GOVERNMENT OF
THE VIRGIN ISLANDS OF THE UNITED STATES

Request for Proposal – Negotiation
Professional Services

To: ............................................................. Date: June 20, 2018

............................................................. RFP No. 027-T-2018 (P)

Pursuant to 31 V.I.C. 239 (a) (4) and Rules and Regulations thereunder issued, the Government of the Virgin Islands, herein after referred to as GVI, Department of Property and Procurement will receive proposals for the work described below. Proposals will be received no later than Tuesday, July 24, 2018 @ 4:00 o’clock p.m. Atlantic Standard Time.

DESCRIPTION OF WORK:

Qualified Construction Project Managers to provide project management services to the Government of the Virgin Islands (“GVI”).

SCOPE OF SERVICES: See Attached
NEGOCIATED PROCEDURES:

The Commissioner of the Department of Property and Procurement will appoint a Selection Committee to assist in the evaluation and selection of the Contractor. Accordingly current data on qualifications and performance should be submitted with proposals. After reviewing the qualifications and proposals the Committee will select for discussions from the firm/s or person/s considered not less than three (3), in order of preference, deemed to be most highly qualified to provide the services herein required. Discussions will be conducted successively and severally with the firms or persons so selected the anticipated concepts and the relative utility alternative methods of approach for furnishing the services hereunder.

FACTORS FOR DISCUSSIONS

Selection criteria will include (i) Professional qualification, registration and general reputation of principals of the firm or person; (ii) the extent to which the firm or person specializes in or has provided services of a type and scope similar to the hereunder; (iii) familiarity with the location (s) in which services will be performed; (iv) capability of meeting schedules; and (v) quality of performance on other similar projects.

NEGOTIATION:

The Selection Committee shall recommend to the Commissioner the highest qualified firm or person with whom a contract shall be negotiated. The Commissioner, with the assistance of the Selection Committee, shall attempt to negotiate a contract with such firm or person.

Should the Commissioner be unable to negotiate a satisfactory contract with the firm considered to be the most qualified, at a price he determines to be fair and reasonable to the Government, negotiations with that firm will be formally terminated. Negotiations will then commence with the second most qualified, the third most qualified or additional firms, in order of preference, and shall continue until an agreement is reached.

Lloyd T. Bough, Jr.
Commissioner
Property and Procurement
INSTRUCTION TO PROPOSERS

A. NOTICE

RFP-027-T-2018 (P) Qualified Construction Project Managers to provide project management services to the Government of the Virgin Islands (“GVI”)

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

The Government of the Virgin Islands, herein after referred to as GVI, reserves the right to reject any or all proposals or any portion thereof and to accept the proposal deemed most advantageous to GVI. Price shall not be the sole criterion of awarding this project. Scope and quality of work proposed and the ability of the bidder to complete this type of project shall also be considered.

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

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

B. STATEMENT OF PURPOSE

To assist the Government of the Virgin Islands in meeting the requirement for the following services: RFP-027-T-2018 (P) Qualified Construction Project Managers to provide project management services to the Government of the Virgin Islands (“GVI”).

C. PROPOSE SCOPE OF SERVICES

See Attached
D. TIMETABLE

1. Last day for request for written clarification will be
   Tuesday, July 3, 2018 @ 4:00 p.m. Atlantic Standard Time.

2. Proposals will be accepted at Department of Property & Procurement, no later than
   Tuesday, July 24, 2018 @ 4:00 p.m. Atlantic Standard Time.

E. SUBMISSION OF PROPOSAL

All interested parties shall submit one (1) original and five (5) copy sets of proposals,
which are to be delivered to the Department of Property and Procurement no later than
Tuesday, July 24, 2018 @ 4:00 p.m. Atlantic Standard Time.

They shall be addressed to:

Lloyd T. Bough, Jr.
Commissioner
Property & Procurement
8201 Subbase, 3rd Floor
St. Thomas, Virgin Islands 00802.

THE SEALED ENVELOPE CONTAINING THE PROPOSAL MUST
HAVE THE FOLLOWING INFORMATION WRITTEN ON THE
OUTSIDE OF THE ENVELOPE OR PACKAGE:

SEALED PROPOSALS-DO NOT OPEN

RFP-027-T-2018 (P)
(Name of Bidder)
(Mailing Address of Bidder)
(Telephone Number of Bidder)
(Fax Number of Bidder)

Where proposals are sent by mail, the bidder shall be responsible for their delivery to
Department of Property & Procurement before the date and time set for the closing of
acceptance of proposals.
F. WITHDRAWALS OF PROPOSAL

A proposal may be withdrawn at any time prior to the time specified as the closing time for acceptance of proposals. However, no proposal shall be withdrawn or canceled for a period of thirty (30) days after said closing time for acceptance of proposals nor shall the successful provider withdraw, cancel or modify the proposal, except at the request of GVI after having been notified that said proposal has been accepted by GVI.

G. INTERPRETATION OF SPECIFICATIONS

If any person contemplating submitting a proposal requires clarification of any part of the scope of work, he/she may submit to the GVI a written request for an interpretation thereof to the Deputy Commissioner of Procurement, Dynell R. Williams. GVI will not respond to questions received after the above established date. The person submitting the request will be responsible for its prompt delivery. Any interpretation of the scope of work will be made in writing to all prospective providers. Oral explanations will not be binding.

H. CONSIDERATION OF PROPOSAL

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

I. ACCEPTANCE OF PROPOSALS

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

J. CONTENTS OF PROPOSAL

The following is a list of information to be included in the written proposal. Failure to comply with all the requirements as outlined, may disqualify the applicant.

1. Introductory letter about the applicant:

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a. Name, address, email and telephone numbers.
b. Type of service for which individual/firm is qualified.

2. Organization:
   a. Names/addresses of Principals of Firm.
   b. Names of key personnel with experience of each and length of time in organization.
   c. Number of staff available for project. (Local & Off-Territory)
   d. Copy of Articles of Incorporation
   e. Copy of Certificate of Resolution
   f. Copy of valid Business License

3. Outside consultants that will be retained for this project and percentage of work to be sub-contracted.

4. Project experience:
   a. List of completed projects and estimated cost of each.
   b. Current projects underway; scope, percentage completed to date and estimated cost of each.

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

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

7. Cost: Cost Proposal (one (1) original and four (4) copy sets of proposals) must be submitted in a separate sealed envelope.

K. CONFLICT OF INTEREST

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

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

M. **REQUIRED DOCUMENTS**

1. **PUBLIC LIABILITY**: The successful bidder will be required to obtain and have in place public liability insurance and other insurance necessary as requested in this proposal package. Insurance policy(ies) shall name the Government of the Virgin Islands as *Additional Insured*. The public liability insurance shall have a minimum limit of not less than **one hundred thousand ($100,000.00) dollars** for any one occurrence for death or personal injury and **one hundred thousand ($100,000.00) dollars** for any one occurrence for property damage. Bidder must provide public liability insurance within ten (10) business days after award.

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

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

N. **REQUIREMENTS FOR CORPORATION**

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

**THESE WILL BE REQUIRED PRIOR TO AWARD OF CONTRACT.**
BACKGROUND

The Office of Management and Budget (OMB) and the Bureau of Information Technology (BIT) have expressed to the Commissioner of Finance an interest in rehabilitating and furnishing portions of Building A, D and E of No. 2314 Kronprindsens Gade, which is a building in the complex in which the Department of Finance is currently located.

The contemplated relocation of the Federal Programs Units of OMB and the St. Thomas operation of BIT to the rehabilitated space will, among other benefits, save approximately $210,000 annually in rent. The Public Finance Authority (PFA) has approved funding to be used to initiate the project: program development, conceptual design layout, bid-ready construction drawings and refined cost estimates.

REQUEST FOR PROPOSALS

The Government of the United States Virgin Islands (herein after referred to as the "GVI") is requesting proposals from qualified Construction Project Managers to submit a bid to provide Professional Services.

This Request for Proposals (RFP) sets forth the requirements for the services and solicits a detailed response from prospective vendors to include a Technical Proposal and Pricing Proposal. The Pricing Proposal should be submitted separately, sealed from the Technical Proposal.

GVI encourages respondents to this solicitation to propose alternative strategies for consideration based on previous experience or for reasons such as risk mitigation. At a minimum, prospective vendors must submit pricing and staffing estimates for the life of the project.

PROJECT FUNCTIONAL SCOPE

The Project Functional Scope for the Construction Project Management Services sought herein shall include, but not be limited to; organize, supervise and coordinate the project and the onsite staff (daily communication with contractor on each operating project is expected) to complete the work on schedule, within the budget and to the quality of workmanship specified. It is also his/her responsibility to serve as the GOVERNMENT OF THE VIRGIN ISLANDS representative on the VI Department of Finance Buildout team.

SCOPE OF WORK

Preliminary Project Program

The Scope of Work in this request seeks, at minimum to accomplish the following: In the performance of this function, it is the Construction Project Manager’s responsibility to protect and promote the GOVERNMENT OF THE VIRGIN ISLANDS’ interests in all matters and to do
whatever is reasonably necessary to execute Construction Documentation and Bidding & Negotiations and securing a Building Permit.

Herewith is a Preliminary Project Program for the OMB Office Build-Out.

Office of Management & Budget
Building A, North Section, 1st Floor – approximately 4,620 square feet

- 4 - 5 offices (1 Deputy Director, 1 Project Manager, 2 - 3 mid-level)
- 1 Conference Room
- 1 Training Room
- 2 - 3 Copy Centers
- 1 - 2 Supply / storage
- 6 Junior level offices
- 14 cubicles
- 1 lunch room / pantry
- ADA access
- Server closet

In the performance of this function, it is the Project Manager’s responsibility to protect and promote the GOVERNMENT OF THE VIRGIN ISLANDS’ interests in all matters and to do whatever is reasonably necessary to execute his/her duties and responsibilities which include, but are not limited to, the following.

- Direct and oversee construction projects from conception to completion while monitoring compliance with safety and building regulations.
- Coordinate contractor/subcontractors and the construction team to meet contractual conditions of performance.
- Prepare external and internal reports relating to job status, daily progress, estimates, and deliverables.
- Manage construction contract and ensure all required permits are obtained to analyze and mitigate risks.
- Communicate with the responsible parties to ensure quality construction meets or exceeds the standards of the GVI Codes and that proper industry techniques and processes are utilized, while ensuring the GVI’s needs and wants are efficiently met.
- Review projects daily to ensure quality construction standards exist and estimates remain within budget.
- Supervise construction projects to ensure they are completed on time and exceed the customer’s requirements.
• Work under deadlines in a fast-paced environment to plan and coordinate all aspects of the building process from hiring contractors to working with engineers, architects, and vendors.
• Read blue prints and understand project cost analysis

Essential Job Duties and Responsibilities:
• To provide leadership, establish and maintain effective and harmonious working relationships with all those involved in the project, particularly with the GVI and the Architect
• To meet at regular intervals with the Owner and Architect and to keep them currently advised on the status of cost versus budget and the progress of the work
• To coordinate the functions of the estimating, scheduling, purchasing, accounting and operations departments as they relate to the progress and completion of the project under his/her direction
• To have a complete and thorough knowledge and understanding of the Contract Documents, the General Contract and the Subcontracts
• To see that all drawings and specifications are examined, prior to beginning construction, for design deficiencies, impractical details and possible code violations, and through a meeting with the Architect, bring them to a resolution
• To ensure that requisitions for subcontracts and purchase orders are prepared and submitted on a timely basis
• To see that the Project Schedule, incorporating dates and times for Owner decisions, availability of design information, procurement of materials and subcontracts, lead times for fabrication, and field installation, is established and maintained
• To see that the prescribed quality control measures are implemented and maintained throughout the life of the project
• To organize and train the on-site staff to the requirements of the project, and to assure that those individuals whose functions require the knowledge and understanding of certain documents and procedures, receive and understand that information
• To assure that each individual understands his/her own responsibilities of those whom he/she is working
• To utilize skills to run multiple projects as efficiently as possible

More specifically this requires:
• To establish and maintain the GOVERNMENT OF THE VIRGIN ISLANDS’ administrative procedures as they relate to the project.
• Applications for Payment are properly submitted
• Management is informed as to the progress of the project, its financial status and current GVI-Architect relations
• Requirements pertinent to insurance, safety, labor relations and State or Federal government wage or employment regulations are met
• Reporting and forecasting of cost through a cost value reconciliation format is achieved on an accurate and timely basis
• Ensure that additional project costs are submitted and accounted for in a timely manner

Job Skills & Qualifications Required:

• Bachelor’s degree in building science, construction management, or civil engineering
• Excellent resource, planning, and time management skills
• Superior management and delegation capabilities
• High level of financial responsibilities
• 30 hours OSHA training
• Previous internship on a construction job

OR

• A B.A. Degree with a major in construction technology; plus, two (2) years in construction work;

OR

Completion of the twelve (12) grade and eight (8) years of experience in construction related work, two of which must be in a supervisory position.

COST PROPOSAL

Prospective vendors should submit an estimate of project costs. Do NOT use "TBD" (to be determined) or similar annotations in the cost estimates. The GVI is asking prospective vendors to estimate costs for all categories with the understanding that they may have to make assumptions. Such assumptions should be stated. Failure to fully provide cost and work effort estimates may lead to elimination. The prospective vendor's Pricing Proposal structure must be aligned with the prospective vendor's work plan. GVI will use the prospective vendor's Pricing Proposal structure as the basis for a payment Schedule. A prospective vendor's initial offer should be based on the most favorable terms available. The GVI may, however, have discussion with those prospective vendors that it deems, in its discretion, to fall within a competitive range. It may also request revised pricing offers from such prospective vendors, and makes an award and/or conduct negotiations thereafter.

EXCEPTIONS TO THE RFP

All requested information in this RFP must be supplied with the proposal. Prospective vendors may take exception to certain requirements in this RFP. All exceptions shall be clearly identified in this section and the written explanation shall include the scope of the exceptions, the ramifications of the exceptions for the GVI, and the description of the advantages or disadvantages to the GVI as a result of such exceptions. The GVI, at its sole discretion, may reject any exceptions or specifications within the proposal.