



**The Ministry of Health
and
Ministry of Public Works**

**Request for Information
For
Lefroy Care Community Facility - Conceptual Design Competition**

Request for Information No.: **2024-002-MPW**

Issued: **Wednesday April 9, 2025**

STAGE 1 - Submission Deadline: **Friday, May 2, 2025 @ 03:00:00 PM Bermuda local time**

TABLE OF CONTENTS

#	Section	Page
1.1	Introduction	3
1.2	RFI Timetable	3
1.3	Background	4
1.4	Conceptual Design Competition Stages	5
1.5	Eligibility Criteria	5
1.6	Submission Instructions	6
1.7	Evaluation Scoring Criteria	7
	APPENDIX A - PREVIOUS PROJECTS	
	APPENDIX B - RESPONDENT SUBMISSION FORM	
	APPENDIX C - LOCAL BENEFITS FORM	
	APPENDIX D - SUBMISSION CHECKLIST	
	APPENDIX E - SAMPLE CERTIFICATE OF INCOMCENCY	
	APPENDIX F - CERTIFICATE OF COMFIRMATION OF NON-COLLUSION	

1. Introduction

This Request for Information (“RFI”) is issued by the Government of Bermuda (the “Government”) through the Ministry of Public Works on behalf of the Ministry of Health is requesting information from interested parties for the purposes of gathering information about the marketplace in order to assist in the determination of future procurement options or requirements. Respondents are asked to respond to the Government and provide the information requested below.

This is an invitation by the Government of Bermuda to prospective local Architectural Firms who are interest in participating in a Conceptual Design Competition for a new development called Lefroy Care Community Facility.

2. RFI Timetable

Stage 1 Expression of Interest (EOI)

Key Dates	
Issue Date of RFI	Wednesday, April 9, 2025
Deadline for Questions	Monday, April 21, 2025
Deadline for Addenda	Thursday, April 24, 2025
Submission Deadline	Friday, May 2, 2025 @ 3:00pm
Anticipate notifying shortlist Architectural Firms/ Issue Addendum	Friday, May 9, 2025

Stage 2 Conceptual Design Competition

Key Dates	
Competition Commences	Monday, May 12, 2025
Site Visit (<i>mandatory</i>)	Friday, May 16, 2025 @ 10:00am
Deadline for Questions	Monday, May 19, 2025
Deadline for Addenda	Thursday, May 22, 2025
Competition Submission Deadline	Friday, July 18, 2025 @ 3:00pm
Presentation	Week of July 21, 2025, Date and Time (TBC)
Winner Notification	Week of July 28, 2025

Site Visit Mandatory

The mandatory site visit will be held at the entrance to Morgan's Point and is scheduled for Friday, May 16, 2025 @ 10:00am. Failure to be present at the site visit and sign in will result in the disqualification of your document submission.

All times listed are in Bermuda local time. The RFI timetable is tentative. It may be changed by the Government at any time, and the Government may choose to waive or extend the Deadline for Questions, Deadline for Addenda, and/or the Submission Deadline.

3. Background

We are seeking local Architectural Firms to bring innovative ideas/design solutions and creativity to the design challenge and to deliver the project within the proposed time period.

The Expression of Interest is Stage 1 of the RFI

The Conceptual Design Competition is Stage 2 of the RFI which is calling for ideas only with no commitments to further the design.

The Government is committed to build a new purpose-built facility to house the Lefroy Care Community Facility at a location on Morgan's Point adjacent to George's Bay Road and the Railway Trail junction.

The facility has been given the working name of "Lefroy Care Community Facility" (LCCF) as it will replace the existing Lefroy House Care Community that serves older adults.

The goals of the new Care Community are to:

- Uphold the Ministry of Health's vision for the long-term care system – a system which provides a continuum of care for seniors and persons with disabilities in the right setting and at the right time to ensure quality of life and financial sustainability.
- Expand Bermuda's residential long-term care capacity.
- Enable residents to age at home and to age in place whenever possible.
- Serve as a model for the development of other communities of care.

The objectives include:

- To provide person-centered residential long-term care and respite care and serve as a model for other long-term care facilities.
- To provide opportunities for intergenerational interaction.
- To provide a facility for the provision of long-term care education and training.
- To provide a location where the social service needs of the surrounding community can be met or enhanced.
- To provide a facility where patients can transition from acute care back to home.
- To provide amenities which encourage community participation and involvement in the lives of community residents.

The desired result is a community center and hub for healthy people and healthy community life. Our vision is for a community where those in need of residential long-term care can live in a home-like setting and participate in their community – a community that invites both the residents and the surrounding community to join in and be involved.

The new facility will enable the Ministry of Health to implement its strategy for health and long-term care.

All requirements of the Residential Care Homes and Nursing Homes Act 1999 and the Residential Care Homes and Nursing Homes Regulations 2001, including the current version of the Code of Practice for Care Homes must be met in order for the facility to be licensed.

4. Conceptual Design Competition Stages

Stage 1 – Expression of Interest

- EOI is aimed at attracting technically competent and professional teams to register their interest in the project, as described in this document. A shortlist of 3 (three) of the best Architectural Firms will be selected to move to Stage 2. Successful and unsuccessful Architectural Firms will be contacted by the Government of Bermuda prior to the commencement of Stage 2.

Stage 2 – Conceptual Design Competition

- The 2nd Stage of the RFI will be issued as an addendum.
- The shortlisted Architectural Firms will be asked to produce a concept design. A comprehensive brief will be issued to these Architectural Firms, as well as information about the site. A panel will review all entries and attend a presentation and question/answering session by all 3 (three) shortlisted Architectural Firms.
- Equal honorarium (compensation) of \$25,00.00 will be offered to each shortlisted Architectural Firm on completion of the second stage of the competition.

The winning Architectural Firm will be exempt from the contributory honorarium; they will receive \$70,000.00 prize.

Both stages of the competition will be evaluated by a Panel made up of Officers from the Ministry of Public Works, Ministry of Health, and a specialist.

Winning the competition shall not automatically guarantee any competitor, namely the winning competitor, the explicit right to lead to a culmination in any further design works or agreement as the Government of Bermuda has the discretionary right not to proceed with the competition and /or the further development any of the designs as submitted by the winning competitor.

5. Eligibility Criteria

Provide evidence of being a local registered Architectural Firm with supporting Local registered Quantity Surveyor and registered Interior Designer.

Reference Appendix C – Local Benefits (Social, Economic, and Environmental)

6. Submission Instructions

Respondents are asked to submit their information and signed Respondent Submission Form by Friday, May 2, 2025 @ 3:00pm to the following address and to the attention of the RFI Contact.

Tender Box at the Ministry of Public Works,
Located on the 3rd Floor, General Post Office Building,
56, Church Street, Hamilton, HM12, Bermuda.

E-mail and facsimile submissions are not accepted. However, copies of your proposal may be sent in Adobe PDF format via a USB drive with your hard copy submittal.

For the purposes of this procurement process, the “RFI Contact” will be:

Mr. Milton Harris at email msharris@gov.bm

Respondents should direct any questions on this RFI process to the same RFI Contact.

Submissions should include a completed and signed Respondent Submission Form (Appendix A) that acknowledges, among other things, that this RFI and any respondent submissions will not create a legal relationship or obligation regarding the procurement of any good or service.

The original and all copies of the response shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the respondent. This authorization shall consist of a written authorization and shall be attached to the Submission Form included in (Appendix A). The name and position held by each person signing the authorization must be typed or printed below the signature. An Electronic Record of Signature will be accepted in the submission only in accordance with the requirements laid out in the *Electronic Transactions Act 1999*. Any interlineation, erasures, or overwriting shall be valid only if they are signed or initialed by the person signing the response.

Respondents downloading this file and intending to respond to this RFI are required to register their interest with the RFI Contact by emailing their company name and contact information to **Mr. Milton Harris at email msharris@gov.bm** prior to the Submission Deadline noted in the RFI timetable above.

Amendment/addenda (if any) will be posted at <https://www.gov.bm/procurement-notice>. Respondents should visit the Government Portal on a regular basis during the RFI process.

Each response must include all the mandatory submission requirements as listed in Appendix D - Submission Checklist.

7. Evaluation Criteria *(Demonstrate the following)*

Architectural Firms are required to submit all relevant information for assessment. This shall include the following which will all form part of the evaluation criteria for shortlisting candidates.

Evaluation and Scoring Criteria

<u>No.</u>	<u>Criteria</u>	<u>Weight %</u>
1.0	Teams Expertise, Experience & Resources	30%
	Demonstrate experience in designing healthcare facilities, particularly nursing homes or long-term care facilities.	
	Provide evidence of a track record on successful project delivery within budget and on schedule.	
	Provide evidence of multi-disciplinary team composition including architects, engineers, interior designers, and ideally, geriatric specialists or healthcare consultants.	
	Identify Lead Personnel	
	Give details on if a Joint Venture is considered.	
2.0	Specific Experience on Similar Projects	20%
	Outline the knowledge and experience gained from previous projects which are relevant to this RFI; provide examples of previous projects of similar nature	
	Provide testimonials or references from previous clients attesting to the team's performance and expertise in the attached Previous Projects Form	
3.0	Project Understanding	10%
	Provide evidence that the Firms understands the task and scope of the project including any potential risk.	
4.0	Professional Innovation	10%
	Demonstrate the Firms capacity to provide high quality design and presentations.	
5.0	Local Benefits (Social, Economic, Environmental)	30%

APPENDIX A – PREVIOUS PROJECTS

Project (Name)	
Client	
Completion Date or expected Completion Date	
Value (\$)	
Description	
Innovative Characteristics	
Professional Recognition	
Referee	

Project (Name)	
Client	
Completion Date or expected Completion Date	
Value (\$)	
Description	
Innovative Characteristics	
Professional Recognition	
Referee	

Project (Name)	
Client	
Completion Date or expected Completion Date	
Value (\$)	
Description	
Innovative Characteristics	
Professional Recognition	
Referee	

APPENDIX B – RESPONDENT SUBMISSION FORM

1. Respondent Information

Please fill out the following form, naming one person to be the respondent's contact for the RFI process and for any clarifications or communication that might be necessary.

If the company is incorporated and registered, then a Certificate of Incorporation and a Certificate of Incumbency is required and must be submitted with the Respondent Submission Form.

Declaration of Interest: The respondent shall provide details of its ownership and/or managerial structure upon request from the Government. The respondent shall also provide a statement of whether or not it has any relevant and material interest relevant to the provision of the Goods and Services. Such statement shall be provided at least annually or if there is any change in the interest of the respondent.

Full Legal Name of Respondent or Personal/Given Name:	
Representative's Name (Person with Signing Authority) and Title:	
Street Address:	
City, Province/State, Parish:	
Postal Code/Zip Code:	
Country:	
Phone Number with Area Code:	
Respondent's Social Insurance Number issued by the Government of Bermuda:	
Respondent's Payroll Tax Number issued by the Government of Bermuda:	
Respondent's Registration Number issued by the Bermuda Registrar of Companies (if incorporated)	
Company Website (if any):	
Respondent Contact Name and Title:	
Respondent Contact Phone:	
Respondent Contact Fax:	
Respondent Contact Email:	

2. Terms of Reference

In responding to this RFI, the respondent acknowledges its acceptance of the following RFI Terms of Reference:

a. Request for Information Not a Formal Competitive Bidding Process

This RFI is issued for information-gathering purposes and is not intended to create legal obligations between the Government and any of the respondents or their representatives. Without limiting the generality of the foregoing, this RFI will not necessarily result in any subsequent negotiations, direct contract award, invitational tendering process or open tendering process, and does not constitute a commitment by the Government to procure any goods or services.

b. RFI Not to Limit the Government's Pre-Existing Rights

This RFI will not limit any of the Government's pre-existing rights. Without limiting the generality of the foregoing, the Government expressly reserves the right, at its discretion, to:

- (i) seek subsequent information or initiate discussions with any potential supplier, including potential suppliers that did not respond to this RFI;
- (ii) initiate direct negotiations for the procurement of any good or service with any potential supplier or suppliers, regardless of whether the potential supplier or suppliers responded to this RFI;
- (iii) contact a limited number of potential suppliers, which may include only those that responded to this RFI or may include potential suppliers that did not respond to this RFI, for the purpose of a competitive process for the procurement of any good or service;
- (iv) elect to proceed by way of open tender call where all potential respondents, including those that did not respond to this RFI, are eligible to compete for the award of a contract for the supply of any good or service; and
- (v) elect not to procure the good or service that is the subject of this RFI.

These expressly reserved rights are in addition to any and all other rights of the Government that existed prior to the issuance of this RFI.

c. Use of Documents

All entries and related documents shall remain the property of the Government. Respondents shall guarantee that their submitted entries do not violate intellectual property rights and that they are the authors of the submitted design. Any element of the respondent's design, plans, and specifications may be incorporated by the Government in any final design. The Government has the right to publicize the competition entries. The Government has the right to retain all submitted material including, but not limited to plans, photographs, and designs pertaining to the entries that have received honorariums or a prize. Any models shall not be returned to their authors.

d. Pricing Information for General Information Purposes Only

Any pricing information provided by respondents is for general information purposes and is not intended to be binding on respondents. Any legally binding pricing or purchasing commitments will be established only where specified by the express terms of a subsequent tender call process or where established through the execution of a written agreement.

e. Information in RFI Only an Estimate

The Government and its advisers make no representation, warranty or guarantee as to the accuracy of the information or empirical data contained in the RFI or issued by way of addenda. Any quantities shown or data contained in this RFI, or provided by way of addenda, are estimates provided only as general background information.

f. Parties to Bear Their Own Costs

The Government will not be liable for any expenses incurred by a respondent, including the expenses associated with the cost of preparing responses to this RFI. The parties will bear their own costs associated with or incurred through this RFI process, including any costs arising out of, or incurred in, (i) the preparation and issuance of this RFI; (ii) the preparation and making of a submission; or (iii) any other activities related to this RFI process.

g. Accuracy of Responses

The respondent acknowledges that the information provided is, to the best of its knowledge, complete and accurate.

h. Submissions Will Not Be Returned

Except where set out to the contrary in this RFI or expressly requested in the respondent's submission, the submission and any accompanying documentation provided by a respondent will not be returned.

i Confidential Information of the Government

All information provided by or obtained from the Government in any form in connection with this RFI either before or after the issuance of this RFI (i) is the sole property of the Government and must be treated as confidential; (ii) is not to be used for any purpose other than replying to this RFI; (iii) must not be disclosed without prior written authorization from the Government; and (iv) must be returned by the respondent to the Government immediately upon the request of the Government.

The respondent may not at any time directly or indirectly communicate with the media in relation to this RFI without first obtaining the written permission of the Government.

j. Disclosure of Information

The respondent consents to the Government's collection of information as contemplated under the RFI for the uses contemplated under the RFI. Respondents should not include information in their response that is proprietary or confidential. Information provided by a respondent may be released in accordance with governing laws. To the extent that a respondent does include confidential or proprietary information, the respondent should identify any information in its submission or any accompanying documentation supplied in confidence for which confidentiality is to be maintained by the Government. The confidentiality of such information will be maintained by the Government, except where the Public Access to Information Act 2010 or where an order by a tribunal or court requires the Government to do otherwise. The respondent consents to the disclosure, on a confidential basis, of this submission by the

Government to advisers retained by the Government for the purpose of reviewing this submission.

The respondent acknowledges that the Government may make public the name of any and all respondents.

k. Governing Law

This RFI process will be governed by and construed in accordance with the laws of Bermuda applicable therein.

l. All new Information to Proponents by Way of Addenda

This RFI may be amended only by addendum in accordance with this section. If the Government, for any reason, determines that it is necessary to provide additional information relating to this RFI, such information will be communicated to all proponents by addendum. All addenda will be published online at <https://www.gov.bm/procurement-notice>. Each addendum forms an integral part of this RFI and may contain important information, including significant changes to this RFI. The proponent is requested to confirm that it has received all addenda by listing the addenda numbers, to (if applicable) issued by the Government, or if no addenda were issued by the Government write the word "None". The onus is on proponents to make any necessary amendments to their proposals based on the addenda. The proponent confirms it has read, received and complied with these addenda. Proponents who fail to complete this section will be deemed to have received all posted addenda.

m. No Guarantee of Volume of Work or Exclusivity of Contract

The Government makes no guarantee of the value or volume of work to be assigned to the successful respondent.

n. Not in Good Faith

The respondents undertake to act in good faith with respect to each other's rights under this RFI and to adapt all reasonable measures to ensure the realization of the objectives of this RFI. Should the respondent fail to act in good faith, that respondent will be in breach of this RFI and their respective entry will be deemed null and void and they will be automatically disqualified.

Signature of Witness

Signature of Respondent Representative

Name of Witness

Name of Respondent Representative

Title of Respondent Representative

Date

APPENDIX E – SAMPLE CERTIFICATE OF INCUMBENCY

The undersigned being the Secretary of the company as named below (the “Company”), a company duly organised and existing under the laws of the Islands of Bermuda and having it’s registered office as set out below **DO HEREBY CERTIFY** that the following is a true and correct listing of the Directors and Officers of the Company in full force and effect as of the date hereof.

DIRECTORS

List

ALTERNATE DIRECTORS

List

OFFICERS

List

IN WITNESS WHEREOF I have hereunto set my signature in accordance with the By-Laws of the Company.

Company Name:

Date:

Secretary/Director

APPENDIX F – CONFIRMATION OF NON-COLLUSION

Notes for the proponents

The essence of Open Tendering is that the Government of Bermuda shall receive bona fide competitive proposals from suitably qualified persons or entities. In recognition of this principle, each person or entity that submits a proposal will be required, by way of the signature of a duly authorized representative of the company, to confirm that the proposal has been submitted without any form of collusion.

All proponents must complete and sign a Certificate of Confirmation of Non-Collusion. Any proposals submitted which do not include a signed copy of the Certificate will be wholly rejected and will not be included in the evaluation process.

If it is later found that the undertakings made below have been breached at any stage of the procurement process, then the proponent will be expelled from the process immediately. In the event that this is discovered after a contract award, legal action may be taken against the proponent and/or any party involved in the matter.

Any proponent that submits false information in response to this Request for Proposals (RFP), and any other person or entity involved in collusion, may be excluded from competing for future contracts tendered by the Government of Bermuda.

Confirmation of non-collusion

I/We certify that this is a bona fide proposal, intended to be competitive and that I/We have abided by the terms and conditions related to this proposal and that I/We have not fixed or adjusted the amount of the proposal or the rates and prices quoted by or under or in accordance with any agreement or arrangement with any other person.

I/We confirm that we have not received any information, other than that contained within the RFP pack, or supplementary information provided to all proponents.

I/We also certify that I/We have not done and undertake that I/We will not do at any time any of the following acts:

- (a) communicating to a person other than the RFP Contact the amount or approximate amount of my/our proposed proposal (other than in confidence in order to obtain quotations necessary for the preparation of the proposal for insurance);
- (b) entering into any agreement or arrangement with any other person that he shall refrain from competing or as to the amount of any proposal to be submitted; or
- (c) offering or agreeing to pay or give or paying any sum of money, inducement, gift /hospitality or valuable consideration directly or indirectly to any person in relation to this procurement.

By signing this document, I/we have read and agree to its terms and conditions.

(1) _____ Title _____ Date _____

(2) _____ Title _____ Date _____

for and on behalf of _____

