



Ministry of Planning and Development

**REQUEST FOR EXPRESSIONS OF INTEREST
INDIVIDUAL CONSULTANT:**

**To Prepare the Bidding Documents and provide Technical Support for the Design,
Retrofitting and Outfitting of the Global Services Internationalization (GSI) Hub
GLOBAL SERVICES PROMOTION PROGRAMME
Programme Sector: Integration and Trade
LOAN NO: 3112-OC-TT**

The Government of the Republic of Trinidad and Tobago has received financing from the Inter-American Development Bank (IDB) towards the cost of the Global Services Promotion Programme, and intends to apply part of the proceeds to the engagement of an Individual Consultant to prepare the bidding documents and provide technical support for the design, retrofitting, and outfitting of the GSI Hub using the aforementioned 'design-build' approach. Specifically, the selected individual will be required to:

1. **Undertake an assessment of the existing site**, and based on the objectives of the project, to document the client and end-user requirements in the form of a '*user brief*'.
2. **Prepare bidding documents inclusive of draft contract** for the engagement of a firm for the design, retrofitting, and outfitting of the GSI Hub using the aforementioned 'design-build' approach.
3. **Provide independent support in the evaluation** of submissions received and technical inputs of the negotiation of a contract for the design, retrofitting, and outfitting of the GSI Hub.
4. **Provide oversight of the design, retrofitting, and outfitting** of the GSI Hub on behalf of the MPD.

The Ministry of Planning and Development now invites eligible individuals to indicate their interest in providing the Services. Interested Consultants should submit their cover letter and curriculum vitae detailing information demonstrating that they have the required qualifications and relevant experience to perform the Services in accordance with the Terms of Reference and using the curriculum vitae format attached. Requests for information can be submitted to the e-mail address below.

Individuals will be selected in accordance with the procedures set out in the Inter-American Development Bank: [Policies for the Selection and Contracting of Consultants financed by the Inter-American Development Bank](#) (GN-2350-9). Expressions of Interest (cover letter and curriculum vitae) from individuals (not firms) must be delivered by **4:00 pm on May 4, 2017** to tenders@planning.gov.tt addressed as follows:

**Permanent Secretary
Ministry of Planning and Development
Attn: Mr. Tracy Hackshaw, Programme Manager
Global Services Promotion Programme,
Ministry of Planning and Development
Level 14, Eric Williams Finance Building, Independence Square, Port of Spain
Trinidad and Tobago
Tel: 1-868-225-4321
E-mail: tenders@planning.gov.tt**

TERMS OF REFERENCE

INDIVIDUAL CONSULTANT: To Prepare the Bidding Documents and provide Technical Support in the Design, Retrofitting and Outfitting of the Global Services Internationalization (GSI) Hub

1. Background

On January 27, 2014, the Republic of Trinidad and Tobago, through the Ministry of Planning and Development (MPD), and the Inter-American Development Bank (IDB) entered into a contract for the Global Services Offshoring Promotion Programme (TT-L1038). This programme aims to increase exports and employment in the local Information Technology-enabled Services (ITeS) sector, through sector-specific training and support services, investment promotion and branding, as well as capacity building to improve the business climate and regulatory framework.

A critical element of the Programme is the establishment of a Global Services Internationalization (GSI) Hub. The GSI Hub will offer rental space for businesses in the ITeS industry, workstations for individuals, and features such as high speed Internet, state-of-the-art video conferencing, training, and conference facilities. In the main, the GSI Hub will be a site for; (i) networking, collaboration, and co-creation among industry, academia, and government, (ii) training for persons already in the labor market as well as new entrants, and (iii) targeted support services to boost ITeS export capacity.

The building earmarked for the GSI Hub is located at No. 25 Ramsaran Street, Chaguanas, Trinidad and Tobago. It is four storeys tall and approximately 14,072 square feet. The layout is detailed in the floor plans provided in Appendix I. Currently, the building is an empty shell with limited infrastructure and outlets.

The MPD wishes to utilize a 'design-build' approach to remodel and refurbish of interior and exterior of this existing building to include a reception area, administrative offices, rental spaces for businesses and workstations, a cafeteria/ kitchenette, childcare facilities and a lactation room, flexible training and conference facilities, among other amenities. The envisioned physical and technological infrastructure should allow for 'plug-and-play' end-user capabilities.

Toward this end, the MPD is seeking to engage an individual consultant to prepare the bidding documents inclusive of the draft contract and provide technical support and oversight for the design, retrofitting, and outfitting of the GSI Hub using the aforementioned 'design-build' approach.

2. Consultancy objective(s)

Specifically, the selected individual will be required to:

1. **Undertake an assessment of the existing site**, and based on the objectives of the project, to document the client and end-user requirements in the form of a '*user brief*'.
2. **Prepare bidding documents inclusive of draft contract** for the engagement of a firm for the design, retrofitting, and outfitting of the GSI Hub using the aforementioned 'design-build' approach.
3. **Provide independent support in the evaluation of submissions** received and technical inputs of the negotiation of a contract for the design, retrofitting, and outfitting of the GSI

Hub.

4. **Provide oversight of the design, retrofitting, and outfitting** of the GSI Hub on behalf of the MPD.

3. Main activities

The scope of work shall include, but not be limited to, the following:

- I. **Undertake a site evaluation and prepare a ‘user brief’ in consultation with the GSPP Programme Manager and any other relevant stakeholders.** Review the client and end-user requirements; including all technical specifications, spatial requirements, technology requirements, efficiencies, layouts, and flow patterns for usability. Identify any design, construction or other technical issues which could adversely affect the project. Prepare the preliminary user brief. The user brief must cover, at a minimum:
 - o Context
 - o Site information
 - o Spatial requirements
 - o Technical requirements
 - o Technology requirements
 - o Any other project requirements
- II. **Prepare the bidding documents inclusive of draft contract** for the engagement of a firm for the design, retrofitting, and outfitting of the Global Services Internationalization (GSI) Hub inclusive of, but not limited to, the following:
 - o Invitation to tender
 - o Instructions for tenderers, including the evaluation criteria and weights
 - o Overview of the design – build process
 - o Summary of the client’s requirements, including performance specifications
 - o Formats for price schedules, including cost analysis
 - o Formats for standard forms
 - o Formats for site conditions reports
 - o Sample floor layout plans
 - o Draft contract including any special conditions of contract. The contract must be prepared in accordance with the IDB’s standard documents, ‘FIDIC Conditions of Contract for Plant and Design-Build, 1999’ or a suitable equivalent. The draft contract **must** cover topics such as performance securities and advance payments, adjudication, and performance management.

The bidding documents must be in keeping with the IDB’s requirements and formats. At a minimum, the tender instructions must require the following:

- o Evidence of the design-builder’s track record. The design-builder contractor must have a minimum of ten (10) years experience in the design and construction of similar projects
- o Schedule of the personnel proposed for design and construction, and curricula vitae for all key personnel involved in the design and construction phases
- o Site visits
- o Preliminary designs, including, but not limited to:
 - Architectural layouts, elevations, and schedules
 - Site plan indicating civil works proposed

- Schedule of assumptions made in the design, and consequently in the financial proposal
- Schedule of the equipment owned, or available to the design-builder by lease or rent for the project
- List of the products proposed for use on the project and relevant product data
- A requirement to submit 'product data' for review and verification – to ensure conformance with any information given in the performance specifications
- 'Method statement' clearly stating how the design-builder proposes to successfully complete the design-build within the stipulated time
- Work programme, clearly differentiating the design and construction phases and client review periods. All milestones in the client's requirements should be stated
- Copies of valid certificates of compliance for income tax, value added tax, and national insurance
- Copies of audited financial statements for the last three (3) years
- Evidence of available commercial bank or other financial institution credit facilities of not less than ten million dollars (TT\$10M) – a letter from the commercial bank or other financial institution must be provided
- Evidence of the design-builder's ability to secure the required performance security – a letter from the proposed 'surety' must be provided
- The design-builder's health, safety and environment (HSE) Policy and HSE plan for the project
- The design-builder's quality assurance/ quality control (QA/QC) plan
- Written confirmation, in the form of a power-of-attorney, authorizing the signatory of the application to commit the design-builder

Note that a two-envelope system will be utilized. Envelope #1 will contain the technical proposal and envelope #2 will contain the financial proposal inclusive of price schedules

- III. **Provide independent support in the evaluation of submissions received and negotiations of a contract for the design, retrofitting, and outfitting of the GSI Hub.** As part of the Ministry's team provide technical support in the review and evaluation of bids received, and technical inputs for the negotiation of a contract.
- IV. **Provide oversight of the design, retrofitting, and outfitting of the GSI Hub on behalf of the MPD.** Provide technical oversight over the process from the design/construction phase to the operation phase to ensure time, quality and cost control. Ensure conformity with approved designs, co-ordinate modifications, verify and make recommendations for payment, manage deficiencies and documentation to certify that the quantity and quality provided are in accordance with the terms of the applicable contract.

4. Deliverables

Deliverable	Timeline
Site Assessment and User Brief , comprising the design concept for structural, civil engineering works and services installations (electrical, plumbing and air-conditioning) etc. as detailed in section 3(I).	1 week
Bidding Documents inclusive of draft contract , any special conditions of contract in relation to the project, and in accordance with the IDB's standard documents, which will require the design-build contractor to provide, inter alia: preliminary designs; catalogues; product data; method statement; organization charts for the design and construction management team, as well as the construction team; work programme (clearly identifying the various tasks for all phases of the works); submittal schedule (linked to work programme); health, safety and environment (HSE) plan specific to the project; quality assurance/quality control (QA/QC) plan etc.as detailed in section 3(II).	2 weeks
Independent technical evaluation of submissions , prepared in keeping with agreed criteria including technical considerations for negotiations.	1 week
<p>Fortnightly progress reports highlighting planned versus actual performance; reasons for major variances and actions planned or taken to address these variances. Copies of reports or other documents that provide evidence of services delivered and approvals during the reporting period should be attached.</p> <p>Final hand over report and certificates inclusive of all key documents and plans.</p>	<p>2 months</p> <p>1 month</p>

Three hard copies and one soft copy (in Rich Text Format [RTF]) of all deliverables must be submitted. Additionally, the consultant may be required to make presentations to the project team and other key stakeholders in keeping with the deliverables, if requested.

[Every deliverable must be submitted to the IDB in an electronic file. The deliverable should include cover, main document, and all annexes. Zip files will not be accepted as final deliverables, due to 'Records Management Section' regulations.]

5. Payment Schedule

Deliverable	Payment Structure
Site Evaluation and User Brief , outlining; (i) context, (ii) site information, (iii) spatial requirements, (iv) technical requirements, (v) technology requirements, (vi) any other project requirements etc. as detailed in section 3(I).	10%
Bidding Documents inclusive of draft contract , any special conditions of contract in relation to the project, and in accordance with the IDB's standard documents, which will require the design-build contractor to provide, inter alia: preliminary designs; catalogues; product data; method statement; organization charts for the design and construction management team, as well as the construction team; work programme (clearly identifying the various tasks for all phases of the works); submittal schedule (linked to work programme); health, safety and environment (HSE) plan specific to the project; quality assurance/ quality control (QA/QC) plan etc.as detailed in section 3(II).	40%
Independent technical evaluation of submissions , prepared in keeping with agreed criteria including technical considerations for negotiations as detailed in section 3(III).	10%
Fortnightly progress reports highlighting planned versus actual performance; reasons for major variances and actions planned or taken to address these variances. Copies of reports or other documents that provide evidence of services delivered and approvals during the reporting period should be attached as detailed in section 3(IV).	Payments based on project completion : 30% completion - 10% payment 60% completion - 10% payment 90% completion - 10% payment
Final hand over report and certificates inclusive of all key documents and plans.	10%

6. Qualifications

Academic Degree / Level & Years of Professional Work Experience:

A University Degree in Civil Engineering, Quantity Surveying or related field and a minimum of seven (7) years relevant experience. The consultant must have a good working knowledge of Information and Communications Technology (ICT) user requirements and have demonstrated experience in the following:

- Managing multi-disciplinary design and construction teams
- Time, cost, scope, quality planning and quality control
- Experience in preparing bidding documents using the 'design-build' approach
- Contracting and construction methods, which complies with all statutory requirements, local building codes, and industry best standards

- Contract administration experience in accordance with the provisions of FIDIC 1999 – Conditions of Contract for Plant and Design-Build (FIDIC Yellow Book), or a suitable equivalent

Languages:

- English

Areas of Expertise:

- Membership in the Association of Professional Engineers of Trinidad and Tobago (APETT) or the Board of Engineering of Trinidad and Tobago (BOETT) is required.

Skills:

- Risk management
- Contract management
- Project management
- Experience in providing technical support in pre-construction, during and post-construction, procurement and budgeting
- Working knowledge of statutory, safety and other requirements for projects of a similar nature

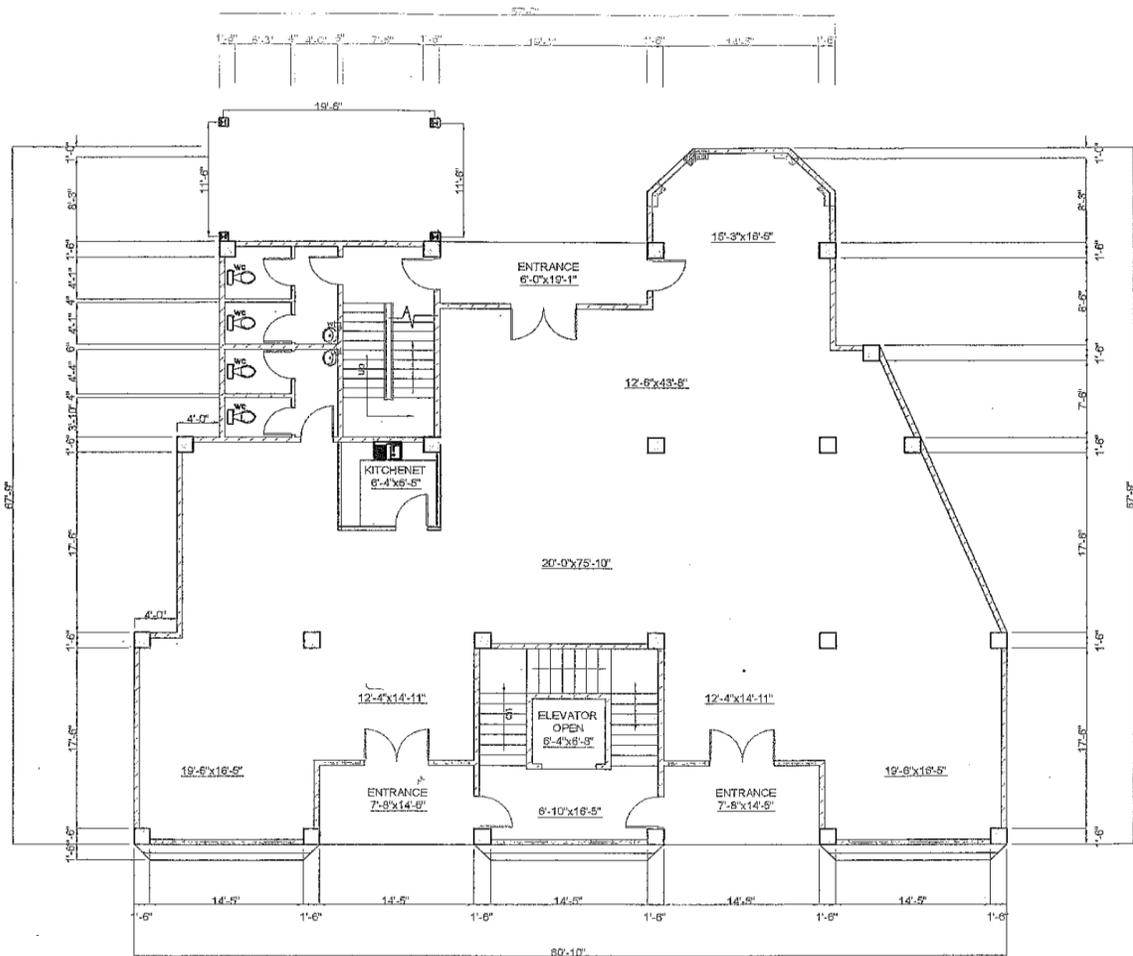
7. Characteristics of the Consultancy

- Expected start date and duration: Q2 2017 for a period of four (4) non-consecutive months.
- Place(s) of work: GSI Hub, Ministry of Planning and Development, 25 Ramsaran Street and the Consultant's principal office
- Division Leader or Coordinator: Programme Manager

8. Payment and Conditions: Compensation will be determined in accordance with IDB's policies and procedures. In addition, candidates must be citizens of an IDB member country.

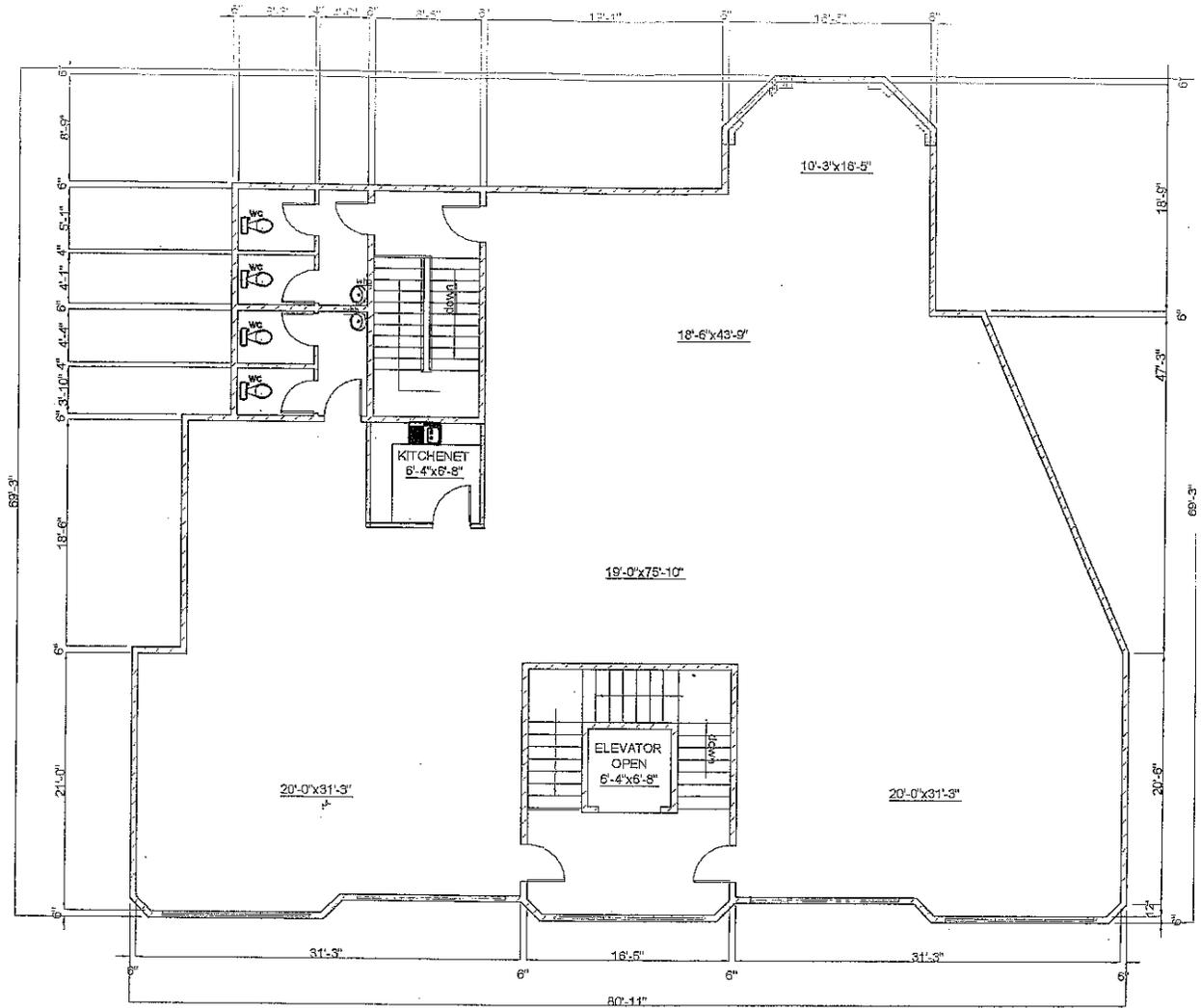
FLOOR PLANS

GROUND FLOOR



GR. FLOOR PLAN
SCALE 1/8" = 1'-0"

THIRD FLOOR



3RD. FLOOR PLAN

SCALE 1/8" = 1'-0"