



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

EXPRESSION OF INTEREST HILTON TRINIDAD AND CONFERENCE CENTRE RENOVATION WORKS

The intent of this Expression of Interest (EOI) is to identify private sector entities that would be interested in the Hilton Trinidad and Conference Centre Renovation Works and who possess the necessary resources, expertise and experience to perform the works.

In accordance with the Public Procurement and Disposal of Public Property Act, 2015 (as amended), suppliers of goods, works and services, interested in conducting business with UDeCOTT must be registered on the OPR Procurement Depository. The relevant guidelines for registration can be found on the OPR website via <https://oprtd.org/procurement-depository/>. Therefore, UDeCOTT is inviting suitably qualified suppliers to register and apply for pre-qualification in the OPR's Procurement Depository for the following:

Line of Business Code: **72121103 – Commercial and office building renovation and repair service**

UDeCOTT reserves the right to develop a shortlist of entities based on assessment of the responses received. Interested entities are therefore required to submit a comprehensive response. Failure to so do may result in exclusion from the RFP process.

A request for the EOI package can be made via email to tenders@udecott.com from **November 7, 2024 (excluding weekends and public holidays)**, between the hours of **9:00 a.m. to 4:00 p.m. (AST)**.

INFORMATION SESSION AND SITE VISIT

An **Online Information Session** will be held via **Microsoft Teams** on **November 15, 2024 at 9:00 a.m.** This will be followed by a **Site Visit** on **November 15, 2024 at 1:30 p.m.** 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 tenders@udecott.com by November 14, 2024 at 3:00 p.m.

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.

The deadline date for submissions is **December 5, 2024 at 2:00 p.m.** at UDeCOTT's Head Office, 38-40, Sackville St. Port of Spain.

Additional information may be requested through email forwarded to the attention of **The Office of the Chief Procurement Officer** at tenders@udecott.com.

UDeCOTT reserves the right to reject any or all submissions for failure to comply with any mandatory requirements stated in the EOI.

THE OFFICE OF THE CHIEF PROCUREMENT OFFICER

FREQUENTLY ASKED QUESTIONS (FAQs)

EXPRESSION OF INTEREST

HILTON TRINIDAD AND CONFERENCE CENTRE RENOVATION WORKS

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 the Hilton Trinidad and Conference Centre Renovation Works and who possess the necessary resources, expertise and experience to perform the works.

Are Proponents required to purchase the EOI package?

There will be no cost for the EOI package.

When will the EOI package be available?

The EOI package will be available via email request to tenders@udecott.com from November 7, 2024 (excluding weekends and public holidays), between the hours of 9:00 a.m. to 4:00 p.m. (AST).

Where is the site located?

The site is the Hilton Trinidad and Conference Centre, located along the Lady Young Road, Port of Spain.

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

An Online Information Session will be held via Microsoft Teams on November 15, 2024 at 9:00 a.m. This will be followed by a Site Visit on November 15, 2024 at 1:30 p.m. 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 tenders@udecott.com by November 14, 2024 at 3:00 p.m.

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 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.

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. Other related documents identified in the EOI.

What is the recommended team composition?

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

1. Project Manager (1 No.)
2. MEP Engineer (1 No.)
3. Civil Engineer (1 No.)
4. Site Supervisor (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.

HILTON TRINIDAD & CONFERENCE CENTRE REFURBISHMENT

PROJECT OVERVIEW



Prepared by

**The Urban Development
Corporation of Trinidad and
Tobago Limited**

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PROJECT OVERVIEW

1.0 GENERAL PROJECT INFORMATION

The Project Owner, Evolving TecKnologies and Enterprise Development Company Ltd (e Teck), is in the process of refurbishing Hilton Trinidad & Conference Centre, Trinidad & Tobago, a 415-room Resort Hotel comprising 12-storey, 9-storey, 4-storey, 2-storey room blocks and single unit, restaurants and bars, central facilities, back-of-house, entertainment areas, conference rooms, ballrooms, gym, landscaping, outdoor pool with lawn games and tennis courts (the “Project”).

2.0 PROJECT LOCATION, LEGAL ADDRESS, AND DESCRIPTION OF THE WORK SITE

Project Location: Port of Spain, along Lady Young Road, near the Queen’s Park Savannah

Legal Address: Lady Young Road, Port of Spain, Trinidad & Tobago

Description of the Site: The site comprises approximately 25 acres of relatively flat to sloping sections of land. The site is bound on the northern boundary by an existing road and operational hotel – St. Ann’s Road and the Sugar High Rooftop Lounge, with Lady Young Road located on the Southern boundary.

3.0 SCOPE OVERVIEW

3.1 General Scope of Works

The areas recommended for renovation and refurbishment work under this scope of work include renovations of all rooms (standard guest rooms, suites, executive suites and accessible rooms), Front of House (FoH) (administration, reception areas, restaurants, lounges and bars, market, conference room, ballrooms and external decks) and Back of House (BoH) (kitchens, storage, offices). The renovation works consist of, but are not limited to the following:

- Demolition;
- Limited substructure works and structural steel works;
- Concrete and masonry works;
- Painting exterior and interior surfaces of all areas/rooms recommended for renovations;
- Establishment of new partition walls in rooms;
- Installation of floor finishes such as tiling, laminates and carpets;
- Installation of special wall finishes (wallpaper, fabric, etc.); and
- Repairing service, provisions, and upgrading of electrical, IT, and electrical systems for the recommended areas of renovations.

The works shall be done as per the scope of work, specifications and general contract conditions. This Project requires an experienced contractor to execute the Project. The Contractor shall provide all labor, materials, tools, equipment, supervision services, testing and other related items required to complete the Project as per the scope of work and specifications.

Works will be executed with sections of the hotel in operation; hence, the Contractor must

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demonstrate a high standard of care to ensure the safety of his workers and the hotel staff and patrons. The Contractor will take possession of the site or section of the site free of hotel operation activity by staff. There will be a distribution point where power and water connections can be accommodated to allow for the refurbishment works to progress.

3.1.1 Asset Removal and Building Demolition

Prior to the demolition and stripping works, the Contractor will be responsible for the removal of items including, but not limited to Furniture, Fixtures & Equipment (FF&E), Operating Supplies & Equipment (OSE). Under the direction given by the Property Owner, other items to be retained may also include, but are not limited to guest room doors, internal doors, closet doors, glass patio doors and panels, fixtures in the bathroom, towel rails, hooks, basins, toilets, mirrors, as well as wall plates on the floor and ceiling.

For all other items, the Contractor shall dismantle doors, glazing, HVAC, electrical and plumbing fixtures and services, demolish all floors and ceiling finishes and accessories, strip wall finishes, and other debris (including brush) that comprise the Property.

The Contractor must promptly and properly dispose of demolished materials, which may not allow demolished materials to accumulate on-site and may not burn demolished materials on the Property. Demolished materials should be transported off-site and legally disposed of. Demolition operations shall be in accordance with all applicable laws and regulations and the following Project policies, such as ensuring minimum interference with roads, streets, walkways, and other adjacent occupied and used facilities.

Demolition operations must be executed to prevent injury to people and damage to adjacent buildings and facilities, whilst ensuring safe passage of people around the demolition area. On-site storage of removed items is prohibited unless instructed by the Project.

The Contractor shall demolish and remove concrete, asphalt, slabs on grade, finishes, and millwork unless otherwise shown to remain.

Works shall allow for the removal of air-conditioning equipment without releasing refrigerants, the removal of electrical and plumbing, ensuring that plumbing is capped and electrical power throughout the retained electrical services is safely contained to allow for the safe execution of refurbishment works. There are elements of the MEP work that will be designated as necessary to remain in service as these elements will be serving other areas that are operational.

All necessary required, select demolition including air handlers, boilers, pumps, exhaust fans, cabinet heaters, fin tube radiation, air conditioners, VAV boxes and supply and return ductwork and piping shall be disconnected on a phased approach. All components of the existing heating and cooling and electricity, if necessary, shall be removed to a suitable point to allow for a secure connection to the new work. As applicable, the Contractor shall indicate methods to temporarily cap, seal, bypass, shut down, and make all of the building utilities and systems safe. At the same time, the demolition work is being conducted in the building.

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3.1.2 Refurbishment Works

The main room blocks, Back and Front of House, are comprised of reinforced concrete structures to be refurbished with high-end finishes as conceptualized for this Project.

The Contractor will be responsible for coordinating the interface between the mechanical, electrical and plumbing installations throughout the Project.

In keeping with the refurbishment strategy, internal partition walls are to be removed and replaced with dry works, proprietary partition construction, and doors. The wet works would be limited to floor screeds to regulate the floor levels and partition works throughout the Back and Front of House.

Refurbishment works comprise:

3.1.2.1 *Walls*

Concrete Hollow Block units shall be erected plumb and true to alignment with acceptable tolerance. Concrete Hollow Blocks inside surfaces shall be filled with grout/mortar and shall fully encase the reinforcing steel. Surfaces to receive plaster shall be clean and free from defects.

The plaster shall be straight and plumb in horizontal and vertical directions, and corners and interior angles shall be square. The thickness of the plaster, based on the finished plaster surfaces, shall not be less than 20mm. As specified in the drawings, walls shall be finished with paints, wallpaper and tiles, in accordance with the Design specifications.

All surfaces shall be free from loose plaster and all corners should be 90° prior to the installation of tiles, paints, and wallpaper. The Contractor is to present a sample of tiles and wallpaper to the Client prior to installation for approval. The tiles shall be cut evenly and free of defects prior to installation. For the floors, the contractor is to provide a 1% minimum slope of floor tile going to the floor drain.

3.1.2.2 *Painting Works*

The Contractor shall observe the manufacturer's recommendations and techniques best suited for the type of material being applied in regard to the preparation of surfaces to receive paint and the application of paint itself.

Paints shall be latex paint for concrete, quick-dry enamel/oil for wood and epoxy paint for steel. Apply patching compound and glazing putty to all uneven surfaces of concrete and wood, respectively. Surfaces shall be approved by the Client prior to the application of the first coating and final coating.

Except as otherwise specified or required, paint shall be applied only under dry and dust-free conditions that will ensure properly finished surfaces, free of defects and blemishes. Paint surfaces behind mobile equipment and furniture shall be the same as similar exposed surfaces, in addition to painted surfaces behind permanently fixed equipment or furniture. When required, finish exterior to painted doors on tops, bottoms and side edges are to be the same

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as the exterior face. Apply each coat of material at no less than the manufacturer's recommended spreading rate. "Ridging" at roller overlaps shall not be permitted with a heavy apply finish, as much as possible without running, to provide a uniform finish and color free from brush marks, hairs, and other imperfections.

3.1.2.3 **Partitions**

3.1.2.3.1 Gypsum and Plycem Partitions

Works comprise the supply and installation of high-standard partitions made up of single or double gypsum and/or plycem board on steel studs to form the layout in accordance with the agreed drawing(s). The partitions are to be slab-to-slab/beams as per the fit-out plan unless otherwise specified. All non-glass partitions must have rock-wool (or similar) sound insulating material infill to full height and partitions must satisfy the most demanding fire, thermal and acoustic performance requirements.

3.1.2.3.2 Glass Partitions

Supply and install double-glazed acoustic internal partitions with acoustic blankets or ceiling baffles above the suspended ceiling (e.g., toughened/laminated transparent glass partitions with a manifestation film pattern at approximately 1.7m height as a safety precaution to prevent staff from walking into the glass). Work will include all finishes, bottom and top rail details, etc.

3.1.2.3.3 Acoustic Folding Partitions

Supply and install Acoustic Folding Partitions in the meeting rooms as per the designs and in accordance with the manufacturer's specifications.

3.1.2.3.4 Doors

Supply and install steel frame doors (full height) to guestrooms, offices, service areas, back and front of house. The door fittings and handles are to be made of metal. Each door to be lockable from either side, with a minimum of three keys provided for each lock.

3.1.2.3.5 Skirting, Architrave, Crown Moldings & Profiles

Supply and install skirting, architraves, crown moldings and profiles to match the partition work in accordance with the Architect's layout.

3.1.2.4 **Ceilings & Floors**

3.1.2.4.1 Suspended Ceiling/Plasterboard Ceiling

The Contractor is to install and/or modify the suspended ceiling at an appropriate height for headroom, openings and normal use with exposed concrete soffit, high standard partitions

The ceiling is to comprise of single gypsum, exposed white steel grid, 600 x 600 acoustic ceiling tiles for accommodating the ventilation ductwork, and other building systems (e.g., sprinkler system, lighting, etc.) for each usable area in accordance with

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the agreed drawing.

3.1.2.4.2 Flooring

To maintain a constant floor level, a reinforced concrete topping would be constructed into the floor system. All existing floors, including the structural topping, shall be covered with a nominal floor screed and finished with high-graded ceramic tiles, wood look tiles, carpet and/or epoxy paints. The tiles and carpet are to be fitted after the partitions have been erected. The color is to be determined in accordance with the agreed Designs. Works are to be terminated neatly at obstructions, edges and corners without disturbing the pattern or joint alignment.

Upon completion of installation, all tile and finished surfaces shall be cleaned so they are free of foreign matter, cracked, chipped, broken and/or non-bonded tiles, or otherwise defective tile work.

3.1.2.5 **Electrical**

3.1.2.5.1 Lighting & Luminaries (fittings)

Supply and install all required new luminaires in accordance with the relevant codes, design drawings and specifications including but not limited to:

- *Switching*
- *Controls*

3.1.2.5.2 Security

CCTV Supply, install and commission a new CCTV system in accordance with the relevant codes, design drawings and specifications including but not limited to:

- *NVRS*
- *Monitors*
- *Wiring*
- *Associated Software*

3.1.2.5.3 Access Control System

Supply, install and commission a new Access Control system in accordance with the relevant codes, design drawings and specifications including but not limited to:

- *Door Locks*
- *Keypads - Biometric*
- *Control Panels*
- *Wiring*
- *Associated Software*
- *Access Cards*

3.1.2.5.4 Structured Cabling System

Supply, install and commission a new Structured Cabling system in accordance with the relevant codes, design drawings and specifications including but not limited to:

- *Fibre cabling*

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- *Copper cabling*
- *Patch panels*
- *Fibre Switches*
- *Network Switches*
- *Equipment Racks*
- *Associated software*

3.1.2.5.5 UPS System

Supply, install and commission a new UPS system (in accordance with relevant codes) for the IT room and building including but not limited to the following:

- *UPS*
- *Associated software and monitoring*
- *Batteries*
- *Associated cabling and synchronizing*

3.1.2.5.6 LV Systems

Supply and install all new electrical equipment in accordance with the design drawings and specifications and relevant codes including but not limited to the following:

- *All cabling (including connection to equipment)*
- *Containment*
- *Distribution panels*
- *Outlets*
- *Associated certification*
- *Transformers*
- *Grounding and Lightning Protection*

3.1.2.5.7 Fire Detection-Alarm Systems

Supply and install all new addressable Fire detection-alarm system in accordance with the design drawings and specifications and relevant codes including but not limited to the following:

- *Detectors and devices*
- *Main Control Panel*
- *Repeater and remote panels*
- *Associated wiring and links*
- *Software and programming*
- *Relay modules and wiring*

3.1.2.5.8 Audio System

Supply and install all new Audio system in accordance with the design drawings and specifications and relevant codes including but not limited to the following:

- *Main Control Console*
- *Speakers*

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- *Amplifiers and Mixers*
- *Associated wiring and links*
- *Software and programming*
- *Relay modules and wiring*

3.1.2.6 Sprinkler System

A sprinkler system complying with NFPA 13 is to be installed throughout the facility. Additionally, the Contractor shall supply the necessary firefighting/safety equipment (e.g., fire extinguishers) for the premises

3.1.2.7 Air Conditioning Unit

Supply and install Air Conditioning and Ventilation system in accordance with the design drawings, specifications and relevant codes. The site consists of a mix of chilled water and DX equipment scattered throughout the facility. The intention is to replace the existing chilled water plant and replace existing DX equipment with chilled water equipment connected to the new upgraded plant. All distribution ductwork will be replaced with new ductwork and diffusers to service the redesigned areas.

3.1.2.8 Plumbing Works

The facility is to be provided with new pipework, including potable water supply, soil waste lines, hot water and rainwater piping. New fixtures are to be provided where indicated, in accordance with the specifications.

3.1.2.9 Landscaping

The Contractor is responsible for the installation of soft landscaping, including all transport and installation of sod, turf, ground cover, plants, soil, mature trees, protection, watering and chemicals to maintain their growth until Handover. All turf, plants, and mature trees will be owner-supplied and collected by the Contractor from the owner's nurseries located 15 minutes from the site.

3.1.2.10 External Works

Construction work for the improvement of the existing roads and footpaths. Works also include road markings, underground stormwater drainage, groundwater recharge measures, shifting of electrical poles and overhead power supply lines, underground electrical cable laying, the installation and commissioning of allied electrical infrastructure and other miscellaneous works.

The Contractor is responsible for the installation of all External Lighting and Audio Systems and its associated wiring,

The Contractor is responsible for the site's welfare, safety and security at all times, ensuring that the surrounding environment is protected and free of any pollutants.