



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

REQUEST FOR PROPOSAL FOR THE DEMOLITION OF BUILDING “A” OF THE NATIONAL ARCHIVES OF TRINIDAD & TOBAGO

The Government of the Republic of Trinidad and Tobago (GORTT), through the Urban Development Corporation of Trinidad and Tobago Limited (UDeCOTT), is desirous of revitalizing Port-of-Spain.

In this regard, the GORTT of UDeCOTT invites suitably qualified and experienced entities to submit Proposals for the **DEMOLITION OF BUILDING “A” OF THE NATIONAL ARCHIVES OF TRINIDAD & TOBAGO** located at the corner of Edward and New Streets, Port of Spain.

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 do so again.**

To register, proponents are required to complete the Vendor Registration process. To do so, vendors are required to go to UDeCOTT's website at www.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, carbon copying the Secretary of the Tenders Committee at tendersecretary@udecott.com.

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 **TT\$1,500.00 VAT Inclusive**.

INFORMATION SESSION AND SITE VISIT

An online **Information Session** will be held on **July 23, 2021 at 10:00 a.m.** This will be followed by a Site Visit commencing at **2:00 p.m.**

Interested parties are kindly asked to confirm their availability, together with **the names and preferred email addresses** of your representatives who will be in attendance via email to tendersecretary@udecott.com by **4:00 p.m. on July 22, 2021.**

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 **August 3, 2021 at 2:00 p.m. (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 WORKS

DEMOLITION OF BUILDING “A” OF THE NATIONAL ARCHIVES OF TRINIDAD AND TOBAGO



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Introduction

The Urban Development Corporation of Trinidad and Tobago Limited (UDeCOTT) is a company incorporated in Trinidad and Tobago and continued under the Companies Act, Chapter 81:01, with its offices at 38-40 Sackville Street, Port of Spain, Trinidad, and is wholly owned by the Government of the Republic of Trinidad and Tobago. UDeCOTT is engaged in the business of property development.

Building History

The National Archives of Trinidad and Tobago (NATT) was established in 1960 and functions as the main repository of over two hundred years of the country's public and historical records. These records are stored in various formats, each with special climatic conditions for preservation and are currently kept in record storage vaults in Building B located at 105 St. Vincent Street, Port of Spain.

On the premises is also the Conservation Building C, which houses the conservation and reprographics labs and other ancillary rooms. Building A, is a two (2) level structure that is currently out of use and is to be demolished. One of the functions of NATT, in addition to preservation of these records, is to provide public access to these records.

The main Repository Building (Building B) was constructed in 2000 and the Conservation Building (Building C) in 2015. Building A is much older than buildings B and C.

Other than its questionable structural integrity and its architectural design which is not purpose built for a National Archives, Building A contains asbestos. This material is hazardous to human health, and if airborne will adversely affect the community as well as occupants of buildings B and C. In this regard, NATT has embarked on this project to demolish Building A.

Project Objectives

1. Safe removal and disposal of Asbestos and Asbestos Containing Materials.
2. To relocate, for safe-keeping, all salvageable items to an approved location to be advised by UDeCOTT; and,
3. Safe demolition of Building "A" and carting away from site, in compliance with all applicable laws and OSHA standard.

Site Location



Scope of Works

a. General

1. The Contractor shall provide all supervision, labour, plant/tools and equipment, transportation, which may be required to safely execute the works as stated in this Scope of Work, and shall provide the required personal protective equipment for each employee at his expense at all times.
2. Due to sensitivity of the nature of work and its location, the Contractor is required to supervise the works at all-time on-site by, at a minimum, competent supervisor and a qualified Health and Safety Officer.
3. The Contractor shall not permit the use of alcohol or radios on-site, nor shall he permit horse play or the use of inappropriate language on the compound.
4. The Contractor shall be restricted within the project site only, and shall not be allowed to go in any other buildings unless permitted to do so. The Contractor shall supply and maintain portable toilet as required, and as per the OSHA requirement.
5. The Contractor shall comply with all applicable laws and regulations regarding safety aspect of the work, including but not limited to those contained in the Occupational Safety and Health Act.
6. The Contractor shall be responsible in maintaining all signage throughout the duration of the works.
7. All cost e.g. reports, survey, tests, manpower, tools, equipment, plant, transportations, signage, public notices, applications, supervision, etc. shall be borne by the Contractor. Further, any additional costs not mentioned above which may be incurred in relation for the successful deliverable and completion of works shall be to the Contractor's account.
8. The Contractor shall ensure that proper housekeeping is performed at the end of each work day, and shall remove and dispose all debris/garbage to a suitable offsite location. Strictly no compounding of garbage/debris within a 2-day period, including weekends and public holiday.

9. If needed, the Contractor shall be readily available at all times to perform on-call services to any specific task as instructed by UDeCOTT.

b. Safe Removal of Asbestos at Building "A"

Prior to demolition of Building "A":

1. The Contractor shall safely remove all asbestos and asbestos containing materials located at the Building "A" of the National Archives of Trinidad and Tobago ("NATT"), and shall provide the necessary testing i.e. Air Quality Test from an independent testing agency, as a proof that the said building is free from asbestos prior to advancement of any succeeding works.
2. The Contractor shall conduct an investigative survey and hazard condition assessment to determine the extent of contamination of asbestos in the area.
3. The Contractor shall prepare and submit a detailed report which includes, but limited to:
 - a. A detailed report shall be submitted to UDeCOTT consequent to paragraph (2) above;
 - b. Proposed methodology for the asbestos abatement; and,
 - c. Risk assessment and mitigation report identifying all major hazards associated with the project.
4. The Contractor shall, prior to the commencement of asbestos abatement, conduct a safety conference which will include all the required methodology to be adopted, including but not limited to: site regulation, decontamination, air monitoring, disposal operations, respiratory protection, all safety requirements including the use of PPE and expectations of all project personnel throughout the exercise.
5. The Contractor shall follow the regulatory requirements and guidelines for Class I asbestos abatement activities and Class IV clean-up procedures after Class I abatement works, as described in, but not limited to:
 - OSHA Construction Industry Std. 29 CFR 1926.1101
 - OSHA General Industry Std. 29 CFR 1910.1001
 - OSHA Respirator Std. 29 CFR 1910.134
 - DOT Waste Management & Transportation Std. 49 CFR 172.304 & 407

6. The Contractor shall provide all scaffolding and appropriate accessories for safe access to areas as required. All installed scaffolding shall be inspected and certified by a certified inspector prior to usage.
7. The Contractor shall provide personnel protection equipment to all workers. Additionally the Contractor shall make provisions for UDeCOTT representatives and its visitors during the conduct of works.
8. The Contractor shall strictly establish and regulate the work area, which includes placement of appropriate signage (informative and directional), and ensure that measures are to be taken to isolate the asbestos abatement activity from surrounding areas.
9. The Contractor shall submit a transportation and disposal plan designed for the project for proper disposal of waste.
10. The Contractor shall prepare and submit appropriate documentation on a daily basis with emphasis on QA/QC to every aspect of the work.
11. The Contractor shall submit to UDeCOTT all manifests prior to hauling to the disposal site.
12. The Contractor shall conduct a clearance air sampling from an accredited independent testing agency acceptable to UDeCOTT upon completion of asbestos removal, and submit report to UDeCOTT.
13. The Contractor shall provide full close-out documentation report, including but not limited to, supervisor's daily job logs, waste manifests and waste site tickets showing exact weights in tons, sign in/out sheets, and personal air monitoring results, and any other test as deemed necessary.

c. Scope of Works – Safe Demolition of Building "A"

1. Following the completion of the asbestos removal works, the Contractor shall:
 - a. Ensure air sampling from an accredited independent testing agency is completed and reports submitted to UDeCOTT showing air quality is acceptable for human intake;

- b. Safely terminate all services as required to ensure safe execution of demolition works;
 - c. Relocate existing tank farm and related items to a location as directed by the UDeCOTT;
 - d. Safely remove all items inside the buildings e.g. office equipment, furniture, etc.;
 - e. Ensure approved safety measures are installed;
 - f. Ensure public signage, public notices, and public relations management including traffic Management are completed to the satisfaction of UDeCOTT.
 - g. Obtained all relevant Approvals (prior to and upon completion) from all relevant Governmental Statutory and Regulatory Agencies, and compliance with the conditions as stated herein; and,
 - h. Ensure clearance from UDeCOTT to commence demolition works is obtained.
2. For paragraph 1 (b) above, the Contractor shall ensure that the services on Building "B" and "C" will not be disrupted, since the services for Building "A", "B" and "C" are linked to each other. Additionally, the Contractor shall be required:
 - a. Before termination of Services: submit an application to Statutory Authorities e.g. WASA and TTEC, and obtain approval prior to termination of any services. All cost due to this application shall be borne by the Contractor.
 - b. After termination of Services: prepare and submit an As-Built drawings acceptable to Statutory Authorities standard, showing the new installation due to rerouting/termination to Building "A".
3. For paragraph 1 (d) above, the Contractor shall ensure that:
 - a. Items that are identified by UDeCOTT as "no value" are to be carted away from site. Contractor shall prepare and submit a list of the "no value" items to be signed and confirmed by UDeCOTT prior to carting away off site.
 - b. Items that are identified by UDeCOTT "as valuable":
 - The Contractor shall prepare and submit to UDeCOTT an asset inventory report detailing all furniture and salvageable items in the Building "A". The report shall include, at a minimum, item description, quantity, condition, and a photograph (before and after packing);
 - The Contractor shall then carefully sort, pack and deliver all salvageable items to an approved location to be advised by UDeCOTT for safe keeping; and,

- The container near to Building "A" shall be removed to a location to be advised by UDeCOTT.
4. For paragraph 1 (e) above, the Contractor shall ensure that public safety is installed, and to be maintained and monitored at all times. Such safety measures shall include but not limited to:
- Hoarding and barriers;
 - Dust Screens;
 - Standby water trucks to mitigate dust issue;
 - Caution tape;
 - Hazard cones;
 - Trip hazard; and
 - Early warning signs of work zones ahead and/or work areas.
 - And/or any other safety measures as may be deemed necessary in the circumstances.
5. The Contractor is required to safely demolish Building "A" up to existing finished ground floor level, and the floor surface shall be scabbled to ensure a finish that is appropriate for parking. The Contractor shall ensure that the demolished area is properly graded and is drainable, so that it is accessible for parking. Absolutely no unwanted ponding of water shall be observed in the demolished area.
6. Additionally, the Contractor shall:
- a. fabricate and install steel railings (similar to existing railings on Building "B") on the perimeter of the demolished area.
 - b. Mark car park lines and related sign, using appropriate paint materials, as per standard regulation;
 - c. Demolished existing fire escape stair (currently connected to Building "A"), and fabricate and install metal fire escape stair (similar to Building "B").
 - d. Upgrade external drainage system i.e. provision of additional surface run-off outlet. Further, the Contractor shall ensure that the existing drainage/surface run-off outlet is free from any debris and unclogged.
 - e. Supply and install perimeter solar lighting and related accessories (Qty = 6 Nr.) that are appropriate for a parking area. Warranty shall be minimum one (1) year from the date of taking over of works.

Contract Particulars

<p>a. Commencement date</p>	<ul style="list-style-type: none"> ▪ Within 5 days upon issuance of Letter of Award ▪ The Contractor shall submit, within two (2) days of receipt of UDeCOTT's Letter of Award, a detailed list of all personnel who will be employed for the duration of the project (inclusive of valid identification), so the requisite access could be provided by Security.
<p>b. Project Duration</p> <ul style="list-style-type: none"> ▪ Asbestos Abatement and Related Works ▪ Relocation of Salvageable items and Related Works ▪ Safe Demolition of Building "A" and Related Works 	<ul style="list-style-type: none"> ▪ Overall not to exceed four (4) Months <ul style="list-style-type: none"> - not to exceed one (1) month - not to exceed one (1) month - not to exceed two (2) months
<p>c. Condition of Contract</p>	<ul style="list-style-type: none"> ▪ FIDIC Short Form of Contract (Green Book)
<p>d. Schedule of Processing of Payment</p>	<ul style="list-style-type: none"> ▪ Processing of payment will be on a monthly basis which is every 1st week of the month ▪ A 10% advance payment is allowed, and to be recouped in two instalments commencing on the third payment application

FREQUENTLY ASKED QUESTIONS (FAQs)

Demolition of Building “A” of the National Archives of Trinidad & Tobago

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 safe removal of and disposal of Asbestos and the demolition of Building “A” on the National Archives of Trinidad & Tobago.

What components will the Contractor be expected to provide for this project?

The Contractor is expected to provide the following:

- **Supervision.**
- **Labour.**
- **Plant/tools and equipment.**
- **Transportation.**

What is the Location of the site?

The site is located at the corner of Edward and New Streets, Port-of-Spain.

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)
- 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

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 Contractors attend the Pre-Submission Information Session before purchasing the RFP?

Interested Contractors 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.