

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

**Request for Proposal – Negotiation
Professional Services**

To:

Date: September 9, 2021

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RFP No. 061-T-2021 (P)

Pursuant to 31 V.I.C. 236 (i) 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 **Tuesday, October 12, 2021, at 4:30 p.m.** Atlantic Standard Time.

DESCRIPTION OF WORK:

This Scope of Work (SOW) is to solicit qualified and Licensed Firms for the Design-Build Reconstruction Services for the Government of the Virgin Islands at Parcel No. 48 Norre Gade, Charlotte Amalie St. Thomas, U.S. Virgin Islands.

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:

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) project approach and 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:

- **Responsibility** (*25 points possible*): Indication of the breadth and depth of the Contractor to deliver a quality project that meets or exceeds the GVI's vision. Financial Strength - Indication of bonding capacity, resources and working capital to assure financial stability through the completion of the project.
- **Experience** (*20 points possible*): Do the proposed personnel appear to have the appropriate experience and aptitude to perform the project? Does the Contractor's organizational structure appear strong?
- **Qualifications** (*15 points possible*): Does the Contractor appear to have the capability to meet the GVI's needs? Does the Contractor demonstrate deep understanding of the project?
- **Past Performance** (*15 points possible*): How substantial is the Contractor's recent experience in the construction of projects of comparable size and complexity? How substantial is the Contractor's experience in providing architectural services for public facilities of comparable size and complexity? Has the Contractor or its members worked for DPP in the past? If so, was there a level of trust? References: Did the references have a favorable experience with the Contractor? Would they work with them again? Rate the reputation, quality and experience of the firm or Contractor.
- **Cost** (*15 points possible*): Ability to deliver the facility described in the bridging documents within a reasonable square-foot cost that is within the project construction budget.
- **Responsiveness** (*10 points possible*): Did the Contractor respond to all the requirements set forth within the RFP and are the materials organized? Did the Contractor provide all required forms?

A bonus of 10 points will be awarded for **Sustainability** - environmental considerations, energy efficiency, building materials, and renewable energy considerations.

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 if conducted.** 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.

Form No. DPP-RFP-PS-68-75
Approved 5/7/75
Revised 3/18/2008
Revised 11/9/2020
Revised: 1/19/2021

The Selection Committee may, at its option may request any or all proposers to participate in virtual interviews.

Anthony D. Thomas
Commissioner
Property and Procurement

INSTRUCTION TO PROPOSERS

A. NOTICE

RFP-061-T-2021 (P)—Design-Build Reconstruction Services for the Government of the Virgin Islands at Parcel No. 48 Norre Gade, Charlotte Amalie St. Thomas, U.S. Virgin Islands

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. The **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 **Mrs. Lisa M. Alejandro, Assistant Commissioner** at lisa.alejandro@dpp.vi.gov.

B. STATEMENT OF PURPOSE

To assist the Government of the Virgin Islands in meeting the requirements for the following services: **RFP-061-T-2021 (P) - Design-Build Reconstruction Services for the Government of the Virgin Islands at Parcel No. 48 Norre Gade, Charlotte Amalie St. Thomas, U.S. Virgin Islands.**

C. PERIOD OF PERFORMANCE

Unless otherwise agreed pursuant to negotiations, the term of the contract awarded under this RFP shall be for a period of up to 18 months.

D. QUALITY ASSURANCE: The project will be inspected during and after each phase by the appropriate DPP representative to ensure compliance with the specifications.

E. SCHEDULE OF WORK: The project will be completed in phases:

- a. Phase 1 – Design
- b. Phase 2 – Prepare Site
- c. Phase 3 – Plumbing/Concrete Work
- d. Phase 4 – Construction/Installation of Restrooms/Storage and Fixtures
- e. Phase 5 – Construction of Lobby Area
- f. Phase 6 – Final Plumbing/ Electrical/ HVAC
- g. Phase 7 – Final Inspection

Note: Outdoor furniture shall be provided by the Government of the Virgin Islands (“GVI”).

F. PROPOSED SCOPE OF WORK

The work of this Project is for the creation of a Visitor’s Welcome Center to include the addition of public restroom facilities, storage, HVAC improvements, plumbing and electrical updates. Work will include the construction, update, and installation of fixtures for the restroom, storage room, and lobby center. All work must be ADA compliant.

Design Phase Services Summary

Serve as architect-of-record, obtain all necessary permits, including but not limited to building permits and earth change or CZM permits, provide all necessary information for Guaranteed Maximum Price (GMP) construction packages, including packages for alternates, and bidding work out to subcontractors, construction administration and the following:

1. Participation in program development and/or refinement of existing programming including coordination with the Department of Tourism, Department of Public Works, and the Department of Property and Procurement-Division of Property.
2. Cost estimating to determine budgets.
3. Schematic and design development incorporating the GVI’s design concept, document, plans and specifications.
4. Preparation of construction documents, including specifications.
5. Development of contractor notices and schedule.
6. Direction and coordination of pre-bid construction conferences.
7. Assisting DPP in bid openings and analysis of bid documents, preparation of results and Guaranteed Maximum Price (GMP).
8. Making application for and securing all necessary permits and approvals.
9. Providing necessary drawings and specifications as requested by utility companies.
10. Administration of the contract for construction, including site inspection and observation.
11. Review and recommendation for approval of pay requests, change orders, and time extensions.
12. Preparation of all closeout materials, including transfer of maintenance manuals and record drawings for submittal to DPP.
13. Attendance at GVI meetings related to the project, as needed.

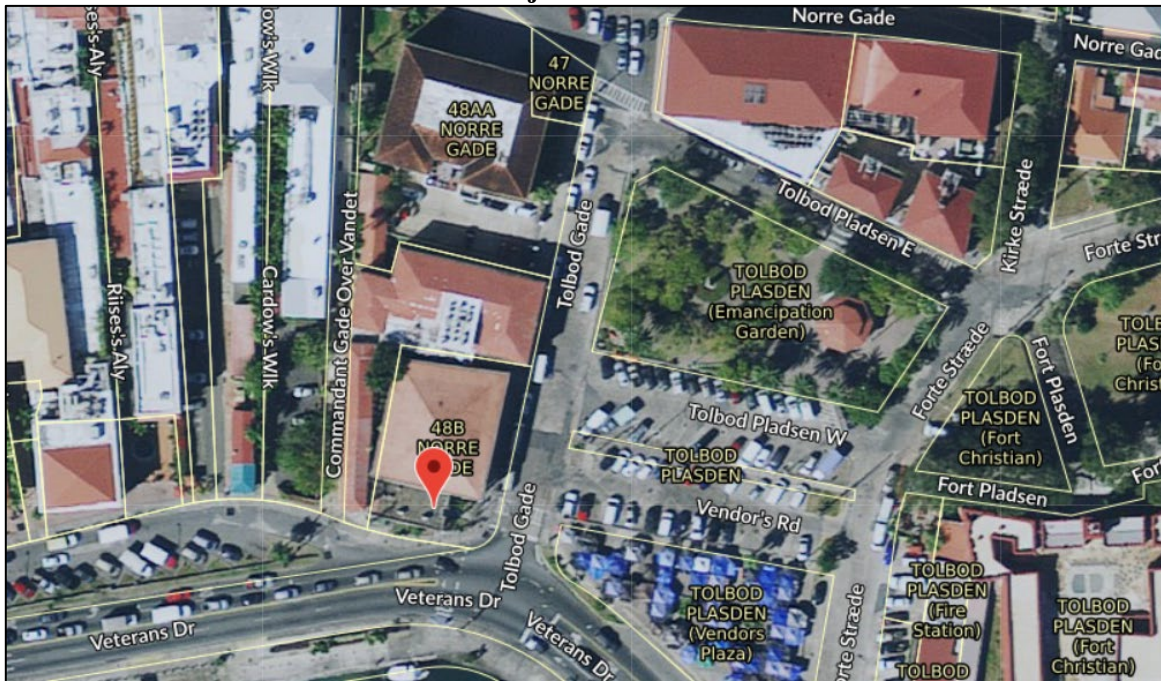
14. Providing warranty evaluation during the two-year warranty period.
15. Other services as required by statute, regulations, contract, standards of the practice, or mutually agreeable to the owner and architect.

Reconstruction Phase Services Summary

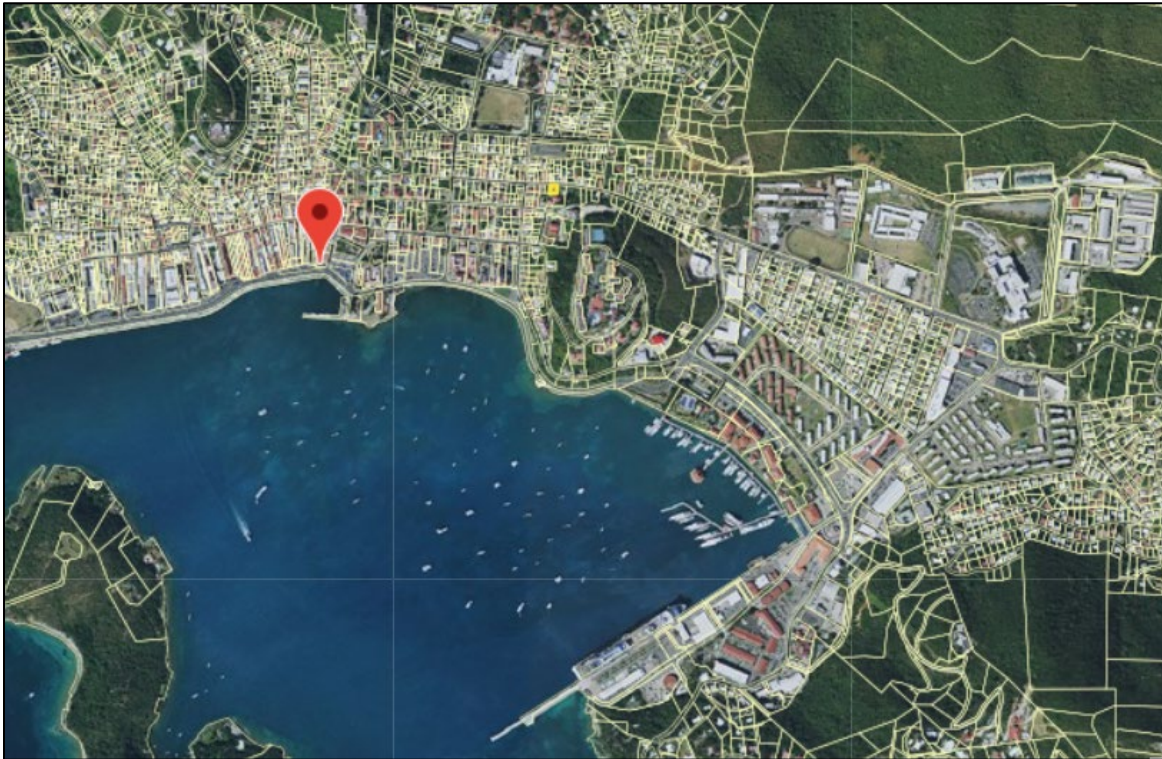
Provide professional services and perform the reconstruction of the work described below in connection with the building(s) provided below.

The selected offeror for the Project must provide professional services and furnish all labor, materials and equipment required for the reconstruction of the improvements for such Project (the “Work”), including alternates, to be constructed at the location as specified.

Project Location



Project Location



Photos of Existing Building

48B Norre Gade, Charlotte Amalie
Saint Thomas US Virgin Islands

Emancipation Park View



Waterfront View



Conceptual Building Elevations

48B Norre Gade, Charlotte Amalie Saint Thomas US Virgin Islands

Emancipation Park View



Waterfront View



Conceptual Building Elevations

Waterfront View



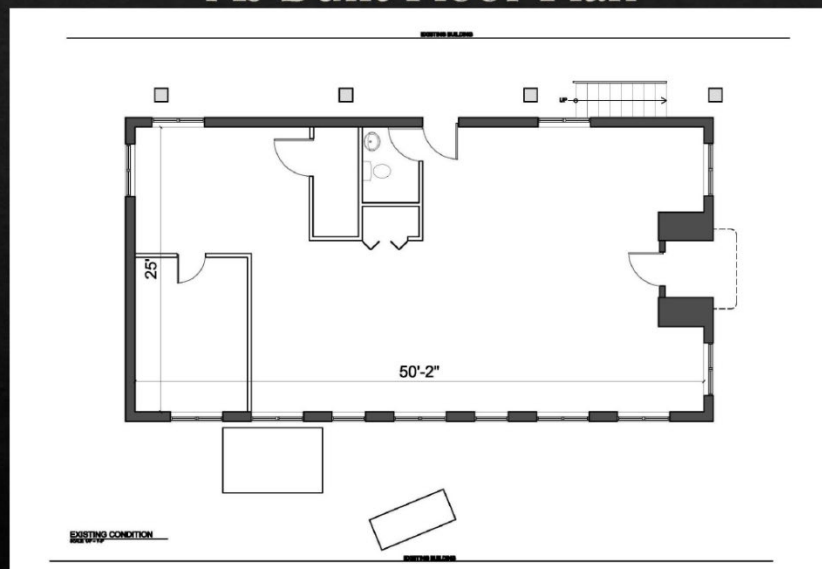
Conceptual Building Elevations

Emancipation Park
View



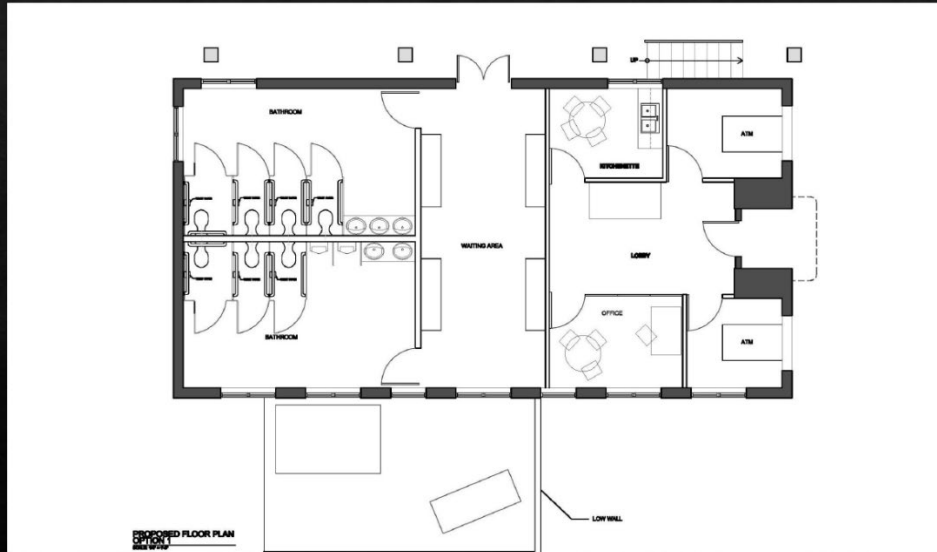
As Built Floor Plan

As Built Floor Plan



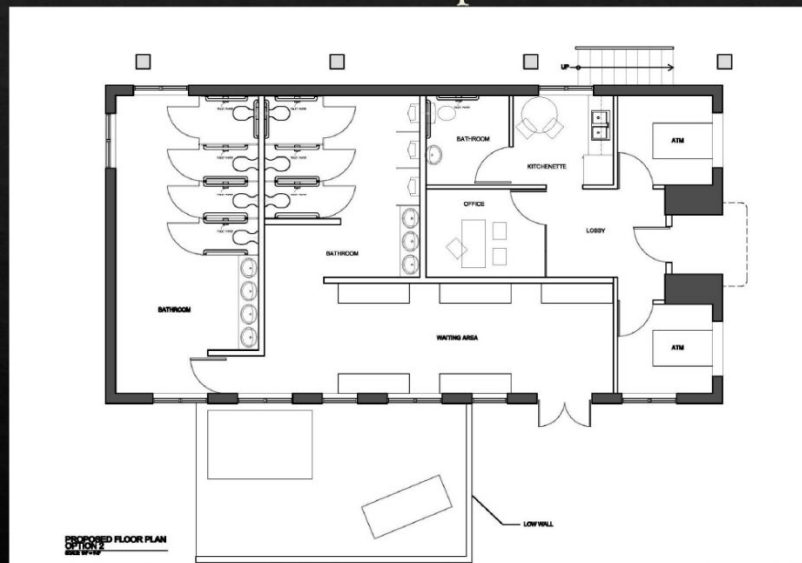
Conceptual Floor Plan

Floor Plan Option 1



Conceptual Floor Plan

Floor Plan Option 2



Minimum Qualifications

Because of the nature of the work for the project, each selected offeror must meet the qualifications and/or must have any licenses or certifications specified for the Project.

G. TIMETABLE

Mandatory Pre-Proposal Conference: Thursday, September 23, 2021, at 10:00 a.m. Atlantic Standard Time via Microsoft Teams.

Microsoft Teams meeting
[Click here to join the meeting](#)

Mandatory Site Visit: Thursday, September 23, 2021. Site visit will begin at 11:30 a.m. Atlantic Standard Time at Parcel No. 48 Norre Gade, Charlotte Amalie St. Thomas, U.S. Virgin Islands. **If you fail to attend site visit, your proposal will not be considered.**

Last Day for Written Clarification: Tuesday, September 28, 2021, at 12:00 noon Atlantic Standard Time.

H. SUBMISSION OF PROPOSAL

All interested parties shall submit **one (1)** electronic copy of proposals, which are to be delivered to the Department of Property and Procurement no later than **Tuesday, October 12, 2021 at 4:30 p.m.** Atlantic Standard Time.

Electronic submissions must include the Company's Name – Solicitation Number and Due Date in the Subject Line of the email. For Example, ABC Company, Inc. – RFP No. 061– T-2021 (P) – October 12, 2021.

The First Page of each electronic submission 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"**

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

All electronic submissions must be received at ebids_proposals@dpp.vi.gov no later than the date and time listed in each advertisement. There will be no exceptions.

I. 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 GVI has accepted proposal.

J. 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 **Mrs. Lisa M. Alejandro, Assistant Commissioner** at lisa.alejandro@dpp.vi.gov. 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.

K. 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 or pay of any cost incurred in preparing and submitting 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.

L. 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.

M. CONTENTS OF PROPOSAL

The following is a list of information to be included in the written proposal. The documents listed under this section are required for submission of a proposal in response to this RFP, and failure to comply with any requirement as outlined may disqualify the respondent.

1. Table of Contents (The proposal must contain a table of contents. All major parts must be identified by page numbers.)
2. Organization
 - a. Executive Summary (in letter form) *(3 pages maximum)*
 - i. Include Respondent's name, address, email, and telephone numbers.
 - ii. Include the history and background of the firm. Include date established, record of growth, type of work, and any specialties.
 - iii. Describe the salient features of the proposal.

- iv. Include an overview of the respondent's company background and qualifications.
 - v. Include a condensed and highlighted summary of the proposal to provide a broad understanding of the entire proposal.
 - vi. Include conclusions and generalized recommendations.
 - vii. Provide a summary of why your firm/team should be selected to provide design-build services for the Government of the Virgin Islands.
 - b. Provide a list of staff available for the project) (*6 pages maximum*)
 - i. Provide your team's organization chart and key members. Identify associations, consultants or any team members which are not employees of the firm and the team's past working relationships. (*The GVI reserves the right to approve each firm's personnel to represent the GVI. At the written request of the GVI, the firm will immediately replace any personnel assigned.*)
 - ii. Provide a brief description of each key team member's project role and responsibility.
 - iii. Provide resumes for key team members highlighting education, years of experience, professional licenses, and similar project experiences. Special attention will be paid to the architectural project team leader. This is the individual that will be personally charged with the research and development of the design and construction effort. (*Do not submit resumes of the firm's principals unless those individuals will be directly involved with the design and reconstruction efforts on a routine basis and have assignable hours to the project*)
 - iv. Provide each key team member's current work assignments and the proposed workload they will be responsible for as it pertains to this project.
 - 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, 2021, or later
 - f. Articles of Incorporation (For Corporations) or Articles of Organization for (LLC's) or Statement of Qualification (Limited Partnerships), if applicable.
 - g. Corporate Resolution or equivalent identifying the person who is authorized to act for the respondent with respect to this RFP.
 - h. Proof of Sam.Gov registration
3. Subcontractors
- a. Provide a listing of subcontractors that shall be retained for this project including phone numbers and contact information.
 - b. Provide what percentage of work will be subcontracted to each listed subcontractor.

4. Project Experience

- a. Describe the five (5) most relevant projects for which Architectural/Engineering Services and/or Construction Services were performed in the last eight (8) years, beginning with projects in the Virgin Islands and/or a GVI project, if available. If project was done by a principal/partner/employee while at another firm, clearly note. List Design-Build Services projects first. Include a detailed description of the work performed and cost of each project.
 - Describe the most relevant project(s) the architectural team leader has been directly involved with over the same time period.
 - Describe the most relevant project(s) the construction team leader has been directly involved with over the same time period.
 - Compare the original projects to the completed projects in actual building size, budget, and scheduled completion.
 - List the responsibilities of each team member and provide a client and contractor reference for those individuals at each project listed.
 - Provide a list of projects currently being performed. Include a brief description of each project and percentage completed.

5. Project Control and Approach (*5 pages maximum*)

- a. The respondent applying to this solicitation will describe how you will approach this project and availability to perform the services requested. Respondent shall present their vision of how they propose meeting the GVI's needs and identify the overall approach to the project, define the scope of their offered services, and how they propose to meet the Scope of Services and deliverables as defined in this RFP.
- b. Demonstrate your general knowledge of Charlotte Amalie architecture and site layouts. Project site is in the Historical District of Charlotte Amalie and regulations that govern the historic architecture must be considered. Highlight any areas of interest or concern that you would address in your first month of the programming phase.
- c. Describe the most difficult part of a construction renovation project and what steps your team will take to control this issue. Describe your approach for this build project and provide recommendations for completing this project within the budget and schedule.
- d. Provide a summary of your energy and utility conservation and sustainability related design experience and describe how you will use this experience to strengthen this project.
- e. Describe your team's internal management plan for controlling the development of the drawings and specifications.
- f. Describe your team's approach to controlling budget and schedule for project development.
- g. Explain the method used by your firm to arrive at anticipated construction cost and provide reasons for using the method. Provide applicable examples of project cost containment, budget management, and value engineering efforts.
- h. Explain your construction administration procedures.
- i. Explain the methods and management techniques you use to accomplish an

aggressive schedule for design and construction. Provide examples of successful projects.

6. References Letters: Three (3) professional reference letters minimum related to the projected being solicited. To obtain maximum allotted points, each letter must:
- Include information about past performance on similar project from authorized representative;
 - Include a working telephone number; and email address to be contacted; and
 - Be notarized.

7. Audited Financial Statement

In order to be considered for selection, firms must IN A SEPARATE FILE, provide one (1) copy of your firm's most recent audited financial statement, less than one-year-old, marked CONFIDENTIAL. Include your firm's latest balance sheet, income statement, statement of cash flows and the related notes to the financial statement, with the balance sheet and income statement showing the following items:

- Current assets (e.g., cash, joint venture accounts, accounts receivable, notes receivable,
- Accrued income, deposits, materials inventory, and prepaid expenses)
- Non-current assets (e.g., net fixed assets, other assets)
- Current liabilities (e.g., accounts payable, notes payable (current), accrued expenses, provision for income taxes, advances, accrued salaries and accrued payroll taxes)
- Non-current liabilities (e.g., notes payable)
- Capital accounts and retained earnings (e.g., capital, capital stock, authorized and outstanding shares par value, earned surplus and retained earnings).
- Information on the preparer of the financial statement: firm name, contact person, address and date statement completed.
 - If the financial statement is not for the identical firm named in Tab 7, explain the relationship and financial responsibility of the organization whose financial statement is provided (e.g., parent, subsidiary, etc.)
 - Statement affirmatively if the organization for which the financial statement is presented will act as guarantor of the contract for construction.
 - Attach a written statement from your firm's bonding company stating the bonding company's intent to provide the payment and performance bonds required by the Contract, if you are awarded a Contract, and your firm's total bonding capacity.
 - Provide Principal Bank References (Bank name, contact, address and telephone).

8. Cost Proposal. The Contractor will provide cost estimates for the following outlined services.

- a. Provide the proposed compensation delineated by gross cost per square foot to design and build the facility inclusive of general conditions, overhead, insurance, taxes and profit and any other costs.
- b. Additional information may be requested.

N. 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 respondent, is competing solely on its own behalf without connection with, or obligation to, any undisclosed person or firm.

O. HISTORICALLY UNDERUTILIZED BUSINESS, MINORITY & WOMEN-OWNED BUSINESS ENTERPRISES (M/WBE) & DISADVANTAGED BUSINESSES

DPP encourages full participation in all phases of procurement activities and shall afford a full and fair opportunity to all vendors for competition. Historically Underutilized Businesses (HUB/MWBE/DBE) (also referred to as Minority-owned, Woman-owned, or Disadvantaged businesses) are businesses in which at least 51 percent of the ownership and management is by minority group members, or women, or in the case of a publicly owned business, at least 51 percent of the stock is owned and managed by minority group members or women in all phases of the procurement.

P. DEBARMENT CERTIFICATION

By execution of this contract, the contractor certifies that it is eligible to receive contract awards using federally appropriated funds and that it has not been suspended or debarred from entering into contracts with any federal agency. The Contractor shall include this provision in each of its subcontractors hereunder and shall furnish its subcontractors with the current "LIST OF PARTIES EXCLUDED FROM FEDERAL PROCUREMENT OR NON-PROCUREMENT". In the event the Contractor or any subcontractor misrepresents its eligibility to receive contract awards using federal funds, the Contractor or subcontractor agrees that it shall not be entitled to payment for any work performed under this contract or any subcontract and that the Contractor or subcontractor shall promptly reimburse the Government of the Virgin Islands for any progress payments heretofore made.

Q. 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, if the respondent is selected for award.

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

See the link below.

THE DOCUMENTS IN THE ATTACHMENT WILL BE REQUIRED FOR APPROVAL OF THE CONTRACT WITH THE SUCCESSFUL RESPONDENT.

[MANDATORY LIST OF REQUIRED SUPPORTING DOCUMENTS TO CONTRACT WITH GOVERNMENT OF THE VIRGIN ISLANDS.pdf](#)