GOVERNMENT OF THE UNITED STATES VIRGIN ISLANDS
DEPARTMENT OF PROPERTY & PROCUREMENT
#3274 ESTATE RICHMOND, CHRISTIANSTED, ST. CROIX, U.S. VIRGIN ISLANDS 00820-4241
BUILDING # 1 SUB BASE, ST. THOMAS, U.S. VIRGIN ISLANDS 00802
www.pnpvi.org

ADVERTISEMENT FOR BIDS

DATE: August 16, 2012

Request for Proposal: **RFP-0048-2012*(P)***:

Pursuant to Chapter 23, Title 31, Virgin Islands Code, the Government of the Virgin Islands, Department of Public Works is requesting Proposals from Qualified marine consultant to develop a comprehensive plan to implement marine transportation in the Harbor of Charlotte Amalie, St. Thomas, Virgin Islands.

Bids will be received by the Department of Property and Procurement, Division of Procurement (address):

Building #1
Third Floor, Room 316
Subbase, St. Thomas, Virgin Islands 00802

Until **4:00 p.m.** Atlantic Standard Time **Tuesday, September 18, 2012**.

Documents may be obtained from Department of Property & Procurement at the above address or at www.pnpvi.org. For more information please contact Mr. Sal Griffith at (340)774-0828 ext. 230.

Lynn A. Millin Maduro
Commissioner

Form No. DPP-RFP-PS-68-75
APPROVED May 7, 1975
REVISED August 18, 2008

GOVERNMENT OF
THE VIRGIN ISLANDS OF THE UNITED STATES

Request for Proposal – Negotiation
Professional Services

To: ..... Date: August 16, 2012

..... RFP No. 0048-2012(*P*)

Pursuant to 31 V.I.C. 239 (a) (4) and Rules and Regulations thereunder issued, the Government of the Virgin Islands, Department of Property and Procurement will receive proposals for the work described below. Proposals will be received until **Tuesday, September 18, 2012 @ 4:00 p.m. o'clock.**

DESCRIPTION OF WORK AND PROJECT:

The Government of the Virgin Islands, Department of Public Works is requesting Proposals from Qualified marine consultant to develop a comprehensive plan to implement marine transportation in the Harbor of Charlotte Amalie, St. Thomas, Virgin Islands.

SCOPE OF SERVICES: ATTACHED

NEGOTIATED PROCEDURES:

The Commissioner of the Department of Property and Procurement will appoint Selection Committee to assist in the evaluation and selection of the Contractor. Accordingly current data on qualifications and performance should be submitted with proposals. After reviewing the qualifications and proposals the Committee will select for discussions from the firm/s or person/s considered not less than three (3), in order of preference, **deemed to be most highly qualified to provide the services herein required. Discussions** will be conducted successively and severally with the firms or persons so selected the anticipated concepts and the relative utility alternative methods of approach for furnishing the services hereunder.

FACTORS FOR DISCUSSIONS

Selection criteria will include **(i)** Professional qualification, registration and general reputation of the principals of the firm or person; **(ii)** the extent to which the firm or person specializes in or has designed projects of a type and scope similar to the hereunder; **(iii)** familiarity with the area in which the project is to be located; **(iv)** capability of meeting design schedules; and **(v)** quality of performance on other projects.

NEGOTIATION:

The Selection Committee shall recommend to the Commissioner **the highest qualified firm or person with whom a contract shall be negotiated.** The Commissioner, with the assistance of the Selection Committee, shall attempt to negotiate a contract with such firm or person.

Should the Commissioner be unable to negotiate a satisfactory contract with the firm considered to be the most qualified, at a price he determines to be fair and reasonable to the Government, negotiations with that firm will be formally terminated. Negotiations will then be commenced with the second most qualified, the third most qualified or additional firms, in order to preference and their competence and qualification, and shall continue until an agreement is reached.

Lynn A. Millin Maduro
Commissioner of Property and Procurement

INSTRUCTION TO PROPOSERS:

A. NOTICE

RFP-0048-2012(*P*) Qualified marine consultant to develop a comprehensive plan to implement marine transportation in the Harbor of Charlotte Amalie, St. Thomas, Virgin Islands.

Information provided in the scope of work is to be used only for purposes of preparing a proposal. It is further expected that each bidder will read the scope of work with care, for failure to meet certain specified conditions may invalidate the proposal.

The Government of the Virgin Islands, herein after referred to as GVI, reserves the right to reject any or all proposals or any portion thereof and to accept the proposal deemed most advantageous to GVI. Price shall not be the sole criterion of awarding this project. Scope and quality of work proposed and the ability of the bidder to complete this type of project shall also be considered.

Applicants are requested to submit proposals on the basis of the scope of work. Alternative proposals recommending new features and technology other than that requested in the scope of work will receive consideration providing such new features and/or technology is clearly explained. Any exceptions to the requirements requested herein must be clearly noted in writing and be included as part of the proposal.

The information contained herein is believed to be accurate, but is not be to consider in any way as a warranty. Request for additional information clarifying the Scope of Work should be directed in writing to **Commissioner of Property and Procurement Lynn A. Millin Maduro, at lynn.millinmduro@dpp.vi.gov. All requests will be forwarded to Tourism Commissioner Beverly Nicholson Doty for review.**

B. STATEMENT OF PURPOSE

RFP-0048-2012(*P*) Qualified marine consultant to develop a comprehensive plan to implement marine transportation in the Harbor of Charlotte Amalie, St. Thomas, Virgin Islands.

C. PROPOSED SCOPE OF WORK

See Attached Scope of Work

D. TIMETABLE

1. Last day for requests or written clarifications will be **Tuesday, September 4, 2012 @ 4:00 p.m.**

2. Proposals will be accepted at Department of Property & Procurement, no later than **Tuesday, September 18, 2012 @ 4:00 p.m.**

E. SUBMISSION OF PROPOSAL

All interested parties shall submit **seven** (*7*) sets of proposals, which are to be delivered to the Department of Property and Procurement during normal business hours, no later than **Tuesday, September 18, 2012 @ 4:00 p.m.**

They shall be addressed to:

Lynn A. Millin Maduro
Commissioner
Department of Property & Procurement
Building #1 Subbase, 3rd Floor
St. Thomas, Virgin Islands 00802

The sealed envelope containing the proposal must have the following information written on the outside of the envelope:

SEALED PROPOSALS-DO NOT OPEN **RFP-0048-2012(*P*)** (Name of Bidder) (Mailing Address of Bidder) (Telephone Number of Bidder) (Fax Number of Bidder)

Where proposals are sent by mail, the bidder shall be responsible for their delivery to Property & Procurement before the date and time set for the closing of acceptance of proposals.

F. WITHDRAWALS OF PROPOSAL

A proposal may be withdrawn at any time prior to the time specified as the closing time for acceptance of proposals. However, no proposal shall be withdrawn or canceled for a period of thirty (30) days after said closing time for acceptance of proposals nor shall the successful provider withdraw or cancel or modify his proposal, except at the request of GVI after having been notified that said proposal has been accepted by GVI.

G. INTERPRETATION OF SPECIFICATIONS

If any person contemplating submitting a proposal requires clarification of any part of the scope of work, he/she may submit to the GVI a written request for an interpretation thereof to the **Commissioner of Property and Procurement Lynn A. Millin Maduro.** GVI will not respond to questions received after the above established date. The person submitting the request will be responsible for its prompt delivery. Any interpretation of the scope of work will be made in writing to all prospective providers. Oral explanations will not be binding.

H. CONSIDERATION OF PROPOSAL

The Commissioner of Property and Procurement shall represent and act for GVI in all matters pertaining to the scope of work and contract in conjunction therewith. **This RFP does not commit GVI to the award of a contract, nor pay any cost incurred in the preparation and submission of proposals in anticipation of a contract. GVI reserves the right to reject any or all proposals and to disregard any informality and/or irregularity in the proposal when, in its opinion, the best interest of GVI will be served by such action.** Proposals failing to provide some of the items in the scope of work shall not be rejected per se but any deviations from the scope must be clearly noted.

I. ACCEPTANCE OF PROPOSALS

GVI will notify in writing acceptance of one of the proposals. Failure to provide any supplementary documentation to comply with the vendor's proposal may be grounds for disqualification.

J. CONTENTS OF PROPOSAL

The following is a list of information to be included in the written proposal. Failure to comply with all the requirements as outlined, will disqualify the applicant.

1. Introductory letter about the applicant:

   a. Name, address, fax and telephone numbers.
   b. Type of service for which individual/firm is qualified.

2. Organization:

   a. Names/addresses of Principals of Firm.
   b. Names of key personnel with experience of each and length of time in organization.
   c. Number of staff available for assignment. (Local & Off-Territory)
   d. Copy of Articles of Incorporation
   e. Copy of Certificate of Resolution
   f. Copy of valid Business License
   g. Copy of Certificate of Good Standing

3. Outside consultants that will be retained for this project and percentage of work to be sub-contracted.

4. Project experience:

   a. List of completed projects of similar type and estimated cost of each.
   b. Current projects underway; scope; percentage completed to date and estimated cost of each.

5. Project References: (including a notarized written consent from the authorized representative which must include: name; telephone number; email address and facsimile number).

6. Project Approach:

   a. Describe how you will approach this project and availability to perform the services requested.

7. ***Cost***: The Cost Proposal must be submitted in a separate sealed envelope.

K. CONFLICT OF INTEREST

A proposer filing a proposal hereby certifies that no officer, agent or employee of GVI has a pecuniary interest in this proposal or has participated in contract negotiations on behalf of GVI; that the proposal is made in good faith without fraud, collusion, or connection of any kind with any other Bidder for the same request for proposals; the Bidder is competing solely in its own behalf without connection with, or obligation to, any undisclosed person or firm.

L. LICENSE REQUIREMENT

An award will not be made to any firm or individual doing business in the Virgin Islands to perform work with the Government of the Virgin Islands until evidence is submitted that the said firm or individual has a valid V.I. Business License to do business in the Virgin Islands. Bidders must submit hard copy of a valid V.I. business license within ten (10) working days after award.

All Bidders bidding as Joint Ventures must be licensed as a Joint Venture in the Virgin Islands.

M. REQUIRED DOCUMENTS

1. PUBLIC LIABILITY: The successful bidder will be required to obtain and have in place public liability insurance and other insurance necessary as requested in this proposal package. Insurance Policy(ies) shall name the Government of the Virgin Islands as **"Additional Insured"**. The public liability insurance shall have a minimum limit of not less than **one hundred thousand ($100,000.00) dollars** for anyone occurrence for death or personal injury and **one hundred thousand ($100,000.00) dollars** for anyone occurrence for property damage. Bidder must provide public liability insurance within ten (10) working days after award.

2. WORKERS' COMPENSATION: Within ten (10) working days after award of project the successful bidder must submit a copy of their certificate providing that his firm and his agents are covered by Workers' Compensation Employee's Liability.

3. PROFESSIONAL LIABILITY: The successful bidder will be required to obtain and have in place professional liability in addition to any other insurance requested this proposal package. Insurance Policy(ies) shall name the Government of the Virgin Islands as **"Additional Insured"** and place the GVI in the policy description. The Professional Liability insurance coverage shall be no less than **two million dollars and no cents ($2,000,000.00)**.

4. **FAILURE TO PROVIDE THE CERTIFICATES WITHIN THE STATED TIME PERIOD MAY RESULT IN THE PROPOSAL DEEMED NON-RESPONSIVE AND MAY BE IMMEDIATELY DISQUALIFIED WITH NO FURTHER CONSIDERATION GIVEN FOR POTENTIAL AWARDING OF THE CONTRACT.**

Notice

This project is for a Marine Consultant to fully develop the concept for the delivery of marine transportation in the Harbor of Charlotte Amalie, which will provide service for both residents and visitors

Information provided in the scope of work is to be used only for purposes of preparing a proposal. It is further expected that each bidder will read the scope of work with care, for failure to meet certain specified conditions may invalidate the proposal.

The Government of the Virgin Islands reserves the right to reject any or all proposals or any portion thereof and to accept the proposal deemed most advantageous to the GVI. Price shall not be the sole criterion of awarding this project. Scope and quality of work proposed and the ability of the bidder to complete this type of project shall also be considered.

Applicants are required to submit proposals based on the scope of work to the Department of Property and Procurement. Alternative proposals recommending new features and technology other than that requested in the scope of work will receive consideration provided new features and/or technology is clearly explained. Any exceptions to the requirements requested herein must be clearly noted in writing and be included as part of the proposal.

The information contained herein is believed to be accurate, but is not to be considered in any way as a warranty. Request for additional information clarifying the Scope of Work should be directed in writing to the Commissioner of Property and Procurement Lynn A. Millin Maduro, Esq. at lynn.millinmaduro@dpp.vi.gov, All requests will be forwarded to Tourism Commissioner Beverly Nicholson Doty for review.

Statement of Purpose

This project has been addressed to assist the Department of Public Works in their effort to develop a comprehensive plan to implement marine transportation in the Harbor of Charlotte Amalie

Overview

The Department of Public Works is inviting proposals from marine consultants with specific expertise in the development of marine transportation services to include both resident & visiting populations. The successful consultant will work with the Department of Public Works to design a comprehensive marine transportation system for Harbor of Charlotte Amalie.

Scope of Work

Needs assessment (cruise passengers, land visitors, residents)

- Time & Motion Study
- Recommendation of the most feasible vessels for the identified marine routes.
- Recommendation on build, lease or purchase options for the vessels including opportunities for seasonal leasing from other jurisdictions or countries
- Ensure recommendations meet Coast Guard & Federal Highway mandates
- Recommendations for concepts for operation- sole proprietorship, taxi association partnerships, public/private sector partnership or other
- Competitive analysis – Bermuda, St. Martin, Cape Cod etc
- Recommendations on rules & regulations for operation (in collaboration with Taxi Commission)
- Analysis & recommendation on potential fees & charges
- Assist in the development of the public presentations on this subject
- Secure intelligence from all applicable stake holders- Taxis, Cruise Lines, Retailers, Accommodations Sectors, Taxi Commission & the Community at Large.

RESPONSE REQUIREMENTS

- Company name and primary office address
- A history of your company including specific marine experience
- Overview of relevant or similar engagements, detailing key factors of those engagements that would be pertinent to this engagement and would exemplify particular skills and experience
- Proposed client service team to include the biographies of staff who provide full time service to the USVI account
- A list of references including former clients
- Number of years in business, including under other names
- Identify other marine accounts represented by your agency.
- Identify who among your key personnel has firsthand knowledge of the USVI and/or the Caribbean.
- Does your company have any accounts that could be viewed as a conflict of interest with the USVI?
- Provide a full listing of services offered by your company.
- Provide your top ten accounts listed in order of the range of billings from high to low.
- Describe your company's approach (philosophy).

COMPANY FINANCIAL INFORMATION

- Provide a brief outline of your financial viability going forward
- Is your company profitable? If so, for how many years?
- If you are a public company, provide audited financial statements for the past three years. Include annual reports.
- Do you have sufficient cash reserves to fund operations for the next financial year?
- Are you participating in any joint ventures?