



## IBILE OIL AND GAS CORPORATION (IOGC)

### REQUEST FOR PROPOSAL

REQUEST FOR PROPOSAL (RFP): PROVISION OF ARCHITECTURAL, ENGINEERING AND SUPERVISION OF CONSTRUCTION/RENOVATION FOR IOGC RETAIL FILLING STATION IN AJEGUNLE-ILO LAGOS ABEOKUTA EXPRESSWAY

REFERENCE NUMBER: IOGC/SCM/DS/20/05/20

ISSUE DATE: 27 MAY 2020

## 1. PURPOSE AND OBJECTIVES

The purpose of this Request for Proposal (RFP) is to obtain proposals from qualified architectural & engineering design firms (herein referred to as A/E) interested in contracting with IBILE OIL & GAS CORPORATION (herein referred to as IOGC) to provide desired services as outlined in this RFP

## 2. INTRODUCTION

IBILE Oil and Gas Corporation (IOGC), a wholly owned entity of Lagos State Government. It is an agency under the Ministry of Energy and Mineral Resources, established by the IBILE Oil and Gas Corporation Law, 2013 (now Cap 11, Laws of Lagos State of Nigeria, 2015). IOGC was set up to harness the gains of Oil and Gas exploitation in Lagos State, invest in oil activities both locally and globally, with the strategic objective to contribute to Lagos State's economic development, creation of employment opportunities and GDP growth that will enable the actualization of the State's vision of widespread economic prosperity.

IBILE Oil & Gas Corporation (IOGC), a wholly owned entity of Lagos State Government and an agency under the Ministry of Energy and Mineral Resources is requesting for quotation for Architectural engineering and supervision for renovation work at IOGC Retail Filling Station, AJEGUNLE -ILO, Lagos Abeokuta Expressway.

## 3. Scope of work

The services to be provided in this proposed contract include but not limited to the following.

- **Vision and Pre-Design-along with Specs Professional (Phase 1)**

Participate and follow directives conveyed in visioning work sessions in collaboration with IOGC Downstream Department.

- **Conceptual/Schematic Design (Phase 2)**

Refine program, space needs and project scope. This phase will involve meetings with IOGC Staff and governmental officials for program development.

- **Design Development (Phase 3)**

After approval and acceptance of the end product from Phase II by IOGC, the Architectural Engineer(A/E) will work to create detailed plans for building material selections, mechanical, plumbing, electrical / control systems and final design. Several revisions of the plan may be needed as the project is developed during this planning stage. The A/E shall provide energy modelling for mechanical and other building systems under consideration. The A/E will then prepare a final design plan based on the input received from IOGC and any applicable governmental agencies responsible for project approvals.

- **Construction/Renovation Documents (phase 4)**

After approval and acceptance of the end product from Phase III by IOGC, the A/E will be responsible for preparation of the required architectural / engineering drawings and plan documents, e.g. site plan, mechanical, electrical, plumbing, and structural plan. After final approval of the architectural drawings and plan documents by IOGC, as well as the appropriate municipal commissions and other governing bodies, the A/E will create detailed construction and specification documents for bidding purposes.

The final construction documents shall include as a minimum: Site Plan, Landscaping Plan, water Management Plan, Drainage Plan, Floor Plan(s), Building Sections, Plumbing, Door / Window / Room finish / Electrical Plans if necessary.

- **Bidding & Contract Award (phase 5)**

The A/E will assist IOGC in bidding the bidding process. Services will include assisting the IOGC with the distribution of plans and

specifications, assisting with sub-contractor pre-bid meetings, assisting with formulating responses to prospective bidders' questions, issuing addendums (if necessary), attendance at the bid opening, and providing IOGC with a recommendation for prime contract awards.

- **Construction Administration & Project Closeout (Phase 6)**

The A/E shall be a representative of and shall advise and consult with IOGC during construction until the final payment to prime contractors is due and during the correction period described in the Contract Documents.

**a. Plan Approvals** - The A/E is responsible for the procurement of ALL plan approvals from government agencies.

**b. Construction Related Services** - The A/E will provide on IOGC's behalf, construction administration and inspection services. At a minimum, services to be provided consist of coordinating regular progress meetings, review of drawings, undertake construction observation and facilitate preparation of final record drawings, warranty follow-up and project closeout.

#### 4. RFP Timeline

RFP issued for A/E	27 May, 2020
Last date/time to submit question regarding RFP	5 <sup>th</sup> June 2020
Proposal due to IOGC	8 <sup>th</sup> June 2020 3:00pm
Contracts/negotiations finalized	12 <sup>th</sup> June 2020
Approval of A/E Contract by IOGC Parastatal Tender Board	15 <sup>th</sup> June 2020
Letter of Notification of Award	17 <sup>th</sup> June 2020

## **5. A/E PROFILE**

Respondents to this RFP shall include the following minimum information in their proposal:

- General qualifications: describe the general qualifications of Consultant.
- Special qualifications: describe any special or unique qualifications of A/E as they relate to this project including, but not limited to, sustainable/green building designs.
- Staff qualifications: submit resumes showing relevant experience of key personnel to be assigned to this project. Specify the role of each key staff member in the project.
- Previous experience: provide a list of clients, including name, address, contact person and telephone number for whom similar or related design services that have been provided within the last ten (10) years. Include a short description of the project(s), the name of the project manager(s), and other staff members that were assigned and their role(s) in the project.

## **6. Proposal Response**

Respondents to this RFP shall include the following minimum information in their proposal:

- a. Describe how A/E will organize and perform the work described in the Scope of Services section. List the names of any sub-consultants that are intended to be used on the project and the specific services to be provided the sub-consultant(s).
- b. Describe A/E's understanding of the project and the planned approach to achieve the goals of the project. Submittal shall include a listing of contemplated tasks and number of estimated hours by personnel classification/discipline for each phase of the project.
- c. Include conceptual time schedules and related expectations/obligations of IOGC needed to complete the scope of work
- d. Provide a fee proposal. Fees shall include ALL meetings needed to successfully complete this project

- e. Provide a description of any possible additional related costs and/or fees (not included in your base fee) that IOGC might incur as a result of this design process.
- f. Provide a description of monthly status reports, e.g. project timeline, deliverables, costs incurred to date, and costs to project timeline.

## **7. Proposal Evaluation/Selection Process / Agreement Award**

The responses will be reviewed an evaluation panel consisting of individuals selected by IOGC. Responding A/E(s) will bear all costs of this RFP and interviews, if any.

Proposals will be reviewed using the following criteria /elements:

- Conciseness, responsiveness and completeness of the proposal to the information requested, objectives, and deliverables as outline in the RFP
- Consultant / Supplier Diversity inclusion
- Fee Proposal / Cost: Overall fee / billing rates
- Prior experience, Qualifications, References, Past Performance of A/E
- Experience / Expertise in Retail filling station renovation Project

IOGC may investigate the qualification of any individual or A/E under consideration, require confirmation of information furnished and require additional evidence of qualifications to perform the services described in this RFP.

Selection will be based upon a determination as to which proposal is in the best interest of IBILE OIL & GGAS CORPORATION. Any decision made by IOGC, including the selection of A/E, shall be final and is NOT subject to appeal.

## **8. SUBMISSION TIME AND PLACE**

Submission by email must be in a portable document format (.pdf) or Microsoft Word. Place the words PROVISION OF ARCHITECTURAL SERVICES FOR THE RENOVATION OF IOGC RETAIL FILLING STATION in the email subject line and send to: [tgbajumo@iogc.ng](mailto:tgbajumo@iogc.ng) and [tnelson@iogc.ng](mailto:tnelson@iogc.ng)

## 9. CONTACT PERSON

Temitayo Gbajumo  
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**Email: [tgbajumo@iogc.ng](mailto:tgbajumo@iogc.ng)**

Kindly forward the requested information to us on or before close of business on Monday, **June 8<sup>th</sup>, 2020.**

Responses received after this date and time will not be accepted.

## 10. CONFIDENTIALITY

Any information made available to us in connection with this request, shall not be disclosed in whole or part without your prior written consent. The A/E must be willing to sign a Non-disclosure agreement if need be.

## 11. DISCLAIMER

Response to this RFP does not constitute an offer and does not form a binding contract. IOGC reserves the right to determine how it should proceed as a result of this RFP. All costs associated with responding to this RFP shall be solely at the expense of the responding party.