



Institute of Jamaica

10 -16 EAST STREET
KINGSTON

REQUEST for PROPOSALS
For
LEASE AND MANAGEMENT OF
GREEN HILLS FIELD STATION
PORTLAND

RFP# G.H.F.S. Proposal #001

This document is intended to guide interested parties concerning this opportunity and indicates the basis upon which proposals will be accepted and evaluated to conclude a selection.

PROPOSALS

Due on: Tuesday, November 24, 2020
and will be accepted until 1:00 p.m.

Contact:

Assets Manager
Institute of Jamaica
10-16 East Street
KINGSTON
922-0620-6 ext. 310
dgordon@instituteofjamaica.org.jm

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OPERATION AND MANAGEMENT OF THE GREEN HILLSFIELD STATION, PORTLAND

1. SECTION 1: OVERVIEW

This Request for Proposals (RFP) provides the opportunity for interested individuals or entities to submit proposals to the Institute of Jamaica to lease the Green Hills Field Station in Portland under terms and conditions set out below and in the proposed lease.

The Institute of Jamaica is seeking proposals from reputable entities: cooperatives, companies, etc. registered (TCC) and with a track record of similar undertakings. The property available for lease is the Green Hills Field Station which is uniquely nestled on 3.782 hectares of lush green land. It is not located within the boundaries of the Blue and John Crow Mountains National Park but it is found within the community buffer zone of the park. The Station houses a wooden structure consisting of a small kitchenette, six (6) bedrooms, three (3) en suite bathrooms, and one bathroom stall with two (2) toilets and two (2) showers.

It is located approximately 1.5 kilometres east of the Holywell National Recreational Park. The site is irregular in shape, below road level, undulating with gently to deeply sloping lands and with natural gullies. Green Hills forms part of the Blue Mountain range surrounded by Wallenford to the north, Mount Horeb and Newcastle to the South and Holywell to the West. It is situated approximately 4.5 kilometres north of Jamaica Defence Force Training site at Newcastle.

The site is protected by the Natural Resources Conservation Authority Act and other legislations administered by the National Environment and Planning Agency would be applicable including among others, the Wild Life Protection Act, Watershed Protection Action Act and the Town and Country Planning Act and associated regulations.

1.1. PROPRIETOR AND MISSION

The Institute of Jamaica (IOJ), an Agency of the Ministry of Culture, Gender, Entertainment and Sport was established in 1879 by Sir Anthony Musgrave, then Governor of Jamaica, "For the Encouragement of Literature, Science and Art in Jamaica", and as such was designed to help Government in the promotion and preservation of culture in the island. It is Jamaica's most significant cultural, artistic and scientific organization.

The IOJ has been the proprietor of the Green Hills property since its acquisition in 1964. The property is managed by the Natural History Museum of Jamaica (NHMJ), a division of IOJ with a mandate to:

- Encourage the study and dissemination of scientific knowledge of Jamaican flora and fauna.
 - Promote the conservation of the Jamaican natural environment.
 - Maintain collections of Jamaican flora, fauna and reference books
2. The NHMJ has species lists for some of the natural flora and fauna of the Green Hills property and has been encouraging field research on the various plants and animals that are habitants of the site. By NHMJ collaborating with the regional NGO, Birds Caribbean, Green Hills Field Station has been featured on their Caribbean Birding Trail as a birdwatching site. For further details visit <https://www.caribbeanbirdingtrail.org/sites/jamaica/green-hills-field-station/>).

2.1. REQUIREMENTS PERTAINING TO THE LEASE

- The Lessee is responsible for all taxes or fees arising from occupancy or business activity.
- All utility expenses must be paid directly by the Lessee (i.e. water, sewage, electricity, phone, Internet, etc.)
- The IOJ is willing to negotiate its rights to use the grounds of the premises for field research, or any other uses that the Executive Director determines may be in the best interest of the NHMJ
- The IOJ retains authority over the preservation of the grounds and total approval authority over their use of the facility.

2.2. BUILDING CONDITION AND LESSEE CONSTRUCTION RESTRICTIONS

The Green Hills Field Station is an old building that requires some infrastructural improvements. The following infrastructure development will be required:

- Walkway from entrance to the property may need to be retrofitted to include hand rails leading to house or the walkway could be converted to give a staircase effect
- Room in the Basement
- The master bathroom
- Roof
- Plumbing system

2.3. LIMITATIONS ON USE

The building for the Green HillsField Station may be modified following approval from the IOJ. Proposers should read the lease in its entirety before submitting proposals. Activities contrary to the mandate and values of the Agency will not be considered. This includes but not limited; to farming that requires the use of fertilizers or any other chemicals that will affect the natural ecosystem.

Proposals for such uses will not be responsive to this RFP and will not be considered.

2.4. PERIOD OF THE LEASE

The period of the lease can be negotiated. Based upon local market conditions and experience, IOJ will consider proposals of as short as five (5) years and as long as ten (10)years.

2.5. PRE-PROPOSAL SITE VISIT

Prospective lessees are strongly encouraged to attend undertake a reconnaissance.

Interested parties are to make appointments for site visit by contacting the Assets Manager, Mr. Donovan Gordon at 876-922-0620-6 ext. 310 or email dgordon@instituteofjamaica.org.jm. The proposed site visit date is Friday, October 30, 2020 at 11:00 am. Kindly confirm your attendance on or before October 23, 2020 at 9:00 am via email. IOJ has provided a sketch of the building (appendix 2) for information purposes only. The dimensions are not meant to be used as working drawings. The IOJ assumes no responsibility for accuracy of the dimensions given neither on the sketch nor on the actual on-site conditions.

NB. The costs of visiting the site shall be at the applicant's expense and risks and applicants are advised to undertake inspections within a reasonable time as no extension of the submission deadline will be granted due to a failure to properly inspect the premises.

3. SECTION 2 – PROPOSAL INSTRUCTIONS

3.1. PREPARATION OF PROPOSALS

- 3.1.1. Proposals need not be on any specific form. However, the requested information must be provided in full in accordance with the instructions within this RFP. If an applicant fails to provide any of the requested information, the proposal may be considered to be non-responsive.
- 3.1.2. An original and two (2) equal copies of the proposal are required.
- 3.1.3. The name, postal address, telephone number, and email address of the individual authorized to negotiate on behalf of the proposer (power of attorney) must be furnished.
- 3.1.4. The IOJ may award a lease based on initial proposals received. Accordingly, each proposal should contain the most favourable terms to the IOJ, from a technical and monetary standpoint, that the applicant can submit.
- 3.1.5. This RFP includes, **IN BOLD CAPITAL LETTERS**, the criteria to be used by the IOJ to evaluate the proposals. Applicants should ensure that they address the criteria provided. The responses to the criteria are what will be evaluated in order to select the best proposal. The questions provided beneath the criteria should be individually addressed. However, they are not intended to be the only information one could or should provide in addressing those criteria.
- 3.1.6. To be considered responsive, the proposal must provide all pertinent information regarding the criteria, and the questions identified below the criteria, and to the other requirements of this RFP.

3.1.7. Prerequisites:

- Current copy of bidder's Tax compliant certificate;
 - Current copy of bidder's Tax Registration Number (TRN);
 - A valid copy of a Government of Jamaica issued national identification;
 - A copy of bidder's business plan with **audited financial statements** if it is an existing business; or
 - Show the estimates in the form of the annual pro forma income statements.
- Note: failure to meet the prerequisites will render the bid invalid.

3.2. SUBMISSION OF PROPOSALS

- 3.2.1. Proposals may be deposited in the tender box, located at 10-16 East Street, Kingston marked “**Tender for Green Hills**”, by November 24, 2020 at 1:00 p.m; or sent in via email no later than November 24, 2020 at 1:00 p.m (EST).
- 3.2.2. No late proposals will be accepted. An original, (so marked) and one (1) copy (so marked) of the document must be included for those tenderers who wish to utilise the tender box approach. Tenderers who submit via email should also submit two (2) documents, one (1) being original (so named) and one (1) being a copy (so named).
- 3.2.3. Applicants are required to provide a valid Tax Compliance Certificate (TCC); a copy of their Tax Registration Number (TRN) and, a copy of valid National Identification (Driver’s license, passport, voters ID).
- 3.2.4. Proposals and any modifications **must be received** by IOJ by the due date and time and at the address shown on the cover of this RFP. If you intend to mail a proposal, you should do so early enough to ensure receipt by IOJ by the due date and time. You also may deliver your proposal to IOJ at the address and by the date and time shown on the cover of this RFP.
- 3.2.5. Proposals and any modifications thereof shall be enclosed in sealed envelopes and addressed to the office specified in the RFP. In the lower left corner of a proposal, place the following information:

RFP-# G.H.F.S. Proposal #001
Green Hills Field Station
Assets Department
Institute of Jamaica
10-16 East Street
Kingston

- 3.2.6. Electronic (email, fax, etc.) proposals will be considered. Please provide a Table of Contents in your document. Appropriate headings for ease of identification and proper structure are expected. Proposals submitted in response to the RFP will not be returned but will be retained by the IOJ.
- 3.2.7. The RFP does not commit the IOJ to pay any costs incurred in the preparation or submission of a proposal.

3.3. QUESTIONS

To make queries/seek clarification regarding this RFP, you must submit your questions in writing to Mr. Donovan Gordon, Assets Manager via email:dgordon@instituteofjamaica.org.jm no later than ten (10) working days in advance of the proposal due date in order to have your questions answered. IOJ will respond in writing to all questions and copy all persons responding to the RFP.

3.4. GENERAL GUIDELINES

Proposals should be persuasive as to their feasibility and should reflect a realistic understanding of the values of the property. Proposals should be supported by references, facts, information, or data that support a need or demand for whatever underlies the project: service, product, use, or activity.

The Proposal should be completed with the information provided in the RFP. In the preparation of all proposal materials and when framing the requested answers, Proposers should keep in mind the nature of the operations to be conducted. Proposers should feel free to add to the information requested while staying within its organizational framework. Proposals must set forth accurate and complete information as required by the RFP, including attachments.

Each proposal should be **complete** when submitted.

4. SECTION 3 – GUIDELINES FOR SELECTION

4.1. Guidelines for Proposals

The following criteria are to be indicated in the formulation of proposals to rehabilitate, manage and operate the facility.

4.1.1. **THE COMPATIBILITY OF THE PROPOSALS'S INTENDED USE OF THE LEASED PROPERTY WITH RESPECT TO PRESERVATION, PROTECTION OF THE NATURAL FLORA AND FAUNA.**

Submit a detailed Businessplan, specifying the proposed use of the property, related experience to this type of business, including specific information on proposed merchandise, services, or related activities. The proposal should be consistent with the lease terms.

The Business Plan should provide as much detail regarding the staffing, competencies, business and proposed use of the building as possible. Be sure to include the proposed schedule of operation (including months, days, and hours).

The IOJ will evaluate the compatibility of the proposal's intended use of the leased property with respect to preservation, and protection of the site. This will include, but not be limited to, how well the operating plan minimizes negative environmental factors such as, noise, disruption to the natural ecosystem and changes to the physical infrastructure.

Some proposed uses of the property include but is not limited to use as a:

- Guest House/Bed and Breakfast
- Research facility
- Base for an Eco Trail with display for gift shop and coffee shop
- Garden and Nature Trails
- Retreat Facility
- Counselling Centre
- Spa

4.1.2. THE FINANCIAL CAPABILITY

The applicant must be able to demonstrate their financial ability to meet the lease obligations.

- Provide estimates of the revenues and expenses for the business that will operate in the building for the first five years of operation- A Business Plan
- Provide audited financial statements if it is an existing business; or
- Show the estimates in the form of the annual pro forma income statements.
- If applicable, include debt payments for the initial business investment.
- Explain the assumptions on which the projections are based to a degree sufficient for reviewers to judge the validity of the estimates.

More detail is preferred over less.

4.1.3. THE EXPERIENCE OF THE PROPOSER DEMONSTRATING THE MANAGERIAL CAPABILITY TO CARRY OUT THE TERMS OF THE LEASE.

The Applicant must be able to explain aptly how the site will be maintained. A clear maintenance programme must be shown which is inclusive of

- Maintenance schedule for the building and grounds

- Solid waste disposal
 - Vector and disease control strategies
 - Frequency and Type of Water Quality testing
 - Washroom and waste water treatment facilities
 - Pruning of trees and gardening
- Security and Grounds
 - Level and type of security to be provided especially if the property is being leased without the caretaker.

Also describe your experience managing the type of operation proposed for the lease, or similar operations and outcomes. Provide detailed resumes for all current and proposed owners and key management personnel including the proposed on-site manager. Identify the specific role the individual is to play and that person's ability to play that role.

State whether you have ever defaulted from or been terminated from a management contract or lease, or been forbidden from contracting.

Any other information required which the applicant considers necessary to the development.

**FORM 1
BUSINESS ORGANIZATION INFORMATION**

Name of Entity and Trade-name, if any

Address

Telephone Number

Fax Number

Email Address

Contact Person

Title

TRN#

TCC#

State of Formation

Date of Formation

OFFICERS AND DIRECTORS OR GENERAL PARTNERS OR MANAGING MEMBERS (AND/OR MANAGER) OR VENTURERS	ADDRESS	TITLE AND/OR AFFILIATION
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4.1.4. THE ABILITY AND COMMITMENT OF THE APPLICANT TO CONDUCT ITS ACTIVITIES AT GREEN HILLS IN AN ENVIRONMENTALLY ENHANCING MANNER THROUGH, AMONG OTHER PROGRAMS AND ACTIONS, ENERGY CONSERVATION, WASTE REDUCTION, AND RECYCLING.

The Applicant must be able describe and demonstrate how:

- they would apply environmental conservation or enhancement activities.
- the proposed operation will integrate the use of the physical environment and
- the project will integrate/ engage the surrounding communities.

4.1.5. THE AMOUNT OF RENT OFFERED AND THE PROPOSED TERM OF THE LEASE.

Please state the annual rent payment for the first year.....

Select which of the following Lease Terms that you propose (minimum of five years, maximum of ten years).

- Five Years
- Six Years
- Seven Years
- Eight Years

- Nine Years
- Ten Years

4.2. OPENING OF PROPOSALS

Proposals will be opened on DATE: Monday, November 24, 2020 at TIME: 1:15 p.m. in the Council Chamber of the Institute of Jamaica, 10-16 East Street, Kingston.

Applicants are invited to attend the opening if they so choose. However, the Ministry of Health's protocol/guidelines will be observed.

4.3. LATE PROPOSALS

Any proposal submitted to the Institute of Jamaica after the prescribed deadline for the submission of proposals will not be considered for evaluation.

4.4. MODIFICATION AND WITHDRAWAL OF PROPOSALS

The proponent may modify or withdraw their proposal after submission, provided that written notice of modification or withdrawal is received by the Institute of Jamaica prior to the prescribed deadline for submission of proposals. The bid however, must be submitted as required on the date and time specified for the RFP.

The Institute of Jamaica reserves the right to reject, in whole or in part, any proposal for which a modification is submitted after the deadline for submission of bids.

4.5. EVALUATION OF PROPOSALS

SELECTION CRITERIA

Evaluation of proposals will be done by the Institute of Jamaica and will result in the selection of the proposal which most convincingly demonstrates

1. **THE COMPATABILITY OF THE PROPOSAL WITH THE ENVIRONMENTAL VALUE OF THE PROPERTY AND ITS SURROUNDINGS**
2. **THE FINANCIAL CAPABILITY TO MANAGE THE PROPERTY**
3. **THE EXPERIENCE OF THE PROPOSER DEMONSTRATING THE MANAGERIAL CAPABILITY TO CARRY OUT THE TERMS OF THE LEASE.**

4. **THE ABILITY AND COMMITMENT OF THE APPLICANT TO CONDUCT ITS ACTIVITIES AT GREEN HILLS IN AN ENVIRONMENTALLY ENHANCING MANNER THROUGH, AMONG OTHER PROGRAMS AND ACTIONS, ENERGY CONSERVATION, WASTE REDUCTION, AND RECYCLING.**
5. **LEASE AMOUNT BEING PROPOSED**

Institute of Jamaica reserves the right to seek additional information and or expertise in order to adequately evaluate any proposal.

4.5.1. EVALUATION CRITERIA

The minimum score to qualify to be shortlisted is **70**. The total score will be as a result of summing all points and the entity or person with the highest score will be recommended to the Board. IOJ reserves the right to indicate to the second highest bidder that they will be considered in the event that the successful bidder fails to contract with IOJ.

All proposals received will be evaluated based on the following schedule/criteria.

RUBRIC FOR EVALUATION OF PROPOSALS					
No.	Criterion	Description	Score		Evaluator Score
1	<u>THE COMPATABILITY OF THE PROPOSAL WITH THE ENVIRONMENTAL VALUE OF THE PROPERTY AND ITS SURROUNDINGS</u>	<ul style="list-style-type: none"> Alignment with the Institute of Jamaica’s mandate to maintain, preserve and protect the natural flora and fauna of the site <ul style="list-style-type: none"> How many years have you worked in the field of heritage tourism, culture, science or history 1-5yrs (5 points); 6-9 (8 points); 10 and over 10 yrs (10 points) 	10	25	
		<ul style="list-style-type: none"> The Development Plan includes the protection and preservation of the site <ul style="list-style-type: none"> Liquid and Solid Waste plan (5 points) Landscape Plan to indicate how they intend to utilize the environment (5 points) Minimal environmental disruption by the construction/ repair of new/old infrastructure on the property for example no major earthwork to cause damage to the flora and fauna (5) 	15		
2	<u>THE FINANCIAL CAPABILITY TO MANAGE THE PROPERTY</u>	<ul style="list-style-type: none"> Evidence of ability to finance such as bank statement, etc 	5	10	
		<ul style="list-style-type: none"> Feasibility of the development plan to be implemented – Business Plan 	5		
3	<u>THE EXPERIENCE OF THE APPLICANT DEMONSTRATING THE MANAGERIAL CAPABILITY TO CARRY OUT THE TERMS OF THE LEASE.</u>	<ul style="list-style-type: none"> Work plan inclusive of a maintenance schedule for the proposed period of the Lease 	10	30	
		Related experience in this type of business <ul style="list-style-type: none"> 6 months to 3 years 4 points 4- 6 years 7 points Over 7 years’ experience 10 points 	10		
		<ul style="list-style-type: none"> Competency of the management team (Training in Management/Educational Qualification) 	10		
4	<u>THE ABILITY AND COMMITMENT OF THE APPLICANT TO CONDUCT ITS ACTIVITIES AT GREEN HILLS IN AN ENVIRONMENTALLY ENHANCING MANNER THROUGH, AMONG OTHER PROGRAMS AND ACTIONS, ENERGY CONSERVATION, WASTE REDUCTION, AND RECYCLING.</u>	<ul style="list-style-type: none"> Marketing strategy 	10	25	
		<ul style="list-style-type: none"> Benefit to IOJ/community and the environment <ul style="list-style-type: none"> Significant benefit 15 points Average benefit 10 points Minimal benefit 5 points 	15		
5	<u>LEASE AMOUNT BEING PROPOSED</u>	Amount must not be below market level	10	10	
Overall Maximum Score			100		

VALIDITY OF PROPOSALS

Proponents are required to guarantee the validity of their proposals, including development plans, and any documentary proof of claims made for a period of one hundred and twenty (120) days and any reasonable extension thereof by the Institute of Jamaica.

4.6. APPENDIX 1 - SITE LOCATION: IMAGES

Figure 1: Walkway to the Green Hills Field Station



Figure 2: The Patio at Green Hills



Figure 4: The Foyer at the Station



Figure 3: Bathroom Stalls



Figure 5: Kitchen Space at the Station



