

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

**Request for Proposal – Negotiation
Professional Services**

To:

Date: May 12, 2016

.....

RFP No. 015-2016 (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, June 10, 2016 @ 4:00 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-015-2016 (P) proposals to provide Architectural Engineering (A/E) Professional Services for the office build-out of portions of building A, D and E of No. 2314 Kronprindsens Gade, St. Thomas for the Office of Management and Budget and the Bureau of Information Technology

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 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, Ms. Latisha Blyden** at latisha.blyden@dpp.vi.gov. All request will be forwarded to **Nellon L. Bowry, Director, The Office of Management and Budget**.

B. STATEMENT OF PURPOSE

RFP-015-2016 (P) proposals to provide Architectural Engineering (A/E) Professional Services for the office build-out of portions of building A, D and E of No. 2314 Kronprindsens Gade, St. Thomas for the Office of Management and Budget and the Bureau of Information Technology

C. PROPOSE SCOPE OF WORK

See Attached Scope of Work

D. TIMETABLE

1. Last day for requests for written clarification will be
Wednesday May 25, 2016 @4:00 p.m.

2. Proposals will be accepted at Department of Property & Procurement, no later than **Friday, June 10, 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, June 10, 2016 @ 4:00 P.M**

They shall be addressed to:

Randolph N. Bennett
Commissioner
Department of Property & Procurement
8201 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 -015-2016 (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 **Deputy Commissioner of Procurement, Ms. Latisha Blyden** at latisha.blyden@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.

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, email 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 certification 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.

GOVERNMENT OF THE UNITED STATES VIRGIN ISLANDS
Request for Proposal – Architectural Engineering (A/E) Professional Services

To: Date:

..... RFP No 015-2016

BACKGROUND

The **Office of Management and Budget (OMB)** and the **Bureau of Information Technology (BIT)** have expressed to the Commissioner of Finance an interest in rehabilitating and furnishing portions of Building A, D and E of No. 2314 Kronprindsens Gade, which is a building in the complex in which the Department of Finance is currently located.

The contemplated relocation of the Federal Programs Units of OMB and the St. Thomas operation of BIT to the rehabilitated space will, among other benefits, save approximately \$210,000 annually in rent. The Public Finance Authority (PFA) has approved funding to be used to initiate the project: program development, conceptual design layout, bid-ready construction drawings and refined cost estimates.

REQUEST FOR PROPOSALS

The Government of the United States Virgin Islands (herein after referred to as the "GVI") is requesting proposals from qualified Architectural Engineers to submit a bid for Professional Services.

This Request for Proposals (RFP) sets forth the requirements for the services and solicits a detailed response from prospective vendors to include a Technical Proposal and Pricing Proposal. The Pricing Proposal should be submitted separately, sealed from the Technical Proposal.

GVI encourages respondents to this solicitation to propose alternative strategies for consideration based on previous experience or for reasons such as risk mitigation. At a minimum, prospective vendors must submit pricing and staffing estimates for the life of the project.

PROJECT FUNCTIONAL SCOPE

The Project Functional Scope for the A/E Professional Services sought herein shall include, but not be limited to; conceptual design layout, bid-ready construction drawings and refined cost estimates.

GOVERNMENT OF THE UNITED STATES VIRGIN ISLANDS
Request for Proposal – Architectural Engineering (A/E) Professional Services

SCOPE OF WORK

Preliminary Project Program

The Scope of Work in this request seeks, at minimum to accomplish the following: Final Program Building, Design Development, Final Designs, Construction Documentation and Bidding & Negotiations and securing a Building Permit. Herewith is a Preliminary Project Program for the OMB Office Build-Out and the BIT Office Build-Out.

Office of Management & Budget

Building A, North Section, 1st Floor – approximately 4,620 square feet

- 4 – 5 offices (1 Deputy Director, 1 Project Manager, 2 – 3 mid-level)
- 1 Conference Room
- 1 Training Room
- 2 - 3 Copy Centers
- 1 – 2 Supply / storage
- 6 Junior level offices
- 14 cubicles
- 1 lunch room / pantry
- ADA access
- Server closet

Bureau of Information Technology

Building D, South Section, 1st Floor - approximately 1,500 square feet

Building D, 2nd Floor – approximately 7,500 square feet

Building E, 2nd Floor – approximately 3,650 square feet

This request seeks at minimum to accomplish the following;

- **1st floor** - computer lab & Video conference room with sound integrity, 24 units, secured environment
- **2nd floor** - Computer (server room) MIS - UPS System, no windows, central air & back up system required
- **2nd floor** - 15 FTEs (Administrative Personnel)
- **2nd floor** - Service Center - 30 FTEs
- **2nd floor** - Current Training room - Director Molloy's office, existing door needs to be sealed

Replacement of roof

The replacement of the roof must be included in the plans.

GOVERNMENT OF THE UNITED STATES VIRGIN ISLANDS
Request for Proposal – Architectural Engineering (A/E) Professional Services

COST PROPOSAL

Prospective vendors should submit an estimate of project costs. Do **NOT** use "TBD" (to be determined) or similar annotations in the cost estimates. The GVI is asking prospective vendors to estimate costs for all categories with the understanding that they may have to make assumptions. Such assumptions should be stated. Failure to fully provide cost and work effort estimates may lead to elimination. The prospective vendor's Pricing Proposal structure must be aligned with the prospective vendor's work plan. GVI will use the prospective vendor's Pricing Proposal structure as the basis for a payment Schedule. A prospective vendor's initial offer should be based on the most favorable terms available. The GVI may, however, have discussion with those prospective vendors that it deems, in its discretion, to fall within a competitive range. It may also request revised pricing offers from such prospective vendors, and makes an award and/or conduct negotiations thereafter.

EXCEPTIONS TO THE RFP

All requested information in this RFP must be supplied with the proposal. Prospective vendors may take exception to certain requirements in this RFP. All exceptions shall be clearly identified in this section and the written explanation shall include the scope of the exceptions, the ramifications of the exceptions for the GVI, and the description of the advantages or disadvantages to the GVI as a result of such exceptions. The GVI, at its sole discretion, may reject any exceptions or specifications within the proposal.