



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

REQUEST FOR PROPOSAL MODIFIED DESIGN BUILD SERVICES FOR THE PENAL DEBE ADMINISTRATIVE BUILDING

The Government of Trinidad and Tobago through the Ministry of Local Government and Rural Development is desirous of constructing a new Administrative Complex which will house the offices of the Penal-Debe Regional Corporation.

The Urban Development Corporation of Trinidad and Tobago Limited, (UDeCOTT) invites suitably qualified and experienced entities to submit proposals for Modified Design Build Services for the Penal Debe Administrative 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 **Monday July 29th 2019**, by making a non-refundable deposit of **TT\$5,000.00 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 September 9th, 2019:**

**"Secretary, Tenders Committee
Urban Development Corporation of Trinidad and Tobago Limited
38-40 Sackville Street
Port of Spain
Modified Design Build Services – Penal Debe Administrative Building"**

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

SCOPE OF WORKS

DESCRIPTION OF WORKS

The Description of Services of the MDB Contractor is outlined as follows:

The works consist, generally, of construction and fit out of a new administrative building for the Penal-Debe Regional Corporation building. The occupancy type is that of an office facility and shall be compliant with the requirements of the Government Outfitting Policy of Trinidad and Tobago.

Description of Services:

The Description of Services of the MDB Contractor is outlined as follows:

- 1) Phase I - Design
 - i. Review of Space Requirements for the PDAC in accordance with the guidelines as set out in the appendices to this RFP and in consultation with the End User;
 - ii. Structural designs in accordance with the performance specifications and relevant codes;
 - iii. MEP designs in accordance with the performance specifications and relevant codes;
 - iv. Preparation of a Design Brief for the internal fit-out of the facility
 - v. Preparation of Finalized Designs for construction

- 2) Phase II - Base Building Construction Works
 - i. Civil Infrastructure works
 - ii. Earthworks
 - iii. Underground Duct
 - iv. Roadworks and Paving
 - v. Base Building Construction
 - a. Foundation (Piles and Foundation Slab)
 - b. Superstructure
 - c. Exterior envelope and glazing
 - vi. Base Building MEP Works
 - a. Chilled Water Plant
 - b. Tank Farm
 - c. Electrical Kiosk and Electrical Infrastructure
 - d. Plumbing Infrastructure
 - e. Internal HVAC Distribution Systems
 - f. Internal Electrical Distribution Systems
 - vii. Landscaping and External Works
 - a. Landscaping Works
 - b. External Lighting
 - c. External Irrigation Systems

3) Phase III – Interior Finishing Works

- i. Outfitting MEP Works
- ii. ICT Works
- iii. Supply and installation of Furniture Fixtures and Equipment

Greater detail of description of services to be provided by the MDB Contractor can be found in in the Employer's Requirements Document appended to the RFP.

FREQUENTLY ASKED QUESTIONS (FAQs)

MODIFIED-DESIGN-BUILD SERVICES FOR THE PENAL DEBE ADMINISTRATIVE COMPLEX

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 Modified-Design-Build expertise necessary to undertake the Project

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

The proposed site is located at Clarke Road, Penal. It is on an open parcel of land located in a commercial area.

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:

- Submission of receipt for the purchase of the RFP package, where applicable;
- 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 indicated in the Data Sheet, 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, the Accountant or Accounting Firm should be registered as Practicing Member(s);
- Registration or incorporation for at least four (4) years (For Joint Ventures, each member MUST meet this requirement);
- 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);
- Firms must submit all supporting documents as required by Section 6 of the RFP;

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

Two Hundred and Fifty Thousand Trinidad and Tobago Dollars (TT\$250,000.00). Valid for thirty-five calendar days beyond the validity of the proposal.

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 (full time on site) (1 No.)
2. Construction Manager - all works (full time on site) (1 No.)
3. Lead Architect (1 No.)
4. Lead Structural Engineer (1 No.)
5. Lead Civil Engineer (1 No.)
6. Lead Mechanical Engineer (1 No.)
7. Lead Electrical Engineer (1 No.)
8. Interior Designer (full time on site) (1 No.)

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

- Institutional Buildings (e.g. Police stations, fire stations, schools, prisons, housing developments etc.) of similar nature as indicated by the requirements in the User Brief;
- and
- Projects, in which the key human resource has participated, a minimum of two (2) projects of a similar nature undertaken at a value of at least Twenty Five Million Trinidad and Tobago Dollars (TTD\$25,000,000.00 VAT Exclusive)

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.