

## **FREQUENTLY ASKED QUESTIONS (FAQs)**

### **Contractor Services for the Construction and Fit-out of the Arouca Fire Station**

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**1. *What is the purpose of this Request for Proposal?***

The purpose of this Request for Proposals is to identify and contract a suitably qualified and experienced building Contractor with the necessary resources to construct and fit-out the Arouca Fire Station in accordance with the Specifications, Drawings and Bills of Quantities provided by the Client.

**2. *What is the recommended team composition?***

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

1. Project Manager (1 No.)
2. Project Engineer (with a Civil Engineering background) (1 No.)
3. Mechanical Engineer (1 No.)
4. Electrical Engineer (1 No.)
5. Site Supervisor (General – experienced in plumbing, electrical, concrete and civil works) (1 No.)
6. Quantity Surveyor (1 No.)
7. Surveyor (1 No.)
8. QA/QC Manager (1 No.)
9. Procurement Manager (1 No.)
10. Health, Safety, Security and the Environment Manager (1 No.)

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

A Bid Bond in the amount of \$1.0M (TT) in a form acceptable to UDeCOTT, from a financial institution or insurance company acceptable to UDeCOTT, must be submitted with the Proposals, and shall be valid for thirty-five (35) days beyond the end of the Tender Proposal Validity Period.

**4. *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

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4. Other related documents identified in the RFP.

**5. *Please provide a brief description of the Works/Services to be provided.***

The Contractor shall provide all of the material, labor, equipment, and services necessary for the construction and fitting-out of the Arouca Fire Station in accordance to the Drawings, Specifications and Bills of Quantities appended to the RFP.

**6. *What experience is the Proponent required to demonstrate?***

Proponents are required to demonstrate experience in the provision of construction fit-out services on projects of a similar nature defined as follows:

- Fire stations, police stations, prisons, schools, housing developments, administrative buildings, warehouses.

**7. *Must all professionals be registered to provide services in Trinidad and Tobago?***

Engineers being proposed for the Project shall be required to provide evidence of current registration with Board of Engineering of Trinidad and Tobago, or evidence of possession of the necessary experience and requirements for BOETT registration.

**8. *What financial documents must be submitted?***

Proponents must submit independently audited financial statements for the last three (3) financial years (2010, 2011, 2012) and Management Accounts for the last year (2013) or audited financial statements for 2011, 2012 and 2013.