



Department of Property & Procurement

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July 2, 2020

AMENDMENT ELEVEN (11) RFP-013-C-2020 (P) Territorial Solicitation for Architectural and Engineering (A/E) Services for the Hospitals in the U.S. Virgin Islands.

QUESTION AND ANSWER

1. **Question:** Will the Juan F. Luis Hospital project include the restoration of the site after the removal of the temporary hospital facility?

Response: Yes.

2. **Question:** Has there been an environmental impact study performed for any of the sites?

Response: No.

3. **Question:** Is there any soil remediation anticipated at any of the sites?

Response: The A&E Firm will determine.

4. **Question:** SOW Section 5.3 Architectural & Engineering Design, page 20 and further elaborated on pages 20 and 21, states: "The phases shall be based on 25%, 50%, 75% and 100% completion milestones." This conflicts with the Appendix D-1- Governor Juan F. Luis Hospital & Medical Center Schedule on page 17 of Appendices, which indicates "30% Construction Documents and Meeting, 60% Construction Documents and Meeting, 90% Construction Documents and Meeting, Bid/Contract Documents and Meeting." Please clarify which one we should follow.

Response: The Appendix D-1 schedule should be followed.

5. **Question:** Section 5.3, page 20 states that “All phases of the design development shall be reviewed and approved by JFL Review Panel.” How long a time period should be allocated for the JFL review and approval process at each milestone?

Response: 10 business days.

6. **Question:** The RFP outlines the architect’s responsibilities regarding design of temporary facilities at the CKCI (Section 5.1 Program Development, p.53), and MKSCHC (Section 5.1 Program Development, p.72). We believe the reference to a temporary facility may be erroneous at these two projects. Please confirm that design of temporary facilities at the CKCI (project C) and MKSCHC (project D) is not required.

Response: Confirmed a temporary facility is not required for CKCI (project C) and MKSCHC (project D), therefore design is not required for the aforementioned.

7. **Question:** Does the hospital anticipate an on-site interview?

Response: On Page 3, item #2 states that the Evaluation Committee may request any or all proposers to participate in an on-site review.

8. **Question:** Under section 5.1 Program Development, the RFP calls for “Facility specific Needs Analysis to identify programming requirements..... for Patient Services” Can you please clarify if this includes collecting data related to service line activity such as volumes (patient discharges and patient days), operating metrics (in rooms times, case times, hours of operation, etc.) and then developing a 5 and 10 year forecast for the hospital?

Response: Yes.

9. **Question:** Under section E. of the RFP it states, “Electronic submissions must also include Company’s Name- Solicitation Number and Due Date. The second page of each electronic submission must only contain the following words in red font: “CONFIDENTIAL BID SUBMISSION”, but under section J contents of Proposal, it list Cover Letter, the title page then Executive Summary third. In what order do you prefer the page with the red font “CONFIDENTIAL BID SUBMISSION to appear?

Response: Section E is only referring to what you put in the subject line of the email. In the body of the email is where you put the “CONFIDENTIAL BID SUBMISSION” language.

10.Question: Under section J, it outlines the contents and order of the proposal information required. Item 14 asks that all required appendix forms to be submitted here, but under some of the prior item numbers it asks for certain appendix forms to be inserted under these prior numbers. Do you want them all together under item 14?

Response: Appendix forms mentioned in other sections are to be part of those sections. Item #14 will include all other Appendix not mentioned in other sections.

11.Question: Under section J, item 6, Firm Background and Experience it ask to provide an organizational chart of the firm; include the names, background, education, and experience of all principals. Include any sub-consultants in the organizational chart. Is this a firmwide Org chart or just the individual team members involved in the JFL project.

Response: The Org Chart should be project specific.

12.Question: Under section J, item 7, Technical Proposal, it asks us to complete plan of operation and implementation for the services addressed in the submitted proposal. The Technical Proposal is a narrative that addresses the Scope of Work described in Section 5 (25 pages). This question refers to 25 pages. Is that a page limit?

Response: Yes.

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED.

BIDDERS MUST ACKNOWLEDGE RECEIPT OF THIS AMENDMENT WITH
THEIR BID PROPOSAL.