

REQUEST FOR PROPOSALS

REFURBISHMENT AND OUTFITTING WORKS FOR THE BEETHAM COMMUNITY CENTRE - ICT ACCESS CENTRE

The Government of the Republic of Trinidad and Tobago (GORTT), through the Urban Development Corporation of Trinidad and Tobago Limited (UDeCOTT), is desirous of completing Refurbishment and Outfitting Works for the Beetham Community Centre – ICT Access Centre.

In this regard, the GORTT through UDeCOTT invites suitably qualified and experienced entities to submit proposals for **REFURBISHMENT AND OUTFITTING WORKS AT THE BEETHAM COMMUNITY CENTRE – ICT ACCESS CENTRE**.

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 register again.**

To access the Vendor Registration, proponents are required to go to UDeCOTT's website at 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.

The RFP package will be available for purchase from **May 5, 2021**. 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 May 10, 2021 at 10:30 am. This will be followed by a **Site Visit** at the Beetham Community Centre, Port of Spain 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 12:00 p.m. on May 7, 2021.

The deadline date for submissions is **May 17, 2021 at 2:00pm (AST)**. Please visit our website at udecott.com for further details.

SECRETARY, TENDERS COMMITTEE

REFURBISHMENT AND OUTFITTING WORKS FOR THE BEETHAM COMMUNITY CENTRE - ICT ACCESS CENTRE

SCOPE OF WORKS

DESIGNATION OF SPACES

The frontage of the building faces north. As agreed with the Facility Management, the Ministry will occupy the following spaces on the compound:

- The most southern room on the eastern side of the ground floor of the building, currently in use as a store room, henceforth referred to as the **Cyber Café**
- The most southern room on the western side of the ground floor of the building, currently in use as a store room by the IATF, henceforth referred to as the **Administrative Office**
- The Wayne Jordon Computer Room on the ground floor of the building, henceforth referred to as the **Training Room**
- The sector-shaped parcel of land on the south-eastern side of the ground floor of the building immediately in front of the south-eastern emergency exit, henceforth referred to as the **Wi-Fi Patio**

DEMOLITION WORKS

- Partial demolition of existing exterior masonry wall at the south-eastern end of the ground floor of the building (centered under the upstairs balcony) for installation of one (1) 72 in. steel double door and frame
- Removal of one (1) door and frame on the eastern wall of the Cyber Café
- Partial demolition of existing interior masonry wall at the eastern end of the Cyber Café (centered immediately opposite new exterior double-door) for installation of one (1) 38 in. commercial glass door and frame
- Partial demolition of existing interior masonry wall at the northern side of the Cyber Café for installation of one (1) 38 in. commercial glass door and frame to connect Cyber Café and Training Room
- Removal of one (1) door and frame on the western wall (hall side) of the Administrative Office
- Demolition of interior deskwork and any other structures in the Training Room to render space completely vacant for refurbishment
- Removal of one (1) door and frame and demolition of the eastern wall of the store room in the Training Room
- Partial demolition of existing interior masonry wall at the north-western end of the Training Room (hall side of the storage room) for installation of one (1) 38 in. door and frame
- Removal of one (1) door and frame on the western wall (hall side) of the Training Room.
- Demolition of opening on western wall of the Training Room for emergency exit door
- Remove all skirting in the Cyber Café, Administration Office, Training Room and all Corridors immediately surrounding these rooms.

- Demolish two (2) 2ft x 3ft openings between the Administration Office and the Training Room and Cyber Café for fitting of a vision panel.

DRYWALL CONSTRUCTION, DOOR/ WINDOW INSTALLATION, MASONRY WORKS

- Installation of one (1) 72 in. steel double door with frame, hinges and handles at the south-eastern exterior wall of the building (centered under the upstairs balcony). Doors must open outward and be able to fold back against the wall
- Filling and plastering of ventilation blocks on the south-eastern exterior wall of the building
- Closure of opening on the eastern wall of the Cyber Café resultant from removal of existing door
- Installation of one (1) 38 in. commercial glass door with frame, hinges and handles at the eastern end of the Cyber Café (centered immediately opposite new exterior double-door). Door should be mirror tinted so through viewing is only possible from inside the room.
- Installation of one (1) 38 in. commercial glass door with frame, hinges and handles at the northern end of the Cyber Café (leading to Training Room). Door should be mirror tinted so through viewing is only possible from inside the Cyber Café.
- Closure of opening on the eastern wall of the Administrative Office resultant from removal of existing door
- Construction of masonry wall at northern end of Training Room to create separate storage room for use by Community Council
- Installation of one (1) 38 in. solid core wooden door with frame, hinges and handles at the north-western end of the Training Room (hall side of the storage room)
- Installation of one 38in solid core wooden door with frame and hinges at western side of the Training Room. Install horizontal push bar to the inner face of the door as it is Exit Only.
- Supply and installation of teak (or other approved hardwood) skirting in Cyber Café, Training Room, Administration Office and Corridors surrounding same.
- Render two (2) openings for the vision panels. Supply and installation of two (2) 2ft x 3ft x ¼in thick clear impact resistant glass with aluminum framing, in the vision panel openings.

SUPPLEMENTAL SECURITY/ METALWORK FABRICATION

- Commercial glass door in the eastern wall of the Cyber Café should also be fitted with an electronic lock (remote switch placement to be determined)
- Fabrication and installation of one (1) burglar proofing gate at the doorway of the new eastern entrance (commercial glass door) to the Cyber Café. Gate should open into the hallway and fold back against the wall
- Fabrication and installation of one (1) burglar proofing gate at the doorway of the new northern entrance (commercial glass door) to the Cyber Café. Gate should open into the Training Room and fold back against the wall
- Fabrication and installation of supplemental burglar proofing on the inside of the entrance to the Administrative Office
- Fabrication and installation of supplemental burglar proofing on the inside of the hall entrance to the Training Room

- Fabrication and installation of burglar proofing cages with hinged and lockable doors over seven (7) installed wireless access points (not more than 1 ft. wide x 1 ft. high x 6 in. deep)
- Purchase and installation of locking system to secure two (2) wall-mounted 60" televisions

CABLING, ELECTRICAL WORKS AND LIGHTING

- Employ licensed electrician and electrical engineer to survey the load supply to the building to verify whether the building can sustain the proposed additional load.
- Cater provisional sum of \$25,000.00 for any additional works derived from electrical survey.
- Installation of a dedicated electrical panel in the Administrative Office for all of the ICT Access Centre related electrical needs
- Installation of fifteen (15) duplex electrical wall outlets for use with computers, television, printer, etc. in the Cyber Café
- Installation of five (5) duplex electrical wall outlets for use with computers, television and other multimedia devices in the Training Room
- Installation of five (5) duplex electrical floor outlets for use with powered desks in the Training Room
- Installation of three (3) electrical outlets for use with AC Units (one per room)
- Installation of supplemental ceiling mounted task lighting fixtures (down lighters) in the Cyber Café, Training Room and Administrative Office with switches in each respective area
- Installation of lights in awning over Wi-Fi Patio (see below) with switch in Cyber Café
- Installation of fourteen (14) desk-mounted weatherproof electrical outlets for use by customers (charging of mobile phones, laptops, chargers, etc.) in the Wi-Fi Patio (see below)
- Pulling of fifteen (15) CAT6 Ethernet cables to sub-desk height end points in the Cyber Café with other end at Network Cabinet in the Administrative Office (placement to be provided)
- Pulling of two (2) CAT6 Ethernet cables to wall height end points with other end at Network Cabinet in the Administrative Office for use with Smart TVs in both the Cyber Café and Training Room (placement to be provided)
- Pulling of eighteen (18) CAT6 Ethernet cables to ceiling height end points around the compound with other end at Network Cabinet for use with wireless access points and cameras (placement to be provided). This includes locations inside the IATF office (access point only) and the front and sides of both the interior and exterior of the building
- Pulling of one (1) HDMI cable from television mount location through wall to reception desk in Cyber Café
- Pulling of one (1) HDMI and one (1) USB extension cable from television mount location through floor to central desk in Training Room
- Employ appropriate fire alarm system supplier to survey the fire alarm system to ensure it is functional.
- Cater a provisional sum of \$15,000.00 to be used for any necessary repair works derived from the survey of the fire alarm system.

** All floor and wall mounted electrical and networking outlets and associated cabling should ideally be inset into the walls or floors for better aesthetic. Sub-desk outlets and cabling may be surface mounted*

CUSTOM DESKWORK, FURNITURE AND ACCESSORIES

- Purchase or fabrication of deskwork facing the wall around the perimeter of the Cyber Café with privacy partitions to create ten (10) positions (position and preferred design to be provided)
- Purchase or fabrication of one reception/ administrative workstation in the Administration Office
- Purchase of one (1) adjustable height media cart for use in Training Room (preferred design to be provided)
- Purchase or fabrication of deskwork with ten (10) built-in electrical outlets for the Training Room (position and preferred design to be provided)
- Wall mounted installation of one Network Cabinet in the Administrative Office (will be provided)
- Wall mounted installation of two (2) 65" televisions (mounts and televisions will be provided)
- Purchase and installation of one (1) 8' x 4' whiteboard on the western wall of the Training Room
- Purchase or fabrication of one (1) podium with shelves and lockable castors.
- Purchase of twenty-one (21) black, Client approved, swivel computer desk chairs on castors

AIR CONDITIONING

- Relocation (shifting up) of four (4) condensers at the south-eastern exterior wall of the building
- Removal of three (3) a/c units in the Administration Office, Cyber Café and Training Room.
- Installation of one (1) appropriately sized AC Unit in the Cyber Café
- Installation of one (1) appropriately sized AC Unit in the Training Room
- Installation of one (1) appropriately sized AC Unit in the Administrative Office
- Cater for installing all condensate and refrigerant lines in the walls and floors, and directly to drains.

FINISHING

- Painting of interior walls (2 colours with colour blocking on one (1) accent wall in each of the Cyber Café and Training Room), inclusive of all newly installed skirting.
- Painting of interior walls (1 colour) in the Administrative Office
- Touch-up painting of exterior walls to match the colour of the existing structure (following refurbishment works)
- Installation of solid core PVC laminate flooring in both the Cyber Café and Training Room (precise style and colour to be provided)
- Installation of wood finish porcelain tiles along 7ft high x 33ft long eastern external wall of the Cyber Café.
- Up to five (5) concrete benches placed around the compound (benches will be supplied)

Wi-Fi PATIO

- Construction of 21ft x 33ft awning over the Wi-Fi Patio area using eleven (11) appropriately spaced 6in x 6in RHS, I-Beam tie beams and rafters, and 2in x 6in purlins for framing. The roofing to be closed off with PVDF AluZinc standing seam sheeting, insulation, drip edges, flashing, guttering and downpipes. The roof to be sealed off with concrete board soffit finished smoothly and painted. Roofing, posts and ceiling color to be Client approved.

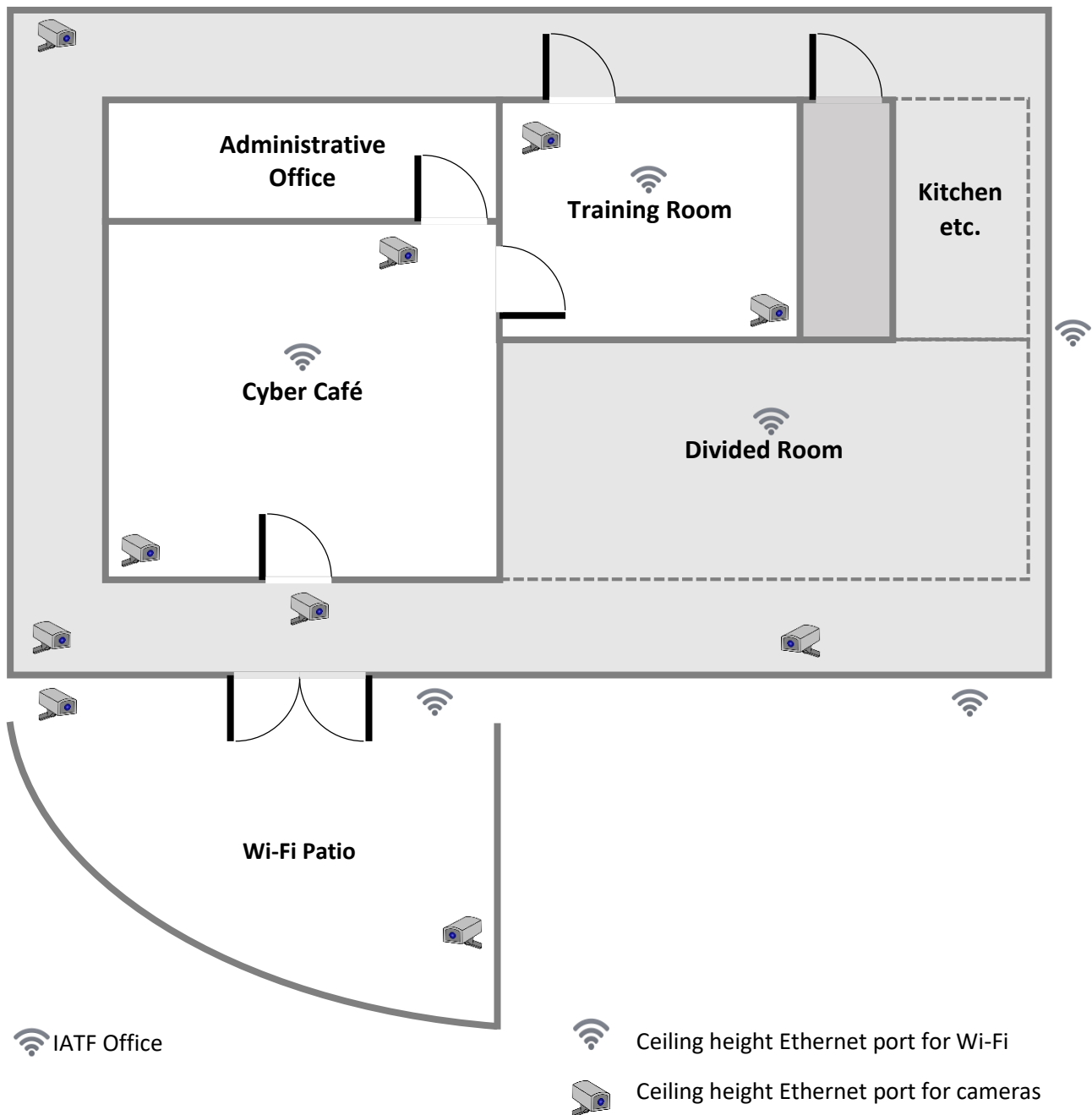
- The awning should be fitted with an appropriate number of lights to provide sufficient illumination for working in the space at night. The switch for these lights should be located in the main hall outside of the Cyber Café
- Installation of pavers to finish floor of patio area
- Furnish the patio with seven (7) tables and twenty eight (28) chairs, all Client approved, that facilitate multiple persons working with laptops per island, located around the RHS posts. Furniture to be secured to the posts. These seating islands should be fitted with weatherproof electrical outlets to accommodate at least one device per person; wiring to run in the RHS section.
- Fabrication and installation of 80ft of 3ft high metal railings surrounding the WiFi Patio. Railing to be fabricated with 2in RHS and topped with a wooden grab bar. Railings to be painted in Client approved colours.

SIGNAGE

- One (1) Installed Face Lit Sign
 Dimensions: Approximately 6' x 4'
 Construction: Aluminum composite background with individual reverse cut-out letters backed with clear acrylic internally lit using high powered LEDs to create a back glow effect
 Artwork: To follow
- One (1) Installed One Face Lit Sign
 Dimensions: Approximately 6' x 4'
 Construction: Aluminum composite background with individual reverse cut-out letters backed with clear acrylic internally lit using high powered LEDs to create a back glow effect (one face wall mounted)
 Artwork: To follow
- Two (2) Installed Frosted Vinyl Glass Appliqués
 Dimensions: Stacked Logo with letters to scale, proportionately sized to fit on glass of commercial glass doors set at approximately eye-level
 Construction: Frosted vinyl appliqué
 Artwork: To follow
- Five (5) Branded Outdoor Park Benches (branding to be placed on the inside back of the bench)
 Dimensions: 6' wide x approx. 2' 11" high x approx. 2' deep
 Construction: Concrete or Aluminum (must be weatherproof)
 Artwork: To follow
 * Benches will be supplied

ACCESSIBILITY FOR PERSONS WITH DISABILITIES

- Construction/ fabrication of ramps (where necessary) to ensure wheelchair accessibility to the following areas:
 - The compound from the road/ sidewalk
 - The Wi-Fi Patio area
 - The new south-eastern entrance to the hall leading to the Cyber Café



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FREQUENTLY ASKED QUESTIONS (FAQs)

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.

What is the Location of the site?

The proposed site for the Beetham Gardens Community Centre is at Beetham Gardens, Sealots, Port of Spain.

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 May 05, 2021. 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 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 Annual Return – 2020 (2021 if applicable)
- Submission of valid statutory clearance/compliance certificates, namely,
 - VAT Clearance Certificate
 - BIR Clearance Certificate
 - NIS Certificate of Compliance

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

No. A Bid Bond is not required for this Project.

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. Other related documents identified in the RFP.

What is the recommended team composition?

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

1. Project Manager (1 No.)
2. Electrical Engineer (1 No.)
3. ICT Specialist (1 No.)
4. Civil/Structural Engineer (1 No.)
5. HSSE Manager (1 No.)
6. Quantity Surveyor (1 No.)

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.