

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

**Request for Proposal – Negotiation
Professional Services**

To:

Date: June 15, 2020

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RFP No. 020-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 **Thursday, July 16, 2020 at 4:30 p.m.** Atlantic Standard Time.

DESCRIPTION OF WORK:

This Request is to describe the Watershed Management Studies: St. Croix Project in the US Virgin Islands and to solicit Proposals from capable partners. The Department of Planning and Natural Resources (DPNR) of the US Virgin Islands (USVI) has been awarded assistance through the Hazard Mitigation Grant Program (HMGP) Advanced Assistance 4340-0014 in 2019 for the Watershed Management Studies Project from the Federal Emergency Management Authority (FEMA). DPNR has identified eight watersheds of interest, five of which are in St. Croix and are the subject of this Request. The expected timeline for this project is 30 weeks. DPNR will select a contractor with demonstrable capacity to carry out this project in a timely manner and will follow the Government of the Virgin Islands procurement policies in selection.

For each of the three focal watersheds, this project involves: Watershed Assessments that quantitatively and qualitatively address the rate of change of the landscape (development and permeability, green infrastructure); comprehensive Watershed Management Plans; and support with the development of FEMA-eligible projects (e.g. HMGP and BRIC) for priority stormwater management intervention recommendations.

The Watershed Management Plans will be used to inform local agencies and institutions regarding site-specific options for flood reduction, stormwater management and water re-use. This project is an opportunity to equip the Virgin Islands to reduce consequences and increase benefits of the projected changes to rainfall due to climate change. Specifically, the region is expected to experience more intense rainfall events with less overall rainfall.

The focal watersheds on St. Croix are Long Point Bay, Diamond, Bethlehem, and HOVENSA which are adjacently located along the south-southeastern part of the island; and Salt River Bay on the central north part of the island. See St. Croix Watershed map (Figure 1). Part of the assessment and recommendations for St. Croix will include areas suitable for rainfall/stormwater storage for agricultural and/or municipal reuse.

NEGOTIATED PROCEDURES:

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

FACTORS FOR DISCUSSIONS

Selection criteria shall include **(i)** Professional qualification, registration and general reputation of principals of the firm(s) or person(s); **(ii)** the extent to which the firm(s) or person(s) specialize in or has provided services of a type and scope similar to the services hereunder; **(iii)** familiarity with the location (s) in which services shall be performed; **(iv)**

capability of meeting schedules; and (v) quality of performance on other similar projects. **Proposals will be evaluated according to the following criteria in descending order: (a) Project Approach (b) Qualifications (c) Experience (d) References and (e) Cost. The Selection Committee may, at its option, request any or all proposers to participate in on-site interviews.**

NEGOTIATION:

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

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

Anthony D. Thomas
Commissioner
Property and Procurement

INSTRUCTION TO PROPOSERS

A. NOTICE

RFP-020-C-2020 (P)- RFP-020-C-2020 (P)- Watershed Management Studies, St. Croix, USVI

Information provided in the scope of services is to be used only for purposes of preparing a proposal. It is further expected that each respondent/ proposer shall read the scope of services thoroughly, for failure to meet certain specified conditions may invalidate the proposal.

The Government of the Virgin Islands, herein after referred to as GVI, reserves the right to reject any or all proposals or any portion thereof and to accept the proposal deemed most advantageous to GVI. An award will be made to the most **responsive and responsible** bidder whose offer, conforms to the solicitation. **The order of importance for this bid is: (a) Project Approach (b) Qualifications (c) Experience and (d) References.**

Applicants are requested to submit proposals on the basis of the scope of services. Alternative proposals recommending new features and technology other than that requested in the scope of services shall receive consideration provided such new features and/or technology is clearly explained. Any exceptions to the requirements requested herein must be clearly noted in writing and be included as part of the proposal.

The information contained herein is believed to be accurate but is not to be considered in any way as a warranty. Request for additional information clarifying the Scope of Services should be directed in writing to **Deputy Commissioner of Procurement, Ms. Dynell R. Williams** at dynell.williams@dpp.vi.gov.

B. STATEMENT OF PURPOSE

To assist the Government of the Virgin Islands in meeting the requirement for the following supply/service: **RFP-020-C-2020 (P)- Watershed Management Studies, St. Croix, USVI**

C. PROPOSED SCOPE OF SERVICES:

The contractor will complete watershed studies following the EPA watershed study process and develop comprehensive watershed management plans for each of the identified watersheds. The Scope of Work includes technical assistance in hydro-dynamic

assessments and modeling, communication and community engagement, and support with the development of FEMA-eligible projects that embody watershed management plan recommendations.

Specific activities for each watershed include:

- Describe watershed characteristics including (at a minimum): land use, climate patterns, climate change projections through 2100, HUC-14 watersheds, impaired waters, soils, rainfall, topography, floodplains, critical infrastructure, recreational interests, fish and wildlife habitat, and flood maps for the 10,25, 50, and 100-year floods.
- Perform a hydrologic assessment and watershed resources assessment that includes analysis of the following (at a minimum): flooding, water quality conditions, pollutant loads, soil loss, sediment delivery, floodplains, wetlands, source water, ground water, land use management, public education and social dynamics.
- Statistics on land cover and land use for each basin.
- Identify and prioritize areas of concern that should be targeted for practical water management interventions and provide recommendations in the form of specific action steps to mitigate flooding and improve water quality.
- Develop comprehensive watershed management plan, inclusive of characterizations, assessments and recommendations.
- Work with DPNR to develop FEMA-eligible projects that embody the recommendations of the watershed studies, at least two per watershed. These projects will include a conceptual scope of work with 30% design, project schedule, and cost estimates.
- Communicate project activities, their impacts and results to the public throughout the term of contract. This includes public meetings and informative short videos for sharing on DPNR social media accounts.

Deliverables and milestones are characterized as follows:

1. **Field work:** For each watershed, identify sub-basin/s for water sampling, based on major guts and land use by week 4. Sampling activities will include deployment and monitoring of rain gauges, water loggers and sediment traps. Event sampling for water quality parameters (e.g. nitrogen, phosphorus, nitrate, heavy metals) will be taken during at least 2 rain events (1-inch per hour rate). Field work should be completed by week 16, subject to change based on rainfall and sampling opportunities.
2. **Data products:** Geospatial sub-basin water quality data and modeled rates of sedimentation and pollution runoff (non-point pollution) should be completed by week 20. Projections for future land use scenarios and runoff implications with climate change considerations for 2030, 2050, 2080 and 2100 should be completed by week 25. Site-level criteria for green infrastructure viability

assessments and specific recommended actions and priority sites should be completed by week 25.

3. **Maps:** Visualizations of data products listed above should be completed by week 27.
4. **Communication:** At least one project kick-off public meeting should be completed by week 4, at least one public meeting per watershed should be completed by week 24. Several meetings to obtain local knowledge and perspectives from various stakeholder groups (e.g. government agencies, civic organizations) should be completed between weeks 3 and 20.
5. **Comprehensive products per watershed:** A Land and Water Resource Inventory characterizing green infrastructure areas and options; as well as water capture, storage, and re-use options. A Watershed Management Plan that incorporates all the work and products listed above, with recommended improvement activities and their associated costs and timelines, in both a full report and quick-and-easy guide format. Alignment of documentation for recommended interventions with FEMA requirements and application formats. All of these final products should be completed by week 28-30.

DPNR is looking for a contractor with demonstrated experience working in small, tropical islands (preferably the USVI). The selected contractor will have examples of their commitment to inclusive project management that engages government and community stakeholders throughout the project schedule. Finally, DPNR seeks to partner with an entity that incorporates climate resilience into the project and recommendations.



Figure 1. St. Croix watersheds selected for study, characterization, management plan development and intervention recommendations as part of the Watershed Management Studies Project.

D. TIMETABLE

1. Last day for request for written clarification will be **Thursday, July 9, 2020 at 12:00 noon** Atlantic Standard Time.
2. Proposals shall be accepted at Department of Property & Procurement, no later than **Thursday, July 16, 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 **Thursday, July 16, 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 image shows a screenshot of an email composition 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 a 'Subject' field containing 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 work, he/she may submit to the GVI a written request for an interpretation thereof to the **Deputy Commissioner of Procurement, Ms. Dynell R. Williams**. GVI shall not respond to questions received after the above established date. The person submitting the request shall be responsible for its prompt delivery. Any interpretation of the scope of work shall be made in writing to all prospective providers. Oral explanations shall not be binding.

H. CONSIDERATION OF PROPOSAL

The Commissioner of Property and Procurement shall represent and act for GVI in all matters pertaining to the scope of work and contract in conjunction therewith. **This RFP does not commit GVI to the award of a contract, nor pay of any cost incurred in the preparation and submission of proposals in anticipation of a contract. GVI reserves the right to reject any or all proposals and to disregard any informality and/or irregularity in the proposal when, in its opinion, the best interest of GVI shall be served by such action.** Proposals failing to provide some of the items in the scope of work shall not be rejected per se but any deviations from the scope must be clearly noted.

I. ACCEPTANCE OF PROPOSALS

GVI shall notify in writing acceptance of one of the proposals. Failure to provide any supplementary documentation to comply with the respondent's proposal may be grounds for disqualification.

J. CONTENTS OF PROPOSAL

The following is a list of information to be included in the written proposal. Failure to comply with all the requirements as outlined, shall disqualify the applicant and the proposal shall be deemed as non-responsive.

1. Introductory letter about the applicant:
 - a. Name, address, email and telephone numbers.
 - b. Type of service for which individual/firm is qualified.
2. Organization:
 - a. Provide a listing of staff available for the project.

- b. Current Business License for services being advertised.
- c. Current trade name registration certificate, if applicable
- d. Certificate of Good Standing dated July 1, 2019 or later
- e. Articles of Incorporation (for Corporations) or Articles of Organization (for LLCs) or qualification (Limited Partnerships), if applicable. For additional guidance, see link below:

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

3. Sub-contractors:

- a. Provide listing of Sub-contractors that shall be retained for this project including phone numbers.
- b. Provide what percentage of work will be sub-contracted.

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

4. Project experience:

- a. Provide a listing of related projects performed within the last three (3) years. Include a brief description of the work performed and cost of each project.
- b. Provide a listing of projects currently being performed. Include a brief description of the project and percentage completed.
- c. Provide a listing of previous experience or working knowledge of Smithsonian Institute guideline.

5. Project References: 3 letters minimum (including a notarized written consent from each authorized representative which must include: name; telephone number; and email address).

6. Project Approach:

- a. Narrative description of your approach to this project and any unusual aspects or challenges you foresee with this project.

7. Insurance Requirements: The cost of which shall be borne by the Contractor and maintained fully during the term of the contract.
 - a. **Certificate of Government Insurance** (Workmen's Compensation):
 - i. Respondent will provide a Certificate of Insurance reflecting the required coverage by Virgin Islands law.
 - b. **Comprehensive General Liability Insurance:**
 - ii. Respondent shall carry comprehensive general liability on an occurrence form with no "x, c, or u" exclusions with the following minimum limits:
 1. Each occurrence- \$1,000,000.00
 2. Damaged to rented premises-\$50,000.00
 3. Medical Expenses- \$5,000.00
 4. Personal & Adv Injury-\$1,000,000.00
 5. General Aggregate-\$2,000,000.00
 6. Products-Completed Ops. Aggregate- \$2,000,000.00
 - iii. General Aggregate shall apply on a policy basis.
 - iv. Respondent shall provide a Certificate of Insurance reflecting required coverage.
 - v. If awarded, the Contractor shall provide proof of adding the Government as an additional insured via a scheduled/individual endorsement.
 - c. **Commercial Automobile Liability (when applicable):**
 - vi. Respondent shall carry automobile liability insurance, including all owned, non-owned, scheduled, and hired autos with the following minimum limits and coverage:
 1. Combined Single Limit - \$1,000,000.00
 - vii. Respondent shall provide a Certificate of Insurance reflecting required coverage.

K. CONFLICT OF INTEREST

A proposer filing a proposal hereby certifies that no officer, agent or employee of GVI has a pecuniary interest in this proposal or has participated in contract negotiations on behalf of GVI; that the proposal is made in good faith without fraud, collusion, or connection of any kind with any other proposer for the same request for proposals; the proposer is competing solely in its own behalf without connection with, or obligation to, any undisclosed person (s) or firm (s).

L. LICENSE REQUIREMENT

An award will not be made to any firm or individual doing business in the Virgin Islands with the Government of the Virgin Islands until evidence is submitted that said firm or individual has a valid Virgin Islands Business License. A current hard copy of a valid Virgin Islands Business License must be submitted within ten (10) business days after award. All Bidders bidding as Joint Ventures must be licensed as a Joint Venture in the Virgin Islands.

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

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

1. See Attached.

THESE WILL BE REQUIRED PRIOR TO AWARD OF CONTRACT.