



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

REQUEST FOR PROPOSAL DESIGN-BUILD-EQUIP SERVICES FOR THE ROXBOROUGH HOSPITAL

The Tobago House of Assembly (THA) through the Division of Health, Wellness and Family Development (DHWFD) has a program of works to improve the impact, system and delivery of health care services throughout Trinidad and Tobago.

In this regard, the DHWFD through The Urban Development Corporation of Trinidad and Tobago Limited (UDeCOTT), invites suitably qualified and experienced entities to submit proposals for Design-Build-Equip Services for the Roxborough Hospital.

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 **Monday February 18th, 2019 to Friday February 22th, 2019**, by making a non-refundable deposit of **TT\$5000.00 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, **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 UDeCOTT Tobago Office, Ground Floor, Ashora Court, Milford Road, Scarborough **no later than 2:00 p.m. (AST) on April 5th, 2019:**

**“Secretary, Tenders Committee
Urban Development Corporation of Trinidad and Tobago Limited
38-40 Sackville Street
Port of Spain
Design-Build-Equip Services – Roxborough Hospital”**

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.

Proponent’s company 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

SCOPE OF WORKS

Roxborough HOSPITAL

DESIGN BUILD EQUIP SERVICES

Scope of Services

The Design-builder shall incorporate the user brief and the below minimum standards as a guide for the design and construction outputs. The Design-builder shall utilize the below information to guide the scope of the design only. The Design-builder shall be responsible for establishing the final design and construction criteria required to satisfy the functional and operational requirements of the Owner. The Design Builder is also required to commence designs upon approval of the designs from UDeCOTT. While Design period is two (2) months, mobilisation and commencement of construction of the foundation is expected to commence within the two months.

DESCRIPTION OF PROJECT PHASES AND REQUIREMENTS

The required Development services to be provided by the Design-Builder for this Project can be divided into Five (5) main categories as follows:

- Review of Conceptual, Inception and Assessment
- Preliminary Engineering
- Detailed Engineering
- Construction
- Fit-Out and Commissioning

It should be noted that the abovementioned categories are generic phases that any project is likely to undergo, yet does not necessarily imply that any of UDeCOTT's envisaged projects would undergo all. These shall be addressed in more details in the assignment specific terms of reference (TOR)/User Brief pertinent to the project. In the event a multiple phased assignment is awarded, the assignment shall be pursued in a phased approach; Design-builder shall not pursue proceeding phases unless written approval, by UDeCOTT, is issued for the preceding phase.

The following sections shall outline the envisaged activities under each project phase. These should not be perceived as conclusive; the following is rather intended to convey the merits of the envisaged activities and proposed fully fledged assignments methodology.

Inception and Assessment

The Inception and Assessment shall be keyed to investigating the existing conditions, situation analysis, assessments, identification of key activities, developing detailed assignment methodologies, highlighting points requiring additional attention and so forth. The outcome of this phase shall revolve in the sphere of defining the broad outlines of the project activities including conceptual cost estimates and implementation schedules.

This shall generally embrace the following tasks and activities:

- Establish working relations with all involved parties.
- Delineation of assignment data requirements.
- Data collection, field verification and records documentation.
- Site investigations including Geotechnical Reports and test requested by WASA.
- Establish relevant local authority/counterpart's particular requirements related to the Project.
- Situation analysis, assessment and establishing the existing conditions. i.e. reference line
- Establish project bottlenecks i.e. (risks and challenges), constraints and mitigation measures.
- Develop detailed assignment methodology and work plan.
- Define overall project requirements and shape proposed project interventions.
- Review and revise conceptual designs, cost estimates and implementation schedule after consultation with UDeCOTT and Client Representatives.
- Liaise with relevant local authorities and act on behalf of UDeCOTT in all required aspects including issue of formal letters, obtaining approvals and so forth.
- Prepare Assignment Inception and Assessment Report.

Deliverables:

1. Revised User Briefs
2. Preliminary/Outline Approvals
3. Existing Site and Building Plans
4. Existing Utility Layouts
5. Existing Civil Infrastructure layouts
6. Preliminary Conceptual Site and Building Plans
7. Preliminary Conceptual Utility Layouts
8. Preliminary conceptual Civil works layouts
9. Electronic Copies in CD of the above

Preliminary Engineering

Following the Inception and Assessment deliverables, the Design-builder shall proceed with the ultimate outcome of which shall be the preliminary engineering documents of the project.

This phase shall, generally, embrace the following tasks and activities:

- Review, if needed revise and finalize the optimum engineering project concept.
- Develop preliminary design criteria and performance standards.
- Prepare preliminary design drawings.
- Prepare outline specifications including data sheets, guarantee tables...etc.
- Prepare project preliminary Bills of Quantities (BOQ's).
- Establish project preliminary cost estimates.
- Develop preliminary project implementation schedule.
- Liaise with relevant counterparts, key stakeholders, local authorities and act on behalf of UDECOTT in all required aspects including issue of formal letters, obtaining approvals and so forth.
- Prepare Assignment Preliminary Engineering Report.

Deliverables:

1. Preliminary Plans, Sections and Elevations, Structural, Civil and M&E Details
2. Typical Construction Details
3. Three-dimensional Sketches
4. Preliminary Equipment Layouts
5. Preliminary Landscape Design
6. Preliminary Design Calculations
7. Outline Specifications, Bill of Quantities and Material Lists
8. Electronic Copies in CD of the above

7.1.3 Detailed Engineering

Following approval of the Preliminary Engineering deliverables, the Design-builder shall proceed with the Detailed Engineering, the ultimate outcome of which shall be the detailed engineering documents of the project part of which will be included in the bidding documents to be prepared by UDECOTT (i.e. Instructions to Bidders, General Conditions, and Particular Conditions). This phase shall generally embrace the following tasks and activities:

- Review, revise and finalize project concept and preliminary designs.
- Develop detailed design criteria and performance standards.
- Prepare detailed design calculations and reports.
- Prepare detailed design drawings.
- Prepare detailed specifications including data sheets, guarantee tables etc.
- Prepare project detailed BOQ's.
- Establish project final cost estimates.
- Develop final project implementation schedule.
- Finalize the technical portions of the bidding documents.
- Liaise with relevant counterparts, local authorities, key stakeholders and act on behalf of UDECOTT in all required aspects including issue of formal letters, obtaining approvals and so forth.
- Prepare Assignment Detailed Engineering Report.

Deliverables:

1. Final Site and Building Plans
2. Final Sections, Elevations and Structural, Civil and M&E Details
3. Final detailed Specifications, Bill of Quantities and material lists
4. Final Design Report inclusive of Final Design Calculations
5. Electronic Copies in CD of the above

Construction

Following approval of the Detailed Engineering deliverables, the Design-builder shall proceed with the Construction of the Works, the ultimate outcome of which shall be the completed substantive structure and associated external and internal utilities. This phase shall generally embrace the following tasks and activities:

- Submission of Construction issue drawings and specifications.
- Implementation of construction activities to the agreed schedule of construction.
- Implementation of Quality assurance and control activities.

Deliverables:

1. Final as-built Site and Building drawings
2. Final project quality dossier.
3. Hangar structure consistent to the design documents.

Electronic Copies in CD of the above

Fit Out and Commissioning

Following approval of the Construction deliverables, the Design-builder shall proceed with the fit-out and commissioning of the works, the ultimate outcome of which shall be the fully operational hangar facility. This phase shall generally embrace the following tasks and activities:

- Supply and installation of furnishings, fixed equipment and building systems.
- Testing and Commissioning of fixed equipment and building systems.

Deliverables:

1. Equipment and system testing and commissioning reports.
2. Equipment and system warranties.
3. Equipment and system manuals.

FREQUENTLY ASKED QUESTIONS (FAQs)

Design-Build-Equip Services for the Roxborough Hospital

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

The purpose of this Request for Proposal is to identify and contract a suitably qualified and experienced Contractor with the Design-Build-Equip expertise necessary to undertake the Project

2. What is the Location of the site?

The proposed site for the Roxborough Hospital is located adjacent to the newly constructed Roxborough Police Station along the Roxborough – Bloody Bay Road. The site is generally flat and has been recently cleared of vegetation by DHWFD. There is a watercourse that passes through the site, which will have to be re-routed to the perimeter of the site as was done for the Police Station.

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

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

1. Submission of receipt for the purchase of the RFP package, where applicable;
2. Financial capability as determined by its Independently Audited Financial Statements (for companies) and Accountant's Reports (for partnerships and sole proprietors only) for the years 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). The respective Financial Statements should clearly identify the individual financial position of the Proponent. Note; the Financial Statements should be prepared by Accountants registered and in good standing with the Institute of Chartered Accountants of Trinidad and Tobago (ICATT) and for the audited Financial Statements, the Accountant or Accounting Firm should be registered as Practicing Member(s);
3. A minimum of five (5) years' experience in the provision of Construction/Civil works;
4. Incorporation or otherwise registered to do business in Trinidad and Tobago, 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);
5. Proponent must submit all supporting documents as required by Section 8 of the RFP;

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

Each proposal must be accompanied by an original Bid Bond in the value of **TT\$3,000,000.00** in the form of a Bank Guarantee acceptable to UDeCOTT and shall be valid for thirty-five (35) days beyond the end of the Tender Proposal Validity Period.

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. Project Manager (1 No.)
2. Construction Manager (1 No.)
3. Architect (1 No.)
4. Civil/Structural Engineer (1 No.)
5. Mechanical Engineer (1 No.)
6. Electrical Engineer (1 No.)
7. HSSE Manager (1No.)
8. QA/QC Manager (1No.)

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 experience on projects of similar nature in which the key human resource has participated, for which the construction cost exceeds **Thirty Million Trinidad and Tobago Dollars (TT\$ 30,000,000.00)**. 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 fulfil and comply with all requirements of the Request for Proposals.