REQUEST FOR PROPOSAL
FOR

PROVISION OF CONSULTANCY SERVICES FOR A FEASIBILITY STUDY FOR AN INDOOR SPORTING FACILITY AT BACOLET, FOR THE DIVISION OF SPORT AND YOUTH AFFAIRS.

DSYA 2019-0002

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1. BACKGROUND INFORMATION

The purpose of this document is to provide interested parties with information to enable them to prepare and submit qualifications to perform a market and financial feasibility study for an indoor sports facility located within the island of Tobago, preferably Bacolet. The study should include an analysis of the feasibility of constructing and operating an indoor sports facility. The analysis should consider the possibility of various uses taking into consideration an international market. The feasibility study will include a thorough and comprehensive market and financial analysis of constructing and operating an indoor sports facility, including an assessment of community need and opportunity for additional indoor sports venues. The study will assess market conditions that may have an impact on potential facility use and total revenue and operational costs along with information regarding current trends in indoor sports facilities in the area, the demographics of the area, inventory of other similar facilities, site considerations, and economic impact of the facility on the community. The study will identify programming opportunities and facility needs, probable operating costs, and revenue potential for the annual operation of the indoor sports facility. The Consultant shall recommend the most likely demand or combinations of demand to determine components such as a basketball, hockey, turf field, running/walking track, an indoor playground, and other components that demonstrate significant demand and financial feasibility.

2. SKELETAL TERMS OF REFERENCE

See annexed Skeletal Terms of Reference for general guide on what is expected by the Division.

3. FORMAT OF TENDERS

(a) Tenders shall comprise a **Single-Envelope System**, this means a single envelope containing both the financial and technical/quality information for evaluation.

(b) Alterations or erasures on any tender shall be initialed by the bidder or, in the case of a company, partnership or firm, by a duly authorized officer or employee of such company, partnership or firm.

(c) Prices quoted must be in Trinidad and Tobago Dollars.

(d) In this RFP reference to the words “Consultant”, “Firm”, “Joint Venture”, “Tenderer” shall bear the same meaning.

4. ELIGIBILITY

(a) Tenderers are eligible to bid as individual tenderers or joint ventures. Partners in a joint venture arrangement shall be made jointly and severally liable for performance of the contract.

(b) Where any tenderer outside the jurisdiction of Trinidad and Tobago submits a tender, it must partner with a firm ordinarily resident in the jurisdiction of Trinidad and Tobago.

(c) Where there are competing Firms with interlocking Directors, only one (1) of the Firms shall be permitted to bid, save and except, in the case of a joint venture arrangement. Firms with interlocking Directors bidding separately shall be all be disqualified.

5. SUBMISSION INSTRUCTIONS

Each Tenderer is to submit documents requested in a neat format with each section properly separated and tabbed together with a table of contents for ease of access **in the order stated hereunder**. **All submissions must be binded.** The Division reserves the right to reject any tender that has not been properly binded, tabbed, in an order different from that stated below or submission of any loose pages etc. **Submission of irrelevant information not requested below may result in submissions being summarily rejected.**

Selection Requirements (Firm related)

(a) **A cover page** outlining the name of the Tenderer, date and signature of person making submission on behalf of the Tenderer. If submitting as a joint venture, a lead partner must be identified, the name of the person authorized to take instructions, and or coordinate with the Division and a copy of the joint venture agreement or a letter of intent to execute a joint venture agreement

(b) **Certificate of Incorporation/Registration/Notice of Directors, Notice of Registered Address and Utility bill** of the lead partner.

(c) **Valid VAT, NIS and BIR** certificates (where applicable).

(d) **Name and contacts of two (2) references** - References must include the project name, brief description, contact person's name, agency, phone number, their role in the project and when the duration of the consultancy. **It is preferred that references are from the project**

examples provided in (g) and or (h) below. The Division will determine which, if any, references to contact to assess the quality of work performed, and the personnel assigned to the project. The results of any reference checks will be provided to the evaluation committee and used when scoring the written qualifications.

(e) **Bank Letters of Statements** from a **recognized** financial institution demonstrating the Tenderer has the capacity to undertake the consultancy of at least 50% of the cost proposed in this tender.

(f) **A statement** certifying that the Tenderer is not subject to any investigation for fraud, money laundering, terrorist financing, bankruptcy or any winding up procedures whether voluntarily or by Courts in this or any jurisdiction.

(g) **TWO (2)** previous and or current letter(s) of award/signed contracts/purchase orders preferably from Government agencies demonstrating that the Tenderer has undertaken feasibility studies for past projects, of at least 50% (average) **EACH** of the cost proposed in this tender.

Past works undertaken for any private company or private person **must** be accompanied by a statutory declaration in a format prescribed by **Schedule III (a) or III (b). The statutory declaration must come from the client on behalf of whom the works were undertaken. The past contracts must be annexed to the statutory declaration.**

Award Requirements (Project Related)

(h) **Project Specific Experience** - Additional signed contracts or letters of awards demonstrating evidence that Tenderer undertook feasibility studies specifically for Sports facilities. If submitted already in (g) this is not required to be submitted again.

(i) **Adequacy of Personnel** –

i. Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc. and roles and responsibilities of each person;

ii. CVs and academic certificates demonstrating qualifications of persons named above

iii. Written confirmation from each personnel that they are available for the entire duration of the contract.

The proposal must identify a project manager who would serve as the primary contact with the Division and explain how this point of contact with the Division will work. If selected for an interview, it is expected that the project manager conduct a majority of the presentation and be able to answer most questions asked during the interview process.

(j) **A methodology and implementation plan** clearly outlining timelines and deliverables – The methodology should take into account, modify, amend and or amplify the skeletal terms of reference attached hereto. The consultant must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work. The proposal must include the specific tasks anticipated for the project. The proposal should identify detailed descriptions of the procedures and methods proposed to complete all tasks in order to satisfy the objectives/needs identified in the required scope of work. Clear project phases, tasks and deliverables at the end of each phase **MUST** be demonstrated.

(k) **A detailed cost breakdown plan** congruent with the implementation plan hereinbefore referred to in (j) above, culminating into a final cost. Cost as rolled up by deliverables shall form the terms of the Consultant's payment plan.

Submission of irrelevant information not requested in this RFP may result in submissions being summarily rejected. No additional information is to be submitted other than that requested above. Any additional information not requested shall not be taken into account or may result in disqualification. This includes irrelevant information such as company profiles, health and safety statements etc., which are evidentially weak and potentially self-serving.

All tenders must be submitted in sealed envelopes, labelled in **BOLD** letter and addressed as follows:

Secretary of Tender's Committee- Division of Sport and Youth Affairs

DSYA 2019 – 0002 - Provision of Consultancy Services for a Feasibility Study for an Indoor Sporting Facility at Bacolet, for the Division of Sport and Youth Affairs

and deposited in the tender box located at:

Janis Solomon Building

#28 Orange Hill Road, Scarborough,

Tobago

on or before the 29th day of November 2018.

The Tender Box will be closed at 2:00 p.m.

Tenders shall be opened at 2:45 p.m.at the aforementioned location

All tenderers are invited to be present for the opening.

Tenderers **MUST** submit one **(1)** original and four **(4)** copies of their bids. The envelope of the original bid **MUST** be labelled as **"ORIGINAL"** in **BOLD** font and the envelopes containing copies **MUST** be labelled **"COPY"** .Envelopes must be properly sealed with the bidder's returning address and contact number at the back of the envelope.

Bidders **MUST** also affix their company's stamp on each page of the original document submitted.

6. EVALUATION CRITERIA

Tenderers must pass the Selection criteria in order to proceed to the award criteria. Tenderers who have not passed **the Selection criteria or obtained the minimum score as stated in each award criteria**, shall not be considered further. The evaluation committee may, if deemed necessary, require top-scoring consultants, based on the evaluation of the written proposals, to have interviews/presentations to support and clarify their proposals. Upon completion of any interviews/presentations by proposers, the Division's evaluation committee will make adjustments to the scores based on the information obtained in the interview/presentation, possible reference checks, project fee, and any other pertinent information.

Tenderers are asked to note that reference checks that are unfavourable may place a caveat on the quality points obtained, and be subject to further inquiry. Tenderers are also asked to note that submission of irrelevant information or more information that is not required may also result in summary rejection of proposals. This includes, *inter – alia*, blanket company profiles, health and safety statements, final accounts, unnecessary and or irrelevant and lengthy resumes and

CVs, excessive evidence of contracts awarded or lengthy lists of projects completed, other than those required etc.

Tenders shall then be evaluated using a price – quality ratio i.e. **Price proposed /Quality points**.

Where in the opinion of the evaluation committee, the price quoted by the successful tender is abnormally low, the Division shall request in writing details of the submission that gives rise to concerns as to the ability of the consultant/firm to perform the procurement contract. Where the Division having taken into account the information provided by the consultant /firm pursuant to its request and is still of the opinion that the price quoted is abnormally low, the Division may reject the submission as abnormally low.

SELECTION CRITERIA		
Cover page	Mandatory	See Section 5 (a)
Legal Status	Mandatory	See Section 5 (b)
Compliance with Taxes, NIS laws	Mandatory	See Section 5 (c)
References	Mandatory	See Section 5 (d)
Financial capacity	Mandatory	See Section 5 (e)
Statement of Certification	Mandatory	See Section 5 (f)
General Past Experience	Mandatory	See Section 5 (g)
AWARD CRITERIA		
Overall presentation	Excellent – 5 Good – 4 Average – 2 Poor - NR **Max Score – 5** **Min score – 2**	
Project specific to sports facility experience	Experience in two (2) or more sports facility feasibility studies – 5 Experience in two (2) sports facility feasibility studies - 4 Experience in one (1) sport facility – 2 Experience in zero (0) sport facility – 0 **Max – 5** **Min - 0**	See Section 5 (h)

Personnel Capacity	Personnel **exceeds** the required standard in all aspects including clearly defined roles and responsibilities and skills – 14-15 Personnel **meets** the required standard including clearly defined roles and responsibilities – 13 Personnel does not meet the required standard – NR **Max score = 15** **Min score = 13**	See Section 5 (i)
Methodology **AND** Implementation Plan Duration	Excellent layout, practical and clearly defined tasks, timelines and deliverables (very low risk to the Division) – 19 – 20 Good layout, practical and clearly defined tasks, timelines and deliverables (low risk to Division) – 17 – 18 Below requirements – NR 5 **Max score = 25** **Min score = 19**	See Section 5 (j)
Cost breakdown	Cost breakdown is congruent with implementation plan above and clearly identifies cost by phases, tasks and deliverables and stipulated terms of payment – 9 – 10 Cost breakdown substantially, but not fully identifies all material elements – 7 – 8 Cost breakdown is incongruent with elements of implementation plan – NR **Max score = 10** **Min score = 7**	See Section 5 (k) The Division is not interested in consultant's hourly and or daily rates or travel, accommodation and hotel expenses etc. The Division prefers to see costs accumulated by tasks, deliverables, phases and or milestones, so as to structure its payment plan accordingly.
MAX QUALITY SCORE	**60**	

7. REQUESTS FOR ADDITIONAL INFORMATION

Bidders requiring a clarification of the bid documents **MUST** do so by contacting the Procurement Unit **ONLY** by sending email to the following email address: candy.parks@tha.gov.tt. Replies to any request for clarification or additional information (including all previous requests) shall be circulated to all parties participating in this tender process by being placed in a conspicuous location on the website - **http://pco.tha.gov.tt/tender-notices**

8. PRE-TENDER MEETING

The Division of Sport and Youth Affairs will coordinate a Pre Tender Meeting. The Pre Tender Meeting shall be held on the **8th November 2018 at 1:30p.m.** The meeting point for the Pre Tender Meeting shall be the conference room, Janis Solomon Building, #28 Orange Hill Road, Scarborough, Tobago.

Pre Tender meetings are mandatory

9. CONSULTANT'S FEES

The design, construction or any other associated cost estimate for this project shall not be used as a basis for the Consultant's fees. The Consultant's fees shall be based on the information contained in this tender document and the observations made and/or the additional information received during the pre-proposal meeting.

10. WAIVER

The DSYA retains a separate right to waive irregularities in the tender submission if in the DSYA's discretion such irregularities are of a minor technical nature or relate to defects.

Where none of the tenderers have met the criteria state above the DSYA retains the right to relax or waive any of the tender requirements, whether it be material or not, so long as waiving such requirement is not unfair to any tenderer who "but for" the waiver, would have submitted a different offer and shall not be prejudicial for any of the other tenderers.

11. BID VALIDITY PERIOD

Bids shall be valid for a period of at least ninety (90) days.

12. NO CONTRACTUAL OBLIGATIONS

This is an Invitation to Tender. No contractual obligations will arise between The Division of Sport and Youth Affairs and any bidder until and unless The Division of Sport and Youth Affairs and a bidder enters into a formal, written contract for the bidder to provide the services contemplated in this Tender Document. The Division of Sport and Youth Affairs reserves the right to reject any or all tenders, in whole or in part, to negotiate changes in the scope of services and waive any technicalities as deemed in its best interest. Where a final contract is made, this RFP shall have merged into the final contract and the provisions of the final contract will govern the arrangements between the parties going forward.

13. LATE TENDERS

Late tenders will not be accepted under any circumstances.

14. NO CLAIM FOR COMPENSATION

Except as expressly and specifically permitted in this Tender document, no Bidder shall have any claim for any compensation of any kind whatsoever, as a result of participation in the ITT, and by submitting a tender each Bidder shall be deemed to have agreed that it has no claim.

15. CONFLICT OF INTEREST

The Division of Sport and Youth Affairs will ensure there is no Conflict of Interest in this tender. As such, any relationship involving Bidders and Members of The Division of Sport and Youth Affairs' Management and Staff must be fully disclosed.

16. RIGHTS OF THE DIVSION OF SPORT AND YOUTH AFFAIRS

(a) The Division of Sport And Youth Affairs reserves the right to reject any or all bids without limiting the generality of the foregoing, a Bid will be summarily rejected if it is conditional, if it is incomplete, obscure, or irregular, if it has erasures or corrections in the Cost Schedule, or if it has unit rates that are obviously unbalanced.

(b) The Division of Sport and Youth Affairs reserves the right to reject a Bid, which does not provide satisfactory evidence that the proponent has the technical, physical and financial resources to complete the work within a specified contract period.

(c) The Division of Sport and Youth Affairs reserves the right to accept or reject any bid and to annul the bidding process and reject all bids, at any time prior to Award of Contract, without thereby incurring any liability to the affected. Further, the Division does not have any obligation to inform the affected proponent or proponents of the grounds for the action.

(d) The Division of Sport and Youth Affairs may declare the bidding void when none of the bids meet the intent of the specifications or when it is evident that there has been a lack of competition and or that there has been collusion. In addition, all bids may be rejected if they are substantially higher than the official budget approved by the Division.

(e) The Division of Sport and Youth Affairs does not bind itself to accept the lowest or any offer or to reimburse proponents for any expenses incurred in bidding.

17. GOVERNING LAW

All applicable laws in the Republic of Trinidad and Tobago will apply to any resulting agreement

TOBAGO HOUSE OF ASSEMBLY PULCHRIOR EVENIT

SCHEDULE I

Skeletal Terms of Reference

INTRODUCTION

This is only a Skeletal Terms of Reference of what is expected to be carried out to undertake the feasibility studies. Consultants may amplify, modify and or amend as necessary taking into account the skeletal information provided herein and incorporate same into their methodology and implementation plan.

PROJECT DESCRIPTION

The project is to prepare a comprehensive assessment of the market and financial feasibility for an indoor Sporting facility on the island of Tobago. This proposed facility would serve as both Local and International destination for sport, as there is none on the island of Tobago. The successful consultant will be given a notice to proceed for the following work. The cost, schedules and methodology are to be developed separately for each phase.

Services will be organized along three phases, as described below:

1. The study should include a market and demand analysis that evaluates the demand for and competitive environment for an Indoor Sports Facility and assesses the market conditions that could impact the projected uses and marketability of this type of facility and the regional and national participation trends of each sport. The market analysis should include the following:

    a. Evaluation of the demographic and socioeconomic characteristics of Bacolet/Tobago and the surrounding region, including, but not limited to: spending patterns, age, gender, education, income, purchasing power and sports participation and attendance.
    b. Compilation of an inventory of Tobago's sports facilities and offerings, capacity, user counts, amenities, and regular use and events.
    c. Identification and determination of current community needs and possible quality of life opportunities that would benefit from additional sports space.
    d. Projection of the demand for potential sports programming, including leagues, clinics, classes, camps, tournaments, etc.
    e. Identify potential users of this type of facility through an evaluation of existing needs and gaps, through interviews with THA personnel, and existing non-profit, public, and private sports organizations and institutions. Identify needs of each organization, institution or group and document their visions for the facility.
    f. Exploration of potential partnership opportunities.

2. The study should include a cost and space analysis. Based upon the market and demand analysis, the firms should complete detailed pricing schedules, participation projections, market

demand and market reach for the proposed facility to create facility space and operating models that best fit the market. The cost and space analysis should include the following:

a. Recommendations for the specific amenities/components that should be incorporated into the facility.
b. Development of unique facility and financial models to evaluate different uses and space needed to determine which model(s) would be financially sustainable.
c. Financial analysis for operating the facility, including detailed revenue projections and operating costs for the proposed uses.
d. Development of site and facility layout options based on required sizing and space allocations for the different sports and supporting uses in the facility.
e. Identification of key site factors, including site size, and note any impacts the site location would have on the facilities feasibility and those that the facility would have on the surrounding location (i.e. Scarborough etc.)
f. Specification of the potential direct and indirect economic impact on Tobago's economy (i.e. retail/restaurant demand, sales and room tax, employment).
g. Identification of recommendations for the reuse of the existing site and facility.

3. Ultimately, this study should recommend whether this type of indoor sports facility is financially feasible -
   a. Recommend financial model(s) that is(are) the best fit for the market, provide the highest and best use and has the highest return on investment.
   b. Recommend site and facility layout, geographical area, capacity, user and spectator counts (resident vs. visitor), amenities, regular use, specific events and competitions to maximize sustainability and economic impact of the facility.
   c. Evaluation and recommend the management structure and staffing plan to ensure long term success.
   d. Recommend ways to expand and improve partnerships between community groups, and other public or private organizations currently providing sports and recreation opportunities to Tobago's residents and the region.
   e. Identify any challenges to the facility's success.
   f. Develop an estimated capital budget for construction of the recommended site and facility layout (excluding site acquisition and infrastructure costs).
   g. Develop a financing plan, including revenue source for capital costs for financing capital construction costs/improvements.
   h. Develop an estimated annual operating budget (3-5 year timeframe) including detailed operating costs, annual maintenance costs and estimated annual revenue potential detailing the anticipated sources of revenue (i.e. public, private, user fees, other).

4. The selected firm should submit a final report which summarizes findings and conclusions based upon the agreed scope of work identified in objectives. An oral presentation with associated audience visuals may be required.

SCHEDULE II (a)

Statutory Declaration (Private Company)

REPUBLIC OF TRINIDAD AND TOBAGO

IN THE MATTER OF THE STATUTORY DECLARATIONS ACT CHAPTER 7:04

I,_____, Director
(Name of Director)

and authorized representative of _____
(Name of company)

_____

a company duly incorporated and continued under the Companies Act 1995, with its registered office situate at _____
(Address of company)

_____

_____

the Island of Tobago/Trinidad in the Republic of Trinidad and Tobago, make oath and say as follows:-

1. I am the authorized representative of _____
(Name of Company)
_____and duly authorized to give this declaration on its behalf.

2. The facts hereto deposed are true and correct and within my personal knowledge and belief save where otherwise stated to be based on information, in which case I verily believe same to be true and the source reliable.

3. I hereby certify that any signed contracts/letters of award of purchase orders now produced and shown to me and marked **"A"** is a true representation of works the Bidder has undertaken for this company and that the Bidder was not terminated for any reason related to and or ancillary to material non – performance.

4. My Attorney-at-Law explained to me and I fully understand the consequences, ramifications and implications of the aforesaid declaration.

5. I have deposed this declaration of my own free will, voluntarily and as a free and independent person without any threats, intimidation, promises and or inducement

from anyone and after receiving legal advice and I hereby declare that I am mentally sound and in full control of my mental capacity, mind and body.

6. I, make this declaration conscientiously believing the same to be true and according to the Statutory Declarations Act, and I am aware that if there is any statement in this declaration which is false in fact, which I know or believe to be false or do not believe to be true, I am liable to fine and imprisonment

Declared at	)
this day	)
of 2018	)

Before me,

COMMISSIONER OF AFFIDAVITS

TOBAGO HOUSE OF ASSEMBLY PULCHRIOR EVENIT

SCHEDULE II (b)

Statutory Declaration (Private Individual)

REPUBLIC OF TRINIDAD AND TOBAGO

IN THE MATTER OF THE STATUTORY DECLARATIONS ACT CHAPTER 7:04

I,_____

(Name of person)

_____ of

(Occupation of person)

_____

(Address of person)

_____

_____

the Island of Tobago/Trinidad in the Republic of Trinidad and Tobago, make oath and say as follows:-

1. The facts hereto deposed are true and correct and within my personal knowledge and belief save where otherwise stated to be based on information, in which case I verily believe same to be true and the source reliable.

2. I hereby certify that the signed contracts/letters of award of purchase orders now produced and shown to me and marked **"A"** is a true representation of works the Bidder has undertaken for me personally and further that the Bidder was not terminated for any reason related to and or ancillary to material non – performance.

3. I have had my Attorney-at-Law explained to me and I fully understand the consequences, ramifications and implications of the aforesaid declaration.

4. I have deposed this declaration of my own free will, voluntarily and as a free and independent person without any threats, intimidation, promises and or inducement from anyone and after receiving legal advice and I hereby declare that I am mentally sound and in full control of my mental capacity, mind and body.

5. I, make this declaration conscientiously believing the same to be true and according to the Statutory Declarations Act, and I am aware that if there is any statement in this declaration which is false in fact, which I know or believe to be false or do not believe to be true, I am liable to fine and imprisonment.

Declared at)
this day)
of 2018)

Before me,

COMMISSIONER OF AFFIDAVITS

TOBAGO HOUSE OF ASSEMBLY
PULCHRIOR EVENIT