



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

REQUEST FOR PROPOSALS POINT FORTIN ADMINISTRATIVE COMPLEX – PK1 BASE BUILDING WORKS

The Urban Development Corporation of Trinidad and Tobago Limited (UDeCOTT) invites suitably qualified and experienced entities to submit proposals for the **Point Fortin Administrative Complex – PK1 Base Building Works**.

In accordance with the Public Procurement and Disposal of Public Property Act, 2015 (as amended), suppliers of goods, works and services, interested in conducting business with UDeCOTT must be registered on the OPR Procurement Depository. The relevant guidelines for registration can be found on the OPR website via <https://oprtd.org/procurement-depository/>. Therefore, UDeCOTT is inviting suitably qualified suppliers to register and apply for pre-qualification in the OPR's Procurement Depository for the following:

Line of Business Code: 72121103 – Commercial and Office Building Renovation and Repair Service

A request for the RFP package can be made via email to tenders@udecott.com from **Monday October 30, 2023 (excluding weekends and public holidays)**, between the hours of **9:00 a.m. to 4:00 p.m. (AST)**.

The successful contractor shall be chosen using competitive selection process as set out in the Request for Proposals (RFP). Proponents are informed that submissions must include ALL the documents as set forth in the RFP. Failure to do so may result in disqualification.

INFORMATION SESSION

An **Online Information Session** will be held via **Microsoft Teams** on **Tuesday November 7, 2023, 2023 at 9:00 a.m.** This will be followed by a **Site Visit** on **Tuesday November 7, 2023 at 2:30 p.m.** Interested parties are kindly asked to confirm their availability, together with the **names and preferred email addresses** of their representatives who will be in attendance, via email to tenders@udecott.com.

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.

The deadline date for submissions is **November 28, 2023 (AST)**.

Additional information may be requested through email forwarded to the attention of **The Office of the Chief Procurement Officer** at tenders@udecott.com.

UDeCOTT reserves the right to reject any or all proposals for failure to comply with any mandatory requirements stated in the RFP.

THE OFFICE OF THE CHIEF PROCUREMENT OFFICER

FREQUENTLY ASKED QUESTIONS (FAQs)
POINT FORTIN ADMINISTRATIVE COMPLEX – PK1 BASE BUILDING WORKS

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.

What is the Location of the site?

The Project Site is the Point Fortin Administrative Complex, located on Guapo Cap-De-Ville Main Road, Point Fortin, in close proximity to the Point Fortin Police Station.

When will the RFP be available?

A request for the RFP package can be made via email to tenders@udecott.com from Monday October 30, 2023 (excluding weekends and public holidays), between the hours of 9:00 a.m. to 4:00 p.m. (AST).

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 a Bid Bond to the value of Two Hundred and Fifty Thousand Dollars (\$250,000.00).

Are interested parties required to register with the Office of the Procurement Regulator?

Proponents are advised that in light of the proclamation of the Public Procurement and Disposal of Public Property Act, 2015, all proponent interested in conducting business with UDeCOTT must be registered on the OPR Procurement Depository. The relevant guidelines for registration can be found on the OPR website via <https://oprtd.org/procurement-depository/>. Proponents are required to apply for pre-qualification in the OPR's Procurement Depository for the following:

Line of Business Code: 72121103 – Commercial and Office Building Renovation and Repair Service.

Are Proponents required to purchase the RFP package?

There will be no cost for the RFP package.

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

Yes. A Bid Bond to the value of Two Hundred and Fifty Thousand Dollars (\$250,000.00) 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.



PROJECT SCOPE OF WORKS

Refurbishment and Upgrade of the former
Heritage Administrative Building to the Point
Fortin Administrative Complex

The Urban Development Corporation
of Trinidad and Tobago (UDeCOTT)

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OVERVIEW

The Ministry of Public Administration (MPA) through its Property Real Estate Services Division (PRESD) is responsible for the provision of appropriate accommodation for all Ministries Departments and Agencies Division thereby bringing government services closer to citizens in their communities throughout Trinidad and Tobago. As such, the former Heritage Petroleum Company Limited (Heritage) Administrative Building (and its auxiliary buildings) have been allocated to the Ministry of Public Administration for the development of the Point Fortin Administrative Complex. The property is situated on the Guapo Cap-De-Ville Main Road in Point Fortin, with an office space of approximately 60,000 square feet.

UDeCOTT, on behalf of the MPA/PRESD is desirous of completing the services for the refurbishment and upgrade of the former Heritage Administrative Building to the Point Fortin Administrative Complex.

In this regard, UDeCOTT wishes to retain the services of a qualified, experienced and competent Design Build Contractor to perform design and works in accordance with the Scope, Performance Specifications and Conceptual Design Drawings.

The following document outlines the proposed scope of works to be done in each area as reflected in the drawings for the Point Fortin Administrative Complex refurbishment and upgrade.

GOALS AND OBJECTIVES

The goal of this Project is the refurbishment and upgrade of the former Heritage Administrative Building to the Point Fortin Administrative Complex. The following agencies are proposed to be housed at the Point Fortin Administrative Complex as summarized in Table 1 below.

Ministry/Agency	Department
Ministry of Works and Transport	<ul style="list-style-type: none">• Licensing Division
Ministry of National Security	<ul style="list-style-type: none">• Immigration Division• Traffic Warden Services Division and Highways Division
Ministry of Finance	<ul style="list-style-type: none">• Inland Revenue Division• Valuations Division
Ministry of Labour	<ul style="list-style-type: none">• Manpower Division• On the Job Training Division
Ministry of Sport and Community Development	<ul style="list-style-type: none">• Community Mediation Centre• St. Patrick West District Office
Ministry of Social Development and Family Services	<ul style="list-style-type: none">• National Family Services Division / Social Help and Rehabilitation Efforts (SHARE) Programme

Attorney General and Legal Affairs	• Office of the District Registrar
Ministry of Youth and National Service	• St Patrick West District Office
Elections and Boundaries Commission	• Point Fortin Registration Area Office of the Elections and Boundaries Commission

Table 1. Proposed Agencies to be housed at Point Fortin Administrative Complex

In this regard, the objectives of the Project are as follows:

1. Execute the desired Refurbishment and Upgrade works meeting all Client and statutory requirements
2. Provide quality office spaces
3. Complete all works within schedule
4. Complete works within designated budget

PRINCIPLE DESIGN-BUILD CONTRACTOR RESPONSIBILITIES

1. Product Specifications
2. Statutory Approvals relevant to works (Fire Approval, Electrical, WASA, regional Corporation, etc.)
3. Project Programme & Works Scheduling
4. Project Insurances
5. Contractor Accreditation
6. Project Delivery, Quality assurance/quality control, Testing and Commissioning
7. Contract Management
8. Subcontractor Coordination and verification of works
9. Health Safety, Security and Environmental Management during the works
10. Construction Phase HSSE Plan and Risk Assessment
11. HSSE Set Up & Welfare
12. Personal protective equipment (safety glasses, vests, boots, vests)
13. Job Safety Analysis
14. Site Safety Induction
15. Tool box talks
16. First Aider and First Aid Kit
17. Fire Warden
18. Certification of equipment and equipment users (where applicable)
19. Safety and Evacuation Signage
20. Site Security
21. Site Evacuation Plan
22. Site Waste Management and disposal
23. General labour
24. Site Cleaning
25. Practical Completion/Final Account Applications

26. Operations Manuals (O&M) Contractor Accreditation

DESIGN REQUIREMENTS

The Design-Build Contractor shall be required to provide project documentation and drawings for:

- Architecture
- Civil/Structural
- Electrical (Power & Communications)
- Information and Communication Technologies (ICT)
- Fire Detection & Security
- Mechanical (Air Conditioning & Ventilation)
- Plumbing (Potable & Waste water)
- As-is/As-built drawings for all of the above

Design Submissions:

The Design-Build Contractor shall be required to prepare and submit condition assessment surveys and design reports for the building & auxiliary buildings structural components and MEP systems. Design reports should include but not be limited to:

- i. Mechanical Design Report - An overview of the proposed mechanical and electrical systems modifications/ designs inclusive of generator, fuel storage, air conditioning units and supply network and any other mechanical systems incorporated in the designs for the development. Design sizing of mechanical systems and infrastructure planning with the Mechanical and Electrical drawings. Preliminary calculations for existing capacities are to be included in the preliminary report.
- ii. Electrical Design Report - An overview of the proposed electrical systems inclusive of the electrical infrastructure, emergency power, Fire Detection and Alarm Systems, Voice and Data Systems, Access Control, CCTV and any other electrical systems incorporated into the design for the development. Design sizing of electrical systems and infrastructure planning. Preliminary calculations for the emergency backup system are to be included in the report.
- iii. Plumbing Design Report- An overview of the proposed domestic and sanitary plumbing system modifications/ designs.
- iv. Civil/Structural Design Report – An overview of the existing structural system to confirm suitability for the new requirements – refer to Structural Assessment report
- v. Submission of Complete Board of Engineering registered engineering stamped M & E “For Construction” Drawings along with Equipment Specifications.
- vi. The design methodology with applicable code, standards and statutory design guidelines to be included in the Design Reports

Material Submissions: The Design-Build Contractor shall be required to prepare and submit Engineering technical specifications and Product data of all materials to be used in the project. This shall list the materials in sufficient detail that approval for the materials and equipment can

be granted without further elaboration specifications; if needed a sample should be provided.

BUILDING WORKS

The Works to be performed by the Design-Build Contractor shall include, but not limited to:

- i. Removal of all files, filing cabinets, desks, chairs, doors and other furniture fixtures and fittings and deliver to a location designated by the Employer
- ii. Demolition Works including the removal and disposal of damaged ceiling frame and/or ceiling tiles, floor finishes, joinery, MEP materials & equipment, etc. (as required)
- iii. Framed Gypsum Walls, Toilet Partitions
- iv. Finishes
 - a. Wall Finishes (Pressure washing external walls/fence and repairing cracks and other blemishes on the walls; Wall Painting and Coating (Internal and external), Acoustical Wall Treatment, Wall Finish Supplementary Components, Tiling, Special Wall Surfacing etc.)
 - b. Floor Finishes (Carpeting, Flooring Treatments, Tile Flooring, Specialty Flooring, staircases, etc.)
 - c. Ceiling Finishes (Plaster and Gypsum Board Finish, Ceiling Panelling, Ceiling Painting and Coating, Acoustic Ceiling Treatment, Suspended Ceilings, service access hatches, etc.
 - d. Exterior and interior painting of windows, doors, fence, gates, etc.
- v. Interior Doors & Ironmongery (Interior Special Function Doors, Interior Access Doors and Panels, Interior Door Supplementary Components)
- vi. Interior Windows (Interior Special Function Windows, Interior Window Supplementary Components etc.)

Re-tinting and re-sealing of windows, exterior doors and shopfront glass, Blinds

- vii. Staircases
 - a. Modification/Refurbishment/Repair of handrails to internal staircases
- viii. Roof works
 - a. Repairs inclusive of the removal and replacement of the waterproofing membrane on the roof
 - b. Installation of perimeter parapet wall/ handrails
- ix. Plumbing (New and Modifications to existing system)
 - a. Domestic Plumbing
 - b. Sanitary Plumbing including site waste water treatment system (as required)
 - c. Fire Suppression Systems
- x. Electrical (New and Modifications to existing system)
 - a. Power (Panels, Plugs, Wiring, Conduit, etc.)
 - b. Generator & automatic transfer switch (ATS)
 - c. Uninterruptable Power Supply (UPS)
 - d. Lighting (Lighting Control, Lighting Fixtures, Panels, Wiring, Supports, etc.)
 - e. Security

- f. Grounding systems
- xi. HVAC Works (New and Modifications to Existing System Where Necessary)
 - a. Ventilation and Air Condition (HVAC Air Distribution, Facility Distribution Systems, Supplementary Components, Commissioning & Balancing, Auxiliary works (electrical works, plinths, etc.))
 - b. Duct and Insulation works.
- xii. Elevator (Servicing/ Refurbishment/ New installation as determined by Condition Assessment Report & Facility requirements)
- xiii. Fire Protection Works (New and Modification and interconnection to Existing System where necessary)
 - a. Fire Alarm System
 - b. Fire Suppression Systems including gas suppression for minimum main server room and any special room (vault, storage, etc)
- xiv. Information and Communication Technology (ICT) Works
 - a. Voice and Data Communications Infrastructure and CablingAccess Control Systems Infrastructure
- xv. Façade/ facility signage (external & interior) as per Client Design Brief
- xvi. External Works
 - a. Carparks
 - b. Installation/ Modification of covered entrances/ walkways as per Client Design Brief
 - c. Landscaping- trees, planters as per Client Design Brief
- xvii. Site Maintenance and Management
- xviii. Snagging, Testing and Commissioning
- xix. Site Cleaning and Handover: Preparation and submission of as-sis/ as built drawings, equipment guarantees/warranties, equipment manuals, test certificates and hand over to the CLIENT (inclusive of training).

HSSE REQUIREMENTS

- **All Works** to conform to Local OSH regulations and best practices
- Job Safety Analysis (JSA) meetings to be conducted for each element of work
- Designated UDeCOTT Supervision will be provided during work hours
- Designated Design-Build Contractor Supervision will be provided during work hours
- Appropriate PPE will be worn by all site personnel
- All site personnel must be identifiable with reflective vests and contractor issued ID badges
- Construction waste will be accumulated and disposed appropriately
- Lobby areas for contractor assigned lifts will be isolated from staff/public
- All staff/public spaces which the Design-Build Contractor uses during afterhours must be cleaned and restored for use before 5am
- Signage will be placed notifying staff/public of ongoing works
- Elevator to be used by Design-Build Contractor will be left on priority control to prevent staff/public access

REFERENCE DOCUMENTS

This document is to be used collaboratively with the following:

- Drawings: “For Tender” Conceptual Design
- Performance Specifications
- Client Design Brief
- Structural Assessment Report (Appendix C2)
- Pricing Schedule
- “As-IS” Drawings

GENERAL NOTES

The Design-Build Contractor shall at all times keep the work area, including storage areas, free from accumulations of waste materials. Before completing the work, the Design-Build Contractor shall remove the work and premises any rubbish, tools, scaffolding, equipment, and materials that are not the property of the Government.

Unightly materials and debris, garbage, and equipment should be removed as required; while materials should be scheduled for delivery only as required for immediate use.

The Design-Build Contractor shall be required to prepare and submit material submissions inclusive of design documents outlined in “**Section 4. Designs**” to be used in the project.

- **Logistics:** Staging / storage areas are to be advised by the project manager. The Design-Build Contractor shall provide all equipment needed for material transportation, equipment and labor to execute the project.
- **Coordination:** The Design-Build Contractor is also required to coordinate with other appointed UDeCOTT and Client appointed contractors for implementation of the works
- **Removals:** Any Items that effect the work space and need to be removed either temporarily and reinstated; or need to be removed altogether and reinstated with new shall be accounted for by the Design-Build Contractor and identified and agreed prior to commencement of any work
- **Finishing & Clean up:** Restore all items to their existing conditions; The Design-Build Contractor shall be required to keep the work site free from debris and trash at all time, upon completion of work contractor must remove all debris and trash from the site out of the compound.

POINT FORTIN ADMINISTRATION BUILDING

REFURBISHMENT

APPENDIX C2

TERMS OF REFERENCE / SCOPE OF WORK

FOR

STRUCTURAL

ASSESSMENT, DESIGN & CONSTRUCTION WORKS

OF DESIGN-BUILD CONTRACTOR

OCTOBER 2023

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1.0 SCOPE OF STRUCTURAL ASSESSMENT / DESIGN / CONSTRUCTION WORKS

1.1 GENERAL

- a) The project is described as "Point Fortin Administration Building Refurbishment". The objective of this project is to refurbish and upgrade the existing building and support facilities for new office use and to enhance and meet international building Code and life safety code.
- b) The existing main administration building is a 4-storey concrete structure with an approximate height of 56ft. The site area is 174,982sf with a building footprint of 17,830sf. The approximate floor area is 16,228sf. The year built is unknown.
- c) The Design-Build Contractor should furnish all necessary materials, labor, transportation, equipment, investigation, design and supervision, etc to complete the works safely and properly in accordance with the RFP. Work should be performed within the contract price that cover all aspects of the work to complete.

1.2 CODES/STANDARDS FOR UPGRADE OF EXISTING BUILDING ELEMENTS WHERE REQUIRED

- a) The structural design (if required) and works should be in accordance with the following codes:

Vertical Loads	American Society of Civil Engineers (ASCE): ASCE 7-05 Minimum Design Loads for Buildings and Other Structure
Earthquake Loads	ASCE 41-06 Seismic Rehabilitation of Existing Buildings ASCE 7-05 and International Building Code (IBC) 2009 - (Refer to Seismic Research Unit website http://www.uwiseismic.com/Maps.aspx)
Wind Loads	ASCE 7-05 (Trinidad 117mph, Tobago 130mph – 3 sec. Gust for Trinidad and Tobago)
Reinforced Concrete	American Concrete Institute (ACI): ACI 318-08 or latest Building Code Requirements for Structural Concrete
Structural Steel	American Institute of Steel Construction (AISC): Manual of Steel Construction (Load & Resistance Factor Design), Specification for Structural Steel Buildings (AISC 360-10)
Structural Masonry	ACI 530-05 / ASCE 5-05 / TMS 402-02
Steel Reinforcement	ASTM A615 GR 60 – $F_y = 60$ ksi, $F_u = 75$ ksi
Structural Steel Material:	ASTM A992 – $F_y = 50$ ksi (Wide Flange and Hot Rolled Sections) ASTM A36 – $F_y = 36$ ksi (Plates)
Other Standards	ASTM – American Society for Testing and Materials

~~1.3~~ MINIMUM AREAS REQUIRED STRUCTURAL REPAIR / REFURBISHMENT WORKS.

The building looks generally in good condition structurally and no sign of structural cracks and settlement. The complete renovation of the building structures should be done without creating

structural changes or adding new loads that would compromise the integrity of the structure. If this cannot be avoided, the Design-Build Contractor should submit a structural assessment report on the area/elements affected to justify that the existing elements have adequate capacity to support the new loads.

The main visible issue of the building is corrosion of exposed rebar and miscellaneous minor steel truss along ground floor walkway due to its age and possible proximity to ocean that need to be addressed in the refurbishment works in addition to any structural remedial works that deemed required. Successful bidder is required to submit method statement of remedial works for approval by UDeCOTT prior to proceed.

STRUCTURAL REPAIR/RESTORATION WORKS:

A) GROUND FLOOR:

- 1) The underside of concrete slab of covered walkway have some exposed corroded reinforcement.
- 2) Some of the minor steel trusses along the corridors are rusty. Clean and repaint and replace those steel with reduced cross sectional area or poor condition.
- 3) Existing Drainage Metal Grilles in front need to replace
- 4) Fix concrete cracks inside the Vault Room
- 5) Three (3) Fire Exit Stairs at all levels need major removal of rust and repainting.

B) 1ST FLOOR, 2ND FLOOR, 3RD FLOOR & ROOF DECK

- 1) Water leak from Roof Deck that damaged the finishes & furniture below. Need to thoroughly check the source and to redo waterproofing and fix the deck drain.
- 2) Remove existing deck waterproofing and gravel insulation and apply new 3ply waterproofing membrane w/ 15 years warranty.
- 3) Check each scupper drain outlets and replace where necessary. Provide drain covers.
- 4) Provide perimeter steel railing (w/ anti-corrosion paint for marine environment) at roof deck with minimum height of 3'6".
- 5) The underside of concrete slab have some exposed corroded reinforcement.

C) EXTERNAL WORKS

- 1) Car Park Asphalt Pavement resurfacing and pavement marking

1.4 PHOTOS / APPENDICES