



## THE URBAN DEVELOPMENT CORPORATION OF TRINIDAD AND TOBAGO LIMITED (UDeCOTT)

# REQUEST FOR PROPOSAL

## DESIGN BUILD SERVICES FOR THE CONSTRUCTION OF THE DIEGO MARTIN PUBLIC LIBRARY

The Ministry of Communications through the Urban Development Corporation of Trinidad and Tobago Limited, (UDeCOTT) is desirous of constructing the Diego Martin Public Library. The Diego Martin Public Library will accommodate all the core functions and requirements of the modern public library facility.

In this regard, the Ministry of Communications through UDeCOTT invites suitably qualified and experienced entities to submit proposals for DESIGN BUILD SERVICES for the CONSTRUCTION OF THE DIEGO MARTIN PUBLIC LIBRARY.

The successful contractor shall be chosen using a competitive selection process as set out in the Request for Proposals (RFP). Proponents will be required to demonstrate adequate experience in the provision of similar services as defined by the RFP. Proponents are advised that submissions must include ALL the documents as set forth in the RFP. Failure to do so may result in disqualification.

### **INSTRUCTIONS FOR PURCHASE OF RFP PACKAGE**

The tender process for this project will be conducted via UDeCOTT's E-Tender System. To participate, proponents must be registered on the E-Tender System. **Proponents already registered on the E-Tender System are not required to do so again.**

To register, proponents are required to complete the Vendor Registration. To do so, vendors are required to go to UDeCOTT's website at [www.udecott.com](http://www.udecott.com), place the cursor over the **tenders menu** at the top of the page, then select **E-Tender portal** in the drop-down list. Once registered, an automated email will be sent to the registered email account directing the proponent to activate their E-Tender account.

Once the account is activated, the proponent will then be allowed access to view the RFP on the E-Tender System.

Should you encounter any technical difficulties in accessing or using the system, you are to immediately contact our IT Helpdesk at 225-4004 ext. 206 or [etenderhelpdesk@udecott.com](mailto:etenderhelpdesk@udecott.com), carbon copying the Secretary of the Tenders Committee at [tendersecretary@udecott.com](mailto:tendersecretary@udecott.com).

To download the RFP package, you will then be required to select and purchase the RFP **via online payment**. The cost of the RFP package is **TT\$7,500.00 VAT Inclusive**.

### **SITE VISIT AND INFORMATION SESSION**

A **Site Visit** and **Pre-Submission Meeting** will be held at the **Diego Martin Public Library Site, situated at the corner of Wendy Fitzwilliam Boulevard and Diego Martin Main Road** on **November 24<sup>th</sup>, 2020 at 10:00 a.m.**

### **SUBMISSION**

Proponents are advised that submissions must include ALL the documents as set forth in the RFP and must be in accordance with the terms therein.

**Failure to do so may result in disqualification.**

Proponents are advised that **only PDF** files can be uploaded onto the E-Tender platform. The responsibility for file conversion resides with the Proponent and failing to submit proposals in PDF format may result in disqualification.

The deadline date for submissions is **December 18<sup>th</sup>, 2020 at 2:00pm (AST)**.

Additional information may be requested through email forwarded to the attention of **The Secretary, Tenders Committee** at [tendersecretary@udecott.com](mailto:tendersecretary@udecott.com).

UDeCOTT reserves the right to reject any or all proposals for failure to comply with any mandatory requirements stated in the RFP.

SECRETARY, TENDERS COMMITTEE

## **PROJECT OVERVIEW**

On behalf of the Ministry of Communications, UDeCOTT is desirous of completing Design – Bulid Construction of a new Diego Martin Public Library Complex for its end user, NALIS (The National Library and Information Systems Authority).

The Diego Martin Public Library Complex is envisioned as a base for innovative library and information services serving Diego Martin and environs (A catchment of about 33, 617 persons), and also as a hub for the Books Plus On Wheels service that comprises 6 mobile library buses that will serve from Chaguaramas to Blanchisseuse (an additional 100,000 persons). The Complex will also bring together other essential government services, provide facilities for revenue generation, encourage small business development and serve as a hub for community engagement.

The Diego Martin Public Library Complex will be comprised of the following:

1. A main library building housing library services, staff offices, an auditorium and NALIS gift shop;
2. Kiosks ( either within the main building or detached along Diego Martin Main Road) that will house small businesses and be the hub of commercial activity;
3. A sheltered outdoor Amphitheatre with seating for 200-250 persons;
4. Staff and visitor parking, with accessible parking;
5. Parking and loading for 6 mobile libraries.

Spaces and initiatives utilised within the DMPLC should satisfy the “4 Places Guidelines” and also satisfy the thrust for Sustainability. As such, there should be:

1. Learning Spaces;
2. Inspiration Spaces;
3. Meeting Spaces;
4. Performative Spaces.

The 4 Places (Refer to “The Four Spaces of the Public Library by Dorte Skot-Hansen, Henrik Jochumsen and Casper Hvenegaard Hansen, 2017.)

These spaces and initiatives should aid the accomplishment of the Library’s goals of stimulating Experience, Involvement, Empowerment and Innovation within Diego Martin and the surrounding community.

NALIS is internationally recognised as a world class Library Authority and is used as a benchmark across the region. Additionally, the organisation is a member of the International Federation of Library Associations (IFLA) which produces international benchmarks and guidelines on all aspects of library management. NALIS subscribes to these guidelines, making adjustments to ensure a right fit within the Trinidad and Tobago experience.

This document provides NALIS' guidelines for the construction of the Public library building. If approved, detailed architectural works must be engaged in consultation with NALIS.

## **DESIGN BUILD CONTRACTOR RESPONSIBILITIES**

- Preparation and submission of Designs and Drawings (Architectural, Civil/Structural Engineering, Mechanical, Electrical Engineering and Plumbing). Designs and drawings shall be completed to a level of detail, adequacy and completeness suitable for construction
- As-built drawings
- Product Specifications
- Statutory Approvals (Fire, Electrical, WASA etc.)
- Project Programme & Works Scheduling
- Project Insurances
- Project Delivery
- Contract Management
- Subcontractor Coordination and verification of works
- Health Safety, Security and Environmental Management during the works
- Site Waste Management and disposal
- Preparation and submission of as built drawings, equipment guarantees/warranties, equipment manuals, test certificates.
- Ensure all designs are reviewed by UDeCOTT and the End User
- Ensure a copy of all project drawings are issued to UDeCOTT
- Ensure all product data/specifications are submitted to UDeCOTT for review
- Where applicable, ensure that methodologies associated with Notice to Correct are submitted for UDeCOTT non-objection
- Provide site office accommodation for the Engineer for the duration of the Project.
- The Contractor shall provide site offices for use by the Employer and the Engineer.
- The Contractor may locate the site offices on the Site at the Contractor's discretion. The provisions of the site office facilities will be provided at no cost to the Employer and must comply with the Laws.

An appropriate site building shall be as follows:

- 1 site office, 12' x 16' minimum with air conditioning used by the Engineer and Employer;
- Access to 1 toilet room for the exclusive use by the Engineer and the Employer;
- The site office, equipment and furnishings shall be maintained by the Contractor in a clean and orderly condition, which includes washing of the floors, bathrooms and trash removal at least twice per week;
- The site offices and toilet room for the Engineer shall be equipped with keyed locks and the Contractor shall furnish a sets of keys to the Engineer;

The site offices for the Engineer shall be furnished with the following furniture, fittings and equipment for the whole duration of the Works:

1. 2 (two) desks and 2 (two) deluxe chairs with swivel base on casters and adjustable arms, 2 (two) visitors chairs;
2. 1 (one) white board, wall mounted, 36" x 48";
3. 1 (one) multifunction copier machine (copy, print, scan and fax) RICOH Aficio MP1600L or equivalent. The equipment is to be maintained for the duration of the project (supply of inks, cartridges and paper at the Contractor's cost);
4. 1 (one) mini-refrigerator 4 cubic feet capacity 33"H x 18"W x 20"D;
5. 1 (one) water cooler to receive 18 litres bottled water (supply of paper cups and bottled water at the Contractor's cost);
6. Independent high-speed internet access;
7. All furniture, fittings and equipment shall be in good shape and commercial grade. All temporary structures, facilities and arrangements shall be removed by the Contractor at the completion of the Works.

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

### **DESIGN BUILD SERVICES FOR THE CONSTRUCTION OF THE DIEGO MARTIN PUBLIC LIBRARY**

#### **What is the purpose of this Request for Proposal?**

The purpose of this Request for Proposal is to identify and contract a suitably qualified and experienced Contractor with the specialised expertise necessary to undertake the Project.

#### **What is the Location of the site?**

The proposed site for the Diego Martin Public Library is the corner of Wendy Fitzwilliam Boulevard and Diego Martin Main Road.

#### **Are there any eligibility requirements for this Procurement Process?**

In order to be eligible for evaluation and/or consideration to provide the Works, Proponents must be able to demonstrate the following:

- Incorporation or otherwise registered to do business in Trinidad and Tobago prior to the award of any contract for the provision of the Works, as evidenced by the Certificate of Incorporation or Registration (as applicable),
- Submission of Annual Return – 2019 (2020 if applicable)
- Submission of valid statutory clearance/compliance certificates, namely,
  - VAT Clearance Certificate
  - BIR Clearance Certificate
  - NIS Certificate of Compliance

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

Yes. A Bid Bond to the value of \$500,000.00 is required for the Project.

**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.

**What is the recommended team composition?**

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

1. Project Manager/Team Leader (1 No.)
2. MEP Engineer (1 No.)
3. Architect (1 No.)
4. Civil/Structural Engineer (1 No.)
5. HSSE Manager (1 No.)
6. Quantity Surveyor (1 No.)

**Proponents are to note that the responses provided as guidance to these Frequently Asked Questions does not relieve the Proponent of its obligation and responsibility to fulfil and comply with all requirements of the Request for Proposals.**