



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

REQUEST FOR PROPOSAL DESIGN BUILD SERVICES FOR THE JOSEPHINE SHAW HOUSE PROJECT

The Josephine Shaw House – Main Building has been used by the Salvation Army, in partnership with the Government of Trinidad and Tobago through the Ministry of Gender Youth and Child Development (MGYCD), to provide Assisted Housing accommodation in Port Of Spain for the past 65 years to young women about to enter the work force and those completing their education.

The property is ideally situated for this purpose, being located within blocks of downtown Port Of Spain and two blocks from the General Hospital for student nurses. The property consists of the Main Building, the Annex, the Wing, the Laundry Room and the Kitchen.

In this regard, The Urban Development Corporation of Trinidad and Tobago Limited, (UDeCOTT) invites suitably qualified and experienced entities to submit proposals for the Design Build Services for the reconstruction of the Josephine Shaw House – Main Building.

The successful Contractor shall be chosen using a competitive selection process as set out in the Request for Proposals (RFP). Proponents will be required to demonstrate adequate experience in the provision of similar services as defined by the RFP. Proponents are advised that submissions must include ALL the documents as set forth in the RFP. Failure to do so may result in disqualification.

INSTRUCTIONS FOR PURCHASE OF RFP PACKAGE

- (i) A complete set of documents may be purchased from **Thursday May 2nd, 2019 to Wednesday May 8th, 2019**, by making a non-refundable deposit of **TT\$2,500.00 VAT Inclusive, to UDeCOTT's Operating Account #852948 at any branch of First Citizens Bank Limited, by Cash or Manager's Cheque.**
- (ii) AFTER payment has been deposited into UDeCOTT's account, the RFP package may then be collected at UDeCOTT's Head Office (with proof of payment), First Floor, 38-40 Sackville Street, Port of Spain or provided electronically upon request, **Monday to Friday (excluding public holidays), between the hours of 9:00 a.m. to 4:00 p.m. (AST), with proof of payment (stamped deposit receipt from the bank).**

SUBMISSION DEADLINE

All submissions, clearly marked "ORIGINAL" or "COPY" and labelled as shown below should be placed in sealed plain envelopes and deposited in the appropriately labelled Tender Boxes located on the First Floor of the Urban Development Corporation of Trinidad and Tobago Limited, 38-40 Sackville Street, Port of Spain **no later than 2:00 p.m. (EST) on June 27th, 2019:**

**"Secretary, Tenders Committee
Urban Development Corporation of Trinidad and Tobago Limited
38-40 Sackville Street
Port of Spain
Design Build Services for the Josephine Shaw House Project"**

Proposals received after the stipulated tender submission deadline **shall not** be eligible for consideration and shall be returned unopened.

The size of the opening in the tender box is 360mm x 50mm and submittals **MUST** be packaged to be able to pass through this opening. Proponents must accurately sign the Tender Submittal Form provided by UDeCOTT's representatives.

Proponents Company's Name, return address, email address and mobile number must be clearly stated on the envelope. Failure to so label the envelopes may result in disqualification.

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 RFP.

SECRETARY, TENDERS COMMITTEE

JOSEPHINE SHAW HOUSE - SUMMARY SCOPE OF WORKS

i. Architectural Design

- a. Building profile
- b. Building envelope
- c. Space planning
- d. Base building facilities and finishes
- e. Interior Fit-out and FF&E
- f. Signage
- g. Car parking
- h. Storage areas

ii. Structural Works

- a. Structural Design in conformance to Standards and Structural Code Requirements
- b. Construction of structural works

iii. Mechanical services

- a. Design standards
- b. Design temperatures and performance
- c. Design load
- d. Availability, positioning of plant, configuration and security
- e. Supply air system
- f. Zoning
- g. Filters
- h. Controls
- i. Economy cycle (Consider for larger buildings)
- j. Mechanical ventilation
- k. Condenser water system (Consider for larger buildings)
- l. Outside air
- m. Acoustics mechanical
- n. Commissioning

iv. Fire services

- a. General Design
- b. Fire alarm systems
- c. Fire Suppression Systems

v. Electrical services

- a. General
- b. Design standards
- c. Metering and supply
- d. Main switchboard
- e. Distribution boards
- f. Sub-mains
- g. Lighting
- h. Electrical power
- i. Telecommunications/computer cabling
- j. Cable support
- k. Lightning protection
- l. Security

vi. Lifts

- a. General
- b. Standards
- c. Design parameters

vii. Site Maintenance and Management

- a. Site Cleaning and Handover

FREQUENTLY ASKED QUESTIONS (FAQs)

Design Build Services for the Josephine Shaw House Project

1. *What is the purpose of this Request for Proposal?*

The purpose of this Request for Proposal is to identify and procure a suitably qualified and experienced Contractor with the expertise necessary to undertake the Project

2. *What is the Location of the site?*

The Project Site is located on Henry Street, Port of Spain, Trinidad and Tobago.

3. *Are there any eligibility requirements for this Procurement Process?*

In order to be eligible for evaluation and/or consideration to provide the Services, the Proponent must be able to demonstrate the following:

1. Submission of receipt for the purchase of the RFP package;
2. Registration or incorporation for at least four (4) years.
3. Incorporation or otherwise registered to do business in Trinidad and, as evidenced by the appropriate statutory documents i.e. VAT, NIB, BIR Clearance Certificates and Certificates of Incorporation or Registration.
4. Independently Audited Financial Statements (for companies) and Accountant's Reports (for partnerships and sole proprietors only) for 2015, 2016 and 2017 in accordance with International Financial Reporting Standards or any other such internationally accepted accounting standards (For Joint Ventures, each member MUST meet this requirement) which clearly identify the individual financial position of the Proponent;

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. *What is the recommended team composition?*

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

- 1.** Project Manager
- 2.** Construction Manager
- 3.** Mechanical Engineer
- 4.** Electrical Engineer
- 5.** Civil/ Structural Engineer
- 6.** ICT Technician

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.