



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

REQUEST FOR PROPOSALS DESIGN AND CONSTRUCTION OF THE WALLERFIELD YOUTH DEVELOPMENT AND APPRENTICESHIP CENTRE (YDAC)

The Urban Development Corporation of Trinidad and Tobago Limited (UDeCOTT) invites suitably qualified and experienced entities to submit proposals for the **Design and Construction of the Wallerfield Youth Development and Apprenticeship Centre (YDAC)**.

In accordance with the Public Procurement and Disposal of Public Property Act, 2015 (as amended), suppliers of goods, works and services, interested in conducting business with UDeCOTT must be registered on the OPR Procurement Depository. The relevant guidelines for registration can be found on the OPR website via <https://oprtd.org/procurement-depository/>. Therefore, UDeCOTT is inviting suitably qualified suppliers to register and apply for pre-qualification in the OPR's Procurement Depository for the following:

Line of Business Code: 72121101 – Commercial and office building new construction service

A request for the RFP packages can be submitted via email to tenders@udecott.com from **Friday, December 20, 2024 (excluding weekends and public holidays)**, between the hours of **9:00 a.m. to 4:00 p.m. (AST)**.

The successful contractor shall be chosen using competitive selection process as set out in the Request for Proposals (RFP).

INFORMATION SESSION AND SITE VISIT

An **Online Information Session** will be held **via Microsoft Teams** on **Thursday January 2, 2025 at 10:00 a.m.** This will be followed by a **Site Visit** on **Friday January 3, 2025 at 10:00 a.m.**

Interested parties are kindly asked to confirm their availability, together with the **names and preferred email addresses** of their representatives who will be in attendance, via email to tenders@udecott.com.

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.

The deadline date for submission of proposals is **January 22, 2025 (AST)**.

Additional information may be requested through email forwarded to the attention of **The Office of the Chief Procurement Officer** at tenders@udecott.com.

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

THE OFFICE OF THE CHIEF PROCUREMENT OFFICER

FREQUENTLY ASKED QUESTIONS (FAQs)

DESIGN AND CONSTRUCTION OF THE WALLERFIELD YOUTH DEVELOPMENT AND APPRENTICESHIP CENTRE (YDAC)

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.

When will the RFP be available?

A request for the RFP packages can be submitted via email to tenders@udecott.com from Friday, December 20, 2024 (excluding weekends and public holidays), between the hours of 9:00 a.m. to 4:00 p.m. (AST).

What is the Location of the site?

The Project Site is located at the Tamana InTech Park in Wallerfield, Arima.

Are Proponents required to purchase the RFP package?

There will be no cost for the RFP package.

Are interested parties required to register with the Office of the Procurement Regulator?

Proponents are advised that in light of the proclamation of the Public Procurement and Disposal of Public Property Act, 2015, all proponent interested in conducting business with UDeCOTT must be registered on the OPR Procurement Depository. The relevant guidelines for registration can be found on the OPR website via <https://oprtr.org/procurement-depository/>. Proponents are required to apply for pre-qualification in the OPR's Procurement Depository for the following:

Line of Business Code: 72121101 – Commercial and office building new construction service

Is it mandatory to attend the site visit and online information session?

Attendance to the site visit and online information session is **not** mandatory. It does however, provide a greater understanding of the requirements of the RFP.

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 Statutory Clearance/Compliance Certificates, valid as at the tender submission deadline, namely;
 - VAT Clearance Certificate
 - BIR Clearance Certificate
 - NIS Certificate of Compliance
- Submission of a Bid Bond of Five Hundred Thousand Trinidad and Tobago Dollars (TT\$500,000.00)

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

Yes, a Bid Bond valued at Five Hundred Thousand Trinidad and Tobago Dollars (TT\$500,000.00), is required for this RFP.

What is the recommended team composition?

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

1. Project Manager (1 No.)
2. MEP Engineer (1 No.)
3. Architect (1 No.)
4. Civil/ Structural Engineer (1 No.)
5. HSSE Manager (1 No.)
6. Construction Manager (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.



PROJECT SCOPE OF WORKS

DESIGN – BUILD

FOR THE WALLERFIELD YOUTH DEVELOPMENT &
APPRENTICESHIP CENTRE PHASE 1A

The Urban Development Corporation of
Trinidad and Tobago (UDeCOTT)

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OVERVIEW

Client:

The Ministry of Youth Development and National Service (MYDNS)
#2 Elizabeth Street
St. Clair
Port of Spain
Phone 628-6792

Location of project:

The site is a 35 acre greenfield site located in eTeck's, Tamana InTech Park at Wellerfield, Arima.

Development Overview:

In order to achieve the mandate of the Ministry of Youth Development and National Service (MYDNS) to provide technical and vocational skills in a residential two-year programme in addition to a holistic approach to personal development and empowerment a Youth Development and Apprentice Centre (YDAC) was proposed in eTeck's, Tamana InTech Park at Wellerfield, Arima.

SUMMARY OF KEY ITEMS TO BE INCLUDED IN PHASE 1A OF THE DEVELOPMENT

The facility is proposed to consist of a combination of residential, vocational, student support, sporting facilities and site infrastructure meeting the curriculum requirements of the MYDNS as follows:

PHASE 1A – Main Campus:

- Administration & Staff Spaces
- Classroom/ Workshops
- Student Support Spaces (Gym/ Computer Room/ Library (Quiet Study))
- Residential/ Dormitory Facilities
- Maintenance & Storage
- Open Green Spaces
- Site works & site infrastructure

The following list provides a summary of the key items to be included in the Phase 1A scope, these items are detailed in the schedule of accommodation and the conceptual design that are provided as appendices to the Request for Proposals (RFP):

- 1. Security (Entrance)**
 - One storey building; 12'/3.7m H; 120 ft²/ 11 m² with washroom with toilet and sink
- 2. Admin Building**
 - One storey building; 18'/5.5m H; 6000 ft²/ 560 m²
- 3. Maintenance & Stores**
 - One storey building; 18'/5.5m H; 2400 ft²/ 224 m²
- 4. Student Residences**
 - 2 No two storey buildings; 28'/8.4m H; 5210 ft²/ 484m² each
 - Residential facilities for 30-60 youths in each building (depending on single bed or double bed configurations)
- 5. Dining Hall & Tuck Shop**
 - One storey building; 18'/5.5m H; 10000 ft²/ 929 m²
- 6. Gym & Computer Room, Library (Quiet Study) & Infirmary)**
 - One storey; 18'/5.5m H; 4000 ft²/ 372 m²
 - Computer Lab, Library (Quiet Study Area), Gym, Infirmary
- 7. Trade Blocks - Workshops/ Classrooms**
 - 3 No one storey buildings; 18'/5.5m H; 4200 ft²/ 390 m² each
- 8. Covered Walkways**
 - 8ft/ 2.4m W; 820 linear ft/ 250 liner m
- 9. Asphalt Driveways**
 - 18ft/ 5.5m W; 2230 linear ft/ 680 liner m
- 10. Parking**
 - 114 No 2.5m x 5.5m parking spots
- 11. Electrical Kiosk**
 - HV; LV; Transformer
- 12. Tank Farm**
 - Pump house - 30 No 2000 gal water tanks
- 13. Site Fencing**
 - Perimeter fencing - 4935 linear ft/ 1,504 liner m
- 14. Site Lighting (Main Campus)**
 - 30 No 7m high lights on poles

GOALS AND OBJECTIVES

In order to meet the functional needs of the client, construction and outfitting works outlined, but not limited to those described below, are required on the property:

1. Demolition of all interior partitions & ceilings
2. Structural retrofit works as required for functionality
3. Construction of interior partition walls & doors inclusive of glazed doors and walls
4. Installation of new acoustic ceilings, gypsum ceilings & bulkheads
5. Supply and installation of furniture & furnishings & accessories
6. Supply and installation of floor & wall finishes
7. Painting & Decorating
8. MEP, HVAC, ICT & Security installations and retrofits to meet the spatial and functional requirements of the client (inclusive of demolition of existing installations (as required))
9. Thorough check of the roof, conducting any minor repairs required and cleaning
10. Supply and installation of internal & external signage
11. External works & landscaping inclusive of installation of 8' high security anti-climb fencing.

In this regard, the objectives of the Project are as follows:

1. Execute the desired design and construction of the works meeting all Client and statutory requirements
2. Incorporate the recommendations of the Government Outfitting Policy
3. Provide quality refurbishment works and office spaces to meet the requirements of the client.
4. Complete all works within schedule
5. Complete works within designated budget

PRINCIPLE DESIGN-BUILD CONTRACTOR RESPONSIBILITIES

1. Product Specifications
2. Statutory Approvals relevant to works (Fire Approval, Electrical, WASA etc.)
3. Project Programme & Works Scheduling
4. Project Insurances
5. Contractor Accreditation
6. Project Delivery
7. Contract Management
8. Subcontractor Coordination and verification of works
9. Health Safety, Security and Environmental Management during the works
10. Construction Phase HSSE Plan and Risk Assessment
11. HSSE Set Up & Welfare
12. Personal protective equipment (safety glasses, vests, boots, vests)
13. Job Safety Analysis

14. Site Safety Induction
15. Tool box talks
16. First Aider and First Aid Kit
17. Fire Warden
18. Certification of equipment and equipment users (where applicable)
19. Safety and Evacuation Signage
20. Site Security
21. Site Evacuation Plan
22. Site Waste Management and disposal
23. General labour
24. Site Cleaning
25. Practical Completion/Final Account Applications
26. Operations Manuals (O&M) Contractor Accreditation

DESIGN REQUIREMENTS

The Design-Build Contractor shall be required to provide project documentation and drawings for:

- Architecture
- Structural
- Electrical (Power & Communications)
- Information and Communication Technologies (ICT)
- Fire Detection & Security
- Mechanical (Air Conditioning & Ventilation)
- Plumbing (Potable & Waste water)
- As-built drawings for all of the above

Material Submissions: The Design-Build Contractor shall be required to prepare and submit Engineering technical specifications and Product data of all materials to be used in the project. This shall list the materials in sufficient detail that approval for the materials and equipment can be granted without further elaboration specifications; if needed a sample should be provided.

BUILDING WORKS

The Works to be performed by the Design-Build Contractor shall include, but not limited to:

- i. Demolition Works and disposal of materials
- ii. Finishes
 - a. Wall Finishes (Wall Painting and Coating, Acoustical Wall Treatment, Wall Finish Supplementary Components, Special Wall Surfacing etc.)
 - b. Floor Finishes (Carpeting, Flooring Treatments, Tile Flooring, Specialty Flooring etc.)

- c. Ceiling Finishes (Plaster and Gypsum Board Finish, Ceiling Panelling, Ceiling Painting and Coating, Acoustic Ceiling Treatment, Suspended Ceilings etc.)
- iii. Interior Doors & Ironmongery (Interior Special Function Doors, Interior Access Doors and Panels, Interior Door Supplementary Components)
- iv. Interior Windows (Interior Special Function Windows, Interior Window Supplementary Components etc.)
- v. Plumbing
 - a. Domestic Plumbing (where required)
 - b. Sanitary Plumbing (where required)
- vi. Electrical (New and Modifications to existing system)
 - a. Power (Panels, Plugs, Wiring, Conduit, etc.)
 - b. Lighting (Lighting Control, Lighting Fixtures, Panels, Wiring, Supports, etc.)
 - c. Security
- vii. HVAC Works (Modifications to Existing System Where Necessary)
 - a. Ventilation and Air Condition (HVAC Air Distribution, Facility Distribution Systems, Supplementary Components Commissioning & Balancing)
 - b. Duct and Insulation works.
- viii. Fire Protection Works (Modification and interconnection to Existing System where necessary)
 - a. Fire Alarm System
 - b. Fire Suppression Systems
- ix. Information and Communication Technology (ICT) Works
 - a. Voice and Data Communications Infrastructure and Cabling
 - b. Access Control Systems Infrastructure
- x. Site Maintenance and Management
- xi. Snagging, testing
- xii. Site Cleaning and Handover: Obtain all necessary permits, licenses, insurance, etc. necessary for the execution of the works;

HSSE REQUIREMENTS

- **All Works** to conform to Local OSH regulations and best practices
- Job Safety Analysis (JSA) meetings to be conducted for each element of work
- Designated UDeCOTT Supervision will be provided during work hours
- Designated Design-Build Contractor Supervision will be provided during work hours
- Appropriate PPE will be worn by all site personnel
- All site personnel must be identifiable with reflective vests and contractor issued ID badges
- Construction waste will be accumulated and disposed appropriately
- Lobby areas for contractor assigned lifts will be isolated from staff/public
- All staff/public spaces which the Design-Build Contractor uses during afterhours must be cleaned and restored for use before 5am
- Signage will be placed notifying staff/public of ongoing works

- Elevator to be used by Design-Build Contractor will be left on priority control to prevent staff/public access

REFERENCE DOCUMENTS

This document is to be used collaboratively with the following:

- Drawings: “For Tender” Conceptual Design
- Performance Specifications
- Pricing Schedule

GENERAL NOTES

The Design-Build Contractor shall at all times keep the work area, including storage areas, free from accumulations of waste materials. Before completing the work, the Design-Build Contractor shall remove the work and premises any rubbish, tools, scaffolding, equipment, and materials that are not the property of the Government.

Unightly materials and debris, garbage, and equipment should be removed as required; while materials should be scheduled for delivery only as required for immediate use.

The Design-Build Contractor shall be required to prepare and submit material submissions inclusive of design documents outlined in the performance specification to be used in the project.

- **Logistics:** Staging / storage areas are to be advised by the project manager. The Design-Build Contractor shall provide all equipment needed for material transportation, equipment and labour to execute the project.
- **Coordination:** The Design-Build Contractor is also required to coordinate with other appointed UDeCOTT and Client appointed contractors for implementation of the works
- **Removals:** Any Items that effect the work space and need to be removed either temporarily and reinstated; or need to be removed altogether and reinstated with new shall be accounted for by the Design-Build Contractor and identified and agreed prior to commencement of any work
- **Finishing & Clean up:** Restore all items to their existing conditions; The Design-Build Contractor shall be required to keep the work site free from debris and trash at all time, upon completion of work contractor must remove all debris and trash from the site out of the compound.