



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

# REQUESTS FOR PROPOSALS

## REFURBISHMENT AND CONVERSION OF CHAGUARAMAS CONVENTION CENTRE INTO A MODERN YOUTH DEVELOPMENT AND APPRENTICESHIP CENTRE (YDAC)

The Government of the Republic of Trinidad and Tobago (GORTT), through the Urban Development Corporation of Trinidad and Tobago Limited (UDeCOTT), is desirous of refurbishing and converting the Chaguaramas Convention Centre into a modern Youth Development and Apprenticeship Centre.

In this regard, UDeCOTT invites suitably qualified and experienced entities to submit proposals for the **REFURBISHMENT AND CONVERSION OF THE CHAGUARAMAS CONVENTION CENTRE INTO A MODERN YOUTH DEVELOPMENT AND APPRENTICESHIP CENTRE (YDAC)**.

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 register again.**

To access the Vendor Registration, proponents are required to go to UDeCOTT's website at [udecott.com](http://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).

The RFP package will be available for purchase from **January 10, 2022**. 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 **\$7,500.00 VAT Inclusive**.

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

An **Online Information Session** will be held **via Microsoft Teams** on **Monday January 17, 2022 at 10:00 a.m.** This will be followed by a **Site Visit** commencing at **2:00 p.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](mailto: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.**

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 **March 7, 2022 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 SCOPE

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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 gutting and renovations buildings, land development, civil works and outdoor recreational facilities. The scope of works include:

- Designs
- Project Management and Construction Management Services
- Procurement of Contractors
- Renovation/Construction of buildings
- Civil works and land development
- Information Communications Technology
- Interior Design and Outfitting

Not included in the scope:

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

### **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 construction 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.

## **PROJECT OBJECTIVES**

The project objectives are:

- to increase the number of residential developmental facility for technical/vocational skills training for young men throughout Trinidad;
- to provide an environment for young people to be trained, as well as, nurtured towards becoming positive role models and model citizens;
- to enhance youth employment and youth entrepreneurship.

## **PROJECT DESCRIPTION**

The Project involves the renovation and outfitting of the Chaguaramas Hotel and Convention Centre for a new youth development and apprenticeship centre on a site, in Chaguaramas. This includes the following:

- ▶ Administration Building
- ▶ Auditorium/General Assembly Areas
- ▶ Classrooms and Workshops
- ▶ Dormitories
- ▶ Gymnasium
- ▶ Kitchen and Dining Hall
- ▶ Library
- ▶ Maintenance Staff Workshops and Offices
- ▶ Outdoor Courts and Playfield
- ▶ Staff Quarters

The centre is to provide residential facilities as well as, technical vocational education training, over a two (2) year period. The facility must also provide physical recreational facilities, as well as, quiet spaces

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

### **Refurbishment and Conversion of the Chaguaramas Convention Centre into Modern 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.

#### **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 Office from January 10, 2022. Due to Covid-19 protocols, proponents are requested to forward an email to the Secretary of the Tenders Committee indicating the date and time that they would like to come in to view the RFP. A confirmatory email will be sent accompanied by UDeCOTT's Covid-19 Visitor Screening Questionnaire. Proponents will be required to complete and return the questionnaire via e-mail prior to the appointment date.

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

The project site is the Chaguaramas Convention Centre, Chaguaramas.

#### **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:

- Submission of Annual Return –2021 (2022 if applicable) (for companies incorporated/registered in Trinidad and Tobago)
- Incorporation or otherwise registered to do business in Trinidad and Tobago as evidenced by the Certificate of Incorporation or Registration (as applicable); Submission of valid Statutory Clearance/Compliance Certificates, namely;
  - Copy of valid VAT Clearance Certificate
  - Copy of valid BIR Clearance Certificate
  - Copy of valid 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 would be required.

**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.**