

ITT-EM

Request for Proposal (RFP)

Engineering Master Planning Consultant

1. Background

Guyana Shore Base Inc. (GYSBI) operates a shore base and two annexes serving the oil and gas industry in Guyana. They function as strategic logistical and operational hubs and play a key role in supporting offshore operations. Given the dynamic growth of the sector, the company is seeking to optimize and plan its existing and future infrastructure through the development of a Master Plan.

2. Objective

To engage a qualified Engineering Consulting Firm to develop a comprehensive Master Plan that addresses the current infrastructure, forecasts future growth needs, and integrates optimal land use, utility planning, logistical flow, resilience, and operational efficiency while aligning with the company's business strategy.

3. Scope of Services

The Consultant will perform the following key tasks:

3.1 Data Collection and Review

Collect and review all existing documentation including:

- As-built drawings
- Topographical and geotechnical surveys
- Environmental assessments
- Utility network layouts
- Operational flow data
- Existing policies, standards, and specifications

3.2 Stakeholder Engagement

- Conduct a kick-off meeting with Operations, Maintenance, QA/QC, and Engineering teams.
- Host bi-weekly progress meetings (virtual/in-person).
- Organize structured workshops to gather input from various departments and senior leadership.

3.3 Site Assessment

- Conduct site visits to the shore base and two annexes to:
 - Assess current land use and infrastructure conditions



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- Understand ongoing and planned projects
- Identify operational bottlenecks and safety concerns

3.4 Infrastructure and Land Use Planning

- Map and analyze current site conditions and constraints.
- Develop conceptual layout(s) for:
 - Existing facilities
 - Future expansion areas
 - Access roads, parking, and circulation patterns
 - Utility corridors (power, water, telecoms, sewerage, drainage)
 - Shoreline utilization and marine infrastructure
 - Buffer zones and environmental conservation areas

3.5 Master Plan Development

- Develop a high-level conceptual Master Plan for all three sites:
 - Phased development plan (short, medium, long-term)
 - Plot plans with zoning by function (operations, maintenance, admin, etc.)
 - Infrastructure upgrades and new construction needs
 - Equipment staging, warehouse, and laydown areas
 - Technology integration (e.g., smart infrastructure)

3.6 Implementation Schedule

- Develop a high-level master schedule indicating:
 - Key milestones
 - Dependencies
 - Sequencing to minimize disruptions to current operations

3.7 Risk Analysis & Recommendations

- Identify key risks related to expansion (e.g., operational, environmental, regulatory).
- Provide mitigation strategies and alternatives.

3.8 Reporting and Presentation

- Submit a comprehensive Master Plan Report including:
 - Narrative description of current/future infrastructure
 - Maps, layouts, and visual renderings
 - Implementation roadmap and risk matrix
- Deliver a final presentation to senior management and stakeholders.



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4. Deliverables

- Inception Report (within 2 weeks of contract award)
- Site Assessment Report
- Draft Conceptual Master Plan
- Draft Master Plan Report and Master Schedule
- Final Master Plan Report (including CAD drawings, PDF documents, and GIS layers)
- Presentation to the Executive Team

5. Timeline

The full assignment is expected to be completed within 16 weeks from contract signature.

6. Consultant Team Composition

The Consultant is expected to field a multidisciplinary team, including but not limited to the following roles:

Role	Qualification & Experience
Project Manager / Team Lead	Civil/Infrastructure Engineer or equivalent with 5+ years in planning
Senior Civil Engineer	Civil Engineer with experience in ports, utilities etc.
Infrastructure Planner	8+ years in land use, zoning, logistics layout
CAD/GIS Technician	Proficient in AutoCAD, Civil 3D, ArcGIS

7. Reporting Requirements

- Bi-weekly progress reports
- Drafts of all deliverables submitted for review prior to finalization
- Close coordination with the company's Operations, Engineering, and QA/QC departments

8. Proposal Requirements

Firms responding to the RFP must submit:

- Company profile and relevant project experience
- Resumes of key personnel
- Detailed methodology and workplan



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- Proposed timeline and deliverables schedule
- Financial proposal (as per Appendix A – Schedule of Prices)
- Completed Evaluation Criteria Form (Appendix B)

9. Evaluation Criteria

Proposals will be evaluated based on:

- Technical capability and relevant experience
- Qualification of proposed personnel
- Methodology and workplan quality
- Proposed timeline and project understanding
- Price competitiveness
- Local presence and knowledge

10. Special Considerations

- The consultant must strictly adhere to the company's HSE standards while on-site.
- Planning must account for minimal operational disruption.
- Emphasis on using modern tools and efficient methodologies.
- All project documentation remains the property of the Client.

11. Submission Details

- Date published: April 11, 2025
- Deadline for Submission: May 9, 2025
- Submission Format: Single PDF document
- Submission Email Address: tenders@gysbi.com
- Clarifications & Queries: All inquiries can be submitted to the email address above



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Annex A – Schedule of Prices / Rates

Bidders are required to provide a detailed breakdown of their pricing using the format below or a similar format that ensures transparency and completeness.

No.	Description of Service	Unit Rate (USD)	Total Price (USD)
1	Kick-off Meeting and Inception Report	—	—
2	Site Visit and Data Collection	—	—
3	Draft Conceptual Master Plan	—	—
4	Master Plan Finalization and Presentation	—	—
5	Submission of Final Master Plan Report	—	—



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Annex B – Evaluation Criteria

All proposals will be evaluated based on a two-envelope system: technical and financial. The technical proposal will be scored first, and only proposals that meet the minimum technical score will have their financial proposals considered.

Evaluation will be done using the following weighted criteria:

Criteria	Maximum Points	Comments
Relevant Experience and Track Record	30	Experience with similar master planning projects in oil & gas or industrial contexts
Team Qualifications and Composition	30	CVs and roles of proposed team members
Methodology and Approach	25	Understanding of scope, innovation, and alignment with objectives
Work Plan and Schedule	15	Feasibility of proposed work plan and resource allocation
Local Knowledge and Presence	10	Understanding of Guyanese regulatory environment and local logistics

Issued by:
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