

Request for Proposal
Construction Consultant/Project Manager

For The Construction of a Bank Residence



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1. TERMS OF REFERENCE

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 Eastern Caribbean Central Bank (ECCB) is currently accepting proposals from suitably qualified individuals or companies for Construction Consultant/Project Manager for the construction of a Residence. The purpose of the Request for Proposal (RFP) is to solicit a proposal for the project which includes assisting the Bank to secure adequate external resources (namely an Architect and a Contractor) as well as to provide professional project management to ensure timely delivery.

1.2 Objective of the Consultancy/Project Management

1.2.1 Purpose

The objective of the Construction Consultant/Project Manager is to provide guidance and advice to the Bank in securing suitable external resources and to have oversight of the construction of a Bank residence that is timeless by design, energy efficient and able to withstand major natural disasters, particularly hurricanes.

1.3 Project Scope

The project manager is responsible for ensuring the project is delivered on time, within scope and within budget. This would include but is not limited to:

- a. Assisting the Bank with the procurement of and, where necessary draft RFPs for additional professional services including the services of an Architect and a Contractor;
- b. Coordinating professional services including the Architect and Contractor;
- c. Attending and participating in meetings of the Committee with oversight for the construction of the residence;
- d. Developing a Project Management Plan, including project objectives, deliverables, role/responsibilities/contact information, communication protocols, document control methodology, cost management, schedule management and quality management plans;
- e. Developing project scopes and objectives, involving all relevant stakeholders and ensuring technical feasibility;
- f. Maintaining ongoing dialogue with the Architect and Contractor and escalating issues to the Bank's Executive through the Committee with oversight for the construction of the residence;
- g. Developing and maintaining the overall project milestone schedule, and reviewing and verifying the integration of the Design Team's services & deliverables, Owner's responsibilities and anticipated construction schedules;

- h. Developing and maintaining a Project Risk Management Plan for the project life;
- i. Managing and overseeing the Project Budget (including construction costs, insurance and contingency);
- j. Providing a bi-weekly report to the Bank on the progress of the project;
- k. Scheduling and conducting on-site bi-weekly progress meetings involving the Bank, Architect, and Contractor;
- l. Reviewing and commenting on the Contractor's Procurement Plan;
- m. Ensuring that all required permits are obtained and remain current for the duration of the project;
- n. Keeping track of the budget and advising the Bank on the status of the budget and schedule. This will include timely advice on any situation which may increase the cost of the project or result in delayed completion;
- o. Creating and maintaining comprehensive project documentation files;
- p. Reviewing any requests for changes, and submitting written recommendations to the Bank with final terms and price for consideration and approval.

1.4 DELIVERABLES

PHASE I

Identification and Engagement of Architect

- *Complete RFP for the Architect using the Bank's approved format;*
- *Report on submissions from the Architect;*
- *Assist with the selection of the Architect;*
- *Assist with the finalization of contract for the Architect.*

PHASE II

Identification and Engagement of Contractor

- *Complete RFP for the Contractor using the Bank's approved format;*
- *Report on submissions from the Contractor;*
- *Assist with the selection of the Contractor;*
- *Assist with the finalization of contract for the Contractor.*

Phase III

Construction

Manage construction of residence

PHASE IV

Completion

Finish and handover

2. PROPOSAL GUIDELINES AND SPECIFICATION

2.1 Instructions for Submission of Proposals

The proposal must be placed in a sealed envelope marked 'Private and Confidential' and addressed as follows:

Tender for Construction Consultant/Project Manager - Residence

The Governor

Eastern Caribbean Central Bank
P O Box 89
Basseterre, St Kitts

Attention: Adviser: Governor's Immediate Office

Proposals will be accepted until 12 February 2018. A soft copy may also be submitted to the ECCB at email address constructioncommittee@eccb-centralbank.org

All proposals must be duly signed. The original proposal must bear an original signature signed in ink and dated by the Proposer or a representative legally authorized by the Proposer, further defined as follows:

- i. In the case of an individual Proposer, by such individual Proposer.
- ii. In the case of a partnership or limited liability partnership, the name of the partnership or limited liability partnership must appear on such Proposal and it shall be signed in the name of such partnership or limited liability partnership by at least one partner. In addition to such signature, the names of all partners shall be stated in the Proposal.

- iii. In the case of a corporation, the corporate name must appear on such Proposal and it shall be signed by the president or other authorized officer, and there shall be set forth under the signature of such officer the name of the office he or she holds or the capacity in which he or she acts for *such corporation*.

2.2 Proposal Contents and Evaluation Process

In addition to the specifications listed above, Proposals for the Services must include the following:

- i. ***Description of Qualifications***

The Proposal must provide evidence of licence/registration consistent with the requirement of the relevant regulatory authority of the jurisdiction. The Proposal must also contain a narrative description that conveys, at a minimum, the following information:

- ii. ***Firm's Background***

- a. Provide your firm's name, address, email address, phone and fax numbers;
- b. Provide the name of the contact person submitting the Proposal;
- c. Briefly describe the history of your firm;
- d. Provide evidence of your Professional Liability Insurance Policy (e.g., a Certificate of Insurance), including a description of annual per claim and aggregate limits and any claims history in the last 5 years;
- e. Provide the names and addresses of any of your firm's clients or any other persons or entities who have made claims against your firm within the last five years alleging that your firm breached a contract for services, was negligent in performance of services, or otherwise caused harm or damage to the claimant. Describe the nature and current status of the claims. Claims should be fully disclosed regardless of whether they involved litigation, arbitration or other formal or informal dispute resolution process. The disclosures required under this provision also apply to any claims arising out of services of any principal or officer of your firm or any member of the project team regardless of whether the person was associated with your firm at the time of the claim;
- f. Indicate whether your firm or any personnel have been involved in any litigation, arbitration or mediation, either as defendant or plaintiff, over the five years immediately preceding the closing date of the RFP. If your firm or any personnel has been involved in any such litigation, arbitration or mediation, provide a general description of the cause or nature and status of each case or claim, and the identity of the client;
- g. Indicate whether your firm has ever been terminated from a project. If so, include the name(s) and address(es) of the client(s) and the nature of the termination.

- iii. ***Project Team and Staffing***

- a. Clearly describe your organizational approach to providing the services;
- b. Describe current work load and priority of providing the services as it relates to overall work load;
- c. Provide a brief resume of key personnel to be assigned to provide the services. *All project workers will be subject to background checks;*
- d. Describe responsibilities of personnel assigned to provide the services;
- e. State whether your firm is capable of performing all services described in this RFP and other services recommended in the proposal.

If your firm intends to subcontract any of the services to other consultants or outside source, the Proposal shall identify those consultants and describe the consultants' experience in providing the type of Services covered by this RFP.

iv. ***Related Experience***

- a. Describe your previous experience on similar or other projects and provide two related references. Provide your firm's history of providing service on time and within budget. Supplement with a short statement describing any unique challenges or characteristics that played a major role in the development of the solution.
- b. Describe your firm's role in developing the budget, scope and schedule for the project and your firm's performance in achieving the budget, scope and schedule requirements for each.

v. ***Education, Experience and other Requirements***

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in construction management, engineering, or project management, plus five (5) years' experience or ten (10) years of combined experience as a Project Manager/General Contractor.

Other knowledge Skills and Abilities

- a. Knowledge of building codes, policies and guidelines;
- b. Knowledge of construction standards;
- c. Negotiation skills;
- d. Problem solving skills;
- e. Effective written and oral skills.

2.3 Cost of Service

- i. The proposal should include the total cost to complete the project and a breakdown that contains proposed milestones and the associated fees.
- ii. The proposal should be all inclusive in relation to cost of any outsourced contract(s).

The services of the Construction Consultant/Project Manager will be subject to agreed terms and conditions.