



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

REQUEST FOR PROPOSALS FOR THE DESIGN-BUILD-FINANCE-OPERATE-LEASE- TRANSFER PPP ARRANGEMENT FOR THE CONSTRUCTION OF AN ADMINISTRATIVE COMPLEX AT CHANCERY LANE, SAN FERNANDO

The Urban Development Corporation of Trinidad and Tobago Limited (UDeCOTT), invites suitably qualified and experienced entities to submit Request for Proposals (RFP) for the construction of an Administrative Complex at Chancery Lane, San Fernando, using a Design-Build-Finance-Operate-Lease-Transfer, Public Private Partnership (PPP) delivery method.

A Public Private Partnership is long-term commercial arrangement for the delivery of public services, where there is a significant degree of risk-sharing between the public and private sectors. This arrangement is a key mechanism for financing national infrastructure development, such as the Administrative Complex at Chancery Lane, San Fernando.

This project represents a key component of government's strategic vision to advance the development of the City of San Fernando. The site covers an area of approximately 1.6 acres of prime San Fernando real estate. The proposed Administrative Complex should offer office accommodation, commercial activities, as well as a conference facility.

INSTRUCTIONS FOR PURCHASE OF RFP PACKAGE

- (i) A complete set of documents may be purchased from **Thursday 6th June, 2019 to Friday 14th June, 2019**, by making a non-refundable deposit of **TT\$3,000 Vat Inclusive, to UDeCOTT's Operating Account #852948 at any branch of First Citizens Bank Limited, by Cash or Manager's Cheque.**
- (ii) AFTER payment has been deposited into UDeCOTT's account, the RFP package may then be collected at UDeCOTT's Head Office (with proof of payment), First Floor, 38-40 Sackville Street, Port of Spain or provided electronically upon request, Monday to Friday (**excluding weekends and public holidays**), between the hours of **9:00 a.m. to 4:00 p.m. (AST)**, with proof of payment (**stamped deposit receipt from the bank**).

SUBMISSION DEADLINE

An original and three (3) copies of the RFP must be submitted at the address listed below no later than 2:00 p.m. (EST) on **August 14th, 2019**. RFPs received after the required tender submission time will not be eligible for consideration. Submissions must be deposited at 1st Floor, UDeCOTT Building, 38-40 Sackville Street, Port of Spain in the tender box appropriately labelled.

All submissions, clearly marked "ORIGINAL" or "COPY" and labelled as shown below should be placed in sealed plain envelopes and deposited in the appropriately labelled Tender Boxes located on the First Floor of the Urban Development Corporation of Trinidad and Tobago Limited, 38-40 Sackville Street, Port of Spain:

"Secretary, Tenders Committee

Urban Development Corporation of Trinidad and Tobago Limited

38-40 Sackville Street

Port of Spain

REQUEST FOR PROPOSALS - DESIGN-BUILD-FINANCE-OPERATE-LEASE-TRANSFER PPP ARRANGEMENT FOR THE CONSTRUCTION OF AN ADMINISTRATIVE COMPLEX AT CHANCERY LANE EAST, SAN FERNANDO"

Proposals received after the stipulated tender submission deadline **shall not** be eligible for consideration and shall be returned unopened.

The size of the opening in the tender box is 360mm x 50mm and submittals **MUST** be packaged to be able to pass through this opening. Proponents must accurately sign the Tender Submittal Form provided by UDeCOTT's representatives.

Proponents Company's Name, return address, email address and mobile number must be clearly stated on the envelope. Failure to so label the envelopes may result in disqualification.

Additional information may be requested through email forwarded to the attention of **The Secretary, Tenders Committee** at 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

USER BRIEF

The Chancery Lane East Administrative Complex is located in the heart of the City of San Fernando between Chancery Lane and High Street, the proposed development directly faces the new Chancery Lane Teaching Hospital. The main Chancery Lane pedestrian access shall be via a generously landscaped lobby of a three story podium on which a set-back ten story office tower stands. A secondary access to the same main lobby is a path that starts from the top of the western end of Harris Promenade through a series on covered walkways and two separate independent buildings.

The upper most building is a two storey financial institution and the lower facility is a proposed three story library and conference center (See proposed Site Layout and Concept Model). The completed project is seen as a catalyst for the urban regeneration of San Fernando as a 'Living City' and the civic gateway to the upcoming San Fernando Waterfront Development.

All buildings will take advantage of the views to the Gulf and beyond. The intent is to have as many outdoor public plazas that invite use by the occupants and visitors to the complex. Tent structures at the roof level of the podium are proposed as a major nautical feature of the design intent. See overhead Conceptual Views. It is proposed that a loft area at the rooftop of the tower be considered as a recognisable accent to the design.

Since site is steeply sloped, the complex will share a common multi-level basement parking facility for at least 300 cars. In addition, it is proposed that an open parking area will be located at the top of the site, this allows for unobstructed views of the Proposed San Fernando Waterfront Development. The existing Historic Anglican Church is located at the highest point of the site, approximately ten feet higher than the open parking area. The church forms part of the historic heritage of San Fernando and the Harris Promenade.

Proposed buildings near this structure will intentionally be designed to give all clear vistas to the Gulf of Paria. The first level of parking will be shared by both the church and complex. The services facilities can be built under this level of parking.

The major challenge of complex is a fully integrated mechanical, electrical and communication infrastructure. It is expected that this component will form the backbone of a modern digitally controlled system that covers security, environment control, and fire and safety issues well into the next twenty years. Given the pace at which technology is advancing, careful consideration must be taken for incremental upgrades and maintenance access to all systems. This total Systems Design Approach is managed by a central control area with a twenty- four operational cycle.

Of special consideration must be given to the commercial aspects of the podium inclusive of its rooftop facilities. It is expected that its operation will have extended hours of operation. An overhead bridge to the adjacent conference facility is proposed. A 250 seat assembly area is suggested. Its final location will be determined by the proponent's business operational model for the complex. Public access to both the commercial facilities and conference areas must be fully integrated into the daytime operations of the office tower.

Also of great importance is the overall landscaping design of the complex. A green oasis is the central focal point and common area for the proposed group of buildings. It is expected that a series of multi-level green landscaped plaza will form a part of a strategy of a sustainable design approach, thus giving the general character of the facilities a softer, more human scale appearance. All areas must be totally accessible to the differently abled.

The Design shall accommodate all the core functions and requirements of an ultra-modern Mixed Use Facility and will comprise the following:

- I. Construction of a 4 levels of basement parking which features:
 - a. A Total accommodation of 300 cars with a management proposal and strategy that adequately addresses the challenges of this site.
 - b. Two main Entrances and Exits, with two emergency exits on Chancery Lane
 - c. An external façade that blends into the general cityscape and invites members of the public to use its informal public spaces as a safe and secure option.
 - d. Integrated landscaping along its edges and core must be used as part of a Green Sustainable Design Approach.
 - e. Security System with an automatic intelligent access gates with facilities for 24 hour use.
- II. A 10No. Storey Office Tower Component of the development.
- III. A rooftop plaza with an outdoor café will form part of commercial component of the podium.
- IV. A 3 no. Story Podium as the Main Building and Architectural statement of the entire development.
- V. Four Main Vertical cores must be integrated with the Underground Parking Facility, the Commercial Component and the 2No. Stand Alone Buildings.
- VI. Provision of a Gym and Fitness Centre, and a Government Services Center. These are located at the Level 1 of the office tower.
- VII. Provision 1No. Entrance Hall linked to the Upper Floor Offices, 2No. Food Court and other commercial services.
- VIII. Provision of A least two banks of passenger lifts, service elevators and fire escape stairs integrated into the site constraints and multiple-use requirements.
- IX. Provisions for all physically challenged members of the society.
- X. Installation of an Environmental Control and Monitoring system integrated within the communication backbone of the buildings.
- XI. Fire Detection/Protection System throughout the facility with adequate emergency protocols and signage.
- XII. A Utilities Building as a fully automated control centre with 24 hour facilities for staff.
- XIII. Central Waste Disposal Area with compaction services for all facilities.
- XIV. Maintenance Staff and Security Facilities located within complex. This is operated within a full 24 hour service period.
- XV. Upgradable Data and Wi-Fi capabilities integrated into a BMS system throughout building.

Main Areas

- 1. Office Tower - 10 No. Floors plus Loft - 165,000 SF**
- 2. Podium - 3 No. Floors - 56,100 SF (including Roof Café}**
- 3. Bank – 2 No. Floors – 8800 SF (including Vault)**
- 4. Library and Conference Center – 3 No. Floors – 21,800 SF (with Link Bridge)**
- 5. Parking – 4No. levels – 110,000 SF – (including Open Parking and Basement)**

Site Requirements

- a. A clearly defined and controlled security perimeter (fencing at rear of site, parking gates with electronic access control);
- b. Garbage Pick-up Area;
- c. Secured Open Parking Area (adjacent to Church);
- d. Separate secured fire access between Chancery lane and the Anglican Church.
- e. 2No. 24 Hour Security Booths strategically placed.
- f. Fully Landscaped Central Core and edges of each of the buildings. See Concept Drawings
- g. Tank Farm and Emergency Generator Facilities
- h. T&TEC kiosk
- i. External IT Communications Kiosk. (Cable Booth)

● **Project Concept**

1. Phased Construction: In order to complete the project in the shortest possible time. It is proposed that Project is designed to be as Three Distinct Components: The Underground Parking Structure and a Commercial Podium, Office Tower with two Stand Alone Buildings. The total expected floor area is approximately 361,700 square feet.
2. The Main Structure shall be a steel framed structure for a shorter construction period.
3. It is proposed that this facility be an example of a green architectural approach.
4. A Comprehensive Detailed Structural Analysis of the proposed system will be required. A comprehensive soils investigation shall be done by the preferred developer.
5. Parking for three Hundred (300) vehicles must be provided. A clear plan and strategy for the treatment of toxic fumes from this component of the development must be highlighted.
6. Environmental: maximized natural lighting and minimal energy use with detailed Green Building Design Strategies
7. Given the character of this new building type and the various time use overlaps, a detailed Emergency Evacuation Design is required for all components of the building. See Fire Code Requirements Appendix 1.

● **Design Considerations**

The project is to be completed in accordance with best international practice and standards and meet the End User's objective with regard to space requirements, function and ambient conditions. In particular, the Proponent must ensure that:

1. The finishes, decor and ambience of the Project are compatible with its intended use.
2. The use of natural lighting must be maximized;
3. Spaces are designed with special attention being paid to occupational health and safety issues;
4. Designed work spaces to be provided with appropriate attenuation system;
5. Protection and emergency power and water supply are also considered;
6. The building components are totally independent in their operations but share common infrastructural services. The location and configuration of these services must be both serviceable and logically designed to reflect best energy conservation practices;
7. The design provides for the parking of Three Hundred (300) vehicles, special consideration be made for emergency evacuation and ongoing treatment of exhaust fumes;
8. The successful proponent will be required to develop final designs using the design concepts proposed by UDeCOTT as a reference point and guide;
9. Though the facility may be a contemporary design, it must be visually compatible with the existing scale, materials and design qualities of the existing content.
10. The proponent will have to undertake all necessary geotechnical investigations ;

11. The proponent shall have to satisfy himself that the topographic surveys provided are acceptable and shall conduct all required checks including full surveys as the proponent shall take full responsibility for all survey and design information for construction.
12. The proponent shall be responsible for acquiring **all the statutory approvals**.

Services which are to be provided by the successful proponents shall include:

i. Design;

1. Review of User Brief
2. Preparation of Preliminary Design Options
3. Statutory Requirements
4. Presentation of Preliminary Designs to Stakeholders:
 - a) Analysis and Recommendation of the Preferred Design
 - b) Value Engineering Study, Preliminary Design Drawings and Specifications
 - c) Procurement of applications/approvals from all Governmental Statutory and Regulatory Agencies
5. Final Design
 - a) Final Design Report
 - b) Final Design Drawings and all Proposed Material and Equipment Specifications. This can include all shop drawings, product information and sample submittals
 - c) Submission of approvals from all Governmental Statutory and Regulatory Agencies

ii. Construction;

1. Securing the Site and Mobilization. This shall include the provision of container office facilities for UDeCOTT
2. Survey and Building Set Out, including QA/QC Report when completed
3. Excavation for foundations and Setting up of Cranes.
4. Fabricate, plumb and install all the proposed structural steel building components, columns, beams and roof framing.
5. Supply, place and install all reinforced concrete elements of the proposed building, foundations, elevators pits, floor slabs, aprons, stairs, roof slabs.
6. Supply, place and install all necessary walls, finishes, doors, windows, joinery, ironmongery and sundries.
7. Supply and install all curtain wall systems and shading components
8. Supply and install all required roof systems
9. Supply, test and install all required electrical systems and services for the facility
10. Supply, test and install all required plumbing, sewerage and septic systems for the facility
11. Supply, test and install all required HVAC and ventilation systems necessary for the facility
12. Supply and install all furniture, fixtures and equipment for the facility
13. Review and further development of all Shop Drawings, Product Information, and sample submittals
14. Periodic Inspections (QA/QC) of the work and prepare field reports and records for submission.
15. Track and Document changes in construction documents
16. Provide fortnightly inspections by the Proponents Design Team to ensure that the Designs are being followed.
17. Attend fortnightly meetings with UDeCOTT and other Stakeholders.
18. Provide monthly construction progress reports including all updates to proposed schedules and project Gantt charts for construction.
19. Development and submission of all handover and closeout documents including as built drawings for the facility on a Digitized Format.

FREQUENTLY ASKED QUESTIONS (FAQs)

DESIGN-BUILD-FINANCE-OPERATE-LEASE-TRANSFER PPP ARRANGEMENT FOR THE CONSTRUCTION OF AN ADMINISTRATIVE COMPLEX AT CHANCERY LANE, SAN FERNANDO

1. 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 entity with the expertise necessary to undertake the Project.

2. What is the Location of the site?

The Chancery Lane East Administrative Complex is located in the heart of the City of San Fernando between Chancery Lane and High Street, the proposed development directly faces the new Chancery Lane Teaching Hospital.

3. Are there any persons who would be ineligible for this Procurement Process?

As a result of their involvement on this Project, the following individuals, companies and their individuals, companies and their affiliates are not eligible to be a Proponent, participate as Team Members of a Proponent, or act as advisors to a Proponent or its Team Members in the development and preparation of Proposals for this Project, or otherwise participate in the development and preparation of Proposals for this Project.

Ineligible Persons include the following persons:

1. An employee of UDeCOTT;
2. A Board Member of UDeCOTT

UDeCOTT reserves the right to disqualify a Proponent if any of the above-noted ineligible persons participate in the development and preparation of the Proponent's Proposal for this Project.

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

Each proposal must be accompanied by an original Bid Bond in the value of **TT\$2,000,000.00** in the form of a Bank Guarantee acceptable to UDeCOTT and shall be valid for thirty-five (35) days beyond the end of the Tender Proposal Validity Period.

5. What are the Key Elements of the transaction?

It is the UDeCOTT's intention to enter into a Design Build Finance Operations and Maintenance Agreement. Key elements of the transaction include:

1. Design and construction of the Project;
2. A fixed Substantial Completion Date; and
3. Operations and Maintenance Plan

5. Is there any provision for Construction Period Financing?

The provision of construction period financing for the Project will be the sole responsibility of the Preferred Proponent. UDeCOTT and/or GOVTT will not guarantee any debt incurred by the Preferred Proponent. It is the intention of UDeCOTT to enter into the Legal Agreements with the legal entities to be proposed by the Preferred Proponent. Flexibility is given to Proponents to structure the legal entities in order to deliver the best value to UDeCOTT and the Proponent.

6. Are there any Insurance Requirements for this project?

Proponents must carry and maintain insurances for the Project, as follows, at a minimum:

- (a) Professional indemnity insurance policy in the joint names of UDeCOTT and the Proponent or in the joint names of UDeCOTT and the Proponent and its Design Team providing insurance of not less than the amount legislatively required. The costs of any deductibles shall be the responsibility of the Design-Build Contractor and shall not exceed the amount specified in the Contract.
- (b) Public Liability insurance policy in the joint names of UDeCOTT and the Contractor providing insurance of not less than an amount equivalent to the value of the Contract. The costs of any deductibles shall be the responsibility of the Contractor. The deductibles are not to exceed the amount specified in the Contract.
- (c) Workmen's Compensation insurance policy in the joint names of UDeCOTT and the Contractor providing insurance of not less than the amount legislatively required. The costs of any deductibles shall be the responsibility of the Contractor. The deductibles are not to exceed the amount specified in the Contract.
- (d) Contractor's all risk insurance policy in the joint names of UDeCOTT and the Contractor providing insurance of not less than an amount equivalent to the value of the Contract plus 10% of the value of the Contract. The costs of any deductibles shall be the responsibility of the Contractor. The deductibles are not to exceed the amount specified in the Contract.

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.