



**EXPRESSION OF INTEREST
for
VERNAMFIELD LITE AERODROME
MASTER PLAN & BUSINESS CASE**

Project #: AAJ/VAMP/2021

Procuring Entity: Airports Authority of Jamaica

2021 December 20

Letter of Invitation

December 20, 2021

Dear Prospective Consultant:

1. The Airports Authority of Jamaica (AAJ) - the Procuring Entity, has allocated funds to undertake *Vernamfield LITE Aerodrome Master Plan and Business Case* for which this Request for Expressions of Interest is issued.
2. The Airports Authority of Jamaica, the Procuring Entity herein, now invites Expressions of Interest for interested parties to provide: *Vernamfield LITE Aerodrome Master Plan and Business Case*. More details on the services to be provided are set out in the Terms of Reference.
3. This Request for Expressions of Interest is published internationally
4. Prospective Respondents will be shortlisted in accordance with the Government of Jamaica Handbook of Public Sector Procurement Procedures, which can be found at the website: www.mof.gov.jm.
5. The Expression Of Interest includes the following documents:

Section I:	Instructions to Applicants/Applicants
Section II:	Expression of Interest Data Sheet
Section III:	Qualification Criteria and Requirements
Section IV:	Application Forms
Section V:	Scope of Works
6. Please inform us in writing at the address in the Data Sheet upon receipt:
 - (a) that you received the Letter of Invitation; and
 - (b) whether you will submit an Expression of Interest alone or in association with another party.

Yours sincerely,

WBStrachan
Winsome Strachan
Project Coordinator

Expression of Interest for the Vernamfield LITE Aerodrome Master Plan

Project #: AAJ/VAMP/2021

Procuring Entity: Airports Authority of Jamaica

Issued on: 2021 December 20

Abbreviations and Acronyms

AAJ:	Airports Authority of Jamaica
AFPS:	Applicant for Expression of Interest
CV	Curriculum Vitae
BD:	Bidding Document
e-GP	Electronic Government Procurement System
FIDIC:	Federation Internationale des Ingénieurs-Conseils*
FIRM:	Business Entity
GOJ:	Government of Jamaica
GOJEP	Government of Jamaica Electronic Procurement System
ICC	International Chamber of Commerce
ICB:	International Competitive Bidding
IFB:	Invitation for Bids
IFP:	Invitation for Expression of Interest
ITA:	Instructions to Applicants (Applicants)
ITB:	Instructions to Applicants (Applicants)
Office	Office of Public Procurement Policy
JV:	Joint Venture
MOF	Ministry of Finance & Public Service
Partner:	A Business entity joined to another Business entity
EDS:	Expression of Interest Data Sheet
PPC	Public Procurement Commission
PE:	Procuring Entity
PE:	Professional Engineer
PERB	Professional Engineer Registration Board
EOI:	Expression of Interest
ED:	Expression of Interest Document
SBD:	Standard Bidding Document
SCC	Special Conditions of Contract
SED	Standard Expression of Interest Document
TAJ	Tax Administration of Jamaica
TCC	Tax Compliance Certificate
TCL	Tax Compliance Letter
UNDB	UN Development Business

Contents

PART 1 - Expression of Interest Procedures	1
Section I. Instructions to Applicants.....	1
Section II. Expression of Interest Data Sheet	11
Section III. Qualification Criteria and Requirements	13
Section IV. Application Forms	21
PART 2 – Services Requirements.....	35
Section V. Scope of Services	37
APPENDIX	49

PART 1 – Expression of Interest Procedures

Section I. Instructions to Applicants

Table of Contents

A. General	2
1. Sections of Expression of Interest Document	2
2. Scope of Application	2
3. Source of Funds	3
4. Fraud, Corruption and other Prohibited Practices	3
5. Eligible Applicants/Applicants.....	3
6. Disqualified Applicants.....	3
7. Joint Venture.....	4
8. Eligible Goods and Related Services	4
B. Preparation of Applications	4
9. Application(s).....	5
10. Materials, Equipment, and Services	6
11. Clarification of Expression of Interest Document	6
12. Amendment of Expression of Interest Document	6
13. Cost of Applications	7
14. Language of Application	7
15. Documents Comprising the Application	7
C. Submission of Applications	7
16. Application Submission Form.....	7
17. Documents Regarding the Applicant's Legal Status	7
18. Documents Establishing the Qualifications of the Applicant.....	7
19. Signing of the Application and Number of Copies	8
D. Procedures for Evaluation of Applications	8
20. Sealing and Identification of Applications	8
21. Deadline for Submission of Applications	8
22. Late Applications	9
25. Clarification of Applications	9
26. Responsiveness of Applications.....	9
27. SubConsultants	10
E. Evaluation of Applications and Expression of Interest of Applicants..	10
28. Evaluation of Applications.....	10
29. Procuring Entity's Right to Accept or Reject Applications	10
30. Expression of Interest of Applicants.....	11
31. Notification of Expression of Interest.....	11
32. Invitation to Bid.....	11
33. Changes in Qualifications of Applicants.....	11

Contents of the Expression of Interest Document General

A. General

1. Sections of Expression of Interest Document

1.1 The document for the Expression of Interest of Applicants (hereinafter - “Expression of Interest document”) consists of parts 1 and 2 which comprise all the sections indicated below, and should be read in conjunction with any Addendum issued in accordance with **ITA Clause 12**.

PART 1 Expression of Interest Procedures

- Section I. Instructions to Applicants (ITA)
- Section II. Expression of Interest Data Sheet (EDS)
- Section III Qualification Criteria and Requirements
- Section IV. Application Forms

PART 2 Works Requirements

Section V. Scope of Works

- 1.2 The “Invitation for Expression of Interest Applications” issued by the Procuring Entity is not part of the Expression of Interest document.
- 1.3 The Procuring Entity accepts no responsibility for the completeness of the Expression of Interest document and its addenda unless they were obtained directly from the Procuring Entity.
- 1.4 The Applicant is expected to examine all instructions, forms, terms, and specifications in the Expression of Interest document. Failure to furnish all mandatory information or documentation required by the Expression of Interest documents may result in the rejection of the Application.

2. Scope of Application

2.1 The Procuring Entity **specified in the Expression of Interest Data Sheet (EDS)**, issues these standard Expression of Interest documents (SPD) for the Expression of Interest of the works thereto as specified in Section V, Works Requirements. The name and identification number of this international competitive bidding (ICB) procurement are **specified in the EDS**. The name, identification, and number of lots are **provided in the EDS**.

2.2 Throughout these Expression of Interest documents:

- (a) the term “in writing” means a communication in hand or machine written type and includes messages by facsimile, e-mail and other electronic forms of communications with proof of receipt.
- (b) “Electronic communications” means the transfer of information using electronic or similar media and the recording of information using electronic media.
- (c) if the context so requires, “singular” means “plural” and vice versa; and
- (d) “day” means calendar day.

2.3 Bidding will be conducted either in hard copy or using the electronic Government Procurement (e-GP) System as specified in the EDS.

3. Source of Funds

3.1 The Procuring Entity has received public funds toward the cost of the project named in **the EDS** for the execution of this procurement.

4. Fraud, Corruption and Other Prohibited Practices

- 4.1 The Government of Jamaica requires that all parties involved in the procurement proceedings and execution of such contracts observe the highest standard of ethics.
- 4.2 For the purposes of this provision, offences of fraud and corruption are defined in Part VII of the Public Procurement Act, 2015 (Act) and any other Act relating to corrupt activities in Jamaica.
- 4.3 A person who commits an offence under the Act or any other Act relating to corrupt activities in Jamaica shall ---
 - 4.3.1 be liable for conviction under the provisions of the Act or any other Act relating to corrupt activities in Jamaica;
 - 4.3.2 have their bid rejected if it is determined that the Applicant is not in compliance with the provisions of the Act, the regulations or any other Act relating to corrupt activities in Jamaica;
 - 4.3.3 risk other sanctions provided for in the Act or the regulations.

5. Eligible Applicants

- 5.1 In accordance with the Public Procurement Regulations, 2018, Section 17, Applicants shall have to demonstrate that they have paid all taxes, duties, fees and other impositions as may be levied in Jamaica at the time of award of contract provided that the procurement contract requires the Consultant to be physically located in Jamaica.
- 5.2 In accordance with the Public Procurement Regulations, 2018, Section 17, Applicants shall have to demonstrate their compliance with Section 15 of the Act at the time of award of contract provided that the procurement contract requires the Consultant to be physically located in Jamaica.
- 5.3 Applicants shall provide such evidence of their continued eligibility as the Procuring Entity may reasonably request.

6. Disqualified Applicants

- 6.1 Failure to directly **obtain** the bidding documents from the Procuring Entity will result in **disqualification from the procurement proceedings.**
- 6.2 A Applicant shall not have a conflict of interest. All Applicants found to have a conflict of interest shall be disqualified. Applicants may be considered to have a conflict of interest with one or more parties in this bidding process, if they are or have been associated in the past, with a firm or any of its affiliates which have been engaged by the Procuring Entity to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods to be purchased under this bidding document; or that has been hired (or is proposed to be hired) by the Procuring Entity as Project Manager for the Contract.
- 6.3 A Applicant that is ineligible in accordance with ITB Clause 5, at the date of contract award, shall be disqualified.
- 6.4 A Applicant falling in any of the disqualification grounds in sections 18 and 19 of The Public Procurement Regulations 2018 shall be disqualified

7. Joint Venture

- 7.1 Applicants shall not submit more than one bid in this bidding process, except for alternative bids permitted under ITB Clause 18. This does not limit the participation of SubConsultants in more than one bid.
- 7.2 A Applicant may be a firm that is a private entity or the combination of such entities in the form of a joint venture (JV) under an existing agreement or with the intent to enter into such an agreement supported by a letter of intent. In the case of a JV, all members shall be jointly and severally liable for the execution of the entire Contract in accordance with the Contract terms. The JV shall nominate a Representative who shall have the authority to conduct all business for and on behalf of any and all the members of the JV during the bidding process and, in the event the JV is awarded the Contract, during contract execution. Unless specified in the EDS, there is no limit on the number of members in a JV.

8. Eligible Goods and Related Services

- 8.1 The term “goods” means (a) things of every kind and description, whether tangible or intangible, including (i) commodities, agricultural crops, raw materials, products and equipment; (ii) matter in solid, liquid or gaseous form; and (b) services incidental to the supply of such things.
- 8.2 For the purpose of this Clause, origin means, but is not limited to, the country where the goods have been grown, mined, cultivated, produced, manufactured, processed or services provided; or through manufacture, processing, or assembly, another commercially recognized article results that differs substantially in its basic characteristics from its components.

B. Preparation of Applications

9. Applicant(s)

- 9.1 An Applicant may be: a person, firm, a person or firm in joint venture that is a private entity or the combination of such entities in the form of a joint venture (JV) under an existing agreement or with the intent to enter into such an agreement supported by a letter of intent. In the case of a JV, all members shall be jointly and severally liable for the execution of the entire contract in accordance with the contract terms. The JV shall nominate a Representative who shall have the authority to conduct all business for and on behalf of any and all the members of the JV during the bidding process and, in the event the JV is awarded the contract, during contract execution. Unless specified in the EDS, there is no limit on the number of members in a JV.
- 9.2 An Applicant shall be deemed to have the nationality of a country if the Applicant is a citizen or is constituted, incorporated, or registered and operates in conformity with the provisions of the laws of that country. This criterion shall also apply to the determination of the nationality of proposed SubConsultants for any part of the contract including related services.
- 9.3 A firm and any of its affiliates (that directly or indirectly control, are controlled by or are under common control with that firm) may submit its Application for Expression of Interest either individually, as joint venture or as a subConsultant among them for the same contract. However, if prequalified, only one prequalified Applicant will be allowed to Application for the same contract. All Applications submitted in violation of this procedure will be rejected.
- 9.4 All Applicants found to have a conflict of interest shall be disqualified if:

- i. they are or have been associated in the past, with a firm or any of its affiliates which have been engaged by the Procuring Entity to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of works to be purchased under these Expression of Interest documents.
 - ii. one or more parties in this Expression of Interest process, have been associated in the past, with a firm or any of its affiliates which have been engaged by the Procuring Entity to provide consulting services for the preparation of the design, or that has been hired (or is proposed to be hired) by the Procuring Entity as Engineer for the contract; specifications, and other documents to be used for the procurement of works to be purchased under these Expression of Interest documents;
 - iii. they have controlling partners in common;
 - iv. they receive or have received any direct or indirect subsidy from any of them; they have
 - v. the same legal representative for purposes of this Application;
 - vi. they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the Application of another Applicant, or influence the decisions of the Procuring Entity regarding this Expression of Interest process;
- 9.5 Participation by an Applicant in more than one Application will result in the disqualification of all Applications in which the party is involved. However, this does not limit the inclusion of the same SubConsultant in more than one Application. An Applicant that is ineligible in accordance with ITA Clause 5, at the date of contract award, shall be disqualified.
- 9.6 An applicant has the right to a reconsideration or review of an action or decision of the Procuring Entity in accordance with the reconsideration and review procedures.

10. Materials, Equipment, and Services

- 10.1 The materials, equipment and services to be supplied under the contract may have their origin in any country. At the Procuring Entity's request, Applicants may be required to provide evidence of the origin of materials, equipment and services.
- 10.2 For the purpose of this Clause, origin means, but is not limited to the country where the goods have been grown, mined, cultivated, produced, manufactured, processed or services provided; or through manufacture, processing, or assembly, another commercially recognized article results that differs substantially in its basic characteristics from its components.

11. Clarification of Expression of Interest Document

- 11.1 A prospective Applicant requiring any clarification of the Expression of Interest documents shall contact the Procuring Entity in writing at the Procuring Entity's address specified in the EDS. The Procuring Entity will respond in writing to any request for clarification, provided that such request is received prior to the period specified in the EDS. In the case of electronic Expression of Interest clarifications should be submitted through the GOJEP System. The Procuring Entity shall forward copies of its response to all those who have acquired the Expression of Interest documents directly from it, including a description of the inquiry but without identifying the source.
- 11.2 Should the Procuring Entity deem it necessary to amend the Expression of Interest documents as a result of a clarification, it shall do so following the procedure under ITA Clause 12.
- 11.3 If the clarification results in the EDS being materially inaccurate the Procuring Entity shall withdraw and reissue the EDS. Applicants who obtained these original documents will be permitted to participate without penalty.

12. Amendment of Expression of Interest Document

- 12.1 At any time prior to the deadline for submission of Applications, the Procuring Entity may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Applicant, amend the Expression of Interest documents. Later amendments on the same subject modify or replace earlier ones.
- 12.2 Amendments will be provided in the form of Addenda to the Expression of Interest documents, which will be sent in writing to all prospective Applicants that received the Expression of Interest documents from the Procuring Entity. Addenda will be binding on Applicants. Applicants are required to immediately acknowledge receipt of any such Addenda. It will be assumed by the Procuring Entity that the amendments contained in such Addenda will have been taken into account by the Applicant in its Application. In the case of electronic Expression of Interest any amendments to the Expression of Interest documents will be issued through the GOJEP System.
- 12.3 In order to afford prospective Applicants reasonable time in which to take the amendment into account in preparing their Applications, the Procuring Entity may, at its discretion, extend the deadline for the submission of Applications, in which case, the Procuring Entity will notify all Applicants in writing of the extended deadline for the submission of Applications, pursuant to ITA Sub-Clause 21.2.

13. Cost of Applications

- 13.1 The Applicant shall bear all costs associated with the preparation and submission of its Application, and the Procuring Entity shall not be responsible or liable for those costs.
- 13.2 The Procuring Entity shall incur no liability by virtue of it exercising its power to cancel a procurement in accordance with Sections 41 and 44 of the Act
- 13.3 Notwithstanding sections 12.1 and 12.2, should the Procurement Review Board, following an application for reconsideration decide that the actions of the Procuring Entity were not in compliance with the provisions of the Act or the regulations, the Procurement Review Board may require the payment of compensation for any reasonable costs incurred by the Applicant.

14. Language of Application

- 14.1 The Application, as well as, all correspondence and documents relating to the Application exchanged by the Applicant and the Procuring Entity, shall be written in the English language. Supporting documents and printed literature that are part of the Application may be in another language provided they are accompanied by an accurate translation of the relevant passages in the English language, in which case, for purposes of interpretation of the Application, such translation shall govern.

15. Documents Comprising the Application

- 15.1 The Application shall comprise the following:
- (a) Application Submission Form, in accordance with ITA Clause 16;
 - (b) documentary evidence establishing the Applicant's legal status, in accordance with ITA Clause 17;
 - (c) documentary evidence establishing the Applicant's qualifications, in accordance with ITA Clause 18; and
 - (d) any other document required as specified in the EDS.
- 15.2 In addition to the requirements under ITA Sub-Clause 15.1, Applications submitted by a JV shall include a copy of the Joint Venture Agreement entered into by all partners. Alternatively, a Letter of Intent to execute a Joint Venture Agreement in the event of a successful Application shall be signed by all partners and submitted with the Application,

together with a copy of the proposed agreement.

- 15.3 The Applicant shall furnish information on commissions and gratuities, if any, paid or to be paid to agents or any other party relating to this Application.

C. Submission of Applications

16. Application Submission Form

- 16.1 The Applicant shall prepare an Application Submission form using the template provided in Section IV, Application Forms. This Form must be completed without any alteration to its format.

17. Documents Regarding the Applicant's Legal Status

- 17.1 To establish its legal status in accordance with ITA Clause 5, the Applicant shall complete the declarations in the Application Submission Form and Forms ELI1.1 and 1.2, included in Section IV, Application Forms.

18. Documents Establishing the Qualifications of the Applicant

- 18.1 To establish its qualifications to perform the contract(s) in accordance with Section III, Qualification Criteria and Requirements, the Applicant shall provide the information requested in the corresponding Information Sheets included in Section IV, Application Forms.

19. Signing of the Application and Number of Copies

- 19.1 The Applicant shall prepare one original of the documents comprising the Application as described in ITA Clause 15 and clearly mark it "ORIGINAL" In the case of electronic Expression of Interest the Application uploaded on the GOJEP system shall be the "ORIGINAL". In addition for hard copy Applications, the Applicant shall submit copies of the Application, in the number specified in the EDS and clearly mark them "COPY." In the event of any discrepancy between the original and the copies, the original shall prevail.
- 19.2 The original and all copies of the Application shall be typed, digitally entered or written in permanent ink and shall be signed and stamped by a person duly authorized to sign on behalf of the Applicant. This authorization shall consist of a power of attorney and shall be attached to the Application.
- 19.3 Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the person signing the Application.

D. Procedures for Evaluation of Application

20. Sealing and Identification of Applications

- 20.1 Applications shall be submitted by hand in hard copy or electronically as specified in the EDS.
- (a) Applicants submitting Applications by mail or by hand shall enclose the original and each copy of the Application, in accordance with ITA Clause 19, in separate sealed envelopes, duly marking the envelopes as "ORIGINAL" and "COPY." These envelopes containing the original and the copies shall then be enclosed in one single envelope. The rest of the procedure shall be in accordance with ITA Sub-Clauses 20.2, 20.3 and 20.4.
 - (b) Applicants submitting Applications electronically shall follow the procedures as described in the GOJEP Guide for Suppliers.
- 20.2 For hard copy Applications the inner and outer envelopes shall:
- (a) bear the name and address of the Applicant;
 - (b) be addressed to the Procuring Entity in accordance with ITA Sub-Clause 21.1;

- (c) bear the specific identification of this Expression of Interest process indicated in the EDS Sub-Clause 2.1 and any additional identification marks as specified in the EDS; and
- (d) bear a warning not to open before the time and date for Application opening, in accordance with ITA Sub-Clause 23.1.

20.3 If all envelopes are not sealed and marked as required, the Procuring Entity will assume no responsibility for the misplacement or premature opening of the Application.

20.4 The proposals shall be deposited in the TENDER BOX provided in the address stated in ITA Sub-Clause 21.1.

21. Deadline for Submission of Applications

21.1 Applications must be received by the Procuring Entity at the address or through the e-GP System and no later than the date and time indicated in the EDS.

21.2 The Procuring Entity may, at its discretion, extend the deadline for the submission of Applications by amending the Expression of Interest document in accordance with ITA Clause 12, in which case all rights and obligations of the Procuring Entity and Applicants previously subject to the deadline shall thereafter be subject to the deadline as extended.

22. Late Applications

22.1 The Procuring Entity shall not consider any Application that arrives after the deadline for submission of Applications, in accordance with ITA Clause 21. All late Applications shall be declared late and rejected. The applicant will be notified and must collect their application within 30 days. If the application is not collected within this period it shall be destroyed.

22.2 In the case of electronic Expression of Interest Applicants will be unable to upload their Application once the Application submission deadline has passed.

23. Opening of Applications

23.1 For hard copy Applications, the Procuring Entity shall open all Applications at the date, time and place specified in the EDS. The Procuring Entity shall prepare a record of the opening of Applications to include, as a minimum, the name of the Applicants. A copy of the record shall be distributed to all Applicants.

23.2 For electronic Applications, the GOJEP System shall prepare an Application opening report that shall include, as a minimum: the name of the Applicants. A copy of the report will be distributed to all Applicants.

E. Evaluation of Applications and Expression of Interest of Applicants

24. Confidentiality

24.1 Information relating to the evaluation of Applications and recommendation for Expression of Interest shall not be disclosed to Applicants or any other persons not officially concerned with such process until the notification of Expression of Interest is made to all Applicants.

24.2 Any attempt by an Applicant or any person to influence the Procuring Entity in the evaluation, pursuant to **Section 56 of the Act**, shall result in the rejection of its Application.

24.3 Notwithstanding ITA Sub-Clause 24.2, from the time of the deadline for submission of Applications to the notification of Expression of Interest, if any Applicant wishes to contact the Procuring Entity on any matter related to the Expression of Interest process, it should do so in writing.

25. Clarification of Applications

25.1 To assist in the evaluation of the applications, the Procuring Entity may, at its discretion, ask any applicant for a clarification of its application. Any clarification submitted by an

applicant in respect to their Application and that is not in response to a request by the Procuring Entity shall not be considered. The Procuring Entity's request for clarification and the response shall be in writing. In the case of electronic Expression of Interest this will be managed through the GOJEP System.

- 25.2 If an applicant does not provide clarifications of its application by the date and time set in the Procuring Entity's request for clarification, its application may be rejected.

26. Responsiveness of Applications

- 26.1 The Procuring Entity may reject any Application which is not responsive to the requirements of the Expression of Interest document.

27. SubConsultants

- 27.1 Applicants planning to subcontract any of the key activities indicated in Section III, Qualification Criteria, shall specify the activity(ies) or parts of the works to be subcontracted in the Application Submission Form. Applicants shall clearly identify the proposed specialist subConsultants in Forms ELI-1.2 and EXP (experience)-4.2(b) in Section IV. Such proposed specialist subConsultant(s) shall meet the corresponding qualification requirements specified in Section III, Qualification Criteria and Requirements.
- 27.2 At this time, the Procuring Entity does not intend to execute certain specific parts of the works by subConsultants selected in advance by the Procuring Entity (Nominated SubConsultants) unless otherwise stated in the EDS.

E. Evaluation of Applications and Expression of Interest of Applicants

28. Evaluation of Applications

- 28.1 The Procuring Entity shall use the factors, methods, criteria, and requirements defined in Section III, Qualification Criteria and Requirements to evaluate the qualifications of the applicants. The use of other methods, criteria, or requirements shall not be permitted. The Procuring Entity reserves the right to waive minor deviations in the qualification criteria if they do not materially affect the capability of an applicant to perform the contract.
- 28.2 Only the qualifications of subConsultants that have been identified in the application may be considered in the evaluation of an applicant. The qualifications of other firms, including the applicant's subsidiaries, parent entities, affiliates, subConsultants (other than Specialized SubConsultants in accordance with ITA 27.2 above) or any other firm(s) different from the applicant shall not be considered.
- 28.3 In case of multiple contracts, the Procuring Entity shall prequalify each applicant for the maximum number and types of contracts for which the applicant meets the appropriate aggregate requirements of such contracts, as specified in Section III, Qualification Criteria and Requirements.

29. Procuring Entity's Right to Accept or Reject Applications

- 29.1 The Procuring Entity reserves the right to accept or reject any application, and to annul the Expression of Interest process and reject all applications without thereby incurring any liability to applicants:
- (a) at any time prior to the acceptance of the successful application; or
 - (b) after the successful application is accepted if:
 - (i) the applicant presenting the successful application is disqualified under the Act or the regulations;
 - (ii) the procurement is cancelled;
 - (iii) the applicant presenting the successful application is excluded on the grounds of

an unfair competitive advantage or a conflict of interest that is likely to impair the integrity of those procurement proceedings;

(iv) the procurement proceedings, the application or the applicant contravenes or is otherwise not compliant with the provisions of the Act or the regulations.

30. Expression of Interest of Applicants

30.1 All applicants whose applications have met or exceeded (“passed”) the specified threshold requirements will, to the exclusion of all others, be prequalified by the Procuring Entity as specified in the EDS.

31. Notification of Expression of Interest

31.1 Once the Procuring Entity has completed the evaluation it shall notify all applicants, in writing if they prequalified.

32. Invitation to Bid

32.1 Promptly after the notification of the results of the Expression of Interest, the Procuring Entity shall invite bids from all the applicants that have been prequalified.

33. Changes in Qualifications of Applicants

33.1 Any change in the structure or formation of an application after being prequalified in accordance with ITA Clause 30 and invited to apply shall be subject to a written approval of the Procuring Entity prior to the deadline for submission of bids. Such approval shall be denied if as a consequence of the change the Applicant no longer substantially meets the qualification criteria set forth in Section III, Qualification Criteria and Requirements, or if in the opinion of the Procuring Entity, a substantial reduction in competition may result. Any such changes shall be submitted to the Procuring Entity not later than 14 days after the date of the Invitation for Bids.

Section II. Expression of Interest Data Sheet

The following specific data for the works to be procured shall complement, supplement, or amend the provisions in the ITA. **Whenever there is a conflict, the provisions herein shall prevail over those in ITA.**

A. General

ITA 2.1	The Procuring Entity is: Airports Authority of Jamaica
ITA 2.1	<p>The name and identification number of the ICB are: Vernamfield LITE Aerodrome Master Plan & Business Case AAJ/VAMP/2021</p> <p>The number, identification and names of the lots comprising this ICB are: One (1)</p>
ITA 2.3	Bidding will be conducted in accordance with HARD COPY PROCEDURES
ITA 3.1	The name of the Project is: Vernamfield LITE Aerodrome Master Plan & Business Case AAJ/VAMP/2021
ITA 7.2 & 9.1	Maximum number of members in the JV shall be: Three (3)

B. Contents of the Expression of Interest Document

ITA 11.1	<p>For clarification purposes, the Procuring Entity's address is:</p> <p>Attention: Project Coordinator</p> <p>Airports Authority of Jamaica Norman Manley International Airport Palisadoes, Kingston Jamaica</p> <p>Telephone: 1-876-924-8835-7, 1 -876-924-8699</p> <p>Facsimile number: 1-876-924-8620</p> <p>Electronic mail address: <u>aaj@aaj.com.jm</u></p> <p>Website Address: <u>http://www.airportsauthorityjamaica.aero</u> Requests for clarification should be received by the Procuring Entity no later than: Seven (7) Days before the deadline for submission of applications stated at ITA 21.1.</p>
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C. Preparation of Applications	
ITA 15.1 (d)	<p>The Applicant shall submit with its Application, the following additional documents:</p> <ul style="list-style-type: none"> -References -Financial Records - Letter of support from a reputable Financial Institution -Letter of Authorization <p><i>Note: The AAJ reserves the right to <u>reject</u> any application that DO NOT submit all the mandatory documents listed below.</i></p>
ITA 19.1	In addition to the original Application, the required number of copies is: Four (4)
D. Submission of Applications	
ITA 20.1	Applications will be submitted in HARD COPY
ITA 21.1	<p>For Application submission purposes only, the Procuring Entity's address is:</p> <p style="text-align: center;">Vernamfield LITE Aerodrome Master Plan & Business Case</p> <p>Attention: Project Coordinator Address: Airports Authority of Jamaica Norman Manley International Airport Palisadoes, Kingston Jamaica</p> <p>Floor-Room number: Tender Box located in the lobby of the offices</p> <p>The deadline for the submission of Applications is: Date: Monday, January 31, 2022 Time: 15:00 EST</p>
ITA 23.1	<p>The Application opening shall take place at:</p> <p>Street Address: Airports Authority of Jamaica Norman Manley International Airport Palisadoes, Kingston Jamaica</p> <p>Date: Monday, January 31, 2022 Time: 15:15 EST</p>

Section III. Qualification Criteria and Requirements

This Section contains all the criteria that the Procuring Entity shall use to evaluate Applications and prequalify Applicants. The Applicant shall provide all the information requested in the forms included in Section IV, Bidding Forms.

Contents

1. Eligibility	14
2. Historical Contract Non-Performance	14
3. Financial Situation and Performance	15
4. Experience	17

Eligibility and Qualification Table

Eligibility and Qualification Criteria				Compliance Requirements			Documentation
No.	Subject	Requirement	Single Entity	Joint Venture (existing or intended)			Submission Requirements
				All Members Combined	Each Member	One Member	
1. Eligibility							
1.1	Nationality	Nationality in accordance with ITA 9.2	Must meet requirement	Existing or intended JV must meet requirement	Must meet requirement	N/A	Forms ELI - 1.1 and 1.2, with attachments
1.2	Conflict of Interest	No conflicts of interest in accordance with ITA 6.2	Must meet requirement	Existing or intended JV must meet requirement	Must meet requirement	Must meet requirement	Letter of Application
1.3	Law of Jamaica	Eligible in accordance with ITA 5.2	Must meet requirement	Existing or intended JV must meet requirement	N/A	N/A	Forms ELI - 1.1 and 1.2, with attachments
2. Historical contract Non-Performance							
2.1	History of Non-Performing Contracts	Non-performance of a contract ¹ did not occur as a result of Consultant default since 1 st January 2017.	Must meet requirement	N/A		Must meet requirement by itself or as partner to past or existing JV	Form CON-2
2.2	Pending Litigation	Applicant’s financial position and prospective long term profitability still sound according to criteria established in 3.1 below and assuming that all	Must meet requirement by itself or as partner to past or existing JV	N/A	Must meet requirement by itself or as partner to past or existing JV	N/A	Form CON - 2

¹ Non performance, as decided by the Employer, shall include all contracts where (a) non performance was not challenged by the Consultant, including through referral to the dispute resolution mechanism under the respective contract, and (b) contracts that were so challenged but fully settled against the Consultant. Non performance shall not include contracts where Employers decision was overruled by the dispute resolution mechanism. Non performance must be based on all information on fully settled disputes or litigation, i.e. dispute or litigation that has been resolved in accordance with the dispute resolution mechanism under the respective contract and where all appeal instances available to the Applicant have been exhausted.

Eligibility and Qualification Criteria				Compliance Requirements			Documentation
No.	Subject	Requirement	Single Entity	Joint Venture (existing or intended)			Submission Requirements
				All Members Combined	Each Member	One Member	
		pending litigation will be resolved against the Applicant					
2.3	Litigation History	No consistent history of court/arbitral award decisions against the Applicant ² since 1 st January 2016	Must meet requirement by itself or as partner to past or existing JV	N/A	Must meet requirement by itself or as partner to past or existing JV	N/A	Form CON - 2
3. Financial Situation and Performance							
3.1	Financial Capabilities	(i) The Applicant shall demonstrate that it has access to, or has available, liquid assets, unencumbered real assets, lines of credit, and other financial means (independent of any contractual mobilization payment) sufficient to meet the services cash flow requirements estimated as USD \$ 100,000.00 for the subject contract(s) net of the Applicant’s other commitments	Must meet requirement	Must meet requirement	N/A	N/A	Form FIN - 3.1 with attachments
		(ii) The Applicants shall also demonstrate, to the	Must meet requirement	Must meet requirement	N/A	N/A	

² The Applicant shall provide accurate information on the related form about any litigation or arbitration resulting from contracts completed or ongoing under its execution over the last five years. A consistent history of awards against the Applicant or any member of a joint venture may result in failure of the Application.

Eligibility and Qualification Criteria				Compliance Requirements			Documentation
No.	Subject	Requirement	Single Entity	Joint Venture (existing or intended)			Submission Requirements
				All Members Combined	Each Member	One Member	
		satisfaction of the Procuring Entity, that it has adequate sources of finance to meet the cash flow requirements on works currently in progress and for future contract commitments. (iii) The audited balance sheets or, if not required by the laws of the Applicant's country, other financial statements acceptable to the Procuring Entity, for three (3) years - 2017, 2018 & 2019 shall be submitted and must demonstrate the soundness of the Applicant's financial position and indicate its prospective long-term profitability.	Must meet requirement	Must meet requirement	N/A	N/A	
3.2	Average Annual Consulting Services Turnover	Minimum average annual Consulting Services turnover of <i>US\$300,000.00</i> calculated as total certified payments received for contracts in progress and/or completed within the 5 years (2015 to 2019 inclusive)	Must meet requirement	Must meet requirement	N/A	N/A	Form FIN - 3.2

Eligibility and Qualification Criteria				Compliance Requirements			Documentation
No.	Subject	Requirement	Single Entity	Joint Venture (existing or intended)			Submission Requirements
				All Members Combined	Each Member	One Member	
4. Experience							
4.1 (a)	General Consulting Services Experience	Consultant has a track record of working experience under ICAO and/or IATA planning and design standards. Submit a list of at least 8 project references under the standards for work completed and in-progress in past 10 years.	Must meet requirement	Must meet requirement	N/A	N/A	Form EXP - 4.1
4.1 (b)		Consultant has published opinions, research and projects on planning and design in well-recognized transportation and airport industry groups, engineering, planning and design and magazines. Show at least two publications.	Must meet requirement by itself or as partner to past or existing JV	Must meet requirement combined or as partner to past or existing JV	N/A	N/A	Form EXP - 4.1
4.2 (a)	Specific Consulting Services Experience - Airport Planning	Consultant has a track record of at least twenty (20) years of airport planning background experience. Capability to maintain a permanent staff of more than fifty (50) consultants in year 2018, with working experience in disciplines	Must meet requirement by itself or as partner to past or existing JV	Must meet requirement combined or as partner to past or existing JV	N/A	N/A	Form EXP 4.2(a)

Eligibility and Qualification Criteria				Compliance Requirements			Documentation
No.	Subject	Requirement	Single Entity	Joint Venture (existing or intended)			Submission Requirements
				All Members Combined	Each Member	One Member	
		<p>relevant to airport physical planning, cargo, aircraft maintenance, sustainability and energy, forecasting and economics, financing and business, commercial and concession development, security, privatization and transactions of airports worldwide. Show details of at least three projects.</p> <p>Demonstrate experience in Small Island States and all the required services as a prime consultant. Show details of least one project.</p> <p>Demonstrate to have incorporated Aerotropolis or Airport City concepts in development planning. Show two examples.</p>					
4.2 (b)	Specific Consulting Services Experience - Airport Sustainability, Energy,	<p>Consultant has work experience preparing the following type of studies in past 10 years.</p> <ul style="list-style-type: none">Demonstrate one experience of integrating	<p>Must meet requirement by itself or as partner to past or existing JV</p>	<p>Must meet requirement combined or as partner to past or existing JV</p>	N/A	N/A	Form EXP - 4.2 (b)

Eligibility and Qualification Criteria				Compliance Requirements			Documentation
No.	Subject	Requirement	Single Entity	Joint Venture (existing or intended)			Submission Requirements
				All Members Combined	Each Member	One Member	
	Emissions Reduction	sustainability into master plans, <ul style="list-style-type: none">Demonstrate design of sustainability management systems or strategy in the Consulting Services and design planning.					
4.2 (c)	Specific Consulting Services Experience - Integrated Airport Financial and Business Advisory Planning	Consultant has working experience integrating financing planning into the development of Airport Master Plans as a prime Consultant for at least 5 commercial service airports in past 5 years. <ul style="list-style-type: none">The financial plans must have included the development of comprehensive computerized airport financial models, extending 40-years into the future (or more) and including projections of revenues (both aeronautical and non-aeronautical), operating expenses, capex, and EBITDA. The financial planning	Must meet requirement by itself or as partner to past or existing JV	Must meet requirement combined or as partner to past or existing JV	N/A	N/A	Form EXP 4.2(c)

Eligibility and Qualification Criteria				Compliance Requirements			Documentation
No.	Subject	Requirement	Single Entity	Joint Venture (existing or intended)			Submission Requirements
				All Members Combined	Each Member	One Member	
		work can be part of a larger project, such as an airport master plan.					

Section IV. Application Forms

Table of Forms

Application Submission Form.....	22
Applicant Information Form.....	24
Applicant's Party Information Form	25
Historical Contract Non-Performance	26
Financial Situation.....	28
Average Annual Consultancy Turnover	30
General Consultancy Services Experience	31
Specific Consultancy Services Experience	32
Consulting Services Experience in Key Activities.....	34

Application Submission Form

Date: *[insert day, month, year]*

Ref No. and title: *[insert Ref number and title]*

To: *[insert full name of Procuring Entity]*

We, the undersigned, apply to be prequalified for the referenced ICB and declare that:

- (a) We have examined and have no reservations to the Expression of Interest Documents, including Addendum(s) No(s)., issued in accordance with Instructions to Applicants (ITA) Clause 8: *[insert the number and issuing date of each addendum]*.
- (b) We, including any sub-Consultants or suppliers for any part of the contract resulting from this Expression of Interest process, have nationalities from eligible countries, in accordance with ITA Sub-Clause 4.2;
- (c) We, including any sub-Consultants or suppliers for any part of the contract resulting from this Expression of Interest, do not have any conflict of interest, in accordance with ITA Sub-Clause 4.5;
- (d) We are not participating, as an Applicant or as a sub-Consultant, in more than one Application in this Expression of Interest process in accordance with ITA-Sub-Clause 4.5;
- (e) We, in accordance with ITA Sub-Clause 24.1, plan to subcontract the following key activities and/or parts of the works:
[insert any of the key activities identified in Section III- 4.2 (b) which the Applicant intends to subcontract]
- (f) we declare that the following commissions, gratuities, or fees have been paid or are to be paid with respect to the Expression of Interest process, the corresponding Expression of Interest process or execution of the Contract: *[insert complete name of each Recipient, its full address, the reason for which each commission or gratuity was paid and the amount and currency of each such commission]*

<u>Name of Recipient</u>	<u>Address</u>	<u>Reason</u>	<u>Amount</u>
<i>[insert full name for each occurrence]</i>	<i>[insert street/ number/city/country]</i>	<i>[indicate reason]</i>	<i>[specify amount in US\$ equivalent]</i>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

[If none has been paid or is to be paid, indicate "none".]

- (g) We hereby agree that in competing for (and, if the award is made to us, in executing) the contract, we undertake to observe the laws against fraud and corruption, including bribery, in force in Jamaica;
- (h) We understand that you are not bound to accept the lowest price or the most advantageous Application or any other Application that you may receive. Furthermore,

we understand that the Procuring Entity may cancel a procurement at any time prior to the acceptance of the successful Application or after the successful Application is accepted if

- (i) the Applicant presenting the Application is disqualified under the Act or the regulations of the Public Procurement Act, 2015;
- (ii) the procurement is cancelled;
- (iii) the Applicant presenting the successful Application is excluded on the grounds of corruption, unfair competition and a conflict of interest; or
- (iv) the procurement, the Application or the Applicant contravenes or is otherwise not compliant with the provisions of the Public Procurement Act, 2015.

Signed *[insert signature(s) of an authorized representative(s) of the Applicant]*

Name *[insert full name of person signing the Application]*

In the Capacity of *[insert capacity of person signing the Application]*

Duly authorized to sign the Application for and on behalf of: Applicant's Name *[insert full name of Applicant]* Address *[insert street number/town or city/country address]*

Dated on *[insert day number]* day of *[insert month]*, *[insert year]*

Form ELI -1.1

Applicant Information Form

Date: _____
Ref No. and title: _____
Page _____ of _____ pages

Applicant's name
In case of Joint Venture (JV), name of each member:
Applicant's actual or intended country of registration: <i>[indicate country of Constitution]</i>
Applicant's actual or intended year of incorporation:
Applicant's legal address [in country of registration]:
Applicant's authorized representative information Name: _____ Address: _____ Telephone/Fax numbers: _____ E-mail address: _____
1. Attached are copies of original documents of <input type="checkbox"/> Articles of Incorporation (or equivalent documents of constitution or association), and/or documents of registration of the legal entity named above, in accordance with ITA Sub-Clause 4.2 <input type="checkbox"/> In case of JV, letter of intent to form JV or JV agreement, in accordance with ITA Sub-Clause 4.1
2. Included are the organizational chart, a list of Board of Directors, and the beneficial ownership.

Form ELI -1.2

Applicant's Party Information Form

Applicant's JV Information Form
(to be completed for each member of Applicant's JV)

Date: _____

Ref No. and title: _____

Page _____ of _____ pages

Applicant's JV name:

JV member's name:

JV member's country of registration:

JV member's year of constitution:

JV member's legal address in country of constitution:

JV member's authorized representative information

Name: _____

Address: _____

Telephone/Fax numbers: _____

E-mail address: _____

1. Attached are copies of original documents of

- ☐ Articles of Incorporation (or equivalent documents of constitution or association), and/or registration documents of the legal entity named above, in accordance with ITA Sub-Clause 4.2.

2. Included are the organizational chart, a list of Board of Directors, and the beneficial ownership.

Form CON - 2

Historical Contract Non-Performance

Applicant's Name: _____

Date: _____

JV Member's Name _____

Ref No. and title: _____

Page _____ of _____ pages

Non-Performed Contracts in accordance with Section III, Evaluation and Qualification Criteria

- ☐ Contract non-performance did not occur since 1st January *[insert year]* specified in Section III, Evaluation and Qualification Criteria.
- ☐ Contract(s) not performed since 1st January *[insert year]* specified in Section III, Evaluation and Qualification Criteria.

Year	Non-performed portion of contract	Contract Identification	Total Contract Amount (current value, currency, exchange rate and US\$ equivalent)
<i>[insert year]</i>	<i>[insert amount and percentage]</i>	Contract Identification: <i>[indicate complete contract name/ number, and any other identification]</i> Name of Employer: <i>[insert full name]</i> Address of Employer: <i>[insert street/city/country]</i> Reason(s) for nonperformance: <i>[indicate main reason(s)]</i>	<i>[insert amount]</i>

Pending Litigation, in accordance with Section III, Evaluation and Qualification Criteria

- ☐ No pending litigation in accordance with Section III, Evaluation and Qualification Criteria
- ☐ Pending litigation in accordance with Section III, Evaluation and Qualification Criteria.

Year of dispute	Amount in dispute (currency)	Contract Identification	Total Contract Amount (currency), USD Equivalent (exchange rate)
		Contract Identification: _____ Name of Employer: _____ Address of Employer: _____ Matter in dispute: _____ Party who initiated the dispute: _____	

		Status of dispute: _____	
		Contract Identification: Name of Employer: Address of Employer: Matter in dispute: Party who initiated the dispute: Status of dispute:	
Litigation History in accordance with Section III, Evaluation and Qualification Criteria			
<input type="checkbox"/> No Litigation History in accordance with Section III, Evaluation and Qualification Criteria. <input type="checkbox"/> Litigation History in accordance with Section III, Evaluation and Qualification Criteria.			
Year of award	Outcome as percentage of Net Worth	Contract Identification	Total Contract Amount (currency), USD Equivalent (exchange rate)
<i>[insert year]</i>	<i>[insert percentage]</i>	Contract Identification: <i>[indicate complete contract name, number, and any other identification]</i> Name of Employer: <i>[insert full name]</i> Address of Employer: <i>[insert street/city/country]</i> Matter in dispute: <i>[indicate main issues in dispute]</i> Party who initiated the dispute: <i>[indicate "Employer" or "Consultant"]</i> Reason(s) for Litigation and award decision <i>[indicate main reason(s)]</i>	<i>[insert amount]</i>

Form FIN - 3.1:

Financial Situation

Applicant's Name: _____

Date: _____

JV Member's Name _____

Ref No. and title: _____

Page _____ of _____ pages

1. Financial data

Type of Financial information in (currency)	Historic information for previous _____ years, (amount in currency, currency, exchange rate*, USD equivalent)				
	Year 1	Year 2	Year 3	Year 4	Year 5
Statement of Financial Position (Information from Balance Sheet)					
Total Assets (TA)					
Total Liabilities (TL)					
Total Equity/Net Worth (NW)					
Current Assets (CA)					
Current Liabilities (CL)					
Working Capital (WC)					
Information from Income Statement					
Total Revenue (TR)					
Profits Before Taxes (PBT)					
Cash Flow Information					
Cash Flow from Operating Activities					

*Refer to ITA Clause 16 for the exchange rate

2. Sources of Finance

Specify sources of finance to meet the cash flow requirements on works currently in progress and for future contract commitments.

No .	Source of finance	Amount (US\$ equivalent)
1		
2		
3		

3. Financial documents

The Applicant and its parties shall provide copies of financial statements for _____ years pursuant Section III, Evaluation and Qualifications Criteria. The financial statements shall:

- (a) reflect the financial situation of the Applicant or in case of JV member, and not an affiliated entity (such as parent company or group member).
- (b) be independently audited or certified in accordance with local legislation.
- (c) be complete, including all notes to the financial statements.
- (d) correspond to accounting periods already completed and audited.

☐ Attached are copies of financial statements³ for the _____ years required above; and complying with the requirements

³ If the most recent set of financial statements is for a period earlier than 12 months from the date of Bid, the reason for this should be justified.

Form FIN - 3.2:

Average Annual Consulting Services Turnover

Applicant's Name: _____

Date: _____

JV Member's Name _____

Ref No. and title: _____

Page _____ of _____ pages

		Annual turnover data (Consulting Services only)	
Year	Amount Currency	Exchange rate	USD equivalent
<i>[indicate year]</i>	<i>[insert amount and indicate currency]</i>		
Average Annual Consulting Services Turnover *			

* See Section III, Evaluation and Qualification Criteria.

Form EXP - 4.1

General Consulting Services Experience

Applicant's Name: _____

Date: _____

JV Member's Name _____

Ref No. and title: _____

Page _____ of _____ pages

Starting Year	Ending Year	Contract Identification	Role of Applicant
		Contract name: _____ Brief Description of the works performed by the Applicant: _____ Amount of contract: _____ Name of Employer: _____ Address: _____	
		Contract name: _____ Brief Description of the works performed by the Applicant: _____ Amount of contract: _____ Name of Employer: _____ Address: _____	
		Contract name: _____ Brief Description of the works performed by the Applicant: _____ Amount of contract: _____ Name of Employer: _____ Address: _____	

Form EXP - 4.2(a)

Specific Consulting Services Experience

Applicant's Name: _____

Date: _____

JV Member's Name _____

Ref No. and title: _____

Page _____ of _____ pages

Similar Contract No.	Information			
Contract Identification				
Award date				
Completion date				
Role in Contract	Prime Consultant <input type="checkbox"/>	Member in JV <input type="checkbox"/>	Management Consultant <input type="checkbox"/>	Sub-Consultant <input type="checkbox"/>
Total Contract Amount			US\$	
If member in a JV or sub-Consultant, specify participation in total Contract amount				
Employer's Name:				
Address:				
Telephone/fax number				
E-mail:				

Form EXP - 4.2(a) (cont.)**Specific Consulting Services Experience (cont.)**

Similar Contract No.	Information
Description of the similarity in accordance with Sub-Factor 4.2(a) of Section III:	
1. Amount	
2. Physical size of required works items	
3. Complexity	
4. Methods/Technology	
5. Consulting Services rate for key activities	
6. Other Characteristics	

Form EXP - 4.2(b)

Consulting Services Experience in Key Activities

Applicant's Name: _____

Date: _____

Applicant's JV Member Name: _____

Sub-Consultant's Name⁴ (as per ITA Clause 35): _____

Ref No. and title: _____

Page _____ of _____ pages

All Sub-Consultants for key activities must complete the information in this form as per ITA Clause 35 and Section III, Evaluation and Qualification Criteria.

1. Key Activity No One: _____

Information				
Contract Identification				
Award date				
Completion date				
Role in Contract	Prime Consultant <input type="checkbox"/>	Member in JV <input type="checkbox"/>	Management Consultant <input type="checkbox"/>	Sub- Consultant <input type="checkbox"/>
Total Contract Amount			US\$	
Employer's Name:				
Address:				
Telephone/fax number				
E-mail:				
Information				
Description of the key activities in accordance with Sub-Factor 4.2(b) of Section III:				

⁴ If applicable

PART 2 – Services Requirements

Section V. Scope of Services

Contents

1. DESCRIPTION OF THE SERVICES..... 38

2. CONSULTING SERVICES PERIOD..... 47

1. DESCRIPTION OF THE SERVICES

VERNAMFIELD LITE AERODROME MASTER PLAN

1. Objective, Purpose Results & Expected Results

1.1. Overall Objective

The intention is to develop Vernamfield Aerodrome to be the largest international and domestic air cargo hub in the region. Air cargo is a vital economic activity that contributes significantly to global business and to the Caribbean and Jamaican economies. It is a critical component of the airline industry forming part of a value chain that includes aerodromes, related trucking and logistics services, manufacturing and consumer operations as well as supporting industries.

The VLAMP and BC will aim to deliver a longer-term opportunity to operate on-aerodrome cargo facilities and facilitate ongoing improvements to efficiency and productivity through investments. The longer tenure and increased certainty can be reflected in commercial discussions with the cargo industry. On-aerodrome cargo facilities and services for quality and time-critical products will be required under this Master Plan.

In summary, the Scope of Works comprises:

- Review, confirm or update (if necessary) existing data, site, topography, wind, runway orientation, runway length, obstacle limitation, etc...,
- Develop a set of air traffic forecasts, the relevant aerodrome planning data and parameters,
- Identify additional facilities required to meet the future needs of the aerodrome up to 2062,
- Identify alternative aerodrome layouts and the selection of the preferred option,
- Identify a phased development programme,
- Prepare Cargo Development Plan, aircraft maintenance
- Prepare an Environment Impact Assessment commensurate with the proposed development,
- Develop cost estimates for each development option proposed, and
- Develop a Business Case inclusive of a recommended transaction structure.

Vernamfield LITE Aerodrome Master Plan Approach

The Vernamfield LITE Aerodrome Master Plan (VLAMP) will identify all facilities required to support the air traffic forecast up to the year 2062 and the ultimate capacity of the 4D aerodrome or any other prescribed airport reference code that can be achieved in the current location. This is to ensure a capacity balanced aerodrome concept between runway, cargo terminal, aerodrome access and aviation support facilities. The VLAMP will include a thorough

assessment of aerodrome requirements, considerations and constraints relating to the 4D or any other development of the aerodrome, taking into consideration related facilities, and to determine a layout concept that achieves operational efficiency, planning requirements, accessibility, engineering and environmental acceptability, among other things for the long-term economic sustainability of Vernamfield Aerodrome. The VLAMP should also propose an implementation programme and cost estimates.

The Business Case Approach

The Business Case (BC) shall explore the available options for implementation, provide a recommended structure for implementation and determine the feasibility and the fiscal affordability and sustainability of the project.

Vernamfield LITE Aerodrome Master Plan and Business Case Phases

The VLAMP will proceed in four phases, parts of which may overlap:

- Phase 1 - Site Evaluation, Data Confirmation and Updating
- Phase 2 - Aerodrome Facilities Demand-Capacity Analyses
- Phase 3 - Preparation of Vernamfield LITE Aerodrome Master Plan
- Phase 4 - Preparation of a Business Case Report

The VLAMP Study will be completed within twelve (12) months from the appointment of the Consultant. The initial BC report and financial model will be produced within three (3) months from the receipt of the relevant GoJ approvals of the VLAMP and final BC report within three (3) weeks of receipt of GoJ comments on the initial report.

1.2. Phase 1 - Site Evaluation, Data Confirmation and Updating

The primary focus of this section is to review all documentation provided by the Procuring Entity, conduct a series of Site Visits to review and verify infrastructure. Based on the identified purpose of Vernamfield Aerodrome established from Section 2.0 the following tasks at a minimum will be considered to ensure the Aerodrome realises its true potential.

- Review the land titles and confirm the boundaries and land area
- Analyse wind data and identify any impact of operation by the design aircraft on the main runway
- Determine any infringements by obstacles
- Confirm dimensions of all runways
- Review Pavement Condition Survey
- Verify support services, utilities (water, telephone internet, electricity), road and surface transportation, sewage and drainage

1.3. Phase 2 - Forecast of Demand & Facility Requirements

The primary focus of this section will be to provide information that can be used to evaluate the physical planning and the financial requirements for Vernamfield Aerodrome. Given the peculiar circumstances currently impacting the aviation industry, the VLAMP will examine Co-

vid 19 and any other impact on future short, medium and long term traffic demand. The following list presents some of the items to be forecasted and the units in which the forecasts are to be made:

- Annual and peak month, day and hourly throughput for cargo, mail, passenger and aircraft for maintenance
- Aircraft mix
- Vehicular traffic coming to the Aerodrome
- Number of visitors and number of Vernamfield Aerodrome workers

Once these items are forecasted, the respective facility requirements can be established and the capital costs determined.

Compare and verify traffic forecasts with current Industry (ICAO, ACI, etc.) forecasts. Consult with the main stakeholders (airlines, aircargo carriers, aerodrome tenants, other aerodrome users, Import/Export Community, Jamaica Tourist Board, etc.).

Provide three scenarios, a pessimistic, more likely and an optimistic forecast considering the Short-Term (2022-2032); Medium-Term (2033-2042); and Long - Term (2043-2062).

1.3.1 Demand vs Capacity Analysis

The focus of this section is to determine what infrastructure, facilities and capacity is required to facilitate the forecasted traffic. A critical objective of this section is to ensure regulatory compliance, financial viability, maximum functionality and minimal environmental impact of the proposed facilities based on traffic forecast.

Upon review of the forecasts of demand scenarios, one of the scenarios will be selected by AAJ as preferred and used as the basis to identify future facility requirements for three phases i.e. Short-term, Medium-term and Long-term. The analysis will compare the existing aerodrome facilities with respect to operational capacity and applicable ICAO Standards, Design Criteria and IATA Airport Development Reference Manual (ADRM) 11. The facility requirement to meet the ultimate capacity will also be identified. The facility requirement task will calculate the facility requirements for all aerodrome components identified in the Capacity Analysis.

The consultant will make recommendations on:

- The number and lengths of Runway required to meet forecast traffic
- To provide an analysis of the facilities required to meet the forecast traffic
- To provide a diagnosis of the existing situation of the aerodrome and an indication of preliminary land area requirements for the ultimate capacity.
- To verify/confirm the status of all conforming and non-conforming conditions at the aerodrome based on local and ICAO Standards and Design Criteria.

This analysis will consider the following: -

- i. Airfield System
- ii. Air Cargo and Logistics Facilities
- iii. Aircraft Maintenance
- iv. Business Aviation Centre/General Aviation
- v. Aviation Support Facilities (Airline, Catering, etc.)
- vi. Aerodrome Access and Transportation Facilities (Road, Rail, Port, etc.)
- vii. Passenger Terminal Area

The assessment of existing capacity should include/explore the potential for marine cargo movements at a marine cargo terminal and the key on-aerodrome road junctions as well.

1.4. Phase 3 - Preparation of Aerodrome Master Plan

The purpose of this phase is to document and present the recommendations as determined from the previous phases, convert the facility requirements from a tabular form and high-level graphics determined in Phase 2 to a more detailed layout. The “Aerodrome Layout Plan” will be a graphical representation of all the facilities to be provided on the aerodrome to meet Vernamfield Aerodrome’s development to 2062 and also its ultimate capacity. This drawing will not only depict the layout of individual facilities but also shows the site location relationships of these facilities and the physical links between them.

To support the Airport Layout Plan and assist in its understanding, detailed written descriptions of the layout, functional operation and support needs of each of the facilities will be prepared.

The specific functions and deliverables of Phase 3 works are described in the following Tasks:

- 1.4.1. Development of Cargo and Passenger Terminal Concepts
- 1.4.2. Preparation of Aerodrome Layout Options
- 1.4.3. Evaluation and Selection of Preferred Aerodrome Layout
- 1.4.4. Preparation of Aerodrome Master Plan Drawings
- 1.4.5. Preparation of Terminal Area Plans
- 1.4.6. Preparation of Surface Transportation Systems Plans
- 1.4.7. Preparation of Land Use Plans
- 1.4.8. Preparation of Development Consulting Services Phasing Programme
- 1.4.9. Preparation of Preliminary Capital Cost Estimates
- 1.4.10. Evaluation of Environmental Impact Assessment
- 1.4.11. Preparation of Initial Aerodrome Master Plan Report
- 1.4.12. Preparation of Final Aerodrome Master Plan Report

1.5. Phase 4 - Preparation of a Business Case Report

Upon receipt of the necessary GOJ approvals including Cabinet’s approval of the VLAMP, the Consultant will proceed to Phase 4. The consultant will conduct meetings with the relevant stakeholders to agree upon the common vision for the Project, upon which the Business Case will be based. The vision will serve as a starting point for the Business Case. The role of the consultant shall be to determine if this vision is feasible, and if not, to provide suggestions on

what could be feasible for the project.

The Business Case is to evaluate the benefit, cost and risk of alternative options and the rationale for the preferred/recommended implementation. It should demonstrate justification for undertaking the project and is to cover all pertaining aspects to the subject for ensuring sustainability of the intervention such as technical, financial, environmental, economic, social, legal/regulatory elements for the project in compliance with the GoJ's PPP Policy and PPP Assessment Criteria. These assessments should include, but not limited to the following:

- 1.5.1. Legal Due Diligence
- 1.5.2. Technical Due Diligence
- 1.5.3. Environmental and Social (E&S) Due Diligence
- 1.5.4. Market Assessment/Marketability
- 1.5.5. Fiscal Impact and Affordability
- 1.5.6. Financial Analysis
- 1.5.7. Value for Money
- 1.5.8. Comprehensive risk allocation matrix of all project risks
- 1.5.9. Transaction Structure
- 1.5.10. Preparation of Initial Business Case Report
- 1.5.11. Preparation of Final Business Case Report

1.6. Public Outreach and Participation Program

It is anticipated that public information meetings/workshops will be held throughout the study.

- Prepare for and attend a “kick-off” public information meeting at the outset of the master plan.
- Prepare for and attend public meeting upon completion of the draft Inventory, Forecasts, Facility Requirements, Alternatives, and initial Environmental Issues.
- Prepare for and attend public information meeting upon completion of the master plan update before it is formally accepted by Airports Authority of Jamaica (AAJ)/Government of Jamaica (GOJ)
- Prepare for and attend a maximum of three (3) AAJ Executive Management meetings and update the meeting on the project status.
- Prepare documentation as described below.

To get this main goal, it is necessary to implement a compatibility strategy for land use planning and ground or airspace's reserves in airport boundary ensuring compliance with national and international legislation and regulation. Moreover, the

1.7. Results to be achieved by the Consultant

The following outputs are expected to be achieved by the Consultant:

Phase 1 - Site Evaluation, Data Confirmation and Updating:

Diagnosis of Vernamfield Aerodrome Site Evaluation. High level aerodrome layout plan.

Phase 2 - Forecast of Demand & Facility Requirements:Air Traffic Forecast:

The format of the documentation will include graphics, in the form of tables, graphs, and charts.

Demand vs Capacity Analysis:

Aerodrome Inventory List, Capacity Analysis and Aerodrome Facility Requirements Report. The focus of the deliverables will be graphic depictions of the facility requirements, as well as graphs and charts, as appropriate. The requirements will also be shown in relation to the time frame/planning horizon.

Phase 3 - Documentation and Deliverables

- i. Development of Cargo and Passenger Terminal Concepts:
Report on Evaluation of Various Cargo and Passenger Terminal Concepts
- ii. Preparation of Aerodrome Layout Options:
A Report and Drawings for the Aerodrome Layout Options with Criteria and Basis Explained.
- iii. Evaluation of Selection of Preferred Aerodrome Layout:
Report on Evaluation and Selection of Preferred Aerodrome Layout Option
- iv. Preparation of Aerodrome Master Plan Drawings:
Preferred Aerodrome Layout Plan (Drawing)
- v. Preparation of Terminal Area Plans:
Terminal Area Plans (Drawings)
- vi. Preparation of Surface Transportation Systems Plans:
Surface Transportation Systems Plans (Drawings)
- vii. Preparation of Land Use Plans:
Land Use Plan (Drawings)
- viii. Preparation of Development Consulting Services Phasing Programme:
Development Consulting Services Phasing Programme
- ix. Preparation of Preliminary Capital Cost Estimates:
Preliminary Capital Cost Estimates
- x. Evaluation of Environmental Impact Assessment:
Documentation of the sensitive resources on and in the vicinity of the aerodrome and subsequent Environmental Impact Assessment (EIA).
- xi. Preparation of Initial Aerodrome Master Plan Report:

Initial Aerodrome Master Plan Study Report

- xii. Preparation of Final Aerodrome Master Plan Report:
Final Aerodrome Master Plan Study Report
- xiii. Public Outreach and Participation Program:
Meeting notices, meeting minutes, copies of any presentations and graphics used at each meeting, as well as comments received.

Phase 4 - Documentation and Deliverables

- i. Legal Due Diligence:
Report on the legal due diligence, opinions, and if the project is legally feasible.
- ii. Technical Due Diligence:
Technical Report indicating if the project is technically feasible.
- iii. Environmental & Social Due Diligence:
Environmental & Social Due Diligence Report
- iv. Market Assessment/Marketability:
Market Sounding Report
- v. Fiscal Impact and Affordability:
Fiscal Report
- vi. Financial Analysis:
Financial model and Report
- vii. Value for Money Analysis:
Value for Money Report
- viii. Comprehensive Risk Allocation:
Risk allocation matrix
- ix. Transaction Structure:
Transaction Structure Report
- x. Preparation of Initial Business Case Report:
Initial Business Case Report
- xi. Preparation of Final Business Case Report:
Final Business Case Report

IN SUMMARY:

Overall results

It is expected that the VLAMP will provide information to guide decision making in these

critical areas. The general objectives are as follows:

1. provide an indication of infrastructure requirements in light of a higher-level strategic policy framework, and therefore bring greater clarity and certainty for all those affected including with an interest in cargo and logistics, aircraft maintenance, business aviation and passenger traffic;
2. inform long-term outlook and plans for international, regional and national players, particularly in the development of strategies for future development;
3. become a useful tool for communicating the VLAMP to a range of stakeholders, including airlines, funding institutions, business interests, international and national authorities and other national interests, to allow them to make well informed investment decisions;
4. demonstrate the cost estimate against the future development of the aerodrome;
5. identify national, social and environmental impacts (including those arising from land take and habitat loss) and provide an opportunity to develop preliminary proposals on how those impacts could be mitigated;
6. assess the suitability of the existing infrastructure and recommend accordingly;
7. deliver the desired position for cargo services and facilities in and around Vernamfield Aerodrome; and
8. complete in compliance with the requirements of the relevant National Authorities and other relevant planning standards set by the International Civil Aviation Organisation (ICAO) and International Air Transport Association (IATA), and instructions issued by the Procuring Entity.

Having achieved the objectives for the VLAMP, the BC will explore the available options for implementation and to determine the feasibility (technically, legally, environmentally/socially, marketability) and its fiscal affordability and sustainability of project in line with the Government of Jamaica (GoJ) Public-Private Partnership (PPP) Policy.

The BC objectives are as follows:

1. demonstrate feasibility;
2. determine marketability;
3. provide financial analysis;
4. undertake a value for money assessment of the project as a PPP project and demonstrate fiscal responsibility;
5. provide a comprehensive risk allocation matrix; and
6. recommend a transaction structure.

1.8 Anticipated Team Composition

Team Leader and/or Airport Planner
Civil and/or Airport Engineer
Airport Architect and/or Urban Planner
Financial Specialist

Transport Economist
Environmental Specialist
Energy Specialist
Legal expert

Project-Works Timeline

[illegible]

Number Deliverable	Deliverable	Date Delivery
1	Air Traffic Forecast	2nd Month
2	Airport Inventory List	2nd Month
3	Capacity Analysis and Airport Facility Requirements Report	2nd Month
<i>Preparation of Vernamfield LITE Airport Master Plan</i>		
4	Report on Evaluation of Various Freight and Passenger Terminal Concepts	4th Month
5	Report and Drawings for the Airport Layout Options with Criteria and Basis Explained	4th Month
6	Report on Evaluation and Selection of Preferred Airport Layout Option	6th Month
7	Preferred Airport Layout Plan (Drawing)	6th Month
8	Terminal Area Plans (Drawings)	8th Month
9	Surface Transportation Systems Plans (Drawings)	8th Month
10	Land Use Plan (Drawings)	9th Month
11	Development Consulting Services Phasing Programme	9th Month
12	Preliminary Capital Cost Estimates	10th Month
13	Environment Impact Assessment Report	11th Month
14	Initial Airport Master Plan Study Report	12th Month
15	Final Airport Master Plan Study Report	12th Month
<i>Preparation of Business Case</i>		
16	Activity 4.1: Legal Due Diligence	14th Month
17	Activity 4.2: Technical Due Diligence	14th Month
18	Activity 4.3: Environmental & Social Due Diligence	16th Month
19	Activity 4.4: Market Assessment/Marketability	16th Month
20	Activity 4.5: Fiscal Impact and Affordability	16th Month
21	Activity 4.6: Financial Analysis	17th Month
22	Activity 4.7: Value for Money Analysis	17th Month
23	Activity 4.8: Comprehensive Risk Allocation	17th Month
24	Activity 4.9: Transaction Structure	17th Month
25	Activity 4.10: Preparation of Initial Business Case Report	18th Month
26	Activity 4.11: Preparation of Final Business Case Report	18th Month

APPENDIX

Detailed Evaluation Criteria

Name of Firm.....

**VERNAMFIELD LITE AERODROME MASTER PLAN and BUSINESS CASE
INDIVIDUAL APPLICANT - EOI**

Evaluator.....

Date.....

	CRITERIA SUBMISSION	METHODOLOGY	MIN	MAX	COMMENTS/SCORE
		MANDATORY INFO. PROVIDED (YES/NO)	YES	NO	
1	ELIGIBILITY	REQUIREMENTS			
1.1	Nationality (ITA Sub-Clause 9.2)	Completed application submission form, applicant information form (ELI-1.1) and applicant's party information form (ELI-1.2) with required attachments.			
1.2	Conflict of Interest (ITA Sub-Clause 6.2)	Completed application submission form declaring that bidder did not participate as a consultant in the preparation of the design or technical specifications of the works that are the subject of this prequalification.			
1.3	Law of Jamaica (ITA Sub-Clause 5.2)	Completed applicant information form (ELI-1.1) & applicants party information form (ELI-1.2) with required attachments declaring that the bidder is legally & financially autonomous, operate under commercial law, & they are not dependent agencies of the Procuring Entity.			
1.4	References (ITA Subclause 15.1 (d))	Completed applicant information form (ELI-1.1) & applicants party information form (ELI-1.2) with required attachments declaring that the bidder is legally & financially autonomous, operate under commercial law, & they are not dependent agencies of the P			
1.5	Letter of Authorization (ITA Subclause 15.1 (d))	Letter authorizing agency to conduct queries to verify statements.			
1.6	Financial Records	Submitted Audited Balance Sheets or Financials consistent with requirements of Applicant's country for 2017, 2018 and 2019.			
2	Historical Contract Non-Performance				
2.1	History of Non-performing Contracts	Completed Historical Contract Non-Performance form (CON-2) with evidence showing that Non-performance of a contract did not occur since 1st January 2017.			
2.2	Pending Litigation	Completed historical contract non-performance form. (CON-2) showing financial position and prospective long term profitability sound according to criteria established in 3.1 below and assuming that all pending litigation will be resolved.			
2.3	Litigation History	Completed historical contract non-performance form. (CON-2) with evidence of no consistent history of court/arbitral award against the applicant since 1st January 2016.			

	CRITERIA	METHODOLOGY	MIN	MAX	COMMENTS/SCORE
A	EOI EVALUATION SHEET - III-17, (4.1) GENERAL EXPERIENCE OF THE CONSULTANT RELATIVE TO THE ASSIGNMENT	<i>The number of points to be assigned shall be determined by considering the following two sub-criteria and relevant percentage points</i>			
A.1	General Experience of firm working under ICAO and/or IATA Planning and design standards (at least 8 project references) for how many years.	<i>Point Allocation: Over 10 Years = 10 pts; 10 Years = 7 pts; Under 10 = 6 pts.</i>	7	10	
A.2	General Experience of firm working under ICAO and/or IATA Planning and design standards (at least 8 project references) for number of projects.	<i>Point Allocation: No. of studies: Over 8 = 10 pts; 8 = 7 pts; Under 8 = 6 pts.</i>	7	10	
A.3	General Experience of firm publishing opinions, research and projects on planning and design in well recognized transportation and airport industry groups, engineering, planning and design magazines in number of projects.	<i>Point Allocation: No. of studies: Over 2 = 10 pts; 2 = 7 pts; Under 2 = 6 pts.</i>	7	10	
		subtotal	21	30	
B	EOI EVALUATION SHEET - III-17-20, (4.2a, 4.2b, 4.2c) SPECIFIC EXPERIENCE OF THE CONSULTANT RELATIVE TO THE ASSIGNMENT				
B.1	Airport Master Planning				
B.1.1	Specific Experience of firm in Airport Master Planning having a track record of more than thirty (20) years of airport planning background experience.	<i>Point Allocation: Over 20 Years = 7 pts; 20 Years = 4.9 pts; Under 20 Years = 4 pts.</i>	4.9	7	
B.1.2	Capability to maintain permanent staff of more than fifty (50) consultants in year 2018, with working experience in disciplines relevant to airport physical planning, cargo, aircraft maintenance, sustainability and energy, forecasting and economics, financing and business, commercial and concession development, security, privatization and transactions of airports worldwide.	<i>Point Allocation: Staff Capacity and Experience: Over 50 = 7 pts; 50 = 4.9 pts; Under 50 = 4 pts.</i>	4.9	7	
B.1.3	Demonstrate experience in Small Island States and all the required services as a prime consultant.	<i>Point Allocation: Number of studies: Over 1 = 3 pts; 1 = 2.1 pts; Under 1 = 2 pts.</i>	2.1	3	
B.1.4	Demonstrate to have incorporated Aerotropolis or Airport City concepts in development planning.	<i>Point Allocation: Number of studies: Over 1 = 3 pts; 1 = 2.1 pts; Under 1 = 2 pts.</i>	2.1	3	
B.2	Airport Sustainability, Energy, Emissions Reduction				
B.2.1	Specific Experience of firm in Airport Sustainability, Energy, Emissions Reduction providing work experience preparing the following type of studies in past 10 years. <input type="checkbox"/> Demonstrate one experience of integrating sustainability into master plans.	<i>Point Allocation: No. of studies: Over 1 = 5 pts; 1 = 3.5 pts; Under 1 = 3 pts</i>	3.5	5	
B.2.2	Specific Experience of firm in Airport Sustainability, Energy, Emissions Reduction providing work experience preparing the following type of studies in past 10 years. <input type="checkbox"/> Demonstrate understanding of sustainability management systems, energy or emissions reduction strategies by examples and explanations.	<i>Point Allocation: No. of examples/explanations: Over 3 = 5 pts; 3 = 3.5 pts; Under 3 = 3 pts</i>	3.5	5	

	CRITERIA	METHODOLOGY	MIN	MAX	COMMENTS/SCORE
B.3	Integrated Airport Financial and Business Advisory Planning				
B.3.1	Specific Experience of firm in Integrated Airport Financial and Business Advisory Planning providing integrating financing planning into the development of Airport Master Plans as a prime Consultant for at least 5 commercial service airports in past 5 years, including: The financial plans must have included the development of comprehensive computerized airport financial models, extending 40-years into the future (or more) and including projections of revenues (both aeronautical and non-aeronautical), operating expenses, capex, and EBITDA. The financial planning work can be part of a larger project, such as an airport master plan.	<i>Point Allocation: No. of studies in 5 years: 5 = 10 pts; 5 = 7 pts; Under 5 = 6 pts.</i>	7	10	
		<i>subtotal</i>	28	40	
SCORE			49	70	
	FINANCIAL SITUATION AND PERFORMANCE				
C.	EOI EVALUATION SHEET - (III-15 (3.1 - (i, ii,iii) SOUNDNESS OF FINANCIAL POSITION, CASH FLOW SUPPORT AND PROSPECTIVE LONG TERM PROFITABILITY				
C.1	Completed Financial situation form with evidence showing net worth Net worth = Total Assets – Total Liabilities	Point allocation for all three (3) years: For equal to or greater than US\$ 100,000 steady and increasing net worth over period = 10pts; For less than US \$100,000 = 6pts.	7	10	
C.2	Liquidity = Current Assets/Current Liabilities	Point allocation for all three (3) years: For ratio equal to and greater than 0.5:1 =10pts; For less than ratio 0.5:1 = 6pts	7	10	
C.3	Consulting Work Turnover	Point Allocation for all five (5) Years: Equal to or greater than US \$300,000 = 10pts; less than US \$300,000 = 6pts.	7	10	
		<i>subtotal</i>	21	30	
TOTAL SCORE			70	100	
		Signature of Evaluator:			