



## REQUEST FOR PROPOSAL

The Department of Environment invites interested and qualified persons to submit proposal for an Architect. Please be guided by the terms of reference below.

Proposals should be accompanied by a Curriculum Vitae and must be submitted on or before 28<sup>th</sup> June 2019 to the contact below:

Electronic Proposals should be sent to: Email: [sknprotectedareas@gmail.com](mailto:sknprotectedareas@gmail.com)

Hardcopy Proposals should be sent to: Conserving Biodiversity Project  
Department of Environment  
Ursula Amory Building  
Corner Central and New Street  
Basseterre, St. Kitts  
Tel: 869-466-8535

### TERMS OF REFERENCE Architect

<b>Project Title:</b>	Conserving Biodiversity and reducing habitat degradation in Protected Areas and their areas of influence
<b>Duration of assignment:</b>	1 month
<b>Estimated Start Date:</b>	8 <sup>th</sup> July 2019
<b>Contract Type:</b>	The Government of St. Kitts and Nevis Professional Services Contract
<b>Location:</b>	St. Kitts and Nevis
<b>Implementing Partner:</b>	Department of Environment - Ministry of Agriculture et al

#### Background

The Marine Management Area Conservation Zone at Keys is located on the eastern coast of St. Kitts, covering a total area of 8,931 hectares. Keys Beach is the only Key Biodiversity Area (KBA) in St Kitts and Nevis, due to its importance as a nesting site for leatherback sea turtles (*Dermochelys coriacea*). The Conservation Zone falls within the St Mary's Man And Biosphere Reserve. In addition to providing nesting sites for turtles, the area provides habitat for coastal avifauna and encompasses two reef systems located north and south of the Cayon River. The active presence of the St. Kitts Sea Turtle Monitoring Network (SKSTMN), with volunteers and technicians monitoring the nesting of leatherback, loggerhead, hawksbill, and green turtles, helps to reduce poaching of turtles out of season. The marine area is also an important location for research, particularly on humpback, sperm, and Byrde's whales as well as dolphin, mahi mahi, wahoo, and tuna.

The Department of Environment in collaboration with the St. Kitts Sea Turtle Monitoring Network will construct a turtle interpretation / rehabilitation center at Keys Village. The Center will be used by the St. Kitts Sea Turtle Monitoring Network, Department of Environment and Department of Marine Resources for various marine and coastal zone management and conservation activities.

#### Objective

This consultancy will develop architectural drawings for the Interpretation /Turtle Rehabilitation Center at Keys. The Center will be used as a hospital for sick turtles, monitoring and patrol of the turtle nesting beaches and other coastal



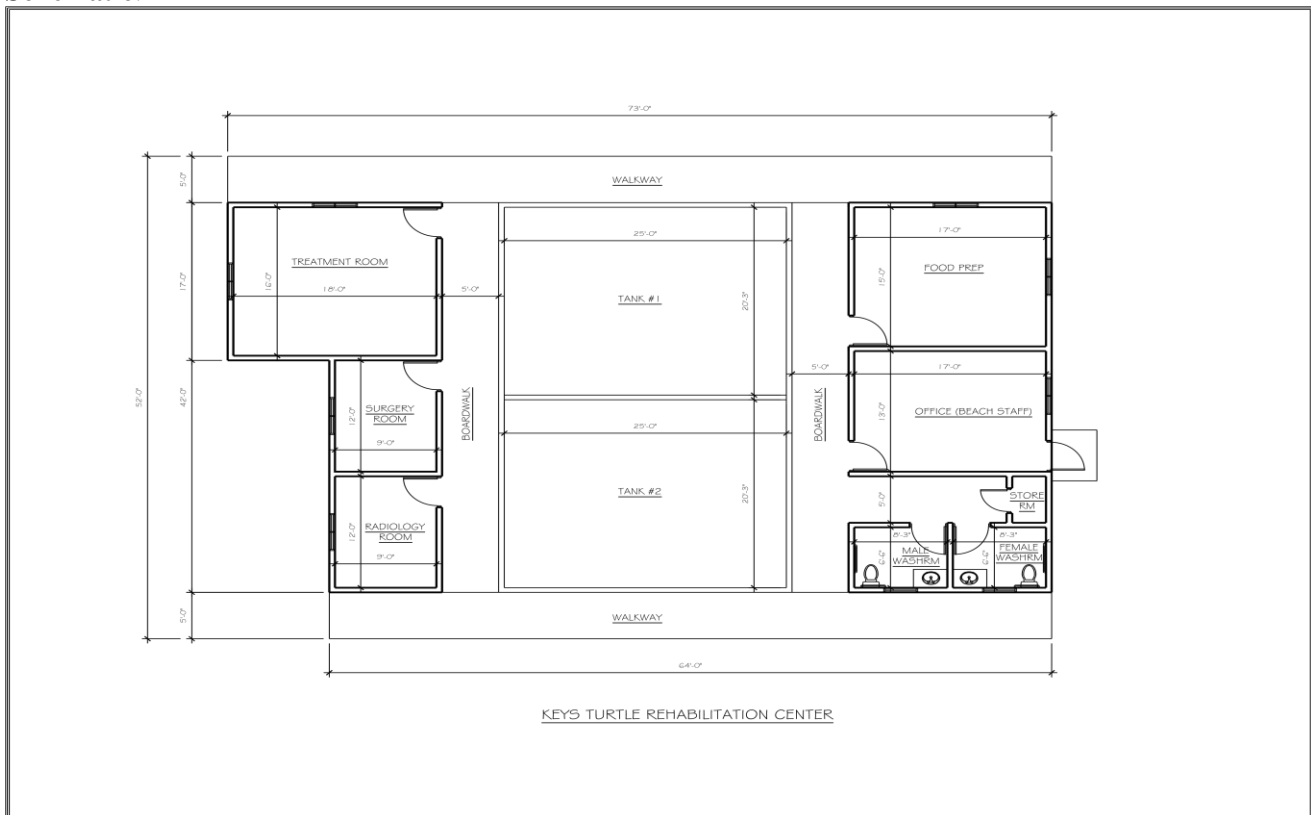
ecosystems at Keys. The Center will also be used for public outreach and education as well as a visitor center and an observatory to view the care of turtles.

### Scope of Work

The Architect will be responsible for undertaking the following activities:

- i. Use the below schematic as a guide for the architectural drawing for the Center. The Schematic is based on the following:
  - Lot size 5000 square ft
  - Turtle Treatment Room
  - Food Preparation Room
  - Turtle Surgery Room
  - Radiology Room
  - Office
  - Public bathrooms
  - Salt Water Tanks space with filtration system
  - Boardwalk for viewing turtles in tanks
  - No allocation for parking space will be required since parking will be available on the adjacent lot.
- ii. Meet with the team for the Interpretation Center to confirm the schematic of the Center.
- iii. Collaborate with the Tank Specialist for the incorporation of the salt water tanks into the design of the Center.
- iv. Submit a draft architectural design plan for approval by the Interpretation Center Team.
- v. Submit architectural design plan to Department of Physical Planning for approval (the plan is eligible for fee waiver).
- vi. Produce bill of quantities for the proposed design.

### Schematic:





## **Outputs**

The results to be achieved under this assignment include the following:

- Draft Architectural Design Plan
- Final Architectural Design Plan
- Bill of quantities

## **Qualifications and Experience**

### 1. EXPERT'S PROFILE

#### **Key Expert 1 – Team Leader & Architect**

##### Qualification and Skills

- At least a Bachelor's Degree in Architecture or other related discipline
- Membership in a professional architectural association
- Good communication skills
- Fluent in English (both written and spoken)

##### General Professional Experience

- The Expert shall have no less than 5 years post-qualification experience in design of institutional, commercial or industrial building.

##### Specific Professional Experience

- The Architect must demonstrate specific leadership experience in the design of similar facilities (locally, regional or international).
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#### **Key Expert 2 – Quantity Surveyor**

##### Qualification and Skills

- At least a Bachelor's Degree or equivalent qualification in Quantity Surveying
- Membership in a professional association
- Good command of English

##### General Professional Experience

- The Expert shall have no less than 5 years post-qualification experience in design of institutional, commercial or industrial building.

##### Specific Professional Experience

- The Expert must demonstrate specific experience in preparing Bills of Quantities, cost planning and cost control for building projects.



## Submission and approval of reports

Three (3) originals of each report shall be provided in hard copy and also electronically. Hardcopies and softcopies of the drawings, Bill of Quantities, Technical Specifications, and Operational Plan are expected to be included in the submission.

## Administrative Information

### *Contracting Authority*

The Government of St Kitts and Nevis

### *Budget of Assignment*

The Consultant must include all costs associated with the performance of the contract including the cost of the production of reports and other outputs.

***NB:** Financial evaluation will be based on the best value for money*

## Reporting

The successful Architect will report directly to:  
The Conserving Biodiversity Project Coordinator  
Department of Environment  
Third Floor, Ursula Amory Building  
Corner of Central and New Street  
Basseterre St. Kitts

Deliverables become final once all tasks requirements are completed and approval is granted by the Department of Environment.

The tenders will be evaluated based on the below:

## EVALUATION GRID

Criteria	Maximum
Proposal alignment with schematic & scope of work	30
<b>Key Expert 1 (Max 45 points)</b>	
Qualifications and skills	20
General professional experience	10
Specific professional experience	15
<b>Key expert 2 (Max 25 points)</b>	
Qualifications and skills	10



<b>Criteria</b>	<b>Maximum</b>
General professional experience	5
Specific professional experience	10
<b>Total score for Key experts</b>	<b>70</b>
<b>Overall total score</b>	<b>100</b>

Only tenders with average scores of at least 75 points qualify for the financial evaluation