



**MINISTRY OF HOUSING AND URBAN
DEVELOPMENT**

LAND SETTLEMENT AGENCY

**INVITATION TO REGISTER FOR
LAND SURVEYING SERVICES**

Infrastructure Development Unit

July 2017



**LAND SETTLEMENT AGENCY
MINISTRY OF HOUSING AND URBAN DEVELOPMENT**

REGISTRATION NOTICE

ATTENTION ALL LAND SURVEYORS AND SURVEYING FIRMS

INVITATION TO REGISTER

The Land Settlement Agency (LSA) seeks to improve living conditions of beneficiaries in selected squatter sites by regularising the layout, allocating lands for non-residential use, upgrading physical infrastructure and providing security of tenure.

The LSA is seeking to register licensed Land Surveyors and Registered Surveying Firms (registered with the Land Survey Board of Trinidad and Tobago) to undertake Topographic, Engineering, Aerial (including LiDAR) and Cadastral (inclusive of perimeter and sub-division (General Plan) Surveys.

PRE-QUALIFICATION CRITERIA

Applications will be based on the ability to satisfy minimum pass/ fail criteria regarding the following areas within the guidelines established by the LSA.

- General background and organization
- Statutory Certification
- Experience and References
- Technical Capability (Personnel and Equipment)

INFORMATION PACKAGE

Applicants must submit a completed Registration Questionnaire. The Questionnaire can be collected from the Corporate Secretary, Land Settlement Agency, Monday to Friday (excluding Public Holidays), between the hours of 9:00 a.m. to 3:00 p.m. at the LSA's Office, Orange Grove Road South, Orange Grove Estate, Tacarigua, beginning **Monday 24th July, 2017**.

SUBMISSIONS

Application documentation must be submitted in a sealed envelope marked:

"Registration of Land Surveyors and Surveying Firms - Land Settlement Agency (2017)"

and addressed to the Corporate Secretary, Land Settlement Agency, Orange Grove Road South, Orange Grove Estate, Tacarigua and deposited in a specially marked Box located at the Corporate Services Unit, no later than **2:30 p.m. on Friday 18th August, 2017**.

Registration Documents will be opened publicly at **2:45 p.m. on Friday 18th August, 2017** at the Land Settlement Agency's Conference Room, Orange Grove Estate, Tacarigua.

Late applications will not be accepted.



**LAND SETTLEMENT AGENCY
MINISTRY OF HOUSING AND URBAN DEVELOPMENT**

**INVITATION TO REGISTER
FOR
LAND SURVEYING SERVICES**

PART I: GENERAL INFORMATION AND SCOPE OF SERVICES

1.0 Introduction

The Land Settlement Agency (LSA) seeks to improve living conditions of beneficiaries in selected squatter sites by regularizing the layout, allocating lands for non-residential use, upgrading physical infrastructure and providing security of tenure. All works are restricted to lands belonging to the State. The State Lands (Regularization of Tenure) Act No. 25 of 1998 guides the legal aspect of the programme.

2.0 Development Process

Development of the sites will involve upgrade of existing infrastructure as well as the development of Greenfield areas for residential lots. Each of the sites would be treated as a separate project. The different stages involved in the development process are:

1. Conducting socio-economic surveys to collect a detailed profile of the occupants in the squatter settlements.
2. Mapping the location of structures using GPS combined with Title Searches to determine the approximate perimeter boundary of the settlement using GIS before initiating a cadastral survey of the perimeter.
3. Cadastral Survey of the State Land Perimeter
4. Undertaking topographic surveys to collect details as listed in Section 16 of the Land Surveyors Rules 2012, as well as building occupancy, type of buildings, widths and types of watercourses, elevations and contours. Topographic surveys may sometimes need to be supplemented by LiDAR or aerial surveys or engineering surveys where the circumstances require.

5. Preparation of Land-use Plan and Layout Plan of the area. This may include re-constitution of occupancy boundaries of the individual squatter houses and allocation of land for various community facilities in accordance with the stipulations of the relevant stakeholder agencies i.e. T&CPD, EMA etc. Topographic surveys previously done would provide major input at this stage.
6. Preparation of Engineering Designs for the improvement of physical infrastructure. This may include construction of new roads, improvement of existing roads, sewerage, development of surface drainage systems, electrification etc. Topographic surveys previously done shall provide the necessary land information for the detailed engineering designs.
7. Construction of engineering works. Undertake As-Built engineering surveys during and after construction for Statutory Approvals.
8. After completion of construction, a cadastral subdivision survey is undertaken and survey plans are prepared for the developed site. A General Plan and Individual Parcel Plans are required. Remaining Portion Plans may be required according to the circumstances. The cadastral subdivision survey plans may reference the As-Built engineering plans and shall conform to Sections 3-20 of the Land Surveyors Rules 2012.
9. All approved survey plans are entered into a GIS database for lease management and infrastructure maintenance.

This Registration addresses the services for items 3, 4, 7 and 8 and above.

3.0 Objective

The Land Settlement Agency, an Agency of the Ministry of Housing and Urban Development, on behalf of the Government of Trinidad & Tobago is desirous of registering Firms/Consortia/Individuals for the under-mentioned services:

A. LAND SURVEYING

Interested Firms/Consortia/Individuals must be able to demonstrate the capacity to undertake the following works:

- Apply for and seek approvals where necessary for Topographic, Engineering, Aerial and/or Cadastral surveys.
- Execute surveys and prepare survey plans for specific sites according to the Land Surveyors Rules of December 2012 for Topographic, Engineering, Aerial and Cadastral surveys.

PART II: REGISTRATION INSTRUCTIONS

The Land Settlement Agency (LSA) hereby invites licensed **Land Surveyors and Land Surveying Firms** (registered) who wish to register for the provision of contractual services and associated goods to the Land Settlement Agency for a two-year period tender, to complete and submit the attached Registration Questionnaire, together with all supporting documents. This questionnaire shall be used for the following purposes:

- New Applications
 - Re-registration
 - Update of Information
1. Firms must be registered in Trinidad and Tobago and have their principal place of business located in Trinidad. **All Firms must also be VAT Registered to be registered.**
 2. Applicants must respond to ALL questions; the completed questionnaire and associated appendices must be submitted in the manner described in the Registration Instructions.
 3. All mandatory documents shall be valid at the date of submission and attached to the completed questionnaire. These mandatory requirements are as follows:
 - Certificate of Incorporation of the Organization and/or other documentary evidence certifying the existence of the organization.
 - Board of Inland Revenue Registration Certificate
 - Joint Venture Agreement (if applicable)
 - National Insurance Board Registration Certificate
 - Value Added Tax Registration Certificate (if applicable)
 - Value Added Tax Clearance Certificate
 - Organizational Chart
 - Resumes of key personnel
 - At least three (3) major references
 - Insurance Certificates
 - Any licenses and permits
 4. INCOMPLETED questionnaires will NOT be accepted.
 5. No opportunity will be provided after the deadline to provide any supplemental data omitted.
 6. Where spaces/tables allocated for answers in questionnaire prove to be inadequate, additional sheets replicating the format given can be utilized and attached in the appropriate location. It is necessary to clearly label and identify such sheets as a continuation of the relevant part of the questionnaire.
 7. Applicants should give as much details as possible in the questionnaire to enhance the evaluation process.
 8. Requests for information or clarification pertaining to this questionnaire can be sent via email to mootilaln@lsa.gov.tt
 9. Applicants are responsible for all expenses associated with the preparation and submission of pre-qualification documents. The LSA shall not be responsible or liable for these costs. In the event an Applicant fails to meet the requirements for acquiring pre-qualified status, there will be no reimbursements for administrative costs incurred by the Applicant for preparation of the questionnaire package or fees paid to the LSA for collection of packages.
 10. The Applicant is responsible for retaining a copy of the completed application for personal record. The LSA is not obligated to facilitate any request made for copies made by applications subsequent to submission.
 11. A member of the Applicant's management team or designated authority must sign, date and affix the company's stamp to the relevant section stipulated in the questionnaire.

12. Eligibility

Firms must be registered in Trinidad and Tobago and have their principal place of business located in Trinidad. **Surveyors** must be Licensed by the Land Survey Board of Trinidad and Tobago for the current year. Only Trinidad and Tobago Land Surveyors (TTLS) and/ or Registered Land Surveying Firms for the current year can be registered.

13. Pre-Qualification Criteria

Pre-qualification submissions will be evaluated on the following criteria out of a total mark of 100. Submitted documents will be evaluated as follows:

| Criteria | Weight |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| a) General Background and Organization of the Firm/Individual <ul style="list-style-type: none">▪ General background information of the Firm / Company Profile;▪ Copy of Business Registration Certificate;▪ Copy of last Company Annual Return, where applicable;▪ Organization Chart highlighting Key Personnel;▪ List of Specializations / Disciplines of Geomatics. | 10 |
| b) Statutory Certification <ul style="list-style-type: none">▪ Evidence of relevant statutory certificates▪ Professional Indemnity Insurance coverage for the current year▪ Ability to post a Performance Bond▪ History of Legal claims filed against firm▪ Current litigious matters pending | 10 |
| c) Experience and References <ul style="list-style-type: none">(i) General Experience (10 marks)<ul style="list-style-type: none">▪ Affiliations to Professional Bodies▪ List of Continuing Professional development (CPD) hours completed over the past three years for each Key Person(ii) Experience in similar projects (15 marks)<ul style="list-style-type: none">▪ Details of experience with respect to works in a similar capacity▪ Ongoing work with expected completion dates.(iii) References (15 marks)<ul style="list-style-type: none">▪ Evidence of satisfactory performance of work in the past, including past work for the LSA, where applicable▪ Detailed written references from at least two (3) past clients | 40 |
| d) Technical Capability <ul style="list-style-type: none">(i) Qualifications (20 marks)<ul style="list-style-type: none">▪ Curriculum Vitae of key personnel.(ii) Equipment (15 marks)<ul style="list-style-type: none">▪ List of functional Surveying Equipment, Computer Hardware and Software available. | 35 |

- Applicants must score at least 50% of the weighted score for criteria c) and d).
- Applicants scoring below 50% overall the following criteria will not be eligible for registration
- All Applicants will be informed in writing on the outcome of the process and their registration status.

- The LSA shall not discuss or disclose details of the selection process with any Applicant. Likewise, the Applicant or any duly appointed agent shall NOT attempt to solicit any information on the selection process from any member of the LSA.
- Submission of a Registration Application does not guarantee eventual receipt of registered status
- Gaining registration status does not denote automatic award of contracts. As such the LSA is not obligated to provide justification on why a contractor gaining registered status was not awarded a particular contract during valid period of registered status.

14. Submission of Documents

Completed Questionnaires and supporting documents **must** be submitted in a sealed envelope and addressed as follows:

**The Corporate Secretary
Land Settlement Agency
Orange Grove Road South
Orange Grove Estate, Tacarigua
Registration of Land Surveyors and Land Surveying Firms**

These documents must then be deposited in a specially marked Box located at the stated address, **no later than 2:30p.m on Friday 18th August, 2017**. Faxed or emailed documents **WILL NOT BE ACCEPTED** under any circumstance.

15. The final list of registered Surveyors and Surveying Firms shall be valid for a maximum of two (2) year from the date of notification to Applicants gaining registered status.

16. Disqualification of Applicant.

- Applicants failing to submit all the supporting documents listed in Part 2, Item 3 above will be disqualified.
- Answers to the Registration Questionnaire are the sole means by which the Applicant’s eligibility will be evaluated. All Applicants whose questionnaires are not completed in every respect will lose marks which can result in disqualification.
- Applicants should note that the forms provided in **Appendices** must be filled out. Failure to do so may result in the Applicant being disqualified from the Registration process. Applicants are warned that information required in the above mentioned Appendices will not be extracted from any Company Profile submitted with the Registration Documents.
- Any Applicant who gives false and/or misleading information will be disqualified and not be allowed to tender on any Contracts offered by the LSA for a period of five (5) years.
- Any effort by an Applicant to influence any member of the LSA’s Evaluation Committee shall result in the disqualification of the Applicant, who will not be allowed to tender on any Contracts offered by the LSA for a period of five (5) years.

LAND SETTLEMENT AGENCY

July 2017

CHECKLIST FOR REGISTRATION QUESTIONNAIRE FOR SURVEYORS AND SURVEYING FIRMS

- Completed Questionnaire
- Certificate of Incorporation of the Organization and/or other documentary evidence certifying the existence of the organization.
- Annual Return (where applicable)
- Board of Inland Revenue Registration Certificate
- Joint Venture Agreement (if applicable)
- National Insurance Board Registration Certificate
- Value Added Tax Registration Certificate (if applicable)
- Value Added Tax Clearance Certificate
- Organizational Chart
- Resumes of key personnel
- At least two (3) major references
- Professional Indemnity Insurance Certificate
- Other Insurance Certificates
- Any licenses and permits
- Certificates / records for a minimum of 20 hours of CPD

LAND SETTLEMENT AGENCY
Registration of Land Surveyors and Surveying Firms (2017)



SECTION 1 – GENERAL BACKGROUND & ORGANIZATION

| | | | | | | | | | | | | | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| 1.1 Name of Key Person | | | | | | | | | | | | | | |
| 1.2 Legal Name of Business | | | | | | | | | | | | | | |
| 1.3 Telephone Contact | | | | | | | | | | | | | | |
| 1.4 Fax Number | | | | | | | | | | | | | | |
| 1.5 E-mail | | | | | | | | | | | | | | |
| 1.6 Registered Address | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| 1.7 Mailing Address (If different from above) | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| 1.8 Statutory Requirements (Attach copies of Business Registration Certificate and the latest Company Annual Return): | | | | | | | | | | | | | | |
| 1.9 Business Registration No. | | | | | | | | | | | | | | |
| 1.10 Type of Organisation (Chose one only): | | | | | | | | | | | | | | |
| Sole Trader <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Cooperative <input type="checkbox"/> Joint Venture <input type="checkbox"/> Limited Liability Co. <input type="checkbox"/> Other (specify) <input type="checkbox"/> | | | | | | | | | | | | | | |
| 1.11 Type of Works: List the type of works and services (Geomatics specializations/disciplines) available from your Firm. | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |

LAND SETTLEMENT AGENCY
Registration of Land Surveyors and Surveying Firms (2017)



SECTION 1 – GENERAL BACKGROUND & ORGANIZATION

| | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|
| 1.12 Year Established | |
| 1.13 Duration of Firm’s experience in business activity for which pre-qualification is being sought | _____ years |
| 2.3 Organization Structure (Please attach an updated Organization Chart, clearly identifying names and positions of key personnel) (Annex B) | |
| | |
| 1.14 Has your organization or any duly appointed agents ever been involved in bribery or corruption or; are there any criminal or regulatory investigations pending against your organization or duly appointed agents in this regard? | Yes No |
| If Yes, please provide an account of the investigation on a separate sheet, referring to this section. | |
| 1.15 Are there any judgements, claims or arbitration proceedings or suits pending or outstanding in any local or foreign jurisdiction against your organization or its personnel within the last 5 years, regardless of outcome? | Yes No |
| If yes, describe in detail and provide information on the quantum of liability potential liability. | |
| 1.16 Claims: Were/are there any legal or financial claims awarded and/or pending in favour of, or against your Organization in the last five (5) years? If yes, please attach a list giving details of such claims. Yes <input type="checkbox"/> No <input type="checkbox"/> | |
| 1.17 Bankruptcy: Has your firm ever filed for bankruptcy in the past five (5) years? If yes, please attach the relevant documents. Yes <input type="checkbox"/> No <input type="checkbox"/> | |

SECTION 2 – STATUTORY CERTIFICATION

| | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| 2.1 Indicate and Provide Copies of ALL Statutory certificates and documents stipulated in Part II of Registration Questionnaire: Registration Instructions to Consultants; Item #3. | |
| 2.2 Performance Bond - Name of Persons, Banks or other Financial Institutions who are prepared to stand surety for you and/or such institution/s who have stood security for you in the past and who are willing to sign a Performance Bond in the event of your being awarded a Contract | |
| Name | Address |
| | |
| | |
| 2.3 Professional Indemnity Insurance: Please attach a copy of the coverage for the current year | |
| | |

LAND SETTLEMENT AGENCY
Registration of Land Surveyors and Surveying Firms (2017)



SECTION 3 – EXPERIENCE AND REFERENCES

3.1 Professional Affiliations: List any membership in Professional Associations for key personnel in your Firm:

| |
|--|
| |
|--|

3.2 Continuing Professional Development (CPD): List the number of hours of any professional developmental training or certification completed by each key person in your Firm over the past three (3) years. Attach supporting certificates/records:

| |
|--|
| |
|--|

3.3 Track Record: Give information on all similar Projects which your Firm executed in the last three (3) years
(Appendix A). N.B List any LSA Projects first.

3.4 Projects in Progress: Please list any projects **over TT\$100,000** that your firm is currently working on:

| # | Project name, Location, Description | Client | Contract Value (TT\$) | Start Date | Contractual Completion Date | Actual Completion Date | Key Personnel Assigned |
|---|-------------------------------------|--------|-----------------------|------------|-----------------------------|------------------------|------------------------|
| | | | | | | | |
| | | | | | | | |

3.5 Contracts Determined: List any Projects which your Firm was awarded but failed to complete, giving reasons. (Attach a separate sheet, if necessary)

| Contract Amount | Brief Description | Date of Award | Name / Address of Client |
|-----------------|-------------------|---------------|--------------------------|
| | | | |

3.6 Client References: Please indicate three (3) Client references who can verify that your Firm has satisfactorily met contract performance requirements and have provided written endorsements (attached).

| | | | | | | |
|----|------|--|---------|--|----------------|--|
| 1. | Name | | Project | | Contact Number | |
| 2. | Name | | Project | | Contact Number | |
| 3. | Name | | Project | | Contact Number | |

LAND SETTLEMENT AGENCY
Registration of Land Surveyors and Surveying Firms (2017)



SECTION 4 – TECHNICAL CAPABILITY (PERSONNEL & EQUIPMENT)

4.1 Key Personnel & Curriculum Vitae

4.1.1 Number of permanent staff employed by your firm

| Year | Professional | Administrative | Technical | Labour | Total |
|------|--------------|----------------|-----------|--------|-------|
| 2015 | | | | | |
| 2016 | | | | | |
| 2017 | | | | | |

N.B Please attach a list of key permanent personnel (*Appendix B*) signed and dated by each employee. No employee should be included in more than one (1) category of skill in the Table above. Curriculum Vitae of all Professional and Technical persons must be attached, signed and dated. Evidence to support the employment of staff above may be requested by the LSA.

4.2 List of Available Equipment: Please provide details of your Firm's equipment, tools and other resources owned or leased/ rented. (*Appendix C*)

4.3 Office Equipment: Listing of Office Equipment including computer hardware and software (*Appendix D*)

SECTION 6 – DECLARATION

I/We certify that the information given is correct and understand that disqualification will result from false/incomplete disclosure of information stated above or requested. I/We hereby authorise the LSA to verify my/our credit standing and the truth of all information supplied herein by contacting the references named herein.

I/We also certify that there is no Conflict of Interest, to the best of my/our knowledge, in submitting this Registration document to LSA.

Name: _____
 (Block Letters)

Signature: _____

Position in Firm: _____

Date: _____

Company's Seal or Stamp

(See Appendices A, B and C attached)

APPENDIX A – RECORD OF CONTRACTS

| | Project | Client | Duration of Contract | Date Completed | Final Contract Value | Type of Work |
|----|---------|--------|----------------------|----------------|----------------------|--------------|
| 1 | | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |
| 6 | | | | | | |
| 7 | | | | | | |
| 8 | | | | | | |
| 9 | | | | | | |
| 10 | | | | | | |
| 11 | | | | | | |
| 12 | | | | | | |
| 13 | | | | | | |
| 14 | | | | | | |

List all major similar Contracts (over TT\$500,000.00) which are in progress. Include Contracts for which the Company has received a Letter of Intent. Documentary evidence is required to verify the data given above (e.g. letters of Award of Contracts).

Photocopies of this form may be attached to the questionnaire, if required.

Contractors are warned that information required in the above Table will not be extracted from any profile submitted with the Pre-Qualification Documents.

APPENDIX B – LIST OF KEY PERSONNEL

| | Name | Age | Years of Experience | | Position | Qualifications | Signature |
|----|------|-----|---------------------|---------|----------|----------------|-----------|
| | | | With Company | Overall | | | |
| 1 | | | | | | | |
| 2 | | | | | | | |
| 3 | | | | | | | |
| 4 | | | | | | | |
| 5 | | | | | | | |
| 6 | | | | | | | |
| 7 | | | | | | | |
| 8 | | | | | | | |
| 9 | | | | | | | |
| 10 | | | | | | | |
| 11 | | | | | | | |
| 12 | | | | | | | |
| 13 | | | | | | | |
| 14 | | | | | | | |

List Accountant, Project Manager, Engineer, Supervisor/Foreman, Technician/Draftsman etc. Do not include tradesmen and labourers. Consultants, Project Managers, Engineers and other technical personnel hired on contract are to be listed separately on a copy of this form and marked 'KEY CONTRACT PERSONNEL'.

Signed and dated resumes of all key permanent staff and contract personnel are to be attached. Photocopies of this form may be attached to the questionnaire, if required.

APPENDIX C – LIST OF OFFICE EQUIPMENT, HARDWARE AND SOFTWARE

| Item No. | Name, Make, Registration, Number and Description | Age | Condition | Serial No. | Model No. |
|----------|--------------------------------------------------|-----|-----------|------------|-----------|
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | | | |
| 6 | | | | | |
| 7 | | | | | |
| 8 | | | | | |
| 9 | | | | | |
| 10 | | | | | |
| 11 | | | | | |
| 12 | | | | | |
| 13 | | | | | |
| 14 | | | | | |
| 15 | | | | | |
| 16 | | | | | |

We declare that we are the sole owners of the equipment as declared in Appendix D and that we have the right to determine the disposition of our property. We declare that upon request, all equipment, relevant documents, certified copies etc. will be made available for inspection.

(You may include equipment that you have already ordered, but not yet received).

Photocopies of this form may be attached to the questionnaire, if required.

Contractors are warned that information required in the above Table will not be extracted from any profile submitted with the Documents.