



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

UDeCOTT Flagship Building – Phase 1 - Base Building – Provision of Contract Administration Consultancy Services

The Urban Development Corporation of Trinidad and Tobago Limited, (UDeCOTT) invites suitably qualified and experienced entities to submit proposals for **UDeCOTT Flagship Building – Base Building – Phase 1 – Provision of Contract Administration Consultancy Services.**

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 **\$1,500.00 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 Wednesday May 3, 2023 at 10:00 a.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 **Wednesday May 16, 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



1.0 SCOPE OF SERVICES

CONSULTANCY REQUIREMENTS

The Scope of Services to be provided by the Consultant is Contract Administration Consultancy Services and includes but is not limited to those duties of the Employers Representative as defined by the FIDIC White Book – Client/Consultant Model Services Agreement as these may be attributable to, specified and/or implied by the Contract(s) and in accordance with the laws, technical standards and construction norms and rules, including but not limited to the following activities.

1.1.1 PROJECT ADMINISTRATION AND COMMUNICATION

The Consultant shall act as the conduit of information among all team members. The Consultant's tools during construction shall include:

- Project Management Software including Microsoft Project
- Weekly Project Team Meetings
- Monthly Budget Updates
- Variation/Change Order Reports
- Weekly Review of the Schedule
- Weekly Coordination of Vendors
- Periodic Meetings with the Client
- Project Monthly Reports

1.1.2 BUDGET AND SCHEDULE CONTROL

The Consultant shall employ standard Project Management tools to maintain control of the budget and timely completion of the Project

1.1.3 COST/BUDGET REPORT

The monthly Cost/Budget Report shall be issued to the Client summarizing the current financial status of the Project. It includes the approved estimate and notes all variances from the estimate due to the Contractor/ trade buyouts and changes initiated by the Client. Changes to the control estimate are divided into three categories:

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- Approved – a change estimate has been executed and approved by the Client;
 - Pending – a change estimate has been submitted and awaits approval by the Client; and
 - Approximate – an approximate estimate has been developed and submitted to the Client as an early warning system for information and review.

Also to be shown is an overall project cost, with projections of savings or cost overruns shown on a trade basis. This is to be combined with the status of billings to complete the financial status of the Project.

1.1.4 EARNED VALUE ANALYSIS REPORT

The Consultant shall ensure the accepted format of the Project schedule is sufficient to support the earned value analysis and report on a monthly basis.

1.1.5 WEEKLY LABOUR MONITOR REPORT

The Consultant shall monitor the Contractor's labour reports by reviewing detailed expenditure of labour, comparing the estimated costs against the actual costs both for the period and accumulated to date. Projections of costs to complete, savings or overruns are to be continuously monitored.

1.1.6 MASTER SCHEDULE REVIEW AND UPDATES

The Consultant shall be responsible for reviewing the Master Schedule for compliance with the requirements of the Contract. A compliant schedule shall then be accepted as the Baseline Project Schedule (Programme). The actual progress of work completed shall be checked against the Baseline Project Schedule with particular attention to Milestones and Critical Path Activities. The Consultant shall review corrective action plans in case of slippages and develop monitoring procedures as required.

1.1.7 MINI SCHEDULES (PROJECT LOOK AHEAD)

The Consultant shall utilize smaller schedules to monitor site progress by focusing on specific detailed activities and delivery dates over a period of 7 to 14 days as agreed with the Client. These mini schedules shall be consistent with the Baseline Project Schedule, and is aimed at guiding the Contractor's focus towards specific tasks and material deliveries as scheduled. This short, focused approach immediately highlights slippage, allowing for timely determination and planning of a recovery strategy.

1.1.8 SYSTEM TEST AND START-UP SCHEDULES

Working closely with the Client, the End User, the Design Consultant and the Contractor, the Consultant will develop system checkout and start-up schedules on a system-by-system basis in accordance with the End User's needs, and coordinate such schedules with the Baseline Project Schedule.

1.1.9 PROJECT DOCUMENT CONTROL

The Consultant shall establish infrastructure, procedures, conduits, and data storage facilities for the proper management and control of project documents. The Consultant will oversee the system's implementation and maintenance to enhance the overall Project Team's administration, communication and productivity.

1.1.10 PERMITS AND INSURANCE REVIEWS

The Consultant will monitor the Contractor's relevant permits and insurance responsibilities to confirm ongoing conformance with the requirements established during the preconstruction stage and assist as far as practicable in securing authority and agency approvals and permits.

1.1.11 SAFETY MANAGEMENT

The Consultant shall review, approve and subsequently monitor the Contractor's Safety Plan . Whenever it has been discovered that there is a departure from the established safety procedures by any team member, the Consultant shall report the issue and work with the responsible team members to develop and implement the proper corrective actions. This however does not relieve the Contractor from his obligation to manage and oversee all Safety requirements.

1.1.12 QUALITY CONTROL/ QUALITY ASSURANCE

The Consultant shall oversee implementation of the QA/QC Plan, focusing on construction scope and constructability issues as well as timely submittal/approval issues, which always impact material deliveries and project scheduling requirements. The Consultant shall monitor the Contractor's Quality Control Programme. Early and continuous focus allows for early identification of problem areas enabling the Consultant to work proactively with the Contractor to develop solutions that minimize their effects.

The Consultant shall review the schedules prepared for inspection inclusive of A/E schedules, off-site operations, punch list inspection; testing and commissioning inspections, and warranty reviews. Review of the schedule in respect of all testing requirements as required by the specifications inclusive of soils, compaction, concrete, MEP systems, fabrication certificates, etc. shall also be the responsibility of the Consultant. The Consultant shall also inspect and give approval of specified works prior to the Contractor's continuation of subsequent activities.

Specific attention shall be given to the review of the Contractor's Quality Control Programme with respect to the compilation of quality records and the format of the certification and acceptance records of the works.

1.1.13 SHOP FABRICATION

Where appropriate, materials and fabricated items are to be inspected at the shops or plants of the manufacturers and again on the site to assure that all material adheres to standards before installation.

1.1.14 MOCK-UP ROOMS

The Consultant shall review the construction of a mock-up room prior to the commencement of any work. The Consultant shall confirm that the Contractor prepares sample installations to performance standards, which are kept intact for final acceptance of the work. Any work falling below the standards or not in accordance with the approved sample shall be rejected.

1.1.15 ENVIRONMENTAL PROTECTION PLAN

The Consultant shall review, approve and subsequently monitor performance with regard to the Environmental Protection Plan, providing a review of activities in the Monthly Report. Whenever the Consultant discovers a departure from the established procedures, the Consultant shall report the issue and work with the respective team members to develop and implement the proper corrective actions.

1.1.16 USE OF AND ACCESS TO THE CONSTRUCTION SITE

The Consultant shall monitor the Contractor's warehousing, storage, access, inventory control systems, and clean-up to prevent losses or damage on site. When required, the Consultant shall assist with reviewing loss or damage claims.

1.1.17 PROCUREMENT

The Consultant shall review procurement activities as defined in the Procurement Plan established during the preconstruction phase, in addition to monitoring the Contractor's progress relative to the Baseline Schedule.

1.1.18 SITE STAFF

The Consultant shall maintain an adequate, competent full-time supervisory staff at the job site to monitor the progress of the Contractor on the Project.

1.1.19 FIELD CONSTRUCTION ACTIVITIES

The Consultant shall maintain adequate levels of site staff to ensure the monitoring of all the Contractor's site construction activities. It is also important that the Consultant ensure that the relevant approving agencies, for example WASA, are regularly monitoring the works of the Contractor as they are being

executed. The Consultant's on-site staff shall establish and monitor the project construction schedule and respective field construction activities.

1.1.20 CONTRACT ADMINISTRATION

The Consultant's on-site representative will establish and maintain at the Project Site a project management system containing contract documents, correspondence, engineering records, shop drawings, construction reports and photographs. The Consultant will monitor and maintain this through the various Project Administration and Communications tools and procedures discussed above. The Contract Administration will be integrated with the defined requirements of the Applications for Payment Procedures and in respect of the Schedule of Values.

1.1.21 FIELD INSTALLATION

The first operation of any new trade is to be closely followed so that the expected level of workmanship is established from the outset. The Consultant will monitor the Contractor's Programme, and if required will call upon the Contractor to have the field representatives of material and product manufacturers to provide first hand operation instructions to the Contractor's personnel and additional inspection of the installation of their products.

1.1.22 PAYMENT PROCEDURES

The Consultant shall maintain complete records relative to the requirements set out for Applications for Payment procedures. The Consultant will furnish project progress information in a timely fashion in order to facilitate the Design Consultant's preparation of progress payments.

1.1.23 CHANGE ORDER CONTROL

The Consultant shall manage the process of Change Orders by implementing the procedures developed during the preconstruction phase, or thereafter, as approved by UDeCOTT.

1.1.24 RISK MANAGEMENT PLAN

The Consultant shall conduct periodic team meetings reviewing the Risk Management Plan, the respective response plans and/or corrective action plans, in addition to updating the Plan with new items and concerns. Corrective Action Plans shall be submitted to the Consultant for review and comments. The Consultant shall continue to publish the list, activities, updates and action plans within the Project's Document Control Software allowing for 24/7 access among all team members. The Consultant shall be responsible for ensuring that the Risk Register and Risk Management Plan are have been updated prior to the start of the construction phase.

1.1.25 PUBLIC RELATIONS COORDINATION

The Consultant shall be cognizant of the sensitivities surrounding public relations on projects. The Consultant's site managers shall support any of the Client's marketing and public relations initiatives as requested and at the appropriate times.

1.1.26 PROJECT CLOSEOUT

As the Project nears completion, the Consultant shall work with the Client and the Project Team to ensure orderly project closeout and transition from construction and commissioning to actual use.

1.1.27 EQUIPMENT TESTING AND COMMISSIONING

The Consultant shall work with the Contractor to coordinate and manage equipment testing and turnover in conjunction with the Design Consultant. As requested, the Consultant shall direct the training and orientation of the Client's personnel in the operation and maintenance of the new facility, and assist in evaluating systems performance in the critical break-in periods.

1.1.28 PROJECT CLOSEOUT FINANCIAL SUMMARY

The Consultant shall review the works completed and respective costs and payments and provide a final reconciliation of project costs.

1.1.29 WARRANTY COORDINATION

The Consultant will review and comment on the Contractor's programme to collect, consolidate and secure warranties and will maximize its efforts to ensure a timely process.

1.1.30 PROJECT TAKING OVER

The Consultant shall collate and hand over to the Client, or if directed, to the tenants, all appropriate data and documentation relative to the development, design, construction and commissioning of the Project. The Consultant will also ensure that all relevant training required under the contract is conducted with the End User.

1.1.31 DEFECT LIABILITY PERIOD

The Consultant shall provide inspections of, and services related to the Project during and after the defects liability period as defined, up to completion of the Project Management services, in accordance with an agreed PMS staff plan and payment schedule. At the end of the defects liability period the Consultant shall prepare and issue the Practical Completion Certificate.

4.1.33 OTHER SERVICES

The Consultant shall perform any other duties required in fulfilling the requirements set out above and/or defined in the Responsibility Matrix (see Section 4.2).

4.2 RESPONSIBILITY MATRIX

The Consultant shall provide the Services as indicated below in the Responsibility Matrix.

LEGEND

- **P=Perform** - Direct responsibility for execution of the Work
- **S=Support** - Assist in the execution of the Work
- **R=Review & Recommend** - Reviewing the Work Product
- **A=Approve** - Approving the Work Product
- **K=Keep Informed** - Given for General Information Purposes
- **G=Be Guided** - Guided by
- **NA=Not Applicable**

Criteria	Construction Administrator/ Consultant	Client and/or End User	CONTRACTOR
			Designer/Contractor
1. PROJECT MANAGEMENT			
1.1 Project Administrative Manual	R	P	S
1.2 Master Schedule	R, A	R, A	P
1.3 Master Schedule Update	R	K	P
1.4 Project Cost Model & Reports	P, R	A	S
1.5 Project Accounting	P, S, R	P, A	S
1.6 Financial Reporting	P	R	S
1.7 Submit Progress Payment Requests	S	A	P
1.8 Issue Progress Payment to Contractor	S	P	NA
1.9 Payments to Consultant	NA	P	NA
1.10 Payments of Third Party Specialists/Suppliers/Works Contractors	S	P	NA
1.11 Monthly Project Management Reports	P	R	P, S
1.12 Design and Equipment planning	R, G	R, A	P

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			Designer/Contractor
2. DESIGN DEVELOPMENT PHASE			
2.1 Perform designs	R,S	A	P
2.2 Space Schematics/ Flow diagrams	R,S	A	P
2.3 Architectural Design/Documentation	R,S	R,A	P
2.4 Structural Design/Documentation	R,S	R,A	P
2.4 Mechanical Design/Documentation	NA	R,A	P
2.6 Electrical Design/Documentation	NA	R,A	P
2.7 Civil Design/Documentation	R,S	R,A	P
2.8 Landscape Design/Documentation	R,S	R,A	P
2.9 Interior Design/Documentation	R,S	R,A	P
2.10 Specialist Design Documentation	R,S	R,A	P
2.11 Possession of Site	R,S	P	NA
2.12 Long Lead Procurement Items	R,S	K,A	P
2.13 General Condition Items	R	K,A	P
2.14 Design-Build Contract Administration	P	A,S	G
2.15 Technical Review of Drawings	P,S	A,R	G

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Criteria	Construction Administrator/ Consultant	Client and/or End User	CONTRACTOR
			Designer/Contractor
2.16 Medical Equipment Review	NA	A,R	G
2.17 Design Build Cost Estimate	S	A	P
2.18 Update Design Schedule	R	A,S	P
2.19 Prepare Final Construction Schedule	R	A	P
2.20 Prepare Final Design Report	R	A	P
2.21 Prepare Monthly DB Progress Report	R	K,A	P
2.22 Constructability Review	P	R,A	G
2.23 Value Engineering	P	S,A	P
2.24 Negotiate with D-B as needed for agreed fixed price	S	S,R,P	NA
3. CONSTRUCTION PHASE			
3.1 Construction Supervision	R, P	S, P	P,S
3.2 Insurance Certificates	R	A	P
3.3 Mobilization	R,A	K	P
3.4 Temporary Facilities & Utility Plan	R,A	R	P
3.5 Construction Staging Area/ Traffic Plan	R,A	R, A	P

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Criteria	Construction Administrator/ Consultant	Client and/or End User	CONTRACTOR
			Designer/Contractor
3.6 Equipment and Plant Plan	R	R	P
3.7 Construction Schedule	R,A	R, A	P
3.8 Subcontract Listing	R,A	R, K	P
3.9 Shop Drawings / Material Submittals	R,A	R	R,P
3.10 Maintain Shop Drawing & Sample Control	R	R	P
3.11 Construction / Temporary Facilities	A	R	P
3.12 Construction	R,A	R	P
3.13 Conduct Job Coordination Meetings	S,P	K	P
3.14 Interpret Plans & Specifications	S,A	S	R,P
3.15 Administer QA/QC Procedure	P	S, K	P,S
3.16 Administer Security Program	R	K	P
3.17 Administer Safety Programme	R	S, K	P
3.18 Oversee Safety Programme	S,R	A	P
3.19 Inspect and Monitor SubContractors	P	S	P,S
3.20 Contractor Progress Payments	R,A	R, P	R
3.21 Scope or Program Change Quotation Requests / Change Orders	R	P, A	S

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Criteria	Construction Administrator/ Consultant	Client and/or End User	CONTRACTOR
			Designer/Contractor
3.22 Administer Change Order Programme (Scope/Program)	R	P, S	NA
3.23 Site/Unforeseen Condition Site Unforeseen Condition Change Quotation Requests / Change Orders	S	A	R,P
3.24 As Build Drawings	R,A	S, K	P,S
3.25 Prepare Snag/Deficiency List	R	S, K	P,R
3.26 Conduct Final Inspections	R, A	S	P
3.27 Practical Completion Certificate	S	A	P
3.28 O & M Manuals	R, A	S	P
3.29 Train Client Personnel	R, A	S	P
3.30 Testing and Inspection Administration	R, A	S	P
3.31 FF&E Installation Administration	R, A	S	P
4. POSTCONSTRUCTION PHASE			
4.1 Completion Certificates	S	S, A	P
4.2 Close out Documentation	R, A	S, A	P
4.3 Final Cost Report	P	S, R	S

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Criteria	Construction Administrator/ Consultant	Client and/or End User	CONTRACTOR
			Designer/Contractor
4.4 Testing & Commissioning (Start-up)	S	S	P
4.5 Warranty Review	A	S, K	P
4.6 Post-Construction Evaluation Report	R	R	P
4.7 Holdback Disbursements	R	P	NA

The Consultant shall respond to all correspondence within three (3) calendar days from the date of receipt of the correspondence.

In the event that a response cannot be undertaken within three (3) calendar days, the Consultant shall within the first three calendar days from receipt of the correspondence, acknowledge receipt of the correspondence, and identify the timeframe within which a formal response will be submitted.

The Consultant shall keep all parties notified as to any changes in the schedule of the response.

The Consultant shall maintain and submit to the Employer the logs of all meetings and conference calls; identifying as a minimum, the date, time, subject and participants of the meeting or conference call.

The Consultant shall undertake all document reviews within fourteen (14) days of the receipt of a submittal.

FREQUENTLY ASKED QUESTIONS (FAQs)

UDeCOTT Flagship Building – Phase 1 – Provision of Contract Administration Consultancy 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 with the specialised expertise necessary 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 office during the hours of 9.00 am to 4.00 pm, from **April 25, 2023**.

What is the Location of the site?

The site is located at Queen's Park Savannah East, 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:

- 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

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

No Bid Bond is not required for this RFP.

What is the recommended team composition?

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

1. Site Project Engineer
2. Site Clerk of Works / Technician

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.