



Airports
Authority
OF TRINIDAD AND TOBAGO

Request for Proposals for a Design Guidelines Manual for the North Aviation Business Park

Piarco International Airport, Trinidad and Tobago

August 2013

EXECUTIVE SUMMARY

Airports Authority of Trinidad and Tobago ('the Authority'), in its capacity as owner of the Piarco Airport Estate, is issuing this Request for Proposals ("RFP") for the creation of a building design manual for the North Aviation Business Park. The Authority now seeks proposals from qualified organizations and individuals with demonstrable experience. The successful Proposer will be selected to submit design guidelines for the Park and 3 dimensional models showing what the Park would look like according to their design concept.

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1. BACKGROUND of the Project

- 1.1. The North Aviation Business Park (the 'Park' or 'NABP') is an area of prime real estate located just north of the North Terminal of the Piarco International Airport in Trinidad and Tobago. The NAPB is bordered on the west by BWIA Boulevard, on the north by the Orupuna River and on the south by road leading to the North Terminal of the Piarco International Airport on the island of Trinidad.
- 1.2. The North Aviation Business Park is in line with the Airport City or Aerotropolis concept. This innovation in the aviation industry is a planned development in which a city-line centre and commercial centre grow around an airport. This is a hub of economic activity that benefits the airport and the wider community.
- 1.3. For further information on the topic, visit this URL http://www.aerotropolis.com/files/2009_UrbanLand_AirportCities.pdf written by Professor John Kasarda. He is noted for coining the phrase – Aerotropolis and is an integral part of the global evolution of this urban concept.



- 1.4. The picture above is a rendition of the proposed Airport City at the Toucmen Airport City, Panama. The picture below shows the commercial zones.



- | | |
|---------------------------------|--------------------------------|
| ① International Business Center | ⑤ Shopping Mall |
| ② Showrooms | ⑥ Town Center |
| ③ Logistic & Industrial Park | ⑦ Mixed Use Area |
| ④ Residential Areas | ⑧ Panama International Airport |

1.5. Globally there are several Aerotropolis through Asia and Europe. The closest development of this type, to Trinidad and Tobago is the 'Panapolis' at the Toucmen International Airport. Below are links to other examples of this development:

- China Southern Airport City - <http://www.archdaily.com/221718/china-southern-airport-city-woods-bagot/>
- Songdo IBD, Korea - <http://www.songdo.com/>
- 'Panatropolis' Toucmen International Airport – <http://panatropolis.com/>
- Frankfurt Airport City - http://www.fraport.com/content/fraport/en/misc/binaer/about-us/frankfurt-airport-city--germany-s-gateway-to-the-world/jcr:content.file.gateway-to-the-world_22-03-2013.pdf



Figure i Songdo IBD - Korea

- 1.6. Several other airports across the world with Business Parks have design guidelines. These include airports in Abu Dhabi, England, Scotland, the U.S.A. Appendix 2 shows a list of these airports and links to their websites where their design guidelines are outlined. These guidelines are referred to in the leases and thus become formal instruments. Thus, upon entering a lease, Tenants agree to accept the standards in the design guidelines. Appendix 3 shows an excerpt from the design guidelines document of the Onkew Logistics Park at Perth Airport, Australia.
- 1.7. The vision of Airports Authority of Trinidad and Tobago is to be 'the premier provider of aviation driven business in the region.' Our vision for the North Aviation Business Park is to develop and manage a world class mixed-use business park that would contribute to the economic development of Trinidad and Tobago by attracting local and international investment.
- 1.8. Trinidad and Tobago stands to derive the following benefits from the North Aviation Business Park:
- 1.8.1. creation of new jobs spanning various sectors from retail to manufacturing, cargo and aircraft repair;
 - 1.8.2. training opportunities for staff in new industries such as the MRO
 - 1.8.3. revenue from foreign investment in Trinidad and Tobago
- 1.9. The North Aviation Business Park is an extensive area of prime real estate which will contain zones for :
- a hotel and conference centre;
 - restaurants and bars;
 - indoor and outdoor entertainment;
 - retail;
 - offices;
 - technology and service companies;

- warehouses;
- a Free Trade Zone; and
- a Maintenance Repair and Overhaul (MRO) facility.

1.10. Infrastructural work on the Construction on phase one (1) of the North Aviation Business Park Strategic Land Use Plan began in 2011, with the commencement of construction of the infrastructure for drainage, sewerage, electricity and roads. This work is projected to be completed in Q3 2013. Appendix 1 shows proposed zones at the Park.

1.11. When completed, the NABP is expected to be a hub of economic activity, creating new jobs and contributing to the economic growth of Trinidad and Tobago. The Authority will also stand to benefit from increased non-aeronautical revenue through the development of increased commercial space for lease.

1.12. A RFP process will be used to select which companies would be offered the opportunity to lease space at the Park. The model to be used is one in which organizations would lease uncovered land from the Authority. Each organization would be responsible for design, construction and operation of their businesses. At the end of the lease term of 15 to 30 years on average, there will be the option to renew the lease.

1.13. Given the high visibility of the buildings in the Park, it is essential that the Authority clearly outline standards that must be adhered to by all tenants. This would ensure that all structures meet aesthetic guidelines and requirements of government agencies. As such, it is recommended that the Authority commission a document outlining design guidelines for the Park, as a whole, and individual zones.



2. Scope

- 2.1. The objective of establishing Design Guidelines for the North Aviation Business Park is to create standards to guide and monitor development in the Park. The Design Guidelines would help clarify the Authority's expectations, the image we wish to project and which design concepts are most likely to receive approval. In this manner, Tenants will know what is expected of them and the entire facility alteration process could proceed smoothly.
- 2.2. The Design Guidelines for the North Aviation Business Park must address key issues including:
- I. overall design concept;
 - II. space plan (if changes are recommended for the location of various zones);
 - III. the design review process;
 - IV. procedures for dealing with violations and variances;
 - V. construction site maintenance;
 - VI. responsibilities of Developers and those of the Authority;
 - VII. parking;
 - VIII. vehicular access and circulation;
 - IX. pedestrian circulation;
 - X. landscaping;
 - XI. building heights;
 - XII. lighting;
 - XIII. signage;
 - XIV. colour and materials palette;
 - XV. building clusters;
 - XVI. relationships between buildings;
 - XVII. service delivery, trash and outdoor equipment;
 - XVIII. 3 dimensional models showing how the various zones in the Park would look if their design guidelines are accepted.



3. Processes and Procedures

3.1. Pre – Proposal Conference and Site Visit

To provide an opportunity to further communicate the Authority's requirements, and respond to questions, the Authority will host a pre – proposal conference on September 12th, 2013 at 10 a.m AST. The pre – proposal conference should take approximately four hours including a tour of POS will be held at:

Conference Room
North Terminal Building
Piarco International Airport
Piarco
Trinidad and Tobago, W.I.

Proposers wishing to attend must provide 72 hours minimum advance notice to the Secretary – Tenders Committee by email at:

corporate_secretary@tntairports.com

Proposers should assemble to outside the security checkpoint on the first floor of the North Terminal at 9:55a.m where they will be escorted to the meeting room.

At the pre – proposal conference, the Authority will collect and answer questions from potential Proposers who have been received at the conference. Proposers should note that all questions pertaining to this RFP are to be submitted in writing whether they are submitted prior to, during, or after the pre – proposal conference. After the pre – proposal conference, additional questions will be accepted if received in writing on or prior to September 16th, 2013 at the address listed below. The Authority reserves the right to decline to answer any question received.

Questions may be sent by email, postal service, courier, or telegram to:

The Secretary – Tenders Committee
Airports Authority of Trinidad and Tobago
Piarco International Airport
South Terminal
Golden Grove Road
Piarco
Trinidad and Tobago

Email: corporate_secretary@tntairports.com

The Authority has scheduled a facility tour of POS immediately following the scheduled pre – proposal conference. The Authority will provide shuttle bus services to transport potential Proposers. The purpose of the tour is to show POS property and to allow the potential Proposer to establish what equipment will be necessary to provide an efficient service. The Authority will not answer questions pertaining to the RFP during the tour. All questions submitted resulting from the tour should be provided to the Authority in writing in accordance with the procedures herein.

Proposers also are encouraged to visit ANR Robinson International Airport at your own expense. The Authority is not available to assist with flight arrangements.

3.2. Tentative Schedule of Events

Proposal and Award Schedule	Date
Advertising of RFP	29 th August 2013
RFP available for collection or download	30 th August 2013
Pre proposal meeting and site visit	12 th September 2013
Deadline date for submission of questions	16 th September 2013
Deadline date for submission of proposals	30 th September 2013 at 2 pm

3.3. RFP Changes/ Addendum

Any changes in the requirements of this RFP after distribution will be made by written addendum to the RFP, which will be sent to parties who received a copy of the RFP from the Authority’s **Cashier at the Airports Administration Centre, South Terminal, Piarco International Airport**. Addenda will be disseminated via email address submitted by Proposers at the Authority’s Cashier or at the pre – proposal conference, or by Postal Service if requested by any Proposer. The Authority will distribute information provided in response to questions to all firms that are interested in submitting proposals. All questions will be answered through RFP addenda in a question and answer format.

PROPOSERS MAY RELY ONLY UPON WRITTEN INFORMATION AND/ OR INSTRUCTIONS FROM THE AUTHORITY. PROPOSERS SHALL NOT RELY UPON, AND THE AUTHORITY SHALL NOT BE RESPONSIBLE FOR, ANY ORAL INFORMATION AND/ OR INSTRUCTIONS GIVEN WITH REGARD TO THIS RFP.

The Authority reserves the right to modify the terms of the RFP at any time prior to the deadline for submission of proposals at its sole discretion.

3.4. Communication Contact

All questions or requests for clarification related to this RFP in preparation of the responses must be directed to the address indicated and in one of the formats outlined below:

Questions may be submitted in written format to:

The Secretary – Tenders Committee
Airports Authority of Trinidad and Tobago
Piarco International Airport
South Terminal
Golden Grove Road
Piarco
Trinidad and Tobago, W.I.

Questions may be submitted using electronic mail and the format indicated in Section 1.14 – Communication Format, to the following:

Email: corporate_secretary@tntairports.com

3.5. Limitations on Communications by Proposers

From the date that this RFP is posted on the Authority's airport website or made available otherwise, until the date that the Evaluation Committee issues a written recommendation to the Board of the Authority regarding a recommended award of this concession, potential Proposers, and any persons working for or representing potential Proposers shall not engage in any written or oral communications regarding this RFP with any airport employee, Airport Board of Directors or Authority employees other than the employee designated herein.

3.6. Communication Format

In responding to the RFP, the Proposer must designate a representative to be the primary point of contact for communication of additional information to and from the Proposer by the Authority and for questions and clarification, if any, for the Proposer during the review of proposals. Any accompanying letters must be written on the Proposer's official letterhead.

Electronic mail is the preferred communication method by the Authority. All correspondence from a Proposer must be through the designated representative. Any email submission must contain the following information:

Title of Email:	RFP for design guidelines for North Aviation Business Park
Body to contain:	1) Name of firm submitting question (s) 2) Name of designated representative

All questions must be submitted in written or electronic mail format. The deadline for submission of questions will be September 16th, 2013. Submitted questions, which refer to the RFP, must state the section number to which the question refers. Note: The Authority will not approve any request to extend the deadline for the submission of the RFP beyond September 30th, 2013.



4. BUSINESS TERMS

4.1. Closing Date and Time

Proposers are encouraged to submit as soon as possible, however, submittals must be received at the address below by 2:00 p.m. AST, September 30th, 2013. The Authority reserves the right to reject late or misdirected submittals. Proposers are cautioned that they are responsible for delivery to the specific location cited below. Therefore, if the Proposer's tenders are delivered by an express mail carrier or by any other means, it is the Proposer's responsibility to ensure delivery to the below – listed address.

4.2. Method and Place of Submittal

- 4.2.1. In submitting a response to this solicitation, the Proposer certifies that it shall be the entity that will be transacting business with the Authority. Proposers should submit a response as a formal business entity authorized and registered to do business in the Republic of Trinidad and Tobago (i.e. partnerships, corporations, joint ventures, sole proprietorships, etc.).
- 4.2.2. Each response must be accompanied by all required and appropriate documents.
- 4.2.3. Each Proposer is responsible for ensuring that all required documents are complete and submitted. An equivalent form conveying the same information, in the same format, may be submitted for the attached forms; however, each Proposer accepts responsibility for any errors or omissions or incomplete submittals.

Please submit an original and five (5) complete paper copies of the proposal and any supporting documentation in a sealed package with the words "Design guidelines for North Aviation Business Park"

Faxed or email responses will not be accepted.

Proposals are to be addressed to:

The Secretary – Tenders Committee
Airports Authority of Trinidad and Tobago
Piarco International Airport
South Terminal
Golden Grove Road
Piarco,
Trinidad and Tobago

All proposals shall be deposited in the tender box labelled “RFP design guidelines for North Aviation Business Park” located in the lobby of the Airports Administration Centre, South Terminal, Golden Grove Road, Piarco.

4.3. Intellectual Property

By submitting a Proposal, each Proposer declares that its submission is original and does not infringe on the rights of any third party including trade mark, copy right and related rights.

By submitting, Proposers are deemed to have agreed and acknowledged that, if successful, they agree to transfer all rights and title they possess over the designs, images and renditions in the Proposal to the Authority and agree that the Authority may use parts of the Proposal in marketing and promotion of the Park . The winning Proposer will eventually be required to sign an assignment agreement with the Authority transferring all rights associated with the Entry, including ownership to the Authority.

The Authority reserves the right to perform intellectual property, trademark and company name searches to verify that the winning Proposal is free from third party rights. Entries which are found to constitute a breach of third party rights will be disqualified.

4.4. Submission Procedures

Submission procedures are to be followed by all Proposers wishing to qualify and be evaluated for consideration. Proposers acknowledge and understand that it is their responsibility to obtain clarifications concerning this RFP, and that failure to understand the terms of the RFP will not be considered a valid reason for any resulting non – complaint rating.

4.5. Proposal Format

Evaluation of proposals is made easier and more efficient when Proposers respond in a similar format. The following format and sequence should be followed in order to provide consistency in Proposers' responses and to ensure Proposers receive full consideration. All pages of a submission should be consecutively numbered. All original proposals must be submitted in a three ring binder for documents 8.5"x11" with the name and address of the Proposer and the RFP reference number clearly written on the face of the binder.

The proposal must be clear and concise, allowing the evaluators to readily find information and expeditiously review the proposal based upon the information requested. Proposers should carefully read and follow the procedures required for the tender, as any deviation from these requirements may be cause for non – complaint submissions.

The proposal shall consist of the following documents in response to the RFP, sequenced as shown below. Proposers shall insert a set of tabs to identify each section of the response for quick reference. The original shall be separate and clearly marked "Original Documents."

In addition to that which is requested below, Proposers are encouraged to also address other relevant issues that they consider to be critical to the success of the provision of the design guidelines.

The Authority reserves the right to waive minor technicalities or irregularities when it is determined that such waivers are in the best interest of the Authority.

Title Page

The title page should show the RFP reference number, Proposer's name and address, closing date and time, a contact person's telephone number, fax and email address.

Cover Letter

The cover letter shall include any pertinent facts, features, or details of the Proposer that the Proposer desires to emphasise. It could also address why the Proposer is interested in this opportunity and why the selection of the Proposer is in the best interests of the Authority.

Please also include a copy of the original receipt provided upon the purchase of the RFP.

Table of Contents

Include a table of contents and page numbers.

TAB A

RFP Questionnaire

The Proposer must explain why as a business it is particularly suited to fulfil the requirements of this RFP. The Proposer must clearly state the primary business of the proposing entity, years of operation, number of employees, ownership (sole trader, ted in this partnership, Limited Liability Company), years of providing similar services as requested this RFP, and the number of employees engaged in this type of activity throughout the organisation. The information is to be set out in accordance with the attached RFP Questionnaire, FORM A.

TAB B

Experience and Qualifications

Proposer must provide summaries of relevant experience in design, urban planning or architecture within the last five years including the name of the venue (e.g. Nassau International Airport), the start and end date of the contract, the nature of the organization's or individual's involvement in the project and the contract value . Please also provide names, addresses, and telephone numbers of references familiar with the Proposer's or its controlling owner's (or owners') current experience and past performance in design, urban planning or architecture.

Tunapuna – Airport Mall, Main Road, Phoenix, Arizona

Contract period: 2008 to 2010

Involvement in project: Master planning of the business park, design of signature building, landscape design

Value of contract: US \$ 250,000.00

This Tab should also include resumes of the key persons on the project team involved in preparing the building design guidelines document for the Park, if successful.

TAB C

Overall design concept

Consistency with the Authority's vision for the Park, impact and effectiveness

Design concept:

Proposers are asked to describe how their overall approach and concept behind their proposed design guidelines for the Park. They are to demonstrate how their proposal is consistent with the Authority's vision for the Park, and desired image for it.

Elements of the design should project Trinidad and Tobago as a world-class location for doing business. The Park should also project innovation, business growth and the aspirations of the people of Trinidad and Tobago for excellence.

Tab C

Future vision and innovativeness

As a result of the strategic location of the North Aviation Business Park at a high traffic area at the gateway to Trinidad, it is essential for the overall design of the Park to be something of which the population of Trinidad and Tobago could be proud and a design that can stand the test of time and would continue to be relevant.

In this section Proposers are expected to demonstrate how their proposed design would still be relevant, modern and innovative even 30 years into the operation of the Park.

Sustainability

Construction can impact upon the people, the economy and the environment. In this section, Proposers are required to demonstrate how their submission will maintain a balance between the interests of people, 'pocketbooks,' and the planet. Proposals will be evaluated in the extent to which their proposed guidelines would conserve, water and energy, minimize contamination and will produce an environment that is comfortable, productive and safe.

In this section, each Proposer should demonstrate how the design guidelines would:

- optimize energy use
- optimize the potential of the site
- conserve water;
- involve the use of greener materials; and
- contribute to a comfortable and healthy indoor environment.

Environmental Protection Statement:

Proposers are required to include a policy statement on how its operations and proposed design guidelines with respect to protection of the environment.

Compliance Statement

Proposers are to provide a company statement that the Proposer shall operate in accordance with, and shall adhere to the operational rules and regulations as set forward in the terms of reference in this document and maintain the minimum service levels set by the Authority.

Tab E

Space plan

Proposers are required to review the planned location of zones for various activities in the Park. After reviewing the zones they include in this section of their Proposal suggestions for altering the location of zones and show the rationale behind their recommendation. Changes in recommended land use may be based on topography, market demand or other commercial considerations. Drawings or illustrations may be used to illustrate the recommended changes.

In this Tab Proposers should also recommend the optimal minimum and maximum size for plots for land use in each proposed zone;

Tab F

Functionality and accessibility

There will be a range of activities in each zone, Proposers must demonstrate that the design guidelines proposed for each zone are appropriate and meet the performance objectives.

The design should be conducive to access of differently-abled persons affected. This should be shown in each Proposal.

Tab G

Safety and security

In this section each Proposer shall demonstrate how their design guidelines for each area are appropriate for the safety and security needs of structures and persons who would be in that zone.

The Proposers shall be required to demonstrate how their design guidelines would deal with issues such as:

- fire protection;
- occupational health and safety;
- safety in times of natural disasters;
- security; and
- all relevant national regulations and industry best practices on safety and security.

Tab H

Cost effectiveness to end clients

In this section Proposers are required to demonstrate how their proposed design guidelines are likely to impact upon the cost to the companies that will be constructing structures on the Park.

Tab I

Proposers are required to state the full cost of producing the ‘Design Guidelines Manual to the Authority’ using the format presented in *Form B* –

Tab J

Income Tax and Value Added Tax (V.A.T.)

Proposals should be accompanied by valid Corporation Tax and Value Added Tax (VAT) Clearance Certificates issued by the Board of Inland Revenue and dated not more than six (6) months prior to the closing date.

The documents required for submittal, as outlined above, will be used by the Evaluation Committee to evaluate proposals. If Proposers have additional information that will help the Evaluation Committee understand the unique differences between their company's proposal and other proposals, please include that information.

Tab K

3 dimensional models and animation

Each Proposal shall include a flash drive containing 3 dimensional models showing what the various zones of the Park would look like under the proposed design guidelines. A Proposer may also submit a short 3 dimensional animation to show their overall design concept and a tour of the Park.



6. GENERAL REQUIREMENTS & CONDITIONS

6.1. Rights of the Authority

The Authority shall have the right to extend the date for the receipt of responses and all other dates set forth in this RFP. The Authority has the right to increase, decrease and adjust the scope of services hereunder, as is determined to be in its best interests.

The proposals including all exhibits, attachments, plans, photos, and narrative material, shall become the property of the Authority in receipt. The Authority shall have the right to copy, reproduce, publicise or otherwise dispose of each response in any way that the Authority selects. The Authority shall be free to use as its own, without payment of any kind or liability, any idea, scheme, technique, suggestions, layout, or plan received in this response process.

The evaluation committee reserves the right to contact other authorities and industry sources that may be able to verify statements made in the proposal submission and to determine the ability of the Proposer to adhere to the requirements specified within this RFP.

6.2. Withdrawal of Proposal Submission

Prior to the time and date of the proposal closing, Proposer may withdraw or change its proposal submission without penalty or forfeiture.

The Proposer may change a previously submitted proposal by withdrawal, amendment, or submission of a replacement if done prior to the closing date and time. The information or request should be submitted in writing on company letterhead or equivalent and contain the signature (s) of the person (s) who submitted the original proposal. Proposers must indicate on the outside of the envelope that the proposal contained within replaces and takes the place of a previously submitted proposal or part thereof. Proposers shall clearly indicate if it is their intent is to withdraw a previously submitted proposal prior to the RFP closing. Requests to withdraw a proposal may require a confirmation email, facsimile or telephone response.

6.3. Irrevocability

Proposals submitted in response to this RFP are irrevocable for one hundred eighty (180) days following the closing date of proposals or of best and final offers, if requested. This period may be extended at the Authority's request with a Proposer's

written agreement provided, however, that the irrevocability period will be automatically extended while any protest pertaining to this RFP is pending.

7. EVALUATION AND SELECTION PROCESS

Each proposal will receive an administrative review to determine the extent to which the minimum qualifications and submittal requirements have been met. Those proposals not meeting the minimum qualifications may be rejected and not reviewed. The Authority, in its sole discretion, may waive any inconsistency or omission. Those proposals meeting or exceeding the minimum qualifications and submittal requirements will be submitted to and evaluated by any evaluation committee responsible for selecting a Proposer under this solicitation.

Evaluation criteria have been established based, in part, upon the goals and objectives as outlined in this RFP. The selection process will include a detailed evaluation of how well the proposals meet the goals and objectives, as well as, the criteria in the decision categories listed below. The decision categories listed below are not of equal value or decision weight.

- Proposer's experience and qualifications;
- Overall design concept (relevance to AATT's vision for the Park , likely impact and effectiveness);
- Future vision and innovativeness of design;
- Sustainability
- Space plan;
- Safety and security;
- Cost effectiveness to end clients;
- Cost of proposed design guidelines
- Cost of Design Guidelines Manual

Proposer's may be required to make an oral presentation to Evaluation Committee members, though not all Proposers submitting a written proposal will be asked to present an oral presentation. This presentation will be to explain the concept, design and business aspects of their proposal, and to respond to questions from the Evaluation Committee.

The Authority also reserves the right to request a best and final offer, and reserves the right to negotiate certain aspects of the proposal. If, after such a request from the Authority, a Proposer does not submit a best and final offer, or a notice of withdrawal, the Proposer's previous offer is considered its best and final offer.

All information submitted in responses will be reviewed and included in the evaluation process, including oral presentations and best and final offers.

7.1. Acceptance/ Rejection of Proposals

A Contract may be awarded to the Proposer whose proposal most closely satisfies the needs of the Authority and is deemed to be most advantageous to the Authority. The Authority also reserves the right to waive any informality or irregularity in any proposal. The Authority will select the Proposer which the Authority, in its sole discretion, deems to be in the best interest of the Authority.

The Authority reserves the right to reject any and all proposals or portions thereof received in response to this RFP, and thereafter reissue the RFP again. Additionally, the Authority may, for any reason, decide not to award a Contract as a result of this RFP. The Authority may reject a proposal if:

- Any of the RFP forms are left blank or are materially altered;
- Any document or item required for submittal is incomplete, improperly executed, indefinite, ambiguous, or omitted;
- Irregularities of any kind exist that render the proposal incomplete, indefinite, or ambiguous;
- Exceptions or modifications are made by the Proposer to the terms of this RFP.



7.2. Evaluation Criteria

An overall comparison between the Proposers in the light of the criteria described below, will allow the Authority to make this selection decision. The maximum score is 200:

CATEGORY	POINTS
Completeness of RFP	10
Relevant experience both the firm(s) and the individual(s) proposed to be assigned to the project	30
Overall design concept (relevance to AATT's vision for the Park , likely impact and effectiveness)	20
Future vision and innovativeness of design	20
Sustainability	20
Space plan	10
Functionality and accessibility	10
Safety and security	10
Cost effectiveness to end clients	15
Cost of proposed design guidelines manual to the Authority	50
TOTAL	200

7.3. Award Process

Following the evaluation, the Evaluation Committee shall submit an evaluation report to the Authority's Tenders Committee for review. This report shall also contain the Evaluation Committee's recommendation, if any, on the most suitable proposal and request that the Proposer who authored the proposal be considered for award.

7.4. Notices to Proposers

After concurrence in the recommended award by the Authority each Proposer will be notified in writing of its selection or non-selection, and given an opportunity for a debriefing to discuss the strengths and weaknesses of its proposal.

7.5. Entry into Contract

No Contract can be entered into with any Proposer, without the approval of the Board of the Airports Authority.



8. GENERAL REQUIREMENTS & CONDITIONS

8.1. Compliance with Trinidad and Tobago Laws

It is the responsibility of the Proposer to give all notices and to obtain all permits and licences and to remit all taxes as required for performing work in the Republic of Trinidad and Tobago.

The proposer will comply with all the laws of the Republic of Trinidad and Tobago, which may have application to any future work or performance of the contract.

The Proposer shall comply with all local legislation, affecting conditions of work and wage rates including the Industrial Relations Act, the Workmen's Compensation Act, the Occupational Safety and Health Act or any other laws that impose obligations in the nature of employers' obligations.

8.2. Consequences of Submission of Proposal

The selected Proposer will only be recommended for award if the Exemplar License Contract is signed and executed by the Proposer. Should the successful Proposer fail to execute the Contract prior to the date for Authority award, the Proposer shall be deemed non – responsive, and the Authority may, among other things, select another Proposer or reject all proposals. A Contract shall not be binding or valid with the Authority unless and until it is approved by the Authority and properly executed by the Authority and the Proposer.

8.3. Examination of Proposal Materials

The submission of a proposal shall be deemed a representation and certification by the Proposer that it has investigated all relevant conditions, facts, circumstances, procedures, requirements, and aspects associated with this RFP, and that it has read and understands the RFP and the included Exemplar License Contract.

Each Proposer is responsible for reviewing the RFP upon receipt to ensure possession of all necessary documents. If certain required documents are missing from the RFP, based upon examination of the table of contents, the Proposer should immediately contact the following office to obtain a complete package:

The Secretary – Tenders Committee
Airports Authority of Trinidad and Tobago
Piarco International Airport
South Terminal
Golden Grove Road
Piarco.
Trinidad and Tobago, W.I.

Email: corporate_secretary@tntairports.com

Upon submittal of a proposal, it will be presumed that the Proposer has read and is familiar with all the RFP documents. Therefore, after receipt of a proposal by Authority, no request for modification of the proposal and no claim for adjustment of any provisions of the RFP, unless requested by the Authority during any subsequent negotiation process, shall be honoured, regardless of any claim by a Proposer that it was not fully informed as to any fact or condition.

8.4. Interpretation of Proposal Document

If discrepancies or omissions are found by any prospective Proposer or if there is doubt as to the meaning of any part of this RFP, prospective Proposers may submit written requests for clarification or interpretation to the Authority at the address set out in Section 1 of this document.

Any clarification or interpretation of the RFP will be made in writing by the Authority, as part of the addendum and will be emailed. The Authority is not responsible for any explanation, clarification, interpretation, or approval made or given in any manner except by addendum.

8.5. Disqualification

Factors such as, but not limited to the following, may disqualify a Proposer without further consideration:

- Evidence of collusion among Proposers;
- Any attempt to exert undue influence on members of the Evaluation Committee and/ or Authority staff;
- A Proposer's default in the provision of a Wi Fi service which resulted in the termination of the Proposer or the default of a joint venture or partner;
- Existence of any unresolved litigation between the Proposer and the Authority;
- Any offering of a gift to the Authority and/ or its representative, in contravention to the Authority's Ethics policy or state laws;
- The default of a joint venture partner, individual partner, or shareholder in any concession, may be considered a default of Proposer under this section, if such defaulting entity or person has ownership interest in Proposer;
- Oral or written communications with any Authority Board member or Authority employee in violation of the limitation on communications as provided in Section 1.

8.6. Subleases, Joint Venture, Partnerships, Etc.

The Authority reserves the right to deny or consent to any subleases, joint ventures, partnerships, or other entered into by Proposer and any third party in connection with the Proposer's concession operations at the Airport.

8.7. Response Preparation Costs

Neither the Authority nor its representatives shall be liable for any expenses incurred in connection with the preparation of a response to this RFP. Proposer understands that this RFP does not constitute a Contract between the Proposer and the Authority.

8.8. Registration in Trinidad and Tobago

While is not necessary that the Proposer be registered to do business in Trinidad and Tobago at the time of its submittal, the selected Proposer must provide evidence of being properly registered prior to the Contract Execution Date. Proposers can review the process for registering their company by visiting on the Internet the following address: http://www.legalaffairs.gov.tt/registrar/companies_registry.htm on the Internet.

8.9. Indemnity

The Proposer shall indemnify and name harmless the Authority, its employees, representatives and agents from and against all claims, demands, losses, damages, liens, awards, suits, proceedings, charges, actions, costs and expenses made against or incurred, suffered or sustained by the Authority at any time or times (either before or after the expiration or sooner termination of a contract for a specific resource and/ or defined project) where the same or any of them are based upon or arise out of or from anything done or omitted to be done by the Proposer or by any servant, employee, officer, director of the Proposer pursuant to the contract.

8.10. Confidentiality and Freedom of Information

All documents, including proposals, submitted to the Authority become the property of the Authority and may be subjected to disclosure under the Freedom of Information Act, 1999.

By submitting a proposal, the Proposer agrees to the appropriate disclosure of the information supplied, subject to ten provisions of the governing law. The Authority cannot guarantee the confidentiality of the complete content of any proposal submission after the procurement has been awarded to the successful Proposer. Proposers will be consulted prior to release of any information. Any information the Proposer considers to be confidential information because of its proprietary nature should be clearly marked confidential and will be given appropriate consideration under the Freedom of Information Act, 1999.

8.11. Special Conditions

It is important for Proposers to note that the Airport operating environment presents a set of unique challenges that do not exist in a typical retail setting.

- Proposers must schedule deliveries for times that do not conflict with the Airports' peak traffic times. All deliveries must unload at an area designated by the Airport. The selected Proposers will be responsible for arranging transportation of the merchandise or equipment to the storage areas and coordination of any security checks.
- Each employee of the selected Proposer is an ambassador of the Airport and the region. Training is essential and should include knowledge of the terminal areas and other services available to travellers;
- Construction may be subjected to moratoriums or constraints to minimise disruption and the provision of high quality service to our customers.

FORM A: 2013 AATT RFP QUESTIONNAIRE

Page 1 of 6 that must be fully completed and returned to the Authority as part of each proposal.

1. LEGAL NAME OF ORGANISATION, FIRM, INDIVIDUAL OR PARTNERSHIP SUBMITTING THE PROPOSAL;

2. ADDRESS OF PRINCIPAL PLACE OF BUSINESS

Address: _____

3. THE PERSON ON YOUR STAFF WHO WILL BE THE PRIMARY CONTACT FOR THIS CONTRACT:

Name: _____ Title: _____

Phone: _____

Email Address: _____

4. TYPE OF ORGANISATION.

Specify if the organisation is a corporation, partnership, sole proprietorship, joint venture, etc.

Explain any details or factors that are needed to clarify your organisational and financial structure.

5. EXPERIENCE IN PROVIDING Wi Fi SERVICE

How long has this organisation been in the business of providing Wi Fi? (Enter the number of years in the following blank) _____ years.

Describe the services your firm provides.

Information: If additional space is needed for your response to questions on this page then insert the information immediately following this page.

6. CLIENT OR BUSINESS REFERENCE.

At least two business references must have knowledge of the Proposer's credit history.

CLIENT OR BUSINESS REFERENCE #1 of 3:

Name of Organization: _____

Address: _____

Name of contact person: _____ Phone No. _____

CLIENT OR BUSINESS REFERENCE #2 of 3:

Name of Organisation: _____

Address: _____

Name of contact person: _____ Phone No. _____

CLIENT OR BUSINESS REFERENCE #3 of 3:

Name of Organisation: _____

Address: _____

Name of contact person: _____ Phone No. _____

7. BUSINESS OR FINANCIAL REFERENCES

Please provide three financial or business references. These could include financial institutions, suppliers, insurance companies, clients, etc. Please do not use the same references for both client references and business references.

BUSINESS REFERENCE OR FINANCIAL REFERENCE #1 of 3

Name of Reference: _____

Address: _____

Name of contact person: _____ Phone No. _____

Describe the business or financial relationship:

BUSINESS REFERENCE OR FINANCIAL REFERENCE #2 of 3

Name of Reference: _____

Address: _____

Name of contact person: _____ Phone No. _____

Describe the business or financial relationship:

BUSINESS REFERENCE OR FINANCIAL REFERENCE #3 of 3

Name of Reference: _____

Address: _____

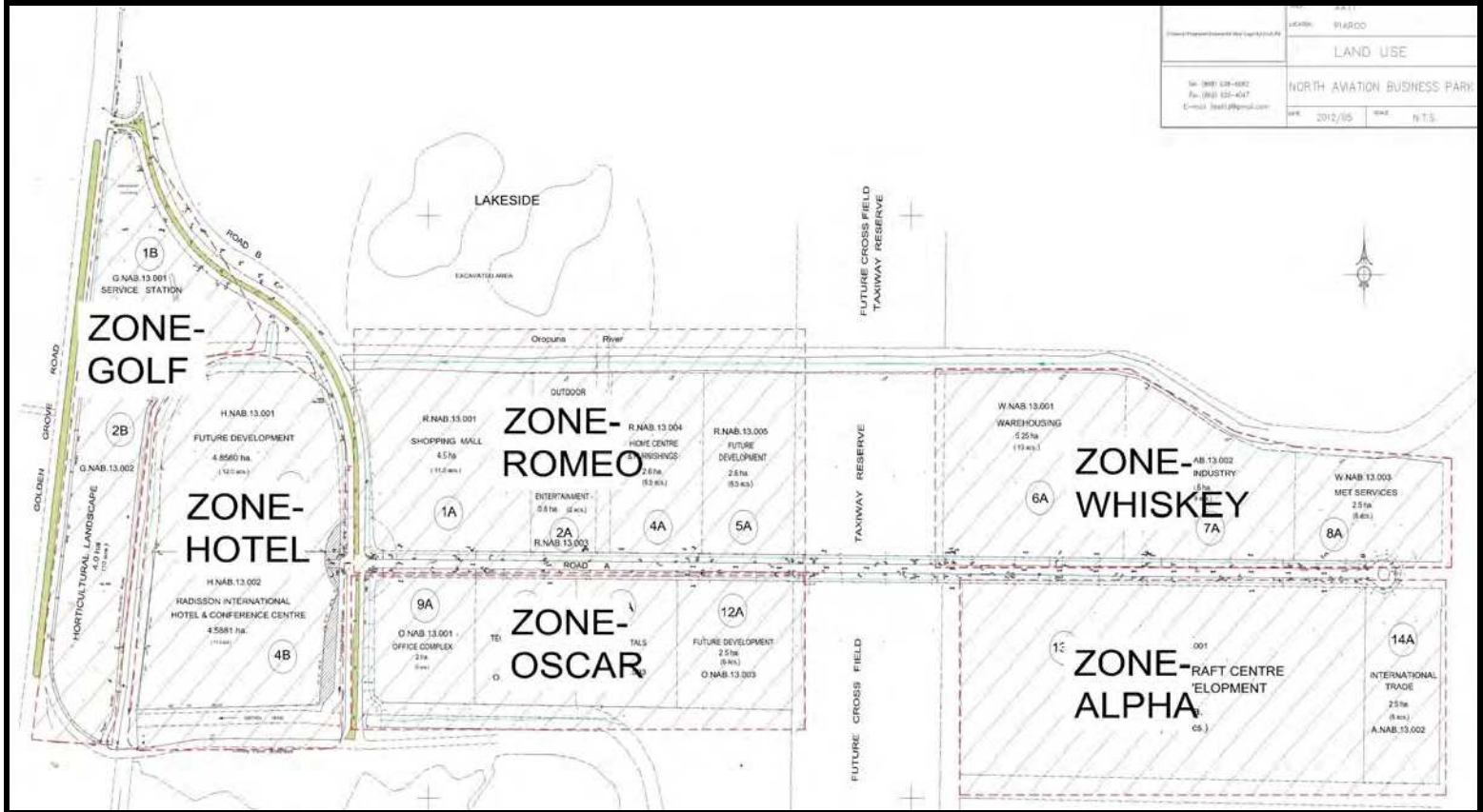
Name of contact person: _____ Phone No. _____

Describe the business or financial relationship:

Form B – Cost to the Authority for Design Guidelines Manual and Renditions.

ITEM	COST TT \$
A. Cost of the Design Guidelines Manual	
B. Cost of 3 dimensional modelling and animation showing the Park	
C. Total project cost	

Appendix III – Zones of the Business Park



Appendix IV – Business Packages Offered

