



Department of Property & Procurement

Government of the United States Virgin Islands

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

Pre-Proposal Conference June 1, 2020 at 11:00 am

RFP-013-C-2020 (P)- Pre-Proposal Conference Agenda

DATE: June 1, 2020
TIME: 11:00 AM
LOCATION: Teleconference

I. Welcome and Introductions:

- a. RFP Evaluation Supervisor- Dynell Williams, Deputy Commissioner
- b. The Hospital Redevelopment Team Project Lead- Darryl Smalls, P.E
- c. Gov. Juan F. Luis Hospital & Medical Center Representative – - Elisa Sanchez, PMP
- d. Gov. Juan F. Luis Hospital & Medical Center Representative- Yvonne Thomas, Lead Project Manager
- e. Potential Proposer on conference call

II. General Information:

The purpose of this mandatory Pre-Proposal Conference is to provide an “informal” forum for the potential Proposers to ask questions and gain clarification on the requirements identified in the Request for Proposal. **NOTE:** The scope of the Pre-Proposal Conference will include questions from potential Proposers to this RFP (not subcontractors or vendors of potential Proposers).

- a. All answers by DPP, HRT, and JFL Representatives to potential Proposers questions are considered **Informal** and-binding to the Government of the Virgin Islands.
- b. All potential Proposers requiring a **Formal** answer to their questions, or request for clarification must submit their question in writing to dynell.williams@dpp.vi.gov in accordance with Section G of the RFP.
 - i. All Formal answers to written Proposers questions, or request for clarification shall be via the issuance of an Amendment to the RFP by DPP.
 - ii. Subcontractors and vendors with questions shall submit through a Potential Proposer and not directly to DPP.

III. Schedule:

- a. Deadline for Request for Clarification: Friday, June 26, 2020 (12 noon AST)

- b. Proposal Due Date and Time: Tuesday, July 17, 2020 at 4:30 pm (AST)
- c. Site Visit Schedule:
 - i. Roy L. Schneider Hospital and Charlotte Kimelman Cancer Institute- Tuesday, June 2, 2020 at 10:30 AM
 - ii. Juan F. Luis Hospital & Medical Center- Wednesday, June 3, 2020 at 10:00 AM
 - iii. Myrah Keating Smith Community Health Center- Thursday, June 4, 2020 at 12 noon

IV. Overview of RFP Documents:

- a. RFP- Section Review (Section J, M, N and O)
- b. RFP Appendices Review
- c. RFP- Scope Review

V. Proposer Questions, and Clarification:

- a. When asking a question, we ask that you state the following information:
Your name, company, section of the RFP and then the proposed question.

VI. Site Visits Protocols:

- a. Roy L. Schneider Hospital and Charlotte Kimelman Cancer Institute
- b. Juan F. Luis Hospital & Medical Center
- c. Myrah Keating Smith Community Health Center

VII. Closing Remarks

- a. RFP Evaluation Supervisor- Dynell Williams, Deputy Commissioner