REQUEST FOR PROPOSAL (RFP)
PROFESSIONAL ENGINEERING SERVICES

1. INTRODUCTION & BACKGROUND

The Eastern Caribbean Central Bank (ECCB) is seeking to retain the services, through competitive proposals, of established and experienced licensed engineering consultancies based and practising in the Federation of Saint Christopher (St Kitts) and Nevis. This procurement aims to secure contract-based Civil, Structural, Mechanical, Electrical and Plumbing (MEP) engineering expertise through a strategic fixed-fee retainer model.

The selected engineering firm will serve as a critical technical bridge between our internal facilities management team and external contractors providing engineering designs, construction and renovation project execution.

2. STATEMENT OF WORK (SOW) & PERFORMANCE SPECIFICATIONS

The selected Consultant shall provide comprehensive technical oversight to include engineering design revisions, statutory code compliance, and structural asset protection across a real estate portfolio comprising four (4) primary campus buildings. The Consultant shall deliver independent quality assurance, validate third-party contractor submissions, and serve as the Prime Consultant for multidisciplinary facility assessments.

2.1 Tier 1: Core Operational Retainer Services (35 Hours/Month)

The Consultant shall provide a fixed allocation of thirty-five (35) hours per month for day-to-day engineering oversight, structured across three core functional areas covering Civil, Structural, and Core MEP disciplines.

- *Quality Control (16 Hours/Month):* Weekly site visits, deficiency notices, and formal project signoffs for active structural and basic MEP utility remediation.
- *Design & Validation (11 Hours/ Month):* Peer-reviewing structural blueprints, calculations, and mechanical/electrical layouts for local statutory compliance.
- *Emergency Diagnostics (8 Hours/ Month):* Rapid visual and forensic reviews of masonry cracks, foundation shifts, and post-weather event damage assessments.

2.2 Tier 2: 3-Year Forensic Facility Condition Assessment (FCA)

A standalone milestone project excluded from the 35-hour monthly retainer. The Consultant shall act as the Prime Auditor, sourcing and managing fully insured MEP sub-specialists to deliver a single integrated Master Assessment Report and a 3-year capital budget. No active repair execution is included.

3. SERVICE LEVEL AGREEMENTS (SLAs)

The Selected Consultant must contractually guarantee compliance with the following minimum operational response times and performance thresholds:

Performance Metric	*Required Service Level Agreement (SLA)*
Emergency Dispatch	On-site diagnostics for critical failures within twenty-four (24) hours of notice.
Design Turnaround	Delivery of peer reviews and blueprint validations within five business days.
Underwriting Documentation	Certified structural integrity reports within forty-eight (48) hours of an inspection.
Statutory Signoffs	Stamped approvals provided immediately upon validation by a Registered Professional Engineer.

4. PRICING SUBMISSION FRAMEWORK

Bidders must submit financial bids adhering strictly to these commercial terms:

- *Retainer Pricing Structure:* Provide a flat monthly fee for the core Tier 1 scope, inclusive of all thirty-five (35) operational hours distributed as specified in Section 2.

- *Staff Breakdown:* Rates must explicitly split between Senior Chartered Engineers and Project/MEP Engineers to justify the final blended rate.

- *Overage Caps:* Overages beyond thirty-five (35) hours are capped at the flat base rate up to a 15-hour ceiling. Emergency callouts (8:00 PM – 6:00 AM) are capped at 1.25x the blended rate.

- *Rollover Provision:* Up to five unused retainer hours roll over monthly. Reimbursables must be billed at cost or face a strict 10% administrative mark-up cap.

- *At-Cost Expenses:* Reimbursable expenses must be transparently billed at cost or capped at a maximum 10% administrative mark-up.

- *Preferred Client Discount:* Minimum 15% discount enforced on Tier 2 (3-Year FCA) relative to standard market rates.

Financial Proposal Matrix
Bidders must complete the following matrix within their financial submission:

Service Category	*Proposed Commercial Terms*
Tier 1: Core Retainer Fee	$ ______________________ XCD / Month
Base Rate: Senior Chartered Engineer	$ ______________________ XCD / Month
Base Rate: Project / MEP Engineer	$ ______________________ XCD / Month
Resulting Blended Hourly Rate *(Retainer ÷ 35 hrs)*	$ ______________________ XCD / Hour
Capped Overage Rate *(Up to 15-hr ceiling)*	$ ______________________ XCD / Hour
Tier 2: Project Discount Commitment	Minimum 15% Discount Enforced (Yes/No)

5. PROPOSAL SUBMISSION & EVALUATION

5.1 Mandatory Pass/Fail Criteria

Immediate disqualification applies if any of the following items are missing:

- Verified capacity to legally sign off and stamp structural drawings within the Federation.
- Proof of active Professional Indemnity and Public Liability Insurance matching local statutory minimums for the Prime Consultant and all sub-specialists.

5.2 Technical Submission & Scoring Structure

Proposals must be emailed to ssmdcore@eccb-centralbank.org by **Friday, 14 August 2026** as a single PDF split into two volumes, scored against a 100-point scorecard:

- ***Volume 1: Technical Proposal (Max 20 Pages | 75 Points Total)***
  - *FCA & MEP Case Studies (50 Points):* Résumés (CVs) and project histories proving the firm's capability to coordinate multidisciplinary MEP sub-specialists.
  - *SLA Deployment Plan (25 Points***)**:** Operational narrative detailing exact mobilisation plans to guarantee the 24-hour emergency response window.
- ***Volume 2: Financial Proposal (Max 3 Pages | 25 Points Total)***
  - Completed Financial Proposal Matrix and explicit written sign-off agreeing to all overage caps, personnel rate structures, and the 15% Tier 2 discount.

Note: Appended insurance certificates, licences, and reference letters do not count toward page limits.

6. ADMINISTRATIVE TERMS & LEGAL RIGHTS

- *Clarification Window:* Questions must be sent to ssmdcore@eccb-centralbank.org by **Wednesday, 5 August 2026**. A binding, consolidated Addendum will be emailed to all bidders by **Friday, 7 August 2026**.

- *Confidentiality & Ownership:* All asset descriptions are confidential. Submissions become the property of the Bank and will not be returned. Operational concepts within the bids may be used by the Bank during final negotiations.

- *ECCB Rights:* The ECCB is under no obligation to award a contract to the lowest bidder. The Bank reserves the right to cancel the procurement at any stage, waive minor clerical errors, or negotiate final terms with the top-ranked firm.