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

REQUESTS FOR PROPOSALS

REFURBISHMENT AND CONVERSION OF CHAGUARAMAS CONVENTION CENTRE INTO A MODERN YOUTH DEVELOPMENT AND APPRENTICESHIP CENTRE (YDAC)

The Urban Development Corporation of Trinidad and Tobago Limited (UDeCOTT) invites suitably qualified and experienced entities to submit proposals for **REFURBISHMENT AND CONVERSION OF THE CHAGUARAMAS CONVENTION CENTRE INTO A MODERN YOUTH DEVELOPMENT AND APPRENTICESHIP CENTRE (YDAC)**.

INSTRUCTIONS FOR PURCHASE OF RFP PACKAGE

I. The RFP package may be purchased from **Monday October 31, 2022,** by making a non-refundable deposit of **$7,500.00 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, from **Monday October 31, 2022 (excluding weekends and 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)**.

INFORMATION SESSION AND SITE VISIT

An **Online Information Session** will be held **via Microsoft Teams** on **Wednesday November 9, 2022 at 10:00 a.m.** This **Site Visit** will be held on **Thursday November 10, 10:00 a.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 tendersecretary@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 **January 9, 2023 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

CHAGUARAMAS YDAC PROJECT

APPENDIX 1

TERMS OF REFERENCE / SCOPE OF WORK

FOR

ARCHITECTURAL

ASSESSMENT, DESIGN & CONSTRUCTION WORKS

OF DESIGN-BUILD CONTRACTOR

OCT 2022

PROJECT CONTEXT

In order to achieve the mandate of the Ministry of Youth Development and National Service (MYDNS) to provide technical and vocational skills in a residential two-year programme in addition to a holistic approach to personal development and empowerment a Youth Development and Apprentice Centre (YDAC) was proposed in the former Chaguaramas Hotel and Convention Centre.

This project consists of the repurposing and renovation of the Hotel and Convention facility in addition to the construction of new buildings and site works to satisfy the brief of the MYDNS to accommodate two hundred and fifty (250) male trainees between the ages of fifteen (15) and twenty-five (25).

CONCEPTUAL DESIGN

The facility is arranged over 3 floors with 2 wings on each floor and additional amenities/ structures proposed within the curtilage of the site.

It is to be noted that in consideration of universal access all levels of the building are connected by a centrally located elevator.

<u>The West Wing</u>

The West wing is proposed to primarily contain the residential functions of the building. This includes 2-4 bed ensuite dormitories and ensuite staff quarters with all of the requisite support spaces arranged over the various floors including: laundry, storage, communal student lounges, communal washrooms, gym, counsellor space, library, multipurpose rooms, auditorium and ample circulation spaces.

<u>The East Wing</u>

The East Wing is proposed to primarily contain the administrative, teaching, maintenance and potential revenue generation functions of the building.

GROUND FLOOR

- The ground floor of this wing is arranged such that the administration functions are to the "front" / South of the building and provides a reception are to greet persons coming to the facility.
- Also arranged on the ground floor are the classrooms/ workshops.
- Towards the "rear"/ North the maintenance/ operations functions are arranged off of their own entrance with parking and vehicular circulation so as to net be disruptive to the student/ public entrance at the front.

FIRST FLOOR

- On the first floor a large open plan dining hall is proposed with a commercial kitchen which services the space. This space can at times be used for commercial activity.

SECOND FLOOR

- On the second floor the existing large hall can be used as a multipurpose meeting space and also a means of revenue generation for the facility as it can be rented for various events.

SITE WORKS

- Site works include new guard booths, perimeter fencing with gates, water storage, maintenance works to the existing driveway and parking and maintenance works to the existing landscaping.

The adjacencies required for the functioning and operations of such a facility and the clear division between the residential space and the other operations of the facility are key elements of the design.

DESIGN SERVICES

The design services provided will include the following:

- Site Survey
- Architectural Design
- Mechanical Electrical and Plumbing (MEP)
- Structural & Civil Engineering
- Interior Design
- Landscaping
- Outfitting

DESIGN CONSIDERATIONS

Accessibility - Universal access is a key consideration in all public buildings in Trinidad and Tobago as such provisions shall be made for all physically challenged members of the community.

Durability - Given that the construction cost represents a significant investment proposed materials, finishes and equipment should be chosen with the view that to reduce the maintenance and long term operation cost of the facility. Therefore the durability of proposed materials, finishes, furniture and equipment should be considered as well as easy replacement and ongoing upgrade of building components.

Flexibility – This is an important part of the design of the facility; many areas are intended to change and adapt to the needs of the YDAC and transform into impromptu exhibition spaces, teaching spaces, meeting spaces etc.

Sustainability – Demonstration of environmentally sensitive design and consideration of energy efficiencies which have an impact on ongoing resource consumption.

Creativity – A design that is inspirational for both the trainees, the staff and the community.

Connectivity – The building should be designed to provide good connectivity both internally and to the outside. Buildings should be connected or in close proximity, to develop a sense of community

Support – the design should enhance the learning setting by being: comfortable, safe, and functional in addition to maximizing ownership of the learning environment.

Technology – a technological integration that allows an environment where leaning can happen anywhere and where “technology can be brought into the space rather than built into the space”

Environment - The landscaping should be carefully considered providing attractive surroundings to enhance the user experience.

AMENITIES

The spaces and amenities required to fulfil the needs of the Youth Development and Apprentice Centre (YDAC) are summarized in the conceptual architectural design, MYDNS’s user statement of needs and the performance specifications provided. These items are summarized below.

1. Administration Spaces
2. Auditorium/ General Assembly Areas
3. Classrooms and Workshops
4. Dormitories
5. Gym
6. Kitchen and Dining Hall
7. Library
8. Maintenance Staff Workshops and Offices
9. Staff Quarters
10. Upgraded windows and doors
11. Upgraded finishes

12. Upgraded Washroom facilities
13. Upgraded Mechanical, Electrical & Plumbing (MEP) systems
14. LED Lighting fixtures
15. A Security System
16. Upgraded Wi-Fi capabilities.
17. Installation of a computer system integrated with a Communication Backbone.
18. Sound and PA System
19. Stage lighting
20. Fire Detection and Suppression System
21. Secured parking areas for the public and for staff/ operations
22. A clearly defined and controlled perimeter (fencing, gates electronic access control)
23. Integrated landscaping.
24. Waste Disposal Area within premises.
25. Structural Repairs
26. Water storage
27. Signage (internal and External)

CHAGUARAMAS YDAC PROJECT

APPENDIX 1

TERMS OF REFERENCE / SCOPE OF WORK

FOR

STRUCTURAL

ASSESSMENT, DESIGN & CONSTRUCTION WORKS

OF DESIGN-BUILD CONTRACTOR

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1.0 SCOPE OF STRUCTURAL ASSESSMENT / DESIGN / CONSTRUCTION WORKS

1.1 GENERAL

a) The Design-Build Contractor / Consultant shall be required to perform generally all design and construction works as detailed in the RFP/Tender prepared for the project.

b) The successful Design-Build Contractor is required to conduct geotechnical investigation and should be considered in the tender.

1.2 CODES AND STANDARDS (FOR NEW BUILDING AND UPGRADE OF EXISTING BUILDING)

a) The structural design and works should be in accordance with the latest code required by MOWT Design Branch and as indicated below. If there are any conflict, the MOWT requirement should govern.

Vertical Loads	American Society of Civil Engineers (ASCE): ASCE 7-05 Minimum Design Loads for Buildings and Other Structure
Earthquake Loads	ASCE 7-05 and International Building Code (IBC) 2009 - (Refer to Seismic Research Unit website http://www.uwiseismic.com/Maps.aspx for Hazard Maps of Trinidad and Tobago -2475 year Return Period)
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), AISC 341 – 10 including Supplement No. 1 dated 2006 (Seismic Provisions for Structural Steel Buildings AISC 358 - 10 including Supplement No. 1 dated 2009 (Prequalified Connections for Special and Intermediate Steel Moment Frames for Seismic Applications
Structural Masonry	ACI 530-05 / ASCE 5-05 / TMS 402-02
Steel Reinforcement	ASTM A615 GR 60 – Fy = 60 ksi, Fu = 75 ksi
Structural Steel Material:	ASTM A992 – Fy = 50 ksi (Wide Flange and Hot Rolled Sections) ASTM A36 – Fy = 36 ksi (Plates)
Other Standards	ASTM – American Society for Testing and Materials
IMPORTANT NOTE:	The structural designs should comply to the Ministry of Works and Infrastructure latest Structural Design Guidelines for Trinidad & Tobago

	Drawings should have a minimum sheet size of 24” x 36” must be clear and generated using a computer aided drafting software. All designs must be accompanied by structural design calculations which must include the following: a) Design Data Sheet b) Design Methodology Sheet with assumptions made in the modelling of the structure. c) Drawing of the complete mathematical model used in the structural (manual or computer) analysis. d) Clear input and output data. e) An electronic copy of the computer structural model. f) Where calculations include the results from a computer program, the following information must be submitted: • A labelled drawing of the complete structural model used to represent the structure in the computer-generated analysis. • Where the structural design is generated via the computer software/programme, hand calculations or detailed spread sheets for each typical primary structural element must be provided. g) All structural drawings should be stamped and signed with a registered Civil / Structural Engineer’s Board of Engineers’ stamp of T&T.

1.3 AS-BUILT SURVEY TO PRODUCE STRUCTURAL DRAWINGS

a) Undertake As-Built Survey to produce Structural Drawings. There are no structural drawings, geotechnical report or construction records available on the project.
b) Access, Platforms and Dismantling required to facilitate production of as-built drawings should be considered in the tender.

1.4 STRUCTURAL CONDITION ASSESSMENT FOR INTENDED PURPOSE

a) Conduct structural condition assessment and testing (Destructive and Non-Destructive where appropriate)
b) Submit a structural integrity report with conclusion/recommendations on the viability for the intended purpose.
c) Bidders and theSuccessful Design-Build Contractor is required to seek prior approval from UDeCOTT prior to do any testing / material sampling, coring or small breaking and cutting of rebar, timber, steel etc for inspection of materials physical and chemical properties for better understanding of existing condition.
d) Verify existing foundation at critical locations to expose where practical to verify existing dimensions and depth.

e) All works for the purpose of testing or as-built data gathering should be reinstated to original or better condition where deemed required.
f) Access, Platforms and Dismantling required to facilitate structural assessment should be considered in the tender.

1.5 STRUCTURAL ASSESSMENT TO IMPROVE SEISMIC & WIND LOAD PERFORMANCE

a) Submit an additional structural assessment report for repair where deemed required to improve seismic & wind load performance. The repair and/or restoration works method statements with drawings/details should also be submitted and adequate enough to allow for tenders. The structural design should meet relevant latest codes required by MOWT Design Branch. The report shall be stamped and signed by a BoETT Registered Civil/Structural Engineer.
b) Provide Material Take-Off and Cost Estimates of Proposed Repair and/or Restoration Works and its recommended sequence in a form of project schedule.

1.6 MINIMUM AREAS REQUIRED STRUCTURAL REPAIR / RESTORATION WORKS.

a) GROUND FLOOR LOADING ZONE:

- **Roof Deck Underside of Slab – The underside have major exposed heavily corroded reinforcement with reduced area and some sign of deterioration and molds.**

Carry out structural repair and clean/paint or replace if required since small area. Successful bidder is required to submit method statement for approval by UDeCOTT prior to proceed.

b) GROUND FLOOR BOAT JOINERY & CABINET MAKING

- **Roof Deck Underside of Slab – The underside have some exposed heavily corroded reinforcement.**

- Carry out structural repair. Successful bidder is required to submit method statement for approval by UDeCOTT prior to proceed.

- The existing waterproofing membrane need to be replaced or overlay with new waterproofing membrane.

- **Existing Drainage and Metal Grilles at Front**
- Repair/upgrade existing drainage and replace metal grilles.

c) GROUND FLOOR STUDENT LOUNGE AT WEST SIDE

- **Door Stiffener Column/Wall have chipped concrete and exposed vertical rebar with no lateral ties shown within 8” of exposed potion.**

The exposed stiffener wall/column show a heavily corroded rebar. This portion need to be demolished and replaced with new rebar and concrete.

- **Concrete Column (12”x12”) along the corridor with chipped-off at bottom part and exposed heavily corroded rebar**

This column need to be carefully repair at it is supporting floor above. Successful bidder is required to submit method statement for approval by UDeCOTT prior to proceed.

d) GROUND FLOOR CISTERN TANK WALL

- No as-built available and access inside to check existing condition. Bidders should be allowed to check the existing condition once access is granted during tender stage. Otherwise, bidders should use the Provisional Sum budget allocated by UDeCOTT in the RFP/BOQ.
- The existing top of slab of cistern tank should be repaired and slope to drain.
- UDeCOTT is considering to condemn the existing cistern and utilize the existing water tank farm if the space is adequate and to enlarge if required for discussion with successful bidder.

e) FIRST FLOOR COURTYARD (ADJACENT TO KITCHEN ON RIGHT SIDE)

- **Roof Deck Slab – The existing slab and/or waterproofing membrane have some sign of deterioration. The area needs to clear and clean.**

- The roof deck area need to clear and clean prior to do detailed structural assessment and repair.
- The existing waterproofing membrane need to be replaced or overlay with new waterproofing membrane.
- Successful bidder is required to submit method statement for approval by UDeCOTT prior to proceed.

CHAGUARAMAS YDAC PROJECT

APPENDIX 1

TERMS OF REFERENCE / SCOPE OF WORK

FOR

MECHANICAL, ELECTRICAL & PLUMBING (MEP)

ASSESSMENT, DESIGN & CONSTRUCTION WORKS

OF DESIGN-BUILD CONTRACTOR

SCOPE OF MECHANICAL, ELECTRICAL, PLUMBING (MEP) ASSESSMENT /DESIGN/CONSTRUCTION WORKS

General

The Proponent shall be required to conduct an initial MEP assessment to fully assess the existing condition of all MEP services that will impact the project for which the owner does not have any as-built information for. The Proponent will have to provide a detailed descriptive narrative the MEP construction design intent inclusive of the interconnection of existing services with the new/renovation type of construction before construction inclusive of final design documents. Final design documents will consist of but are not limited to:

- Detailed “For Construction” drawings and details
- Engineering Calculations
- Engineering Technical Specifications
- All Equipment and Components Cut Sheets
- Detailed Bill of Quantities per Standard Method Measurement 7 (SMM7) at minimum

The Proponent shall determine as per listed standards and codes what can be re-used and what needs to be removed to ensure compliance of a completed functional building to allow for services to be safely and efficiently provided to the end user and other stakeholders of the project. All existing MEP services that cannot be re-used will be salvaged and priced for final determination by the Chaguaramas Development Authority (CDA). The Proponent is to therefore include for demolition, salvage, storage and disposal for such MEP systems and their respective components.

The Proponent shall be required to perform generally all engineering design and construction works as detailed in the RFP/Tender documentation prepared for the project. All MEP systems are to be designed and installed to the relevant codes and standards with all required approvals to be obtained. All costs associated with obtaining final approval and meeting statutory requirements are to be included at no additional cost to the Client.

The approvals to be obtained are but not limited to: Water and Sewage Authority (WASA), Trinidad & Tobago Fire Service (TTFS), Ministry of Energy and Energy Industries (MEEI), Electrical Inspectorate, Trinidad & Tobago Electricity Commission (T&TEC), Environmental Management Authority (EMA), OSHA. All equipment and its accessories for a complete functional systems must be of marine grade or treated for a marine environment once it is to be located outside or have any prolonged interaction with the external environment. Proof of certification will be required and must be accounted within the Proponent's tender submission.

Codes and Standards

- ANSI C37.13 – 2015 Standard For Low-Voltage AC Power Circuit Breakers Used In Enclosures
- ANSI C37.14 - 2015 Standard for DC (3200 V and below) Power Circuit Breakers Used in Enclosures
- ANSI C57.12.00 – 2010 Standard For General Requirements For Liquid-Immersed Distribution, Power, And Regulating Transformers
- ANSI C57.12.01 – 2015 Standard For General Requirements For Dry-Type Distribution And Power Transformers
- ANSI C80.1 - 2015 Electrical Rigid Steel Conduit
- ANSI C80.3 - 2015 Electrical Metallic Tubing - Steel (EMT-S)
- ANSI C80.6 - 2018 Electrical Intermediate Metal Conduit
- ASHRAE Handbook—HVAC Applications, 2019
- ASHRAE Handbook—HVAC Systems and Equipment, 2020
- ASHRAE 55 – 2017 Thermal Environmental Conditions for Human Occupancy
- ASHRAE 62.1 - 2019 Ventilation for Acceptable Indoor Air Quality
- ASHRAE Standard 185.1 - 2020 Method of Testing UV-C Lights for Use in Air-Handling Units or Air Ducts to Inactivate Airborne Microorganisms
- ASHRAE Standard 202-2018 Commissioning Process for Buildings and Systems
- ASME A17.1 / CSA B44 – 2019 Safety Code for Elevators and Escalators
- ASME B16 – Standards of Pipes and Fittings
- ASME B31.9 – 20120 Building Services Piping

- ICC IFC 2021 International Fire Code
- ICC IPC 2021 International Plumbing Code
- ICC IMC 2021 International Mechanical Code
- NFPA 10 – 2018 Standards on Portable Fire Extinguishers
- NFPA 13 – 2019 Standard for the Installation of Sprinkler System
- NFPA 14 - 2019 Standard for the Installation of Standpipes and Hose Systems
- NFPA 17 – 2021 Standard for Dry Chemical Extinguishing Systems
- NFPA 17A – 2021 Standard for Wet Chemical Extinguishing Systems
- NFPA 20 – 2019 Standard for the Installation of Stationary Pumps for Fire Protection
- NFPA 22 – 2018 Standard for Water Tanks for Private Fire Protection
- NFPA 24 – 2019/2022 Standard for the Installation of Private Fire Service Mains and Their Appurtenances
- NFPA 59A – 2019 Standard for the Production, Storage, and Handling of Liquefied Natural Gas (LNG)
- NFPA 70 – 2020 National Electric Code
- NFPA 72 – 2019 National Fire Alarm and Signalling Code
- NFPA 90A – 2021 Standard for the Installation of Air-Conditioning and Ventilating Systems
- NFPA 91 – 2020 Standard for Exhaust Systems for Air Conveying of Vapors, Gases, Mists, and Particulate Solids
- NFPA 92 – 2021 Standard for Smoke Control Systems
- NFPA 101 - 2021 Life Safety Code
- NFPA 110 – 2019 Standard for Emergency and Standby Power Systems
- NFPA 111 – 2019 Standard on Stored Electrical Energy Emergency and Standby Power Systems
- NFPA 780 – 2020 Standard for the Installation of Lightning Protection Systems
- Requirements of the OSH Authority in accordance with the OSH Act 2004 with amendments of 2006
- Requirements of the EMA of Trinidad and Tobago & Water Pollution Rules 2019
- Requirements of the Trinidad and Tobago Fire Service (TTFS), Ministry of National Security of Trinidad and Tobago

- Requirements of the Electrical Inspectorate Division, Ministry of Public Utilities of Trinidad and Tobago
- Requirements of the Public Health Department in accordance with the Public Health Ordinance Act
- SMACNA HVAC Duct Construction Standards
- The National Plumbing Code of Trinidad and Tobago
- Trinidad & Tobago Electricity Commission Wiring for Light & Power 8th Edition
- Trinidad & Tobago Electrical Wiring Code Part 1 - Low Voltage Installations (TTS 171: Part 1: 2015)
- Trinidad & Tobago Electrical Wiring Code Part 2 - High Voltage Installations (TTS 171: Part 2: 2002)
- Trinidad & Tobago Electrical Wiring Code Part 3 – Renewable Energy Systems and Interconnection Requirements (TTS 171: Part 3: 2011)
- Workplace Design – Lighting of Indoor work places – Specification (TTS 611-2008)
- Water and Sewerage Authority Guidelines for Design and Construction of Water and Wastewater Systems in Trinidad and Tobago

MEP Systems

The Proponent is to design and install the following but not limited to the list of MEP components below:

Mechanical

- Elevators
- Exhaust and Ventilation fans
- Energy efficient VRF DX AC system which uses environmentally friendly refrigerant
- Energy efficient Chill water AC system which uses environmentally friendly refrigerant
- Ceiling fans
- All required starters and controllers for all HVAC equipment.

- Duct work design and installation shall be in accordance with the applicable ASHRAE and SMACNA standards
- All HVAC dampers, grilles and louvers
- LPG tanks with enclosed storage
- LPG gas piping

Electrical

- Site underground pull boxes and conduits for HV, LV, Communications, Internet and Cable TV
- New T&TEC kiosk for Ring Main Unit, HV Transformer, CT meter and separate communications room.
- Client Switchgear
- MV/LV Transformers
- TVSS equipment
- UPS equipment
- HV, MV & ELV Panel boards and panels inclusive of breakers
- Full Generator/s package system with ATS. Generator base mounted double-walled tank to be a minimum of 10 hours at full load
- Grounding systems. Separate grounding system for ICT/Telecommunications systems
- Cables and wiring devices
- Cable trays, conduit and trunking
- Addressable fire alarm system inclusive of all devices and accessories for a complete system
- CCTV and Security system inclusive of access control, magnetic door locks, IP cameras (PTZ, bullet, dome, etc), viewing screens, computerized systems with recording and storage capability for a minimum of 30 days
- Public Address system
- LED lighting fixtures inclusive of Solar LED lighting
- Solar Panel (17KW) package system inclusive of panels, inverters, charge controllers, mounting accessories, wires and 48VDC deep cycle battery storage.

Electrical - ICT

- A minimum OM4 multimode 12 Core Fibre backbone
- CAT 6/6A network wiring
- POE gigabit switches, routers and wireless access points (AP)

- Network cabinets, patch panels, and racks for Telecommunications, Internet and Cable TV

Plumbing

- Site potable water and sewer piping
- Building potable water, waste and vent piping
- Sewer manholes
- Energy efficient Tank Water Heater type. Existing facility had (7) seven 80 Gallon A.O Smith tanks.
- Energy efficient Tank-less Water Heater type
- Hot water recirculation pump and hot water return line.
- Duplex Portable water pumps package skid inclusive of controls and PV
- Potable water storage for a minimum of (5) five days water storage
- Potable water treatment system inclusive of softener and filters.
- Fire water storage
- Fire water pump package skid inclusive of controls
- Fire suppression
- Fire sprinkler system
- Fire hose reels within cabinets
- Grease trap and interceptors.

The Proponent shall submit product specific information on the equipment they intend to supply. Such information shall include but not be limited to:

- Name of Product and Model;
- Detailed Product Specifications and Descriptions;
- Details on equipment warranties to be provided;
- Manufacturer's Name, Address and Contact details;
- List of accredited local distributors, Dealers and Service Centre together with their particulars;
- Accreditation and/ or certification standards for the product;
- All accessories to be provided with the equipment;

- Training for operators and maintenance personnel to be provided with the equipment and;
- Soft licenses required

Maintenance & Warranty

The Proponent shall provide maintenance for parts and labour to all MEP systems supplied equipment and components. Maintenance of the equipment shall be in accordance with the manufacturer's requirements for warranties, and a maintenance schedule shall be submitted to the Client for approval.

The minimum extended warranties for (3) three years for all MEP equipment with the manufacturer's initial warranty shall be provided for and transferred to the end user. The Proponent shall note that all equipment warranties would only be officially recognised and start on the date of the issuance of the Taking Over Certificate and all costs for maintaining warranties from shipping to arrival on site/secured storage to project installation shall be included.

It is required that the successful Proponent will ensure in conjunction with the Ministry of Youth Development and National Service (MYDNA) and UDeCOTT that the building is fully functional and operationalized. In this regard, the users of the buildings expect to benefit from a **transfer of knowledge** for which training must be provided in the operations and maintenance of the MEP systems (with associated manuals, guides, instruction aids and materials) with regard to:

- HVAC Systems
- Electrical Systems
- Fire Detection and Suppression Systems
- ICT and Security Systems
- Liquid Gas Systems
- Plumbing Systems

All manuals, guides, instruction aids and materials shall be complied and submitted in hard copy and soft copy formats. All soft copies shall be stored and submitted on a minimum **one Terabyte (1 TB)** external Usb-Hard drive. A minimum of (2) two hard drives are to be

submitted. A minimum of (2) two hard copy sets for all manuals, guides, instruction aids and materials for all MEP systems are to be submitted.

FREQUENTLY ASKED QUESTIONS (FAQs)

Refurbishment and Conversion of the Chaguaramas Convention Centre into Modern Youth Development and Apprenticeship Centre (YDAC)

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 specialised expertise necessary to undertake the Project.

How can I Purchase this Request for Proposal?
The RFP package can be purchased by making a non-refundable deposit of $7,500.00 vat Inclusive to UDeCOTT's Operating Account #852948 at any branch of First Citizens Bank Limited by Cash or Manager's Cheque. After payment has been deposited into UDeCOTT's account, the RFP package may then be collected UDeCOTT's Head Office with proof of payment.

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 Monday October 31, 2022. Due to Covid-19 protocols, proponents 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.

Are there any restrictions in the size of the proposal being submitted?
Proposals must be placed in the tender box provided and marked for the purpose located in the lobby of UDeCOTT's Head Office. Each box has an opening of 370 mm x 50 mm. The dimensions of the envelopes must therefore be sized so as to enter the box.

What is the Location of the site?
The project site is the Chaguaramas Convention Centre, Chaguaramas.

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 –2020 (2021 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;
    - Copy of VAT Clearance Certificate
    - Copy of BIR Clearance Certificate
    - Copy of NIS Certificate of Compliance

Are Proponents required to submit a Bid Bond with their Proposals?
Yes. A Bid Bond to the value of $500,000.00 would be 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.