



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

REQUEST FOR PROPOSAL THE REFURBISHMENT OF THE BEAUSEJOUR COMMUNITY CENTRE

The Ministry of Rural Development and Local Government through the Urban Development Corporation of Trinidad and Tobago Limited, (UDeCOTT) is desirous of refurbishing the Beausejour Community Centre.

In this regard, the Ministry of Tourism, Culture and the Arts through UDeCOTT invites suitably qualified and experienced entities to submit proposals for THE REFURBISHMENT OF BEAUSEJOUR COMMUNITY CENTRE.

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, 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, carbon copying the Secretary of the Tenders Committee at tendersecretary@udecott.com.

The RFP package will be available for purchase from **February 4, 2021**. 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\$1500.00 VAT Inclusive**.

A **Site Visit and Pre-Submission Meeting** will be held **at the Beausejour Community Centre, situated at #82 Blue Basin Road, Diego Martin on February 11th 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 **March 5TH 2021 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

DESIGN CONSIDERATIONS

The project is to be completed in accordance with best practice and standards and to 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, and to the greatest extent possible, non-institutional in appearance;
2. The use of natural lighting is maximized;
3. Staff spaces are ergonomically designed with special attention being paid to occupational health and safety issues;
4. Protection and continuous power and water supply are also considered;
5. The Building is linked to social outreach programs;
6. The design provides for parking
7. The successful proponent will be required to develop final designs using the design concepts proposed.
8. Though the Building may be a contemporary design, it must be visually compatible with the existing scale, materials and design qualities of the community
9. The proponent would have to undertake the necessary geotechnical investigations (if deemed necessary).
10. 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 refurbishment.
11. The proponent shall be responsible for acquiring all the statutory approvals.
12. Review of User Briefs

The Proponent will be required:

1. to prepare Preliminary Design Options
2. to provide presentation of Preliminary Designs to Stakeholders:
3. Analysis and Recommendation of the Preferred Design
 - a) Value Engineering Study, Preliminary Design Drawings and Specifications
 - b) Procurement of applications/approvals from all Governmental Statutory and Regulatory Agencies
4. 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

REFURBISHMENT

1. Securing the Site and Mobilization. This shall include the provision of container office for UDeCOTT
2. Demolition and Removal of the identified areas of the Existing Building
3. Survey and Building Set Out, including QA/QC Report when completed
4. Excavation

DESCRIPTION OF SERVICES

1. Fabricate, plumb and install all the proposed structural steel building components
2. Supply, place and install all reinforced concrete elements of the proposed building
3. Supply, place and install all necessary walls, finishes, doors, windows, joinery, ironmongery and sundries.
4. Supply and install all required roof systems
5. Supply, test and install all required electrical systems and services for the facility
6. Supply, test and install all required plumbing and sewerage system for the facility
7. Supply, test and install all required HVAC and ventilation systems necessary for the facility
8. Supply, test and install all required Fire alarm and suppression systems necessary for the facility
9. Review and further development of all Shop Drawings, Product Information, and sample submittals
10. Periodic Inspections (QA/QC) of the work and prepare field reports and records for submission.
11. Track changes in construction documents
12. Provide fortnightly inspections by the Proponents Design Team to ensure that the Designs are being followed.
13. Attend fortnightly meetings with UDeCOTT and other Stakeholders.
14. Provide monthly construction progress reports including all updates to proposed schedules and project gantt charts for construction.
15. Development and submission of all handover and closeout documents including as-built drawings for the facility.

THE DEFECTS LIABILITY PERIOD (12 MONTHS)

1. Provide the necessary Construction attendance during the Defects Liability period as required to facilitate handover, correct, repairs and make good any defect that may be identified over the period in accordance with the contract.

FREQUENTLY ASKED QUESTIONS (FAQs)

THE REFURBISHMENT OF THE BEAUSEJOUR COMMUNITY CENTRE

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 Contractor with the specialised expertise necessary to undertake the Project.

2. What is the Location of the site?

The proposed site for the Beausejour Community Centre is the corner of #82 Blue Basin Road, Diego Martin.

3. 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 – 2020 (2021 if applicable)
- Submission of valid statutory clearance/compliance certificates, namely,
 - VAT Clearance Certificate
 - BIR Clearance Certificate
 - NIS Certificate of Compliance

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

No. A Bid Bond is not required for this Project.

5. 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.

6. 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.)

7. Can the RFP be viewed prior to purchasing?

The RFP will be available for viewing at UDeCOTT's office from February 2, 2021. 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.

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.