



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

# REQUEST FOR PROPOSAL FIDIC ENGINEER SERVICES FOR THE ROXBOROUGH FIRE STATION

The Ministry of National Security ('MNS'), on behalf of the Trinidad and Tobago Fire Service ('TTFS') has engaged the Urban Development Corporation of Trinidad and Tobago Limited ('UDeCOTT') to perform project management services for the MNS' current programme for TTFS facility upgrade.

The Urban Development Corporation of Trinidad and Tobago Limited, (UDeCOTT) invites suitably qualified and experienced entities to submit proposals for FIDIC Engineer Services for the Roxborough Fire Station.

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 by making a non-refundable deposit of **TT\$2,500.00 VAT Inclusive, to UDeCOTT's Operating Account #852948 at any branch of First Citizen's 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, from **Monday January 14<sup>th</sup>, 2019 to Friday January 18<sup>th</sup>, 2019 (excluding weekends and public holidays)**, between the hours of **9:00 a.m. to 4:00 p.m. (EST)**, with proof of payment (stamped deposit receipt from the bank). Documents will NOT be available for collection after this deadline.

### **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 February 12<sup>th</sup>, 2019:**

**"Secretary, Tenders Committee  
Urban Development Corporation of Trinidad and Tobago Limited**

**38-40 Sackville Street  
Port of Spain  
FIDIC Engineer Services – Roxborough Fire Station”**

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](mailto: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

## **CONSULTANCY REQUIREMENTS**

The Scope of Services to be provided by the Consultant includes but is not limited to those duties of the Engineer as defined by the FIDIC General and Particular Conditions of Contract for Plant and Design Build (Yellow Book) 1999 Edition as these may be attributable to, specified and/ or implied by the Contract(s) and in accordance with the laws, technical standards and construction norms and rules, including but not limited to the following activities.

The Consultant shall undertake the review and oversight of the Design activities and assist the Design-Builder in the definition of the User's requirements and deliverables and maintain records of the deliverables. The Consultant shall provide an independent review and analysis of the completeness and adequacy of the designs and advise the Employer of any discrepancies.

The Consultant shall receive on behalf of the Client the Final Design drawings and Report and shall review and recommend the acceptance of the said package or provide comments where the design is inadequate or cost savings can be obtained. The Consultant shall receive all Construction issue drawings on behalf of the Client against which the Consultant shall monitor the construction activities and their conformance to the accepted Designs.

### **1.1 PROJECT ADMINISTRATION AND COMMUNICATION**

The Consultant shall act as the conduit of information among all team members. The Consultant's tools during construction shall include:

- Project Management Software equivalent to Primavera Contract Manager and PRIMAVERA P6 scheduling software
- Fortnightly Project Team Meetings
- Monthly Budget Updates
- Variation / Change Order Reports
- Weekly Review of the Schedule
- Weekly Coordination of Vendors
- Periodic Meetings with the Client
- Project Monthly Reports

## **1.2 BUDGET AND SCHEDULE CONTROL**

The Consultant shall employ standard Project Management tools to maintain control of the budget and timely completion of the Project.

## **1.3 COST/BUDGET REPORT**

The monthly Cost / Budget Report shall be issued to the Client summarizing the current financial status of the Project. It includes the approved estimate and notes all variances from the estimate due to the Design-Builder / trade buyouts and changes initiated by the Client. Changes to the control estimate are divided into three categories:

1. "Approved" (i.e., a change estimate has been executed and approved by the Client);
2. "Pending" (i.e., a change estimate has been submitted and awaits approval by the Client),
3. "Approximate" (i.e., an approximate estimate has been developed and submitted to the Client as an early warning system for information and review).

Also to be shown is an overall project cost, with projections of savings or cost overruns shown on a trade basis. This is to be combined with the status of billings to complete the financial status of the Project.

## **1.4 EARNED VALUE ANALYSIS REPORT**

The Consultant shall ensure the accepted format of the Project schedule is sufficient to support the earned value analysis and report on a monthly basis.

## **1.5 WEEKLY LABOUR MONITOR REPORT**

The Consultant shall monitor the Design-Builder's labour reports by reviewing detailed expenditure of labour, comparing the estimated costs against the actual costs both for the period and accumulated to date. Projections of costs to complete, savings or overruns are to be continuously monitored.

## **1.6 MASTER SCHEDULE REVIEW AND UPDATES**

The Consultant shall be responsible for reviewing the Master Schedule for compliance with the requirements of the Contract. A compliant schedule shall then be accepted as the Baseline Project Schedule (Programme). The actual progress of work completed shall be checked against the Baseline Project Schedule with particular attention to Milestones and Critical Path Activities. The Consultant shall review corrective action plans in case of slippages and develop monitoring procedures as required.

## **1.7 MINI SCHEDULES (PROJECT LOOK AHEAD)**

The Consultant shall utilize smaller schedules to monitor site progress by focusing on specific detailed activities and delivery dates over a period of 7 to 14 days as agreed with the Client. These mini schedules shall be consistent with the Baseline Project Schedule, and is aimed at guiding the Design-Builder's focus towards specific tasks and material deliveries as scheduled. This short, focused approach immediately highlights slippage, allowing for timely determination and planning of a recovery strategy.

## **1.8 SYSTEM TEST AND COMMISSIONING SCHEDULES**

Working closely with the Client, the End User and the Design-Builder, the Consultant will develop system test and commissioning schedules on a system-by-system basis in accordance with the End User's needs, and coordinate such schedules with the Baseline Project Schedule.

The Consultant shall receive on behalf of the Employer all as-built drawings and operation and maintenance manuals and shall review and confirm the compliance of all deliverables to the accepted designs and the Employer's requirements.

## **1.9 PROJECT DOCUMENT CONTROL**

The Consultant shall establish infrastructure, procedures, conduits systems, and data storage facilities for the proper management and control of project documents. The Consultant will oversee the system's implementation and maintenance to enhance the overall Project Team's administration, communication and productivity.

## **1.10 PERMITS AND INSURANCE REVIEWS**

The Consultant will monitor the Design-Builder's relevant permits and insurance responsibilities to confirm ongoing conformance with the requirements established during the pre-construction stage and assist as far as practicable in securing authority and agency approvals and permits.

## **1.11 SAFETY MANAGEMENT**

The Consultant shall review, approve and subsequently monitor the Design-Builder's Safety Plan ensuring that regular tool box/safety meetings are maintained by the Design-Builder. Whenever it has been discovered that there is a departure from the established safety procedures by any team member, the Consultant shall report the issue and work with the responsible team members to develop and implement the proper corrective actions. This however does not relieve the Design-Builder from his obligation to manage and oversee all Safety requirements.

## **1.12 QUALITY CONTROL/ QUALITY ASSURANCE**

The Consultant shall oversee implementation of the QA/QC Plan, focusing on construction scope and constructability issues as well as timely submittal/approval issues, which always impact material deliveries and project scheduling requirements. The Consultant shall monitor the Design-Builder's Quality Control Programme. Early and continuous focus allows for early identification of problem areas enabling the Consultant to work proactively with the Design-Builder to develop solutions that minimize their effects.

The Consultant shall review the schedules prepared for inspection inclusive of A/E schedules, off-site operations, punch list inspection; testing and commissioning inspections, and warranty reviews. Review of the schedule in respect of all testing requirements as required by the specifications inclusive of soils, compaction, concrete, MEP systems, fabrication certificates, etc. shall also be the responsibility of the Consultant. The Consultant shall also inspect and give approval of specified works prior to the Design-Builder's continuation of subsequent activities.

Specific attention shall be given to the review of the Design-Builder's Quality Control Programme with respect to the compilation of quality records and the format of the certification and acceptance records of the works.

## **1.13 SHOP FABRICATION**

Where appropriate, materials and fabricated items are to be inspected at the shops or plants of the manufacturers and again on the site to assure that all material adheres to standards before installation.

## **1.14 MOCK-UP**

The Consultant shall review and approve the construction of mock-ups prior to the commencement of any work. The Consultant shall ensure that the Design-Builder prepares sample installations representative of the performance standards, which are kept intact for final acceptance of the work.

## **1.15 ENVIRONMENTAL PROTECTION PLAN**

The Consultant shall review, approve and subsequently monitor performance with regard to the Environmental Protection Plan, providing a review of activities in the Monthly Report. Whenever the Consultant discovers a departure from the established procedures, the Consultant shall report the issue and work with the respective team members to develop and implement the proper corrective actions.

### **1.16 USE OF AND ACCESS TO THE CONSTRUCTION SITE**

The Consultant shall monitor the Design-Builder's warehousing, storage, access, inventory control systems, and clean-up to prevent losses or damage on site. When required, the Consultant shall assist with reviewing loss or damage claims.

### **1.17 PROCUREMENT**

The Consultant shall review procurement activities as defined in the Procurement Plan established during the preconstruction phase, in addition to monitoring the Design-Builder's progress relative to the Baseline Schedule.

### **1.18 SITE STAFF**

The Consultant shall maintain an adequate, competent full-time supervisory staff at the job site to monitor the progress of the Design-Builder on the Project.

### **1.19 FIELD CONSTRUCTION ACTIVITIES**

The Consultant shall maintain adequate levels of site staff to ensure the monitoring of all the Design-Builder's site construction activities. It is also important that the Consultant ensure that the relevant approving agencies, for example WASA, are regularly monitoring the works of the Design-Builder as they are being executed.

### **1.20 PAYMENT PROCEDURES**

The Consultant shall maintain complete records relative to the requirements set out for Applications for Payment procedures. The Consultant shall develop in consultation with the Employer and the Design-Builder the format and schedule of payment application submissions.

### **1.21 CHANGE ORDER CONTROL**

The Consultant shall manage the process of Change Orders by implementing the procedures developed during the preconstruction phase, or thereafter, as approved by UDeCOTT.

### **1.22 RISK MANAGEMENT PLAN**

The Consultant shall conduct periodic team meetings reviewing the Risk Management Plan, the respective response plans and / or corrective action plans, in addition to updating the Plan with new items and concerns. Corrective Action Plans shall be submitted to the Consultant for review and comments. The Consultant shall continue to publish the list, activities, updates and action plans within the Project's Document Control Software allowing for 24/7 access among all team members. The

Consultant shall be responsible for ensuring that the Risk Register and Risk Management Plan have been updated prior to the start of the construction phase.

### **1.23 PUBLIC RELATIONS COORDINATION**

The Consultant shall be cognizant of the sensitivities surrounding public relations on projects. The Consultant's site managers shall support any of the Client's marketing and public relations initiatives as requested and at the appropriate times.

### **1.24 PROJECT CLOSEOUT**

As the Project nears completion, the Consultant shall work with the Client and the Project Team to ensure orderly project closeout and transition from construction and commissioning to actual use.

### **1.25 EQUIPMENT TESTING AND COMMISSIONING**

The Consultant shall work with the Design-Builder to coordinate and manage equipment testing and commissioning in conjunction with the Design-Builder. The Consultant shall coordinate the training and orientation of the Client's and User's personnel in the operation and maintenance of the new facility, and assist in evaluating systems performance.

### **1.26 PROJECT CLOSEOUT FINANCIAL SUMMARY**

The Consultant shall review the works completed and respective costs and payments and provide a Final Project Report inclusive of final reconciliation of project costs.

### **1.27 WARRANTY COORDINATION**

The Consultant will review and comment on the Design Builder's programme to collect, consolidate and secure warranties and will maximize its efforts to ensure a timely process.

### **1.28 PROJECT TAKING OVER**

The Consultant shall collate and hand over to the Client, or if directed, to the tenants, all appropriate data and documentation relative to the development, design, construction and commissioning of the Project. The Consultant will also ensure that all relevant training required under the contract is conducted with the End User.

### **1.29 DEFECT LIABILITY PERIOD**

The Consultant shall provide inspections of, and services related to the Project during and after the defects liability period as defined, up to completion of the Project Management services, in accordance with an agreed PMS staff plan and payment schedule. At the end of the defects liability period the Consultant shall prepare and issue the Performance Certificate.



### 1.30 RESPONSIBILITY MATRIX

The Consultant shall provide the Services as indicated below in the Responsibility Matrix.

**Legend**

- P=Perform - Direct responsibility for execution of the Work
- S=Support - Assist in the execution of the Work
- R=Review & Recommend - Reviewing the Work Product
- A=Approve - Approving the Work Product
- K=Keep Informed - Given for General Information Purposes
- G=Be Guided - Guided by
- NA=Not Applicable

	<b>DESIGN-BUILDER</b>			
	<b>Construction Administration Consultant</b>	<b>Client and/or End User</b>	<b>Designer</b>	<b>Contractor</b>
<b>1. PROJECT MANAGEMENT</b>				
1.1 Project Administrative Manual	R	P	S	NA
1.2 Master Schedule	R, A	R, A	K	P
1.3 Master Schedule Update	R	K	K	P
1.4 Project Cost Model & Reports	P, R	A	S	S
1.5 Project Accounting	P, S, R	P, A	G	S
1.6 Financial Reporting	P	R	S	S
1.7 Submit Progress Payment Requests	S	A	R	P
1.8 Issue Progress Payment to Contractor	S	P	R	NA
1.9 Payments to Consultant	NA	P	NA	NA
1.10 Payments to Third Party; specialists, suppliers, works Contractor	S	P	R	NA

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			DESIGN-BUILDER	
			Designer	Contractor
	<b>Construction Administration Consultant</b>	<b>Client and/or End User</b>		
1.11 Monthly Project Management Reports	P	R	S	S
1.12 Design & Equipment Planning	R	S,A	P	NA
<b>2. DESIGN DEVELOPMENT PHASE</b>				
2.1 Perform Designs	R,S	A	P	
2.2 Space schematics/Flow diagrams	R,S	A	P	
2.3 Architectural Design/Documentation	R,S	A	P	
2.4 Mechanical Design/Documentation	R,S	A	P	
2.5 Electrical Design/Documentation	R,S	A	P	
2.6 Civil Design Documentation	R,S	A	P	
2.7 Landscape Design/Documentation	R,S	A	P	
2.9 Interior Design/Documentation	R,S	A	P	
2.10 Specialist Design/ Documentation	R,S	A	P	
2.11 Possession of Site	R,S	P	N/A	
2.12 Long Lead Procurement Items	R,S	K,A	P	
2.13 General Condition Items	R	K,A	P	
2.14 Design build Contract Administration	P	A,S	G	
2.15 Technical Review of Drawings	P,S	A,R	G	
2.16 Design Build Cost Estimate	S	A	P	
2.17 Update Design Schedule	R	A,S	P	
2.18 Prepare Final Construction Schedule	R	A	P	

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			<b>DESIGN-BUILDER</b>	
	<b>Construction Administration Consultant</b>	<b>Client and/or End User</b>	<b>Designer</b>	<b>Contractor</b>
2.19 Prepare Final Design Report	R	K,A	P	
2.20 Prepare Monthly DB Progress Report	R	K,A	P	
2.21 Constructability review	P	R,A	G	
2.22 Value Engineering	P	S,A	P	
2.23 Negotiate with D-B as needed for agreed fixed price	S	S,R,P	NA	
<b>3. CONSTRUCTION PHASE</b>				
3.1 Construction Supervision	R,P	S,P	S	P
3.2 Insurance Certificates	R	A	NA	P
3.3. Mobilization				
3.4 Temporary Facilities & Utility Plan	R,A	R	NA	P
3.5 Construction Staging Area/Traffic Plan	R,A	R,A	NA	P
3.6 Equipment & Plant Plan	R	R	NA	P
3.7 Construction Schedule	R,A	R,A	NA	P
3.8 Subcontract Listing	R,A	R,K	NA	P
3.9 Shop Drawings/Material Submittals	R,A	R	R	P
3.10 Maintain Shop Drawings & Sample Control	R	R	NA	P
3.11 Construction/Temporary Facilities	A	R	NA	P
3.12 Construction	R,A	R	R,S	P
3.13 Conduct Job Coordination Meetings	S,P	K	S	P

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	DESIGN-BUILDER			
	Construction Administration Consultant	Client and/or End User	Designer	Contractor
3.14 Interpret Plans & Specifications	S,A	S	R	P
3.15 Administer QA/QC Procedure	P	S,K	S	P
3.16 Administer Security Programme	R	K	NA	P
3.17 Administer Safety Programme	R	S,K	S	P
3.18 Oversee Safety Programme	S,R	A	NA	P
3.19 Inspect & Monitor Subcontractors	P	S	S	P
3.20 Contractor Progress Payments	R,A	R,P	R	NA
3.21 Scope or Program Change Quotation Requests/Change Orders	R	P,A	S	NA
3.22 Administer Change Order Programme (Scope/Programme)	R	P,S	NA	
3.23 Site/Unforeseen Condition , Site Unforeseen Condition Change Quotations/Change Orders	S	A	R	P
3.24 As Built Drawings	R,A	S,K	S	P
3.25 Prepare Snag/Deficiency List	R	S,K	P,R	P
3.26 Conduct Final Inspection	R,A	S	P	
3.27 Practical Completion Certificate	S	A	P	P
3.28 O&M Manuals	R,A	S	R	P
3.29 Train Client Personnel	R,A	S	P	P
3.30 Testing & Inspection Administration	R,A	S	R	P
3.31 Free Installation Administration	R,A	S	R	P

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	DESIGN-BUILDER			
	Construction Administration Consultant	Client and/or End User	Designer	Contractor
a. Completion certificates	S	S,A	P	
b. Close Out Documentation	R,A	S,A	S	P
c. Final Cost Report	P	S,R	NA	S
d. Testing & Commissioning (start –up)	S	S	R	P
e. Warranty Review	A	S,K	R	P
f. Post-construction Evaluation Report	R	R	P	
g. Holdback Disbursements	R	P	NA	

The Consultant shall respond to all correspondence within three (3) calendar days from the date of receipt of the correspondence.

In the event that a response cannot be undertaken within three (3) calendar days, the Consultant shall within the first three calendar days from receipt of the correspondence, acknowledge receipt of the correspondence, and identify the timeframe within which a formal response will be submitted.

The Consultant shall keep all parties notified as to any changes in the schedule of the response.

The Consultant shall maintain and submit to the Employer the logs of all meetings and conference calls; identifying as a minimum, the date, time, subject and participants of the meeting or conference call.

The Consultant shall undertake all document reviews within fourteen (14) days of the receipt of a submittal.

## **FREQUENTLY ASKED QUESTIONS (FAQs)**

### **FIDIC Engineer Services for the Roxborough Police Station**

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**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 Supplier with the expertise necessary to undertake the Project

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

- 2.** The Project Site is located along the Windward Road of Roxborough, adjacent to the Cyd Gray Sports Complex and approximately 200m from the Roxborough Administrative Complex site.

**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. Independently Audited Financial Statements (for companies) and Accountant's Reports (for partnerships and sole proprietors only) for 2015, 2016 and 2017 prepared 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.
3. Registration or incorporation for at least four (4) years (For Joint Ventures, each member MUST meet this requirement) ;
4. Proof of current membership status of all Architects with the Board of Architecture of Trinidad and Tobago (BOATT) where applicable.
5. Proof of current membership status of all Engineers with the Board of Engineering of Trinidad and Tobago (BOETT).
6. 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. (This shall apply to both a foreign Proponent applying alone or a Joint Venture with a foreign member);

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

Not applicable for this Project.

**5. *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.

**6. *What is the recommended team composition?***

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

1. The Engineer
2. Resident Engineer
3. Civil/Structural Engineer
4. Mechanical Engineer
5. Electrical Engineer
6. Quantity Surveyor
7. Architect
8. Site Supervisor
9. HSSE Manager
10. Administrator

**7. *What experience is the Proponent's Key Human Resources required to demonstrate?***

An individual may only be proposed for one position and must demonstrate prior experience in the proposed project role on projects of similar nature (e.g. Police stations, fire stations, hospitals, schools, prisons, housing developments etc.) in which the key human resource has participated, for which the construction cost exceeds Twenty Five Million Trinidad and Tobago Dollars (TTD\$25, 000,000.00).

Greater consideration will be given to those proponents who can demonstrate experience projects of a higher value.

**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.**