

FREQUENTLY ASKED QUESTIONS (FAQs)

Consultancy Services for the Completion of the Restoration and Refurbishment Works of Stollmeyer's Castle

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 Consultant with the necessary resources to undertake Design and Construction Administration Consultancy Services for the Restoration, Refurbishment and Outfitting of the Stollmeyer's Castle in accordance with the Design-Bid-Build project delivery method.

2. *What is the recommended team composition?*

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

1. Project Administrator (FIDIC Contracts)
2. Historical Restoration Architect
3. Structural Engineer with experience in Restoration Projects
4. Mechanical (HVAC) Engineer
5. Mechanical (Plumbing & Fire Protection) Engineer
6. Electrical (HV/LV) Engineer
7. Quantity Surveyor

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

The Proponent will not be required to submit a Bid Bond with its Proposal.

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 Scope of Services to be provided by the Consultant for this Project are as follows:

- a. Assessment of the current status of the works, review of existing designs and drawings and inspection of existing works;
- b. Preparation of relevant Architectural, Structural and Civil Engineering and Mechanical, Electrical and Plumbing Engineering designs, drawings and specifications and Bills of Quantities and tender documents which are required to complete the Works;
- c. Recommendations for the completion of the works in an efficient and effective manner; and
- d. Supervision, inspection and certification of the construction and retrofitting works, provision of Quantity Surveying Services and Quality Management Oversight.

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

Proponents are required to demonstrate that its key human resources assigned to the team have provided similar works on at least three (3) completed projects of a similar nature.

For the purposes of this paragraph, projects of a similar nature means:

Projects including office accommodation and institutional buildings for which the construction costs exceeds Thirty Million Trinidad and Tobago Dollars (TTD\$30,000,000.00) in which the similar services as defined in the Request for Proposals and herein. Institutional facilities include, but are not limited to:

- Police stations;
- Fire stations;
- Schools;
- Prisons;

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- Housing Developments; and
- Hospitals or Healthcare Facilities

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

Architects and Engineers being proposed for the Project shall be required to provide evidence of current registration with the Board of Architecture of Trinidad and Tobago and the Board of Engineering of Trinidad and Tobago, respectively.

8. *What financial documents must be submitted?*

Proponents must submit independently audited financial statements for the years 2010, 2011 and 2012 for each member that comprises the Proponent.

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 fulfill and comply with all requirements of the Request for Proposals.