

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

**Request for Proposal – Negotiation
Professional Services**

To:

Date: June 7, 2017

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RFP No. 019-2017 (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 no later than **Friday, July 7, 2017 @ 4:00 o'clock p.m.** Atlantic Standard Time.

SCOPE OF WORK: SEE ATTACHED

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 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 firm/s or individual/s 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 firm/s or individual/s; **(ii)** the extent to which the firm/s or individual/s specializes in and demonstrates their capabilities in performing services in accordance with the scope of work; **(iii)** familiarity with the location/s in which services will be performed; **(iv)** quality of performance/experience on other similar 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 commence with the second most qualified, the third most qualified or additional firms, in order of preference, their competence and qualification, and shall continue until an agreement is reached.

Lloyd T. Bough, Jr.
Commissioner Designee
Department of Property and Procurement

INSTRUCTION TO PROPOSALS

A. NOTICE

**RFP-019-2017 (P) Qualified Firm/s or Individual/s for the
Veterans Drive Environmental Mitigation and Monitoring Project
in St. Thomas, U.S. Virgin Islands; Federal-Aid Project No. DPC-
A34(1)**

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. 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 Services should be directed in writing to **Ms. Dazarene Lescott** at dazarene.lescott@dpp.vi.gov. Requests will be forwarded to **Mr. Jomo McClean**, Federal-Aid Highway Program Manager, Department of Public Works.

B. STATEMENT OF PURPOSE

**RFP-019-2017 (P) Qualified Firm/s or Individual/s for the
Veterans Drive Environmental Mitigation and Monitoring Project
in St. Thomas, U.S. Virgin Islands; Federal-Aid Project No. DPC-
A34(1)**

C. PROPOSE SCOPE OF WORK

See Attached

INSTRUCTION TO PROPOSALS

A. NOTICE

RFP-019-2017 (P) Qualified Firm/s or Individual/s for the Veterans Drive Environmental Mitigation Project in St. Thomas, U.S. Virgin Islands; Federal-Aid Project No. DPC-A34(1)

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.

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B. STATEMENT OF PURPOSE

RFP-019-2017 (P) Qualified Firm/s or Individual/s for the Veterans Drive Environmental Mitigation Project in St. Thomas, U.S. Virgin Islands; Federal-Aid Project No. DPC-A34(1)

C. PROPOSE SCOPE OF WORK

See Attached

D. TIMETABLE

1. **Pre-Proposal Conference:** A Pre-Proposal Conference will be held on **Friday, June 16, at 10:30 a.m.** in the Department of Property & Procurement Conference Room 8201 Subbase, 3rd Floor, St. Thomas Virgin Islands.
2. Last day for requests for written clarification will be **Wednesday, June 21, 2017 @ 4:00 p.m.** Atlantic Standard Time.
3. Proposals will be accepted at the Department of Property & Procurement, no later than **Friday, July 7, 2017 @ 4:00 p. m.** Atlantic Standard Time.

E. SUBMISSION OF PROPOSAL

All interested parties shall submit ***one (1)*** original and ***five (5)*** copy sets of proposals, which are to be delivered to the Department of Property and Procurement no later than **Friday, July 7, 2017 @ 4:00 p. m.** Atlantic Standard Time.

They shall be addressed to:

Lloyd T. Bough, Jr.
Commissioner Designee
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 OR PACKAGE:

SEALED PROPOSALS-DO NOT OPEN

RFP-019-2017 (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 Department of Property & Procurement 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, cancel or modify the 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 **Commissioner Designee of the Department of Property and Procurement Lloyd T. Bough, Jr.** 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 of 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 respondent'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, may 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 project. (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 (**one (1)** original and **four (4)** copy sets) 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) business 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 any one occurrence for death or personal injury and **one hundred thousand (\$100,000.00) dollars** for any one occurrence for property damage. Bidder must provide public liability insurance within ten (10) business days after award.
2. **WORKERS' COMPENSATION:** Within ten (10) business days after award of contract, the successful bidder must submit a copy of their certificate verifying his firm and agents are covered by Workers' Compensation Insurance.
3. **FAILURE TO PROVIDE CERTIFICATES 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 ARE REQUIRED PRIOR TO AWARD OF CONTRACT.

CONTRACTOR QUALIFICATIONS

COMPENSATORY MITIGATION PLAN CONTRACTOR REQUIREMENTS

1. EXPERIENCED IN LARGE SCALE CORAL AND SEAGRASS RESTORATION WITH DOCUMENTED SUCCESS RATES EXCEEDING VETERANS DRIVE'S MITIGATION GOAL OF 85% SURVIVAL.
2. EXPERIENCED IN WORKING WITH ESA LISTED SPECIES: PARTICULARLY ORBICELLA COMPLEX CORALS AND DENDROGRYA CYLINDRUS.
3. EXPERIENCED IN WORKING WITH U.S. ARMY CORPS OF ENGINEERS AND NATIONAL MARINE FISHERIES SERVICE ON MITIGATION PROJECTS AND REPORTING.
4. HAVE ON STAFF AT LEAST ONE MARINE BIOLOGIST CAPABLE OF CORAL IDENTIFICATION AND ASSESSMENT OF HEALTH TO ENSURE PROPER IDENTIFICATION AND MONITORING OF HEALTH OF THE SPECIES.
5. THE CONTRACTOR MUST USE DIVERS EXPERIENCED IN CORAL TRANSPLANTS AND A MARINE BIOLOGIST MUST BE IN THE WATER ON ALL DIVES SO THAT IN THE EVENT A DISEASED CORAL IS ENCOUNTERED IT CAN BE ASSESSED AS TO WHETHER IS SHOULD BE HANDLED OR RELOCATED.
6. THE MARINE BIOLOGIST MUST HAVE EXPERIENCE IN CRITICAL HABITAT IDENTIFICATION SO THAT HARD SUBSTRATES WITHIN THE PROJECT AREA CAN BE ASSESS FOR RELOCATION AND CAN BE PROPERLY PLACED AT THE TRANSPLANT SITE.
7. A MARINE BIOLOGIST MUST BE IN THE WATER ON ALL RE-ATTACHMENT DIVES AND RESTORATION DIVES TO ENSURE THAT SPECIES ARE PROPERLY LOCATED.
8. THE CONTRACTOR MUST HAVE DIVERS EXPERIENCED IN UTILIZING LIFT BAGS IN SHALLOW WATER ENVIRONMENTS IN ORDER TO MOVE THE SHALLOW LARGE CORAL BOULDERS AND BOULDERS IDENTIFIED AS CRITICAL HABITAT.
9. THE CONTRACTOR MUST HAVE THE PROPER EQUIPMENT TO RELOCATE THE CORALS TO THE TRANSPLANT SITE WITHOUT DAMAGE.
10. THE CONTRACTOR MUST HAVE EXPERIENCE IN TRANSPLANTING THALASSIA TESTUDINUM AND SYRINGODIUM FILIFORME, AND MUST HAVE A MARINE BIOLOGIST ON STAFF CAPABLE OF SEAGRASS SPECIES IDENTIFICATION. THE MARINE BIOLOGIST MUST BE ABLE TO IDENTIFY HALOPHILA STIPULACEA SO THAT IT IS NOT RELOCATED AS PART OF THE TRANSPLANT.
11. THE CONTRACTOR MUST HAVE COMPLETED SUCCESSFUL MITIGATION PROJECTS, HAVING MET SURVIVAL REQUIREMENTS FOR THE U.S. ARMY CORPS OF ENGINEERS IN THE PAST.

SCOPE OF WORK

REFER TO COMPENSATORY MITIGATION PLAN AND WATER QUALITY MONITORING PLAN FOR ADDITIONAL REQUIREMENTS

1. THE SEAGRASS, AND THE CORALS WITHIN THE PROPOSED ROADWAY FOOTPRINT OF THE VETERANS DRIVE IMPROVEMENTS CONTRACT WILL BE TRANSPLANTED OUTSIDE OF THE AREA OF IMPACT. ADJACENT TO THE ROADWAY ADDITIONALLY, CORALS WITHIN THE POTENTIAL CONSTRUCTION IMPACT AREA 50' AND SEAGRASS 10', CONSTRUCTION FOOTPRINT WILL BE RELOCATED. MONITORING OF THE COMPENSATORY MITIGATION IS REQUIRED AS PART OF THIS PROJECT.
2. FOUR INFORMATIONAL BUOYS WILL BE PLACED TO PROTECT THE TRANSPLANT ZONES, TWO IN EACH SITE. ALL BUOYS WILL BE INSTALLED ON FLOATING LINES TO PREVENT IMPACT TO SEAFLOOR. BUOYS LOCATION AT THE SEAGRASS TRANSPLANT AREA: ON WEST SIDE OF HASSEL ISLAND.
18° 19.946'N 64° 56.316'
18° 19.911'N 64° 56.251'
BUOYS LOCATION AT THE CORAL TRANSPLANT AREA: ON EAST SIDE OF HASSEL ISLAND.
18° 19.562'N 64° 5.768'
18° 19.562'N 64° 5.793'
3. TWO MOORING BUOYS FOR BOATERS WILL BE INSTALLED NEAR HASSEL ISLAND TO PROTECT EXISTING ORGANISMS AND TRANSPLANTED SEAGRASS IN THE FOLLOWING LOCATIONS. ON WEST SIDE OF
18° 19.913'N 64° 56.258'
18° 19.903'N 64° 56.247'
4. SEVEN INFORMATIONAL BUOYS WILL BE PLACED OFF OF TRIANGLE REEF AT THE ENTRANCE OF THE HARBOR TO PROTECT MORE THAN 2 ACRES OF SHALLOW CRITICAL HABITAT SUBJECT TO VESSEL STRIKES. THEY SHOULD BE PLACED AT FOLLOWING LOCATIONS:
18° 18.935'N 64° 55.168'
18° 18.894'N 64° 55.024'
18° 18.787'N 64° 55.045'
18° 18.719'N 64° 55.085'
18° 18.859'N 64° 54.911'
18° 18.809'N 64° 54.943'
18° 18.760'N 64° 54.872'
5. A WATER QUALITY MONITORING PLAN WILL BE IMPLEMENTED DURING CONSTRUCTION OF THE ROADWAY.
6. LARGE UNCOLONIZED CORAL ROCK BOULDERS (APPROXIMATELY 25) WHICH ARE SCATTERED OFF OF THE ROCKY HEADLANDS, WHICH LIE WITHIN THE IMPACT AND POTENTIAL IMPACT FOOT PRINT WILL BE RELOCATED AND STABILIZED WITHIN THE RECIPIENT SITE.
7. DURING CONSTRUCTION OF THE ROADWAY THE SPUDDING IMPACTS OF BARGES WILL BE MONITORED AND SEAGRASS WHICH HAVE BEEN TORN LOOSE DUE TO SPUDDING IMPACTS WILL BE COLLECTED AND TRANSPLANTED INTO THE MITIGATION AREA. ALSO SPUD HOLES WILL BE FILLED TO PREVENT THE ENTRAPMENT OF INVERTEBRATES.

8. A RESTORATION PROJECT ON THE TRIANGLE REEF WILL REPAIR EXISTING VESSEL STRIKE DAMAGE ON THE REEF, REATTACHING LOOSE CORAL WITHIN MORE THAN TWO ACRES OF CRITICAL HABITAT.
9. CONTRACTOR NEEDS TO COORDINATE WITH THE DEPARTMENT OF PUBLIC WORKS TO DETERMINE WHEN THE MONITORING BASELINES NEED TO BEGIN TO ENSURE THAT THE BASELINE FOR THE MONITORING IS COMPLETED BEFORE THE START OF THE CONSTRUCTION.
10. ALL MITIGATION EFFORTS SHALL BE COMPLETED PRIOR TO ANY IN-WATER WORK OF THE IMPROVEMENTS TO ROUTE 30(VETERANS DRIVE) CONTRACT. CONTRACTOR TO COORDINATE WITH THE DEPARTMENT OF PUBLIC WORKS TO ENSURE THE TRIANGLE REEF, CORAL AND SEAGRASS TRANSPLANT IS COMPLETED BEFORE THE START OF THE CONSTRUCTION CONTRACT. REFER TO MAJOR LAND AND WATER PERMIT/ENVIRONMENTAL ASSESSMENT REPORT FOR DETAILS.