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GOVERNMENT OF
THE VIRGIN ISLANDS OF THE UNITED STATES

Request for Proposal – Negotiation
Professional Services

To: ..... Date: March 13, 2018

..... RFP No. 008-2018 (P)

Pursuant to 31 V.I.C. 239 **(a) (4)** and Rules and Regulations thereunder issued, the Government of the Virgin Islands, herein after referred to as GVI, Department of Property and Procurement will receive proposals for the work described below. Proposals will be received no later than **Friday, April 13, 2018 @ 4:00 o'clock p.m.** Atlantic Standard Time.

DESCRIPTION OF WORK:

Qualified Contractors to provide Architectural Engineering services required for the redesign and restoration of Government House (The Battery) on the island of St. John, U.S. Virgin Islands

SCOPE OF SERVICES: See Attached

NEGOTIATED PROCEDURES:

The Commissioner of the Department of Property and Procurement will appoint a 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 principals of the firm or person; **(ii)** the extent to which the firm or person specializes in or has provided services of a type and scope similar to the hereunder; **(iii)** familiarity with the location (s) in which services will be performed; **(iv)** capability of meeting schedules; and **(v)** quality of performance on other similar 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 commence with the second most qualified, the third most qualified or additional firms, in order of preference, and shall continue until an agreement is reached.

Lloyd T. Bough, Jr.
Commissioner
Property and Procurement

INSTRUCTION TO PROPOSERS

A. NOTICE

RFP-008-2018 (P) Qualified Contractors to provide Architectural Engineering services required for the redesign and restoration of Government House (The Battery) on the island of St. John, U.S. 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 thoroughly, 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 to be considered in any way as a warranty. Request for additional information clarifying the Scope of Work should be directed in writing to **Deputy Commissioner of Procurement, Dynell R. Williams** at **dynell.williams@dpp.vi.gov**.

B. STATEMENT OF PURPOSE

To assist the Government of the Virgin Islands in meeting the requirement for the following services: **RFP-008-2018(P) Qualified Contractors to provide Architectural Engineering services required for the redesign and restoration of Government House (The Battery) on the island of St. John, U.S. Virgin Islands.**

C. PROPOSE SCOPE OF WORK

See Attached Scope of Services

D. TIMETABLE

1. **Pre-Proposal Conference:** **Wednesday, March 21, 2018 at 10:00 a.m.** at the Department of Property and Procurement Conference Room, 8201 Subbase - 3rd Floor, St. Thomas, Virgin Islands.

2. Last day for request for written clarification will be **Tuesday, March 27, 2018 @ 1:00 p.m.** Atlantic Standard Time.

3. Proposals will be accepted at Department of Property & Procurement, no later than **Friday, April 13, 2018 @ 4:00 p.m.** Atlantic Standard Time.

E. SUBMISSION OF PROPOSAL

All interested parties shall submit ***one*** **(1)** original and ***four (4)*** copy sets of proposals, which are to be delivered to the Department of Property and Procurement no later than **Friday, April 13, 2018 @ 4:00 p.m.** Atlantic Standard Time.

They shall be addressed to:

Lloyd T. Bough, Jr.
Commissioner
Property & Procurement
8201 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 OR PACKAGE:

SEALED PROPOSALS-DO NOT OPEN

RFP-008-2018 (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 Department of 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, cancel or modify the 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 **Deputy Commissioner of Procurement, Dynell R. Williams**. 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 of 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 respondent'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, may disqualify the

applicant.

1. Introductory letter about the applicant:

a. Name, address, email 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 project. (Local & Off-Territory)
   d. Copy of Articles of Incorporation
   e. Copy of Certificate of Resolution
   f. Copy of valid Business License

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 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; and email address).

6. Project Approach:

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

7. **Cost: Price Proposal *(one (1) original and four (4) copy sets of proposals)* must be submitted in Envelope #2.**

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 with the Government of the Virgin Islands until evidence is submitted that said firm or individual has a valid Virgin Islands Business License. Bidders must submit hard copy of a valid Virgin Islands Business License within ten (10) business 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 any one occurrence for death or personal injury and **one hundred thousand ($100,000.00) dollars** for any one occurrence for property damage. Bidder must provide public liability insurance within ten (10) business days after award. Also see Additional Instructions provision – Instruction to Bidders 2 (Insurance Requirements).

2. WORKERS' COMPENSATION: Within ten (10) business days after award of contract, the successful bidder must submit a copy of their certificate verifying his firm and agents are covered by Workers' Compensation Insurance.

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

N. REQUIREMENTS FOR CORPORATION

1. ARTICLES OF INCORPORATION
2. CERTIFICATE OF CORPORATE RESOLUTION
3. CERTIFICATE OF GOOD STANDING

Government House Complex Cruz Bay St. John Rehabilitation

February 10, 2018

Project Title: **Government House (The Battery) Rehabilitation**

Client/Owner: **Government of the Virgin Islands of the United States**
Department of Public Works

INTRODUCTION

The Territory of the Virgin Islands of the United States is comprised of the islands of St. Thomas, St. John, St. Croix and Water Island. The Department of Public Works is the agency within the Government of the Virgin Islands responsible for the planning, design and construction of the Government Facilities. Similarly, the Department of Property and Procurement is the contracting agency for the government.

SERVICES REQUIRED

The services required under this contract will include providing personnel and equipment for property as-built surveys, measured drawings, and design services for mold remediation and the full rehabilitation of the properties known as Government House (The Battery) located on Henry Samuel Street Cruz Bay, St. John U.S.V.I. The scope will also include construction administration and mold remediation. Payment for these services will be based on a Lumps Sum Fixed Fee negotiated competitively. Attached for your use is a preliminary Disaster Damage Assessment summarizing the damages, along with some recommendations.

PROJECT

The subject project, is located in the Cruz Bay Town Historic District and is 4,776 square feet. The buildings were severely damaged due to Hurricane Irma and Maria. The intent of the project is to restore the buildings and remove any hazardous items which would prohibit the facility from being used.

SCOPE OF WORK

The scope of work for the project involves preparation of plans, specifications, mold remediation and removal, and cost estimate for the complete rehabilitation of Government House (The Battery). Plans will be developed as per coordination efforts with the Virgin Islands State Historic Preservation Office (VISHPO), The Department of Public Works and the user Agency. All design work must comply with Secretary of Interior (SOI) standards for Historic Structures.

PROJECT INTENT

The complex consists of three (3) buildings; Government House, known as The Battery, Department of Licensing and Consumer Affairs (DLCA) and Administrator Office. The repairs and rehabilitation of this facility is vital for day to day government operations. The Government House Building (The Battery) is one of the most significant buildings in the Cruz Bay Town District.

The planned restoration is necessary in order to rehabilitate the buildings and restore its function. It shall include the following:

A. Detailed Damage Assessment and recommendations
B. Itemized scope of work and description on the plans and Specifications.
C. Repairs and recommendations for all interior and exterior.
D. Roof Repairs
E. Exterior skin repairs
F. FF&E (Fixtures Furnishings and Equipment)
G. Lighting replacement
H. Mechanical System replacement
I. Electrical System replacement
J. Communication, Fire Alarm replacement
K. Plumbing system replacement.
L. Mold Remediation and Removal

DESIGN STANDARDS

- International Building Code latest addition.
- Secretary of the Interiors Standards (SOI)
- International MEP codes Latest addition.

TASKS TO BE ACCOMPLISHED

A. Provide Property as-built Survey.
B. Provide measured drawings to be used for design development and construction documents.
C. Development of project specifications.
D. Development of mold and hazardous material remediation and removal specifications
E. HVAC design and specifications
F. Electrical and Plumbing specifications and construction documents
G. Finalize design and prepare final PS&E package, including all bid documents for submittal to DPNR AND VISHPO.
H. Identify required permits, prepare applications and follow through to issuance of permits.
I. Consultant also shall submit final Plans, Specifications and Engineers Estimate on electronic file. (Microsoft Office Suite, PDF format, Auto Cad DWG files of base drawings to include building floor plans, elevations and as-built property survey)

J. Construction Administration.

CONDITIONS OF PROPOSAL: Government House St. Thomas Rehabilitation Project

The proposal shall be submitted in two (2) sealed envelopes.

I. Envelope #1 shall consist of:

A. A QUALIFICATION STATEMENT which should contain the following:

1. Firm name, address telephone and fax number.
2. Year established and any former names.
3. Types of services for which firm is qualified.
4. Names of Principals of firm and States which they are registered.
5. Names of key personnel who will be assigned to this project and their resumes of education and experience.
6. Sub-consultants proposed for this assignment and their qualifications.
7. Current workload: Scope, cost, percent completed; both prime contracts and major subcontracts.
8. List of selected completed projects, their scope and cost, and name/phone number of owner's representative we can contact.
9. Narrative description of your approach to this project, your anticipated schedule and any unusual aspects or problems you foresee with this project.
10. Conflict of interest disclosure. Statement to read:

"I certify that I have no present conflict of interest, that I have no knowledge of any conflict of interest that my firm may have, and that I will recuse myself from any capacity of decision making, approval, disapproval, or recommendation of any contractor for selection on any contract if I have a conflict of interest or a potential conflict of interest. Consultants are expected to safeguard their ability to make objective, fair, and impartial decisions when performing work for the Department, and therefore may not accept benefits of any sort under circumstances in which it could be inferred by a reasonable observer that the benefit was intended to influence a pending or future decision of theirs, or to reward a past decision. Consultants performing work for the Department should avoid any conduct (whether in the context of business, financial, or social relationships) which might undermine the public trust, whether or not that conduct is unethical or lends itself to the appearance of ethical impropriety. I realize that if I am involved in the development of a specification/scope of work or the development of selection criteria to be used for evaluation in a procurement of a commodity/service, my firm cannot compete in that procurement. I realize that violation of the above

mentioned standards could result in the termination of my Work for the Department."

Print Name
Signature

B. An IMPLEMENTATION APPROACH which should contain at least the following:

1. A narrative description of your approach to this project, including a detailed description of the phases and sequence of work proposed and who will perform them. If sub-consultants will be used, specify the number of professional hours and tasks that they will perform.
2. The anticipated schedule and interim products.
3. Any unusual aspects or problems you foresee with project.
4. It is expected that the work schedule being proposed be completed in 4 months or less.

II. Envelope # 2 shall consist of:

A. Price Proposal which should contain at least the following:
1. A Lump sum cost and duration for each task.
2. Your professional and support staff proposed hourly and overhead rates

After the Proposals have been evaluated, the highest rated firm will be selected and the submitted price proposal will be opened for review and evaluation.

EACH PROPOSER IS ASKED TO SUBMIT FIVE (5) COPIES OF THEIR PROPOSAL ENTITLED:

PROPOSAL FOR DESIGN SERVICES FOR THE REHABILATION OF GOVERNMENT HOUSE CHARLOTTE AMALIE. ST THOMAS VIRGIN ISLANDS
RFP NO._____