

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

**Request for Proposal – Negotiation  
Professional Services**

To: .....

Date: May 20, 2020

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RFP No. 039-T-2020 (P)

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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 ***Thursday, June 18, 2020 @ 4:30 PM o'clock p.m.*** Atlantic Standard Time.

**DESCRIPTION OF WORK:**    *Qualified and Licensed Contractors for Harbor Transportation Services – St. Thomas-St. John District*

**SCOPE OF SERVICES:**   See attached

## NEGOTIATED PROCEDURES:

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

## FACTORS FOR DISCUSSIONS

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

## NEGOTIATION:

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

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

Anthony D. Thomas  
Commissioner  
Property and Procurement

## **INSTRUCTION TO PROPOSERS**

### **A. NOTICE**

#### **RFP-039-T-2020 (P)**

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 **Assistant Commissioner of Procurement, Lisa Alejandro** at [lisa.alejandro@dpp.vi.gov](mailto:lisa.alejandro@dpp.vi.gov).

### **B. STATEMENT OF PURPOSE**

To assist the Government of the Virgin Islands in meeting the requirement for the following services: **RFP-039-T-2020 (P)**

### **C. PROPOSE SCOPE OF WORK**

**See Attached**

#### D. TIMETABLE

**Last Day for Written Clarification is Wednesday, June 3, 2020 @ 1:00 PM**

#### 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 **Thursday, June 18, 2020 @ 4:30 Atlantic** Standard Time.

All interested parties shall submit their electronic submissions to [ebids\\_proposals@dpp.vi.gov](mailto:ebids_proposals@dpp.vi.gov), no later than **Monday, June 1, 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:**

 Send	To	<a href="mailto:ebids&amp;proposals@dpp.vi.gov">ebids&amp;proposals@dpp.vi.gov</a>
	Cc	
Subject		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 **Assistant Commissioner of Procurement, Lisa Alejandro**. 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. Organization:
  - a. Introductory letter about the applicant:
    - i. Name, address, email and telephone numbers.
    - ii. Type of service for which individual/firm is qualified.
  - b. Provide a list of staff available for the project (Local & Off-Territory)
  - c. Current Business License or state register for the services being advertised. All bidders bidding as a Joint Venture must be licensed as a Joint Venture in the US Virgin Islands
  - d. Current trade name registration certification; if applicable
  - e. Certificate of Good Standing dated July 1, 2019 or later
  - f. Articles of Incorporation (For Corporations) or Articles of Organization for (LLC's) or qualification (Limited Partnerships), if applicable.
2. 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.
3. Project Experience:
  - a. Provide a list of projects performed within the last three (3) years. Include a brief description of the work performed and cost of each project.
  - b. Provide a list of projects currently being performed. Include a brief description of the project and percentage completed.
4. Project Approach:
  - a. The respondent applying to this solicitation will describe how you will approach this project and availability to perform the services requested.
5. Project References: 3 letters minimum (including a notarized written consent from the authorized representative which must include name; telephone number; and email address).
6. 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.

**c. 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.

**7. 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. MANDATORY LIST OF REQUIRED SUPPROTING DOCUMENTS TO CONTRACT WITH GOVERNMENT OF THE VIRGIN ISLANDS**

- 1. See Attached.

THESE WILL BE REQUIRED PRIOR TO AWARD OF CONTRACT.

Form No. DPP-RFP-PS-68-75  
Approved 5/7/75  
Revised 3/18/08



List of Required  
Docs.09.17.2018.pdf



## Introduction

The Virgin Islands Department of Public Works (VIDPW) seeks proposals from qualified bidders to operate a water transportation service between Charlotte Amalie, Havensight, Little Krum Bay St. Thomas, and Water Island. The current 'Request for Proposal' (RFP) requires one operator to begin operation on Month/Day/Year. The Service will provide residents, and visitors with direct, convenient access to downtown Charlotte Amalie area at a minimum on cruise ship days.

Bidders must provide a service plan in accordance with the 'Scope of Service' below. Proposals must include at the minimum information outlined in the 'Proposal Requirements' below.

The following four (4) landings will be utilized to support the implementation of the Harbor Transportation Service (*See Proposed Route Map*)

- LANDING (A). Austin "Babe" Monsanto Marine Terminal LITTLE KRUM BAY (aka) (CROWN BAY).
- LANDING (B). (PHILIP LANDING) WATER ISLAND *Start up one year after the implementation of service*
- LANDING (C). EAST DOWNTOWN WATERFRONT
- LANDING (D). HAVENSIGHT,

The successful bidders will enter into an Operating Agreement with Government of the Virgin Islands (GVI) for a term of three (3) years from the execution date with an option to extend for an additional two (2) years at the sole discretion of GVI.

## 1. Scope of Service

Bidders must satisfy the following requirements:

- a. Provide and maintain all equipment and staff necessary to meet service requirements for the applicable route(s) including vessels and safety and other required equipment.
- b. Vessels must meet all Federal and local GVI requirements including United States Coast Guard (USCG) and Virgin Islands Department of Planning and Natural Resource (VIDPNR) rules, regulations, and policies.

- c. Vessels must be capable of operating the proposed route (s) and traversing (1) Little Krum Bay, (2) Baye de Grigri, (3) Little Clearing hole and (3) Charlotte Amalie Harbor under typical environmental conditions of the region.
- d. Vessels should hold a minimum of 80 passengers.
- e. Vessels must be Americans with Disabilities Act (ADA) compliant.
- f. Operator must develop and provide at promotional and marketing campaign.
- g. Provide monthly ridership data.

## 2. Objectives

Proposals must demonstrate the bidders' ability to: Operate a safe and reliable Harbor Transportation Service and the capacity to effectively service the propose routes.

### Routes

The following indicates the two-way sequence of landings to be served by each Route is described below; the sequence will be reversed on the return trip, to the original starting point.

- i. **Port to Port, East Loop Route:** Landing (A) Austin "Babe" Monsanto **Port to Port, East Loop Route:** Landing (A) Austin "Babe" Monsanto Marine Terminal in Little Krum Bay aka Crown Bay to Philips Landing (B) Water Island, East Downtown to Landing (C), and Havensight Landing (D).
- ii. **Port to Port, West Loop Route:** Landing (D), Havensight to Landing (C), Downtown East, to Landing (B) Philip Landing Water Island, Landing (A) Austin "Babe" Monsanto Marine Terminal in Little Krum Bay aka Crown Bay.

## 3. Proposal Requirements

Proposals must include all requirements outlined in this request including an operational plan detailing proposed execution of the Scope of Service.

### **General Requirements**

- a. Maintain compliance with Legal Requirements, Government or Private Entity permitting and or licensing requirements.
- b. The performance of the Scope of Services is subject to all required approvals, which must be obtained prior to entering into the Operating Agreement. The Operator, at its sole cost and expense, assumes the responsibility for obtaining the appropriate approval necessary for entering into the Operating Agreement and performing the Scope of Service.
- c. Harbor Transportation operator selected to provide harbor transportation service as described in this Request for Proposal shall be required to obtain a current Business License Issued by the Virgin Islands Department of Licensing and Consumer Affairs.

## **4. Harbor Transportation Service Requirements**

- Description of the type(s) and number of vessel(s) that would be used to provide the Harbor Transportation Service.
- The rated capacity of the vessel.
- Provisions for accommodating persons with disabilities in accordance with Americans with Disabilities Act (ADA).
- Perform minor shore improvements, in support of service(i.e. shelter, ticket booths)



## **5. Bidder Qualifications**

Bidders should provide the following items as part of their proposal for consideration:

- a. Description of experience in operating a Harbor Transportation Service.
- b. List of how many full time, part time, and contract staff in your organization.
- c. Anticipated resources you will assign to this project (total number, role, title, experience).
- d. Operations management methodology

## **6. Proposal Evaluation Criteria**

The Government of the Virgin Islands will evaluate all proposals based on the following criteria. To ensure consideration for this Request for Proposal, your proposal should be complete and include all of the following criteria:

➤ **Overall proposal suitability:**

Proposed solution(s) must meet the scope and needs included herein and be presented in a clear and organized manner.

➤ **Organizational Experience:**

Bidders will be evaluated on their experience as it pertains to the RFP.

Bidders will be evaluated on the economic cost of their solution(s) based on the work to be performed in accordance with the service scope.

Bidders must provide descriptions and documentation of staff technical expertise and experience.