

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

**Request for Proposal – Negotiation
Professional Services**

To:

Date: October 9, 2020

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RFP No. 001- C-2021 (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 **Monday, November 23, 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 Department of Health (DOH) is soliciting proposals from qualified and licensed firms ("Respondents") to provide architectural & engineering services (A&E) for the Charles Harwood Medical Center Complex (CHMC), located in Christiansted, St. Croix, that sustained significant damage after the facilities were struck by Hurricanes Irma and Maria in September 2017.

FUNDING:

This disaster recovery project is funded by the Federal Emergency Management Agency (FEMA) under the guidelines and regulations of The Stafford Act, and as such is subject to Federal audit and compliance. The final A&E contract as well as any subsequent construction contracts shall include the Federal clauses required by 2 CFR 200 Appendix II.

TYPE OF AGREEMENT:

The Government anticipates that the resulting contract will be a firm fixed price contract. The GVI reserves the right to modify and/or terminate the contract if the successful firm fails to perform in a manner consistent with the terms of the contract. In addition, the GVI reserves the right to modify and/or terminate the contract if funding becomes unavailable.

PERIOD OF PERFORMANCE:

The Period of Performance (POP) is three (3) years base with a one-year extension per mutual agreement.

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, proposals shall be reviewed and rated on the selection criteria outlined in the "**Factors for Discussions.**" After reviewing and rating the proposals the Committee will select for discussions from the firm/s or person/s **deemed to be the most highly qualified to provide the services herein required.** Discussions will be conducted with the firm or person so selected. The Committee may select to conduct discussions and/or oral presentations from the firm/s or person/s, not less than two (2) deemed to be the most highly qualified.

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); (20 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 (20 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 (40 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 Healthcare Facility Experience (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 experience on similar Projects 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 deliverables 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 firm or person with whom a contract shall be negotiated as a result of the Committee's scores from the written proposals or discussions-oral presentations.** 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- 001-C-2021 (P)- Architectural and Engineering Services for Charles Harwood Medical Center Complex in the U.S. Virgin Islands, St. Croix District

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-001-C-2021 (P)- Architectural and Engineering Services for Charles Harwood Medical Center Complex in the U.S. Virgin Islands, St. Croix District.**

C. PROPOSED SCOPE OF SERVICES:

1. BACKGROUND

The Department of Health functions as both the state regulatory agency and the territorial public health agency for the U.S. Virgin Islands. As set forth by the Virgin Islands Code, Titles 3 and 19, the Department of Health has direct responsibility for conducting programs of preventive medicine, including special programs in Maternal and Child Health, Family Planning, Environmental Sanitation, Mental Health, and Drug and Substance Abuse Prevention. DOH also is responsible for health promotion and protection, regulation of health care providers and facilities, and policy development and planning, as well as maintaining the vital statistics for the population.

DOH provides Emergency Medical Services, issues birth, and death certificates, performs environmental health services, and conducts health research and surveys. The Department is also responsible for regulating and licensing health care providers and facilities and assumes primary responsibility for the health of the community in the event of a disaster.

The Department employs providers and administrators from every aspect of health care and manages several programs, both federal and local, to meet the needs of the community it serves.

Our services are focused towards accomplishing the Department's aim and are administered by 34 activity centers under the following four (4) divisions:

- Office of the Commissioner
- Division of Fiscal Affairs
- Division of Administrative Services and Management
- Preventative Health Services

The Department includes three health care facilities, two district offices, and field offices, as well as the central office, located on St. Thomas.

2. GENERAL ITEMS

- 2.1. Disciplines Required. The selected A&E firm will be required to supply planning, architectural, civil engineering, structural engineering, MEP engineering (including fire protection), landscape design, and any specialty consultant services and supporting proficiencies as required. Service phases shall include planning, design, permitting, procurement support, and construction administration. DOH reserves the right to approve all subconsultants that will be working on the project.

- 2.2. Code and Standards Requirements. The project shall be designed in accordance with the 2018 International Building Code, which includes wind and seismic loads prescribed by ASCE/SEI 7-16. Any additional design guidelines required by USVI Code shall also be adhered to. Additionally, the selected A&E firm will design a state-of-the-art facility integrating all available industry standards as approved by DOH into the project.

3. PROJECT DESCRIPTION

- 3.1. Site Location. The proposed location of the new building will be the same location as the existing facilities on Northside Drive in Christiansted, St. Croix, VI. The existing buildings on the site will be demolished, and the debris will be completely disposed of, according to local regulations, prior to commencement of new construction under a separate contract. The current site configuration and property boundaries are shown below for reference only.

Particulars of the parcel are listed below:

PARCEL NAME: PAR 3 PENITENTIARY LAND
PARCEL ID: 204900010400
LOCATION: COMPANY QUARTER, ST. CROIX
SIZE: 5.4 ACRES (APPROX.)
UTILITIES: ALL PRESENT



Existing Charles Harwood Clinic Showing Property Line

- 3.1.1. Anticipated Site Features. It is expected that the site will require the design of the following features:

- Parking (per applicable code – count may exceed 300 spaces)
- Sidewalks
- Handicap Ramps
- Retaining Walls (low walls expected)
- Fencing
- Vehicular Gates
- Landscaping
- Generator Building
- Signage
- Site Lighting
- Storm Retention Structures

3.1.2. Building Configurations and Uses. For the purposes of this RFP, it is assumed that two buildings totaling 130,465 square feet will be situated on the parcel: A Main Building housing healthcare services and an Ancillary Building housing non-healthcare support services. The general programs are listed below:

3.1.2.1. MAIN BUILDING (124,405 SF)

- Maternal/Child Health Clinic
- Community Health Clinic
- Family Planning Clinic
- WIC Clinic
- Immunization Clinic
- Communicable Disease Clinic
- Breast/Cervical Cancer Clinic
- Infants/Toddlers Clinic
- VI Partners for Healthy Communities
- Dental Clinic
- Behavioral Health Clinic
- Rehabilitation
- Laboratory
- Radiology
- Pharmacy

3.1.2.2. ANCILLARY BUILDING (6,060 SF)

- EMS Dispatch
- Vehicle Garage and Maintenance

- Maintenance
- Storage

A leading healthcare consultant, Hayward and Associates, LLC, was retained by DOH to develop detailed space programming for the new facility in accordance with healthcare industry standards. This document contains the entire building scope upon which Proponents shall base their proposal and is contained in Exhibit B.

Due to the building space program requirements and the size of the property, it is expected that the Main Building will be multi-storied, the exact number of which is unknown at this time and will be determined during the design phase.

3.1.3. Project Funding Implications. Because the project is receiving Federal funding, there may be a requirement for archeological monitoring and reporting during the site construction phases as required by National Historic and Preservation Act (NHPA) and Virgin Islands State Historical Preservation Officer (SHPO). Further, the project may be evaluated, as required by the National Environmental Policy Act (NEPA), for impacts to Federal EHP laws, regulations, and executive orders including floodplain, wetlands, and listed threatened and endangered species and their habitats. Any schedule or cost implications will be mutually resolved by DOH and the selected A&E firm.

3.1.4. Project Delivery Method. It is expected that the Design-Bid-Build (DBB) project delivery method will be used for this new facility.

3.2. PHASE ONE: CONTRACT DOCUMENTS

3.2.1. Programming and Site Planning. The selected firm and its consultants shall work with representatives from DOH to develop an optimal space and equipment plan that allows DOH to successfully and efficiently execute its mission. The selected firm shall support DOH in meetings and design reviews when presenting proposed plans to internal DOH staff and the general public.

3.2.2. Conceptual/Pre-Design

3.2.2.1. 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, Joint Commission Standards, ADA Compliance, OSHA requirements, and all applicable Building Code Requirements for Healthcare Facilities. A site and topography survey, subsurface soil investigation, and drainage plan should be done to determine best use of facility.

- 3.2.2.2. Perform an assessment of the existing services provided by the Department of Health. 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 Department. Assess each Division and its function. 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 DOH key staff members during this phase.
- 3.2.2.3. Perform analysis on the needs of the community served by the Department. This analysis should include demographic data, available statistics, and community development and improvement projects. Based on the analysis done, a long-term solution and plan should be developed that can be incorporated as part of the new design. Proposal methods for optimizing existing resources such as manpower, land, financial, and support services.
- 3.2.2.4. 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 are not limited to DOH Executive Staff, other Healthcare facilities, Non-Profit Agencies, Advocacy Groups, the Community, etc.
- 3.2.2.5. 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 DOH review panel for consideration. The Conceptual Design should include:
- 3.2.2.5.1. Provide three (3) Facility Preliminary Concept Design Scenarios. Preliminary Concept Design Scenarios shall include the following:
- Site Plan and Building Layout
 - Block Plan/Space Plan
 - Concept floor plans for each floor and/or building
 - Building Section Cut
 - Main Entry Façade Elevation
 - Primary Elevation Plan
 - Conceptual Common Outdoor space
- 3.2.2.5.2. Each Conceptual Design shall be accompanied by:
- Advantages/Disadvantages as it pertains to construction constraints, cost, schedule, and site limitations
 - Expansion options for future development
 - Preliminary timeline and phases for completion
 - Green build aspects incorporated in each design

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

3.2.3. Architectural & Engineering Design

3.2.3.1. The selected firm shall develop, in conjunction with the DOH 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 milestones of the design development shall be reviewed and approved by the DOH Review Panel.

3.2.3.2. The milestones shall be based on 30%, 60%, 90%, and 100% completion. Electronic and five (5) sets of drawings should be distributed for review and comment at each milestone. Below is a suggested breakdown of what is expected at each milestone completion (but not limited to). Submittals shall accompany items for review and incorporation to the final design. An alternate milestone breakdown may be submitted by the selected firm for review and approval. Each milestone should be submitted and reviewed.

3.2.3.3. **(30% Complete)**

- Review of desired components and concept drawings to refine the design scope.
- Final overall layout for the 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 waterways 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

3.2.3.4. (60% Complete)

- Plans and elevations with details and notes.
- Final space requirements and layout of facility. The space plan will identify the layout for each department and the 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 sources, LEED design considerations, recycling options, medical waste disposal options.

3.2.3.5. (90% 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. The firm shall complete applications of necessary permits to be submitted by DOH for approval.

3.2.3.6. (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.
- Incorporate all comments into a plans and project manual
- Bid sheets with quantities broken into the IBC 50 Division specifications
- Engineer's estimate based on the bid sheets
- Submission of design documents in electronic and hard copy form (5 copies)

3.2.4. Schedule. Respondents shall indicate the time required to complete the Contract Documents phase with a general breakdown of the time required for the

planning/programming and the 25%, 50%, 75%, and 100% contract document milestones.

3.3. PHASE TWO: PERMITTING

3.3.1. The selected A&E firm will prepare the necessary forms, drawings, and other documents. It will apply on behalf of DOH to the Virgin Islands Department of Planning and Natural Resources (DPNR) for all required permits.

3.4. PHASE THREE: PROCUREMENT

3.4.1. The Contractor shall prepare and assist the DOH 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 DOH with the bidding and evaluations for contracting of the construction work.

3.4.2. 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 DOH for their use in the bidding process. The Owner (DOH) shall pay directly for the cost of any additional reproduction required and shall reimburse the Architect for such expenses.

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

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

3.4.5. The Contractor shall assist DOH during negotiations with prospective contractors.

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

3.4.7. 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.

- 3.4.8. The Contractor will investigate and respond to all questions raised by prospective bidders (contractors) and, after receiving DOH's prior written approval, issue written replies to all bidders in the form of addendum via DPP.
- 3.4.9. The Contractor will continually assist DOH with bid negotiations until a responsive bidder has been selected.
- 3.4.10. The Contractor shall support DOH 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 DOH with a report of the Bid Document Packages distribution.
- 3.4.11. The Contractor shall assist DOH 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 DOH as to the award of the contracts.
- 3.4.12. The Contractor shall submit documentation evidencing a building permit or approval of the project to have a permit issued from the authority having jurisdiction.

3.5. PHASE FOUR: CONSTRUCTION

- 3.5.1. During the Construction Phase, the A&E firm and its consultants will perform industry-accepted construction administration services to include, but not be limited to:
1. Provide construction administration including regular, documented on-site observation of construction progress; facilitate and record weekly construction meetings, and prepare weekly site observation reports that include project schedule updates (documentation will be supplied to DOH on a regular basis);
 2. Review shop drawings and samples submitted by the Contractor;
 3. Provide quality control to ensure the contractor and subcontractors are providing materials, labor, and products consistent with what is identified in the design and specifications;
 4. Provide quality control to ensure compliance with technical specifications and conformance with codes and recognized industry standards;

5. Review and approve all contractor requests for payment and submit approved requests to the DOH PMO for further approval and forwarding to DOH for payment processing;
6. Review and approve all contractor-generated Requests for Information and Change Order requests and submit to the DOH PMO for further approval and forwarding to DOH; and,
7. Review and approve as-built drawings provided by the Contractor upon project completion and forward to DOH.
8. The Contractor shall review vendor supplied equipment operations and maintenance manuals, installation reports, and test and certification reports for conformance with the Contract Documents.
9. The Contractor shall provide commissioning services during project startup and take the lead role in planning, scheduling, and coordinating commissioning activities.
10. The Contractor shall provide closeout services for the project. This will include receiving, reviewing, and transmitting to DOH 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 DOH.
11. Following notice from the Construction Contractor(s) that the entire work is ready for its intended use, the Contractor, DOH, 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 DOH. After the resolution of any objections of DOH, the Contractor shall report a determination of substantial completion.

12. 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).
13. The Contractor shall perform a final site inspection and walk-through of all the project areas with DOH, 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 DOH for review and acceptance.

4. PRICE AND PAYMENT

- 4.1. The submitted price shall be a fixed price and be all-inclusive, including taxes, travel, and incidentals to perform and complete the work. Respondents are required to present their fee and expense breakdown in Enclosure Document J and shall be considered for a fixed price contract if awarded. The invoicing and payment schedule will be as follows (subject to mutual acceptance or revision):

1. Design Phase: 30%, 60%, 90%, 100% submittals
2. Permitting Phase: Upon completion
3. Procurement Phase: Upon completion
4. Construction Phase: Monthly

D. TIMETABLE

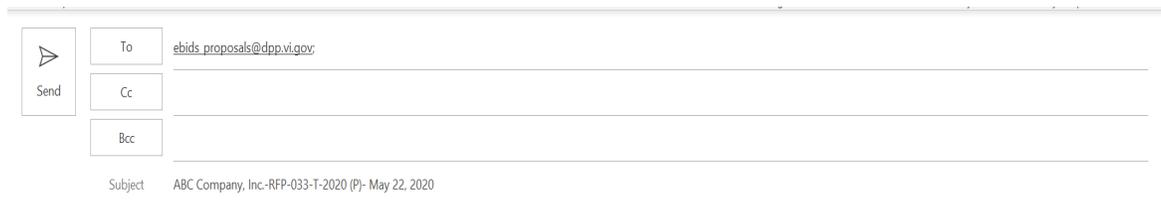
1. Pre-Proposal teleconference will be held on **Friday, October 23, 2020 at 10:30 a.m.** Atlantic Standard Time.
2. Mandatory Site Visit will be held on **Monday, October 26, 2020 at 9:00 a.m.** and **Thursday, November 5, 2000 at 9:00 a.m.** **Please note that attendance at one of the sites visits is mandatory. Failure to attend any of the site visits will mean not being considered for evaluation.**
3. Last day for request for written clarification will be **Monday, November 9, 2020, at 12:00 noon** Atlantic Standard Time.
4. Proposals shall be accepted at the Department of Property & Procurement no later than **Monday, November 23, 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 **Monday, November 23, 2020, at 4:30 p.m.** Atlantic Standard Time.

Electronic submissions must also include **Company's Name- Solicitation Number and Due Date** in the Subject Line of the email. **For Example, ABC Company, Inc. – RFP No. 001 – T-2021(P) – March 16, 2020.** 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 composition interface. On the left is a 'Send' button with a right-pointing arrow. To its right are three input fields: 'To' containing 'ebids_proposals@dpp.vi.gov', 'Cc', and 'Bcc'. Below these fields is a 'Subject' field containing the text 'ABC Company, Inc.-RFP-033-T-2020 (P)- May 22, 2020'.

All electronic submissions must be received at ebids_proposals@dpp.vi.gov . 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 **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. Failure to provide any supplementary documentation to comply with the Respondent's proposal may be grounds for disqualification. Proposals shall be typewritten on standard 8 ½" by 11" paper. Pages shall have a one-inch margin, and the font shall be 12-point Times New Roman. The written content of the Proposal must be set at one and one-half (1.5) line spacing. Larger paper (up to 11" x 17") and smaller fonts are permissible for charts, diagrams, spreadsheets, etc. The mandatory documentation should be organized and submitted in a single 3-ring binder with tabs in the order shown below. All names must be included below each signature. Documents consisting of more than one page that require signature shall contain the initials of the Proposer's Authorized Representative at the right-top corner of each page.

Respondents should ensure that their proposal package closely follows the sequence and organizational outline described in this section.

1. **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.

2. **Tab One-Cover Letter:**
 - a. Cover letter should be provided on the company's official business letterhead, if the proposal is submitted by an organization, with contact information. Must be signed by an officer of the organization authorized to bind the company contractually to all commitments made in their submittal.
 - b. The letter should acknowledge the receipt of all addenda. (Appendix K)
 - c. State that if awarded the contract, the firm or individual will be solely responsible for all aspects of the engagement, including any portion that may be performed by subcontractors, if any.
 - d. Make a positive commitment to perform the work required as specified to industry standards of workmanship and in a professional manner.
 - e. State that the bid package will remain in effect for a period of 90 days from the submission deadline and thereafter until the firm withdraws it, or a contract is approved and executed, or the procurement is canceled, whichever occurs first.
 - f. Disclose and identify any existing contractual work for the Territorial Government, whether directly or through a parent company, subsidiary company, or associated company
 - g. or independent contractor(s) hired by Respondent; identify any potential conflict of interest, and must certify that Respondent nor any parent company, subsidiary company or associated company or contractual/independent contractor(s) hired by Respondent has assisted with preparing this RFP.

3. **Tab Two-A&E Firm Profile:**
 - a. A&E Firm Profile: Name, Mailing Address, Phone, Website
 - b. Number of Years in Business
 - c. Type of Organization
 - d. Principals Names and Resumes
 - e. Staffing Count by Position
 - f. Description of Services Offered
 - g. Professional and General Liability Insurance Coverage Description
 - h. Insurance Claims Against Firm (past ten years)
 - i. Current Workload Details

4. **Tab Three-Organization Documents:**

- a. Proof of Licensure as a U.S. Virgin Islands Business, or in the jurisdiction in which it is located for services being advertised (Architectural & Engineering Services). All Bidders bidding as Joint Ventures must be licensed as a Joint Venture in the Virgin Islands.
- b. Current trade name registration certificate, if applicable
- c. Certificate of Good Standing dated July 1, 2020, 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

5. **Tab Four- A&E Firm Experience:**

- a. Indicate the number and value of active projects now being handled by your firm.
- b. Provide a description of a minimum of five (5) comparable projects (Healthcare Facility Experience) indicating dollar value, date of project completion, including names, addresses, and phone numbers.
- c. Complete the Minimum Qualifications Questionnaire (Appendix E)

6. **Tab Five-Timeline, Staffing Plan, and Consultants:** The Respondent shall provide:

- a. A timeline for the execution of services detailed in the RFP
- b. Organizational Chart for ALL phases of Project
- c. Indicate the amount of time required to mobilize
- d. A detailed staffing plan with the ability to provide services needed at each phase of the project is required. This plan shall include the number of personnel, roles, and responsibilities of each person on the project at all phases.
- e. 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.
- f. Provide the percentage for work that will be retained for each consultant and
 - i. Proof of Licensure as a U.S. Virgin Islands Business, or in the jurisdiction in which it is located
 - ii. Copy of Sam.Gov registration
 - iii. Proof of DUNs number registration
 - iv. Resumes and Professional Licenses
 - v. Number of Years in Business
 - vi. Complete the Minimum Qualifications Questionnaire (Appendix E)

7. **Tab Six-Project Approach:** Complete plan of operation and implementation for the services addressed in the submitted proposal. The Project Approach is a narrative that addresses the Scope of Work described in Section C.

8. Tab Seven-Project Schedule:

- a. One-page
- b. Allow 30 Day Owner CD Review after 30%, 60%, 90% and 100% Submittals
- c. Show Estimated Construction Period for two (2) years

9. **Tab Eight-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 the respective facility. Such information deemed by the Respondent to be confidential/proprietary shall be easily separable from the proposal's non-confidential or non-proprietary sections.

10. **Tab Nine-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 a similar project from authorized representative;
- b. Include a working telephone number and email address to be contacted; and
- c. Notarized.

11. **Tab Ten-Cost Proposal:** Respondent will provide cost estimates for the following outlined services utilizing the cost proposal form attached (Appendix C).

- a. Fee breakdown by Phase and Consultants
- b. Respondents **MUST USE** Fee Sheet layout attached.

12. **Tab Eleven-Required Forms:** Respondents must submit all Appendix to this RFP requiring a 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 with 2 CFR 200, and the resulting contract will contain the required contract provisions:

<https://www.fema.gov/media-library-data/1444220925938-b1dbb4d55dbd50388e12d38e187775fa/200CFRAppendix508.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. ACCEPTANCE OF CONTRACT TEMPLATE AND OTHER TERMS AND CONDITIONS

By submitting a proposal in response to this RFP, the Respondent agrees to accept the boilerplate terms and conditions of the Government's standard Professional Services Contract, a copy of which is attached to this RFP. The Respondent who is will coordinate all activities through the DOH PMO during the Project. (Attachment A)

P. 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 customs 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 an 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.**

Appendices

1. Appendix A- Proposal Package Checklist
2. Appendix B- Authorization for Background Check and Financial Information
3. Appendix C- Fee Structure by Phase and Service
4. Appendix D- Conflict of Interest
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- Prior Performance Certification
11. Appendix K- Acknowledgment of any Addenda
12. Appendix L: Confirmation of Attendance at Mandatory Site Visit