



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

REQUEST FOR PROPOSAL CONSTRUCTION OF THE WALLERFIELD COMMUNITY CENTRE

The Government of the Republic of Trinidad and Tobago (GORTT), through the Urban Development Corporation of Trinidad and Tobago Limited (UDeCOTT), is desirous of procuring Construction Services for the Wallerfield Community Centre at Corner Red Granite Street and Exora Circular, Wallerfield.

In this regard, UDeCOTT hereby invites suitably qualified and experienced entities to submit proposals for **CONSTRUCTION OF THE WALLERFIELD COMMUNITY CENTRE.**

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

The tender process for this project will be conducted via UDeCOTT's E-Tender System. To participate, proponents must be registered on the E-Tender System. **Proponents already registered on the E-Tender System are not required to register again.**

To access the Vendor Registration, proponents are required to go to UDeCOTT's website at udecott.com, place the cursor over the **tenders menu** at the top of the page, then select **E-Tender portal** in the drop-down list. Once registered, an automated email will be sent to the registered email account directing the proponent to activate their E-Tender account. Once the account is activated, the proponent will then be allowed access to view the RFP on the E-Tender System.

Should you encounter any technical difficulties in accessing or using the system, you are to immediately contact our IT Helpdesk at 225-4004 ext. 206 or etenderhelpdesk@udecott.com, carbon copying the Secretary of the Tenders Committee at tendersecretary@udecott.com.

The RFP packages will be available for purchase from **August 10, 2022**. To download an RFP package, you will then be required to select and purchase the RFP **via online payment**. The cost of each RFP package is **\$2,500.00 VAT Inclusive**.

INFORMATION SESSION AND SITE VISIT

An **Online Information Session** will be held **via Microsoft Teams** on **Wednesday August 17, 2022 at 1:30 p.m.**

A **Site Visit** will be held at the **Project Site, situated at Corner Red Granite Street and Exora Circular, Wallerfield** on **Thursday August 18, 2022 at 9:30 a.m.**

SUBMISSION

Proponents are advised that submissions must include ALL the documents as set forth in the RFP and must be in accordance with the terms therein.

Failure to do so may result in disqualification.

Proponents are advised that **only PDF** files can be uploaded onto the E-Tender platform. The responsibility for file conversion resides with the Proponent and failing to submit proposals in PDF format may result in disqualification.

The deadline date for submissions is **September 8, 2022 at 2:00pm (AST)**.

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

FREQUENTLY ASKED QUESTIONS (FAQs)

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 to undertake the Project.

I am interested in this project. Can I view the RFP before purchasing to confirm the requirements prior to purchasing?

The RFP will be available for viewing at UDeCOTT's Head Office, First Floor, 38-40 Sackville Street, Port of Spain, 100622, from August 10, 2022 (excluding weekends and public holidays), between the hours of 9:00 a.m. to 4:00 p.m. (AST).

What is the Location of the site?

The proposed site for the Wallerfield Community Centre is at the Corner Red Granite Street and Exora Circular, Wallerfield.

Is it mandatory to attend the site visit and online information session?

Attendance to the site visit and online information session is not mandatory. It does however provide a greater understanding of the requirements of the RFP.

Are there any eligibility requirements for this Procurement Process?

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

- Incorporation or otherwise registered to do business in Trinidad and Tobago as evidenced by the Certificate of Incorporation or Registration (as applicable);
- Submission of Statutory Clearance/Compliance Certificates, (for companies incorporated/registered in Trinidad and Tobago) valid as at the tender submission deadline, namely;
 - VAT Clearance Certificate
 - BIR Clearance Certificate
 - NIS Certificate of Compliance
- Submission of Annual Return – 2021 (2022 if applicable) (for companies incorporated/registered in Trinidad and Tobago)
- Proponents must have a net worth of **Ten Million Dollars (\$10M)** or less

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

A Bid Bond of \$100,000.00 is required for this RFP.

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.



Wallerfield Community Centre

Scope of Works

August 2022

1.0 Description of Works

This project involves the construction of the Wallerfield Community Centre on the corner of Red Granite Street and Exora Circular, Wallerfield. The Community Centre Concept as a social change agent requires the design and construction of an adaptive building to house the myriad of outreach programs. The facilities provide for this, in areas of education, health and general information to its members.

The building will provide services that are essential for the success and growth of its community. Because it is recognized that the communities by itself, without a social space and intentional positive intervention, cannot facilitate the opportunities or manage the challenges of its members; the proposed facilities will act as a catalyst for business and educational experiences in a partnership mode. By placing this building within the community, various social outreach programs can better serve those who require them the most.

The Main Building will accommodate all the core functions and requirements of the modern community facility. The objectives will comprise the following:

1. An external facade so as to invite members of the community to identify themselves as partners of positive change
2. Parking arrangement and integrated landscaping.
3. Security Booth and Access
4. Provision of a Community Gym, a Teaching Kitchen and Computer Lab.
5. Provision of a Community Multi-Purpose Hall (275-300 seating capacity)
6. A Security System as well as upgradable Wi-Fi capabilities.
7. Provision of passenger lifts/elevators for all members of the public
8. Provisions for all physically challenged members of the Community
9. Installation of a computer system integrated with a Communication Backbone
10. Fire Detection/Protection System
11. Utilities Management System with an Energy Data feature.
12. A Resource Library
13. Waste Disposal Area within premises.
14. Staff Offices
15. Record/ Storage areas
16. Servery area
17. Washroom Facilities
18. Laundry room

Site Requirements:

1. A clearly defined and controlled perimeter (fencing, gates electronic access control);
2. Secured parking area;

2.0 Scope of Works

The Works to be performed by the General Contractor shall be in accordance with the requirements of the contract and shall include, but is not limited to:

1. Provision by the Contractor of all preliminaries including but not limited to site security, temporary utilities including water and electricity, waste disposal, welfare facilities, site offices, insurances, bonds, HSE inclusive of Covid management protocols, Quality Control, Superintendence and Management.
2. Liaising with statutory bodies to attain statutory approvals
3. Hoarding of site including gateway for access.
4. Set out the structures in accordance with the project drawings.
5. Excavate to the required levels for foundations, ground beams and column bases and cart away all excavated material;
6. Install blinding, formwork, steel work to foundation including termite treatment and keeping the excavations free from general water
7. Furnishing all labour, materials, tools and equipment and services necessary for the successful completion of the construction of the Wallerfield Community Centre Project as stated in the RFP and the BOQ, and in accordance with the approved drawings, specifications and defined requirements.
8. Construction of the Main Building, its amenities, and external works;
9. Masonry works;
10. Roofing works;
11. Structural Steelworks;
12. Concrete works;
13. Carpentry and joinery works;
14. Metal work items, including the fabrication and installation of all metal doors, windows, burglar proofing, equipment and other ironmongery etc.;

15. Services, including all high and low voltage electrical installations, communication installations, sound and stage light installations, HVAC installations and the installation of plumbing fixtures, plumbing work items and all pipework and underground drainage to the building.
16. Installation of finishes to the floor;
17. Installation of wall and ceiling finishes including plastering, painting and tiling to all respective walls;
18. External Works including site preparation, general excavation and site clearance and construction of the perimeter fencing. “Soft” landscaping to designated grass areas and construction of all above ground and underground drainage systems as required by the Civil Engineer. Construction of parking lot.
19. Testing and commissioning of all works and services on completion.
20. Ensure adequate handover inclusive of but not limited to manuals, test certificates, warranties, specifications, keys remotes, and training.

3.0 Site Accommodations for the Employer

The Contractor shall provide site offices for use by the Employer. The Contractor may locate the site offices on the Site at the Contractor’s discretion. The provisions of the site office facilities will be provided at no cost to the Employer and must comply with the Laws.

The site office shall be as follows:

- 1 site office, 8’ x 20’ minimum with air conditioning for use by the Engineer and Employer;
- Access to 1 toilet room comprising of two distinct male and female compartments for the exclusive use by the Engineer and Employer which shall be serviced daily or more frequently as required;
- The site office, equipment and furnishings shall be maintained by the Contractor in a clean and orderly condition, which includes sweeping/mopping of the floors, cleaning the windows and trash removal at least twice per week;
- The site offices and toilet room for the Employer, shall be equipped with keyed locks and the Contractor shall furnish 3 (three) sets of keys to the Employer
- The site offices for the Employer and Engineer shall be furnished with the following furniture, fittings and equipment for the whole duration of the Works:

- 2 (two) desks and 2 (two) deluxe chairs with swivel base on casters and adjustable arms;
 - 1 (one) plan table 3' x 6';
 - 4 (four) visitors chairs;
 - 2(Two) five-drawers steel lateral file cabinets with locks 65"H x 36" W x 19"D
 - 20 linear feet of wall shelving, suitably attached to the walls;
 - 1 (one)white boards, wall mounted, 36" x 48"
 - 1 (one) multifunction copier machine (copy, print, scan and fax) RICOH Aficio MP1600L or equivalent. The equipment is to be maintained for the duration of the project (supply of inks, cartridges and paper at the Contractor's cost)
 - One Desktop Computer including keyboard, mouse and UPS
 - Independent High-Speed Internet Access
 - 1 (one) mini-refrigerator 4 cubic feet capacity 33"H x 18"W x 20"D
 - 1 (one) microwave (1.0 cu. ft.)
 - 1 (one) water cooler (hot/cold) to receive 18 litres bottled water (supply of paper cups and bottled water at the Contractor's cost)
 - 1 (one) mobile plan rack with hanging clamps.
- All furnishings, furniture and equipment shall be in good shape and commercial grade;
 - All temporary structures shall be removed by the Contractor at the completion of the Works;
 - All furnishings, furniture and equipment shall be handed over to the Employer at the completion of the Works

4.0 Local Content

Given the community based approach, the Contractor is required to include in his labour force a minimum of forty percent (40%) personnel and/or sub-contractors from the immediate vicinity, that is, within a five (5) mile radius.