



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

**REQUEST FOR PROPOSALS
PROVISION OF DESIGN-BUILD SERVICES FOR THE
CONSTRUCTION OF A HEAD OFFICE FOR THE
MINISTRY OF SOCIAL DEVELOPMENT AND FAMILY
SERVICES**

The Urban Development Corporation of Trinidad and Tobago Limited (UDeCOTT) invites suitably qualified and experienced entities to submit proposals for the **PROVISION OF DESIGN-BUILD SERVICES FOR THE CONSTRUCTION OF A HEAD OFFICE FOR THE MINISTRY OF SOCIAL DEVELOPMENT AND FAMILY SERVICES.**

INSTRUCTIONS FOR PURCHASE OF RFP PACKAGE

- I. The RFP package may be purchased from **Friday April 14, 2023** by making a non-refundable deposit of **\$8,750.00 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 **Friday April 14, 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 April 25, 2023 at 11:00 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.

The deadline date for submissions is **Friday June 9, 2023 at 2:00pm (AST)**.

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

SECRETARY, TENDERS COMMITTEE



udecott

Urban Development Corporation
of Trinidad and Tobago Limited

EMPLOYER'S REQUIREMENTS

**PROVISION OF DESIGN-BUILD SERVICES FOR THE CONSTRUCTION
OF A HEAD OFFICE FOR THE MINISTRY OF SOCIAL DEVELOPMENT
AND FAMILY SERVICES**

April 07, 2023

Revision_00

**PROVISION OF DESIGN-BUILD SERVICES FOR THE CONSTRUCTION OF
A HEAD OFFICE FOR THE MINISTRY OF SOCIAL DEVELOPMENT AND FAMILY SERVICES**



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I. OBJECTIVE

The Ministry of Social Development and Family Services (“MSDFS”) is responsible for coordinating the implementation of Government’s social and human development objectives. Specifically, the MSDFS is mandated with the responsibility to address the social challenges of poverty, social inequality and social exclusion. Particular emphasis is placed on developing and executing programmes and services that protect and assist vulnerable and marginalized groups in society such as women, children, persons with disabilities, the elderly, the poor/indigent, the socially displaced, ex-prisoners, deportees and persons living with HIV/AIDS.

Currently, the MSDFS is located in rented premises at CL Financial Building, 39-43 St. Vincent Street, Port of Spain. However, there is a crucial need for additional space and more appropriate accommodation for the MSDFS. The Head Office Building will provide the much-needed accommodation to house the growing needs of the Ministry in addition to achieving cost savings from eliminating the rental payments. The Ministry will also be able to consolidate some of its satellite units into one central location.

The purpose of this Employer’s Requirements is to provide a detailed description of the user to guide Proponents in the preparation of their responses to the Request for Proposal (RFP) for the p Provision of Design-Build Services for the Construction of a Head Office for the Ministry of Social Development and Family Services (herein referred to as “Project”).

This Employer’s Requirements shall be read in conjunction with the following appendices and shall be used as a guide by the Proponents in developing their proposals:

- Appendix 1 – Performance Specifications
- Appendix 2 – Conceptual Design
- Appendix 3 – Cadastral

The Project shall be completed within twenty-four (24) months upon issuance of Commencement Letter, with a 12-month Defect Notification Period upon successful issuance of Taking-Over Certificate to the Contractor.

II. THE SITE

The proposed site for the new Head office of the MSDFS is the site of the Old Government Printery at 2-4 Tragarete Road, Port of Spain. This site currently houses Desperadoes Pan Yard but is soon to be vacated due to the fact that Desperadoes Steel Orchestra is scheduled to relocate to a new facility on George Street in early 2023.



(1) Lapeyrouse Cemetery (2) Tranquility Methodist Church (3) Tranquility Government Primary School (4) Neal & Massy Credit Union

III. BASE SCOPE OF WORKS

It is proposed that the new Head Office shall comprise of 117 335sq ft. (16010 sq. m) of office space across eight (8) floors, with an adjacent parking structure of 55 000 sq. ft. (5109 sq. m) holding 200 cars and 28341 sq. ft. (2633 sq. m) of site works (including surface parking and landscaping). The facility is proposed to house the following departments:

- Minister and Minister's Secretariat
- Permanent Secretary and Secretariat
- Deputy Permanent Secretary
- Chief Technical Officer
- Development Support Unit
- Legal Office
- General Administration
- Information Technology
- Human Resource
- Policy, Programming, Planning & Development Division
- Monitoring & Evaluation
- Accounts
- Reconciliation Unit
- Audit
- Corporate, Communication & Education
- Project Implementation Unit
- Library
- Non-Governmental Organization Unit
- Development Support Unit
- Social Investigation Unit
- Procurement Unit
- OJT's and Associate Professionals
- Citizen's Engagement Unit
- Investigation & Compliance Unit
- National Social Development Programme
- Social Welfare Division- Central Office
- Facilities Unit

Other Spatial Requirements

- Parking for 200 vehicles
- Conference Rooms

IV. GENERAL NOTES:

- a) The Contract Price is deemed to include for the design, construction, equipping, testing, commissioning, training, provision of “as built” drawings and records and operational and maintenance manuals.
- b) The Design-Build (“D-B”) Contractor shall conduct all the necessary investigations, studies and analyses, calculations, and prepare conceptual and final designs for the successful delivery of the Project. These will then serve as the groundwork for the subsequent construction stages.
- c) Duration of each service/works is in calendar days, inclusive of Saturdays, Sundays and public holidays.
- d) Units of system shall be in metric only, unless otherwise directed by the Client.
- e) All sketches, drawings, calculations, materials lists, bills of quantities, methodology, reports, and project schedules shall be submitted in both hard copy and digital format (electronic copy) via CD-ROM or any portable storage device e.g. USB flash drive.

Submittals	Hard Copy	Electronic Copy
Sketches and Drawings	<ul style="list-style-type: none"> ▪ Sketches & Drawings: minimum acceptable sheet size is 11” x 17” (3 copies) ▪ For-Construction Drawings: acceptable sheet size is in A1 only (3 copies). 	<ul style="list-style-type: none"> ▪ AutoCAD 2010 (or higher version) and PDF
Project Schedules	<ul style="list-style-type: none"> ▪ minimum acceptable sheet size is 11” x 17” 	<ul style="list-style-type: none"> ▪ MS Project 2010 (or above) and PDF
Reports, analysis, charts	<ul style="list-style-type: none"> ▪ minimum acceptable sheet size is 8.5” x 11” or as appropriate (colour printed on one side only) 	<ul style="list-style-type: none"> ▪ MS Word or/and MS Excel and PDF
Photography	<ul style="list-style-type: none"> ▪ Should be included in the report or as appropriate (colour printed on one side only) 	<ul style="list-style-type: none"> ▪ JPEG and PDF
Presentation	<ul style="list-style-type: none"> ▪ As appropriate (print on one side only) 	<ul style="list-style-type: none"> ▪ MS PowerPoint and PDF

- f) The Design-Build Contractor shall at all times keep the work area, including storage areas, free from accumulations of waste materials. Before completing the work, the Design-Build Contractor shall remove the work and premises any rubbish, tools, scaffolding, equipment, and materials that are not the property of the Government. Unsightly materials and debris,

garbage, and equipment should be removed as required; while materials should be scheduled for delivery only as required for immediate use.

- g) Logistics: Staging / storage areas are to be advised by the project manager. The Design-Build Contractor shall provide all equipment needed for material transportation, equipment and labor to execute the project.
- h) Coordination: The Design-Build Contractor is also required to coordinate with other appointed UDeCOTT and Client appointed contractors for implementation of the works
- i) Removals: Any Items that effect the work space that need to be removed either temporarily and reinstated at a later date shall be accounted for by the Design-Build Contractor and identified prior to commencement of any work
- j) Waste Management: The Design-Build Contractor is required to keep the work site free from the accumulation of construction waste during construction and shall be responsible for the disposal of such waste off site. Upon completion of the project, the Contractor must remove all debris and trash from the site out of the compound.
- k) Final Preparation for Handover: Prior to Handover, the contractor is to ensure that the site is ready for occupation by the CLIENT. In this regard the contractor is required to ensure that the site is thoroughly cleaned and is responsible to:
 - Deep clean all soft surfaces left in place during construction
 - Clean all hard surfaces (floors, walls, cabinets, shelves etc.) of all dust and particulate matter
 - Remove and dispose of all packaging, stickers and labels on supplied products
 - Clean all lavatories and washrooms

V. STATUTORY REQUIREMENTS, DESIGN CODES & STANDARDS

- a) All design drawings, calculations and workmanship shall be delivered in accordance with, and in compliance with the Appendices of this Employer's Requirements, and the guidelines, regulations and statutory requirements of all Governmental Statutory and Regulatory Agencies, which include but not limited to:
- a) Town & Country Planning Division (TCPD)
 - b) Ministry of Works and Transport (MOWT) e.g. Designs Branch, Highways Division, Traffic Management Branch, Drainage Division, and other applicable Divisions
 - c) Water and Sewerage Authority (WASA)
 - d) Trinidad and Tobago Electricity Commission (T&TEC)
 - e) Port of Spain City Corporation
 - f) Local Health Authorities
 - g) Occupational Safety and Health Authority (OSHA)
 - h) Regional Corporations
 - i) Trinidad and Tobago Fire Services Authority
 - j) Environmental Management Authority (EMA)
 - k) Telecommunications Services of Trinidad & Tobago (TSTT)
 - l) Ministry of Energy (MoE)
 - m) Trinidad and Tobago Bureau of Standards
- b) The codes and standards to be used in the designs are listed below at a minimum. The D-B Contractor may propose other codes and standards as long as same is acceptable to the guidelines, regulations and statutory requirements of all Governmental Statutory and Regulatory Agencies of Trinidad and Tobago.

❖ Architectural Designs

PLANNING

- Town and Country Planning Regulations
- Regional Corporation Regulations

BUILDINGS/ STRUCTURES

- International Building Code (IBC) 2018.
- Caribbean Uniform Building Code (CUBIC)
- AWPA U1 – User Specification for Treated Wood: 2018
- American Society of Civil Engineers code ASCE-7-05
- International Building Code (IBC) for earthquake loading using equivalent static analysis and compared to CUBIC. A peak ground acceleration of 0.4g shall be used.
- American National Standards Institute (ANSI)
- American Concrete Institute ACI 318
- American Institute of Steel Construction (AISC manuals)
- ASHRAE Standard 189.1 (Latest version)

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- BOMA 2017 Standard for Office Buildings: Standard Methods of Measurement ANSI/BOMA Z65.1-2017
- OFFICE
- FURNITURE
- LIFE SAFETY
- The Suite of BIFMA Standards for commercial office furniture
- NFPA 101-2018 – Life Safety Code
- NFPA 1-2018 – Fire Code
- UNIVERSAL
- ACCESSIBILITY
- Accessible and Usable Buildings and Facilities ANSI A177.1:2017
- SUSTAINABILITY
- LEED v4 Guidelines
- LOCAL
- REGULATIONS
- GORTT Office Outfitting Policy
- The Occupational Safety and Health Act 1, 2004 as amended 2006

❖ **Structural Engineering Designs**

Local Codes and Standards as per Ministry of Works and Transport (Design Engineering Branch)

- a) Vertical Loads:
ASCE 7 - 05
- b) Earthquake Loads
IBC 2009
ASCE 7-05
Refer to Seismic Research Unit website <http://www.uwiseismic.com/Maps.aspx> for Hazard Maps of Trinidad and Tobago
- c) Wind Loads
ASCE 7 - 05
(Trinidad 117mph, Tobago 130mph – 3 sec. Gust for Trinidad and Tobago)
- d) Reinforced Concrete Designs
ACI 318-05 for IBC 2006
- e) Structural Steel
AISC 341 – 05 including Supplement No. 1 dated 2006
AISC 360 – 05
AISC 358 - 05 including Supplement No. 1 dated 2009
- f) Structural Masonry

ACI 530-05
ASCE 5-05
TMS 402-02

- g) General Requirements for Seismic Structural Design:
1. Every structure and every portion thereof shall, as minimum, be designed, detailed and constructed to resist the effects of seismic ground motions. Additionally all detailing must be in accordance with the material standards referred to in the Code used for the particular force resisting systems.
 2. Where code prescribed wind design produces greater effects, seismic design detailing requirements and limitations prescribed in the approved codes IBC 2009 shall be followed.
 3. A continuous load path, with adequate strength and stiffness shall be provided which will transfer all forces from the place of application to the resisting elements.
 4. Where calculations include the results from a computer program, the following information must be submitted:-
 - i. A labelled drawing of the complete structural model used to represent the structure in the computer-generated analysis;
 - ii. At the discretion of the building official, a presentation/demonstration of the use of the program for the design shall be required;
 - iii. Input Data shall be provided via a printout from the structural program used;
 - iv. Where the structural design is generated via the computer software/programme, hand calculations or detailed spreadsheets for each typical Primary structural element must be provided, as required by the building official.

International Codes (Latest Edition)

- h) International Building Code (IBC)
- i) American Society of Civil Engineers - ASCE 7-95 Minimum Design Loads for Buildings and other structures – Live Loads and Wind Loads
- j) BS 8110:Part 2, Structural Use of Concrete
- k) Uniform Building Code (UBC)
- l) 2000 Uniform Structural Fire Code (UFC)

North America Codes

- m) ACI - American Concrete Institute
- n) ACI - American Concrete Institute publications to be utilized in the design of concrete and masonry structural elements in accordance with the requirements of IBC 2006 and ASCE 7:

- o) 318-05: Building Code Requirements for Structural Concrete and Commentary
- p) 530-05: Building Code Requirements for Masonry Structures and Commentary
- q) AISC - American Institute of Steel Construction publications to be utilized in the design of structural steel structural elements in accordance with the requirements of IBC 2006 and ASCE 7:
- r) 303-05: Code of Standard Practice for Steel Buildings and Bridges
- s) 325-05: Steel Construction Manual – Thirteenth Edition
- t) 327-05: Seismic Design Manual
- u) AISI - American Iron and Steel Institute
- v) ANSI - American National Standards Institute
- w) ASTM - American Society for Testing and Materials
- x) ASCE - American Society of Civil Engineers

❖ **Mechanical Engineering Designs**

AMSE B31	Standards of Pressure Piping
ASME B16	Standards of Pipes and Fittings
ASHRAE	American Society of Heating, Refrigerating and Air-Conditioning Engineers, Inc.
ASHRAE 55	Thermal Environmental Conditions for Human Occupancy
ASHRAE 90.1	Energy Standard for Buildings except Low-Rise Residential Buildings
ASHRAE 62.1	Ventilation for Acceptable Indoor Air Quality
ICC IC 2007	2007 Supplement to the International Codes
ICC IFC 2006	2006 International Fire Code
ICC IPC 2006	2006 International Plumbing Code
ICC IMC 2006	2006 International Mechanical Code
ICC IFGC 2006	2006 International Fuel Gas Code
ICC IECC 2006	2006 International Energy Conservation Code
ICC IWUIC 2006	2006 International Wildland-Urban Interface Code
ICC IEBC 2006	2006 International Existing Building Code
ICC IPSDC 2006	2006 International Private Sewerage Disposal Code
NFPA 10	Standards on Portable Fire Extinguishers
NFPA 13	Standard for the Installation of Sprinkler System
NFPA 15	Standard water spray fixed systems for fire protection
NFPA 14	Standard for the Installation of Standpipes and Hose Systems
NFPA 22	Water Storage Tank Systems

❖ **Electrical Engineering Designs**

IBC	International Building Code
TTBS	Trinidad and Tobago Bureau of Standards
TTS-171	Trinidad and Tobago Electrical Wiring Code

ANSI C34.2	Substation Transformers and Rectifier Units
ANSI C37.13	Low Voltage AC Breakers
ANSI C37.14	Low Voltage DC Breakers
ANSI C37.16	Low Voltage Breakers and AC Protectors
ANSI C57.12.01	Transformer - General Requirements for Dry Type Distribution
ANSI C63.12	Electromagnetic Compatibility
ANSI C7.14	Stranding of Conductors
ANSI C80.3	Electrical Metallic Tubing, Zinc-Coated
ICEA Class H	Flexible Cables
IEEE 730	Software QA Plans
IEEE 830	Recommended Practice for Software Requirements Specifications
NEC	2008 National Electrical Code
NFPA 70	National Electric Code
NFPA 72	National Fire Alarm Code
NFPA 780	Standard for the Installation of Lightning Protection Systems
UL 96A	Lightning Protection
IEEE Std 1100	Powering and Grounding Electronic Equipment

VI. PRINCIPLE DESIGN-BUILD CONTRACTOR RESPONSIBILITIES

- Design Development
- Product Specifications
- Statutory Approvals relevant to works (e.g. Fire Approval, Electrical, WASA etc.)
- Project Programme & Works Scheduling
- Project Insurances
- Contractor Accreditation
- Project Delivery
- Contract Management
- Subcontractor Coordination and verification of works
- Health Safety, Security and Environmental Management during the works
- Construction Phase HSE Plan and Risk Assessment
- HSE Set Up & Welfare
- Personal protective equipment (safety glasses, vests, boots, vests)
- Job Safety Analysis, Site Safety Induction, Tool box talks
- First Aider and First Aid Kit
- Fire Warden
- Certification of equipment and equipment users (where applicable)
- Safety and Evacuation Signage
- Site Security
- Site Evacuation Plan

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- Site Waste Management and disposal
- General labour
- Site Cleaning
- Practical Completion/Final Account Applications
- Operations Manuals (O&M) Contractor Accreditation
- Engineer's Accommodation and Equipment
- Project Report i.e. Monthly, and 2-week look ahead
- Procurement i.e. local and imported items

VII. DESIGN REQUIREMENTS

a. Design Generally

A conceptual design for the proposed project has been provided to guide the Contractor in preparing the enhanced Conceptual and Final Design. The Employer's Requirements and its appendices must be reviewed by the Contractor for compliance with the codes and applicable standards in executing the project.

The Contract Price is deemed to include for the mobilization, design, construction, equipping, testing, commissioning, training, demobilisation, provision of "as built" drawings, and records and operational and maintenance manuals, and other documentation as required.

b. Design Development

Design development will be carried in accordance with the Contractor's Programme. This stage will include architectural and services designs, updated outline specifications and equipment schedules.

- Detail Design - During the detail design phase technical design(s) and specifications, sufficient to co-ordinate components and elements of the project and information for statutory standards and construction safety will be prepared.
- Pre-Construction - The Contractor shall prepare detailed information for construction purposes and submission to statutory authorities and agencies.
- Construction - Following submission and approval of the insurances, the site shall be handed over to the Contractor and construction work will commence.
- Post Taking Over - The Contractor shall rectify any defects notified during this period and shall ensure that the Ministry of Health Administration Building functions in accordance with the approved designs and specifications.

The Contractor shall provide "as built" drawings of the Interior Design, fixed furniture layouts and their services components and systems for:

- Architecture (Interior Design, furniture and equipment)
- Structural Works
- Electrical (High and Low Voltage)
- Fire Detection & Suppression System
- Security System
- Mechanical (Air Conditioning , Ventilation, Elevator)
- Plumbing (Potable & Waste water)

The Contractor shall compile and provide three (3) copies of all operational manuals, manufacturer's instructions, maintenance manuals and the like to the Employer.

The Contractor shall provide training to Maintenance Staff and others as required by the Employer and described by these Employer's Requirements.

c. Design Management

▪ Design Milestones

The Contractor shall manage design in such a way to ensure that all information is provided in time to allow the construction process to proceed in accordance with the agreed programme. The Contractor shall demonstrate to the Engineer that this effective management is put in place and maintained throughout the entire contract period.

To this end, the Contractor shall identify Design Milestones when critical stages of the design process have to be achieved. Generally, the attaining of such milestones should be identified as having been reviewed by the Engineer and a "no objection" certificate (see Design Reviews paragraph below) having been issued.

▪ Design Submissions

The Contractor will make design Submissions to the Engineer in accordance with the Approved Submittal Procedures.

▪ Material Submissions

The Design-Build Contractor shall prepare and submit Engineering technical specifications and Product data of all materials to be used in the project. This shall list the materials in sufficient detail that approval for the materials and equipment can be granted without further elaboration; if needed a sample should be provided.

▪ Design Reviews

The Engineer shall receive for review the design calculations, drawings, diagrams, manufacturers' details and instructions, temporary works designs and the like and will review these Contractor's Documents in accordance with the Contract, Employer's Requirements and Appendices.

d. Design Parameters and Contractor's Responsibility for Basic Design Data

The designs are to be determined by internationally acceptable design methods. All Data to be provided in Metric Format with all dimensional data provided in the SI system of metric units.

The Contractor shall verify all data provided by the Employer and shall produce designs that are based on that data.

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- Functional Requirements – shall be in accordance with this Employer’s Requirements and the Appendices.
- Security Requirements - The Contractor will provide security requirements as set out in these Employer’s Requirements and their Appendices.
- Safety Requirements - The Trinidad & Tobago Fire Services shall approve all designs. Fire resistance of structural components and separating walls shall be in accordance with the International Building Code.
- Fire Detection within structures shall be automatic and shall comply with the International Building Code.
- Earthquake Resistance - International Building Code (IBC) for earthquake loading using equivalent static analysis and compared to CUBIC. A peak ground acceleration of 0.4g shall be used.
- Aesthetic Design - The Interior Design shall conform to best practice and overall design shall aesthetically enhance the interior spaces generally.
- Environmentally Sensitive Design - The Contractor shall provide designs, specifications, and construction that minimize adverse effects on the exterior environment; enhance the quality of the environment; and minimize the consumption of energy, water, construction materials, and other resources. Further, the Contractor shall take into account the impact of construction activities on the environment and existing infrastructure. This shall include the control of noise, vibration and dust during construction.
- Service Life - The planned service life of the Interior Design shall be 50 years. The planned service life of all mechanical, electrical and electronic equipment shall be 15 years. Refer to Performance Specifications for more specific Service Life and warranty information. The planned service lives shall take into account the maintenance requirements of the relevant materials and equipment.
- Design Standards – shall be in accordance with the Employer’s Requirements and Appendices.
- Noise & Vibration - All mechanical, electrical and electronic equipment shall be of low noise. All equipment should be mounted and installed to avoid the transmission of noise and vibration to adjacent rooms or buildings.

VIII. HEALTH, SAFETY, SECURITY AND ENVIRONMENT REQUIREMENTS

- All Works must conform with Local OSH regulations and best practices
- Job Safety Analysis (JSA) meetings must be conducted for each element of work and sufficiently
- documented during the life of the project
- Designated Design-Build Contractor Supervision must be provided during work hours
- Designated UDeCOTT Supervision must be facilitated during work hours
- Appropriate PPE must be worn by all site personnel at all times
- All site personnel must be identifiable with reflective vests and contractor issued ID badges
- Construction waste must be accumulated and disposed of appropriately
- Lobby areas for contractor assigned lifts must be isolated from staff/public
- All staff/public spaces which the Design-Build Contractor uses during afterhours must be cleaned
- and restored for use before 5am the following work day
- Safety signage must be placed at all public interfaces notifying staff/public of ongoing works
- Elevator to be used by Design-Build Contractor must be left on priority control to prevent
- staff/public access and this control is to be managed by the contractor

IX. D-B SERVICES STAGES AND DURATION

SERVICE STAGE	DESCRIPTION OF SERVICES	DURATION
STAGE 1	Mobilization and Site Evaluation	<ul style="list-style-type: none"> - 1 month (maximum duration) - To commence on the date as stated in the Commencement Letter.
STAGE 2	Final Drawings and Other Design Documents	<ul style="list-style-type: none"> - 4 months (maximum duration) - To commence on the date as stated in the Commencement Letter.
STAGE 3	Execution Stage (Construction)	<ul style="list-style-type: none"> - 19 months Construction works (Main Building, External Works and any other ancillary works) - To commence on completion of Stage 2 or whenever practicable (whichever is earlier), and will end upon confirmation of Practical Completion by UDeCOTT.
STAGE 4	Project Close Out and Post-Construction	<ul style="list-style-type: none"> - 1 month Project Closeout i.e. Snagging, Testing and Commissioning; - To commence on completion of Stage 3 - 12 months DNP and will start upon issuance of Taking-Over Certificate, and will end upon issuance of the Performance Certificate to the Contractor and successful financial closeout.

STAGE 2: DESIGN DEVELOPMENT

Prepare, complete and submit conceptual and final design documents.

Stage 2 Goals:

- a) Production of coordinated design drawings and calculations.
- b) Complete all required documentations necessary for execution.
- c) Submission and obtainment of all required statutory approvals.

Stage 2 Designated Services:

1. Final Design Drawings
 - a) Architectural inclusive of FF+E (lay-outs with FF+E, elevations, sections, 3D rendering, perspective, schedules, stairs, details, etc.);
 - b) Structural (Substructure and Superstructure) inclusive of Roofing System/Rainwater Goods;
 - c) Life Safety/Fire Detection and Suppression;
 - d) Mechanical;
 - e) HVAC;
 - f) Electrical;
 - g) Plumbing;
 - h) Civil Works / Site Development / External Works/Landscaping/Illumination;
 - i) Schedules e.g. FF+E, Cabinetries and Shelving, Doors, Windows, Ironmongeries, Finishes, Paint Colour, etc.
2. Design Documentation – Design Calculations, Technical Specifications, Methodology, Data Sheets, Brochures, Procurement Schedule, list of materials to be procured (locally and imported), complete FF+E Listing.
3. Presentation Services include presenting design development drawings as required.

Stage 2 Deliverables:

1. Submission of conceptual and final design documents (3 copies and e-copy) which includes, but should not be limited to design drawings, design calculations, Design Criteria and Technical Specification / Recommendations / Guidelines to the:
 - Architectural (schematics, plans, lay-outs with FF+E, elevations, sections, 3D rendering, perspective, schedules, stairs, details, etc.);
 - Structural (Substructure and Superstructure) inclusive of Roofing System/Rainwater Goods;
 - Life Safety/Fire Detection and Suppression;
 - Mechanical;

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- HVAC;
 - Electrical;
 - Plumbing;
 - Civil Works / Site Development / External Works/Landscaping/Illumination;
 - Schedules e.g. FF+E, Cabinetries and Shelving, Doors, Windows, Ironmongeries, Finishes, Paint Colour, etc.
2. Submission of Design Calculations, Technical Specifications, Methodology, Procurement Schedule, list of materials to be procured (locally and imported), complete FF+E Listing.
 3. Submission of Material for Approvals attaching the relevant Data Sheets, Brochures, drawings, etc.
 4. Submission of methodology to each work activities.
 5. Submission and obtainment of all Statutory Approvals (whenever if required and in compliance to law). If not available at the moment, the acknowledgement receipt from the Statutory Authorities (as an evidence of application) is acceptable.

STAGE 3: EXECUTION STAGE (CONSTRUCTION)

UDeCOTT will provide Contract Administration of the project, while the D-B Contractor will execute the works in conformance with the approved drawings and specifications, within stipulated time and budget.

The D-B Contractor shall also provide the necessary technical support, supervision by qualified professionals, and inspection with UDeCOTT as required prior to next phase of each activity, to ensure project is quality wise workmanship, within time and not exceeding the budget.

During weekly progress meetings, the D-B Contractor shall provide a two (2) week look-ahead schedule. This schedule shall show the work accomplished during the prior week, and work activities to be accomplished for the following two (2) weeks. If there are activities not completed within the two (2) week look-ahead schedule, the D-B Contractor shall undertake all means possible to complete those line item tasks within the time-frame required by the Engineer, without any additional cost or time extension.

The Contractor shall institute a quality assurance and control system to demonstrate compliance with the requirements of the Contract. The system shall be in accordance with the details stated in the Contract. The Engineer shall be entitled to audit any aspect of the system and make alterations to the quality inspection documents and make recommendations of checklist documents prior to inspections to improve the efficiency of these checks of finishes.

Monthly progress reports shall be prepared by the D-B Contractor and submitted to the Engineer in three (3) hard copies and one (1) electronic copy in a format approved and accepted by the Engineer. The first report shall cover the period up to the end of the first calendar month following the Commencement Date. Reports shall be submitted monthly thereafter, each within five (5) days after the last day of the period to which it relates.

STAGE 4: PROJECT CLOSE OUT AND POST CONSTRUCTION

Provide administration and spearhead closing out of the project. Further, provide professional representation of continuation basis for the project until end of Defects Notification Period.

Stage 4 Designated Services and Deliverables:

1. Participate and provide report to all testing and fine tuning of all Contractor Supplied plant and equipment;
2. Conduct testing & commissioning to all Contractor-Supplied plant and equipment;
3. Conduct snag listing exercise and rectify identified snags;
4. Conduct final inspections;
5. Submission of keys with appropriate housing and tags;
6. Submit As-built drawings;
7. Submit Operation & Maintenance manuals;
8. Submit Facility Maintenance Management plan;
9. Submission of Warranties/Guarantees;
10. Submission of Training Modules and conduct of Training;
11. Submission of final approval certificates from statutory authorities;
12. Prepare and submit final taking over report;
13. Conduct fortnightly visits during Defects Notification Period (DNP);
14. Provide solution to defects arising during DNP without cost to the Client;
15. Prepare and submit detailed project closeout report.

X. APPENDICES:

APPENDIX 1 - PERFORMANCE SPECIFICATIONS

APPENDIX 2 - CONCEPTUAL FLOOR PLAN

APPENDIX 3 - CADASTRAL

FREQUENTLY ASKED QUESTIONS (FAQs)

Provision of Design-Build Services for the Construction of a Head Office for the Ministry of Social Development and Family Services

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 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 Head Office, First Floor, 38-40 Sackville Street, Port of Spain, 100622, from Friday April 14, 2023 (excluding weekends and public holidays), between the hours of 9:00 a.m. to 4:00 p.m. (AST).

What is the Location of the site?

The Project Site is located at 2 - 4 Tragarete Road, Port of Spain.

Is it mandatory to attend the site visit and online information session?

Attendance to the site visit and online information session is **not** mandatory. It does however provide a greater understanding of the requirements of the RFP.

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 as evidenced by the Certificate of Incorporation or Registration (as applicable);
- Submission of Statutory Clearance/Compliance Certificates, (for companies incorporated/registered in Trinidad and Tobago) valid as at the tender submission deadline, namely;
 - VAT Clearance Certificate
 - BIR Clearance Certificate
 - NIS Certificate of Compliance
- Bid Bond valued at One Million Dollars (\$1,000,000.00)

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

Yes, a Bid Bond valued at **One Million Dollars (\$1,000,000.00)**, is required for this RFP.

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.