

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

**Request for Proposal – Negotiation
Professional Services**

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Date: April 20, 2020

RFP No. 033-T-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, May 22, 2020 at 4:30 p.m.** Atlantic Standard Time.

DESCRIPTION OF WORK:

The Virgin Islands Department of Property and Procurement (“DPP”) is seeking proposals from qualified environmental testing and assessment firms to perform Environmental Testing and Assessment for Government Owned Buildings to include moisture, mold, lead paint, and asbestos testing at the following facility (See Attachment A). The successful firm/s will be required to perform all the sampling and testing services detailed in this RFP, whether utilizing in-house or subcontracted personnel. **Submissions that do not include all four test scopes will be deemed non-responsive.**

QUALIFICATIONS:

The successful firm/s must have at least **five (5)** years of relevant experience in these types of building assessments and must meet all licensing, insurance, and other requirements outlined elsewhere in this RFP.

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 or multiple Contractors. 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

Selection criteria shall 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 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 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.

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- 033-T-2020 (P)- Environmental Testing and Assessment for Government Owned Buildings in the United States 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. **The order of importance for this proposal is: (a) Project Approach (b) Qualifications (c) Experience (d) References and (e) Cost.**

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 **Lisa Alejandro, Assistant Commissioner** at **lisa.alejandro@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- 033-T-2020 (P)- Environmental Testing and Assessment for Government Owned Buildings.**

C. PROPOSED SCOPE OF SERVICES:

The testing and assessment program described below shall be performed for the property listed on Attachment A.

1. MOISTURE TESTING

The contractor shall take temperature and relative humidity readings in each room and record the levels. Moisture content readings shall also be taken on porous

building materials and furnishings suspected of having elevated moisture levels (i.e., gypsum wallboard, paper materials, fabrics, acoustic ceiling tiles, etc.).

2. MOLD TESTING

The contractor shall perform a visual inspection on building surfaces and furnishings in each room to determine the presence of microbial growth. Where suspected mold is detected, contractor shall document the extent and location within the room. A sample of the suspected mold growth shall be obtained using industry-approved procedures (swabbing, tape lifting, etc.) and sent to a qualified and licensed laboratory for testing.

The air in each room shall be sampled and tested according to industry-approved procedures to determine mold spore counts.

3. LEAD PAINT TESTING

A portable x-ray fluorescence (XRF) analyzer shall be used for on-site lead paint detection. Three (3) areas shall be tested on each differently painted surface in each interior room and on the building, exterior as noted below:

- Interior Walls
- Window and Door Trim
- Doors
- Railing
- Security Bars
- Exterior Walls – at least one test per 400 square feet of wall area
- Any other area deemed necessary

4. ASBESTOS TESTING

The contractor shall inspect all rooms and shall take samples for testing as follows:

- Acoustic ceiling tiles – one sample from 5% of the rooms in the entire facility
- Vinyl composition floor tiles – one sample of tile and mastic of each tile type/size in each room only where tiles have become loosened

- Batt ceiling insulation – one sample from 5% of the rooms in the entire facility
- Any other area suspected of containing asbestos

After the initial sampling and testing is complete, DPP may request additional testing based on the results.

5. REPORTING

The results of the tests described above shall be reported on a room-by-room basis per building, and for the exterior. The contractor shall submit a sample report format for approval by the Department of Property and Procurement at the beginning of the project.

6. GENERAL NOTES

- a. All work is to be performed in a professional manner and where necessary by certified technicians in accordance with all EPA, OSHA, and other applicable guidelines and regulations.
- b. The majority of the work will be performed Monday through Friday after 5:00 p.m. and on weekends.
- c. The contractor shall furnish all labor, materials, services, insurances, permits, equipment, laboratory and transportation services required and necessary.
- d. The contractor is solely responsible for the health and safety of its own employees and is solely responsible for instructing its employees on appropriate work procedures and use of all personal protective equipment.
- e. The contractor must comply with all applicable Federal and GVI laws, guidelines, rules, and regulations.
- f. The contractor must pay prevailing wage rate to its employees for the entire project.

D. TIMETABLE

1. Last day for request for written clarification will be **Wednesday, May 6, 2020 at 12:00 noon**. Atlantic Standard Time.
2. Proposals shall be accepted at Department of Property & Procurement, no later than **Friday, May 22, 2020 at 4:30 p.m.** Atlantic Standard Time.

E. SUBMISSION OF PROPOSAL- HAND-CARRIED PROPOSALS

1. All interested parties shall submit *one (1)* original and *four (4)* copy sets of proposals, which are to be delivered to the Department of Property and Procurement no later than **Friday, May 22, 2020 at 4:30 p.m.** Atlantic Standard Time.

They shall be addressed to:

Anthony D. Thomas
Commissioner
Department of Property & Procurement
8201 Subbase, 3rd Floor
St. Thomas, Virgin Islands

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- 033-T-2020 (P) (Name of Bidder) (Mailing Address of Bidder) (Telephone Number of Bidder) (Email Address of Bidder)
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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.

SUBMISSION OF PROPOSAL- ELECTRONIC SUBMISSIONS

2. All interested parties shall submit an *electronic submission* to ebids_proposals@dpp.vi.gov. no later than **Friday, May 22, 2020, at 4:30 p.m.** Atlantic Standard Time.

Electronic submissions must also include the **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 PROPOSALS MUST HAVE THE FOLLOWING INFORMATION TYPED INTO THE SUBJECT LINE OF EMAIL:

Send	To	ebids_proposals@dpp.vi.gov
	Cc	
	Bcc	
Subject ABC Company, Inc.-RFP-033-T-2020 (P)- May 22, 2020		

Where proposals are sent by email, the bidder shall be responsible for their email to the 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 **Lisa Alejandro, Assistant Commissioner** at **lisa.alejandro@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 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 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. Failure to comply with all the requirements as outlined, shall result in point deductions accordingly and the proposal rating shall be reflected as such.

1. Introductory letter about the applicant:
 - a. Name, address, company profile, email and telephone numbers.
 - b. Type of service for which individual/firm is qualified.
2. Organization:
 - a. Current Business License for services being advertised.
 - b. Current trade name registration certificate, if applicable
 - c. Certificate of Good Standing dated July 1, 2019 or later
 - d. Articles of Incorporation (for Corporations) or Articles of Organization (for LLCs) or qualification (Limited Partnerships), if applicable.
3. Staffing:
 - a. Provide a listing of staff available for the project.
 - i. Principals of Firm
 - ii. Key Personnel who will be responsible for completing the work, as well as their qualifications and experience
 - iii. Staff available
 - iv. Resumes
4. Sub-contractors:
 - a. Provide listing of Sub-contractors that shall be retained for this project including phone numbers.
 - b. Provide what percentage of work will be sub-contracted.

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

5. Project experience:
 - a. Provide a listing of related projects performed within the last five (5) years. Include a brief description of the work performed and cost of each project.
 - b. Provide a listing of projects currently being performed. Include a brief description of the project and percentage completed.
6. References Letters: 3 letters minimum related to the projected being solicited. To obtain maximum allotted points, each letter must:
 - a. Include information about past performance on similar project from authorized representative.
 - b. Include a working telephone number; and email address to be contacted; and
 - c. Notarized.
7. Project Approach:
 - a. Narrative description of your approach to this project and any unusual aspects or challenges you foresee with this project.
 - i. descriptions of testing and sample collection procedures,
 - ii. work plan,
 - iii. schedule, including time on site
 - iv. equipment to be used
 - v. name, location, and certifications of testing labs to be used
 - b. Does the project plan address the criteria identified in the RFP Scope? Is there a project plan against which to measure progress?
 - c. Quality of Proposal Presented.
8. Insurance Requirements: The cost of which shall be borne by the Contractor and maintained fully during the term of the contract.
 - a. **Certificate of Government Insurance** (Workmen's Compensation):
 - i. Respondent will provide a Certificate of Insurance reflecting the required coverage by Virgin Islands law.

b. Comprehensive General Liability Insurance:

- ii. Respondent shall carry comprehensive general liability on an occurrence form with no “x, c, or u” exclusions with the following minimum limits:
 - 1. Each occurrence- \$1,000,000.00
 - 2. Damaged to rented premises-\$50,000.00
 - 3. Medical Expenses- \$5,000.00
 - 4. Personal & Adv Injury-\$1,000,000.00
 - 5. General Aggregate-\$2,000,000.00
 - 6. Products-Completed Ops. Aggregate- \$2,000,000.00
- iii. General Aggregate shall apply on a policy basis.
- iv. Respondent shall provide a Certificate of Insurance reflecting required coverage.
- v. If awarded, the Contractor shall provide proof of adding the Government as an additional insured via a scheduled/individual endorsement.

c. Commercial Automobile Liability (when applicable):

- vi. Respondent shall carry automobile liability insurance, including all owned, non-owned, scheduled, and hired autos with the following minimum limits and coverage:
 - 1. Combined Single Limit - \$1,000,000.00
- vii. Respondent shall provide a Certificate of Insurance reflecting required coverage.

9. Cost Proposal:

a. Hand- Carried Mail:

The Contractor will provide cost estimates for the following outlined services utilizing the cost proposal form attached. One (1) original and four (4) copy sets must be submitted in SEPARATE sealed envelope.

- i. Should be broken down by category: Moisture, Mold, Lead, and Asbestos testing.
- ii. Shall include unit costs for:
 - a. Mold sampling and testing
 - b. Asbestos sampling and testing for floor tiles, acoustic ceiling tiles, and batt ceiling insulation.

b. Electronic Submission:

The contractor will include the cost estimate for the following outlined services utilizing the cost proposal form attached. The cost proposal form shall be submitted as the last page of the proposal.

- i. Should be broken down by category: Moisture, Mold, Lead, and Asbestos testing.
- ii. Shall include unit costs for:

- a. Mold sampling and testing
- b. Asbestos sampling and testing for floor tiles, acoustic ceiling tiles, and batt ceiling insulation.

K. CONFLICT OF INTEREST

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

L. LICENSE REQUIREMENT

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

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

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

- a. See attached and see link below:

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

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