

## **FREQUENTLY ASKED QUESTIONS (FAQs)**

### **Construction Administration Consultancy Services for Phase 2-A of the Police Stations Programme (Old Grange and Roxborough, Tobago)**

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**1. *What is the purpose of this Request for Proposal?***

The purpose of this Request for Proposals is to identify and contract a suitably qualified and experienced Construction Administration Consultant with the necessary resources to ensure that the services to be provided by the Design-Builder for the design, construction and fit-out of the Project, are completed in accordance with the User's requirements.

**2. *What is the recommended team composition?***

At a minimum, the proposed team should comprise the following:

1. Team Leader (1 No.)
2. Architect (1 No.)
3. Structural Engineer (1 No.)
4. Mechanical Engineer (1 No.)
5. Electrical Engineer (1 No.)
6. Geotechnical Engineer
7. Quantity Surveyor (1 No.)
8. Quality Assurance Manager (1 No.)
9. Health, Safety, Security and the Environment Manager (1 No.)

**3. *Are Proponents required to submit a Bid Bond with their Proposals?***

The Proponent will not be required to submit a Bid Bond with its Proposal.

**4. *Would proposals submitted by Joint Ventures be acceptable?***

Proposals submitted by Joint Venture (JV) entities would be acceptable providing that the following is included in their Proposals:

1. Joint Venture Guarantee
2. Joint Venture Agreement (executed)
3. Audited Financial Statements, Litigation History and Experience of each member
4. Other related documents identified in the RFP.

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**5. *Please provide a brief description of the services to be provided.***

The services to be provided by the Construction Administration Consultant include the following:

1. Project Management services including the preparation and maintenance of a project administrative manual, master schedule updates and project cost model and reports; project accounting and financial reporting; submission of progress payment requests; issuance of progress payments to the Design-BUILDER; monthly project management reports and design and equipment planning.
2. During the design development phase, the consultant will be required to review the operations (methodology, safety policy, risk assessment, etc)
3. During the construction phase, the consultant will provide construction administration, on-site supervision and reporting for construction and outfitting, supply and installation of equipment; reporting on schedule management, cost management, HSE and Risk Monitoring; and Document Control.
4. During the commissioning and Post-Construction Phase the consultant will provide construction administration , on-site supervision and reporting for commissioning of the project including all equipment and systems; reporting on schedule management, cost management, HSE and risk monitoring; services during the defects liability period and document control and administrative costs including project closeout and handover of documentation.

**6. *What experience is the Proponent required to demonstrate?***

Proponents are required to demonstrate experience in the provision of construction administration consultancy services on projects of a similar nature defined as follows:

- Institutional Buildings (e.g. police stations, fire stations, schools, prisons, housing developments etc.); and

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- Projects for which the construction costs exceeds Twenty-Five Million Trinidad and Tobago Dollars (TTD\$25,000,000.00) in which the Proponent has provided the full range of Construction Administration Consultancy Services.

**7. *Must all professionals be registered to provide services in Trinidad and Tobago?***

Architects and Engineers being proposed for the Project shall be required to provide evidence of current registration with the Board of Architecture of Trinidad and Tobago and the Board of Engineering of Trinidad and Tobago, respectively.

**8. *What financial documents must be submitted?***

Proponents must submit independently certified financial statements for the years 2010, 2011 and 2012 for each member that comprises the Proponent.