



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

REQUEST FOR PROPOSALS DESIGN AND CONSTRUCTION OF THE NATIONAL LOTTERIES CONTROL BOARD (NLCB) HEAD OFFICE

The Urban Development Corporation of Trinidad and Tobago Limited (UDeCOTT) invites suitably qualified and experienced entities to submit proposals for the **Design and Construction of the National Lotteries Control Board (NLCB) Head Office**.

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: 72121101 - Commercial and Office Building New Construction Service.

The RFP package may then be collected at UDeCOTT's Head Office, First Floor, 38-40 Sackville Street, Port of Spain or provided electronically upon request, from **Wednesday September 20, 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 **Wednesday September 27, 2023 at 10:00 a.m.** This will be followed by a **Site Visit** on **Wednesday September 27, 2023 at 1:30 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 **October 27, 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)

Design and Construction of the National Lotteries Control Board (NLCB)

Head Office

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.

Are Proponents required to purchase the RFP package?

There will be no cost for the RFP package.

When will the RFP be available?

The RFP will be available at UDeCOTT's Head Office, First Floor, 38-40 Sackville Street, Port of Spain, 100622, from Wednesday September 20, 2023 (excluding weekends and public holidays), between the hours of 9:00 a.m. to 4:00 p.m. (AST).

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: 72121101 - Commercial and Office Building New Construction Service.

What is the Location of the site?

The Project Site will extend from Pembroke Street to Abercromby Street.

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

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

Yes, a Bid Bond valued at **One Million Dollars (\$1,000,000.00)**, 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

NEW HEAD OFFICE OF THE NATIONAL
LOTTERIES CONTROL BOARD (NLCB)

The Urban Development Corporation
of Trinidad and Tobago (UDEcOTT)

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OVERVIEW

The National Lotteries and Control Board (NLCB) is desirous of consolidating all its services located at various sites into one head office building and providing more adequate office space for its current insufficient head office. The intent is to also include rentable office space within the new head offices to provide a passive income.

The New NLCB head office and car park facility will extend from Pembroke Street to Abercromby Street with a site area of 38,018 sq. ft. The seven-storey building will provide approximately 109,178 sq. ft. of office space.

UDeCOTT, on behalf of the NLCB is desirous of completing the services for the proposed New Head Office. 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 Head Office of the National Lotteries Control Board.

GOALS AND OBJECTIVES

The goal of this Project is the design and construction of the New Head Office of the National Lotteries Control Board. In this regard, the objectives of the Project are as follows:

1. Execute the desired design and construction 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 etc.)
3. Project Programme & Works Scheduling
4. Project Insurances
5. Contractor Accreditation
6. Project Delivery
7. Contract Management
8. Subcontractor Coordination and verification of works
9. Health Safety, Security and Environmental Management during the works
10. QA/QC Management and Monitoring during the works
11. Construction Phase HSSE Plan and Risk Assessment
12. HSSE Set Up & Welfare
13. Personal protective equipment (safety glasses, vests, boots, vests)
14. Job Safety Analysis
15. Site Safety Induction
16. Tool box talks

17. First Aider and First Aid Kit
18. Fire Warden
19. Certification of equipment and equipment users (where applicable)
20. Safety and Evacuation Signage
21. Site Security
22. Site Evacuation Plan
23. Site Waste Management and disposal
24. General labour
25. Site Cleaning
26. Practical Completion/Final Account Applications
27. Operations Manuals (O&M) Contractor Accreditation

DESIGN REQUIREMENTS

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

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

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. Demolition Works
- ii. Structural Elements
 - a. Foundation
 - b. Structural Frame
 - c. Load bearing walls
 - d. Floor slabs
 - e. Staircases
- iii. Building Envelope
- iv. Framed Gypsum Walls

- v. Finishes
 - a. Wall Finishes (Wall Painting and Coating, Acoustical Wall Treatment, Wall Finish Supplementary Components, Special Wall Surfacing etc.)
 - b. Floor Finishes (Carpeting, Flooring Treatments, Tile Flooring, Specialty Flooring etc.)
 - c. Ceiling Finishes (Plaster and Gypsum Board Finish, Ceiling Panelling, Ceiling Painting and Coating, Acoustic Ceiling Treatment, Suspended Ceilings etc.)
- vi. Interior Doors & Ironmongery (Interior Special Function Doors, Interior Access Doors and Panels, Interior Door Supplementary Components)
- vii. Interior Windows (Interior Special Function Windows, Interior Window Supplementary Components etc.)
- viii. Roof
- ix. Civil Infrastructure
 - a. Access roads
 - b. Drainage
 - c. External features
 - d. Boundary wall/fencing (where applicable)
- x. Plumbing
 - a. Domestic Plumbing (where required)
 - b. Sanitary Plumbing (where required)
- xi. Electrical (New and Modifications to existing system)
 - a. Power (Panels, Plugs, Wiring, Conduit, etc.)
 - b. Lighting (Lighting Control, Lighting Fixtures, Panels, Wiring, Supports, etc.)
 - c. Security
- xii. HVAC Works (Modifications to Existing System Where Necessary)
 - a. Ventilation and Air Condition (HVAC Air Distribution, Facility Distribution Systems, Supplementary Components Commissioning & Balancing)
 - b. Duct and Insulation works.
- xiii. Fire Protection Works (Modification and interconnection to Existing System where necessary)
 - a. Fire Alarm System
 - b. Fire Suppression Systems
- xiv. Information and Communication Technology (ICT) Works
 - a. Voice and Data Communications Infrastructure and Cabling
 - b. Access Control Systems Infrastructure
- xv. Site Maintenance and Management
- xvi. Snagging, testing
- xvii. Site Cleaning and Handover: Obtain all necessary permits, licenses, insurance, etc. necessary for the execution of the works;

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
- 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.
- **Site management:** Monitoring and control of all site activity inclusive of but not limited to site staff, operation of machinery, delivery of materials to/from site, traffic management, dust abatement, noise control and other environmental mitigation measures.
- **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.