



THE VIRGIN ISLANDS DEPARTMENT OF **EDUCATION**

1834 Kongens Gade
St. Thomas, U.S. Virgin Islands

REQUEST FOR PROPOSAL

FOR

FIRE ALARM INVESTIGATION, ASSESSMENT AND DESIGN SERVICES

I. GENERAL INFORMATION

A. PURPOSE

The Virgin Islands Department of Education's Division of Architectural Engineering seeks qualified service provider(s)/person(s) or a firm with the knowledge, experience, and expertise in the electrical engineering and/or fire protection engineer to provide all necessary services including but not limited to thoroughly Investigate, Assess, Document, Develop and Prepare Design and Construction Documents and Specifications to address the Fire Alarm deficiencies and conditions as identified and cited in the Insular ABC's Initiative Phase III Task Findings and Recommendations in the Mechanical, Electrical, Plumbing and Fire Protection (MEPFP) Summary Report dated October 2015 attached hereto and incorporated herein. Specifically, the fire alarm system assessment and design services shall include all of the buildings, facilities and conditions in existence on the following school campuses:

- 1. Joseph Sibilly Elementary School: All Buildings on Campus**
- 2. Ivanna Eudora Kean High School: All Buildings on Campus**
- 3. Alfredo Andrews Elementary School: All Buildings on Campus**
- 4. John H. Woodson Junior High School: All Buildings on Campus**

These four schools have been cited for not having a functional fire alarm system throughout their campuses (including all buildings and gathering areas). The objective is to determine the extent, nature, and scope required to provide an adequate fire alarm system throughout the campuses. System is to be designed with integrated two-way voice communication capabilities that can also serve as the regularly used public address system.

B. BACKGROUND

Virgin Islands Department of Education

The Commissioner of Education heads the Virgin Islands Department of Education, including the Virgin Islands Public School System. The Territory of the United States Virgin Islands is divided into two (2) school districts – the St. Thomas-St. John school district and the St. Croix school district. The two (2) school districts are managed and directed by Insular Superintendents with the day-to-day operations of each school district being managed with district offices on St. Thomas and St. Croix. The following contains additional information concerning the two (2) school districts:

ST. THOMAS/ST. JOHN SCHOOL DISTRICT	Number
Schools	14
Elementary Schools	9
Middle Schools	2
Junior High School	1
High Schools	2
Programs	3
Day Adult Program	1
Skill Center	1

Alternative Ed Program	1
Total Schools and Programs	18
Number of Students	7,069
ST. CROIX SCHOOL DISTRICT	
Schools	13
Elementary Schools	8
High Schools	2
Junior High	3
Programs	3
Adult Ed	1
Alternative Ed	1
Career and Technical Ed	1
Total Schools and Programs	15
Number of Students	6,453
BOTH DISTRICTS	
TOTAL NUMBER OF VIDE REGULAR K-12 SCHOOLS	27
TOTAL NUMBER OF PROGRAMS	6
TOTAL NUMBER OF STUDENTS	13,522
TOTAL NUMBER OF TEACHERS/ADMINISTRATORS	1,203

On the island of St. John, one (1) school serve the elementary and middle school student population. The senior high school students from the island of St. John are served by schools on the island of St. Thomas.

The Division of Architectural Engineering within the Department of Education has been designated and will serve as the VIDE's liaison on this project.

The project is funded by both the local and federal government through the Department of Interior's Office of Insular Affairs and managed by the U.S. Army Corps of Engineers and their consultants HHF Planner, Inc. functioning as the embedded team.

C. ADMINISTRATIVE STRUCTURE

Honorable Sharon A. McCollum, Ph.D. heads the Virgin Islands Department of Education. The Department has two (2) school districts, the St. Thomas-St. John School District, and the St. Croix School District that are managed and directed by Insular Superintendents. The official physical and mailing to be used for any correspondence or delivery of paper reports address for the DOE is as follows:

Virgin Islands Department of Education
1834 Kongens Gade
St. Thomas, US Virgin Islands 00802-6742

Honorable Randolph N. Bennett, Commissioner of the Department of Property and Procurement (DPP), and other personnel at DPP, will manage the bidding, negotiation, and contractual processes. DOE's Office of the Commissioner will serve as the liaison between the selected contractor and agencies of the Virgin Islands Government in contract preparation.

D. CONTRACT TYPE

The contract awarded under this RFP will be for professional services and cost reimbursement. No payments in advance or in anticipation of services or supplies to be provided under the contract shall be made by the Government.

E. CONTRACT TERMS

Unless otherwise agreed pursuant to negotiations, the term of the contract awarded under this RFP shall be for a period of one (1) year with one, one (1) year option to renew upon mutual agreement between the Government and the selected contractor.

F. SELECTION OF CONTRACTOR

A contract shall be negotiated with a proposer deemed to be the most qualified and responsive to this solicitation. Such a proposer is one, which has financial, technical, and other resources that indicate an ability to perform the services required by this solicitation. A number of factors may influence the Government's decision in selecting the provider. These factors include, but are not limited to, proposer's ability to deliver requested services in a timely manner; reputation, qualifications, experience, familiarity, and specialty in providing similar services; quality of supporting resources; and responsibility status.

The proposer shall also meet the following minimum requirements:

- (1) Provide description of the proposer's organization.
- (2) Provide history and background of organization.
- (3) Provide previous experience including years of experience describing the type of experience required for the project. The firm must demonstrate its qualifications with respect to the stated selection criteria for all services (selection criteria (a) thru (c) are listed in order of importance):
 - a Specialized recent experience and technical competence in the design of fire alarm and fire suppression systems
 - b Demonstrate knowledge of the 2015 International Fire Code and National Fire Protection Association National Fire Alarm and Signaling Code (NFPA 72).
 - c Identify professional qualifications of key personnel assigned to the project
 - d Capacity to accomplish the work in the required time
- (4) Demonstrate ability and capability to deliver on all aspects as described in Section II.
 - Proposers should present their vision of how they propose meeting DOE'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.

- (5) Provide at least three (3) professional references (project references).
- (6) Identify Sub-consultant(s) proposed for this assignment and their qualifications;
- (7) Provide current workload: scope, cost, percent completed, both as prime and subcontractor;
- (8) Provide List of similar selected completed projects, scope, and cost;

H. INCURRED COSTS

The Government of the Virgin Islands is not liable for any cost incurred by the proposer prior to the signing of a contract by all Parties.

I. LATE PROPOSALS

Any Proposal received after the exact time specified for receipt will not be considered.

J. GIFTS FROM CONSULTANT

The Government's officers, employees, or agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or potential contractors. To the extent permissible under local laws, rules, or regulations, such standards shall provide for appropriate penalties, sanctions, or other disciplinary actions to be applied for violations of such standards.

K. LICENSES, FEES & TAXES

1. The selected contractor shall be responsible for paying all applicable taxes and fees, including but not limited to, excise tax, local income tax, and payroll and withholding taxes for its employees. The contractor shall hold Government harmless for all claims arising from payment of such taxes and fees.
2. The selected contractor shall obtain and post as required, all licenses, insurances, permits, and certificates as required by federal and local laws, rules and regulations, and policies.

L. PROPOSAL FORMAT

Each proposal must also meet the following minimum requirements:

Part I: Narrative

1) Table of Contents

This section must contain a table of contents. All major parts of the proposal must be identified by page numbers.

2) Executive Summary/Proposal Overview

This section must describe the salient features of the proposal. It must contain an overview of the proposer's company background and qualifications, and must condense and highlight the contents of the proposal to provide a broad understanding of the entire proposal. The Executive Summary should include conclusions and generalized recommendations. Pricing information must not be included in the Executive Summary.

3) Required Parts and Documents

The proposal must include all required components of Section F & L above and herein described.

4) Technical Response

Demonstrate ability and capacity to provide services described in Section II. In this section, proposers should present their vision of how they propose meeting the Government'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* as defined in this RFP.

Part II: Cost Proposal

The proposal shall provide the proposed compensation for the services to be provided as described in Section II. Bidders are required to submit a Cost Proposal Summary Table and must be delineated as follows:

Proposed Duration and Cost

Task	Duration (in weeks)	Task Cost
1.0 Existing conditions findings and evaluation report		
2.0 Preliminary Design		
3.0 Final Design and Cost Estimate		
4.0 Permitting		
5.0 Contract Administration Services		
6.0 Project Closeout and Certification		
TOTAL Cost for Design, Permitting, and Site Inspection/Overhead:		

*All AutoCAD drawings to meet United States Army Core of Engineer's standards as defined in A/E/C CAD Standard Release 6.0 (August 2015)

**Owner/GVI will pay for all Building Permit Application and Permitting Fees

II. SCOPE OF SERVICES

Overview

Specifically, the fire alarm system design services shall include the following buildings and conditions:

St. Thomas/ St. John District

Joseph Sibilly Elementary School: All Buildings on Campus

Ivanna Eudora Kean High School: All Buildings on Campus

St. Croix District

Alfredo Andrews Elementary School: All Buildings on Campus

John H. Woodson Junior High School: All Buildings on Campus

These four (4) schools have been cited for not having a functional fire alarm system throughout its campus (including all buildings and gathering areas). The objective is to determine the extent, nature, and scope required to provide an adequate fire alarm system throughout the campuses. The system is to be designed with integrated two-way voice communication capabilities that can also serve as a regularly used public address system.

TASKS

1. The selected service provider shall survey and document all existing field conditions relevant to the existing buildings, structures and therein (i.e., all rooms and hallways as required), pertinent to installation or repair details and prepare all project required specifications.
2. The selected individual or firm shall perform all further and necessary investigative work to determine the total extent of the fire-alarm deficiencies or non-existence as highlighted in the MEPFP Report but shall not rely only upon that document as the only basis for developing the requisite Fire Alarm System design and specifications for the project.
3. The selected contractor shall design the Fire Alarm System in conformance with the 2015 International Fire Code and have Two-Way Voice Communication capability in compliance with the National Fire Protection Association National Fire Alarm and Signaling Code (NFPA 72).
4. The selected contractor shall prepare and submit for the VIDE's review an Itemized Cost Estimate for the Fire Alarm System, to include all cost contemplated with each of the schools and buildings as itemized above. The cost estimate shall include the approximate cost for a One Year Fire Alarm System Maintenance Agreement.
5. Provide a draft set of design and specifications documents for the VIDE's review ninety (90) days prior to completion of the work effort.
6. Furnish five (5) complete sets of printed drawings and two (2) compact disks of all final project design and specifications documents.
7. All application for permits which may be required either by the Department of Planning and Natural Resources or the Virgin Islands Fire Service prior to installing the system shall be prepared and sealed if required by the selected design firm but applied for and secured by the VIDE's Division of Engineering.
8. Provide Contract Administrative Services during construction to: observe that the progress of work is in conformance with the approved project design and specification documents, review changes in the work, review and respond to Contractor submittals, review Contractor's payment requests so that it is appropriate for the amount of work completed, verify that warranties are

properly transmitted to the Department of Education, bring to the attention of the Department of Education all noncompliant work in a timely manner, and provide project closeout certifications as may be required by the permit(s) and Department of Education standard practice.

DELIVERABLES

Proposal Content

In developing the design specifications and cost estimate for Fire Alarm repair/replacement/installation at the aforementioned locations, the services of a qualified Electrical Engineer and/or Fire Protection Firm with specific experience working on government installations are sought via this RFP process through a contract due to firm's knowledge of the subject buildings as well as the 2015 International Fire Code and National Fire Protection Association National Fire Alarm and Signaling Code (NFPA 72). Proposal shall include preliminary costs, pricing and anticipated timeframe is required for the following tasks (**please complete Proposed Duration & Cost Table above**):

1. Preliminary design

- 1.1. Prepare detailed drawings in AutoCAD* and specifications applicable to each unique condition
*All AutoCAD drawings to meet USACE standards as defined in A/E/C CAD Standard Release 6.0 (August 2015)
- 1.2. Prepare generic and general written specifications applicable to the scope and nature of this type of Government of the Virgin Islands Project
- 1.3. Identify all special or unique circumstances (to include photo documentation as applicable)
- 1.4. Perform exploratory investigative activities (e.g., verify that proposed equipment locations are free of water damage from a leaking roof)
- 1.5. Provide no less than one week for Owner's review in proposed schedule

2. Final submittal for design

- 2.1. Final Design Contract Documents
 - 2.1.1. Revise documents based on Owner's comments; furnish five (5) sets of complete project plans and specifications
 - 2.1.2. Furnish two (2) compact discs containing all Project Contract Documents and AutoCAD* files in AutoCAD and pdf format.

3. Cost estimate for system installation and maintenance

- 3.1. Cost estimate for the fire alarm system installation
- 3.2. One year fire alarm system maintenance agreement

III. NON-PERFORMANCE BY SELECTED CONTRACTOR

In the event of the selected contractor's non-performance under the subsequent contract and/or the violation or breach of the contract terms, the Government shall have the right to pursue all administrative, contractual, and legal remedies against the contractor and shall have the right to seek all sanctions and penalties as may be appropriate. Further, either party shall have the right to terminate the contract with or without cause upon the agreed upon written notice to the other party specifying the date of termination.

IV. CONTRACTUAL REQUIREMENTS

All bid proposals and subsequent contract and supporting documents (if selected) must reflect the legal name of entity. Supporting documents that must be submitted prior to contract execution and within the time established by the Government shall include, but not be limited to, the following:

- (1) Certificate of Resolution, as to the authorized negotiator and signer of a contract.
- (2) Current Virgin Islands Business License issued to the legal name of record of the entity by the Government of the Virgin Islands, Department of Licensing and Consumer Affairs; and if applicable, copy of current business license issued by state, city or county in which the foreign corporation is operating.
- (3) Three (3) current original Certificate(s) of Good Standing/Existence, in legal name of the Contractor by the Virgin Islands Office of the Lt. Governor, Division of Corporations and Trademarks; and if company is not locally formed, an original Certificate of Good Standing, Certificate of Existence, or Certificate of Status from the state of registration.
- (4) Certificate of Issuance or Renewal of Trade Name issued by the Virgin Islands Office of the Lt. Governor, Division of Corporations and Trademarks, if applicable.
- (5) Articles of Incorporation or Organization, as applicable; or documents governing operation.
- (6) Certificate of Liability Insurance indicating proof of coverage of Professional Liability Insurance and General Liability/Public Liability Insurance - each of no less than Five Hundred Thousand Dollars and Zero Cents (\$500,000.00) for any one occurrence. The Contractor must provide a Certificate of Liability Insurance and Declaration/Endorsement to the Certificate of General Liability Insurance pages indicating that the Government of the Virgin Islands, Department of Education, is as "**certificate holder**" and an "**additional insured**" on the General Liability/Public Liability Insurance. The Professional Liability Insurance must cover the services to be provided under the contract.
- (7) Certificate of Government Insurance/Copy of Certificate providing firm/agents are covered by Workers' Compensation Employee's Liability.

Please note the above-referenced documents are subject to modification at the Government's discretion.

Any silence, absence, or omission from the contract specifications concerning any point shall be regarded as meaning that only the best commercial practices are to prevail.

All contractual documents including insurance certificates/policies must be kept updated and maintained throughout the term of the contract