



**THE URBAN DEVELOPMENT CORPORATION OF
TRINIDAD AND TOBAGO LIMITED (UDECOTT)**

**REQUEST FOR PROPOSALS
DESIGN, CONSTRUCTION AND OUTFITTING OF A YOUTH
DEVELOPMENT AND APPRENTICESHIP CENTRE AT
WALLERFIELD**

The Urban Development Corporation of Trinidad and Tobago Limited (UDeCOTT) invites suitably qualified and experienced entities to submit proposals for the **DESIGN, CONSTRUCTION AND OUTFITTING OF A YOUTH DEVELOPMENT AND APPRENTICESHIP CENTRE (YDAC) AT WALLERFIELD.**

- I. The RFP package may be purchased from **Tuesday April 25, 2023** by making a non-refundable deposit of **\$7500.00 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, from **Tuesday April 25, 2023 (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).

INFORMATION SESSION AND SITE VISIT

An **Online Information Session** will be held via **Microsoft Teams** on **Tuesday May 2, 2023 at 10:00 a.m.** A **Site Visit** will be held on **Wednesday May 3, 2023 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 tendersecretary@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 submissions is **Wednesday June 21, 2023 at 2:00pm (AST)**.

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

3. PROJECT SCOPE

The project is the proposed design, construction and fit out of an educational campus to facilitate two-year residential technical vocational training programmes. The project includes the construction of buildings, animal pens and enclosures, land development, civil works and outdoor recreational facilities. The scope of works include:

- ❖ Designs
- ❖ Project Management and Construction Management Services
- ❖ Construction of buildings, animal pens and corrals
- ❖ Civil works and Land Development
- ❖ Information Communications Technology
- ❖ Interior Design and Outfitting
- ❖ Development of playfield, hard courts and landscaping compound

Not included in the scope:

- Site identification and acquisition for project
- Obtaining project financing
- Curricular development
- Operations and Maintenance of facilities

3.1 SCOPE OF SERVICES – Project Management:

I. PROJECT ORGANISATION/PLANNING/CONCEPTUAL PHASE

- a. Development of the project team organisation, establish and understand decision-making process and lines of communication;
- b. Develop Management Plan outlining all the major activities during the design and construction of the project;
- c. Develop a complete programme budget for all the components of the project;
- d. Manage the procurement and contracting of professional consulting services for the project delivery;

II. DESIGN DEVELOPMENT and CONSTRUCTION DOCUMENT PHASE

- a. Conduct design reviews and constructability reviews to determine whether details are adequate for the successful construction of the project;
- b. Develop the contract documents for the project;
- c. Work with the design-build teams to obtain all zoning approvals, variances and permits from statutory agencies;
- d. Work with the design-build teams to develop project schedules and monitor project schedules;
- e. During implementation phase, monitor project activities and submit status/progress reports of project performance, including time, cost and scope;

III. CONTRACTS BID AND AWARD PHASE

- a. Produce bid documents and generate contractor bidding interests;
- b. Manage the tender process, including evaluation of bids and negotiation of contracts;
- c. Prepare, issue and execute various construction and vendor contracts;

IV. CONSTRUCTION PHASE

- a. Work with contractors for site organisation;
- b. Establish and maintain construction administration procedures for the project;
- c. Provide on-site supervision and records of site activities;
- d. Monitor contractor compliance and quality levels expected for the project;
- e. Organize and conduct project progress meetings at the agreed frequency;
- f. Review all interim payment claims and make recommendations to the Client for approvals;
- g. Document the Substantial and Final completion;

V. POST CONSTRUCTION PHASE

- a. Conduct with the Client, final inspections by the appropriate regulatory agencies in order to secure the required occupancy;
- b. Receive and log for transmittal to the Client, all required Operations and Maintenance data;
- c. Coordinate sessions for specialized training on equipment or systems;
- d. Receive and assemble for transmittal to the Client all applicable warranties and guarantees;
- e. Coordinate all project close-out procedures, transfer of documents, drawings O&M data, warranties, guarantees and lien waivers;
- f. Review programming, planning and design activities;
- g. Prepare and submit final project report;
- h. Finalize all change order negotiations;
- i. Review all final payment claims and submit to Client for payment;
- j. Perform with the Client, interim and final inspections in order to monitor satisfactory correction of defective work

FREQUENTLY ASKED QUESTIONS (FAQS)

DESIGN, CONSTRUCTION AND OUTFITTING OF A YOUTH DEVELOPMENT AND APPRENTICESHIP CENTRE AT WALLERFIELD

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 to undertake the Project.

I am interested in this project. Can I view the RFP before purchasing to confirm the requirements prior to purchasing?

The RFP will be available for viewing at UDeCOTT's Head Office, First Floor, 38-40 Sackville Street, Port of Spain, 100622, from Tuesday April 25, 2023 (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 Tamana InTech Park, Wallerfield.

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 as evidenced by the Certificate of Incorporation or Registration (as applicable);
- Submission of Statutory Clearance/Compliance Certificates, (for companies incorporated/registered in Trinidad and Tobago) valid as at the tender submission deadline, namely;
 - VAT Clearance Certificate
 - BIR Clearance Certificate
 - NIS Certificate of Compliance
 - Bid Bond valued at Five Hundred Thousand Dollars (\$500,000.00)

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

Yes, a Bid Bond valued at **Five Hundred Thousand (\$500,000.00)**, is required for this RFP.

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.