

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

**Request for Proposal – Negotiation
Professional Services**

To:

Date: May 8, 2020

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RFP No. 013- 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 **Friday, July 17, 2020 at 4:30 p.m.** Atlantic Standard Time.

DESCRIPTION OF WORK:

The Department of Property and Procurement (DPP) has the responsibility of supporting the Reconstruction Projects in the Territory.

The Hospital Redevelopment Team is soliciting proposals from qualified and licensed firms (“Respondents”) to provide architectural & engineering services (A&E) for federally funded recovery projects in the U.S. Virgin Islands.

Respondents will be competing against each other for selection to provide disaster recovery A&E services as more fully described in each project’s scope of work. The submissions of all Respondents shall be compared and evaluated pursuant to the evaluation criteria set forth in this RFP. Respondents must respond to all components of the scope for the following projects. Respondents may submit bids for one or multiple projects:

- | | |
|---------------|--|
| 1. Project A- | Governor Juan F. Luis Hospital & Medical Center
Location: St. Croix, USVI |
| 2. Project B- | Roy L. Schneider Hospital
Location: St. Thomas, USVI |
| 3. Project C- | Charlotte Kimelman Cancer Institute
Location: St. Thomas, USVI |
| 4. Project D- | Myrah Keating Smith Community Health Center
Location: St. John, USVI |

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. It is the Government's intent to award multiple contracts through this solicitation. 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 firms or persons, in order of preference, those firms or persons **deemed to be most highly qualified to provide the services herein required**. Discussions shall be conducted successively and severally with the firms or persons so selected on the anticipated concepts for furnishing the services hereunder.

FACTORS FOR DISCUSSIONS

1. Proposals will be evaluated according to the following criteria in descending order. Selection criteria shall include:

A. Responsiveness of proposal (technical capability); (30 points);

The Respondent's experience in providing services similar to the scope of services described herein; the quality of the respondent's management, reputation, and references; and the terms under which the respondent will commit its personnel without transfers and changes.

B. Proposer's qualifications (30 points);

The Respondent's history, if any, in contracting or doing business with healthcare organizations and hospitals, quality of performance on other similar projects;

C. Proposer's Approach (20 points);

The quality of the proposal and the degree to which it demonstrates the respondent's approach and full understanding of and the ability to perform the services to be rendered and the content of the proposal demonstrating the respondent's full understanding of the project.

D. Cost proposal (bid price) (15 points);

E. Proposer's experience Working in the U.S. Virgin Islands (5 points);

Narrative detailing both the Architect's proven ability to work with U.S. Virgin Islands Government personnel on similar projects of this nature, as well as, the Architect's detailed Project Approach for this specific Project and specify & justify any assumptions that were incorporated within said Approach.

2. The Evaluation Committee may, at its option, request any or all proposers to participate in on-site interviews. Proposers may only ask questions that are intended to clarify the questions that are being asked to respond. Each Proposer's time slot for oral interviews will be determined randomly. Proposers who are selected shall make every effort to attend. If GVI experiences difficulty on any part of Respondent in scheduling a time for the oral interview, it may result in disqualification from further consideration.
3. The Evaluation Committee shall evaluate all proposals received on or before the Proposal Due Date and Time and at the location specified in the RFP to determine whether the Respondents meet the Minimum Qualifications Requirements based on:
 - a. Submission of completed Appendix G: Minimum Qualifications Questionnaire
 - b. Demonstration of experience providing architectural and engineering services for at least three (3) projects relating to hospital campuses or equivalent sites.

ARCHITECT'S QUALIFICATIONS AND EXPERIENCE:

- Narrative detailing Architect's Qualifications, Resumes, Certificates, Licensures and copies thereof to include, if applicable the Corporation's Articles of Incorporation.
- Listing of Past Projects detailing Project's Owner, Time and Cost *similar in nature to This Project*. (Construction costs Fifty Million Dollars and greater)
- Listing of all other Past Projects and on-going Present Projects detailing Project's Owner, Time, Cost and Percentage of Completion.
- Number of years of Professional Experience performed to include that within the U.S. Virgin Islands.
- V.I. Professionally Licensed Staffing now available and living within the U.S. Virgin Islands that can be quickly positioned for this particular Project.
- Names and Qualifications of all other proposed Consultants that the Architect is considering utilizing for this Project.
- Narrative detailing the past positive performance of the Architect *on similar Projects* to include a full name, position and cellular telephone number of the Owner and/or other similar representative that can be called on as a reference pertaining to the particular project.
- Narrative detailing the past positive performance of the Architect *on other Projects* to include a full name, position and cellular

telephone number of the Owner and/or other similar representative that can be called on as a reference pertaining to the particular project.

- Other References, which shall include a full name, company, position/title and cellular telephone number.
- Narrative detailing both the Architect's proven ability to work with U.S. Virgin Islands Government personnel on similar projects of this nature, as well as, the Architect's detailed Project Approach for this specific Project and specify & justify any assumptions that were incorporated within said Approach.

ARCHITECTS UNDERSTANDING OF THE NATURE OF THE SCOPE OF SERVICES AND HOW ITS PROPOSAL WILL BEST MEET THE NEEDS OF THE HOSPITALS.

- Explain how the respondent will achieve the goals, objectives, tasks, and deliverable outlined.
- Describe the strategy for preventing fraud and abuse, and for complying with local and federal guidelines.
- Proposals must demonstrate knowledge of local communities and community specific needs, including any relevant experience working in the Territory.
- Approach for maximizing use of local and/or low to moderate income and/or
Minority and Women Owned Business Enterprise (M/WBE)

NEGOTIATION:

The Selection Committee shall recommend to the Commissioner **the highest qualified firms or persons with whom contracts shall be negotiated.** The Commissioner of DPP, with the assistance of the Selection Committee, shall attempt to negotiate contracts with such firms or persons. The Government intends to award more than one respondent to support this effort.

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

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 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.

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 Work should be directed in writing to **Deputy Commissioner of Procurement, Dynell R. Williams at dynell.williams@dpp.vi.gov**. Failure to ask questions, request changes or submit objections shall constitute the acceptance of all terms, conditions and requirements in this RFP. The issuance of a written addendum by GVI is the **only** official method by which interpretation, clarification or additional information can be given. It is the responsibility of the potential Bidder to turn on notification alerts on DPP's website for this solicitation and contact GVI to ensure that they receive all addenda prior to the submittal of the proposal package. **The proposal package will be considered non-responsive if all modifications are not incorporated.**

B. STATEMENT OF PURPOSE

To assist the Government of the Virgin Islands in meeting the requirement for the following supply/service: **RFP- 013-C-2020 (P)- Territorial Solicitation for Architectural and Engineering Services for Hospitals in the U.S. Virgin Islands.**

C. PROPOSED SCOPE OF SERVICES:

Please see the attached project scope for each location at the end of package (Enclosure A).

D. TIMETABLE

1. Last day for request for written clarification will be **Friday, June 26, 2020 at 12:00 noon** Atlantic Standard Time.
2. Proposals shall be accepted at Department of Property & Procurement, no later than **Friday, July 17, 2020 at 4:30 p.m. Atlantic** Standard Time.

E. SUBMISSION OF PROPOSAL

All interested parties shall submit their electronic submissions to ebids_proposals@dpp.vi.gov. no later than **Friday, July 17, 2020 at 4:30 p.m.** Atlantic Standard Time.

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**"

THE ELECTRONIC SUBMISSION OF BIDS AND PROPOSALS MUST HAVE THE FOLLOWING INFORMATION TYPED INTO THE SUBJECT LINE OF EMAIL:

The screenshot shows an email client interface. On the left is a 'Send' button with a paper plane icon. To its right are two input fields: 'To' and 'Cc'. The 'To' field contains the email address 'ebids&proposals@dpp.vi.gov'. Below these fields is the 'Subject' field, which contains the text 'ABC Company, Inc. - RFP No. 001 - T-2020(P) - May 22 | 2020.'

Where proposals are sent by email, the bidder shall be responsible for their email to Department of Property & Procurement before the date and time set for the closing of acceptance of proposals. Proposals received after the official deadline will be considered **LATE** and will **NOT** be considered for evaluation.

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 services, he/she may submit to the GVI a written request for an interpretation thereof to the **Deputy Commissioner of Procurement, Dynell R. Williams at dynell.williams@dpp.vi.gov**. 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 services shall be made in writing to all prospective bidders. 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 services 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. **A separate proposal package must be submitted for each project location.** Failure to provide any supplementary documentation to comply with the respondent's proposal may be grounds for disqualification. Each Respondent must adhere to the requirements of each project relative to the proposal package content and format in order to simplify the review process and facilitate the maximum degree of comparison. Respondents should ensure that their proposal package closely follows the sequence and organizational outline described in this section.

1. **Cover Letter:** The Respondent shall submit a cover letter that is signed and dated by an individual authorized to enter into a contract with the respective facility, and shall acknowledge receipt of all addenda, if applicable.
2. **Title Page:** The title page should include the proposal title, the RFP No., name, address, tax ID number, and phone number of the Respondent and its principal contact.

3. **Executive Summary:** The 1-2-page summary should encapsulate the plan of action or approach to meet the requirements of this RFP, deliverables, if appropriate, and a summary of the cost information.
4. **Table of Contents:** The table of contents should facilitate locating all key points in the proposal.
5. **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.
 - e. Copy of Sam.Gov registration
 - f. Proof of DUNs number registration
6. **Firm Background and Experience:** A brief history of the Respondent, including a description of the company's experience in the last five years, and any relevant licenses.
 - a. Provide an organizational chart of the firm; include the names, background, education, and experience of all principals. Indicate number and specialty of all technical employees in your firm. Include any sub-consultants in the organizational chart.
 - b. Indicate the number and value of active projects now being handled by your firm.
 - c. Please state if your firm is currently or has been involved in any litigation and reasons for said involvement.
 - d. Include any other information which you believe would be important to our consideration of your proposal. Please do not provide general marketing material or brochures, only relevant information for proposal evaluation.
 - e. Complete the Minimum Qualifications Questionnaire (Appendix E)
7. **Technical Proposal:** 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). The technical proposal should also include the following, as necessary:
 - a. Identification of key personnel responsible for the execution of contract, and their roles.
 - b. Provide resumes of all personnel proposed for this work and copies of licenses.

- c. Indicate which firms you will employ as sub-consultants for certain portions of this work. Identify the firm(s) you are considering along with their role and qualifications of the key staff.
 - d. Indicate the amount of time required to mobilize when so requested.
 - e. Provide a description of a minimum of five (5) comparable projects indicating dollar value, date of project completion, including names, addresses and phone numbers of references.
8. **Timeline and Staffing Plan:** The Respondent shall provide:
- a. A timeline for the execution of services detailed in the RFP
 - b. A detailed staffing plan with the ability to provide services needed at each phase of the project. This plan shall include the number of personnel, roles and responsibilities of each person on the project.
 - c. The staffing plan shall also include a breakdown of staff that will need to be hired, and/or subcontracted and the expected tasks to be fulfilled.
9. **Acknowledgment of any Addenda:** Respondent shall acknowledge in the transmittal letter the number of addenda issued. (Appendix J)
10. **Exceptions to the General Contract Terms and Conditions:** Exceptions to the General Contract Provisions, set forth in Appendix K should be stated in this section.
- a. Submission of a proposal signifies to GVI the Respondent's intention to compete for the award of a contract to provide architectural and engineering professional services and that the Respondent understands and accepts that the terms and conditions as specified in this RFP and in the General Contract Provisions (Appendix K) shall become part of the final contract.
 - b. Respondents shall specifically include in their RFP response a section titled "Exceptions to Terms and Conditions Specified in the RFP and Appendix K, General Contract Provisions," in which the company shall explicitly indicate all terms and conditions specified Appendix K, General Contract Provisions, to which the company takes exception. This section shall be listed in the Table of Contents.
11. **Confidential/Proprietary Information:** Respondents may specifically include in their response a section entitled "Confidential, Proprietary Information or Trade Secrets." This section shall indicate the exact location in the proposal of all information claimed by the firm to be confidential or trade secrets. The firm shall also provide a justification as to why such material, upon request, should not be disclosed by respective facility. Such

information deemed by the Respondent to be confidential/proprietary shall be easily separable from the non-confidential or non-proprietary sections of the proposal.

12. **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.
13. **Cost Proposal:** Respondent will provide cost estimates for the following outlined services utilizing the cost proposal form attached (Appendix C).
14. **Required Forms:** Respondents must submit all Appendix to this RFP requiring signature.

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).

Because the contract is being funded with federal funds, the contract shall be governed by certain federal terms and conditions for federal grants, such as 2 CFR 200 and other applicable OMB circulars. Respondent shall provide a description of experience with such grant requirements and affirmatively represent and certify that the respondent shall adhere to any requirements of applicable federal requirements. In addition, this RFP is intended to be conducted in accordance to 2 CFR 200 and the resulting contract will contain the required contract provisions:

<https://www.fema.gov/media-library-data/1444220925938-b1dbb4d55dbd50388e12d38e187775fa/200CFRAAppendix508.pdf>

L. MINORITY & WOMEN-OWNED BUSINESS ENTERPRISE (M/WBE)

In accordance with the Virgin Islands law, service contracts awarded with fees in excess of twenty- five thousand dollars (\$25,000) must comply with equal employment opportunity requirements. Respondents that are not M/WBEs are strongly encouraged to consider partnering, or other joint venture arrangements, with local certified M/WBE companies to achieve the prescribed goals and to give M/WBE companies the opportunity

to participate. Respondents must document good faith efforts to provide meaningful participation by M/WBE companies.

M. 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.

N. 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.

O. TAXES

The price proposed by Offeror(s) shall be the total consideration, inclusive of taxes, is applicable. The Offeror(s), if awarded the Contract, may be subject to gross receipt taxes; excise taxes, import taxes or custom duty, depending on the nature of the scope of work. All taxes are the responsibility of the Offeror(s) unless exempt by law. The Offeror(s) is advised to contact the Virgin Islands Bureau of Internal Revenue ("IRB"), (340) 715-1040, for information on their tax obligations. Neither the Authority, nor its employees or representatives, shall be responsible or liable due to any inquiries or representations regarding the Offeror(s)/Contractor's tax liability. **To the extent a Offeror(s) claims an exemption from any applicable Virgin Island Tax or custom duty, Offeror(s) must, upon contract execution, present the Hospital documented evidence from IRB or other Virgin Islands Government Department establishing that the Offeror(s) is not responsible for taxes.**

ENCLOSURE A

Proposed Scope of Services for:

1. PROJECT A- Governor Juan F. Luis Hospital & Medical Center
Location: St. Croix, USVI
2. PROJECT B- Roy L. Schneider Hospital
Location: St. Thomas, USVI
3. PROJECT C- Charlotte Kimelman Cancer Institute
Location: St. Thomas, USVI
4. PROJECT D- Myrah Keating Smith Community Health Center
Location: St. John, USVI

PROJECT A

GOVERNOR JUAN F. LUIS HOSPITAL & MEDICAL CENTER

SCOPE OF SERVICES

Architectural and Engineering Professional Services for Governor Juan F. Luis Hospital Redevelopment Project

4007 Estate Diamond
Christiansted, VI 00820

1. General Background

The Governor Juan F. Luis Hospital and Medical Center (“JFL” or “Hospital”) is licensed for 188 patient care beds. JFL serves as the sole hospital on the island of St. Croix, U.S. Virgin Island. JFL is located at 4007 Estate Diamond, Christiansted (GPS Lat: 17.7336 / Long: -64.7514). We offer our community a full array of medical and specialty healthcare including but not limited to Emergency Care, Internal Medicine, Surgical Pediatrics, Obstetrics, Gynecology, Psychiatry, Physical Medicine, and Acute and Chronic Hemodialysis.

JFL is certified by the Center for Medicare and Medicaid Services (CMS); a member of good standing with the National Association of Public Hospitals and the American Hospital Association. The Hospital Pharmacy and Blood Bank are licensed by the Drug Enforcement Agency; and the Pathology & Clinical laboratory is certified by The Joint Commission on Accreditation of Healthcare Organizations. In addition, the End Stage Renal Disease (Hemodialysis) Unit is certified by CMS and is a 5 Diamond Patient Safety Award program. All health professionals are licensed under Federal Regulatory Agencies.

Additionally, JFL boasts a state-of-the-art cardiovascular prevention and treatment center at the Virgin Islands Cardiac Center (VICC). The VICC provides a wide range of acute, ambulatory, after and preventive cardiovascular services and research for the Virgin Islands and the neighboring Caribbean. The VICC is an adjoining structure that was built in 2008 and will remain in place during the new hospital build.

JFL is a 3-story structure with an approximate 212,300 square foot floor plan. The building was constructed in 1982 as a 250-bed facility comprised of primarily double occupancy patient rooms. The facility underwent major renovations following Hurricane Hugo in 1989. In 2017, the JFL facility sustained substantial damage, once again, after Hurricane Maria. The JFL facility experienced flooding caused from severe roof damage. The damage assessment done by the Federal Emergency Management Agency (FEMA) concluded that the threshold has been met to qualify JFL Hospital structure as a replacement project.

These conditions exist to date with minor remedial work done so that continuation of care can be met. Currently we are in the process of transitioning to a 55,000 square foot temporary hospital facility that will provide inpatient care only. The entire third floor of the existing main hospital was condemned due to the extent of the damage and the high mold content.

2. Project Description

The Gov. Juan F. Luis Hospital & Medical Center is requesting proposals from a licensed and qualified Architectural and Engineering (A/E) design firm for master plan development and project design services for the Reconstruction of the JFL Hospital

Project; herein referred to as “the Respondent” or “the Contractor”. . The selected Respondent will work under the supervision of the Chief Executive Officer of JFL in coordination with JFL Hospital’s Project Lead and the Territorial Project Management Team.

JFL Hospital plans to enter into an agreement with one A/E firm with demonstrated expertise in development and design of Healthcare Facilities. This Respondent must demonstrate professional experience with Local, State, and Federal regulations to provide development design services. JFL Hospital also encourages respondents to include team members with relevant FEMA Hazard Mitigation expertise. The selected Respondent will provide all necessary documentation and design services including plans, bid specifications, Contract Documents, permits, approvals and construction management.

The A/E firm selected shall provide:

- Regular communication channels with JFL
- An analysis of the existing facility to include, but not limited to, building structure and layout, existing utility options, infrastructure failures, space schematics, geotechnical surveys, site development and utilization.
- An analysis of the needs of the community as it relates to the existing provisions of the hospital, the restrictions that exist, and the requirements to meet those needs.
- An analysis of all existing departments to include direct and indirect patient care. The A&E firm shall provide recommendations in areas where improvements may be needed in staffing and infrastructure improvements.
- A conceptual plan for the new hospital with consideration for existing services and additional services needed based on analyses done.
- A study for the development of a hospital that is self-sustaining and environmentally friendly with considerations for alternative energy as the main source of power generation, waste recycling, incinerators for waste management, and oxygen generation for direct patient care needs.
- A detailed design plan that shall provide for current and future hospital development and growth.
- A facility design that shall have innovative solutions for the provision of healthcare in a rural environment, such as Telemedicine.
- A means to promote community engagement in the overall plan for the new hospital build.
- A construction cost estimate and plan that allows for continued care while construction of the new facility is underway

3. Other Requirements

The contract will be funded with federal funds; therefore, the contract shall be governed by the federal terms and conditions for federal grants. JFL must meet certain Federal and Territorial regulatory requirements for this project. The selected Respondent must comply with all contract conditions, as this RFP and resulting contract will be subject to the rules and requirements arising from the use of federal funding. Respondents should review all contract conditions and be familiar with all terms and conditions set forth therein prior to submitting your proposal.

Planned construction must not interfere with the daily operations of the existing facility; thus, the contractor must develop a detailed construction sequence and receive written approval from the hospital's executive and facilities management staff before the project execution.

4. Summary of Requirements and Deadlines

Project Name:	Gov. Juan F. Luis Hospital Reconstruction Project
Project Location:	4007 Estate Diamond, St. Croix, VI 00820
Type of Service:	Architectural and Engineering Professional Services
Mandatory Pre-Proposal Meeting and Site Visit:	The week of June 1 st - 5 th , 2020 JFL Virgin Islands Cardiac Center Gov. Juan F. Luis Hospital & Medical Center 4007 Estate Diamond Christiansted, St. Croix 00820
Optional Return Visit:	The week of June 15 th – 19 th 2020.
M/WBE Participation:	JFL encourages respondents to utilize USVI's Certified MBE's and WME's to complete the work under this contract.

DPP/JFL may modify the above schedule at its discretion.

5. Scope of Services

For design and construction management services for the JFL Redevelopment Project, the Contractor shall provide complete architectural/engineering services for design development, construction documents, bidding, and construction phase services. The scope of services is categorized into five categories of service: 1. Program Development; 2. Conceptual/Pre-Design; 3. Architectural & Engineering Design; 4. Bid Documents and 5. Construction Management Services. Where duplication of the scope of services occurs between categories, respondents should demonstrate how they propose to implement the project in an efficient manner at a value to JFL.

5.1 Program Development

1. The A/E Firm shall perform a JFL and Facility specific Needs Analysis to identify programming requirements for:
 - a. Patient Services
 - b. Infrastructure
 - c. Value based purchasing of equipment
 - d. Sustainability relative to profitable health care delivery models
 - e. Patient guest and family member comfort
 - f. Patient guest and family member short term and long-term visitation
 - g. Security, Safety, Place of Refuge
 - h. Mitigation Resilience and Sustainability
 - i. Redundancy
 - j. Solar, Wind, or other Alternative Energy utilization options with Return on Investment Analysis
 - k. LEED certification for Healthcare design consideration
 - l. Inclusion of revenue cycle considerations
 - m. Critical Care and Ambulatory Care Proportionality in relation to needs
2. The A/E firm shall identify JFL and Facility location specific demographic, housing and construction project trends:
 - a. Current and projected Census Bureau population data to meet construction needs
 - b. Private sector competitive medical services projections
 - c. Projected construction schedule time periods for commercial related projects that may coincide with the potential construction phase of JFL
 - d. Current and projected skilled commercial construction tradesmen both in terms of availability and projected demand
3. The A/E firm shall identify potential construction progress constraints:
 - a. Locally available materials: Concrete, Crushed Aggregate, Lumber,

- Steel, Sheetrock, etc.
- b. Shipping and Transport: Delivery, off-loading, customs, transport to job site, etc.
- c. Skilled worker pool availability
- d. Worker training/certification opportunities in construction
- 4. The A/E firm shall identify all required federal, industry, and local Codes and Standards to comply with including, but not limited to:
 - a. Virgin Islands Building Codes, OSHA, NFPA, NIOSH, ANSI, ADA, ASHRAE, FGI, ICRA, Guidelines for Design and Construction of Hospitals
- 5. Identify and recommend potential Mitigation, Resilience, Redundancy and Sustainability upgrade options
- 6. Identify and incorporate provisions for an on-site Emergency Management Command Center

5.2 Conceptual/Pre-Design

1. Perform a site assessment of the existing facility and provide a report that would detail the current state of existing structures and layout of supporting utilities. This report should highlight the challenges and advantages of the existing layout as it relates to Continuation of Care, CMS Certification Standards, Joint Commission Standards, ADA Compliance, OSHA requirements, and all applicable Building Code Requirements for Healthcare Facilities. The assessment should also identify supply of critical utilities needed for treating patients and how they affect the Hospital's ability to operate. Critical utilities including, but not limited to: potable water, electricity, backup generator, sanitary discharge, oxygen supply. A site and topography survey, subsurface soil investigation, and drainage plan should be done to determine best use of facility.
2. Perform an assessment of the existing services provided by the Hospital (inpatient and outpatient). This assessment should consider existing resources such as manpower, space availability, patient flow, and process flow. This should capture all the services currently provided by the Hospital. Assess each department and their function to include departments that do not provide direct patient care. All existing services should be compared to the current Healthcare Standards and determine areas for improvement on staffing, procedure, protocol, and support. There shall be active engagement of JFL key staff members during this phase.
3. Perform analysis on the needs of the community served by the hospital. This analysis should include demographic data, available statistics, and community development and improvement projects. Based on analysis done, a long-term solution and plan should be developed that can be incorporated as part of the new hospital design. Proposal methods for optimizing existing resources such as manpower, land, financial, and support services.

4. Identify all Stakeholders associated with the project. Formulate a Stakeholder Engagement Assessment Matrix through a series of meetings and/or town hall events. Stakeholders include but not limited to JFL Board, other Healthcare facilities, Non-Profit Agencies, Advocacy Groups, the Community, etc.
5. Perform analysis on current billing and revenue flow structure. Based on analysis, a new billing and revenue collection structure should be formulated.
6. Provide cost analysis comparisons in determining the best solution for JFL. A cost/benefit analysis for support facilities. A cost analysis should accompany the recommendation for the future structural makeup of the hospital to include staffing and support systems.

Once the determination of path forward has been agreed upon, through the Program development and review, three preliminary design concepts shall be generated. This preliminary design should be presented to the JFL review panel for consideration. The Conceptual Design should include:

1. Provide three (3) Facility Preliminary Concept Design Scenarios. Preliminary Concept Design Scenarios shall include the following:
 - a. Site Plan and Building Layout
 - b. Block Plan/Space Plan
 - c. Concept floor plans for each floor and/or building
 - d. Building Section Cut
 - e. Main Entry Façade Elevation
 - f. Primary Elevation Plan
 - g. Conceptual Common Outdoor space
2. Each Conceptual Design shall be accompanied by:
 - a. Advantages/Disadvantages as it pertains to construction constraints, cost, schedule, and site limitations
 - b. Expansion options for future development
 - c. Preliminary timeline and phases for completion
 - d. Green build aspects incorporated in each design

Once the three options have been presented to the JFL Review Panel, a selection will be made on the concept that will move on to the design development phase.

5.3 Architectural & Engineering Design

The selected firm shall develop, in conjunction with JFL Review Panel, the final design documents based on the chosen conceptual design. A 3-dimensional model of the chosen conceptual design shall be generated. The

Design Development Documents shall illustrate and describe the development of the approved Schematic Design Documents and shall consist of drawings and other documents including plans, sections, elevations, typical construction details, and diagrammatic layouts of building systems to fix and describe the size and character of the Project as to architectural, structural, mechanical and electrical systems, and other appropriate elements. The Design Development Documents shall also include outline specifications that identify major materials and systems and establish, in general, their quality levels. All phases of the design development shall be reviewed and approved by JFL Review Panel. The phases shall be based on 25%, 50%, 75%, and 100% completion milestones. Electronic and five (5) sets of drawings should be distributed for review and comment at each phase. Below is a suggested breakdown of what is expected at each phase completion (but not limited to). Submittals shall accompany items for review and incorporation to the final design. An alternate phase breakdown may be submitted by the selected firm for review and approval. Each milestone should be submitted and reviewed.

Phase 1 (25% Complete)

- Final overall layout for facility
- Structural Design requirements to meet the regions sustainability needs for withstanding a Category 5 hurricane, the seismic activity, and potential tsunami threat.
- Foundation and structural design based on subsurface soil conditions and existing water ways and topography
- Underground utility layout and tie-in to public utility
- Location of underground water storage collection
- Emergency access for EMS access to Emergency Room
- Private access for routine maintenance of key systems throughout the facility
- Overall aesthetics and flow of operations
- Parking

Phase 2 (50% Complete)

- Final space requirements and layout of facility. The space plan will identify the layout for each department and actual size of all rooms.
- Outdoor space for employees and families, natural light in the building, and overall comfort for patients and employees should be developed
- Energy Efficient and Environmentally Friendly considerations should be decided and implemented into overall design to include alternative energy source, LEED design considerations, recycling options, medical waste disposal options.

Phase 3 (75% Complete)

- Final list of Fixtures, Furniture, and Equipment (FF&E) for each room should be developed. Long lead items should be identified.
- All structural, civil, plumbing, electrical, mechanical and project drawings should be complete and ready for review/comment
- Design specifications should be complete and ready for review/comment
- All medical processes development based on initial assessments should be completed
- List of permit requirements for construction. Firm shall complete applications of necessary permits to be submitted by JFL for approval.

Phase 4 (100% Complete)

- Final review of all design documents and drawings for new hospital build
- Provide all final documents based on analysis and studies performed related to, but not limited to, community data, process flow, patient flow, and cost analysis.
- Submission of design documents in electronic and hard copy form (5 copies)

5.4 Bid Document Services

Prepare and assist the GVI with the Bidding Documents that will consist of proposal requirements, proposed contract forms, General Conditions and Supplementary Conditions, Specifications and Drawings and any subsequent Negotiations. Assist JFL with the bidding and evaluations for contracting of the construction work.

The Contractor shall arrange for procuring the reproduction of Proposal Documents for distribution to prospective contractors. The Architect will provide Fifteen (15) complete sets of the final construction documents to the JFL for their use in the bidding process. The Owner (JFL) shall pay directly for the cost of any additional reproduction required and shall reimburse the Architect for such expenses.

The Contractor shall participate as a consultant in selection interviews with prospective contractors.

The Contractor in collaboration with JFL shall consider requests for substitutions, where permitted by the Construction Documents, and shall prepare and distribute addenda via DPP identifying approved substitutions.

The Contractor shall assist JFL during negotiations with prospective contractors.

The Contractor will provide a final construction cost estimate (Engineer's Estimate) to JFL for their use not prior to but on first day of the bid evaluation process.

The Contractor will attend all meetings associated with the pre-bidding/ bidding / negotiation process. In particular, the Architect will participate in the mandatory pre-bid conference and pre-bid site visit.

The Contractor will investigate and respond to all questions raised by prospective bidders (contractors) and after receiving JFL's prior written approval, issue written replies to all bidders in the form of addendum via DPP.

The Contractor will continually assist JFL with bid negotiations until a responsive bidder has been selected.

The Contractor shall support JFL to solicit Construction Contractor(s) interest to ensure competitive bidding and shall keep account of and distribute Bid Document Packages to prospective bidders and provide JFL with a report of the Bid Document Packages distribution.

The Contractor shall assist JFL in reviewing and analyzing the bids, including research into the quotations and capabilities of the apparent low bidders to determine that the apparent low bidders can fulfill all bid requirements, vetting the lowest bidder, and make recommendations to JFL as to the award of the contracts.

The Contractor shall submit documentation evidencing a building permit, or an approval of the project to have a permit issued from the authority having jurisdiction.

5.5 Construction Management Services

The Contractor shall provide all services necessary and required for the inspection, management, coordination, and administration of the project, so that the required construction work is properly executed, completed in a timely fashion, and conforms to the requirements of the construction contract and to good construction practice. The Contractor shall provide such services from project commencement through substantial completion, final acceptance, and project close-out.

The Contractor shall include engineering design services during construction, commissioning, and close-out services will generally consist of the following: review submittals; review and respond to requests for information (RFIs) and requests for clarification; interpret Contract Documents; conduct periodic site visits; attend and facilitate construction project meetings; review progress of construction; develop requests for proposals, Change Orders, and Work Change Directives; review and evaluate Change Order proposals; prepare Change Orders; review and certify Contractor applications for payments; maintain logs for submittals, RFIs, Change Order proposals and Change Orders; provide technical support; monitor

contractor's general conformance with the Contract Documents; provide field support during start-up; participate in technical inspections of the project, substantial completion inspection, and final walk-through; review punch list; prepare record drawings; and participate in close-out meeting with the Construction Contractor(s) and JFL and their representatives.

5.5.1 Data Management

The Contractor shall provide and maintain throughout the project a digital data management system and collaboration platform for communication and sharing of all project files and documents. Such data management and collaboration platform shall have varying levels of access for all project participants, including Construction Contractor(s), sub-contractors, design consultant(s), grant managers, and JFL. Such data management and collaboration platform shall be organized to manage all project related data in a manner consistent with industry practice.

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5.5.2 Attend Pre-Construction Conference

A meeting will be held between the Construction Contractor, JFL, and the Contractor prior to the start of construction to coordinate the start of construction, review any issues that may have arisen, and discuss the expectations of the parties involved. The Contractor shall coordinate the preparation of meeting documents, such as the agenda, with the JFL, distribute information prior to the meeting, and record meeting minutes. The Contractor shall assume two attendees at this meeting.

5.5.3 Construction Progress Meetings

1. The Contractor shall coordinate progress meetings, held once per month, as deemed necessary by JFL and the Contractor. The Contractor shall assume one attendee at this meeting.
2. In addition to attendance at the progress meetings, the Contractor shall facilitate the meetings, prepare a package for each meeting containing agenda, a summary of open submittals, RFIs, and Change Orders to be reviewed at each meeting, and a three-week look ahead schedule (to be provided by the Construction Contractor), and other documentation that may be required for meetings that are not specified. The Contractor will prepare meeting minutes and provide them to JFL within five business days.

5.5.4 Issue Resolution and Staging Meetings

The Contractor shall assume that construction related issues and coordination of sequencing will arise that may require formal meetings between the Construction Contractor(s) and JFL to reach an agreeable resolution. The Contractor shall assume six one-hour meetings with two attendees.

5.5.5 Periodic Field Visits

1. The Contractor shall assume that periodic visits to the site will be required to observe progress and assure compliance with the Contract Documents and design intent.
2. The Contractor shall make visits to the site at intervals appropriate to the various stages of construction, as deemed necessary, to monitor the Construction Contractor's work for compliance with the Contract Documents, as outlined above. The visits may coincide with the progress meetings. Such visits and observations are not intended to be exhaustive or to extend to every aspect of the work in progress, or to involve detailed inspections of the work beyond the responsibilities specifically assigned to the Contractor in this scope of services and the Contract Documents, but rather are to be limited to spot checking, and similar methods of general observation of the work based on the Contractor's exercise of professional judgment as assisted by JFL. Based on information obtained during such visits and such observations, and from JFL, the Contractor shall determine, in general, if such work is proceeding in accordance with the Contract Documents and shall keep JFL informed of the progress of the work. During the site visits, the Contractor shall notify JFL if the Contractor believes that work should be rejected because such work will not produce a completed project that conforms to the Contract Documents, or that it will prejudice the integrity of the design concept of the completed Project as a functioning whole as indicated in the Contract Documents.
3. The Contractor shall coordinate with the Resident Project Representative (Resident) (Project Manager) and review the Resident's

logs, notes, and punch-lists as part of the site visits. The Contractor shall assume a minimum of two half-day punch lists reviews.

5.5.6 Review of Submittals and Shop Drawings

The Contractor shall review all shop drawing submittals prepared by the Construction Contractor(s) along with associated illustrations, samples, and other submittals required by the Contract Documents. The Contractor shall assume 25 submittals require review.

The Contractor shall review and respond to all submittals, shop drawings, and samples within 14 calendar days. The Contractor shall coordinate and track submittals, including preparing and maintaining a submittal log. The Contractor will distribute the shop drawings and submittals. Copies of each submittal including subsequent revisions shall be provided to JFL.

5.5.7 Respond to Requests for Information (RFIs)

The Contractor shall respond to RFIs submitted by the Construction Contractor. The Contractor shall assume six RFIs responses.

The Contractor shall coordinate and track RFIs, including preparing and maintaining an RFI log. Copies of each RFI including responses and subsequent revisions shall be provided to JFL.

5.5.8 Contractor Change Orders

The Contractor shall review Construction Contractor(s) Change Orders and provide a recommendation to JFL as appropriate. The Contractor shall assist JFL in the preparation of the final Change Order document, review and evaluate Change Orders proposed by the Construction Contractor and provide a response. The Contractor shall assume two proposed Change Order reviews.

5.5.9 Review Vendor Supplied Material

The Contractor shall review vendor supplied equipment operations and maintenance manuals, installation reports, and test and certification reports for conformance with the Contract Documents.

5.5.10 Applications for Payment – Resident Project Representative

JFL and the Resident will perform the review and recommendation of approval of payment requisitions issued by the Construction Contractor. However, the Contractor shall provide assistance when clarification or interpretations of the Contract Documents are necessary. In addition, the Contractor shall review the Schedule of Values which serves as the basis for the Payment Applications when submitted by the Construction Contractor.

5.5.11 Startup Services

The Contractor shall provide commissioning services during project startup, and take the lead role in planning, scheduling, and coordinating commissioning activities.

5.5.12 Field Support During Installation Acceptance

The Contractor shall provide on-site personnel during all equipment/systems installations acceptance to provide assistance to the Construction Contractor(s) and product vendors, as needed, and to confirm that components are performing as designed and expected. The Contractor shall assume multiple site visits by one person for this task.

5.5.13 Close Out

The Contractor shall provide close out services for the project. This will include receiving, reviewing, and transmitting to JFL written comments, maintenance and operating instructions, schedules, guarantees, certificates of inspection, tests and approvals, and marked-up record documents (including Shop Drawings, Samples and other approved data, and marked-up record Drawings), which the Contractor will assemble in accordance with the Contract Documents to obtain final payment. The Contractor shall prepare record drawings (both hard copy and electronic) based on the marked-up documents provided by JFL.

5.5.14 Record Drawings

The Contractor shall prepare record drawings (both hard copy and electronic) that reflect as-built conditions based on information provided by JFL, the Construction Contractor, and the Contractor's own on-site inspections. The Contractor shall reconcile and log that all construction document changes (i.e., shop drawings, RFIs, Field Change Orders, etc.) have been incorporated into the record drawings.

5.5.15 Substantial Completion

Following notice from the Construction Contractor(s) that the entire work is ready for its intended use, the Contractor, JFL, and the Construction Contractor, shall conduct an inspection to determine if the work is substantially complete. The Contractor shall deliver a report on the determination of substantial completion to JFL. After the resolution of any objections of JFL, the Contractor shall report a determination of substantial completion.

Before the Contractor issues a determination of substantial completion, it will submit to the Construction Contractor(s) a list of observed items requiring completion or correction (Punch list).

5.5.16 Final Site Inspection and Project Close-Out

The Contractor shall perform a final site inspection and walk-through of all the project areas with JFL, the Resident, and the Construction Contractor(s) to determine final completion status. Warranty procedures will be finalized. The Contractor shall prepare a final report and submit it to JFL for review and acceptance.

6. Background Checks for Contractors Employees, Agents and Independent Contractors

Unless waived by DPP/JFL in writing, prior to assigning any employee, agent, or independent contractor to perform services at the JFL health care facility, the Contractor shall provide a background check on such person covering the three years prior to such proposed assignment. Such record check must include, for Virgin Islands residents, a search of the Virgin Islands Police Department (VIPD) records. JFL may

require the Contractor to perform a more extensive background check as need and/or required.

7. Contract Award

1. DPP/JFL reserves the right to award a contract to a firm other than the Respondent offering the lowest overall cost.
2. The contract resulting from this solicitation shall be awarded to the highest-rated responsible Respondent based on the evaluation factors set forth in the RFP. The award of a contract does not commit DPP/JFL to use the equipment or services of the selected firm.
3. Any proposed contract award shall be subject to all required oversight approvals. Including JFL Board of Directors' approval, the Respondent's execution of the contract, and the signature approval by the Chief Executive Officer of JFL.
4. The selected Respondent will submit a contract to JFL outlining standard and unique conditions for the project. JFL will review and come to a mutual agreement prior to issuing a Purchase Order to commence design.
5. The Respondent has verified all the costs submitted in their proposal are all-inclusive, and further understands that JFL will not be liable or accountable for any errors or omissions made therein. It is further agreed that all increases in labor rates and/or material prices that may develop during the life of the contract are included herein.

8. Confidentiality

1. This document is furnished to the Respondent for the sole purpose of enabling him/her to determine if he/she can provide the services described herein to JFL, which will meet the criteria established in this document. Any disclosure, publication, release or transfer of this document, any provision thereof, or any information contained therein, to any person (other than Respondent's personnel to whom disclosure is necessary for the preparation of a response, all of whom must be bound to observe this prohibition) without the prior written consent of JFL is prohibited. JFL reserves the right to release or disclose any of the attached information to its associated divisions, partners, contractors, or any of its subsidiaries.
2. Disclosure is permitted to the extent necessary to comply with law or valid order of

a governmental agency, regulatory authority or court of competent jurisdiction; provided that the party making such disclosure shall seek confidential treatment of said information; and as a part of any normal reporting and review procedure with its auditors and its lawyers, or with any outside investor or lender, or with any proposed or actual successor in interest, provided that prior to such disclosure the third party shall agree to maintain the confidentiality of such disclosure.

9. Contract and Payment

The selected Respondent will submit a contract to JFL outlining standard and unique conditions for the project. JFL will review and come to a mutual agreement prior to issuing a Notice to Proceed to commence design.

9.1 Term of Contract

Terms of the Contract to be determined once bidder is selected.

9.2 Contract Provisions

1. The contract to be entered into between the selected proposer and JFL shall contain negotiated provisions based upon the specific requirements set forth in this RFP and the selected firm's proposal, as well as JFL's General Contract Provisions (Appendix K). Such General Contract Provisions are intended to generally indicate certain contract provisions which will be required by JFL; it is not intended to be all-inclusive or provide for final terms, and may need to be expanded or revised, where necessary, in the contract.
2. In addition, the contract will include a Business Associate Agreement ("BAA") if JFL determines that it is required for compliance with the privacy standards and other requirements relating to protected health information as defined in the administrative simplification provisions of the Health Insurance Portability and Accountability Act of 1996 ("HIPAA").
3. No modifications may be made to said Business Associate Agreement, which, if required, is non-negotiable and must be executed as drafted.

9.3 Payment

The selected firm shall be paid in accordance with the fee schedule based on the percentage of work completed for each phase. Additional services will be paid on a negotiated lump sum basis or on an hourly basis as approved by the JFL.

Reimbursable expenses will be paid on an actual cost basis and as approved by the JFL.

PROJECT B

SCHNEIDER REGIONAL MEDICAL CENTER

SCOPE OF SERVICES

Architectural and Engineering Professional Services for Roy L. Schneider Hospital Redevelopment Project

9048 Sugar Estate
St. Thomas, VI 00802

1. General Background

Roy L. Schneider Hospital (RLSH), an affiliate of the Schneider Regional Medical Center, is a designed 250 bed healthcare facility serving the residents and visitors to the St. Thomas/St. John District in the areas of acute, medical, and surgical care, including emergency care, surgery, maternal health, minimally invasive laparoscopic, gastroenterology, cardiology, pediatrics, urology, oncology, orthopedics, neonatal intensive care, and maternal health. Currently we are licensed as 169 bed facility. With over 500 employees, Schneider Regional Medical Center (SRMC) is the only hospital serving the residents and visitors of the St. Thomas/St. John District.

During the incident period of September 16, 2017 to September 22, 2017, Hurricane Maria struck the United States Virgin Islands (USVI) with category 5 winds and wind-driven rain. As a result, SRMC which includes the Roy Lester Schneider Hospital (RLSH) and the Charlotte Kimelman Cancer Institute (CKCI)], located in Charlotte Amalie East on St. Thomas, VI 00802 (GPS Lat: 18.34031 / Long: -64.91486) sustained hurricane winds, wind-driven rain, and wind driven debris associated damages. The hospital and the cancer institute are physically connected and architecturally open to each other, but they have a separate mechanical and electric utility system. They do however share the same domestic water supply system.

Although the SRMC facility didn't experience flooding, ponding of water occurred due to roof damage and roof drain failures. The roof exhibits varying damage at each level due to age and storm damage. There are isolated punctures and degradation of the membrane. High winds did in fact peel back the roof membrane from the concrete on the steel deck at the south end of the facility. This allowed extensive water intrusion into the second-floor administrative wing. Other components of the roof system, such as tapered insulation, were damaged when the membrane was punctured and/or torn. It is assumed that additional roof system components are damaged elsewhere.

The storms blew in windows at the fourth floor of RLSH. Areas of external cladding were damaged and/or separated from the Exterior Insulation and Finish System (EIFS). Exterior wall breaches caused varying levels of damages wherein water infiltration occurred as various locations within the facility on various floors.

The extent of damage to RLSH can be attributed to: 1) the compromise of the entire roof system which caused water intrusion, 2) major damage to the rooftop air handlers and associated exposed ductwork, and 3) the wall cladding breaches that caused severe damages due to the infiltration of water. Reconstruction of this

damage will range from simple reinstallation of equipment on the roof, to complete renovation of the SRMC facility. The resultant damages will entail extensive reconstruction and upgrades to meet all current and proposed codes and Industry standards. Despite these impacts, SRMC continued providing healthcare service within the hospital. Following the two Category 5 Hurricanes, the Federal Emergency Management Agency (FEMA) awarded SRMC funding to renovate the facility through Public Assistance Program and Hazard Mitigation Grant Program (HMGP) funding to harden the facility to ensure continuity of service as a critical care facility and minimize SRMC future structure-related losses. Additionally, through Congressional Legislation, funding was allocated under the Bipartisan Budget Act of 2018 (BBA) through the Public Assistance Program. The BBA authorizes FEMA to “provide assistance, pursuant to Section 428 of the Stafford Act2... for critical services as defined in Section 406”. This authority allows FEMA to provide assistance to restore disaster-damaged facilities or systems that provide the specifically identified critical services to an industry standard without regard to pre-disaster condition.

SRMC plans to enter an agreement with one firm with demonstrated expertise in design and construction management. This Respondent must demonstrate professional experience with Local, State, and Federal regulations to provide design services and management services. SRMC also encourages respondents to include team members with relevant FEMA Hazard Mitigation expertise. The selected Respondent will provide all necessary documentation and design services including plans, bid specifications, Contract Documents, permits, approvals and construction management

2. Project Description

The Roy L. Schneider Hospital is requesting proposals from an Architectural and Engineering (A/E) design firm licensed to practice architectural services within the United States Virgin Islands (USVI) for project design and construction management services for the Renovation of the RLSH Facility Project; herein referred to as “the Respondent” or “the Contractor” for an estimated duration period of five years. The selected Respondent will work under the supervision of the Vice President, Territorial Capital Projects and in coordination with SRMC’s Project Lead.

It is the intent of SRMC to enter into a contract with an Architectural and Engineering firm with demonstrated expertise in the development and design of Healthcare Facilities. The selected firm will; 1) facilitate the development of the Temporary Facility Project, (interim structure) to be constructed in a way that is either attached or in close proximity to the existing structure to serve as swing

space during the reconstruction of the existing hospital damaged by the two catastrophic Hurricanes, Irma and Maria. The interim structure could be constructed on the eastern side of the hospital and can consist of floors two thru four with an internal capacity of +/- 40,000 SQFT. In developing the final Scope of Work for the RLSH "Temporary Facility Project," the selected firm will; 2) facilitate the development of the permanent Roy L. Schneider Hospital Facility Project. The direct collective input from the Executive Staff of the Schneider Regional Medical Center will be required for the overall assessment, development & documentation of SRMC's needs for planning purposes. However, SRMC's Vice President, Territorial Capital Projects shall be considered the Point of Contact (POC) and all final planning and design development decisions will be sought through signature approval of the Chief Executive Officer (CEO). The services of a qualified Architectural and Engineering (A/E) Firm with specific experience in development and design of Healthcare Facilities, more specifically hospital design and construction to include experience within the U.S. Virgin Islands is sought through the Government of the Virgin Islands (GVI) usual competitive bid processes via this RFP process. The Architect will also perform a very preliminary on-site evaluation of existing site conditions, utilities and other related and adjacent facilities, structures, buildings and properties prior to the bid. It should be noted that the cost proposal to be submitted must identify the Interim and the Re-construction as two separate cost proposals due to the fact each project is represented as two independent projects pursuant to FEMA funding.

3. Other Requirements

The Virgin Islands Territorial Emergency Management Agency (VITEMA), has entered into a grant agreement with SRMC to disburse all FEMA grant funding as the source to compensate the selected Respondent. Therefore, SRMC must meet certain Federal and Territorial regulatory requirements for this project. The selected Respondent must comply with all contract conditions, as this RFP and resulting contract will be subject to the rules and requirements arising from the use of FEMA funding. Respondents should review all contract conditions and be familiar with all terms and conditions set forth therein prior to submitting your proposal.

Planned construction must not interfere with the daily operations of the existing facility; thus, the Contractor must develop a detailed construction sequence and receive written approval from the hospital's executive and facilities management staff before project execution.

4. Summary of Requirements and Deadlines

Project Name:	Roy L. Schneider Hospital Renovation Project
Project Location:	9048 Sugar Estate, St. Thomas, VI 00802
Type of Service:	Architectural and Engineering Professional Services
Anticipated Contract Term:	Five (5) years, with two one-year extensions exercisable at SRMC's sole discretion.
Mandatory Pre-Proposal Meeting and Site Visit:	The week of June 1 st - 5 th , 2020 SRMC Medical Library Schneider Regional Medical Center 9048 Sugar Estate St. Thomas, VI 00802
Optional Return Visit:	The week of June 15 th -19 th , 2020
M/WBE Participation:	SRMC encourages respondents to utilize USVI's Certified MBE's and WME's to complete the work under this contract.

DPP/SRMC may modify the above schedule at its discretion.

5. Scope of Services

For design and construction management services for the SRMC Redevelopment Project, the Contractor shall provide complete architectural/engineering services for design development, construction documents, bidding, and construction phase services. The scope of services is categorized into five categories of services: 1. Program Development; 2. Conceptual/Pre-Design; 3. Architectural & Engineering Design; 4. Bid Documents and 5. Construction Management Services. Where duplication of the scope of services occurs between categories, respondents should demonstrate how they propose to implement the project in an efficient manner at a value to SRMC.

5.1 Program Development

The Architect will develop, in direct conjunction with SRMC the final space requirements for the temporary facility. The space plan will establish the actual size of all rooms within the new structure. The space plan will be developed by holding a series of meetings with all pertinent SRMC personnel and the POC. These meetings will allow the Architect to develop the spatial requirements as well as all the physical, electrical and mechanical criteria for all spaces within the proposed facility. The space program will identify such criteria as special furnishings, security requirements, architectural characteristics, accessibility requirements and all other features necessary to give the SRMC a complete space program for the interim facility. The program requirements will be developed with SRMC Project Team with the POC as lead and include key interviews with the Chief Executive Officer (CEO) to develop a complete listing of the project requirements for proper space programming and their functional relationships.

5.2 Conceptual/Pre-Design

Perform a site assessment of the existing facility and provide a report that would detail the current state of existing structures and layout of supporting utilities.

Prepare detailed Measured Drawings of the existing structures and related facilities and other adjacent structures and buildings surrounding the existing Building and document the existing conditions. Measure existing buildings and provide floor plans, elevations, and sections. Record existing conditions graphically & photographically.

Secure a Topographic Survey of the Site and the adjacent surrounding sites. Contract with a licensed surveyor to produce a single survey showing topography of the subject property, outlining locations of all existing structures, appurtenance, including incoming utility locations.

Perform Selective Demolition by the removal of selected interior partitions, finishes, conduits, wires, or remove/relocate old furnishings and contents in order to appropriately observe all existing conditions of the existing building and incorporate unknown data into the Measured Drawings.

5.3 Architectural & Engineering Design

The Contractor shall provide architectural and engineering design services, including overall project coordination, design development, coordination of design and Contract Documents, public approval and permitting as may be required by relevant agencies, cost estimating, and assistance in strategic efforts to develop construction phases for the project. Project specific Site Plans, Selective Demolition Plans, Proposed Floor Plans, Roof Plan(s), Elevations, Sections, Interior Elevations, Structural Framing Plans, Schedules, complete details along with complete Project Specifications and a Final Engineering Estimate of Construction Costs.

- i. The Contractor shall review design decisions through regularly scheduled meetings. The Contractor shall administer, coordinate, and document on-site design meetings with SRMC's Project Team and required staff. Meetings shall include presentations and project progress updates. The Contractor shall issue meeting minutes within a reasonable amount of time following each meeting.
- ii. The Contractor shall provide design documents from Basis of Design Report design through Bid Ready Construction Documents. Design documents shall include architectural and engineering design for the agreed upon Scope of Work for the renovation of the facility. The Contractor shall prepare construction documents with the necessary construction details, fully dimensioned and with detailed specifications from which prospective bidders can make accurate and reliable estimates of labor and materials required to complete the project. Construction documents shall include all final designs, specifications, estimates, and other relevant documents.
- iii. The Contractor shall engage applicable sub-consultants as necessary, to perform hazardous material evaluations and to perform destructive structural integrity and installation evaluations. The presence of lead, asbestos, and PCB, but not limited to other carcinogenic compounds, shall be tested prior to any physical testing. The Contractor shall submit report findings to SRMC upon receipt.
- iv. The Contractor shall provide assistance acquiring approval of

construction documents from applicable agencies. The Contractor shall develop and submit drawings to the Virgin Islands Department of Planning and Natural Resources (DPNR) and all applicable agencies within the jurisdiction of the Virgin Islands to include but not limited to Virgin Islands Fire Department, Virgin Islands State Historic Preservation Office, and any other relevant agencies as requested by SRMC for review and approval.

- v. Design documents shall be complaint with the International Building Code (IBC) and all applicable Federal and local laws and regulations.
 - 1. The Contractor shall obtain approval and permits from the Virgin Islands Fire Department, Virgin Islands Department of Planning and Natural Resources, and all other authorities having jurisdiction applicable.
- vi. The Contractor shall have a written Quality Control program in place as part of standard office practices. SRMC may review the Quality Control Program at any time. The Quality Control Program shall apply to all areas of the scope of services, including the review of all drawings prior to submission to SRMC.
- vii. The Contractor shall provide all project deliverables from the current versions of approved software. In addition, the Contractor shall use the system in accordance with SRMC's protocol to manage all project related correspondence, transmittals, meeting minutes, requests for information, deliverables, daily logs, project costs, change management, and reporting. The Contractor shall provide timely updates for SRMC to prepare required FEMA Quarterly Project Reports.
- viii. The Contractor shall provide Final Schematic Design Documents based on SRMC's Preliminary Schematic Design Drawings, as attached herewith, to include the mutually agreed-upon program, schedule, and budget for the overall Cost of the Work. The documents shall establish the conceptual design of the Project illustrating the scale and relationship of the Project components. The Final Schematic Design Documents shall include a conceptual site plan, and preliminary building plans, sections and elevations.

The Final Schematic Design Documents will include perspective sketches, electronic modeling or any combinations of these media approaches. Preliminary selections of major building systems and construction materials shall be noted on the drawings and/or described in writing within the written Final Project Program.

- ix. The Contractor shall develop a presentation for the SRMC Redevelopment Team, Chief Executive Officer (CEO) and the Territorial Board of the Hospital Cooperation for review. This presentation will include rendered documents of all schematic design materials for the project for review and concurrence by the Territorial Board.
- x. After the above presentation, the final agreed upon changes and a final Project Budget Report shall be incorporated into a final presentation of drawings & narratives for signature approval of the Territorial Board.

5.4 Bid Document Services

Prepare and assist the GVI with the Bidding Documents that will consist of proposal requirements, proposed contract forms, General Conditions and Supplementary Conditions, Specifications and Drawings and any subsequent Negotiations. Assist SRMC with the bidding and evaluations for contracting of the construction work

The Contractor shall arrange for procuring the reproduction of Proposal Documents for distribution to prospective contractors. The Architect will provide Fifteen (15) complete sets of the final construction documents to the SRMC for their use in the bidding process. The Owner (SRMC) shall pay directly for the cost of any additional reproduction required and shall reimburse the Architect for such expenses.

The Contractor shall participate as a consultant in selection interviews with prospective contractors.

The Contractor in collaboration with SRMC shall consider requests for substitutions, where permitted by the Construction Documents, and shall prepare and distribute addenda via DPP identifying approved substitutions.

The Contractor shall assist SRMC during negotiations with prospective contractors.

The Contractor will provide a final construction cost estimate (Engineer's Estimate) to SRMC for their use not prior to but on first day of the bid evaluation process.

The Contractor will attend all meetings associated with the pre-bidding/ bidding / negotiation process. In particular, the Architect will participate in the mandatory pre-bid conference and pre-bid site visit.

The Contractor will investigate and respond to all questions raised by prospective bidders (contractors) and after receiving SRMC's prior written approval, issue written replies to all bidders in the form of addendum via DPP.

The Contractor will continually assist SRMC with bid negotiations until a responsive bidder has been selected.

The Contractor shall support SRMC to solicit Construction Contractor(s) interest to ensure competitive bidding and shall keep account of and distribute Bid Document Packages to prospective bidders and provide SRMC with a report of the Bid Document Packages distribution.

The Contractor shall assist SRMC in reviewing and analyzing the bids, including research into the quotations and capabilities of the apparent low bidders to determine that the apparent low bidders can fulfill all bid requirements, vetting the lowest bidder, and make recommendations to SRMC as to the award of the contracts.

The Contractor shall submit documentation evidencing a building permit, or an approval of the project to have a permit issued from the authority having jurisdiction.

5.5 Construction Management Services

The Contractor shall provide all services necessary and required for the inspection, management, coordination, and administration of the project, so that the required construction work is properly executed, completed in a timely fashion, and conforms to the requirements of the construction contract and to good construction practice. The Contractor shall provide such services from project commencement through substantial completion, final acceptance, and project close-out.

The Contractor shall include engineering design services during construction, commissioning, and close-out services will generally consist of the following: review submittals; review and respond to requests for information (RFIs) and requests for clarification; interpret Contract Documents; conduct periodic site visits; attend and facilitate construction project meetings; review progress of construction; develop requests for proposals, Change Orders, and Work Change Directives; review and evaluate Change Order proposals; prepare Change Orders; review and certify Contractor applications for payments; maintain logs for submittals, RFIs, Change Order proposals and Change Orders; provide technical support; monitor contractor's general conformance with the Contract Documents; provide field support during start-up; participate in technical inspections of the project, substantial completion inspection, and final walk-through; review punch list; prepare record drawings; and participate in close-out meeting with the Construction Contractor(s) and SRMC and their representatives.

5.5.1 Data Management

The Contractor shall provide and maintain throughout the project a digital data management system and collaboration platform for communication and sharing of all project files and documents. Such data management and collaboration platform shall have varying levels of access for all project participants, including Construction Contractor(s), sub-contractors, design consultant(s), grant managers, and SRMC. Such data management and collaboration platform shall be organized to manage all project related data in a manner consistent with industry practice.

5.5.3 Attend Pre-Construction Conference

A meeting will be held between the Construction Contractor, SRMC, and the Contractor prior to the start of construction to coordinate the start of construction, review any issues that may have arisen, and discuss the expectations of the parties involved. The Contractor shall coordinate the preparation of meeting documents, such as the agenda, with the SRMC, distribute information prior to the meeting, and record meeting minutes. The Contractor shall assume two attendees at this meeting.

5.5.4 Construction Progress Meetings

1. The Contractor shall coordinate progress meetings, held once per month, as deemed necessary by SRMC and the Contractor. The Contractor shall assume one attendee at this meeting.
2. In addition to attendance at the progress meetings, the Contractor shall facilitate the meetings, prepare a package for each meeting containing agenda, a summary of open submittals, RFIs, and Change Orders to be reviewed at each meeting, and a three-week look ahead schedule (to be provided by the Construction Contractor), and other documentation that may be required for meetings that are not specified. The Contractor will prepare meeting minutes and provide them to SRMC within five business days.

5.5.5 Issue Resolution and Staging Meetings

The Contractor shall assume that construction related issues and coordination of sequencing will arise that may require formal meetings between the Construction Contractor(s) and SRMC to reach an agreeable resolution. The Contractor shall assume six one-hour meetings with two attendees.

5.5.6 Periodic Field Visits

1. The Contractor shall assume that periodic visits to the site will be

required to observe progress and assure compliance with the Contract Documents and design intent. The Contractor shall assume a total of 15 half day visits, each attended by one representative.

2. The Contractor shall make visits to the site at intervals appropriate to the various stages of construction, as deemed necessary, to monitor the Construction Contractor's work for compliance with the Contract Documents, as outlined above. The visits may coincide with the progress meetings. Such visits and observations are not intended to be exhaustive or to extend to every aspect of the work in progress, or to involve detailed inspections of the work beyond the responsibilities specifically assigned to the Contractor in this scope of services and the Contract Documents, but rather are to be limited to spot checking, and similar methods of general observation of the work based on the Contractor' exercise of professional judgment as assisted by SRMC. Based on information obtained during such visits and such observations, and from SRMC, the Contractor shall determine, in general, if such work is proceeding in accordance with the Contract Documents and shall keep SRMC informed of the progress of the work. During the site visits, the Contractor shall notify SRMC if the Contractor believes that work should be rejected because such work will not produce a completed project that conforms to the Contract Documents, or that it will prejudice the integrity of the design concept of the completed Project as a functioning whole as indicated in the Contract Documents.
3. The Contractor shall coordinate with the Resident Project Representative (Resident) (Project Manager) and review the Resident's logs, notes, and punch-lists as part of the site visits. The Contractor shall assume a minimum of two half-day punch lists reviews.

5.5.7 Review of Submittals and Shop Drawings

The Contractor shall review all shop drawing submittals prepared by the Construction Contractor(s) along with associated illustrations, samples, and other submittals required by the Contract Documents. The Contractor shall assume 25 submittals require review.

The Contractor shall review and respond to all submittals, shop drawings, and samples within 14 calendar days. The Contractor shall

coordinate and track submittals, including preparing and maintaining a submittal log. The Contractor will distribute the shop drawings and submittals. Copies of each submittal including subsequent revisions shall be provided to SRMC.

5.5.8 Respond to Requests for Information (RFIs)

The Contractor shall respond to RFIs submitted by the Construction Contractor. The Contractor shall assume six RFIs responses.

The Contractor shall coordinate and track RFIs, including preparing and maintaining an RFI log. Copies of each RFI including responses and subsequent revisions shall be provided to SRMC.

5.5.9 Contractor Change Orders

The Contractor shall review Construction Contractor(s) Change Orders and provide a recommendation to SRMC as appropriate. The Contractor shall assist SRMC in the preparation of the final Change Order document, review and evaluate Change Orders proposed by the Construction Contractor and provide a response. The Contractor shall assume two proposed Change Order reviews.

5.5.10 Review Vendor Supplied Material

The Contractor shall review vendor supplied equipment operations and maintenance manuals, installation reports, and test and certification reports for conformance with the Contract Documents.

5.5.11 Applications for Payment – Resident Project Representative

SRMC and the Resident will perform the review and recommendation of approval of payment requisitions issued by the Construction Contractor. However, the Contractor shall provide assistance when clarification or interpretations of the Contract Documents are necessary. In addition, the Contractor shall review the Schedule of Values which serves as the basis for the Payment Applications when submitted by the Construction Contractor.

5.5.12 Startup Services

The Contractor shall provide commissioning services during project startup, and take the lead role in planning, scheduling, and coordinating commissioning activities.

5.5.13 Field Support During Installation Acceptance

The Contractor shall provide on-site personnel during all equipment/systems installations acceptance to provide assistance to the Construction Contractor(s) and product vendors, as needed, and to confirm that components are performing as designed and expected. The Contractor shall assume multiple site visits by one person for this task.

5.5.14 Close Out

The Contractor shall provide close out services for the project. This will include receiving, reviewing, and transmitting to SRMC written comments, maintenance and operating instructions, schedules, guarantees, certificates of inspection, tests and approvals, and marked-up record documents (including Shop Drawings, Samples and other approved data, and marked-up record Drawings), which the Contractor will assemble in accordance with the Contract Documents to obtain final payment. The Contractor shall prepare record drawings (both hard copy and electronic) based on the marked-up documents provided by SRMC.

5.5.15 Record Drawings

The Contractor shall prepare record drawings (both hard copy and electronic) that reflect as-built conditions based on information provided by SRMC, the Construction Contractor, and the Contractor's own on-site inspections. The Contractor shall reconcile and log that all construction document changes (i.e., shop drawings, RFIs, Field Change Orders, etc.) have been incorporated into the record drawings.

2.3.15 Substantial Completion

Following notice from the Construction Contractor(s) that the entire work is ready for its intended use, the Contractor, SRMC, and the Construction Contractor, shall conduct an inspection to determine if the work is substantially complete. The Contractor shall deliver a report on the determination of substantial completion to SRMC. After the resolution of any objections of SRMC, the Contractor shall report a determination of substantial completion.

Before the Contractor issues a determination of substantial completion, it will submit to the Construction Contractor(s) a list of observed items requiring completion or correction (Punch list).

2.3.16 Final Site Inspection and Project Close-Out

The Contractor shall perform a final site inspection and walk-through of all the project areas with SRMC, the Resident, and the Construction Contractor(s) to determine final completion status. Warranty procedures will be finalized. The Contractor shall prepare a final report and submit it to SRMC for review and acceptance.

6. Background Checks for Contractors Employees, Agents, and Independent Contractors

Unless waived by DPP/SRMC in writing, prior to assigning any employee, agent, or independent contractor to perform services at the SRMC health care facility, the Contractor shall provide a background check on such person covering the three years prior to such proposed assignment. Such record check must include, for Virgin Islands residents, a search of the Virgin Islands Police Department (VIPD) records. SRMC may require the Contractor to perform a more extensive background check as need and/or required.

7. Contract Award

1. DPP/SRMC reserves the right to award a contract to a firm other than the Respondent offering the lowest overall cost.
2. The contract resulting from this solicitation shall be awarded to the

highest-rated responsible Respondent based on the evaluation factors set forth in the RFP. The award of a contract does not commit DPP/SRMC to use the equipment or services of the selected firm.

3. Any proposed contract award shall be subject to all required oversight approvals. Including SRMC Board of Directors' approval, the Respondent's execution of the contract, and the signature approval by the Chairman of the Territorial Board of SRMC.
4. The selected Respondent will submit a contract to SRMC outlining standard and unique conditions for the project. SRMC will review and come to a mutual agreement prior to issuing a Purchase Order to commence design.
5. The Respondent has verified all the costs submitted in their proposal are all-inclusive, and further understands that SRMC will not be liable or accountable for any errors or omissions made therein. It is further agreed that all increases in labor rates and/or material prices that may develop during the life of the contract are included herein.

8. Confidentiality

1. This document is furnished to the Respondent for the sole purpose of enabling him/her to determine if he/she can provide the services described herein to SRMC, which will meet the criteria established in this document. Any disclosure, publication, release or transfer of this document, any provision thereof, or any information contained therein, to any person (other than Respondent's personnel to whom disclosure is necessary for the preparation of a response, all of whom must be bound to observe this prohibition) without the prior written consent of SRMC is prohibited. SRMC reserves the right to release or disclose any of the attached information to its associated divisions, partners, contractors, or any of its subsidiaries.
2. Disclosure is permitted to the extent necessary to comply with law or valid order of a governmental agency, regulatory authority or court of competent jurisdiction; provided that the party making such disclosure shall seek confidential treatment of said information; and as a part of any normal reporting and review procedure with its auditors and it's lawyers, or with any outside investor or lender, or with any proposed or actual successor in interest, provided that prior to such discloser the third party shall agree to maintain the

confidentiality of such disclosure.

9. Contract and Payment

The selected Respondent will submit a contract to SRMC outlining standard and unique conditions for the project. SRMC will review and come to a mutual agreement prior to issuing a Notice to Proceed to commence design.

9.1 Term of Contract

1. Five (5) years, with two one-year extensions exercisable at SRMC's sole discretion.

9.2 Contract Provisions

1. The contract to be entered into between the selected proposer and SRMC shall contain negotiated provisions based upon the specific requirements set forth in this RFP and the selected firm's proposal, as well as SRMC's General Contract Provisions (Appendix K). Such General Contract Provisions are intended to generally indicate certain contract provisions which will be required by SRMC; it is not intended to be all-inclusive or provide for final terms, and may need to be expanded or revised, where necessary, in the contract.
2. In addition, the contract will include a Business Associate Agreement ("BAA") if SRMC determines that it is required for compliance with the privacy standards and other requirements relating to protected health information as defined in the administrative simplification provisions of the Health Insurance Portability and Accountability Act of 1996 ("HIPAA").
3. No modifications may be made to said Business Associate Agreement, which, if required, is non-negotiable and must be executed as drafted.

9.3 Payment

4. The selected firm shall be paid in accordance with the fee schedule based on the percentage of work completed for each phase. Additional services will be paid on a negotiated lump sum basis or on an hourly basis as approved by the SRMC. Reimbursable expenses will be paid on an actual cost basis and as approved by the SRMC.

PROJECT C

CHARLOTTE KIMELMAN CANCER INSTITUTE

SCOPE OF SERVICES

Architectural and Engineering Professional Services for the Charlotte Kimelman Cancer Institute Redevelopment Project

9048 Sugar Estate
St. Thomas, VI 00802

1. General Background

The Charlotte Kimelman Cancer Institute (CKCI) was constructed in 2005 and was designed in accordance with the International Building Code (IBC) 2000. CKCI is a two-story facility with a total floor area of approximately 22,606 square feet. The structural system for the Cancer Institute includes a spread-footing concrete foundation and a concrete slab-on-grade, structural steel superstructure which supports the second-floor composite metal deck and concrete floor slab and metal deck roofs. The Institute also includes a poured-in-place concrete linear accelerator vault located in the southeastern portion of the facility, which the steel framed superstructure attaches to. Roofs are low sloped, fully adhered membrane-style systems. CKCI has a roofing membrane known as chloro-sulfonated poly-ethylene (CSPE). Roof membranes extend to the parapets with metal parapet caps and flashing. Exterior cladding includes EIFS, metal composite panels, and a curtainwall system. It is the intent of the Schneider Regional Medical Center to:

- (1) reconstruct and restore the function of the facility or system to industry standards without regard to the pre-disaster condition of the facility or system; and
- (2) replace or restore components of the facility or system not damaged by the disaster where necessary to fully effectuate the replacement or restoration of disaster-damaged components to restore the function of the facility or system to industry standards.

During the incident period of September 16, 2017 to September 22, 2017, Hurricane Maria struck the US Virgin Islands (VI) with category 5 winds and wind-driven rain. As a result, the Schneider Regional Medical Center [(SRMC) which includes the Roy Lester Schneider Hospital (RLSH) and the Charlotte Kimelman Cancer Institute (CKCI)], located in Charlotte Amalie East on St. Thomas, VI 00802 (GPS Lat: 18.34031 / Long: -64.91486) sustained hurricane winds, wind-driven rain, and wind driven debris associated damages. The hospital and the cancer institute are physically connected and architecturally open to each other. While they have separate utility systems, they share a common domestic water supply.

Although the SRMC facility didn't experience flooding, ponding of water occurred due to roof damage and roof drain failures. The SRMC roof exhibits varying damage at each level due to storm damage. There are isolated punctures in addition to complete failure of the membrane. High-speed winds peeled back the CKCI roof membrane system to the steel deck. This allowed extensive water intrusion into the Charlotte Kimelman Cancer Center. It is assumed that additional roof system components are damaged elsewhere. Of the entire CKCI's roof, approximately 1,883 SF portion of the roof was not impacted due to the surfaced protected by concrete paver tiles and designed for use as an outdoor entertaining area.

High-speed winds blew off the parapet at the southeast corner of CKCI. The entire EIFS wall at the east side of the Institute failed outward during the storm because of negative wind pressures. This left a large opening in the wall, exposing equipment and interior features to the environment.

The extent of damage to CKCI caused by the compromise of the roof caused water intrusion, damage to the rooftop systems and equipment. The roof and wall cladding breaches caused severe damage to interior of the structure.

Repair of this damage will range from simple reinstallation of new equipment on the roof, to complete renovation of the interior of CKCI. The devastating damages in this facility includes but is not limited to the heating, ventilation and air conditioning (HVAC) elements, which will require major work to upgrade to current codes and standards. Meeting the ASHRAE ventilation and energy efficiency codes will require requisite upgrades to the existing system.

The interior damages due to the water intrusion include but not limited to floors, walls, and ceiling finishes throughout the facility. Mold growth is present throughout the facility.

It is assumed that the mechanical utilities including plumbing, sprinklers and fire protection were compromised. In addition, significant portions of electrical power, fire alarm, grounding technology and lighting are also impacted. In these instances, the damages call for complete replacement of all these elements. Similarly, where walls and/or ceiling will be replaced, all electrical receptacles, switches, light fixtures and other terminal devices installed on them must also be replaced.

In the finale, the extent of damage to CKCI was caused by wind and the compromise of the entire roof system which resulted in water intrusion, major damage to the rooftop air handlers and associated equipment, and the entire interior of the facility. The repair of the resultant damages will entail the complete interior renovation/reconstruction of the Charlotte Kimelman Cancer Center facility to meet all current and proposed codes and standards. Additionally, through Congressional Legislation, funding was allocated under the Bipartisan Budget Act of 2018 (BBA) through the Public Assistance Program. The BBA authorizes FEMA to “provide assistance, pursuant to Section 428 of the Stafford Act2... for critical services as defined in Section 406”. This authority allows FEMA to provide assistance to restore disaster-damaged facilities or systems that provide the specifically identified critical services to an industry standard without regard to pre-disaster condition.

SRMC plans to enter an agreement with one firm with demonstrated expertise in design and construction management. This Respondent must demonstrate professional experience with Local, State, and Federal regulations to provide design services and management services. SRMC also encourages respondents to include team members with relevant FEMA Hazard Mitigation expertise. The selected Respondent will provide all necessary documentation and design services including plans, bid specifications, Contract Documents, permits, approvals and construction management

2. Project Description

The Charlotte Kimelman Cancer Institute (CKCI) is requesting proposals from an Architectural and Engineering (A/E) design firm licensed to practice architectural

services within the United States Virgin Islands (USVI) for project design and construction management services for the Renovation of the Charlotte Kimelman Cancer Institute Project; herein referred to as “the Respondent” or “the Contractor” for an estimated duration period of five years. The selected Respondent will work under the supervision of the Vice President, Territorial Capital Projects and in coordination with SRMC’s Project Lead.

It is the intent of SRMC to enter into a contract with an Architectural and Engineering firm with demonstrated expertise in the development and design of Healthcare Facilities. The selected firm will develop the final Scope of Work for the renovation of the Charlotte Kimelman Cancer Institute Project. The direct collective input from the Executive Staff of the Schneider Regional Medical Center will be required for the overall assessment, development & documentation of SRMC’s needs for planning purposes. However, SRMC’s Vice President, Territorial Capital Projects shall be considered the Point of Contact (POC) and all final planning and design development decisions will be sought through signature approval of the Chief Executive Officer (CEO). The services of a qualified Architectural and Engineering (A/E) Firm with specific experience in development and design of Healthcare Facilities, more specifically hospital design and construction to include experience within the U.S. Virgin Islands is sought through the Government of the Virgin Islands (GVI) usual competitive bid processes via this RFP process. The Architect will also perform a very preliminary on-site evaluation of existing site conditions, utilities and other related and adjacent facilities, structures, buildings and properties prior to the bid. It should be noted that the cost proposal to be submitted must identify the Interim and the Re-construction as two separate proposals due to the fact each project is represented as two independent projects pursuant to FEMA funding.

3. Other Requirements

The Virgin Islands Territorial Emergency Management Agency (VITEMA), has entered into a grant agreement with SRMC to disburse all FEMA grant funding as the source to compensate the selected Respondent. Therefore, SRMC must meet certain Federal and Territorial regulatory requirements for this project. The selected Respondent must comply with all contract conditions, as this RFP and resulting contract will be subject to the rules and requirements arising from the use of FEMA funding. Respondents should review all contract conditions and be familiar with all terms and conditions set forth therein prior to submitting your proposal.

Planned construction must not interfere with the daily operations of the existing facility; thus, the Contractor must develop a detailed construction sequence and receive written approval from the hospital’s executive and facilities management staff before project execution.

4. Summary of Requirements and Deadlines

Project Name:	Charlotte Kimelman Cancer Institute Project
Project Location:	9048 Sugar Estate, St. Thomas, VI 00802
Type of Service:	Architectural and Engineering Professional Services
Anticipated Contract Term:	Two (2) years, with two one-year extensions exercisable at SRMC's sole discretion.
Mandatory Pre-Proposal Meeting and Site Visit:	The week of June 1 st -5 th , 2020 SRMC Medical Library Schneider Regional Medical Center 9048 Sugar Estate St. Thomas, VI 00802
Optional Return Visit:	The week of June 15 th -19 th , 2020
M/WBE Participation:	SRMC encourages respondents to utilize USVI's Certified MBE's and WME's to complete the work under this contract.

DPP/SRMC may modify the above schedule at its discretion.

5. Scope of Services

For design and construction management services for the CKCI Redevelopment Project, the Contractor shall provide complete architectural/engineering services for design development, construction documents, bidding, and construction phase services. The scope of services is categorized into five categories of services: 1. Program Development; 2. Conceptual/Pre-Design; 3. Architectural & Engineering Design; 4. Bid Documents and 5. Construction Management Services. Where duplication of the scope of services occurs between categories, respondents should demonstrate how they propose to implement the project in an efficient manner at a value to SRMC.

5.1 Program Development

The Architect will develop, in direct conjunction with SRMC the final space requirements for the temporary facility. The space plan will establish the actual size of all rooms within the new structure. The space plan will be developed by holding a series of meetings with all pertinent SRMC personnel and the POC. These meetings will allow the Architect to develop the spatial requirements as well as all the physical, electrical and mechanical criteria for all spaces within the proposed

facility. The space program will identify such criteria as special furnishings, security requirements, architectural characteristics, accessibility requirements and all other features necessary to give the SRMC a complete space program for the interim facility. The program requirements will be developed with SRMC Project Team with the POC as lead and include key interviews with the Chief Executive Officer (CEO) to develop a complete listing of the project requirements for proper space programming and their functional relationships.

5.2 Conceptual/Pre-Design

Perform a site assessment of the existing facility and provide a report that would detail the current state of existing structures and layout of supporting utilities.

Prepare detailed Measured Drawings of the existing structures and related facilities and other adjacent structures and buildings surrounding the existing Building and document the existing conditions. Measure existing buildings and provide floor plans, elevations, and sections. Record existing conditions graphically & photographically.

Secure a Topographic Survey of the Site and the adjacent surrounding sites. Contract with a licensed surveyor to produce a single survey showing topography of the subject property, outlining locations of all existing structures, appurtenance, including incoming utility locations.

Perform Selective Demolition by the removal of selected interior partitions, finishes, conduits, wires, or remove/relocate old furnishings and contents in order to appropriately observe all existing conditions of the existing building and incorporate unknown data into the Measured Drawings.

5.3 Architectural & Engineering Design

The Contractor shall provide architectural and engineering design services, including overall project coordination, design development, coordination of design and Contract Documents, public approval and permitting as may be required by relevant agencies, cost estimating, and assistance in strategic efforts to develop construction phases for the project. Project specific Site Plans, Selective Demolition Plans, Proposed Floor Plans, Roof Plan(s), Elevations, Sections, Interior Elevations, Structural Framing Plans, Schedules, complete details along with complete Project Specifications and a Final Engineering Estimate of Construction Costs.

- i. The Contractor shall review design decisions through regularly scheduled meetings. The Contractor shall administer, coordinate, and document on-site design meetings with SRMC's Project Team and required staff. Meetings shall include presentations and project progress updates. The Contractor shall issue meeting minutes within a reasonable amount of time following each meeting.
- ii. The Contractor shall provide design documents from Basis of Design Report design through Bid Ready Construction Documents. Design documents shall include architectural and engineering design for the agreed upon Scope of Work for the renovation of the facility. The Contractor shall prepare construction documents with the necessary construction details, fully dimensioned and with detailed specifications from which prospective bidders can make accurate and reliable estimates of labor and materials required to complete the project. Construction documents shall include all final designs, specifications, estimates, and other relevant documents.
- iii. The Contractor shall engage applicable sub-consultants as necessary, to perform hazardous material evaluations and to perform destructive structural integrity and installation evaluations. The presence of lead, asbestos, and PCB, but not limited to other carcinogenic compounds, shall be tested prior to any physical testing. The Contractor shall submit report findings to SRMC upon receipt.
- iv. The Contractor shall provide assistance acquiring approval of construction documents from applicable agencies. The Contractor shall develop and submit drawings to the Virgin Islands Department of Planning and Natural Resources (DPNR) and all applicable agencies within the jurisdiction of the Virgin Islands to include but not limited to Virgin Islands Fire Department, Virgin Islands State Historic Preservation Office, and any other relevant agencies as requested by SRMC for review and approval.
- v. Design documents shall be complaint with the International

Building Code (IBC) and all applicable Federal and local laws and regulations.

1. The Contractor shall obtain approval and permits from the Virgin Islands Fire Department, Virgin Islands Department of Planning and Natural Resources, and all other authorities having jurisdiction applicable.
- vi. The Contractor shall have a written Quality Control program in place as part of standard office practices. SRMC may review the Quality Control Program at any time. The Quality Control Program shall apply to all areas of the scope of services, including the review of all drawings prior to submission to SRMC.
 - vii. The Contractor shall provide all project deliverables from the current versions of approved software. In addition, the Contractor shall use the system in accordance with SRMC's protocol to manage all project related correspondence, transmittals, meeting minutes, requests for information, deliverables, daily logs, project costs, change management, and reporting. The Contractor shall provide timely updates for SRMC to prepare required FEMA Quarterly Project Reports.
 - viii. The Contractor shall provide Final Schematic Design Documents based on SRMC's Preliminary Schematic Design Drawings, as attached herewith, to include the mutually agreed-upon program, schedule, and budget for the overall Cost of the Work. The documents shall establish the conceptual design of the Project illustrating the scale and relationship of the Project components. The Final Schematic Design Documents shall include a conceptual site plan, and preliminary building plans, sections and elevations. The Final Schematic Design Documents will include perspective sketches, electronic modeling or any combinations of these media approaches. Preliminary selections of major building systems and construction materials shall be noted on the drawings and/or described in writing within the written Final

Project Program.

- ix. The Contractor shall develop a presentation for the SRMC Redevelopment Team, Chief Executive Officer (CEO) and the Territorial Board of the Hospital Cooperation for review. This presentation will include rendered documents of all schematic design materials for the project for review and concurrence by the Territorial Board.
- x. After the above presentation, the final agreed upon changes and a final Project Budget Report shall be incorporated into a final presentation of drawings & narratives for signature approval of the Territorial Board.

5.4 Bid Document Services

Prepare and assist the GVI with the Bidding Documents that will consist of proposal requirements, proposed contract forms, General Conditions and Supplementary Conditions, Specifications and Drawings and any subsequent Negotiations. Assist SRMC with the bidding and evaluations for contracting of the construction work.

The Contractor shall arrange for procuring the reproduction of Proposal Documents for distribution to prospective contractors. The Architect will provide Fifteen (15) complete sets of the final construction documents to the SRMC for their use in the bidding process. The Owner (SRMC) shall pay directly for the cost of any additional reproduction required and shall reimburse the Architect for such expenses.

The Contractor shall participate as a consultant in selection interviews with prospective contractors.

The Contractor in collaboration with SRMC shall consider requests for substitutions, where permitted by the Construction Documents, and shall prepare and distribute addenda via DPP identifying approved substitutions.

The Contractor shall assist SRMC during negotiations with prospective contractors.

The Contractor will provide a final construction cost estimate

(Engineer's Estimate) to SRMC for their use not prior to but on first day of the bid evaluation process.

The Contractor will attend all meetings associated with the pre-bidding/ bidding / negotiation process. In particular, the Architect will participate in the mandatory pre-bid conference and pre-bid site visit.

The Contractor will investigate and respond to all questions raised by prospective bidders (contractors) and after receiving SRMC's prior written approval, issue written replies to all bidders in the form of addendum via DPP.

The Contractor will continually assist SRMC with bid negotiations until a responsive bidder has been selected.

The Contractor shall support SRMC to solicit Construction Contractor(s) interest to ensure competitive bidding and shall keep account of and distribute Bid Document Packages to prospective bidders and provide SRMC with a report of the Bid Document Packages distribution.

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1. The Contractor shall assume that periodic visits to the site will be required to observe progress and assure compliance with the Contract Documents and design intent. The Contractor shall assume a total of 15 half day visits, each attended by one representative.
2. The Contractor shall make visits to the site at intervals appropriate to the various stages of construction, as deemed necessary, to monitor the Construction Contractor's work for compliance with the Contract Documents, as outlined above. The visits may coincide with the progress meetings. Such visits and observations are not intended to be exhaustive or to extend to every aspect of the work in progress, or to involve detailed

inspections of the work beyond the responsibilities specifically assigned to the Contractor in this scope of services and the Contract Documents, but rather are to be limited to spot checking, and similar methods of general observation of the work based on the Contractor's exercise of professional judgment as assisted by SRMC. Based on information obtained during such visits and such observations, and from SRMC, the Contractor shall determine, in general, if such work is proceeding in accordance with the Contract Documents and shall keep SRMC informed of the progress of the work. During the site visits, the Contractor shall notify SRMC if the Contractor believes that work should be rejected because such work will not produce a completed project that conforms to the Contract Documents, or that it will prejudice the integrity of the design concept of the completed Project as a functioning whole as indicated in the Contract Documents.

3. The Contractor shall coordinate with the Resident Project Representative (Resident) (Project Manager) and review the Resident's logs, notes, and punch-lists as part of the site visits. The Contractor shall assume a minimum of two half-day punch lists reviews.

5.5.6 Review of Submittals and Shop Drawings

The Contractor shall review all shop drawing submittals prepared by the Construction Contractor(s) along with associated illustrations, samples, and other submittals required by the Contract Documents. The Contractor shall assume 25 submittals require review.

The Contractor shall review and respond to all submittals, shop drawings, and samples within 14 calendar days. The Contractor shall coordinate and track submittals, including preparing and maintaining a submittal log. The Contractor will distribute the shop drawings and submittals. Copies of each submittal including subsequent revisions shall be provided to SRMC.

5.5.7 Respond to Requests for Information (RFIs)

The Contractor shall respond to RFIs submitted by the Construction Contractor. The Contractor shall assume six RFIs responses.

The Contractor shall coordinate and track RFIs, including preparing and maintaining an RFI log. Copies of each RFI including responses and subsequent revisions shall be provided to SRMC.

5.5.8 Contractor Change Orders

The Contractor shall review Construction Contractor(s) Change Orders and provide a recommendation to SRMC as appropriate. The Contractor shall assist SRMC in the preparation of the final Change Order document, review and evaluate Change Orders proposed by the Construction Contractor and provide a response. The Contractor shall assume two proposed Change Order reviews.

5.5.9 Review Vendor Supplied Material

The Contractor shall review vendor supplied equipment operations and maintenance manuals, installation reports, and test and certification reports for conformance with the Contract Documents.

5.5.10 Applications for Payment – Resident Project Representative

SRMC and the Resident will perform the review and recommendation of approval of payment requisitions issued by the Construction Contractor. However, the Contractor shall provide assistance when clarification or interpretations of the Contract Documents are necessary. In addition, the Contractor shall review the Schedule of Values which serves as the basis for the Payment Applications when submitted by the Construction Contractor.

5.5.11 Startup Services

The Contractor shall provide commissioning services during project startup, and take the lead role in planning, scheduling, and coordinating commissioning activities.

5.5.12 Field Support During Installation Acceptance

The Contractor shall provide on-site personnel during all equipment/systems installations acceptance to provide assistance to the Construction Contractor(s) and product vendors, as needed, and to confirm that components are performing as designed and expected. The Contractor shall assume multiple site visits by one person for this task.

5.5.13 Close Out

The Contractor shall provide close out services for the project. This will include receiving, reviewing, and transmitting to SRMC written comments, maintenance and operating instructions, schedules, guarantees, certificates of inspection, tests and approvals, and marked-up record documents (including Shop Drawings, Samples and other approved data, and marked-up record Drawings), which the Contractor will assemble in accordance with the Contract Documents to obtain final payment. The Contractor shall prepare record drawings (both hard copy and electronic) based on the marked-up documents provided by SRMC.

5.5.14 Record Drawings

The Contractor shall prepare record drawings (both hard copy and electronic) that reflect as-built conditions based on information provided by SRMC, the Construction Contractor, and the Contractor's own on-site inspections. The Contractor shall reconcile and log that all construction document changes (i.e., shop drawings, RFIs, Field Change Orders, etc.) have been incorporated into the record drawings.

5.5.15 Substantial Completion

Following notice from the Construction Contractor(s) that the entire work is ready for its intended use, the Contractor, SRMC, and the Construction Contractor, shall conduct an inspection to determine if the work is substantially complete. The Contractor shall deliver a report on the determination of substantial completion to SRMC. After the resolution of any objections of SRMC, the Contractor shall report a determination of substantial completion.

Before the Contractor issues a determination of substantial completion, it will submit to the Construction Contractor(s) a list of observed items requiring completion or correction (Punch list).

5.5.16 Final Site Inspection and Project Close-Out

The Contractor shall perform a final site inspection and walk-through of all the project areas with SRMC, the Resident, and the Construction Contractor(s) to determine final completion status. Warranty procedures will be finalized. The Contractor shall prepare a final report and submit it to SRMC for review and acceptance.

6 Background Checks for Contractors Employees, Agents, and Independent Contractors

Unless waived by DPP/SRMC in writing, prior to assigning any employee, agent, or independent contractor to perform services at the SRMC health care facility, the Contractor shall provide a background check on such person covering the three years prior to such proposed assignment. Such record check must include, for Virgin Islands residents, a search of the Virgin Islands Police Department (VIPD) records. SRMC may require the Contractor to perform a more extensive background check as need and/or required.

7 Contract Award

1. DPP/SRMC reserves the right to award a contract to a firm other than the Respondent offering the lowest overall cost.

2. The contract resulting from this solicitation shall be awarded to the highest-rated responsible Respondent based on the evaluation factors set forth in the RFP. The award of a contract does not commit DPP/SRMC to use the equipment or services of the selected firm.
3. Any proposed contract award shall be subject to all required oversight approvals. Including SRMC Board of Directors' approval, the Respondent's execution of the contract, and the signature approval by the Chairman of the Territorial Board of SRMC.
4. The selected Respondent will submit a contract to SRMC outlining standard and unique conditions for the project. SRMC will review and come to a mutual agreement prior to issuing a Purchase Order to commence design.
5. The Respondent has verified all the costs submitted in their proposal are all-inclusive, and further understands that SRMC will not be liable or accountable for any errors or omissions made therein. It is further agreed that all increases in labor rates and/or material prices that may develop during the life of the contract are included herein.

8 Confidentiality

1. This document is furnished to the Respondent for the sole purpose of enabling him/her to determine if he/she can provide the services described herein to SRMC, which will meet the criteria established in this document. Any disclosure, publication, release or transfer of this document, any provision thereof, or any information contained therein, to any person (other than Respondent's personnel to whom disclosure is necessary for the preparation of a response, all of whom must be bound to observe this prohibition) without the prior written consent of SRMC is prohibited. SRMC reserves the right to release or disclose any of the attached information to its associated divisions, partners, contractors, or any of its subsidiaries.
2. Disclosure is permitted to the extent necessary to comply with law or valid order of a governmental agency, regulatory authority or court of competent jurisdiction; provided that the party making such disclosure shall seek confidential treatment of said information; and as a part of any normal reporting and review procedure with its auditors and its lawyers, or with any outside investor or lender, or with any proposed or actual successor in interest, provided that prior to such disclosure the third party shall agree to maintain the confidentiality of such disclosure.

9 Contract and Payment

The selected Respondent will submit a contract to SRMC outlining standard and unique conditions for the project. SRMC will review and come to a mutual agreement prior to issuing a Notice to Proceed to commence design.

9.1 Term of Contract

Two (2) years, with two one-year extensions exercisable at SRMC's sole discretion.

9.2 Contract Provisions

1. The contract to be entered into between the selected proposer and SRMC shall contain negotiated provisions based upon the specific requirements set forth in this RFP and the selected firm's proposal, as well as SRMC's General Contract Provisions (Appendix K). Such General Contract Provisions are intended to generally indicate certain contract provisions which will be required by SRMC; it is not intended to be all-inclusive or provide for final terms, and may need to be expanded or revised, where necessary, in the contract.
2. In addition, the contract will include a Business Associate Agreement ("BAA") if SRMC determines that it is required for compliance with the privacy standards and other requirements relating to protected health information as defined in the administrative simplification provisions of the Health Insurance Portability and Accountability Act of 1996 ("HIPAA").
3. No modifications may be made to said Business Associate Agreement, which, if required, is non-negotiable and must be executed as drafted.

9.3 Payment

The selected firm shall be paid in accordance with the fee schedule based on the percentage of work completed for each phase. Additional services will be paid on a negotiated lump sum basis or on an hourly basis as approved by the SRMC. Reimbursable expenses will be paid on an actual cost basis and as approved by the SRMC.

PROJECT D
MYRAH KEATING SMITH
COMMUNITY HEALTH CENTER

SCOPE OF SERVICE

**Architectural and Engineering Professional
Services for the Myrah Keating Smith
Community Health Center
Redevelopment Project**

#3B Susannaberg
St. John, VI 00831

1. General Background

Myrah Keating Smith Community Health Center (MKSCHC), an affiliate of the Schneider Regional Medical Center, is an urgent care facility which resides on approximately 5.8-acre lot, near Cruz Bay, located on the island of St. John. The (MKSCHC) is a 1 story building with a footprint of approximately 24,833 square feet including a generator and electrical switchgear building to the north. Total floor area is approximately 23,000 square feet. The clinic was constructed in 1983 and licensed for 12 patient beds and underwent major renovations in 1989 and 1995. The original 1983 building is masonry construction consisting primarily of concrete masonry units (CMU); a portion of the east side is an above grade cistern with a stone face masonry surface. The foundation consists of concrete footings and a slab-on grade. The roof is supported by steel joists connected to the masonry walls. The original design did not call for fireproofing of the roof components. The roof is a flat, fully adhered, membrane-style system; a single ply ethylene propylene diene monomer (EPDM) with rigid insulation over a metal deck. The membrane extends to parapets with metal flashing. The roof parapets are reinforced concrete beams. Exterior walls are masonry with metal lath and plaster. The adjacent generator building is built entirely of solid masonry and steel with heavy doors. The entire facility is being used as a CMS Certified Clinic. It is the intent of the Schneider Regional Medical Center to:

- (1) reconstruct and restore the function of the facility or system to industry standards without regard to the pre-disaster condition of the facility or system; and
- (2) replace or restore components of the facility or system not damaged by the disaster where necessary to fully effectuate the replacement or restoration of disaster-damaged components to restore the function of the facility or system to industry standards.”

During the incident period of September 16, 2017 to September 22, 2017, Hurricane Maria struck the United States Virgin Islands (USVI) with category 5 winds and wind-driven rain. As a result, the Myrah Keating Smith Healthcare Center (MKSCHC) located on St. John, VI 00802 (GPS Lat: 18.34094 / Long: -64.77433) sustained hurricane winds, wind-driven rain, and wind driven debris associated damages.

Although the MKSCHC facility didn’t experience flooding, ponding of water occurred due to roof damage and roof drain failures. The roof exhibits varying damage due to age and storm damage. There are isolated punctures and degradation of the membrane. The concrete parapets are cracked and have begun to delaminate in some areas. Other components of the roof system, such as tapered insulation, was damaged by high speed winds and flying debris. It is assumed that additional roof system components are damaged elsewhere. Almost the entire MKSCHC’s roof was destroyed.

Areas of external cladding were slightly damaged at the facility. There are wall breaches which caused varying levels of damages. The plaster coating at the exterior has exhibited signs of moisture-damaged at various locations throughout the facility. High-speed winds and flying debris damaged the parapets of the MKSCHC.

The interior of the building was heavily affected by sustained water intrusion caused by the roof failure and water intrusion through the rooftop HVAC units. Floor, wall, and ceiling finishes throughout the building exhibit water-related damage. Mold growth has occurred on numerous finish surfaces. Floor surfaces exhibit deterioration from water infiltration throughout the facility.

The extent of damage to MKSCHC caused by the compromise of the entire roof, and the wall cladding breaches caused severe damage to the interior of the facility. Repairs to all damages will range from simple to major reconstruction of all equipment, systems and finishes of the entire facility. The devastating damages in these areas center on the heating, ventilation and air conditioning (HVAC) elements, which will require major work to upgrade to current codes and Industry Standards. Meeting the ASHRAE ventilation and energy efficiency codes may require a different system type, but the compliant design will cost less than replacing the existing system in-kind.

The interiors of the buildings experienced damage due to water intrusion from the roofing failures. Floor, wall, and ceiling finishes sustained water damages which lead to mold growth.

It is assumed that all mechanical utilities including plumbing and the fire suppression system (sprinklers) were impacted. In addition, a significant portion of electrical power, fire alarm, grounding technology and lighting are also impacted. In these instances, these damages will require complete replacement to meet of all these elements. Similarly, where walls and/or ceiling will be replaced, all electrical receptacles, switches, light fixtures and other terminal devices installed on them must also be replaced.

In the finale, the extent of damage to MKS was caused by the compromise of the entire roof system which resulted in water intrusion, major damage to the rooftop air handlers and associated exposed ductwork, and the entire interior of the facility. The repair of the resultant damages will entail the complete renovation/reconstruction of the Myrah Keating Smith Community Health Center facility to meet all current and proposed codes and Industry standards. Additionally, through Congressional Legislation, funding was allocated under the Bipartisan Budget Act of 2018 (BBA) through the Public Assistance Program. The BBA authorizes FEMA to “provide assistance, pursuant to Section 428 of the Stafford Act2... for critical services as defined in Section 406”. This authority allows FEMA to provide assistance to restore disaster-damaged facilities or systems that provide the specifically identified critical services to an industry standard without regard to pre-disaster condition.

SRMC plans to enter an agreement with one firm with demonstrated expertise in design and

construction management. This Respondent must demonstrate professional experience with Local, State, and Federal regulations to provide design services and management services. SRMC also encourages respondents to include team members with relevant FEMA Hazard Mitigation expertise. The selected Respondent will provide all necessary documentation and design services including plans, bid specifications, Contract Documents, permits, approvals and construction management

2. Project Description

The Myrah Keating Smith Community Health Center is requesting proposals from an Architectural and Engineering (A/E) design firm licensed to practice architectural services within the United States Virgin Islands (USVI) for project design and construction management services for the Renovation of the Myrah Keating Smith Community Health Center Project; herein referred to as “the Respondent” or “the Contractor” for an estimated duration period of five years. The selected Respondent will work under the supervision of the Vice President, Territorial Capital Projects and in coordination with SRMC’s Project Lead.

It is the intent of SRMC to enter into a contract with an Architectural and Engineering firm with demonstrated expertise in the development and design of Healthcare Facilities. The selected firm will develop the final Scope of Work for the renovation of the Myrah Keating Smith Facility Project. The direct collective input from the Executive Staff of the Schneider Regional Medical Center will be required for the overall assessment, development & documentation of SRMC’s needs for planning purposes. However, SRMC’s Vice President, Territorial Capital Projects shall be considered the Point of Contact (POC) and all final planning and design development decisions will be sought through signature approval of the Chief Executive Officer (CEO). The services of a qualified Architectural and Engineering (A/E) Firm with specific experience in development and design of Healthcare Facilities, more specifically hospital design and construction to include experience within the U.S. Virgin Islands is sought through the Government of the Virgin Islands (GVI) usual competitive bid processes via this RFP process. The Architect will also perform a very preliminary on-site evaluation of existing site conditions, utilities and other related and adjacent facilities, structures, buildings and properties prior to the bid. It should be noted that the cost proposal to be submitted must identify the Interim and the Re-construction as two separate proposals due to the fact each project is represented as two independent projects pursuant to FEMA funding.

3. Other Requirements

The Virgin Islands Territorial Emergency Management Agency (VITEMA), has entered into

a grant agreement with SRMC to disburse all FEMA grant funding as the source to compensate the selected Respondent. Therefore, SRMC must meet certain Federal and Territorial regulatory requirements for this project. The selected Respondent must comply with all contract conditions, as this RFP and resulting contract will be subject to the rules and requirements arising from the use of FEMA funding. Respondents should review all contract conditions and be familiar with all terms and conditions set forth therein prior to submitting your proposal.

Planned construction must not interfere with the daily operations of the existing facility; thus, the Contractor must develop a detailed construction sequence and receive written approval from the hospital's executive and facilities management staff before project execution.

4. Summary of Requirements and Deadlines

Project Name:	Myrah Keating Smith Community Health Center Project
Project Location:	#3B Susannaberg St. John, VI 00831
Type of Service:	Architectural and Engineering Professional Services
Anticipated Contract Term:	Two (2) years, with two one-year extensions exercisable at SRMC's sole discretion.
Mandatory Pre-Proposal Meeting and Site Visit:	The week of June 1 st -5 th , 2020 SRMC Medical Library Schneider Regional Medical Center 9048 Sugar Estate St. Thomas, VI 00802
Optional Return Visit:	The week of June 15 th -19 th , 2020
M/WBE Participation:	SRMC encourages respondents to utilize USVI's Certified MBE's and WME's to complete the work under this contract.

DPP/SRMC may modify the above schedule at its discretion.

5. Scope of Services

For design and construction management services for the MKSCHC Redevelopment Project, the Contractor shall provide complete architectural/engineering services for design development, construction documents, bidding, and construction phase services. The scope of services is categorized into five categories of services: 1. Program Development; 2. Conceptual/Pre-Design; 3. Architectural & Engineering Design; 4. Bid Documents and 5. Construction Management Services. Where duplication of the scope of services occurs between categories, respondents should demonstrate how they propose to implement the project in an efficient manner at a value to SRMC.

5.1 Program Development

The Architect will develop, in direct conjunction with SRMC the final space requirements for the temporary facility. The space plan will establish the actual size of all rooms within the new structure. The space plan will be developed by holding a series of meetings with all pertinent SRMC personnel and the POC. These meetings will allow the Architect to develop the spatial requirements as well as all the physical, electrical and mechanical criteria for all spaces within the proposed facility. The space program will identify such criteria as special furnishings, security requirements, architectural characteristics, accessibility requirements and all other features necessary to give the SRMC a complete space program for the interim facility. The program requirements will be developed with SRMC Project Team with the POC as lead and include key interviews with the Chief Executive Officer (CEO) to develop a complete listing of the project requirements for proper space programming and their functional relationships.

5.2 Conceptual/Pre-Design

Perform a site assessment of the existing facility and provide a report that would detail the current state of existing structures and layout of supporting utilities.

Prepare detailed Measured Drawings of the existing structures and related facilities and other adjacent structures and buildings surrounding the existing Building and document the existing conditions. Measure existing buildings and provide floor plans, elevations, and sections. Record existing conditions graphically & photographically.

Secure a Topographic Survey of the Site and the adjacent surrounding sites. Contract with a licensed surveyor to produce a single survey showing topography of the

subject property, outlining locations of all existing structures, appurtenance, including incoming utility locations.

Perform Selective Demolition by the removal of selected interior partitions, finishes, conduits, wires, or remove/relocate old furnishings and contents in order to appropriately observe all existing conditions of the existing building and incorporate unknown data into the Measured Drawings.

5.3 Architectural & Engineering Design

The Contractor shall provide architectural and engineering design services, including overall project coordination, design development, coordination of design and Contract Documents, public approval and permitting as may be required by relevant agencies, cost estimating, and assistance in strategic efforts to develop construction phases for the project. Project specific Site Plans, Selective Demolition Plans, Proposed Floor Plans, Roof Plan(s), Elevations, Sections, Interior Elevations, Structural Framing Plans, Schedules, complete details along with complete Project Specifications and a Final Engineering Estimate of Construction Costs.

- i. The Contractor shall review design decisions through regularly scheduled meetings. The Contractor shall administer, coordinate, and document on-site design meetings with SRMC's Project Team and required staff. Meetings shall include presentations and project progress updates. The Contractor shall issue meeting minutes within a reasonable amount of time following each meeting.
- ii. The Contractor shall provide design documents from Basis of Design Report design through Bid Ready Construction Documents. Design documents shall include architectural and engineering design for the agreed upon Scope of Work for the renovation of the facility. The Contractor shall prepare construction documents with the necessary construction details, fully dimensioned and with detailed specifications from which prospective bidders can make accurate and reliable estimates of labor and materials required to complete the project. Construction documents shall include all final designs, specifications, estimates, and other relevant documents.
- iii. The Contractor shall engage applicable sub-consultants as necessary, to perform hazardous material evaluations and to perform destructive structural integrity and installation evaluations. The presence of lead,

asbestos, and PCB, but not limited to other carcinogenic compounds, shall be tested prior to any physical testing. The Contractor shall submit report findings to SRMC upon receipt.

- iv. The Contractor shall provide assistance acquiring approval of construction documents from applicable agencies. The Contractor shall develop and submit drawings to the Virgin Islands Department of Planning and Natural Resources (DPNR) and all applicable agencies within the jurisdiction of the Virgin Islands to include but not limited to Virgin Islands Fire Department, Virgin Islands State Historic Preservation Office, and any other relevant agencies as requested by SRMC for review and approval.
- v. Design documents shall be complaint with the International Building Code (IBC) and all applicable Federal and local laws and regulations.
 - 1. The Contractor shall obtain approval and permits from the Virgin Islands Fire Department, Virgin Islands Department of Planning and Natural Resources, and all other authorities having jurisdiction applicable.
- vi. The Contractor shall have a written Quality Control program in place as part of standard office practices. SRMC may review the Quality Control Program at any time. The Quality Control Program shall apply to all areas of the scope of services, including the review of all drawings prior to submission to SRMC.
- vii. The Contractor shall provide all project deliverables from the current versions of approved software. In addition, the Contractor shall use the system in accordance with SRMC's protocol to manage all project related correspondence, transmittals, meeting minutes, requests for information, deliverables, daily logs, project costs, change management, and reporting. The Contractor shall provide timely updates for SRMC to prepare required FEMA Quarterly Project Reports.
- viii. The Contractor shall provide Final Schematic Design Documents based on SRMC's Preliminary Schematic Design Drawings, as attached herewith, to include the mutually agreed-upon program,

schedule, and budget for the overall Cost of the Work. The documents shall establish the conceptual design of the Project illustrating the scale and relationship of the Project components. The Final Schematic Design Documents shall include a conceptual site plan, and preliminary building plans, sections and elevations. The Final Schematic Design Documents will include perspective sketches, electronic modeling or any combinations of these media approaches. Preliminary selections of major building systems and construction materials shall be noted on the drawings and/or described in writing within the written Final Project Program.

- ix. The Contractor shall develop a presentation for the SRMC Redevelopment Team, Chief Executive Officer (CEO) and the Territorial Board of the Hospital Cooperation for review. This presentation will include rendered documents of all schematic design materials for the project for review and concurrence by the Territorial Board.
- x. After the above presentation, the final agreed upon changes and a final Project Budget Report shall be incorporated into a final presentation of drawings & narratives for signature approval of the Territorial Board.

5.4 Bid Document Services

Prepare and assist the GVI with the Bidding Documents that will consist of proposal requirements, proposed contract forms, General Conditions and Supplementary Conditions, Specifications and Drawings and any subsequent Negotiations. Assist SRMC with the bidding and evaluations for contracting of the construction work

The Contractor shall arrange for procuring the reproduction of Proposal Documents for distribution to prospective contractors. The Architect will provide Fifteen (15) complete sets of the final construction documents to the SRMC for their use in the bidding process. The Owner (SRMC) shall pay directly for the cost of any additional reproduction required and shall reimburse the Architect for such expenses.

The Contractor shall participate as a consultant in selection interviews with prospective contractors.

The Contractor in collaboration with SRMC shall consider requests for substitutions, where permitted by the Construction Documents, and shall prepare and distribute

addenda via DPP identifying approved substitutions.

The Contractor shall assist SRMC during negotiations with prospective contractors.

The Contractor will provide a final construction cost estimate (Engineer's Estimate) to SRMC for their use not prior to but on first day of the bid evaluation process.

The Contractor will attend all meetings associated with the pre-bidding/ bidding / negotiation process. In particular, the Architect will participate in the mandatory pre-bid conference and pre-bid site visit.

The Contractor will investigate and respond to all questions raised by prospective bidders (contractors) and after receiving SRMC's prior written approval, issue written replies to all bidders in the form of addendum via DPP.

The Contractor will continually assist SRMC with bid negotiations until a responsive bidder has been selected.

The Contractor shall support SRMC to solicit Construction Contractor(s) interest to ensure competitive bidding and shall keep account of and distribute Bid Document Packages to prospective bidders and provide SRMC with a report of the Bid Document Packages distribution.

The Contractor shall assist SRMC in reviewing and analyzing the bids, including research into the quotations and capabilities of the apparent low bidders to determine that the apparent low bidders can fulfill all bid requirements, vetting the lowest bidder, and make recommendations to SRMC as to the award of the contracts.

The Contractor shall submit documentation evidencing a building permit, or an approval of the project to have a permit issued from the authority having jurisdiction.

5.5 Construction Management Services

The Contractor shall provide all services necessary and required for the inspection, management, coordination, and administration of the project, so that the required construction work is properly executed, completed in a timely fashion, and conforms to the requirements of the construction contract and to good construction practice. The Contractor shall provide such services from project commencement through substantial completion, final acceptance, and project close-out.

The Contractor shall include engineering design services during construction, commissioning, and close-out services will generally consist of the following: review submittals; review and respond to requests for information (RFIs) and requests for clarification; interpret Contract Documents; conduct periodic site visits; attend and

facilitate construction project meetings; review progress of construction; develop requests for proposals, Change Orders, and Work Change Directives; review and evaluate Change Order proposals; prepare Change Orders; review and certify Contractor applications for payments; maintain logs for submittals, RFIs, Change Order proposals and Change Orders; provide technical support; monitor contractor's general conformance with the Contract Documents; provide field support during start-up; participate in technical inspections of the project, substantial completion inspection, and final walk-through; review punch list; prepare record drawings; and participate in close-out meeting with the Construction Contractor(s) and SRMC and their representatives.

5.5.1 Data Management

The Contractor shall provide and maintain throughout the project a digital data management system and collaboration platform for communication and sharing of all project files and documents. Such data management and collaboration platform shall have varying levels of access for all project participants, including Construction Contractor(s), sub-contractors, design consultant(s), grant managers, and SRMC. Such data management and collaboration platform shall be organized to manage all project related data in a manner consistent with industry practice.

5.5.2 Attend Pre-Construction Conference

A meeting will be held between the Construction Contractor, SRMC, and the Contractor prior to the start of construction to coordinate the start of construction, review any issues that may have arisen, and discuss the expectations of the parties involved. The Contractor shall coordinate the preparation of meeting documents, such as the agenda, with the SRMC, distribute information prior to the meeting, and record meeting minutes. The Contractor shall assume two attendees at this meeting.

5.5.3 Construction Progress Meetings

1. The Contractor shall coordinate progress meetings, held once per month, as deemed necessary by SRMC and the Contractor. The Contractor shall assume one attendee at this meeting.
2. In addition to attendance at the progress meetings, the Contractor shall facilitate the meetings, prepare a package for each meeting containing agenda, a summary of open submittals, RFIs, and Change Orders to be reviewed at each meeting, and a three-week look ahead schedule (to be provided by the Construction Contractor), and other documentation that may be required for meetings that are

not specified. The Contractor will prepare meeting minutes and provide them to SRMC within five business days.

5.5.4 Issue Resolution and Staging Meetings

The Contractor shall assume that construction related issues and coordination of sequencing will arise that may require formal meetings between the Construction Contractor(s) and SRMC to reach an agreeable resolution. The Contractor shall assume six one-hour meetings with two attendees.

5.5.5 Periodic Field Visits

1. The Contractor shall assume that periodic visits to the site will be required to observe progress and assure compliance with the Contract Documents and design intent. The Contractor shall assume a total of 15 half day visits, each attended by one representative.
2. The Contractor shall make visits to the site at intervals appropriate to the various stages of construction, as deemed necessary, to monitor the Construction Contractor's work for compliance with the Contract Documents, as outlined above. The visits may coincide with the progress meetings. Such visits and observations are not intended to be exhaustive or to extend to every aspect of the work in progress, or to involve detailed inspections of the work beyond the responsibilities specifically assigned to the Contractor in this scope of services and the Contract Documents, but rather are to be limited to spot checking, and similar methods of general observation of the work based on the Contractor's exercise of professional judgment as assisted by SRMC. Based on information obtained during such visits and such observations, and from SRMC, the Contractor shall determine, in general, if such work is proceeding in accordance with the Contract Documents and shall keep SRMC informed of the progress of the work. During the site visits, the Contractor shall notify SRMC if the Contractor believes that work should be rejected because such work will not produce a completed project that conforms to the Contract Documents, or that it will prejudice the integrity of the design concept of the completed Project as a functioning whole as indicated in the Contract Documents.
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The Contractor shall provide on-site personnel during all equipment/systems installations acceptance to provide assistance to the Construction Contractor(s) and product vendors, as needed, and to confirm that components are performing as designed and expected. The Contractor shall assume multiple site visits by one person for this task.

5.5.13 Close Out

The Contractor shall provide close out services for the project. This will include receiving, reviewing, and transmitting to SRMC written comments, maintenance and operating instructions, schedules, guarantees, certificates of inspection, tests and approvals, and marked-up record documents (including Shop Drawings, Samples and other approved data, and marked-up record Drawings), which the Contractor will assemble in accordance with the Contract Documents to obtain final payment. The Contractor shall prepare record drawings (both hard copy and electronic) based on the marked-up documents provided by SRMC.

5.5.14 Record Drawings

The Contractor shall prepare record drawings (both hard copy and electronic) that reflect as-built conditions based on information provided by SRMC, the Construction Contractor, and the Contractor's own on-site inspections. The Contractor shall reconcile and log that all construction document changes (i.e., shop drawings, RFIs, Field Change Orders, etc.) have been incorporated into the record drawings.

5.5.15 Substantial Completion

Following notice from the Construction Contractor(s) that the entire work is ready for its intended use, the Contractor, SRMC, and the Construction Contractor, shall conduct an inspection to determine if the work is substantially complete. The Contractor shall deliver a report on the determination of substantial completion to

SRMC. After the resolution of any objections of SRMC, the Contractor shall report a determination of substantial completion.

Before the Contractor issues a determination of substantial completion, it will submit to the Construction Contractor(s) a list of observed items requiring completion or correction (Punch list).

5.5.16 Final Site Inspection and Project Close-Out

The Contractor shall perform a final site inspection and walk-through of all the project areas with SRMC, the Resident, and the Construction Contractor(s) to determine final completion status. Warranty procedures will be finalized. The Contractor shall prepare a final report and submit it to SRMC for review and acceptance.

6. Background Checks for Contractors Employees, Agents, and Independent Contractors

Unless waived by DPP/SRMC in writing, prior to assigning any employee, agent, or independent contractor to perform services at SRMC health care facility, the Contractor shall provide a background check on such person covering the three years prior to such proposed assignment. Such record check must include, for Virgin Islands residents, a search of the Virgin Islands Police Department (VIPD) records. SRMC may require the Contractor to perform a more extensive background check as need and/or required.

7. Contract Award

2. DPP/SRMC reserves the right to award a contract to a firm other than the Respondent offering the lowest overall cost.
3. The contract resulting from this solicitation shall be awarded to the highest-rated responsible Respondent based on the evaluation factors set forth in the RFP. The award of a contract does not commit DPP/SRMC to use the equipment or services of the selected firm.
4. Any proposed contract award shall be subject to all required oversight approvals. Including SRMC Board of Directors' approval, the Respondent's execution of the contract, and the signature approval by the Chairman of the Territorial Board of SRMC.
5. The selected Respondent will submit a contract to SRMC outlining standard and unique conditions for the project. SRMC will review and come to a mutual agreement prior to issuing a Purchase Order to commence design.

6. The Respondent has verified all the costs submitted in their proposal are all-inclusive, and further understands that SRMC will not be liable or accountable for any errors or omissions made therein. It is further agreed that all increases in labor rates and/or material prices that may develop during the life of the contract are included herein.

8. Confidentiality

1. This document is furnished to the Respondent for the sole purpose of enabling him/her to determine if he/she can provide the services described herein to SRMC, which will meet the criteria established in this document. Any disclosure, publication, release or transfer of this document, any provision thereof, or any information contained therein, to any person (other than Respondent's personnel to whom disclosure is necessary for the preparation of a response, all of whom must be bound to observe this prohibition) without the prior written consent of SRMC is prohibited. SRMC reserves the right to release or disclose any of the attached information to its associated divisions, partners, contractors, or any of its subsidiaries.
2. Disclosure is permitted to the extent necessary to comply with law or valid order of a governmental agency, regulatory authority or court of competent jurisdiction; provided that the party making such disclosure shall seek confidential treatment of said information; and as a part of any normal reporting and review procedure with its auditors and its lawyers, or with any outside investor or lender, or with any proposed or actual successor in interest, provided that prior to such disclosure the third party shall agree to maintain the confidentiality of such disclosure.

9. Contract and Payment

The selected Respondent will submit a contract to SRMC outlining standard and unique conditions for the project. SRMC will review and come to a mutual agreement prior to issuing a Notice to Proceed to commence design.

9.1 Term of Contract

Two (2) years, with two one-year extensions exercisable at SRMC's sole discretion.

9.2 Contract Provisions

1. The contract to be entered into between the selected proposer and SRMC shall contain negotiated provisions based upon the specific requirements set forth in this RFP and the selected firm's proposal, as well as SRMC's General Contract Provisions

(Appendix K). Such General Contract Provisions are intended to generally indicate certain contract provisions which will be required by SRMC; it is not intended to be all-inclusive or provide for final terms, and may need to be expanded or revised, where necessary, in the contract.

2. In addition, the contract will include a Business Associate Agreement (“BAA”) if SRMC determines that it is required for compliance with the privacy standards and other requirements relating to protected health information as defined in the administrative simplification provisions of the Health Insurance Portability and Accountability Act of 1996 (“HIPAA”).
3. No modifications may be made to said Business Associate Agreement, which, if required, is non- negotiable and must be executed as drafted.

9.3 Payment

The selected firm shall be paid in accordance with the fee schedule based on the percentage of work completed for each phase. Additional services will be paid on a negotiated lump sum basis or on an hourly basis as approved by the SRMC. Reimbursable expenses will be paid on an actual cost basis and as approved by the SRMC.

Appendices

1. Appendix A- Proposal Package Checklist
2. Appendix B- Confirmation of Attendance at Pre-Bid Conference or Site Visit
3. Appendix C- Fee Schedule for each Project
 - a. Appendix C-1- Governor Juan F. Luis Hospital & Medical Center Fee Schedule
 - b. Appendix C-2a- Roy L. Schneider Fee Schedule (Interim Structure)
 - c. Appendix C-2b – Roy L. Schneider Fee Schedule (RLS Main Structure)
 - d. Appendix C-3- Charlotte Kimelman Cancer Institute Fee Schedule
 - e. Appendix C-4- Myrah Keating Smith Community Health Center Fee Schedule
4. Appendix D- Schedule for Respective Project
 - a. Appendix D-1- Governor Juan F. Luis Hospital & Medical Center Schedule
 - b. Appendix D-2- Roy L. Schneider Schedule
 - c. Appendix D-3- Charlotte Kimelman Cancer Institute Schedule
 - d. Appendix D-4- Myrah Keating Smith Community Health Center Schedule
5. Appendix E- Respondent's Qualification Statement & Minimum Qualifications Questionnaire
6. Appendix F- Certification of Information
7. Appendix G- Women & Minority Owned Business Enterprise Participation Plan
 - a. G.1- Subcontractor Participation Plan
 - b. Subcontractor Information
 - c. G.2- Intent to Perform as Subcontractor
 - d. G.3- Self-Perform Statement
8. Appendix H- GVI Non-Collusion Affidavit
9. Appendix I- Debarment Certification Form
10. Appendix J- Acknowledgment of any Addenda
11. Appendix K- General Contract Terms and Provisions for each Project