

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

### **Design Consultancy Services for the Parliamentary Complex for Administrative and Ancillary Services**

**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 with the necessary resources to provide Design Consultancy Services for the Parliamentary Complex for Administrative and Ancillary Services. This facility is to be constructed north of the Red House along Knox Street, and will provide office space and infrastructure to support the efficient functioning of the Parliament at the restored and refurbished Red House building.

**2. *What is the recommended team composition?***

At a minimum, the proposed team should comprise the following eight (8) key human resources:

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

**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 conduct a transportation study for the project, and will produce a full set of documents including Architectural, Structural, Mechanical, Electrical, Civil, Landscape and Interior Designs / Documents, Construction documents, Final Cost Estimate and Bills of Quantities. The Consultant will also provide Construction Supervision services during the tender and construction periods of the Project.

**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:

- Administrative Buildings
- Institutional Buildings (e.g. fire/police stations, prisons, schools)

Similar projects shall not include the following types of projects:

- Road infrastructure works
- Industrial plant construction.

Greater consideration shall be given to those Proponents who can demonstrate experience in the provision of similar projects of greater value or projects of greater complexity.

**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), respectively.

**8. *What financial documents must be submitted?***

Proponents must submit independently audited financial statements for the years 2011, 2012 and 2013, or independently audited financial statements for the years 2010, 2011 and 2012 and Management Accounts for 2013, which indicates the individual financial position of the Proponent.