



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

EXPRESSION OF INTEREST FLOOD MITIGATION STUDY AND DESIGN SOLUTIONS FOR THE ISLAND OF TOBAGO

The intent of this Expression of Interest (EOI) is to identify private sector entities that would be interested in conducting a Flood Mitigation Study and Design Solution Recommendation for the island of Tobago, inclusive of evaluating and proposing the structures need to mitigate impacts and effects of flooding events in the identified areas as well as other areas across the island of Tobago.

These issues have been identified by the Tobago House of Assembly and the Government of the Republic of Trinidad and Tobago as of utmost importance as the island is experiencing more prolific instances of flooding and associated threats. Flooding places a great risk to infrastructure, public safety and welfare and the ecosystem. While flooding cannot always be eliminated, the effects can be mitigated by the use of engineering or natural solutions. The Urban Development Corporation of Trinidad and Tobago (UDeCOTT) is desirous of shortlisting companies or consultants who can conduct such a study and make the necessary recommendations to mitigate the effects.

In this regard, UDeCOTT invites suitably qualified and experienced entities to submit Expressions of Interest (EOI) for a Flood Mitigation Study and Design Solutions for the Island of Tobago.

The successful Respondent shall be chosen using a competitive selection process as set out in the EOI. Respondents will be required to demonstrate adequate experience in the provision of similar services as defined by the EOI. Respondents are advised that submissions must include ALL the documents as set forth in the EOI. 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 register again.**

To access the Vendor Registration, proponents are required to go to UDeCOTT's website at 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 EOI package will be available for purchase from **November 1, 2021**. To download the EOI package, you will then be required to select and purchase the EOI **via online payment**. The cost of the EOI package is **TT\$1,500.00 VAT Inclusive**.

INFORMATION SESSION

An online **Information Session** will be held on **November 8, 2021 at 10:00 a.m via video conference**. This will be Interested parties are kindly asked to confirm their availability, together with **the names and preferred email addresses** of their representatives who will be in attendance via email to tendersecretary@udecott.com by **4:00 p.m. on November 5, 2021.**

SUBMISSION

Respondents are advised that submissions must include ALL the documents as set forth in the EOI 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 Respondent and failing to submit proposals in PDF format may result in disqualification.

The deadline date for submissions is **November 29, 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 EOI.

SECRETARY, TENDERS COMMITTEE

FREQUENTLY ASKED QUESTIONS (FAQs)

EXPRESSION OF INTEREST

FLOOD MITIGATION STUDY AND DESIGN SOLUTIONS, TOBAGO

What is the purpose of this Expression of Interest (EOI)?

The purpose of this **Expression of Interest (EOI)** is to identify private sector entities that would be interested in conducting a Flood Mitigation Study and Design Solution Recommendation for the island of Tobago, inclusive of evaluating and proposing the structures need to mitigate impacts and effects of flooding events in the identified areas as well as other areas across the island of Tobago.

What Location/Areas is the Study to focus on?

The Study will consider Flood Mitigation Strategies throughout the island of Tobago.

Date and Time of Pre-submission Meeting and Site Visit?

A virtual Pre-submission Meeting will be Monday, November 8, 2021 at 10:00 a.m. via Microsoft Teams.

Are there any eligibility requirements for this Procurement Process?

In order to be eligible for evaluation and/or consideration to execute the Project, Proponents (at the EOI Stage) 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, as evidenced by the Certificate of Incorporation or Registration (as applicable),
- Submission of Annual Return – 2020 (2021 if available)
- Submission of valid statutory clearance/compliance certificates, namely,
 - VAT Clearance Certificate
 - BIR Clearance Certificate
 - NIS Certificate of Compliance

Are Respondents required to submit a Bid Bond with their Responses?

No Bid Bond is required for the EOI Stage, but this may be a requirement for the EOI Stage.

Would Responses submitted by Joint Ventures be acceptable?

Responses submitted by Joint Venture (JV) entities would be acceptable providing that the following is included in their Response:

1. Joint Venture Guarantee
2. Joint Venture Agreement (executed)
3. Audited Financial Statements of each member

4. Other related documents identified in the EOI.

What is the recommended Team composition?

For the purpose of this EOI, Respondents are required to provide evidence of the qualifications and experience of their Team Lead and at least two (2) of the following Key Human Resources identified as a minimum:

1. Respondent Team Leader (1 No.)
2. Hydrologist (1 No.)
3. Hydro-geologist (1 No.)
4. Hydraulic Engineer (1 No.)
5. Environmental Engineer (1 No.)
6. Coastal Engineer (1 No.)
7. Geotechnical Engineer (1 No.)

Respondents are to note that the responses provided as guidance to these Frequently Asked Questions does not relieve the Respondent of its obligation and responsibility to fulfil and comply with all requirements of the EOI.