

FREQUENTLY ASKED QUESTIONS (FAQs)

Design Consultancy Services for Phase 2-B of the Police Stations Programme (Matura, Matelot and Manzanilla)

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 Matura, Matelot and Manzanilla Fire Stations.

2. *What is the recommended team composition?*

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

1. Team Leader (1 No.)
2. Architect (1 No.)
3. Civil/Structural Engineer (1 No.)
4. Mechanical Engineer (1No.)
5. Electrical Engineer (1 No.)
6. Quantity Surveyor (1 No.)
7. Civil Engineer – Infrastructure (Drainage, Roads, Grading) (1 No.)

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.

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

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Police 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. police stations, fire stations, schools, prisons, housing developments, etc.); and
- Projects for which the cost exceeds Thirty Million Trinidad and Tobago Dollars (TTD\$30,000,000.00) in which the Proponent has participated in the capacity of Designer.

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 certified financial statements for the years 2010, 2011 and 2012.