

**GOVERNMENT OF
THE VIRGIN ISLANDS OF THE UNITED STATES**

**Request for Proposal – Negotiation
Professional Services**

To:

Date: March 6, 2020

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RFP No. RFP-012-C-2020 (P)

Pursuant to 31 V.I.C. 239 (a) (4) and Rules and Regulations thereunder issued, the Government of the Virgin Islands, hereinafter referred to as GVI, Department of Property and Procurement shall receive proposals for the work described below. Proposals shall be received no later than **Tuesday, April 7, 2020 at 4:30 p.m.** Atlantic Standard Time.

DESCRIPTION OF WORK:

This Scope of Services (SOS) is to solicit a firm or company to manage the day-to-day operation of Fort Frederik on behalf of the Department of Planning and Natural Resources. The successful bidder will operate the facility and pay a commission to the GVI.

NEGOTIATED PROCEDURES:

The Commissioner of the Department of Property and Procurement shall appoint a Selection Committee to assist in the evaluation and selection of at least one Contractor. Accordingly, current data on qualifications and performance should be submitted with proposals. After reviewing the qualifications and proposals the Committee shall select for discussions from the firm(s) or person(s), in order of preference, those firm(s) or person(s) **deemed to be most highly qualified to provide the services herein required.** Discussions shall be conducted successively and severally with the firm(s) or person(s) so selected on the anticipated concepts for furnishing the services hereunder.

FACTORS FOR DISCUSSIONS

Selection criteria shall include (i) Professional qualification, registration and general reputation of principals of the firm(s) or person(s); (ii) the extent to which the firm(s) or

person(s) specialize in or has provided services of a type and scope similar to the services hereunder; **(iii)** familiarity with the location (s) in which services shall be performed; **(iv)** capability of meeting schedules; and **(v)** quality of performance on other similar projects. **Proposals will be evaluated according to the following criteria in descending order: (a) Project Approach (b) Qualifications (c) Experience (d) References and (e) Cost. The Selection Committee may, at its option, request any or all proposers to participate in on-site interviews.**

NEGOTIATION:

The Selection Committee shall recommend to the Commissioner **the highest qualified firm(s) or person(s) with whom contracts shall be negotiated.** The Commissioner of DPP, with the assistance of the Selection Committee, shall attempt to negotiate contracts with such firm(s) or person(s).

Should the Commissioner be unable to negotiate a satisfactory contract with the firm(s) considered to be the most qualified, at a price the Commissioner determines to be fair and reasonable to the Government, negotiations with those firm(s) shall be formally terminated. Negotiations shall continue with other the selected firm(s) until an agreement is reached.

Anthony D. Thomas
Commissioner
Property and Procurement

INSTRUCTION TO PROPOSERS

A. NOTICE

RFP-012-C-2020 (P)- Day-to-day Management of Fort Frederik National Historic Monument of the United States, Virgin Islands (Fort Frederik, St. Croix).

Information provided in the scope of services is to be used only for purposes of preparing a proposal. It is further expected that each respondent/ proposer shall read the scope of services 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. An award will be made to the most **responsive and responsible** bidder whose offer, conforms to the solicitation. **The order of importance for this bid is: (a) Project Approach (b) Qualifications (c) Experience and (d) References.**

Applicants are requested to submit proposals on the basis of the scope of services. Alternative proposals recommending new features and technology other than that requested in the scope of services shall receive consideration provided 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 Services should be directed in writing to **Deputy Commissioner of Procurement, Ms. 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 supply/service: **RFP-012-C-2020 (P)- Day-to-day Management of Fort Frederik National Historic Monument of the United States, Virgin Islands (Fort Frederik, St. Croix).**

C. PROPOSED SCOPE OF SERVICES:

I. The Contractor's Responsibilities:

- a. The Contractor shall include in their project approach:
 - i. Concepts for exhibits to be displayed in the Fort
 - ii. Designation of retail space for Virgin Islands products
 - iii. Marketing ideas to increase visitation
 - iv. Hours of operation
 - v. Estimated fee schedule
- b. Proposals should also include previous experience or working knowledge of Smithsonian Institute guideline.

II. Government Responsibilities:

- a. The GVI will make itself available to interested parties to complete a walk thru of the facility prior to submitting a proposal.

D. TIMETABLE

1. Last day for request for written clarification will be **Monday, March 30, 2020 at 12:00 noon** Atlantic Standard Time.
2. Proposals shall be accepted at Department of Property & Procurement, no later than **Tuesday, April 7, 2020 at 4:30 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 **Tuesday, April 7, 2020 at 4:30 p.m.** Atlantic Standard Time.

They shall be addressed to:

Anthony D. Thomas
Commissioner
Department of Property & Procurement
3274 Estate Richmond
Christiansted, Virgin Islands 00820

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-012-C-2020 (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, Ms. Dynell R. Williams**. GVI shall not respond to questions received after the above established date. The person submitting the request shall be responsible for its prompt delivery. Any interpretation of the scope of work shall be made in writing to all prospective providers. Oral explanations shall 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 shall 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 shall 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, shall disqualify the applicant and the proposal shall be deemed as non-responsive.

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. Current Business License for services being advertised.
 - b. Current trade name registration certificate, if applicable
 - c. Certificate of Good Standing dated July 1, 2019 or later
 - d. Articles of Incorporation (for Corporations) or Articles of Organization (for LLCs) or qualification (Limited Partnerships), if applicable.
3. Staffing:
 - a. Provide a listing of staff available for the project.
 - i. Principals of Firm
 - ii. Key Personnel
 - iii. Staff available
 - iv. Resumes
4. Sub-contractors:
 - a. Provide listing of Sub-contractors that shall be retained for this project including phone numbers.
 - b. Provide what percentage of work will be sub-contracted.

PLEASE NOTE: A company cannot submit a bid proposal and at the same time be listed as a subcontractor on another company's proposal for the same project.

5. Project experience:
 - a. Provide a listing of related projects performed within the last three (3) years. Include a brief description of the work performed and cost of each project.
 - b. Provide a listing of projects currently being performed. Include a brief description of the project and percentage completed.
6. References Letters: 3 letters minimum related to the projected being solicited. To obtain maximum allotted points, each letter must:
 - a. Include information about past performance on similar project from authorized representative;
 - b. Include a working telephone number; and email address to be contacted; and
 - c. Notarized.
7. Project Approach:
 - a. Narrative description of your approach to this project and any unusual aspects or challenges you foresee with this project.
 - b. Does the project plan address the criteria identified in the RFP Scope? Is there a project plan against which to measure progress?
 - c. Quality of Proposal Presented.
8. Insurance Requirements: The cost of which shall be borne by the Contractor and maintained fully during the term of the contract.
 - a. **Certificate of Government Insurance** (Workmen's Compensation):
 - i. Respondent will provide a Certificate of Insurance reflecting the required coverage by Virgin Islands law.
 - b. **Comprehensive General Liability Insurance:**
 - ii. Respondent shall carry comprehensive general liability on an occurrence form with no "x, c, or u" exclusions with the following minimum limits:
 1. Each occurrence- \$1,000,000.00
 2. Damaged to rented premises-\$50,000.00
 3. Medical Expenses- \$5,000.00
 4. Personal & Adv Injury-\$1,000,000.00
 5. General Aggregate-\$2,000,000.00
 6. Products-Completed Ops. Aggregate- \$2,000,000.00
 - iii. General Aggregate shall apply on a policy basis.

- iv. Respondent shall provide a Certificate of Insurance reflecting required coverage.
 - v. If awarded, the Contractor shall provide proof of adding the Government as an additional insured via a scheduled/individual endorsement.
- c. **Commercial Automobile Liability (when applicable):**
- vi. Respondent shall carry automobile liability insurance, including all owned, non-owned, scheduled, and hired autos with the following minimum limits and coverage:
 - 1. Combined Single Limit - \$1,000,000.00
 - vii. Respondent shall provide a Certificate of Insurance reflecting required coverage.
9. Cost Proposal:
- a. **The Contractor will provide cost estimates fee schedule for the following outlined services. One (1) original and four (4) copy sets of proposals must be submitted in 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 proposer for the same request for proposals; the proposer is competing solely in its own behalf without connection with, or obligation to, any undisclosed person (s) or firm (s).

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. A current hard copy of a valid Virgin Islands Business License must be submitted within ten (10) business days after award. All Bidders bidding as Joint Ventures must be licensed as a Joint Venture in the Virgin Islands.

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.

**M. MANDATORY LIST OF REQUIRED SUPPORTING DOCUMENTS
TO CONTRACT WITH GOVERNMENT OF THE VIRGIN ISLANDS**

a. See attached and see link below:

<https://dpp.vi.gov/sites/default/files/forms/New%20-%20List%20of%20Required%20Docs.09.17.2018.pdf>

b. THESE WILL BE REQUIRED PRIOR TO AWARD OF CONTRACT.