



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

# REQUEST FOR PROPOSALS

## PROVISION OF DESIGN BUILD SERVICES FOR THE CONSTRUCTION OF A DRUG REHABILITATION COMMUNITY RESIDENCE FOR BOYS

The Government of the Republic of Trinidad and Tobago (GORTT), through the Urban Development Corporation of Trinidad and Tobago Limited (UDeCOTT) is desirous of constructing a Drug Rehabilitation Community Residence for Boys in Scarborough, Tobago.

In this regard, UDeCOTT hereby invites suitably qualified and experienced entities to submit proposals for **DESIGN-BUILD SERVICES** for the Drug Rehabilitation Community Residence for Boys at the corner of Fort Street and Calder Hall South Road, Scarborough.

The successful contractor shall be chosen using a competitive selection process as set out in the Request for Proposals (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](http://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](mailto:etenderhelpdesk@udecott.com), carbon copying the Secretary of the Tenders Committee at [tendersecretary@udecott.com](mailto:tendersecretary@udecott.com).

The RFP package will be available for purchase from **February 17, 2022**. To download the RFP package, you will then be required to select and purchase the RFP **via online payment**. The cost of the RFP package is **\$1,500.00 VAT Inclusive**.

#### **INFORMATION SESSION AND SITE VISIT**

An **Online Information Session** will be held **via Microsoft Teams** on **Friday February 25, 2022 at 10:00 a.m.**  
A **Site Visit** will be held at the Project Site, situated at **the Corner of Fort Street and Calder Hall South Road, Scarborough** on **Monday February 28, 2022 at 10:00 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 **March 31, 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](mailto: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

## **1. Project Introduction**

### **Need for the Project**

Drug Rehabilitation is the analysis, diagnosis, and treatment of substance use disorder through means of medical intervention, therapy, counselling and education. A critical part of this rehabilitation programme is drug detoxification, which is the process of managing drug withdrawal symptoms in a healthy way. The key to overcoming the drug detoxification process without relapsing will be how the withdrawal symptoms are managed. Notwithstanding the importance of drug detoxification, after this process a residential drug rehabilitation programme is beneficial since it would provide care and support 24 hours a day and reduces the risk of relapse and/or physical dangers and affords medical and therapeutic intervention if necessary.

*Sections 47 to 56 of The Family and Children Act 2016* outlines the Children Drug Treatment Court Process. Currently, children referred to the Children Drug Treatment Court Process are placed in a residential programme with adults, in contravention with the law, which mandates that children are to be housed in community residences. In this regard, there is an urgent need for the Government of Trinidad and Tobago to establish Drug Rehabilitation Community Residences (DRCRs) for children.

Following site visits in Tobago by officers of the Office of the Prime Minister and the Tobago House of Assembly, a building previously used as a Government Quarters has been earmarked to establish a DRCR for boys. This unit is in a state of disrepair and requires demolition and reconstruction to attain the minimum licensing requirements for a Community Residence, as published by the Children's Authority of Trinidad and Tobago, and the requirements of the Ministry of Works and Transport for Government buildings.

This project is in keeping with Vision 2030 Theme 1, Putting People First: Nurturing Our Greatest Asset, Short-term Goal 2: Social Service Delivery will be improved to better serve the needs of vulnerable groups. It will be funded by the Public Sector Investment Programme.

### **Project Objective**

To create a residential space in Tobago suitable for use as a residential therapeutic centre for boys impacted by substance abuse and sentenced by the Children's Court to a residential rehabilitation programme, in keeping with the Children Drug Treatment Court Process outlined in *Sections 47 to 56* of the Family and Children Act 2016.

### **Outputs**

One multi-storey building at Corner Fort Street and Calder Hall South, with facilities to accommodate forty (40) male residents for three-months in a residential drug treatment programme.

### **Benefit of the Project**

Substance abuse and addiction have grave consequences on a social and economic system, affecting crime rates, hospitalization, child abuse and child neglect and consumes public funds (Hoffman & Goldfrank, 1990). This project is aimed at renovating spaces in which short-term residential rehabilitation programmes can be effectively and efficiently administered, hence reducing the number of persons entering adulthood with substance use disorder and positively affecting recidivism rates in young offenders.

### **Success Criteria**

1. Completion of the project within set scope, schedule and cost baselines.

2. Construction of a residential structure suitable for use as Drug Rehabilitation Community Residences for children, in accordance with the requirements as outlined in this document.

### **Programme Description**

The unit is proposed to be operationalised as a Community Residences for boys who are impacted by substance abuse and have therefore been sentenced to the Children Drug Treatment Court Process, as outlined in *Sections 47 to 56* of the Family and Children Act 2016.

The programme will comprise two (2) parts:

- (a) A three (3) month residential programme
- (b) An outpatient programme for 'graduates' to immediately follow the residential programme

## **2. Project Details**

Residents sleeping accommodations should be primarily limited to the upper level. Residents will access rehabilitative services on the ground floor of this facility.

The residential unit will house forty male residents, including at least 2 differently abled male residents per 3-month cycle, along with a staff of approximately ten (10) persons.

- 2 Therapists
- 2 Addiction Counsellors
- 2 Workshop Facilitators
- 1 Cook
- 1 Facilities Manager
- 1 Handyman
- 1 Cleaner
- 1 Manager
- 2 Administrative Officers
- 4 Caregivers per shift
- 1 Nurse

**Definition of Spaces**

SPACES	NOTES	REQUIREMENTS
Reception Lobby Security area	Space to receive visitors. Space for security officers	(1) At entrance to facility (2) Storage space (locker) for security officer (3) Equipped with network infrastructure (PC and VOIP) as well as video monitoring.  <i>Note: no network drops in lobby area</i>
Staff Spaces	<ul style="list-style-type: none"> <li>i. Administrative Office</li> <li>ii. Addiction Counsellors’ office</li> <li>iii. Therapists’ office</li> <li>iv. Staff’s Common Space</li> </ul>	<p><u>Offices</u></p> <ul style="list-style-type: none"> <li>• All offices will be shared spaces, so each office should be large enough and outfitted such that they comfortably facilitate at least 2 persons working simultaneously.</li> <li>• Electrical plan should consider providing power for office equipment (computers, printers, telephone, etc) and for personal effects (mobile phone, tablet, etc)</li> <li>• Local area network drops should be installed to facilitate computers, phones, printers in each office.</li> </ul> <p><u>Common Space</u></p> <p>This space will typically be used during the day; residents will have no access. Space is expected to be used for periods of 15-30 minutes.</p> <p>Provide for the following:</p> <ul style="list-style-type: none"> <li>• Electrical outlets</li> <li>• Network drops</li> <li>• Accommodation for 10-12 persons</li> </ul>
Intake/Screen Room	This room will be used to gather initial personal and other data from new residents	<ul style="list-style-type: none"> <li>(1) Enclosed and comfortable space with a non-clinical feel.</li> <li>(2) Space should be outfitted as an office (same requirements as above).</li> <li>(3) Attached ½ bath (sufficient standing space for 2 persons).</li> <li>(4) Sink should be wall mounted on steel brackets with no vanity.</li> </ul>

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Establishment of Drug Rehabilitation Community Residences in Tobago

Bathroom area	Sufficient for staff and visitors	<p><u>Staff Bathroom</u></p> <ul style="list-style-type: none"> <li>(1) Near administrative area</li> <li>(2) At least 1 ADA outfitted stall</li> </ul> <p><u>Visitor Bathroom</u></p> <ul style="list-style-type: none"> <li>(1) Near entrance</li> <li>(2) At least 1 ADA outfitted stall</li> </ul>
Classroom	Indoor space for hosting workshops	<ul style="list-style-type: none"> <li>(1) An enclosed room conducive to learning and outfitted with a whiteboard/chalkboard, facilitator’s table and chair and student’s desks and chairs (for at least 10 students).</li> <li>(2) Consideration for ease of access/egress of physically challenged persons especially wheelchair bound persons.</li> <li>(3) Entrance door must allow for limited visual access.</li> </ul>
Multi-Functional Open Space	Communal space May be used as living area, conference room, etc.	<ul style="list-style-type: none"> <li>(1) Space must be able to accommodate all residents seated for group sessions/activities.</li> <li>(2) Include built-in storage.</li> <li>(3) Comfortable seating to be provided (consider padded stackable chairs)</li> <li>(4) Must be equipped with wireless capability and have adequate LAN drops. Power and network connectivity should be placed in the centre of the room.</li> </ul>
Counselling Rooms	4 break-out rooms for small groups of approximately 10 persons	<ul style="list-style-type: none"> <li>(1) Separate space from offices</li> <li>(2) Soundproof rooms – only persons within the group should be able to hear what transpires within sessions.</li> <li>(3) Limited visual access is required for all rooms.</li> <li>(4) Spaces need to feel non-clinical and comfortable.</li> <li>(5) Furniture constructed of hardwood is necessary to ensure durability.</li> </ul> <p>Note: Consideration can be given to the use of acoustic partitions in the multi-functional open space to create the required rooms. In this case, the location of the power and network connectivity may need to be reconsidered. All requirements for the counselling room must be incorporated into the break-out rooms.</p>

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Kitchen	Enclosed space, not accessible to residents	<p>(1) Industrial kitchen required, in accordance with Public Health requirements</p> <ul style="list-style-type: none"> <li>• Stainless steel countertops</li> <li>• Stainless steel table (5’x2’) for additional counter space</li> <li>• Industrial/commercial grade equipment – gas range with oven/hood/solid door, reach-in refrigerator/solid door, reach-in freezer</li> <li>• Commercial grade ware washing sink (deep bowl to accommodate industrial size [stock and soup] pots and pans)</li> <li>• Commercial grade, deep bowl, food prep sink</li> <li>• Hand washing station</li> <li>• Grade of fixtures and fittings should be proximate to medium-cost fixtures such as MOEN, Briggs or equivalent</li> </ul> <p>(2) At least 1 network drop should be provided.</p> <p>(3) Provision to be made for secure storage of minimum 400lbs LPG on external of building</p>
Dining Room		<p>(1) Near kitchen</p> <p>(2) Facility for communal dining for all residents simultaneously</p> <p>(3) Electrical outlets should be limited to one wall (preferably front of room)</p>
Pantry		<p>(1) Storage spaces for food separate from all other items.</p> <p>(2) Outfitted with heavy-duty commercial shelving units.</p>
Library		<p>(1) Heavy duty shelving for books and comfortable seating for reading and studying.</p> <p>(2) Space should be separate from counselling rooms.</p> <p>(3) Limited visual access into this room is required.</p> <p>(4) Space needs to feel non-clinical and comfortable.</p> <p>(5) Furniture constructed of hardwood is necessary to ensure durability.</p>

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Gym	Indoor/covered space is required to ensure that a routine is maintained	<ol style="list-style-type: none"> <li>(1) Indoor/covered space for exercise.</li> <li>(2) Outfitted with a full body exercise home gym set, boxing sets and mats.</li> <li>(3) Wall mounted, heavy duty shelving should be provided.</li> <li>(4) Near resident bathroom facility – note, at least 1 ADA compliant stall required.</li> </ol>
Nursing Station		<ol style="list-style-type: none"> <li>(1) A private space from which the nurse/s will function, outfitted with a desk and chair for the nurse, 2 chairs for visitors, a recovery couch and shelving for medical supplies.</li> </ol>
Sick bay		<ol style="list-style-type: none"> <li>(1) Enclosed space, near or attached to the Nursing station.</li> <li>(2) Single hospital bed required.</li> </ol>
Quarantine Room	<p>Enclosed room for new clients to be quarantined from general population before being integrated.</p> <p>Preferably located on the ground floor, close to screening room.</p>	<ol style="list-style-type: none"> <li>(1) Self-contained bedroom with attached bathroom (ADA compliant).</li> <li>(2) Bathroom sink must be wall mounted on steel brackets.</li> <li>(3) A secured window that allows for light to enter, and from which the resident will be able to see the external, however it is not necessary that this window opens. Absconding and self-harm are major risks, so the window should be designed in such a way that it cannot be shattered or broken to be used as either a weapon or a means of exit.</li> <li>(4) Bed should be comfortable, but of sturdy, heavy duty metal construction.</li> <li>(5) Outfitted for living i.e., built-in closet for clothing and lockers for storage of personal effects.</li> <li>(6) Any rods used (curtain, shower, closet) except side wall grab bar at ADA water closets, must be flexible.</li> <li>(7) Limited visual access into room required.</li> <li>(8) Locking apparatus on external of the door only i.e. resident must not be able to lock himself into the room.</li> <li>(9) No electrical outlets in the room.</li> <li>(10) Electrical switch on the external of the room.</li> </ol>



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Residents' shared sleeping quarters	Open concept design	<ol style="list-style-type: none"> <li>(1) Open space, however demarcated to create individual sleeping spaces.</li> <li>(2) Outfitted with double decker beds, constructed of sturdy, heavy duty metal material.</li> <li>(3) Built-in closets for clothing and lockers for storage of personal effects (sufficient lockers for each resident).</li> <li>(4) Any rods used (curtain, shower, closet) must be flexible.</li> <li>(5) Limited visual access into space is required.</li> <li>(6) Locking apparatus on external of the door only i.e., resident must not be able to lock himself into the room.</li> <li>(7) No electrical outlets in the room.</li> <li>(8) Electrical switch on the external of the room.</li> </ol>
ADA compliant residents' sleeping quarters	Accessible via ramp	<ol style="list-style-type: none"> <li>(1) To facilitate at least 2 differently abled boys</li> <li>(2) All other requirements for residents' sleeping quarters.</li> </ol>
ADA compliant residents' bathroom	Near ADA compliant residents' sleeping quarters	<ol style="list-style-type: none"> <li>(1) Not necessarily separate from residents' shared bathroom, however sinks should be low enough to be accessed by a wheelchair bound resident.</li> <li>(2) If separate from residents' shared bathroom, all other requirements persist.</li> </ol>
Residents' shared bathrooms		<ol style="list-style-type: none"> <li>(1) Sufficient facilities for all residents.</li> <li>(2) Any rods used must be flexible (except side grab bar in ADA compliant stall).</li> </ol>
Caregivers' lounge	For caregivers who are on night duty	<p>This space will typically be used at night; residents will have no access to this space. Space is expected to be used for periods of 5 to 10 minutes.</p> <p>Provide for the following:</p> <ol style="list-style-type: none"> <li>(1) Electrical outlets.</li> <li>(2) No network drops.</li> <li>(3) Accommodation for 2-3 persons.</li> <li>(4) Attached full bathroom.</li> </ol>
Communal Laundry		<ol style="list-style-type: none"> <li>(1) 220V outlet</li> </ol>

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		<ul style="list-style-type: none"> <li>(2) Outfitted with industrial/commercial grade: washers (2), dryers (2) and laundry sink.</li> <li>(3) Built-in heavy-duty storage required.</li> <li>(4) Consideration for flood-damage resistance should be designed into the space, especially in the plumbing system.</li> </ul>
Car Park	Parking for visitors and staff	<ul style="list-style-type: none"> <li>(1) Facilities for approximately 25 cars</li> <li>(2) Parking for the facility's shuttle</li> </ul>
Shuttle entry		<ul style="list-style-type: none"> <li>(1) Vehicular entry for shuttle</li> </ul>
Outdoor storage	May be attached to or detached from main facility	<ul style="list-style-type: none"> <li>(2) For storage of tools, agricultural supplies, etc.</li> <li>(3) Sufficient ventilation for storage of chemicals.</li> <li>(4) Heavy duty shelving units, so chemicals can be separated.</li> </ul>
Outdoor space		<ul style="list-style-type: none"> <li>(1) Designated space for agriculture.</li> <li>(2) Designated spaces for outdoor activities – sports and run/walk/bicycle path.</li> </ul>
Tank Farm		<ul style="list-style-type: none"> <li>(1) Potable water storage to operate the facility for at least 5 days in the event of an emergency or disaster.</li> </ul> <p>Note: This area should be secured (including overhead) and access restricted to avoid planned contamination of potable water.</p>
Data Centre		<ul style="list-style-type: none"> <li>(1) Specialized space for termination of ICT services throughout building, inclusive of CCTV system.</li> <li>(2) This room must be separate from that used to store cleaning and other material.</li> <li>(3) All shelving must be heavy duty.</li> </ul>
Garbage collection space		A designated area for Garbage disposal is to be clearly allocated, with easy access for collection.

## **Quality Standards and Codes**

Construction works must comply with the International Code Council (ICC) -International Building Code (IBC) 2009.

All plumbing works must comply with The National Plumbing Code of Trinidad and Tobago.

Electrical works must be done in accordance with the 2007 Trinidad and Tobago Electrical Wiring Code Low Voltage Installation (Part 1).

Spaces which are designated as ADA compliant, and all common spaces must meet the standard set out by 2010 ADA Standard for Accessible Design (Standards for Public Accommodations and Commercial Facilities: Title III).

All works and material used must meet the required standard for (statutory) approval by the following bodies:

- Water and Sewage Authority
- Trinidad and Tobago Electrical Commission
- Electrical Inspectorate
- Trinidad and Tobago Fire Service
- Occupational Safety and Health Authority and Agency
- Ministry of Works and Transport
- Public Health Division, Ministry of Health
- Tobago House of Assembly

## **General Requirements**

### **1. Material**

- No glass or other sharp objects capable of being used as a weapon should be utilised. All windows (including in doors for limited visual access to rooms) are to be constructed of shatterproof glass. Consider acrylic, no glass mirrors or similar material for bathrooms.
- To reduce the risk of self-harm or weapon creation, any and all sharp edges and protruding objects must be rounded and/or dulled and protected as necessary; no edges should be sharp enough to cut.
- Value management is to be applied to the design and execution of this project both as a cost saving measure and to add value.
- Operationalisation and long-term maintenance of the buildings should be considered in the design and material specification. Design and material specifications should reflect energy efficiency.

#### Toilets

- Tankless toilets are required, either with robust, lever-type flush valve or hidden tank with secured minimum access for maintenance purposes.
- Grade should be proximate to medium cost/quality fixture, such as Ideal Standard or equivalent.

#### Shower

- Shower head to be wall mounted, with little to no arm (to reduce risk of self-harm).

- Grade should be proximate to medium cost/quality fixture, such as Ideal Standard or equivalent.

Bathrooms sinks

- No bathroom vanity in any residents' bathroom (quarantine room or dormitory)
  - Built-in concrete countertops are preferred for shared bathrooms.
  - Sanitary ware sinks are to be of proximate grade to medium cost/quality fixture, such as Ideal Standard or equivalent.
- Thick wall PVC required for plumbing, to reduce the risk of accidental damage.
  - To facilitate maintenance once operational, plumbing, particularly inspection openings are to be on the external of the building.

**2. Health, Safety and Security**

- CCTV System – cameras to be set up to cover the external of the building and internal common areas and hallways only. All doorways to private spaces are to be covered (to see who enters and/or exists private spaces) and particular attention to be given to potential blind spots on the perimeter. Security and Surveillance systems should be integrated into local area network for remote monitoring and management and should be designed for growth and backup with respect to data storage. It should be housed in the server room for added security.
- Fire suppression system, including heat and smoke alarm and suppression system, fire hose reel system with dedicated water supply, fire extinguishers and emergency lighting as deemed necessary. Pipes made of galvanised iron is preferred for the fire suppression system.
- Sewerage – to be interconnected with existing City Sewerage.
- Designer shall verify that all utility connections and services are provided for complete and operational buildings.
- Standby generators to be diesel driven and provided with sufficient fuel storage to allow uninterrupted operation at full load for a minimum period of 72 hours.
- All light fixtures are to be secured to reduce risk of tampering.
- No switches or electrical outlets are to be placed in residents' sleeping spaces or in residents' bathroom (switches are to be outside the door).
- Burglar proofing poses a risk for self-harm. Alternative security measures to be explored.

**3. Information Technology**

- Data Centre/Server Rooms – specialised space for termination of ICT services throughout buildings. Must have an independent air condition system. Water lines/ Toilets/ bathrooms must not pass overhead either in ceiling or floor above. Should be set up close to where utilities terminate in the building (i.e., telephone, internet, cable TV, power). Should have a raised floor at least in the spaces where power and data equipment are located. Adequate power outlets for auxiliary equipment/ services (routers, switches) and network drops.
- Provide data cabling as required to support computers and other equipment and VOIP systems (Power over Ethernet capability needed).
- Provide television cabling as required to support television monitors.
- Wireless Communications should be considered.
- Provide telephone data outlets in Administrative, Therapists' and Counsellors' offices, Library, Multipurpose Room and other areas as may be included in the programme.

**4. Accessibility**

- Covered ramp to access the building (all storeys).
- Minimum ceiling height of 8 feet throughout facility.

## **FREQUENTLY ASKED QUESTIONS (FAQs)**

### **What is the purpose of this Request for Proposals?**

The purpose of this Request for Proposals is to identify and contract a suitably qualified and experienced Contractor with the specialised expertise necessary 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 Office from February 18, 2022. Due to Covid-19 protocols, interested parties desirous of viewing the RFP prior to purchase are requested to forward an email to the Secretary of the Tenders Committee indicating the date and time that they would like to come in to view the RFP. A confirmatory email will be sent accompanied by UDeCOTT's Covid-19 Visitor Screening Questionnaire. Proponents will be required to complete and return the questionnaire via e-mail prior to the appointment date.

### **What is the Location of the site?**

The project site is located at Corner Fort Street and Calder Hall South Road, Scarborough, Tobago.

### **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:

- Submission of Annual Return –2021 (2022 if applicable) (for companies incorporated/registered in Trinidad and Tobago)
- Incorporation or otherwise registered to do business in Trinidad and Tobago as evidenced by the Certificate of Incorporation or Registration (as applicable);
- Submission of valid Statutory Clearance/Compliance Certificates, 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 to the value of \$100,000.00 is required.

**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.**