audiovisual exhibition elements, the construction of new information stations in the botanical park, and the construction and/or adaptation of the required support infrastructure, including the aquarium quarantine area and new areas of service for the museum. The contractor for the tasks specified in this RFP document will be selected via a public tendering process that is being distributed among companies experienced in the production and installation of rockwork and decorative plastic theming inserts for aquariums.

1.3. INDICATIONS TO SUBMIT THE PROPOSAL

The proposal must include a technical proposal and a financial proposal, as detailed in Clause 2.1 of this Section, and should be sent by e-mail to licitaciones@biomuseopanama.org, or physically delivered to the Administrative Offices of the Amador Foundation, Building No. 136, Amador Causeway, Panama City, Republic of Panama.

1.4. LEGAL REPRESENTATION OF THE PROPONENT

The contractor shall submit copies of all documentation proving its existence and legal representation, as detailed in Clause 2.1 of this Section.

1.5. ACCEPTANCE OF TERMS AND CONDITIONS

The contractor agrees and acknowledges that the submission of the proposal in this award process corresponds to the acceptance, without reservation or conditions, of the documents and terms of this request for proposal. Therefore, the contractor declares that expressly accepts each and every one of the clauses and conditions established herein.

1.6. TENDER PROCESS

1.6.1. Tender Stages: The process consists of a single selection stage.

1.6.2. Consultation Period: The contractor may request clarification or additional information on this tendering process via email at: licitaciones@biomuseopanama.org.

1.6.3. Submission of Proposals: The proposals for this tender process must be sent by email to licitaciones@biomuseopanama.org. or physically delivered to the administrative offices of the Amador Foundation, Building No. 136, Amador Causeway, Panama City, Republic of Panama.

- The latest date and time for receipt of the proposals is Monday, November 6, 2017, up to 4:00 pm Panama Time.

2. INFORMATION AND DOCUMENTS TO BE SUBMITTED BY THE PROPONENT

2.1. SUBMISSION OF DOCUMENTS

The contractor shall submit a proposal composed of two sections, as follows:

A. TECHNICAL PROPOSAL: General information of the proponent, which includes:

- Name and general data of the company.
- Experience and previous performance in comparable work. Detail experience of the last five (5) years. The references must include contact name, number and address (physical and email) in case of having to ascertain any information.
- Registration Information stating the names and general data of the Legal Representative for the company.
- Bank reference letter certifying the contractor's financial solvency and satisfactory conduct of the accounts.
- Two most recent yearly financial statements for the company.
- Full documentation of construction crews and lead personnel, especially project managers and creative team (designers, sculptors, painters), detailing the experience of each person listed and their ability to perform all phases of the work.
- Photographs as references of contractor's experience and ability to construct theming inserts including coral reef and muddy bank and mangrove root surfaces similar to those shown on the attached reference drawings and photographic references.
- Detail of proposed materials and methodology for the execution of the works to be carried out.
- Work schedule: Based on the estimated schedule outlined in Clause 5 of Section II of the present document, the proponent must present a proposed schedule listing the sequence of activities to be performed and the proposed time that shall need to carry out the requested work. The schedule should also specify deliverables at the end of each phase.

B. ECONOMIC PROPOSAL: The economic bid shall be submitted in Balboas (B/.) or US Dollars (US \$), including all direct and indirect costs, insurance and transportation, as well as any other aspect that may have an impact on the cost of the contract. The economic proposal should be

fully itemized and include a payment schedule related to the approval of deliverables specified on the proposed work schedule.

2.2. EVALUATION CRITERIA

The quality of the methodology proposed for carrying out the requested services shall be evaluated, as described in Section IV. Evaluation of Proposals.

SECTION II. SCOPE OF THE REQUESTED WORKS AND TECHNICAL SPECIFICATIONS

1. PROJECT AND LOCATION

The work requested consists of the production and installation of two jewel tanks (Mangrove and Coral), including the tank containers and supporting structures, acrylic viewing windows, and rockwork and decorative plastic theming inserts, at gallery Oceans Divided of the Biomuseo, located in Amador, Panama City, Republic of Panama.

2. GALLERY OUTLINES AND CONTENT

2.1. GALLERY 6: OCEANS DIVIDED

Oceans Divided presents the oceanic consequences of the emergence of the Isthmus of Panama, which divided what was once a single tropical ocean into two: the Pacific and the Caribbean. Today these oceans are very different, and the visitor can observe those differences by comparing two double-height oceanic aquariums located on both sides of this gallery. In addition, two smaller jewel tanks show a mangrove environment and a living coral reef.

- Exhibit 6.02: Mangrove jewel tank. Capacity: 800 gallons (3,000 liters). Smaller tank with banks, mangrove roots . (Substrate materials and living specimens by Owner)
- Exhibit 6.05: Coral jewel tank. Capacity: 650 gallons (2,450 liters). Smaller tank with coral and reef structures. (Substrate materials and living specimens by Owner)

3. SCOPE AND DESCRIPTION OF THE WORK REQUESTED

The project includes the production and installation of two jewel tanks (Mangrove and Coral), including the tank containers and supporting structures, acrylic viewing windows, rockwork and decorative plastic theming inserts, and the installation of the necessary life support system connections at gallery Oceans Divided. All work will be reviewed by the Amador Foundation. The contractor will produce the work under two phases: a pre-production phase and a production and Installation phase. The tasks included in each phase are as follows:

A. Pre-production phase:

- A.1.** Produce 1:10 scale, fully-colored and textured models of the theming inserts for each of the jewel tanks (Mangrove and Coral), based on the attached construction drawings, conceptual models and sketches, and reference photographs. Show rockwork textures and positions/shapes of larger decorative plastic elements. The models will be approved at the Contractor's offices, and do not need to be shipped to Panama.
- A.2.** Produce sample real-scale panels of rockwork and decorative plastic elements indicating the final texture, detail, color, etc., as required under this project. Contractor shall produce one panel for the coral reef surface and one for the mud bank and mangrove roots surface, measuring 600 mm

x 600 mm each, showing different levels of detail. The types of texture, detail, color, etc. of the panels shall be as directed by the Amador Foundation.

A.3. Review the specified construction techniques and materials (See attached Specifications documents) for the tank containers and supporting structures, acrylic viewing windows, and rockwork and decorative plastic theming inserts, and propose any modifications or material required.

A.4. Produce detailed budget and schedule for the execution of Phase B of the contract: fabrication and installation of the tank containers and supporting structures, acrylic viewing windows, and rockwork and decorative plastic theming inserts and all components, including all direct and indirect costs as well as the contractor's fees.

B. Production and installation phase:

B.1. Produce any required construction documents and shop drawings for the tank containers and supporting structures, fixing to current wall structure, acrylic viewing windows, and rockwork and decorative plastic theming inserts of the two jewel tanks, including any connection with the jewel tank LSS and installation of all skimmers or plumbing required.

B.2. The furnishing of all labor, materials, shipping, and equipment necessary for the proper and complete fabrication, transportation and installation of the two jewel tanks for gallery Oceans Divided, as indicated in the specification documents, approved shop drawings, or specified herein.

4. REFERENCE COST

The reference total cost for the work requested, including all direct and indirect costs as well as the contractor's fees is \$75,000.00 USD.

5. ESTIMATED SCHEDULE

The maximum times estimated for the different phases of the work are as follows.

	2017			2018						
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL
Contracting										
Pre-production										
Fabrication										
Shipping										
Installation of jewel tanks in gallery										
Connection to LSS by others										

SECTION III. TERMS AND CONDITIONS: PERMITS, GUARANTEES, INSURANCE AND BONDS

1. PERMITS

The contractor shall comply with the laws of the Republic of Panama, being solely responsible for any breach thereof. The Contractor, therefore, must maintain all the permits and licenses required by the laws or regulations applicable to the works authorized to be performed by the award of the contract that is the subject of the present tender.

2. CONTRACTOR SELECTION PROCESS

The selection of the contractor shall be made according to the "Request for proposal" public tender method, defined in the contractor Selection and Contracting Rules, prepared by the Amador Foundation. This contract shall be awarded to the contractor that submits the best proposal in agreement with the works requested here, and selected in accordance with the evaluation criteria established in Section IV of this Request for Proposal. The award of the contract shall be notified by means of a formal note sent by electronic mail to the address of the selected contractor.

SECTION IV. EVALUATION OF PROPOSALS, AND SELECTION AND AWARD OF CONTRACT

The technical and economic factors that will be considered in the evaluation of the proposals presented for this process are presented below. For each factor to be evaluated, its weighting will be as follows:

Evaluation factors	Percentage
1. Technical proposal	70%
1.1 Prior contractor experience and performance	20%
1.2 Personnel qualifications	20%
1.3 Proposed fabrication materials and techniques	30%
2. Economic proposal	30%
2.1 Offered price	30%

1. TECHNICAL FACTORS (70%)

- 1.1. Prior contractor experience and performance:** Contractors shall demonstrate that they have prior experience in similar projects by submitting at least three (3) projects of similar scope or value to the works that are the object of the present tender, executed in the last five (5) years, including contact person and information (telephones, physical and electronic addresses), which shall allow for the corroboration of the information.
- 1.2. Personnel qualifications:** Contractors shall demonstrate that their construction crews and lead personnel, especially project managers and creative team (designers, sculptors, painters), have prior experience and are fully able to perform all phases of the work.
- 1.3. Proposed fabrication materials and techniques:** For both stages of this process, the technological aspect of the design proposals will be evaluated. The quality of the design proposals will be evaluated here.
- 1.4. Evaluation Method:** The proposals shall be evaluated by reviewing each of the factors described above individually, assigning to each a score from 1 to 10. For each factor, the proponent who is evaluated as having the best performance shall get a score of 10. Each of the other proponents will be evaluated in reference to the proponent who obtained the highest rating, and will be assigned a score that is mathematically proportional to the difference in performance.
- 1.5. Calculation Method of Factor Weighted Score (PP1):** The score obtained by each participant for each of the preceding factors shall be calculated as follows: $PP1 = T1a \times (\%)$, where T1a is the score obtained by the participant in factor and % is the corresponding percentage of the total score as indicated in the tables above, adding to a total of 70%.

2. ECONOMIC FACTORS (30%)

- 2.1.** Offered price: The amount offered by each bidder to carry out the works requested will be evaluated.
- 2.2.** Evaluation Method: Each proposal of each proponent shall be evaluated with scores from 1 to 10, where the number 1 shall be the lowest score and the number 10 the highest score. The proponent that submits the best economic proposal shall obtain a score of 10, and the rest of the proponents will be assigned a score that is mathematically proportional to the difference in price.
- 2.3.** Calculation Method of Factor Weighted Score (PP2): The score obtained by each participant shall be calculated as follows: $PP2 = T2a \times (0.30)$, where T2a is the score obtained by the participant in this factor of minimum quantity offered that has a value of 30%.

3. SELECTION AND AWARD OF THE CONTRACT

The selection process of the contractor to be used for the award of this contract shall be governed by the provisions and rules of the Amador Foundation for the best offer negotiated tenders. The selection shall only involve internal and management staff of the Amador Foundation, as well as specialists in the branch that are considered necessary to evaluate technical aspects. The Proponent who is favored with the award must be available to sign the corresponding Contract within the following 10 calendar days to the award date. The contract shall be awarded to the qualified bidder who submits the most technically favorable proposal for the Amador Foundation, which meets all the minimum requirements.

The Amador Foundation shall choose the proposal that best suits its interests and reserves the right to reject any or all proposals or bids without right to claim by any proponent.

4. MINIMUM REQUIREMENTS FOR THE AWARD

The selected proposal must comply with the requirements detailed below:

- The best technical and economic proposal shall be chosen, based on the sole discretion of the Amador Foundation.
- Comparable experience in the requested works as specified in Section I of the present document. For this, the proponent must comply with the requirements of Clause 1.1. of this Section.
- The total price offer proposed by the offeror is the best (lowest price).
- That the proponent has the resources to carry out the contract or the capacity to obtain them. The proponent must certify and prove that he has the technical and financial resources to carry out the contract.
- That the proponent has a satisfactory record of fulfillment of its obligations.

The Amador Foundation may request and/or consider for the qualification of each proponent, all information that allows it to verify that the proponent effectively fulfills all these requirements established herein; as well as with any other information that allows to determine that the proponent has the suitability and is able to carry out this contract.

SECTION V. GENERAL CONSIDERATIONS

1. IMPORTANT NOTICES

This tender document has been issued by the Amador Foundation and provided to the interested contractors for the sole purpose of preparing their participation in the Bidding Process.

The Amador Foundation reserves the right, in its sole discretion, to cancel, suspend or terminate, at any time, the Bidding Process, whenever in its sole discretion it deems it appropriate or convenient, so that the participants in the present Process shall not be entitled to any claim of any kind. Consequently, the participants, expressly, irrevocably and unconditionally, waive, without reservation or limitation, to bring any actions, remedies, exceptions or legal defenses, of any nature, against the Amador Foundation, and all Directors, Consultants, Experts and Advisers, in any forms related to the Process, for said cause.

2. APPLICABLE LAW

Participants shall expressly, irrevocably and unconditionally submit to the laws and jurisdiction of the competent Courts of the Republic of Panama, waiving without reservation or limitations to any other international or foreign jurisdiction.

3. RESPONSIBILITY OF PARTICIPANTS

All costs and/or expenses incurred by participants with respect to the present Process are their sole responsibility. It is the responsibility of all interested parties to obtain all the necessary information, of any kind, that could in any way influence or affect their participation and the development of their proposal. Interested parties must keep themselves informed of all incidents that occur in the Process and, for this, they must verify frequently, all the announcements and notifications with respect to the Process.

4. CONFLICT OF INTEREST

The policies of the Amador Foundation require contractors to provide professional, objective, and impartial advice, and that at all times the interests of the Contracting Organization should be given utmost importance; any conflict with other assignments should be rigorously avoided.

The contractor has the obligation to disclose to the Amador Foundation any situation of actual or potential conflict that has an impact on its ability to serve the best interests of the Client. Failure to do so may lead to disqualification of the Consultant or termination of the Contract and/or to sanctions imposed by the Amador Foundation.

5. CONSULTATIONS

Interested parties should review the Request for Proposal document and be informed of all terms, conditions and details that may affect their participation in the Process. All questions, requests for additional information, clarifications or communications in general must be made in writing to the Amador Foundation to the following address: licitaciones@biomuseopanama.org

The Amador Foundation shall respond to all inquiries through notes sent via email, which shall be supplied to all those who are registered with the Amador Foundation for this bidding process. No questions shall be

answered regarding the Request for Proposals or Process, if received less than five (5) calendar days prior to the Proposal Submission Date.

6. MODIFICATIONS TO THE REQUEST FOR PROPOSALS

Only modifications to the Request for Proposal that the Amador Foundation makes in writing through an Addendum shall be valid. All Addenda shall be notified in writing to all those registered with the Amador Foundation as participants in the Bidding process.

7. DISQUALIFICATION CRITERIA

Proponents shall be disqualified in any of the following cases:

- 7.1. Failure to comply with any of the evaluation criteria and/or requirements or conditions required in this Request for Proposal document or lack of required information or documentation.
If any of the information submitted by the proponent is false, inaccurate, incorrect, or not pertinent.
- 7.2. Incomplete submission of the documents and/or information required.
Late submission of the information requested in the present Request for Proposal. Lack of timely presentation of clarifications, explanations and, additional documents within the term established by the Assessment Committee of the Amador Foundation.

APPENDIX: ATTACHED DOCUMENTS

1. Architectural drawings
2. Jewel tank schematic drawings
3. Jewel tank life support system drawings and specifications
4. Theming insert, glazing and support specifications
5. Reference images
6. Oceans Divided exhibit detail
7. Biomuseo building and gallery photos