

Request for Proposal

Consulting Services

To Conduct a Water Recycling System Feasibility Study



RFP Reference Number: 012023

Issued on: 24th April 2023

Deadline for Submission: 31st May 2023

**EASTERN CARIBBEAN CENTRAL BANK
ST KITTS**

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1. TERMS OF REFERENCE

1.1. BACKGROUND

The Eastern Caribbean Central Bank (ECCB) is in the implementation stage of a “Greening of Our Campus Project”. This Project falls under our strategic priority of *Enhancing Organisational Effectiveness* and aims to recycle greywater, storm water and rainwater from sources on the ECCB campus.

There are four significant buildings on the ECCB’s Headquarters located at Bird Rock Road, Basseterre, St Kitts - the Hon Sir K Dwight Venner Building (Phase 1), the Sir Errol N Allen Cafeteria Building (Cafeteria), the Phase 2 Building (Phase 2) and the Sir Cecil Jacobs Auditorium (Auditorium).

1.2. OBJECTIVES OF THE CONSULTANCY

The primary objectives of the feasibility study are to:

- (i) Determine the current building plumbing infrastructure, roof and storm water drainage systems.
- (ii) Highlight any specific issues that may significantly impact the implementation of water recycling.
- (iii) Provide estimated project costs with related return on investment projections.

1.3. PROJECT SCOPE

The scope of the water recycling feasibility study will include the following buildings on the ECCB Campus:

- 1) Sir K Dwight Venner building;
- 2) Sir Errol N Allen building; and
- 3) Phase 2 building
- 4) Sir Cecil Jacobs Auditorium

The specific scope includes the following:

1.3.1. Infrastructure Analysis:

- (i) Analyse the plumbing, roof and storm water drainage systems using as-built plumbing and roof blueprints for the campus buildings.

1.3.2. Waste Water Analysis:

- (i) Conduct an assessment of waste water production in the campus buildings.

1.3.3. Roof Rain Water and Storm Water Analysis:

- (i) Conduct an assessment of the rain and storm water received annually.

1.3.4. Reporting:

Based on the analysis conducted, deliver a report which includes the following:

- (i) Feasibility of utilizing the existing plumbing, roof and storm drain infrastructure to allow the grey water, rainwater and storm water to be recycled.
- (ii) Recommend the water recycling equipment to be utilized.
- (iii) Provide estimated costing of materials, equipment and professional fees to implement the project.

(iv) Advise on the preliminary design and economic analyses of the project.

1.4. CONSULTANT CAPABILITY

The Consultant should meet the following criteria:

- (i) Relevant Engineering certification;
- (ii) At least 5 years' experience in the design and installation of water recycling systems in commercial/institutional building context;
- (iii) Demonstrated high level technical writing and communications skills, particularly in the preparation of technical reports, technical specifications, technical training materials and presentations; and
- (iv) Highly developed personal communication and people skills with evidence of track record in effective team work and collaboration.

1.5. COMPANY INFORMATION

The selected consultant is required to provide a description of the firm/entity and each associate firm or staff member who will work on this project. The description should include information on the following:

- (i) Company legal name and status (type of legal entity) and supporting documentation;
- (ii) The financial status and overview of the Company;
- (iii) Description of core business activities and key consulting competencies;
- (iv) Name(s) of the Principal(s) and Director(s) of the company and the company address;
- (v) Whether the company has any involvement with other entities or projects that may present a conflict of interest and if so, please ensure details are provided;
- (vi) The firm's experience with projects of a similar nature in the last five (5) years;
- (v) An overview of those projects including duration; and
- (vi) References for at least three of those projects, including names and full contact information.

2. INSTRUCTIONS FOR SUBMISSION OF PROPOSAL

The proposal must be submitted via email to the Eastern Caribbean Central Bank by **31 May 2023** and addressed to:

Wayne Myers

Project Specialist

Support Services Management Department

Email: wayne.myers@eccb-centralbank.org

CC: emefa.sewordor@eccb-centralbank.org