

# REQUEST FOR PROPOSAL FOR THE RESURFACING OF THE ATHLETIC TRACKS AT HASELY CRAWFORD STADIUM, WOODBROOK, TRINIDAD AND TOBAGO RFP ID # 012-PROJ-007-082024

## SECTION 3 EMPLOYER'S REQUIREMENTS

#### 3.1 PROJECT OBJECTIVES

SPORTT is seeking to replace and resurface the synthetic surfaces of the athletic track and warm up track located in the Hasely Crawford Stadium. The upgrade of the playing field would be completed and in the post-completion maintenance period when the resurfacing of the athletic tracks can begin.

The Tenderer will supply and install:

- 1. a new fully replaced Competition Track surface (World Athletics Certified Class 1) Eight (8) lane 400 m synthetic track, inclusive of all required ground equipment for the track and field events.
- 2. the cleaning and re-marking of all lines of the Warm-Up Track surface (6 lane 100m and 200m bend)

Scope must include the precise removal of the existing track with minimal disruption to asphalt subsurface in preparation for the new synthetic track inclusive of the provision of specialised equipment, labour, supervision and all materials. All costs for disposal, surveying, line-marking and certification must be included.

The present track is "Full Polyurethane (PU)" and was installed by Porplastic Engineering of Germany in 2011. The product used was Porplastic M Olympic 13.7mm and was inspected by the then-named governing body International Association of Athletics Federations (IAAF) in 2011 with Certificate issued on 29th February 2012. Some repair was performed in 2012 and 2016 by Porplastic's local representative, Advance Performance Technologies (APT).

The product used for the resurfacing of the track must be of similar type – Full Polyurethane and must be listed on the World Athletics "List of Certified Track Surfacing Products - Class 1". System to be rubber base bound with polyurethane and a top coating of two-component polyurethane pigmented coating with EPDM Rubber Granules or similar.



Cleaning and minor repairs to the covers of the Inner Perimeter Track Drain will need to be undertaken.

All works undertaken are to be safely executed within time and budget and meeting the required quality.

The successful Contractor must deliver a track and field facility - certified Class 1 by the World Athletics - to allow for test events and training activities as soon as possible.

#### 3.2 GENERAL DESIGN GUIDELINES

The finished facility must meet all current rules and regulations of the World Athletics Track and Field Facilities Manual, available at this link: https://worldathletics.org/about-iaaf/documents/technical-information.

#### 3.3 DESCRIPTION OF THE WORKS

The Tenderer shall be responsible for verifying and interpreting data made available by the Employer. Tenderers are directed to take their own measurements to ascertain the accuracy or thoroughness of the technical input information furnished by the Employer or its agents. Tenderers shall be solely liable for all aspects of their designs.

The Contractor shall procure all materials required, dispose of all materials removed, deliver, supply and install all materials required, provide all equipment and tools necessary for the replacement and resurfacing of the athletic track and warm-up track.

The overall works include;

- i. Preliminary works provision of general insurances, performance bond and advance payment bond, site office and site storage, protection of the works, tools and vehicles where and if necessary to successfully execute the scope of works at the site. Site preparation to facilitate execution of the required works.
- ii. Procurement of equipment and materials for execution of the works inclusive of transportation to site. Product Data Sheets and Material Safety Data Sheets must be provided, where required.
- iii. Provision of Design Drawings showing the line-marking, slopes/grading, thicknesses of material to be applied.
- iv. Provision of supervision, labour required, surveying and services to execute the works, including disposal of materials removed. \*Note\*: Coordination will be required with the Field



Rehabilitation Contractor who will need to know the finished heights that the field must attain to match the track, this information must be made available to the Field Rehabilitation Contractor as soon as possible.

- v. Provision of in-ground equipment:
- Resurfacing and re-marking of Discus and Hammer Throws circle with reduction ring.
- Supply and installation of an approved Hammer Throws Cage (new model)
- Resurfacing and remarking of Shotput Circle (supply and installation of stopping board to be included)
- Pole Vault Box with cover (2)
- Steeplechase Hurdle
- Take-off Boards (for 4 pits)

The list should cover all items required to achieve Class 1 Certification. Anything omitted should be clearly stated.

- vi. Cleaning and Repairs to the Inner Perimeter Track Drain.
- vii. Line-marking, Testing and Certification costs by World Athletics.
- viii. Final As-Built Drawings.

No detailed engineering drawings have been prepared for this project, however, drawings from the original track construction are provided for guidance together with photographs showing the general condition of the existing tracks.

#### 3.4 SPECIFICATIONS FOR STANDARDS OF WORK

#### 3.4.1 PRICE PROPOSAL

The Contract Price shall be the lump sum Accepted Contract Amount and be subject to adjustments in accordance with the Contract. Any quantities which may be set out in a Schedule are estimated quantities and are not to be taken as the actual and correct quantities of the Works which the Contractor is required to execute. Any quantities or price data which may be set out in a Schedule shall be used for the purposes stated in the Schedule and may be inapplicable for other purposes. The Contractor shall prepare and submit a Price Proposal for carrying out and completing all works described in the "Schedule of Prices". At the Site visit(s), the Contractor shall satisfy himself as to the general, local and site conditions that may affect cost, progress, performance, execution of the Works.



#### 3.4.2 MILESTONE SCHEDULE OF PAYMENTS

The Contractor shall prepare and submit a Milestone Schedule of Payments, which shall equate to his Price Proposal. This shall then form the Accepted Contract Amount.

#### 3.4.3 METHOD STATEMENT

The Contractor shall set out details of the Method Statement for the Works to demonstrate how it shall meet the Employer's Requirements. At a minimum, the Method Statement shall include the following:

- 1. Details of the arrangements and methods which the Contractor proposes to adopt for the design and construction of the Works, in sufficient detail to demonstrate their adequacy to achieve the requirements of the Contract including completion within the Time for Completion stated in the Appendix to Tender. Outline of the arrangements which the Contractor proposes to adopt to manage coordination of Site access and movement within the site;
- 2. Outline of the arrangements which the Contractor proposes to adopt to ensure compliance with the Employer's Requirements;
- 3. Outline of the arrangements which the Contractor proposes for testing and snagging prior to completion and upon handover; and
- 4. Outline of arrangements for handover, including completion of as-built drawings, warranties, preparation of operation and maintenance manuals, and handing over document.

# 3.4.4 QUALITY MANAGEMENT PLAN

The Contractor shall prepare and submit a QA/QC Plan which describes the processes of Quality Planning, Quality Assurance and Quality Control as these relate to this specific project. The Contractor shall include in the tender proposal a proposed QA/QC Plan shall describe the activities/practices to monitor both the processes and products to determine if the project is meeting the quality standards and identifying ways to mitigate risk or eliminate causes of unsatisfactory results. Quality control shall be performed throughout the duration of the project. The QA/QC Plan shall also detail the various tests/inspections to be carried out as per the requirements in 3.2 General Design Guidelines and 3.3 Description of the Works.

The Employer has the right to review inspection and test data and to perform quality inspections and audits of the Contractor's activities.



#### 3.4.5 PROGRAMME

The Contractor shall prepare and submit a detailed Programme for the construction of the Works to be undertaken, including estimated start and finish dates for individual components and identification of major milestones and critical path.

The Employer's current software in use is Microsoft Project 2013. The software shall be compatible provided in an electronic file version of the Project Schedule that can be loaded or imported by the Employer using the Employer's scheduling software with no modifications, preparation, or adjustment.

The Contractor shall be responsible for updating scheduling software to maintain compatibility with current the Employer - supported scheduling software.

#### 3.4.6 HEALTH AND SAFETY

The Contractor shall provide for complying with all health, safety, and welfare regulations, appertaining to all persons employed on the Site including those employed by Sub-Contractors, Statutory Undertakers, and visitors to the Site.

The Contractor shall provide Personal Protective Equipment ("PPE") for operatives, staff, representatives, and visitors to Site. The Contractor shall provide the documents below to show that it has in place sufficient safety policy documents and safety awareness to be able to perform their responsibilities in a safe and workmanlike manner.

The Contractor shall be required to carry out the Works in accordance with the Site-specific Health and Safety Plan to be developed following Contract award. The Health and Safety Plan shall be submitted to the Employer for review and comments. Review and comments by the Employer shall not be construed to imply approval of any particular method or sequence for addressing health and safety concerns, or to relieve the Contractor from the responsibility for adequately protecting the health and safety of all workers involved in the Project, as well as members of the public affected by the Project.

The Contractor shall comply with all regulations and standards outlined in the Occupational Health and Safety Act 2004. The Contractor must ensure that the Health and Safety Plan is followed by all workers at all times.

The Health and Safety Plan shall contain a list of the detailed safety procedures to be followed. Safety procedures shall be prepared separately for individual activities and included in appendices to the Health and Safety Plan.

The Contractor's Health and Safety Plan shall provide for the following:



- a. Planning, management, and design to avoid hazards,
- b. Subcontractor safety management,
- c. Detection of potential hazards,
- d. Timely correction of hazards,
- e. Provision of Product Specification Sheets and Material Safety Data Sheet for all chemicals to be used,
- f. Emergency response procedures for the project,
- g. Dedicated safety staff,
- h. Documentation on how medical emergencies would be managed,
- i. Accident reporting and investigation policy and procedures,
- j. Liaison with the Employer's monitoring staff,
- k. Site safety orientation, training, and safety meetings, including a plan for indicating attendance at safety orientation (attendance to SPORTT's HSE & S Orientation is mandatory),
- l. Substance abuse policy,
- m. Safe system of work procedures for the project.

In the event that the Contractor's employees or its Subcontractors fail to conform to the provisions of the Health and Safety Plan, the Contractor shall take appropriate disciplinary measures. Such measures shall include suspension, removal of offending employees from the Project Site, and dismissal. A copy of the current version of the Health and Safety Plan shall be kept on Site at each work location while work is being performed, and an appropriate notice shall be posted at each work location. The Health and Safety Manager shall implement, maintain, and monitor compliance with the Health and Safety Plan and all safety procedures.

#### 3.4.7 SUBMITTALS

The following submittals to be delivered to the Employer shall include the following:

- A. After signing of the Contract:
- i. Performance Security/Surety Bond duly stamped by the Board of Inland Revenue,
- ii. Advance Payment Guarantee (where required),
- iii. Insurances,
- iv. Programme,
- v. Method Statement,



- vi. Health and Safety Plan, and
- vii. QA/QC Plan.
- B. During the Contract execution required records are:
- i. Design Development: 50% of Final Engineering designs and drawings,
- ii. Construction Documents: 85% of Final Engineering designs, For Construction Drawings, details and schedules,
- iii. As-built Drawings: 100% Completion of "As-built" Drawings and hand-over documents,
- iv. Design Reports,
- v. Progress Reports,
- vi. Updated Programme,
- vii. Updated Quality Management Plan,
- viii. Design Quality Records,
- ix. Provisional Operation & Maintenance Manual,
- x. Independent Design Checks (assessment and analytical), and
- xi. Contractor's Inspection and Test Forms.

#### 3.4.8 DOCUMENTS

The Contractor will keep one copy of the Contract, including the schedules and all drawings, specifications and shop drawings, at the Place of Work in good order and available for review by the SPORTT Project Manager and deliver a complete set to the SPORTT Project Manager upon Substantial Performance of the Work.

#### 3.4.9 TESTING

Testing shall be carried out in accordance with the tests/inspections as described in the QA/QC Plan and the Contractor's Technical Specification (Materials and Workmanship).

The Contractor shall prepare and submit a description of all the relevant tests and time periods for the testing of Materials and Works.



All materials used or supplied shall be accompanied by valid and approved material certificates, tests and inspection reports. The minimum extent of examination and testing to be carried out and the acceptance levels/codes shall be specified by suppliers in the purchase order and/or subcontract documents.

An inspection schedule/plan shall be developed by the Contractor for procured equipment and materials. The Contractor's Construction Inspectors and Construction Supervisors shall carry out inspection surveillance activities. These include, but may not be limited to, witnessing tests; verifying documentation; and inspections/examinations. From these activities, reports shall be developed recording progress, findings, non-conformance, and resolutions.

Subcontractors shall be required to assign qualified/experienced inspection personnel to carry out all required examinations and tests in accordance with an agreed QA/QC Plan (inspection and test plan). These activities shall be carried out in accordance with the agreed procedures and guides and result in the appropriate reports. The Contractor's Construction Inspector and Construction Supervisor shall monitor the quality control activities of the subcontractor and carry out his own examination of material, equipment and documentation to the necessary degree to determine the state of acceptance. The Contractor shall ensure that the Employer and/or inspection authorities are given sufficient notice to witness the final inspection and tests, if required.

# 3.4.10 CONTRACTORS CONSIDERATIONS

- a. The Contractor will be required to coordinate with the Field Rehabilitation Installer through the SPORTT Project Manager to coordinate execution with the watering schedules of the field.
- b. Contractor will submit all handover documents for the track including certificates, maintenance manuals, warranties, and guarantees upon completion.
- c. The Employers Requirements are to be read in conjunction with the schedule of prices and relevant appendices.
- d. Contractor's Site Accommodation:
- i. The Contractor should provide his own Site Office and Equipment Laydown Area, the VIP Room will be available to SPORTT to conduct Site Meetings with the Contractor. The Team Changing Rooms and washrooms can be used for the Contractor to use for workers' welfare as the Stadium will be closed. Provision of any office furniture or equipment required should be catered for in all. If still required the Contractor may provide temporary structures, sheds etc. as deemed necessary and remove on completion of the Works. Sufficient health and safety equipment and drinking water shall be provided to accommodate on-site staff.
- ii. The Contractor is required to provide one table and 5 chairs for SPORTT's Engineers to host site meetings, as well as one desk and one chair for SPORTT's Project Manager.



- iii. The Contractor shall provide all janitorial services to the assigned washroom facility within the Employer's facility along with all necessary janitorial consumables.
- iv. The Contractor to ensure no health and safety violation and to maintain the health standard set by the Employer. The Contractor to allow the Employer to conduct routine inspection of same.
- v. The Contractor to conduct an assessment to the said facilities prior to the handing over of the washroom facility to the Contractor to which the Contractor shall be responsible for all necessary repairs and remedy at his own cost all defect/deterioration to the said facilities during the course of the project duration and complete these repair works prior to the issuing of the Taking Over Certificate.

### e. Safety Signs

The requirements for safety, or other warning signs, their content, and location shall be as provided in the Health & Safety Plan. The signs shall be erected within 5 working days after receipt of the notice to proceed. Upon completion of the project, the signs shall be removed from the site.

# f. Security & Storage

The Contractors shall be responsible for securing and storing his own equipment and materials as well as securing the temporary site accommodation.

# g. Cleaning

The existing track surface, debris, waste materials, packaging material and the like shall be removed from the work site daily. Any dirt or mud that is tracked onto paved or surfaced roadways shall be cleaned away daily or as directed by the Engineer. Materials resulting from demolition activities shall be appropriately stored before offsite disposal within the fenced area described above or at the supplemental storage area. Stored material not in trailers, whether new or salvaged, shall be neatly stacked when stored.

# h. Electrical Power & Potable Water

Electrical power and potable water are available on site. The Contractor shall determine existing points of supply and make provisions for temporary distribution as required, maintain and remove upon completion of the Works.

#### i. Experience, References, and Installation:

A minimum of 30 calendar days prior to the scheduled commencement of the surfacing installation, the Contractor shall submit to the SPORTT Project Manager the name of track marking subcontracting firm and surveyor, their proposed foremen and key personnel, along with their experience record. The SPORTT Project Manager must approve the marking subcontractor.



- j. Required Submittals:
- i. Track Striping Shop Drawings

The Contractor shall submit a minimum of 30 calendar days prior to the scheduled commencement of the surfacing installation, complete and detailed track striping and marking plan with calculations showing all conditions of installation, connection to other work, dimensions, size, shape, colour, and location of all lines and markings, including hurdle markers, lane numbers, relay exchange zones, etc. Drawings shall show the entire track on one sheet at scale. This shop drawing is for Owner/Engineer review.

- ii. Manufacturer's Specifications: Within 21 calendar days after Notice to Proceed, the Contractor/Vendor shall submit to the Engineer for approval five (5) copies of each of the selected manufacturer's surfacing material specifications and installation instructions.
- iii. Sample Warranty Package: Within 21 calendar days after Notice to Proceed, submit to the Engineer for review five (5) sample copies of the surfacing warranty package herein specified.
- iv. Maintenance and Operating Data:
- A. Furnish to the Engineer, in manual form, four (4) copies of maintenance and operating data prior to final acceptance.

Manual shall be enclosed in a hard cover binder with the following information appearing on the outside of the cover: Project name, Owner's name, Engineer's name, Rubberized Surfacing, Consultant's name, Prime Contractor's name, Year of project completion, Index manual with tab dividers for data as follows:

- 1. Materials installed with their characteristics
- 2. General maintenance
- 3. Lining and marking installation
- 4. Lining and marking removal
- 5. Small repair procedures
- 6. Discussion on precautions to be practiced and general maintenance and procedures to be avoided to prolong surface life and to maintain installation's warranty.
- 7. Copy of warranty document.
- B. Quality Control Area and Base Acceptance:

The Surfacing Subcontractor/Installer (if applicable) shall inspect, verify and accept in writing to the Prime Contractor, with a copy to the Engineer, all installed work of other trades directly affecting the work of this section.



Installer must examine the areas and conditions in which rubberized surfacing is to be installed. The asphalt concrete base shall be inspected for conformity with the lines, grades, and typical cross-sections shown on the drawings. The asphalt concrete base shall not deviate from the true surface in excess of 3 mm on a 1000 mm straight edge in all directions.

If repairs to the asphalt are required, the installer is to coordinate the required curing of the asphalt concrete paving with the Prime Contractor prior to placing the first lift of rubberized surfacing.

# C. Track Marking Certification

Upon completion of the track markings, the Contractor shall furnish an acceptable document or certificate of accuracy to the Owner attesting to the accuracy of the track markings and measurements and shall include copies of the computations, calculations, and drawings that were used to obtain this accuracy.

#### D. Tests

The Owner reserves the right to submit the surface system to various tests to verify whether or not surfacing system meets the minimum specifications or manufacturer's submitted specifications. Any section of the system so tested that is found to be out of specification shall be removed and replaced to the proper specification, at the sole expense of the Contractor.

# E. Warranty

In addition to the general warranty specified in the General Conditions of the specifications, an additional four-year vendor warranty (5 year total) for the rubberized surfacing system shall be provided to the Owner by the track surfacing vendor, protecting Owner against all manufacturing, material and installation defects associated with materials and workmanship under this section. Warranty to extend from date of final acceptance by Owner.

Warranty shall cover in general the usability of the installed surfacing system, accessories use characteristics, suitability of the installation for the period specified, and for the designated uses enumerated as follows:

- 1. Track and field events with spiked shoes
- 2. Physical exercises
- 3. Physical education activities
- 4. Marching band
- 5. Cheerleading activities
- 6. Access to adjacent football/soccer field
- 7. Pneumatic rubber-tired maintenance and service vehicles



- 8. Pedestrian traffic and other similar uses
- 9. Community running and jogging
- 10. Handicap wheelchair traffic

Conditions Warranty: Warranty shall agree to promptly repair or replace work, which deteriorates excessively or otherwise fails to perform as required due to failures of materials and workmanship. Striping and other painted markings are excluded from the warranty. For the purposes of this warranty, excessive deterioration is defined as a loss of twenty (20%) of the wearing surface or granular loss. Failure of material and workmanship is defined to include, but is not limited to, delaminating of the track from its asphaltic concrete base, or from integral layers of surfacing material, and leaching of binders or other surfacing components. All defects are to be promptly repaired. If the warrantor does not initiate repair work within 21 calendar days from receipt of complaint in writing, adverse weather conditions accepted, the Owner shall have the right to order the work performed by others and the warrantor shall be liable for costs accruing to the Owner.

The parent company or corporation of the track surface installation firm shall issue the warranty. The warranty shall be signed by an authorized principal of the applicable firm, duly-authorized to make contracts.

A separate warranty from the General Contractor, the Track Installer and/or the Striping Subcontractor shall be issued for the marking and striping guaranteeing applied painting for a period of two (2) years from fading in colour and intensity plus cracking or separating from the track surface.

- k. Execution
- a. Preparation
- i. Accept asphalt base onto which the surfacing is to be applied.
- ii. Immediately prior to application, all base construction shall be thoroughly cleaned of all dirt, debris or any other substances that will be detrimental to the installation.
- iii. Apply such priming material as may be necessary to assure complete bond of polyurethane to the asphaltic concrete base surfaces.
- iv. Contractor must protect all adjacent areas from any contamination or over spray from rubberized surfacing installation procedures. Tape plastic sheeting to concrete edging or adjacent exposed asphalt concrete paving, to protect turf and adjacent areas.



- b. Installation
- i. General: Only experienced, specialized personnel are to be utilized in the installation of surfacing materials and applying the line and marking points. The Superintendent and the supervisory or technical personnel must be employees of the vendor/installer firm.
- ii. Install in strict accordance with the specifications, drawings, approved shop drawings and manufacturer's specifications and instructions, when applicable.
- c. Environmental Conditions Materials are not to be placed when:
- i. Surfaces are wet or damp.
- ii. Precipitation is falling or pending.
- iii. Conditions exist or are pending that will be unsuitable for the installation of the system.
- d. Extension of Time due to adverse weather conditions: The contract remains a fixed price, however every day lost due to extended rainfall must be signed off by the Project Engineer and addressed in Clause 10 of the General Conditions of Contract Variations and Claims. Basis of claim due to adverse weather conditions will be only considered if these exceed the average rain fall for a specific period as recorded by the Trinidad and Tobago Meteorological Service.



# **EVALUATION CRITERIA**

	EVALUATION/QUALIFICATION CRITERIA	REQUIREMENTS	MAX SCORE	MIN SCORE
Qualification	Eligibility of Contractor	Submission of all documentation required by this RFP, inter alia:	Yes/No	
		For all firms		
		<ul> <li>A Tender Security Bond in the sum of TTD \$80,000 or USD \$ 11,765.00.</li> <li>Completion of the Declaration And Commitment Statement (Section 12)</li> </ul>		
		For locally registered firms -		
		Certificate of Incorporation, Valid VAT, NIS and BIR Certificates & Compliance/Clearance Certificates, Annual Returns.		
		For firms located outside of Trinidad & Tobago		
		<ul> <li>Submission of a Dun and Bradstreet         Business Credit Report (obtained within         the last 6 months.)</li> <li>Securities and Exchange Commission         Compliancy Report (within the last 2         years)</li> </ul>		
		For firms located in the United States -		
		<ul> <li>Only if applicable and could be internally completed Statement by firm stated the firm has complied with requirements of the SEC.</li> <li>IRS Tax Compliance Report</li> <li>Submission of a Dun and Bradstreet Business Credit Report (obtained within the last 6 months.)</li> </ul>		
Qualification	Historical Contract Non - Performance	Separate Statements provided on:	Yes/No	
		No History of Non-performing contracts		
		2. Pending Litigation		
		3. Past judgements within the last five (5) years.		



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Technical	Track record of contractor/partner with respect to similar projects / contracts	List of past projects inclusive of a brief scope that will demonstrate your Company's' experience in the successful completion of three (3) or more similar projects / similar scope of works.  • 3 or more similar projects (8) & client references (2) - (10 marks)  • 2 similar projects (4) & client references (1) - (5 marks)  *Marks may be pro-rated based on combination submitted.	10	5
Technical	The experience and knowledge of contractors' key personnel on the Project Team	Clear description of:  1. Organisational Chart of Project Team and Project Role definition (3 marks)  2. Relevant qualifications and experience of Project Team (5)  3. Previous experience in construction of World Athletics Class 1 track and field facilities (7)  4. Dated & signed CVs of each Personnel in the Project Team (5)	20	10
Technical	Methodology/Schedule	<ol> <li>Project-specific Methodology (Method Statement) for undertaking the project (15)</li> <li>Project-specific QA/QC Plan showing hold points, inspection and test points (5)</li> <li>Project-specific Programme/Work Plan (5)</li> </ol>	25	16
Technical	Health Safety Security & Environmental Plan & Quality Assurance	QA/QC Manual and Policy Statement (5)     Health, Safety, Security & Environmental Manual and Policy Statement (5)	10	5
Financial	Financial Capability	<ol> <li>1. Audited Financial Statement for the past 3 years. (2023, 2022, 2021)</li> <li>2. Letter(s) of commitment from Bank(s) / Financial Institution that Project can be financed.</li> </ol>	10	5
Financial	Project Costing	Contractor's Price Proposal Evaluation	25	-
Total Score			100	

