

# **Expression of Interest**

## **Architect for the Construction of a Bank Residence**



*Expression of Interest  
Architect  
for Design of New Bank Residence*

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**1. PROJECT INFORMATION**

**1.1. Summary and Background**

The Eastern Caribbean Central Bank (ECCB), established in 1983, is the monetary authority for Anguilla, Antigua and Barbuda, Commonwealth of Dominica, Grenada, Montserrat, St Kitts and Nevis, Saint Lucia, and St Vincent and the Grenadines.

The ECCB is currently inviting Expressions of Interest for Architectural Services from suitably qualified individuals or companies for the design of a Residence for the ECCB. The purpose of the Expression of Interest is to solicit submissions for the project to secure a shortlist of individuals or firms to provide professional services for a quality design.

The successful candidate will be required to lead a team of related professionals to develop the designs in accordance with an agreed schedule, scope and budget.

Interested individuals/entities should provide information demonstrating that they have the required qualifications and relevant experience to perform the service.

**2. ELIGIBILITY**

A firm or individual shall not be eligible to participate if they:

- 2.1 Are bankrupt or insolvent or in the process of either, or is in any analogous situation;
- 2.2 Have been found to have committed an offence concerning professional conduct;
- 2.3 Have had a court judgment entered against them for offences relating to fraud, corruption or involvement in a criminal activity; or
- 2.4 Do not have Professional Indemnity Insurance.

**3. DOCUMENTS/INFORMATION REQUIRED**

- 3.1 Cover letter;
- 3.2 Background and organisation of the firm or individual including:
  - a. Name and address of firm/business;
  - b. Date of establishment;

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- c. Business profile including core area(s) of expertise and relevant experience;
  - d. Number of staff;
  - e. Proposed lead person including relevant qualifications and experience;
  - f. Curriculum vitae of key management and supporting staff;
  - g. Other resources available for the assignment.
- 3.3 Job and client references for similar projects undertaken over the last 10 years;
- 3.4 Notarised copies of company documents, including:
- a. Incorporation Certificate ;
  - b. Business Registration Certificate/Licence; and
  - c. Professional Indemnity Insurance.
- 3.5 Statement of all litigation matters relating to professional conduct over the last 10 years, prepared and signed by an attorney-at-law.

**4. SHORTLISTING CRITERIA**

The shortlisting criteria are as follows:

- 4.1 The lead Architect must possess at least a bachelor's degree or equivalent certification in architecture, civil engineering, or other related discipline;
- 4.2 The individual/firm must have at least 10 years post qualification experience in the design of large building projects of similar nature;
- 4.3 The Architect and lead personnel for the project must be fluent in spoken and written English.

The submissions shall be assessed and compared, and the best qualified and experienced Architect that satisfies the criteria shall be shortlisted.

Shortlisted Architects will be requested to submit a proposal utilising a two (2) envelope system - one for the technical proposal and the other for the financial proposal.

**5. GENERAL INSTRUCTIONS**

Three (3) hard copies of the Expression of Interest must be submitted in a sealed envelope that is marked with the name and address of the applicant. An electronic version, must also be

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submitted in PDF and Word format. Submissions must be made no later than **4:00 pm on 30 June 2018** addressed as follows:

**Expression of Interest – Architect: Design for New ECCB Residence**

**The Governor  
Eastern Caribbean Central Bank  
Bird Rock  
Basseterre  
St Kitts**

**Attention: Adviser: Governor’s Immediate Office**

The ECCB reserves the right to accept or reject late applications or to cancel the present invitation partially or in its entirety. The ECCB will not be bound to assign any reason for not short-listing any applicant. The ECCB will not be responsible for any costs incurred by any applicant in the preparation and submission of the Expressions of Interest.

All requests for further information must be made in English to:

**Norma Hanley-Pemberton**  
Adviser  
Governor’s Immediate Office  
Eastern Caribbean Central Bank  
P O Box 89, Bird Rock  
BASSETERRE  
St Kitts

Tel: 869-465-2537 ext 3903 or 869-467-3903  
Email: [norma.hanley-pemberton@eccb-centralbank.org](mailto:norma.hanley-pemberton@eccb-centralbank.org)