

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

**Request for Proposal – Negotiation
Professional Services**

To:

Date: November 30, 2015

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RFP No. 004-2016 (P)

Pursuant to 31 V.I.C. 239 (a) (4) and Rules and Regulations thereunder issued, the Government of the Virgin Islands, Department of Property and Procurement will receive proposals for the work described below. Proposals will be received until **Monday, December 28, 2015 @ 4:00 o'clock p.m.**

SCOPE OF SERVICES: ATTACHED

NEGOTIATED PROCEDURES:

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

FACTORS FOR DISCUSSIONS

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

NEGOTIATION:

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

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

Randolph N. Bennett
Commissioner of Property and Procurement

INSTRUCTION TO PROPOSALS

A. NOTICE

RFP-004-2016 (P) Qualified firm or individual(s) to Retrofit Selected Heavy Duty Trucks in the 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 with care, for failure to meet certain specified conditions may invalidate the proposal.

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

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

The information contained herein is believed to be accurate, but is not be to consider 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, Ms. Latisha Blyden** at latisha.blyden@dpp.vi.gov. All request will be forwarded to **Mona L. Barnes, Director, Vitema**.

B. STATEMENT OF PURPOSE

RFP-004-2016 (P) Qualified firm or individual(s) to Retrofit Selected Heavy Duty Trucks in the U. S. Virgin Islands

C. PROPOSE SCOPE OF WORK

See Attached Scope of Work

D. TIMETABLE

1. Last day for requests for written clarification will be
Monday, December 14, 2015 @ 4:00 p.m.
2. Proposals will be accepted at Department of Property & Procurement, no later than **Monday, December 28, 2015 @ 4:00 p. m.**

E. SUBMISSION OF PROPOSAL

All interested parties shall submit *seven (7)* sets of proposals, which are to be delivered to the Department of Property and Procurement during normal business hours, no later than **Monday, December 28, 2015 @ 4:00 p. m.**

They shall be addressed to:

Randolph N. Bennett
Commissioner
Department of Property & Procurement
Building #1 Subbase, 3rd Floor
St. Thomas, Virgin Islands 00802

The sealed envelope containing the proposal must have the following information written on the outside of the envelope:

SEALED PROPOSALS-DO NOT OPEN

RFP-004-2016 (P)

(Name of Bidder)

(Mailing Address of Bidder)

(Telephone Number of Bidder)

(Fax Number of Bidder)

Where proposals are sent by mail, the bidder shall be responsible for their delivery to DOT before the date and time set for the closing of acceptance of proposals.

F. WITHDRAWALS OF PROPOSAL

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

G. INTERPRETATION OF SPECIFICATIONS

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

H. CONSIDERATION OF PROPOSAL

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

I. ACCEPTANCE OF PROPOSALS

GVI will notify in writing acceptance of one of the proposals. Failure to provide any supplementary documentation to comply with the vendor'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, will disqualify the applicant.

1. Introductory letter about the applicant:
 - a. Name, address, fax and telephone numbers.
 - b. Type of service for which individual/firm is qualified.
2. Organization:
 - a. Names/addresses of Principals of Firm.
 - b. Names of key personnel with experience of each and length of time in organization.
 - c. Number of staff available for assignment. (Local & Off-Territory)
 - d. Copy of Articles of Incorporation
 - e. Copy of Certificate of Resolution
 - f. Copy of valid Business License
3. Outside consultants that will be retained for this project and percentage of work to be sub-contracted.
4. Project experience:
 - a. List of completed projects and estimated cost of each.
 - b. Current projects underway; scope; percentage completed to date and estimated cost of each.
5. Project References: (including a notarized written consent from the authorized representative which must include: name; telephone number; email address and facsimile number).
6. Project Approach:
 - a. Describe how you will approach this project and availability to perform the services requested.
7. Cost: The Cost Proposal must be submitted in a separate sealed envelope.

K. CONFLICT OF INTEREST

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

L. LICENSE REQUIREMENT

An award will not be made to any firm or individual doing business in the Virgin Islands to perform work with the Government of the Virgin Islands until evidence is submitted that the said firm or individual has a valid V.I. Business License to do business in the Virgin Islands. Bidders must submit hard copy of a valid V.I. business license within ten (10) working days after award.

All Bidders bidding as Joint Ventures must be licensed as a Joint Venture in the Virgin Islands.

M. REQUIRED DOCUMENTS

1. **PUBLIC LIABILITY:** The successful bidder will be required to obtain and have in place public liability insurance and other insurance necessary as requested in this proposal package. Insurance policy(ies) shall name the Government of the Virgin Islands as "**Additional Insured**". The public liability insurance shall have a minimum limit of not less than **one hundred thousand (\$100,000.00) dollars** for anyone occurrence for death or personal injury and **one hundred thousand (\$100,000.00) dollars** for anyone occurrence for property damage. Bidder must provide public liability insurance within ten (10) working days after award.
2. **WORKERS' COMPENSATION:** Within ten (10) working days after award of project the successful bidder must submit a copy of their certificate providing that his firm and his agents are covered by Workers' Compensation Employee's Liability.
3. **FAILURE TO PROVIDE THE CERTIFICATED WITHIN THE STATED TIME PERIOD MAY RESULT IN THE PROPOSAL DEEMED NON-RESPONSIVE AND MAY BE IMMEDIATELY DISQUALIFIED WITH NO FURTHER CONSIDERATION GIVEN FOR POTENTIAL AWARDING OF THE CONTRACT.**

N. REQUIREMENTS FOR CORPORATION

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

THESE WILL BE REQUIRED PRIOR TO AWARD OF CONTRACT.

Virgin Islands Clean Diesel Grant Program Scope of Work

Background

The Department of Planning and Natural Resources (DPNR) - Division of Environmental Protection (DPNR-DEP) is responsible for environmental protection and the enforcement of environmental laws and regulations in the US Virgin Islands. The Division of Environmental Protection (DEP) receives funding and has been delegated responsibility for environmental protection by the United States Environmental Protection Agency (EPA), under the auspices of EPA Region 2. The mandates of the Division of Environmental Protection are to protect and conserve the natural resources of the Government of the US Virgin Islands: air, water and land upon which life depends, and the health, comfort, and repose of the public.

DPNP-DEP plans to implement the State Diesel Grant Program with funding received from the EPA in Fiscal Year (FY) 2011, 2012 and 2013. Activities will be carried out in 2016. Installations will be performed on seven (7) privately owned heavy duty trucking companies.

The US Virgin Islands consists of four (4) islands: St. Croix, St. Thomas, St. John, and Water Island. The fleet of heavy duty trucks will be retrofitted in two districts mainly St. Croix and St. Thomas. A description of the heavy duty truck fleet is attached for review.

Scope

The Virgin Islands Department of Planning and Natural Resources (DPNR) will implement a project to use verified diesel emission control technologies, specifically a retrofit device, to reduce diesel emissions from heavy duty trucks. The exhaust control device that will be utilized in this project is the Diesel Oxidation Catalyst (DOC).

Objectives

This project is projected to reduce annual Particulate Matter (PM), hydrocarbons (HC), and Carbon Monoxide (CO) emissions from the affected vehicles. The implementation of this program will benefit public health by reducing diesel emissions. Reducing emissions from diesel engines is one of the most important public health challenges facing the country. Health effects associated with ambient PM have been indicated by epidemiologic studies showing associations between exposure and increased hospital admissions for ischemic heart disease, heart failure, respiratory disease, and pneumonia. Short-term elevations in ambient PM have also been associated with increased cough, lower respiratory symptoms, and decreases in lung function. Children are especially sensitive to diesel emissions compared to healthy adults because their respiratory systems are still developing and they have a faster breathing rate. Reducing PM emissions from diesel vehicles will help facilitate the Virgin Islands in effectively

remaining in attainment, protecting the public health, and ensuring environmental justice.

Task

This program will use verified retrofit technologies, specifically in the form of exhaust controls DOCs. Engine upgrades (replacement, rebuilt, or remanufactured engines) and using low sulfur diesel (LSD) can be used as alternate methods to reduce diesel emissions from heavy duty-diesel vehicles. Protecting the population that is vulnerable to diesel exhaust emissions is paramount. This heavy duty truck fleet is in constant operation and close proximity to residential areas which has an impact on their health. The reduction of diesel emissions through this project can minimize the negative health effects on residents in these areas. Respectively, there will be reductions in particulate matter (PM) and carbon monoxide (CO).

DPNR will have the primary responsibility for administering the overall program. A total of twelve diesel trucks manufactured between 1988 and 1999 will be retrofitted.

DPNR-DEP will provide forms and training regarding vehicle logging. Installation will take place on the island of St. Croix and St. Thomas at the respective trucking companies.

The following companies and individual trucks will be retrofitted on the island of St. Croix:

- Vivot
 - 1988 Mack
 - 1989 Mack 1997 Mack IM7-300
 - 1997 Mack MR 688S
- Dynamic
 - 1990 Mack
- Ferrol
 - 1990 Mack
 - 1993 International
 - 1994 Mack
- Marco
 - 1988 Mack
 - 1990 Mack
 - 1996 Mack DN68851
 - 1998 Mack CH 613
- Carino's

1988 International

- Quick silver
1988 Detroit

The following companies and individual trucks will be retrofitted on the island of St. Thomas:

- Spartan
 - 1995 Mack E7-300
 - 1995 Mack EM-275
 - 1997 Mack EM-275
 - 1997 Mack EM-250
 - 1997 Mack EM7-300

Proposal Format

The proposal shall include the following:

- Vendor's description
- Outline of task to include training employees of the various heavy duty trucking companies and DOC installation
- Budget to include a breakdown of cost per deliverables
- Staff roles and responsibility
- Timeline for deliverables

For additional inquiries, please contact Norman Williams, Director, Division of Environmental Protection at 340 773-1082 ext. 2274 or at norman.williams@dpnr.vi.gov.

Place of performance

Training and installation will be conducted in St. Croix and St. Thomas at the various trucking companies.

Period of Performance

Training and installation will be held one day of the island of St. Thomas and three days on the islands of St. Croix.