



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

**REQUEST FOR PROPOSALS
FOR THE CONSTRUCTION OF A HOUSING
HEADQUARTERS VIA A BUILD-OWN-LEASE-
TRANSFER PUBLIC PRIVATE PARTNERSHIP**

The Urban Development Corporation of Trinidad and Tobago Limited (UDeCOTT) invites suitably qualified and experienced entities to submit proposals for **THE CONSTRUCTION OF A HOUSING HEADQUARTERS VIA A BUILD-OWN-LEASE-TRANSFER PUBLIC PRIVATE PARTNERSHIP**.

INSTRUCTIONS FOR PURCHASE OF RFP PACKAGE

- I. The RFP package may be purchased from **Tuesday, April 25, 2023** by making a non-refundable deposit of **\$10,000.00 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 **Tuesday April 25, 2023 (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 **Tuesday May 2, 2023 at 10:30 a.m.** This will be followed by a **Site Visit** 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 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 **Tuesday July 18, 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

SCOPE OF PROJECT

THE CONSTRUCTION OF THE HOUSING HEADQUARTERS VIA A BUILD-OWN-LEASE-TRANSFER PUBLIC PRIVATE PARTNERSHIP

BACKGROUND

The Ministry of Housing and Urban Development (MHUD) is responsible for the formulation and execution of Government's policy in the Housing and Urban Development sector. The Ministry operates as facilitator in the implementation of those policies through its various units and affiliated agencies.

The Ministry of Housing and Urban Development (MHUD) and its Agencies presently lease their Head Office and sub-offices at different locations within the Port of Spain environs. Their Agencies include the following:

1. The Housing Development Corporation of Trinidad and Tobago (HDC)
2. Land Assembly Agency (LSA)
3. East Port of Spain Development Company (EPSDC)
4. Programme Monitoring, Co-ordination, and Evaluation Unit

The Cabinet of Trinidad and Tobago has taken the decision to explore the potential to construct a 'Housing Headquarters' wherein the Ministry of Urban Development and its four (4) agencies would exist under one roof, on State lands. This proposes to reduce the overall cost expenditure in its lease fees, as well as, presents an opportunity to become a vital part of the proposed East Port of Spain Urban Regeneration Project.

Ministry of Housing and Urban Development (MHUD)

The Ministry of Housing and Urban Development (MHUD) is responsible for the formulation and execution of the Government's policy in the Housing and Urban Development sector. The Ministry operates as a facilitator in the implementation of those policies through its various units and affiliated agencies.

The Ministry's core areas of responsibility include:

- Government Subsidised Housing
- Monitoring and Evaluation of housing trends and markets in the country
- Home Improvement Grants and Subsidies
- Regularisation of Tenure/Housing for Squatters
- Land Settlement
- Urban development

There are seven (7) affiliated organizations which are mandated to implement and promote the Ministry's policy, plans, programmes, and projects:

1. Trinidad and Tobago Housing Development Corporation (HDC)
2. Trinidad and Tobago Mortgage Finance Company Limited (TTMF)
3. Sugar Industry Labour Welfare Committee (SILWC)
4. Land Settlement Agency (LSA)
5. East Port of Spain Development Company Limited (EPOS)
6. East Side Plaza
7. New City Mall

Trinidad and Tobago Housing Development Corporation Limited (HDC)

The Trinidad and Tobago Housing Development Corporation (HDC), which replaced the former National Housing Authority, is an Agency of the Ministry of Housing and Urban Development and was established by Act No. 24 of 2005.

The HDC is managed by a Board of Directors and its functions include:

- Provide quality affordable housing solutions for eligible first-time homeowners, as well as ensure there are associated community facilities for their use.
- Stimulation of private sector activities with respect to home construction.
- Rationalizing and restructuring of its mortgage portfolio.
- Management and maintenance of its housing estates, and
- Acquisition of land for housing development.

The Holding Company's, responsibility is to provide administrative support to its newly formed subsidiary companies: Facilities Estate Management Company Limited (FEMCOL), Construction Company Limited (CCL), and Asset Management Company Limited (ASML).

Land Settlement Agency (LSA)

The Land Settlement Agency (LSA) was established by an Act of Parliament No. 25 of 1998 and commenced formal operations in 1999. The LSA now falls under the purview of the Ministry of Housing and Urban Development. Its mandate is "to protect eligible squatters from being ejected off State Lands; to facilitate the acquisition of leasehold titles by both squatters and tenants in designated areas and, to provide for the establishment of land settlement areas".

There are over 250 squatting sites on State Lands in Trinidad and Tobago with approximately 23,000 squatting households. Poverty reduction and the provision of goods and services must be addressed holistically to ensure all citizens are able to have sustainable livelihoods and a decent quality of life. In this regard, LSA's work is viewed as an important platform towards achieving this development.

East Port of Spain Development Company (EPOS)

The East Port-of-Spain Development Company is a Limited Liability Company, wholly owned by the Government of Trinidad and Tobago and established under the Companies Act 1995. The Company having been incorporated by Cabinet in September 2005, is mandated to:

Develop and redevelop a zone in East Port-of-Spain, bounded by Charlotte Street, Lady Young Road and the Eastern Main Road and including Morvant, Never Dirty and Caledonia, to improve the economic, social, and physical environment of those areas.

The boundaries of East Port-of-Spain were subsequently expanded to include the communities of Beetham Estates, Sea Lots and Katanga.

The Company which is governed by a Board of Directors has as its strategic focus a comprehensive and integrated planning and development of the area under its jurisdiction.

The Company receives funding from the Infrastructure Development Fund, which it is restricted to use for physical infrastructure projects only.

The Company's main operational strategies are:

- Comprehensive and Integrated Development Planning
- Public Consultations and Participation
- Project Identification
- Project Implementation via direct development, institutional coordination, and development facilitation.

DESIGN GUIDELINES

The Objective of the Housing Headquarters is to provide a space:

1. To facilitate day-to-day corporate operations.
2. To enhance the customer experience.
3. To support and provide a healthy and functional work environment for its staff.
4. To provide avenues for potential income through short- and long-term leasing.
5. To revitalise the surrounding community and Port of Spain overall.

The minimum number of full-time occupants will be approximately six hundred (520) persons.

For all, the space provided should be welcoming, accessible and easy to navigate. The work environment should encapsulate the following characteristics:

1. Lighting – Both natural and artificial - Adequate and multiple sources appropriate for intended tasks.
2. Size of Room - Adequate, not oversized, space for intended use of room.
3. Ventilation- Both natural and mechanical to ensure that temperatures are kept at a comfortable level.
4. 'High performance' office workplace - emphasising processes, balancing the physical environment and technology; to intentionally enhance the ability of workers to learn, discover, innovate, team build and lead.
5. Recreational Spaces- Amenities to help re-energise and help relieve stress.
6. Safety and Security- Optimised circulation and convenient placement of life preservation equipment.
7. Modern- To use new construction materials and technologies to produce a modern aesthetic
8. Sustainable & Low Maintenance

ACCOMMODATION SPECIFICATIONS

The project will construct a building that is structurally compatible that is to provide the following:

- 1) Minimum Two (s) levels of Commercial/Retail spaces (to 'anchor' proprietors) at the ground levels. Cater for minimum food and beverage spaces (2no. - 3no.) other shops, etc.
- 2) Auditorium (350 persons) with refreshment centre and service counter (for caterers).
- 3) Adequate parking for executive personnel, regular staff and customers.
- 4) Staff amenities to include:
 - a. Childcare Centre
 - b. Gym
 - c. Library, etc.
- 5) Adequate bathroom facilities, kitchenettes and sick bays as required.
- 6) Controlled access lobbies to different Companies/Agencies and Levels

- 7) Adequate fire suppression, life preservations equipment and CCTV
- 8) Open-concept office spaces with adequate, flexible electrical and ICT/data/Voice infrastructure
- 9) Recreational and communal spaces for staff members (indoor and outdoor).
- 10) Adequate storage for toiletry, stationery, active files and archives for ALL companies and/or individual departments base on operational needs.
- 11) Sufficient and practical Ancillary Rooms; Janitor, Electrical, AHU Rooms, Security Monitoring, etc.

MINISTRY OF HOUSING AND URBAN DEVELOPMENT

- Provide Open, flexible, Floor area with provisions for HVAC, Electrical, IT/Data & Voice Infrastructure for future design and installation of Partitions, furniture, equipment and décor (i.e. outfitting).
- Floor Area to Consider:
- Typical Lobby securing the proposed open floor area from the main circulation core shall be included.
- Adequate floor area to accommodate present and future staff and infrastructure. Include areas for equipment and file storage; ancillary staff and spaces. See Appendix for Details.
- Minister's Office is an Executive Office – i.e. includes independent toilet facilities and change area and sitting area (lounge).

HDC HOLDING COMPANY LIMITED

To provide design floor layout and, furniture and décor out-fitting as outlined in project scope.

- Each company shall have its own floor(s) and be self-contained.

The Holding Company has approximately one hundred and six (160) personnel comprising the following departments:

- 1) Managing Directors Department
- 2) Corporate Services Division
 - Administration (Registry)
 - Customer Care and Hospitality
 - Information and Communications Technology
 - Health Safety, Security, Environment and Transport
 - Corporate Communications

FREQUENTLY ASKED QUESTIONS (FAQs)

THE CONSTRUCTION OF THE HOUSING HEADQUARTERS VIA A BUILD-OWN-LEASE-TRANSFER PUBLIC PRIVATE PARTNERSHIP

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 Developer with the specialised expertise necessary to undertake the THE CONSTRUCTION OF THE HOUSING HEADQUARTERS VIA A BUILD-OWN-LEASE-TRANSFER PUBLIC PRIVATE PARTNERSHIP.

What components will the Developer be expected to provide for this Mixed-use Concept?

The Developer is expected to create a project that would include a combination of the following:

- **Commercial (Retail & Food)** – (to ‘anchor’ proprietors) at the ground levels. Cater for minimum food and beverage spaces other shops, etc.
- **Offices** - Office Accommodation.
- **Auditorium:** (350 persons) with refreshment centre and service counter (for caterers).
- **Parking:** Adequate parking for executive personnel, regular staff and customers.
- **Recreational and communal spaces:** staff members (indoor and outdoor).
- **Controlled access lobbies:** to different Companies/Agencies and Levels.

What is the Location of the site?

The Project is located on the corners of Duncan St. & Independence Square North -bounded on the West by Chee Mooke Bakery and on the East by the St Ann’s River aka “The East Dry River”.

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 **prior** to the award of any contract for the provision of the Works, 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
- Submission of a Bid Bond in the value of **TT\$2,000,000.00** 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 Validity Period.

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.

Can interested Developers view the RFP before purchasing to confirm the requirements?

The RFP will be available for viewing at UDeCOTT's office from April 26, 2023.

Can interested Developers attend the Pre-Submission Information Session before purchasing the RFP?

Interested Developers will be allowed to attend the Pre-Submission Information Session before purchasing the RFP. To get the link to the meeting, please forward the name and email addresses of the nominees to the Secretary of the Tenders Committee at tendersecretary@udecott.com.

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.