

FREQUENTLY ASKED QUESTIONS (FAQs)

Modified Design-Build-Equip Services for the Matelot Police Station

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 Design-Build-Equip entity with the necessary resources to complete the Project within the agreed timeframe, budget and standards.

2. *What is the recommended team composition?*

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

1. Team Leader (1 No.)
2. Civil Engineer Infrastructure (Drainage, Roads, Grading) (1 No.)
3. Mechanical Engineer (1 No.)
4. Electrical Engineer (1 No.)
5. Structural Engineer (1 No.)
6. Architect (1 No.)
7. AutoCAD Draftsperson (1No.)
8. Construction Manager (1 No.)
9. Quantity Surveyor (1 No.)
10. Procurement Manager (1 No.)
11. QA/QC Manager (1 No.)
12. Health, Safety, Security and the Environment Manager (1 No.)
13. Administrative Manager (1No.)

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

A Bid Bond in the amount of \$1.0M (TT) in the form of a Bank Guarantee acceptable to UDeCOTT must be submitted and shall be valid for thirty-five (35) days beyond the end of the Tender Proposal Validity Period.

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 project phases.*

The main project phases are as follows:

1. Inception and Assessment which shall be keyed to investigating the existing conditions, situation analysis, assessments, identification of key activities, developing detailed assignment methodologies, highlighting points requiring additional attention and so forth.
2. Preliminary Engineering, inclusive of review, revision and finalization of the optimum engineering project concept; development and preparation of preliminary design criteria, performance standards, design drawings, outline specifications, Bills of Quantities, cost estimates, implementation schedule; interfacing with multiple stakeholders and preparation of preliminary engineering report.
3. Detailed Engineering requirements
4. Construction works
5. Fit-out and Commissioning of equipment and systems
6. Training – Facilitate end-user training for the equipment that has been supplied.

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

Proponents are required to demonstrate experience in the design, construction and fit-out of projects of a similar nature defined as follows:

- Institutional Buildings (e.g. Police stations, fire stations, schools, prisons, housing developments etc.) of similar nature as indicated by the requirements in the User Brief; and
- Projects for which the construction costs exceeds Twenty-Five Million Trinidad and Tobago Dollars (TTD\$25,000,000.00) in which the Proponent has participated.

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

Architects and Engineers being proposed for the Project must be registered 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.