

GOVERNMENT OF
THE VIRGIN ISLANDS OF THE UNITED STATES

Request for Proposal – Negotiation
Professional Services

To:

Date: March 3, 2016

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RFP No. 009-2016 (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 **Friday, April 1, 2016 @ 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-009-2016 (P) Qualified firm or individual(s) for Destination and Resort Planning for the Development of a 2016 Tourism Master Plan in the United States 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 **Donnie Dorsett, Senior Economist, Bureau of Economic Research**.

B. STATEMENT OF PURPOSE

RFP-009-2016 (P) Qualified firm or individual(s) for Destination and Resort Planning for the Development of a 2016 Tourism Master Plan in the United States Virgin Islands

C. PROPOSE SCOPE OF WORK

See Attached Scope of Work

D. TIMETABLE

1. Last day for requests for written clarification will be
Tuesday, March 15, 2016 @ 4:00 p.m.
2. Proposals will be accepted at Department of Property & Procurement, no later than **Friday, April 1, 2016 @ 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 **Friday, April 1, 2016 @ 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:

<p>SEALED PROPOSALS-DO NOT OPEN</p> <p>RFP-009-2016 (P) (Name of Bidder) (Mailing Address of Bidder) (Telephone Number of Bidder) (Fax Number of Bidder)</p>

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 Finn.
 - 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.

REQUEST FOR PROPOSAL

Introduction

The Government of the Virgin Islands, Office of the Governor, Bureau of Economic Research (BER) is requesting proposals from all qualified firms/individuals with the expertise in the destination and resort planning for the development of a 2016 Tourism Master Plan for the US Virgin Islands.

Scope of Services

The process of formulating the plan will be based on an interactive working relationship between the BER's senior management and the master planning consultant team which must partner with a resident economic development expert with knowledge and experience in economic development strategic planning selected by BER. The 2016 Master Plan will be a reflection of industry and market needs, and will require input and buy-in from the Department of Tourism and other industry key stakeholders, and the public. The planning process will also include participation from other government agencies, economic development agencies, and community groups to the extent feasible.

A. Strategic Assessment

- Provide an overview of the state of tourism in the USVI, future patterns and tourism market trends.
- Review existing strategic plans of the Government agencies to provide an understanding of tourism potential.
- Identify primary and secondary destinations which will add value to the product.
- Assess tourist traffic, room capacity, and visitor expenditure at each destination.
- Assess the capacity of the existing tourism products to determine the potential for development.

B. Public Participation and Visioning

- Conduct interviews, focus group meetings and public fora with key stakeholders on current and strengths, weakness, opportunities and threats related to the tourism industry.
- Facilitate development of a vision statement, objectives and strategic goals for the 2016 Tourism Master Plan.

C. GAP Analysis

- Identify gaps in physical infrastructure and support services including training, personnel, transport networks, connectivity, tour operation and other support facilities.
- Provide information regarding best practices of tourism and resort destinations.
- Evaluate competitive tourism destination: suggestions include the Caribbean, Cuba, and Puerto Rico.

D. Product Identification and Asset Development

- Based on GAP Analysis suggest specific tourism products for development in each destination.
- Identify support infrastructure needs and projects for development and public-private sector investments.
- Recommend destination attributes the USVI should brand i.e. a unique identifier for the location which would secure a strong positioning.
- Identify environmentally fragile areas towards sustainable utilization of natural, historic, and cultural resources.
- Develop a marketing strategy for the USVI and individual island destinations as a product. Consider future medical tourist need, university and tech-park, potential for gaming, and potential for green technology appropriate to the destination.
- Identify for development cultural and historic assets as niche tourism products, and events which have the greatest appeal to visitors which the USVI could develop over time.
- Update air and cruise market assessment and forecast including demand projections and potential for growth for domestic and international visitors and new markets destinations such as Brazil and China.

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E. Action Plan

- Prepare a tourism strategy which integrates tourism, heritage and business opportunities for destination development based on the identified tourism products so as to improve total visitor experience.
- Identify the steps and the tasks for implementing the proposed tourism strategy with indicative timescales.
- The plan should also include key performance indicators for measuring success throughout the implementation period.

F. Deliverables

Specific deliverables required are described below, but not limited to the following:

- Draft and Final 2016 Tourism Master Plan Report, including analysis and documentation.
- Report Format: Microsoft Word and PDF electronic files, and any backup analytical files in Microsoft Excel or other compatible program. Consultant Team will also provide 5 bound copies of the Final Report.

G. Minimum Eligibility Criteria for Consultants

In order to perform under this contract, the contractor must possess:

- The specific and necessary experience, organization, technical and professional qualifications to perform the work. Specifically, the selected contractor should have a substantial amount of experience in preparing Strategic Tourism-Destination plans.
- Recent experience in working with other states and countries on similar projects.
- A proven satisfactory record of performance on feasibility studies. BER may request examples of reports written and used in a manner similar to the one required at the conclusion of the study.
- A listing of names, addresses, and phone numbers of clients for whom similar work has been successfully performed.

H. Contract period:

The study is to be concluded by August 31, 2017. The estimated contract period is no later than later September 30, 2017.

I. Proposal Contracts:

In order for your proposal to be considered, please submit at a minimum the following information in the listed format:

A. Proposal Cover Page:

In an executive summary format, please cover the scope of work and general objective to which the proposal is addressed.

B. Tasks and Methods:

Describe the principal tasks that your firm suggest be undertaken. Describe the methodology to be used.

C. Organization and Staff:

Include the name, qualifications and experience of all staff involved in this project

D. Experience:

Include samples of reports which are relevant to the study to be performed. The information should demonstrate the contractor's ability to perform work required and include the names, addresses, and phone numbers of contact persons.

E. Cost analysis:

Please provide a total fixed cost of your proposal to include all aspects of the work associated with the RFP. Any consultant's proposal which fails to include the total cost will not be accepted.

Bidding Timeframe:

Bidding process should occur within March 1- 31, 2016 period.