

FREQUENTLY ASKED QUESTIONS (FAQs)

Design Consultancy Services for the Point Fortin and Black Rock Fire Stations

1. *What is the purpose of this Request for Proposal?*

The purpose of this Request for Proposals is to identify and contract a suitably qualified and experienced Consulting Firm(s) with the necessary resources to provide Design Consultancy Services for the Point Fortin and Black Rock Fire Stations.

2. *What is the recommended team composition?*

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

1. Team Leader
2. Mechanical Engineer
3. Electrical Engineer
4. Civil/Structural Engineer
5. Civil Engineer – Infrastructure (Drainage, Roads, Grading)
6. Architect
7. Quantity Surveyor

With the exception of the Team Leader, a key human resource may only be proposed for one position.

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

Proponents are not required to submit a Bid Bond with their Proposals.

4. *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.

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5. *Please provide a brief description of the services to be provided.*

The Design Consultant will be required to complete the schematic (or conceptual) designs, preliminary designs, construction documents (with specifications) for the Fire Stations and to provide consultancy services during the tender and construction phases.

6. *What experience is the Proponent required to demonstrate?*

Proponents are required to demonstrate experience in the provision of Design Consultancy Services on projects of a similar nature defined as follows:

- Institutional Buildings (e.g. fire stations, police stations, schools, prisons, housing developments, etc.), with greater consideration being given to previous experience in the design of fire stations.

7. *Must all professionals be registered to provide services in Trinidad and Tobago?*

Engineers and Architects being proposed for the Project shall be required to provide evidence of current registration with the Board of Engineering of Trinidad and Tobago (BOETT), and the Board of Architecture of Trinidad and Tobago (BOATT), or evidence of possession of the requisite qualifications and experience to become registered.

8. *What financial documents must be submitted?*

- I. Proponents must show evidence of unconsolidated audited financial statements prepared in accordance with International Financial Reporting Standards (IFRS) for at least three (3) most recent, consecutive financial years, as specified by the RFP.
- II. Where Proponents submit as a Joint Venture or Consortium the financial resources of each member of the Joint Venture or Consortium will be considered and scored under the evaluation.