

REQUEST FOR PROPOSALS

FOR THE RENOVATION OF THE CABILDO CHAMBERS AS THE COMPANION BUILDING TO THE RED HOUSE

The Urban Development Corporation of Trinidad and Tobago Limited, (UDeCOTT) invites suitably qualified and experienced entities to submit proposals for the renovation of the Cabildo Chambers as The Companion Building to the Red House.

The seven (7) floors of the Cabildo Chambers will provide the following additional facilities:

- Modern Committee Meeting Rooms;
- State-of-the-art Parliament library;
- Expansion of the Parliamentary Precincts;
- Rehabilitation of Knox Street to accommodate the installation of a monument and facilitate the pedestrianizing of the street;
- Construction of an enclosed walkway from Cabildo Chambers to the Red House over St. Vincent Street;
- Provision of MEP (mechanical, electrical, plumbing) Services in the Cabildo Chambers.

INSTRUCTIONS FOR PURCHASE OF RFP PACKAGE

- (i) A complete set of documents may be purchased by making a non-refundable deposit of **TT\$5,000.00 VAT Inclusive to UDeCOTT's Operating Account #852948 at any branch of First Citizen's 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 **January 15, 2018 to January 22, 2018 (excluding weekends and public holidays)**, between the hours of **9:00 a.m. to 4:00 p.m. (EST)**, with proof of payment (stamped deposit receipt from the bank). Documents will **NOT** be available for collection after this deadline.

Please visit our website at udecott.com for further details.

SECRETARY, TENDERS COMMITTEE



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

REQUEST FOR PROPOSAL FOR THE RENOVATION OF CABILDO CHAMBERS AS THE COMPANION BUILDING TO THE RED HOUSE

The Urban Development Corporation of Trinidad and Tobago Limited, (UDeCOTT) invites suitably qualified and experienced entities to submit proposals for Works for the Renovation of Cabildo Chambers as The Companion Building to the Red House.

The seven (7) floors of the Cabildo Chambers will provide the following additional facilities:

- Modern Committee Meeting Rooms;
- State-of-the-art Parliament library;
- Expansion of the Parliamentary Precincts;
- Rehabilitation of Knox Street to accommodate the installation of a monument and facilitate the pedestrianizing of the street;
- Construction of an enclosed walkway from Cabildo Chambers to the Red House over St. Vincent Street;
- Provision of MEP (mechanical, electrical, plumbing) Services in the Cabildo Chambers.

The successful Contractor shall be chosen using a competitive selection process as set out in the Request for Proposals (RFP). Proponents will be required to demonstrate adequate experience in the provision of similar services as defined by the RFP. Proponents are advised that submissions must include ALL the documents as set forth in the RFP. Failure to do so may result in disqualification.

INSTRUCTIONS FOR PURCHASE OF RFP PACKAGE

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PRE-SUBMISSION MEETING & SITE VISIT DETAILS

Proponents will be invited to attend a pre-submission information session on the date and time stipulated in the RFP documents. A visit to the Project Site will be facilitated immediately after the pre-submission information session.

SUBMISSION DEADLINE

All submissions should be placed in sealed plain envelopes, clearly marked "ORIGINAL" or "COPY" and labelled as shown in the RFP documents and deposited in the appropriately labelled Tender Boxes located on the First Floor of the Urban Development Corporation of Trinidad and Tobago Limited, 38-40 Sackville Street, Port of Spain by **on or before the stipulated tender submission deadline**.

Proposals received after the stipulated tender submission deadline **shall not** be eligible for consideration and shall be returned unopened.

The size of the opening in the tender box is 360mm x 50mm and submittals **MUST** be packaged to be able to pass through this opening. Proponents must accurately sign the Tender Submittal Form provided by UDeCOTT's representatives.

Proponents Company's Name, return address, email address and mobile number must be clearly stated on the envelope. Failure to so label the envelopes may result in disqualification.

Additional information may be requested through email forwarded to the attention of **The Secretary, Tenders Committee** at tendersecretary@udecott.com.

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

SECRETARY, TENDERS COMMITTEE

FREQUENTLY ASKED QUESTIONS (FAQs)

Red House Restoration Project Renovation of Cabildo Chambers

1. *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 necessary resources to undertake the Renovation of Cabildo Chamber to house staff of the Parliament following the Restoration of the Red House Restoration Project.

2. *Are there any eligibility requirements for this Procurement Process?*

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

1. Submission of receipt for the purchase of the RFQ package;
2. Three (3) completed projects of a similar nature in the last 10 years, valued at least TT50M.

Similar projects is defined as follows:

- I. Outfitting Works to office buildings of a total floor space of 75,000 sqft or greater;
- II. The total value of the outfitting works to office buildings was to a minimum value of Fifty Million Trinidad and Tobago Dollars (TT\$50,000,000.00);
- III. Projects of a similar complexity.

Similar projects shall not include the following types of projects:

- I. Outfitting and Renovation works or any part thereof;
- II. Housing development projects;
- III. Industrial plant construction.

3. Independently Audited Financial Statements (for companies) and Accountant's Reports (for partnerships and sole proprietors only) for 2014, 2015 and 2016 prepared in accordance with International Financial Reporting Standards or any other such internationally accepted accounting standards (For Joint Ventures, each member **MUST** meet this requirement) which clearly identify the individual financial position of the Proponent.

FREQUENTLY ASKED QUESTIONS (FAQs)

Red House Restoration Project Renovation of Cabildo Chambers

4. Certificate of Registration, Incorporation (and Certificate of Continuance, where applicable);
5. Valid Statutory Documents inclusive of Income Tax and VAT Clearance Certificates and National Insurance Board Compliance Certificate;
6. Firms must submit all documents and information as required by the RFP.

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

Each proposal must be accompanied by an original Bid Bond in the value of TT\$3,000,000.00 in the form of a Bank Guarantee acceptable to UDeCOTT and shall be valid for thirty-five (35) days beyond the end of the Tender Proposal Validity Period.

4. *Would proposals submitted by Joint Ventures be acceptable?*

Proposals submitted by Joint Venture (JV) entities would be acceptable providing that the following is included in their Proposals:

1. Joint Venture Guarantee
2. Joint Venture Agreement (executed)
3. Audited Financial Statements, Litigation History and Experience of each member
4. Other related documents identified in the RFP.

5. *What is the recommended team composition?*

At a minimum, the proposed team should comprise the following:

1. Architect- Team Leader
2. Civil/Structural Engineer
3. Mechanical, Electrical and Plumbing Engineer

What experience is the Proponent's Key Human Resources required to demonstrate?

6. An individual may only be proposed for one position and must demonstrate experience on at least one (1) project of a similar nature valued TT\$50M .

Similar Projects is defined as follows:

- IV. Outfitting Works to office buildings of a total floor space of 75,000 sqft or greater;

FREQUENTLY ASKED QUESTIONS (FAQs)

Red House Restoration Project Renovation of Cabildo Chambers

- V. The total value of the outfitting works to office buildings was to a minimum value of Fifty Million Trinidad and Tobago Dollars (TT\$50,000,000.00);
- VI. Projects of a similar complexity.

Similar projects shall not include the following types of projects:

- IV. Outfitting and Renovation works or any part thereof;
- V. Housing development projects;
- VI. Industrial plant construction.

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 fulfill and comply with all requirements of the Request for Proposals.



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