



IBILE OIL AND GAS CORPORATION (IOGC)

REQUEST FOR PROPOSAL

Construction Consultant

REFERENCE NUMBER: IOGC/SCM/09/03/20

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1. TERMS OF REFERENCE

1.1 Summary and Background

IBILE OIL & GAS Corporation (IOGC), a Lagos State owned Oil & Gas company is charged with the responsibility to harness the gains of Oil and Gas exploitation in Lagos State and invest in oil activities globally with the strategic objectives to contribute to Lagos State economic development and GDP growth, by promoting and facilitating energy security for the State.

IOGC is a growing integrated energy company with an initial focus on developing opportunities in the gas commercialization business of the oil and gas value chain, through the retailing of Liquefied Petroleum Gas (LPG) for domestic cooking. This is in furtherance of the State's strategic thrust in encouraging the use of LPG as the primary fuel for cooking in Lagos State, thereby reducing the use of kerosene, firewood and charcoal, with their harmful emissions, under the Cleaner Energy Initiative.

1.2 Objective of the Consultancy

1.2.1 Purpose

The objective of the Construction Consultant is to provide guidance and advice to IOGC in securing suitable external resources and to have oversight of the construction of IOGC LPG Skid and Plants that is timeless by design, energy efficient and full compliance with HSSE policy and procedures.

1.3 Project Scope

The Construction Consultant is responsible for ensuring the project is delivered on time, within scope and budget. This would include but not limited to:

- a) Assist IOGC with the procurement of and where necessary draft Request For Proposals (RFP) for additional professional services including the services of an Architect and a Contractor.
- b) Coordinate professional services including the Architect and Contractor.
- c) Attend and participate in committee meetings tasked with the oversight function of the construction of the LPG skid and Plants.
- d) Develop a Project Management Plan, including project objectives, deliverables, role/responsibilities/contact information, communication protocols, document control methodology, cost management, schedule management and quality management plans.
- e) Develop project scopes and objectives, involving all relevant stakeholders and ensure technical feasibility.
- f) Maintain ongoing dialogue with the Architect and Contractor and escalate issues to IOGC's Project Committee with oversight for the construction.
- g) Develop and maintain the overall project milestone schedule. Review and verify the integration of the Design Team's services & deliverables, Owner's responsibilities and anticipated construction schedules.
- h) Develop and maintain a Project Risk Management Plan for the project life.
- i) Manage and oversee the Project Budget (including construction costs, insurance and contingency)
- j) Provide a bi-weekly report to IOGC on the progress of the project.
- k) Schedule and conduct on-site bi-weekly progress meetings involving IOGC, Architect, and Contractor.
- l) Review and comment on the Contractor's Procurement Plan.
- m) Ensure that all required permits are obtained and remain valid for the duration of the project.

- n) Keep track of the budget and advise IOGC on the status of the budget and schedule, this will include timely advice on any situation that may increase the cost of the project or result in delayed completion.
- o) Create and maintain comprehensive project documentation files which shall include availability of As-built documentation for the facility upon commissioning.
- p) Review any requests for changes and submit written recommendations to IOGC with final terms and price for consideration and approval.
- q) Ensure all construction activities comply with Regulatory Codes, Specifications, Quality Assurance and Control requirements laid down by IOGC.
- r) Coordinate with IOGC HSE team to ensure that all HSE requirements are adhered to during construction.

1.4 DELIVERABLES

PHASE I

Identification and Engagement of Architect

- Complete RFP for the Architect using IOGC's approved format.
- Report on submissions from the Architect.
- Assist with the selection of the Architect.
- Assist with the finalization of contract for the Architect.

PHASE II

Identification and Engagement of Contractor

- Complete RFP for the Contractor using IOGC's approved format.
- Report on submissions from the Contractor.
- Assist with the selection of the Contractor.

- Assist with the finalization of contract for the Contractor.

Phase III

Engineering, Procurement and Construction Management

The work activities to be managed by the Construction Consultant shall include but not limited to Engineering, Procurement, Equipment Installation, Piping Fabrication, Civil works, Radiography, Blasting & Painting, installation and hook-up of pipe spools, Testing, Pre-commissioning etc., as required for the establishment of a fully operational LPG Skid and Plant Terminal.

Also, the management scope includes, as a minimum, management of:

Civil works - Site preparation, Construction of Drainage, Foundations, in plant road network, fencing and gates etc.

Structural works – Buildings, Access ladders, Walkways etc.

Mechanical and Piping Works - Construction and installation of associated piping and instrumentation, loading and unloading systems, interconnecting piping spools, valve systems, Fire, Potable and Service Water System, including the storage tanks and supports.

Electrical works - HV/LV electrical installation works, Installation of Generator sets (power generators, incl. shelter), facility lighting etc

Instrumentation & Control works - Instrument and Plant Air Compressor System Installation, control system installation and instrumentation hook-up work.

The Construction Consultant shall also be responsible to:

- Ensure all construction activities are in line with approved design documents.
- Review and verify the quality of Construction materials to be utilized on the project.
- Ensure all required Non-Destructive Examinations are carried out during construction.
- Ensure Pre-mobilization activities are carried out for all equipment to be utilized for the project construction
- Ensure delivery of all project activities within IOGC specified timelines.

PHASE IV Completion

- Provide commissioning support of all systems within the facility
- Ensure full demobilization of all Contractor Equipment and Personnel from the Project Site
- Finish and handover

2. PROPOSAL GUIDELINES AND SPECIFICATION

2.1 Instructions for submission of Proposals

The proposal must be placed in a sealed envelope marked 'Private and Confidential' and addressed as follows:

Tender for Construction Consultant/Project Manager

Head Supply Chain Management

IBILE Oil & Gas Corporation

6AA Milverton road, Ikoyi

Kindly forward the requested information to us on or before close of business on Monday, June 8th, 2020. Responses received after this date and time will not be accepted.

Submission by email must be in a portable document format (.pdf) or Microsoft Word. Place the words Construction Consultant/Project Manager as the email subject line and send to: tgbajumo@iogc.ng and tnelson@iogc.ng

All proposals must be duly signed. The original proposal must bear an original signature signed in ink and dated by the Proposer or a representative legally authorized by the Proposer.

2.2 Proposal Contents and Evaluation Process

In addition to the specifications listed above, Proposals for the Services must include the following:

I. Description of Qualifications

The Proposal must also contain a narrative description that conveys, at a minimum, the following information:

ii. Firm's Background

- a. Provide your firm's name, address, email address, phone numbers.
- b. Provide the name of the contact person submitting the Proposal.
- c. Briefly describe the history of your firm.
- d. Provide evidence of your Professional Liability Insurance Policy (e.g., a Certificate of Insurance), including a description of annual per claim and aggregate limits and any claims history in the last 5 years.
- e. Indicate whether your firm or any personnel have been involved in any litigation, arbitration or mediation, either as defendant or plaintiff, over the five years immediately preceding the closing date of the RFP. If your firm or any personnel has been involved in any such litigation,

arbitration or mediation, provide a general description of the cause or nature and status of each case or claim, and the identity of the client.

- f. Indicate whether your firm has ever been terminated from a project. If so, include the name(s) and address(es) of the client(s) and the nature of the termination.

iii. Project Team and Staffing

- a. Clearly describe your organizational approach to providing the services.
- b. Describe current workload and priority of providing the services as it relates to overall workload.
- c. Provide a brief resume of key personnel to be assigned to provide the services. All project workers will be subject to background checks.
- d. Describe responsibilities of personnel assigned to provide the services.
- e. State whether your firm can perform all services described in this RFP and other services recommended in the proposal.

If your firm intends to subcontract any of the services to a third party, the Proposer shall identify those consultants and describing their level of experience in providing the Services covered by this RFP.

iv. Related Experience

- a. Describe your previous experience on similar or other projects and provide two related references. Provide your firm's history of providing service within delivery time and within budget. Supplement with a short statement describing any unique challenges or

characteristics that played a major role in the development of the solution.

- b. Describe your firm's role in developing the budget, scope and schedule for the project and your firm's performance in achieving the budget, scope and schedule requirements for each.

2.3 Cost of Service

- i. The proposal should include the total cost to complete the project and a breakdown that contains proposed milestones and the associated fees.
- ii. The proposal should be all inclusive in relation to cost of any outsourced contract(s).

The services of the Construction Consultant will be subject to agreed terms and conditions.