

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

**Request for Proposal – Negotiation
Construction**

To:

Date: April 26, 2018

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RFP No. 019-2018 (C)

Pursuant to 31 V.I.C. 239 (a) (4) and Rules and Regulations thereunder issued, the Government of the Virgin Islands, herein after referred to as GVI, Department of Property and Procurement will receive proposals for the work described below. Proposals will be received no later than **Monday, May 14, 2018 @ 4:00 o'clock p.m.** Atlantic Standard Time.

DESCRIPTION OF WORK:

Qualified design/build firms/contractors to provide the design and installation of a Temporary Medical Facility (Temporary Hardened Structure - THS) on site at the Governor Juan F. Luis Hospital and Medical Center (JFLH) on the island of St. Croix, Virgin Islands.

SCOPE OF SERVICES: See Attached

PRE-PROPOSAL CONFERENCE: Thursday, May 3, 2018 at 11:00 a.m. at the Department of Property and Procurement Conference Room, #3274 Estate Richmond, Christiansted, St. Croix, Virgin Islands.

Cost Per Set: \$25.00 NON REFUNDABLE

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 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 principals of the firm or person; (ii) the extent to which the firm or person specializes in or has provided services of a type and scope similar to the hereunder; (iii) familiarity with the location (s) in which services will be performed; (iv) capability of meeting schedules; and (v) quality of performance 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, and shall continue until an agreement is reached.

Lloyd T. Bough, Jr.
Commissioner
Property and Procurement

INSTRUCTION TO PROPOSERS

A. NOTICE

RFP-019-2018 (C) Qualified design/build firms/contractors to provide the design, construction/installation of a Temporary Medical Facility (Temporary Hardened Structure - THS) on site at the Governor Juan F. Luis Hospital and Medical Center (JFLH) on the island of St. Croix, 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 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 Work should be directed in writing to **Commissioner, Lloyd Bough** at lloyd.bough@dpp.vi.gov, and /or Ms. Alexis Leycock at alexis.leycock@dpp.vi.gov.

B. STATEMENT OF PURPOSE

To assist the Government of the Virgin Islands in meeting the requirement for the following services: **RFP-019-2018 (C) Qualified design/build firms/contractors to provide the design, construction/installation of a Temporary Medical Facility (Temporary Hardened Structure - THS) on site at the Governor Juan F. Luis Hospital and Medical Center (JFLH) on the island of St. Croix, Virgin Islands.**

C. PROPOSE SCOPE OF WORK

See Attached

D. TIMETABLE

1. **Pre-Proposal Conference: Thursday, May 3, 2018 at 11:00 a.m.** at the Department of Property and Procurement Conference Room, #3274 Estate Richmond, Christiansted, St. Croix, Virgin Islands.
2. Last day for request for written clarification will be **Monday, May 7, 2018 @ 4:00 p.m.** Atlantic Standard Time.
2. Proposals will be accepted at Department of Property & Procurement, no later than **Monday, May 14, 2018 @ 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 **Monday, May 14, 2018 @ 4:00 p. m.** Atlantic Standard Time.

They shall be addressed to:

Lloyd T. Bough, Jr.
Commissioner
Property & Procurement
#3274 Estate Richmond, Christiansted
St. Croix, Virgin Islands

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-019-2018 (C)
(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 the **Commissioner, Lloyd T. Bough**. 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; and email address).
6. Project Approach:
 - a. Describe how you will approach this project and availability to perform the services requested.
7. **Cost: Cost Proposal (*one (1) original and five (4) copy sets of proposals*) 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 with the Government of the Virgin Islands until evidence is submitted that said firm or individual has a valid Virgin Islands Business License. Bidders must submit hard copy of a valid Virgin Islands 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. Also see Additional Instructions provision – Instruction to Bidders 2 (Insurance Requirements).
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 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

O. REQUIRED DOCUMENTS: CONSTRUCTION / INSTALLATION

1. Proposal Documents include the Public Notice, Instruction to Bidders, Non-Collusion Affidavit, Contractor's Qualification Statement, Bid, Performance and Payment Bonds, Condensed Financial Statement, General Provisions, Special Provisions. All documents may be obtained from the Department of Property and Procurement.
2. Each proposal must be accompanied by a Bid Guarantee as provided for in Form No. P&P-ITB-CC-16-73 (Instruction to Bidders) which is hereby made a part of this Proposal and by this reference incorporated herein as fully and effectively as if set forth in detail. Bid Guarantee for Preferred Bidders will be as specified in 31 V.I.C. 236a (Act No. 2995 approved April 16, 1971) if Preferred Bidders Act applies. If Preferred Act does not apply, failure to provide a five (5%) percent bond will render the bid unresponsive. It is the Bidder's responsibility to determine if the Act Applies.
3. The Bid Guarantee for bidders not claiming or having the status of a preferred bidder will be Five (5%) per cent of the bid price. Bid Guarantee will be in the form of a Bond (Corporate or Individual Surety), Money Order, Certified Check, Irrevocable Letter of Credit or Cash.

No Bidder will be allowed to withdraw his bid within a period of thirty (30) calendar days following the date set for the opening thereof.

4. Preferred Bidder: Any bidder claiming eligibility as a "preferred bidder" under the provision of the Preferred Bidder's Act (31 VIC 236a – Act No. 2995, approved April 16, 1971) must request that his name be added to a preferred bidder's list to be maintained by the Commissioner of Property and procurement.

If a bidder has not previously filed a notarized Certificate with the Commissioner of Property and Procurement, copies thereof may be obtained from the Department of Property and Procurement, Division of Procurement, Building No. 1, Sub Base, Third Floor, St. Thomas, Virgin Islands and/or from 3274 Estate Richmond, Christiansted, St. Croix, Virgin Islands.

Certificate must be fully completed, notarized and filed in the Division of Procurement before the day and hour set for bid opening.

5. Contractor's Qualification Statement: Each bidder must submit with his bid an executed copy of Contractor's Qualification Statement which is hereby made a part of this Proposal and by this reference incorporated herein as fully and effectively as if set forth in detail.
6. **BONDS:** A Bid Bond, Performance Bond and Payment each are required as follows:

Bid Bond:	5% of the Contract
Performance Bond:	100% of the Contract
Payment Bond:	100% of the Contract

REQUEST FOR PROPOSALS

RFP-019-2018(C)

GOV. JUAN F. LUIS HOSPITAL

Request for Proposals No: RFP-019-2018 pursuant to section 245a of Title 19 of the Virgin Islands Code, the Governor Juan F. Luis Hospital and Medical Center (JFLH) is requesting Proposals from qualified firm(s) to provide a Temporary Medical Facility (Temporary Hardened Structures – THS) required on site at JFLH.

INSTRUCTION TO PROPOSERS

DEADLINE:

All proposals are DUE by 4:00 pm Atlantic Standard Time, M ay 14, 2018.

PRE-BID CONFERENCE:

Respondents are required to attend a non-mandatory Pre-Proposal Conference to be held on **Thursday, May 3, 2018 at 11:00 am** at the Department of Property & Procurement Conference Room, #3274 Estate Richmond, Christiansted, St. Croix, U. S. Virgin Islands 00820

Representatives of the Governor Juan F. Luis Hospital and Medical Center and CMA will be present to discuss the Project.

Governor Juan F. Luis Hospital and Medical Center and CMA will transmit to all respondents such addenda as deemed necessary in response to questions arising at the Pre-Bid Conference.

Oral statements made at the Pre-Bid Conference may not be relied upon and will not be binding or legally effective.

HOW TO SUBMIT PROPOSALS:

Proposals in response to this solicitation may be submitted by U.S. Mail or by hand delivery, as provided below. Respondents are solely responsible for transmission of their proposals so as to ensure **receipt** by the date and time set forth above in order to ensure consideration.

Sealed Proposals by U.S. Mail or hand delivery: Respondents are responsible for ensuring delivery of **one (1) original and five (5) copies** of the Proposal to the Department of Property & Procurement at the following address:

3274 Estate Richmond, Christiansted
St. Croix, United States Virgin Islands 00820

Where proposals are sent by U.S. mail or hand delivery, the respondent shall be responsible for timely delivery to the Department of Property & Procurement before the date and time set for the closing of acceptance of proposals. Proposals should be delivered in a sealed envelope clearly marked "**SEALED RFP # 019-2018 (C)**".

The submission shall include the entire Request for Proposal document and any amendments if issued, along with a duly executed certification in the form provided in Appendix I. Proposals received after the date and time stated above will be considered a late quote and are not acceptable.

A. NOTICE

The Governor Juan F. Luis Hospital and Medical Center (JFLH) is soliciting fixed price proposals from qualified and experienced firms for a contract meeting the requirements of this Request for Proposals.

The Contractor shall provide all labor, material, permits, supplies and equipment for as outlined in scope of work to provide temporary a Temporary Medical Facility (Temporary Hardened Structures – THS) required on site at the Governor Juan F. Luis Hospital and Medical Center located at No. 4007 Estate Diamond Ruby, Christiansted, St. Croix, USVI for a period of at least eight months and as much as one year.

Information provided in the scope of work shall be used solely for purpose 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 cause the proposal to be rejected.

The Governor Juan F. Luis Hospital and Medical Center, herein after referred to as JFLH, reserves the right to reject any or all proposals or any portion thereof and to accept the proposal deemed most advantageous to JFLH. 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 be considered.

Applicants are requested to submit proposals based on 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 and specifically articulated 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.

B. SCOPE OF WORK

Furnish and install Medical Facilities (Temporary Hardened Structures – THS) as described in the Scope of Work attached at the end of this Request for Proposal.

C. PROJECT APPROACH

1. Provide plan to accomplish work as outlined herein;
2. Provide all labor, materials, equipment and supervision required to implement the plan;
3. Coordinate with facilities to minimize disruptions during installation/construction;
5. Provide manufacturer documentation on all products and equipment; where applicable
6. Provide system maintenance for one year of operation from the date of Substantial Completion.
7. Provide warranty of merchantability and fitness as well as warranty against defects in materials or workmanship for a period of five (5) years.

All submissions should include a delivery and installation schedule from the execution of a contract to completion of all work. Pricing must be turnkey and reflect all cost elements to JFLH associated with the respondent's proposal, including without limitation all delivery and freight charges, insurance, Customs duties and taxes, and trucking to the site, through site preparation and installation of the units for use by JFLH.

D. 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 days after the above-stated deadline for acceptance of proposals nor shall the successful provider withdraw or cancel or modify his proposal, except at the request of JFLH after having been notified that said proposal has been accepted by JFLH.

E. INTERPRETATION OF SPECIFICATIONS

This solicitation is being made through a sealed solicitation process, and therefore no in-person or telephone inquiries regarding it may be made or shall be accepted. To ensure fairness to all respondents, all questions or requests for clarification regarding this solicitation are required to be submitted in writing. Responses to all questions and requests for clarification will be posted on the Department of Property & Procurement website for review by all respondents and interested parties. Written questions or requests for clarification may be submitted by letter or e-mail, and should be transmitted as follows **NO LATER THAN MAY 7, 2018:**

by mail to:

Mr. Lloyd T. Bough
Department of Property &
Procurement
3274 Estate Richmond
Christiansted, St. Croix 00820

or by e-mail to:

[lloyd.bough@dpp.vi.gov.](mailto:lloyd.bough@dpp.vi.gov)

And/or

[alexis.leycock@dpp.vi.gov.](mailto:alexis.leycock@dpp.vi.gov)

F. CONSIDERATION OF PROPOSAL

The Chief Executive Officer shall represent and act for JFLH in all matters pertaining to the scope of work and contract in conjunction therewith. **This RFP does not commit JFLH to the award of a contract, nor pay any cost incurred in the preparation and submission of proposals in anticipation of a contract. While JFLH reserves the right to reject any or all proposals and to disregard any informality and/or minor irregularity in the proposal which does not materially affect the overall submission when, in its opinion, the best interest of JFLH 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 and specifically articulated in the proposal, and respondents are advised that material deviations from the scope of work or other requirements of this solicitation may result in rejection of the submission as nonresponsive.

G. ACCEPTANCE OF PROPOSALS

JFLH intends to enter into a firm fixed price contract on JFLH's standard format contract, containing required local and federal clauses and terms, with the

firm whose submission is selected. JFLH will notify in respondents writing of the acceptance or non-acceptance of their proposal.

H. 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. Transmittal letter from the applicant, dated and on company letterhead, signed by an individual authorized to bind the respondent to all statements and prices, should describe the submission and the respondent's ability to provide what is requested and certify to all attestations and acknowledgements required by this solicitation. The letter must also include:

- a. A description of the firm and its business, including the full legal name and type of entity, address of the firm's corporate headquarters, and the date and jurisdiction of formation;
- b. Names and titles of those charged with management of the entity;
- c. The name(s) and title(s) of the person(s) having actual legal authority to enter into contracts on behalf of the entity as evidenced by a corporate resolution, certificate of incumbency or other appropriate documentation;
- d. Contact information (name, title, phone number, fax number, e-mail address, mailing address, and physical office address) of the principal place of business of the company, and the physical address and other contact information for the office having responsibility for this solicitation, if different; and
- e. The name, title, and contact information of the person assigned to respond to questions about the proposal.

2. Profile of the Organization:

- a. A list of all relevant Virgin Islands business licenses (attaching a copy of each) and proof of good standing and qualification to do business (attaching a copy of each relevant document constituting such proof);
- b. A list of the name, tribunal and case number of all court proceedings, civil or criminal, and all administrative actions or proceedings brought against respondent or any of its principals within the last five (5) years, along with a brief summary of the case and a description of its current status;
- c. A certification that the responding firm is not currently, nor has it ever been, debarred, suspended or otherwise rendered ineligible to enter into contracts with any federal agency or participate in any public programs authorized by federal or local laws, codes or Executive Orders. (Individuals appearing on the "List of Parties Excluded from Federal Procurement or Non-Procurement" appearing at www.sam.gov will not be considered for an award hereunder.)

3. Project Experience and Qualifications:

- a. Description of the company's relevant qualifications and ability to perform the scope of work as set forth in the solicitation;
- b. List of completed projects of similar type within last three years and estimated cost of each; and
- c. Project References (must include: name; title; company; telephone number; physical, mailing and e-mail addresses).
- d. Use Appendix II to provide experience and qualifications. Attach additional sheets as needed to fully describe your experience and qualifications.

4. Compliance with Terms and Conditions Set Forth in the Solicitation

All submissions must include a certification in the form attached hereto as Appendix I signed by an authorized representative indicating acknowledgement of and compliance with the terms and conditions of this solicitation and any modification thereof.

I. CONFLICT OF INTEREST

A respondent filing a proposal is deemed to certify that no officer, agent or employee of JFLH has a pecuniary interest in the proposal or has participated in contract negotiations on behalf of JFLH; that the proposal is made in good faith without fraud, collusion, or connection of any kind with any other respondent for the same request for proposals; and the respondent is competing solely on its own behalf without connection with or obligation to any undisclosed person or firm. Respondents are advised that no award shall be made hereunder which violates local or federal law relating to conflicts of interest.

J. COMPLIANCE WITH LAW; LICENSE REQUIREMENT

Any firm selected pursuant to this solicitation is required and expected to comply with all relevant laws, including without limitation all applicable laws of the Virgin Islands which govern licensing and authority to do business in the Territory, as well as local and federal safety, environmental, conflicts of interest, tax and employment laws relating to the performance of its obligations pursuant to this solicitation and income derived therefrom, and such other laws and regulations generally as may be relevant and applicable, including such laws, regulations and guidance which relate to federally-funded projects. To be eligible to enter into a contract hereunder, proof of proper licensing must be provided within ten (10) working days of an award, along with appropriate corporate documents, as and when applicable, evidencing valid formation, good standing, and the authority of any designated officer(s) or other company official(s) to execute documents for and to otherwise legally bind the company.

All Bidders bidding as Joint Ventures must be licensed as a Joint Venture in the Virgin Islands. Any respondent whose proposal includes the use of subcontractors must also provide the information referred to in parts 1 through 3 of Item H above for such subcontractor(s).

K. REQUIRED FEDERAL CLAUSES

In conformity with requirements relating to federal funding, a contract awarded hereunder will contain certain mandatory clauses including without limitation remedies for breach, termination for cause and convenience and a basis for settlement, and a requirement of compliance with certain federal laws to the extent the same may be applicable, including but not limited to equal employment opportunity, the Copeland Anti-Kickback Act, contract work hours and safety standards rights to inventions, Clean Air Act, Federal Water Pollution Control Act, Anti-Lobbying, and suspension and debarment.

L. REQUIRED INSURANCE

Throughout the term of any contract awarded hereunder, the Contractor shall be required to pay all premiums for and maintain in effect, with a responsible insurance company or companies acceptable to JFLH and authorized to do business in the Territory, policies of insurance in a form acceptable to JFLH for the benefit of JFLH, the Territorial and St. Croix District Hospital Boards, the Government of the Virgin Islands, and Contractor, as their interests may appear, for the following types of insurance with minimum amounts as indicated:

1. Worker's Compensation of an amount and type specified under the laws of the Territory;

2. Commercial General Liability insurance, with coverage on an occurrence basis, for (a) any occurrence resulting in bodily harm and personal injury or the death of any person(s) and consequential damages arising therefrom and (b) property damage with both coverages being a sum of at least One Million Dollars (\$1,000,000.00) per occurrence, and Two Million Dollars (\$2,000,000.00) general aggregate; such insurance to also include coverage for completed operations.

FAILURE TO PROVIDE THE CERTIFICATES WITHIN THE STATED TIME PERIOD MAY RESULT IN THE PROPOSAL DEEMED AS NON-RESPONSIVE AND BE IMMEDIATELY DISQUALIFIED WITH NO FURTHER CONSIDERATION GIVEN FOR POTENTIAL AWARDING OF THE CONTRACT.

M. TERMS AND CONDITIONS

Award will be made to the applicant whose proposal is determined to be most advantageous to JFLH based on the following selection criteria and corresponding weights:

Item	Weight
Price (Total Fixed Price)	15 %
Schedule (Responsiveness and Dedication)	30%
References	10%
Technical Merits (Experience)	15%
Respondent Qualifications	30%

JFLH reserves the right, at its sole discretion, to select a contractor on the basis of response to this Request for Proposal or to request additional responses from other qualified individuals/firms or additional sources, for the specific project identified, at the conclusion of the Request for Proposals.

JFLH reserves the right, at its sole discretion, to accept or reject any or all proposals received as a result of this request, to negotiate with any qualified contractor or additional sources, or to modify or cancel, in part, or in its entirety, this Request for Proposals, or waive compliance with, or change any of the terms and conditions of the Request if it is in the best interest of JFLH to do so.

The proposed project shall conform to, and be subject to all applicable laws, regulations, and ordinances of all Federal and local authorities having jurisdiction, as the same may be amended from time to time, except as otherwise specified herein.

All valid permits as required by local and federal agencies shall be obtained by the selected contractor prior to commencing any construction, and the cost of obtaining such permits should be included in the price.

JFLH is not obligated to pay and shall not pay any cost of losses incurred by any contractor at any time, including the cost of responding to this Request for Proposals, unless the Government has expressly agreed to do so in writing.

Selection of a contractor's proposal will not create any right on the applicant's part, including without limitation, rights of enforcement, equity, or reimbursement, until the applicable contract and all related documents are fully executed and approved by all parties.

JFLH at its sole discretion will have the option to terminate negotiations at any time if it is not satisfied with the progress of the negotiations. JFLH reserves the right, after rejecting all proposals or withdrawing the Request for Proposals, to negotiate with a non-applicant, if it is in the best interest of JFLH.

Submission of a proposal shall be deemed the contractor's consent to any inquiry made by JFLH with regard to the contractor's experience and/or financial capabilities or other matter deemed relevant by JFLH to the proposal.

This Request for Proposals does not constitute any obligation whatsoever of JFLH. A valid contract may only be executed after approval by the Chief Executive Officer of the Governor Juan F. Luis Hospital and Medical Center.

N. RESERVATIONS

The agreement to be entered into between JFLH and the successful bidder shall contain negotiated provisions based on the specific requirements set forth in the Request for Proposals, and the successful bidder's treatment thereof, as contained in its proposal.

Any respondents wishing to take exceptions to any statement or requirements in this Request for Proposals or to any required, specific or general provisions in the attachments should address these issues in its response. A general statement of reservations is not acceptable.

O. FEDERAL DEBARMENT

Any contract awarded hereunder will contain a provision whereby the Contractor certifies that it is eligible to receive grant awards using federally appropriated funds that it has not been suspended or debarred from entering into contracts with any federal agency. The Contractor shall be required to include this provision in each of its subcontracts hereunder and shall furnish its subcontractors

with the current "LIST OF PARTIES EXCLUDED FROM FEDERAL PROCUREMENT OR NON-PROCUREMENT." The contract will also provide that in the event the Contractor or subcontractor misrepresents its eligibility to receive grant awards using federal funds, the Contractor or subcontractor shall not be entitled to payment for any work performed under the executed agreement and that the Contractor or subcontractor shall promptly reimburse JFLH for any progress payments heretofore made. The Contract will further provide that if, during the term of the agreement, the Contractor shall become ineligible to receive grant awards using federal funds, the agreement shall be terminated forthwith for cause and the Contractor shall not be entitled to payment for any work, or purchase under the agreement or subcontractor after the effective date of ineligibility.

END OF INSTRUCTION TO PROPOSERS

APPENDIX I
Respondent Acceptance and Certification Form

On behalf of the entity submitting a Proposal in response to Solicitation #00_-2018, I certify that I have read and understand the information provided in the RFP and any amendment or modification thereof, and further certify that all information provided in said Proposal is accurate and we agree to be bound by the all terms and conditions of the solicitation and by all statements and representations contained in the Proposal.

Failure to provide signatures below will result in immediate rejection of the submission. The person signing this RFP declares that they are duly authorized signing authority with the capacity to commit their firm/company to the conditions of this Proposal.

Executed this _____ day of _____, 2018

Authorized Signature _____

Printed Name _____

Title/Position _____

Company Name _____

Address _____

Phone _____

Fax _____

Email _____

RFP Receipt Confirmation

JFLH Hospital **RFP-** _____

This form acknowledges receipt of the above noted RFP document.

Company Name: _____

Print Contact Name: _____

Position: _____

Phone: _____ Fax: _____

Email: _____

Date: _____

Signature: _____

We intend on providing a response to this RFP.
Send further correspondence to the above noted person.

APPENDIX II

Experience and Qualifications

1. How many years has your organization been in business as a Contractor under your present business name?

2. Describe your company's relevant qualifications and ability to perform the scope of work:

Attach additional sheets as needed

3. What projects similar to this one has your company completed in the last three years?

[illegible]

4. Have you ever failed to complete any work awarded to you?

If so, state where and why:

Attach additional sheets as needed

5. What is the construction experience of the principal individuals of your organization:

Name	Title	Years of Experience	Magnitude and Type of Work	Capacity

6. Product Delivery

Time is of the essence in this project. Describe your product delivery plan and indicate who will be the shipping sub-contractor and from where:

Attach additional sheets as needed



Scope of Work

Outline of Essential Services for Temporary Medical Facility Integration (Temporary Hardened Structures – THS)

- Objective:** To ensure the safe transition of Governor Juan Luis Hospital & Medical Center essential services to a temporary medical facility as a medium -term recovery measure and allow for the continuity of quality patient care services in temporary structures that are in compliance with the Center for Medicare and Medicaid Services and The Joint Commission requirements.
- Mission:** To consistently provide safe and quality of care services to our patients in the temporary medical facility.
- Scope of Services:** The range of services to be transitioned into temporary medical facilities include inpatient services, outpatient services, ancillary services, support services, and administrative functions that support key patient care services.

1 SYNOPSIS. The objective of this scope of work (SOW) for the acquisition and installation of temporary structures to meet the needs for supporting the facilities at Governor Juan Luis Hospital and Medical Center that were severely damaged due to the destruction created by Hurricane Irma and Hurricane Maria. The temporary structures shall function as a fully operational temporary hospital. The intent of this SOW is to provide temporary structures, however structures may be used longer than 180 days.

1.1 Existing Conditions. The U.S. Virgin Islands were impacted by Hurricane Irma and Hurricane Maria, during which multiple public facilities were destroyed or severely damaged. The availability of space for the placement of structures is limited.

1.2 Salient Characteristics. All temporary structures shall meet the following requirements:

- 1.2.1** All structures shall be new structures of prefabricated materials with hard-sided exterior walls and roof. Above grade foundations are acceptable. –
- 1.2.2** Structures shall comply with all applicable local and international building, plumbing and electrical codes for temporary structures including but not limited to the most recent edition of the International Building Code (IBC), National Fire Protection Association (NFPA) standards 10, 13, 70 and 101, the International Plumbing Code (IPC), and Uniform Federal Accessibility Standards (UFAS) compliant.
- 1.2.3** The structures shall be designed as Risk Category III structures in compliance with the American Society of Civil Engineers 7 (ASCE 7-16) standard: Minimum Design Loads and Associated Criteria for Buildings and Other Structures.
- 1.2.4** Structures shall be insulated to slow heat transfer from outside hot climate to inside controlled climate. Roof should have an R Value of 16 and the walls an R-Value of 16.
- 1.2.5** The structure shall be properly sealed and weather-tight in compliance with ASTM E779.
- 1.2.6** Structures shall be rated for Seismic Design Category D.
- 1.2.7** No lattice skirting will be allowed. Skirting shall be aesthetically pleasing and mimic the appearance of a building on a foundation.
- 1.2.8** All rooms shall have hard interior walls with washable surfaces that extend floor to ceiling.
- 1.2.9** Doors shall be 8' high and comply with ADA. Provide access control and operability in alignment with the use of the room or area they serve. Ceilings shall be 8' high minimum. Material shall be washable. Ceiling system shall allow access to plenum space for maintenance.

- 1.2.10** Structures shall include an entry point and separate exit point to address emergency ingress/egress requirements. Connecting corridors shall have doors, stair and ramps to grade level as needed to comply with code egress requirements.
- 1.2.11** Contractor shall install HVAC, plumbing, electrical, med gas, and fire suppression systems properly sized for the structure and accounting for the interior layout that meets the salient characteristics.
- 1.2.12** HVAC system shall comply with ASHRAE Standard 170: Ventilation of Health Care Facilities.
- 1.2.13** Comply with FGI guidelines, Americans with Disabilities Act (ADA) and NFPA 99: Health Care Facilities Code.
- 1.2.14** Structures shall include a fire suppression system as required by code. Smoke detectors shall be placed in accordance with applicable codes. Provide fire extinguishers as required by code. Strobe lights and emergency lights shall be placed in accordance with applicable codes. The smoke detectors and strobe lights shall be hard wired and shall be able to connect to the existing alarm system in the VICC.
- 1.2.15** If the buildings are to be separated, the Contractor shall provide conditioned walkways between the buildings. These shall be provided with bumper rails to reduce stretches damage.
- 1.2.16** The structure shall be wired for voice/data/telecom and security with end to-end termination (conduit, pull strings, CAT6, termination wall plates, termination patch panels).

2 SCOPE.

- 2.1** Execution of work shall be in accordance with the SOW, and in accordance with the applicable national and local codes and standards for installations of this type. The clinic shall support key functions as identified in Attachment C. The conceptual proposed size of the temporary structures are approximately 55,000 squarefeet.
- 2.2** Contractor shall supply all equipment, materials, documentation and labor required to perform the requirements of this SOW. Upon completion of work, Contractor shall turn over complete and usable structures to the Hospital as described in this SOW.
- 2.3** All personnel installing the temporary structures shall be certified by the manufacturer.
- 2.4** The Contractor shall execute the following tasks for each location identified in this

SOW. Site Specific information is provided in Attachments A through C.

2.4.1 The required tasks for the Temporary Hospital are:

Task A: Conceptual Design, Planning, and Layout

Task B: Site Preparation

Task C: Utility Connections

Task D: Fabrication of Temporary Structures

Task E: Installation of Temporary Structures

Task F: Maintenance Plan, Training and Supplies

Task G: As Builts

2.4.2 Task A: Conceptual Design, Planning, and Layout. Contractor shall develop conceptual space planning designs including the site layout, interior layouts, utility plans, and structural floor plans based on the site-specific information provided.

2.4.3 Task B: Site Preparation. Site location is identified in Attachment A-1. The specific attachment provides information regarding site preparation, associated pictures, and requirements for the location. Site Preparation shall be completed in advance of the temporary structure materials arrival.

2.4.4 Task C: Utility Connections: Contractor shall make all utility connections as required. The approximate locations of available utilities are identified in the associated site-specific Attachment A-2. If site requires extensive site prep all utilities will be ran underground to minimize safety hazards due to overhead/above ground utilities between temporary structures. All structures shall be connected to local power grid in accordance with local and national codes. If local power is still not available, the contractor shall prepare for connection to local power once it is restored. The local provider of power is Virgin Islands Water and Power Authority (WAPA). Utility connections up to 5ft of the temporary structures shall be completed in advance of the temporary structures materials arrival.

The contractor shall provide a redundant/generator power system to ensure the installed structures will have adequate generated power until local prime power is available, and if, once available, local prime power fails. The generator(s) shall have an automatic transfer switch that will transfer the structures from prime power to generator power within 10 seconds of prime power failure. The generator(s) shall be properly sized to address all power requirements of the systems being installed. The generator shall be diesel powered.

The structure shall be connected to local water supply and sewer system. The local water and sewer provider is Water and Power Authority (WAPA). Connections shall be in accordance with the local provider.

2.4.5 Task D: Procurement of Temporary Structures

Contractor shall procure/install the required temporary structure to fit within the area identified in Attachment A-1 and include the interior requirements of the salient characteristics identified in Attachment C.

- a. All interior walls shall be mold resistant and washable.
- b. All flooring shall be able to withstand normal foot and stretchers traffic, and furniture, typical exam room beds, appliances, and desks.
- c. Contractor shall install interior lighting systems for the identified uses and interior layouts.

2.4.6 Task E: Transport and Installation of Temporary Structures: Contractor shall transport the temporary structure to the required location and install all structures to the manufacturer's specified requirements using certified installers at the approved location.

2.4.7 Task F: Maintenance Plan, Training and Supplies:

Maintenance Plan: Contractor shall provide user manuals and detailed maintenance plans for the temporary structures and all equipment installed. The contractor shall be required to provide printed literature on the structures and provided equipment to include but not limited to: Maintenance cycle, warranty card, CD, and all requisite information for maintenance in a training binder.

Training: The contractor shall provide training for end user maintenance staff or onsite personnel on proper maintenance of the temporary structures and installed equipment. The training course shall be provided in person by the contractor to the on-site maintenance personnel. The purpose of this instruction will be to train and familiarize personnel in maintenance of the facilities and the component systems

Supplies: The contractor shall provide for three months' worth of materials required for maintenance to include things such as HVAC filters, and all other items necessary for routine maintenance.

2.4.8 Task G: As Builts:

Contractor shall provide a complete set of as-builts electronically.

3 Warranty. Contractor shall provide a minimum one year manufacturer's warranty for all systems installed under the contract. Warranty shall include standard parts and labor for all components installed during this contract. The contractor shall identify in writing any conditions that are placed on the execution of the warranty. The warranty shall commence upon Hospital acceptance and beneficial occupancy.

4 Quality Control (QC) and Quality Assurance(QA):

4.1 Quality Control: The Contractor shall be responsible for performing Quality Control during the installation of the temporary structures. The Contractor shall provide the Hospital with their plan for ensuring QC is performed during installation and shall provide proof the QC plan is being followed.

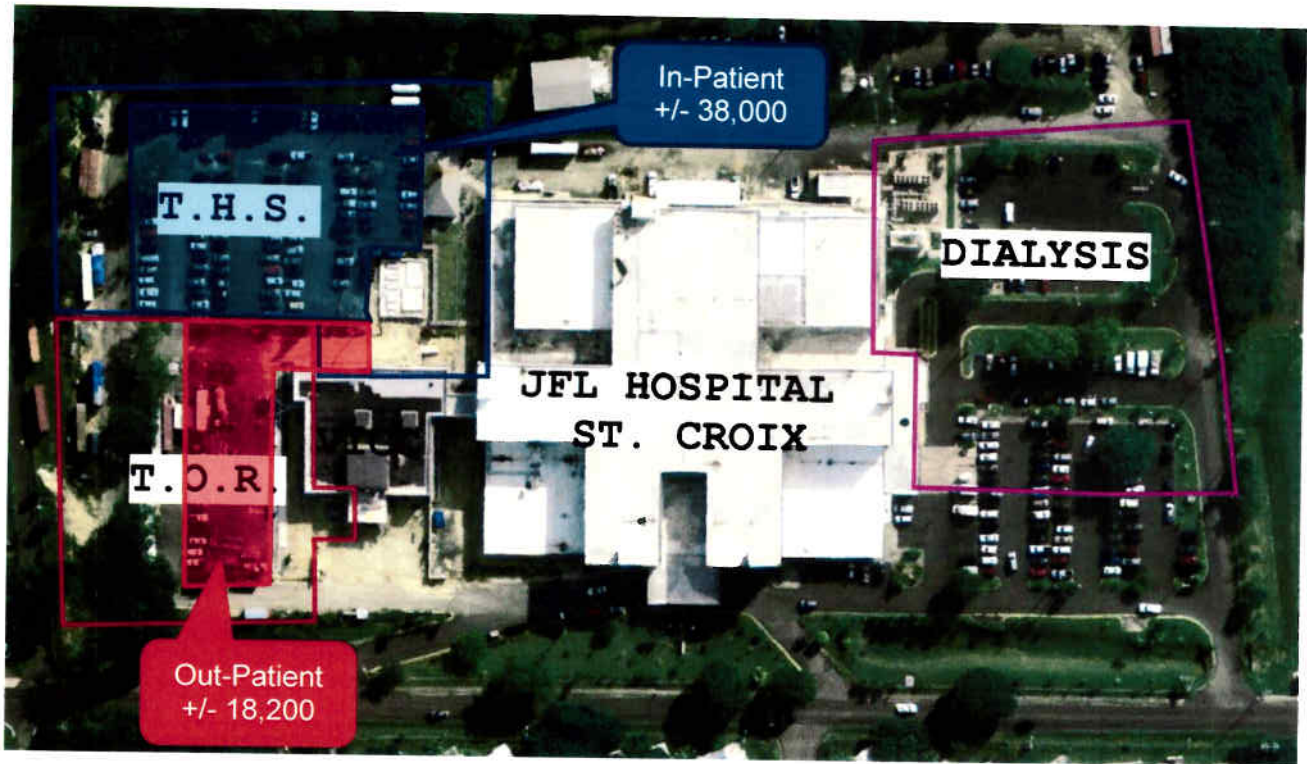
4.2 Quality Assurance: The Hospital will be responsible for performing Quality Assurance (QA) The Hospital will perform QA of the Contractor's performance under this contract. The Hospital will conduct QA inspections on all phases and types of work performed. The Hospital reserves the right to perform QA inspections at anytime.

5 Submittal Instructions:

Parties interested in responding to this RFP may submit their proposal in accordance with standard commercial practice (i.e. Quote form, letterhead, etc.) and must include the following information:

1. Company/organization name
2. Type of organization: (Corporation, Partnership, LLC, etc.)
3. Address
4. Names and Address of the Principals
5. Contact Person(s)
6. Contact Person(s) telephone and email address
7. Detailed cost proposal. Cost portion of proposal must be easily separated from technical portion of proposal.
8. Experience:
 - a. Provide a summary of prior corporate experience similar in scope.
 - b. List relevant experience of key personnel.
 - c. Provide litigation history.
9. Project Understanding and Approach. Present written and graphic information in sufficient detail so GJFLH can ascertain whether the vendor understands the scope and work requested.
10. Project Schedule from start to finish including fabrication or materials acquisition (if applicable), transportation, final delivery date, completion of set up, and turnover of complete and usable structures.
11. Provide floor plan and site plan to document the space usage for the required hospital areas and for the site space.
12. Submit three references for similar projects your company has completed within the last five years and contact information.

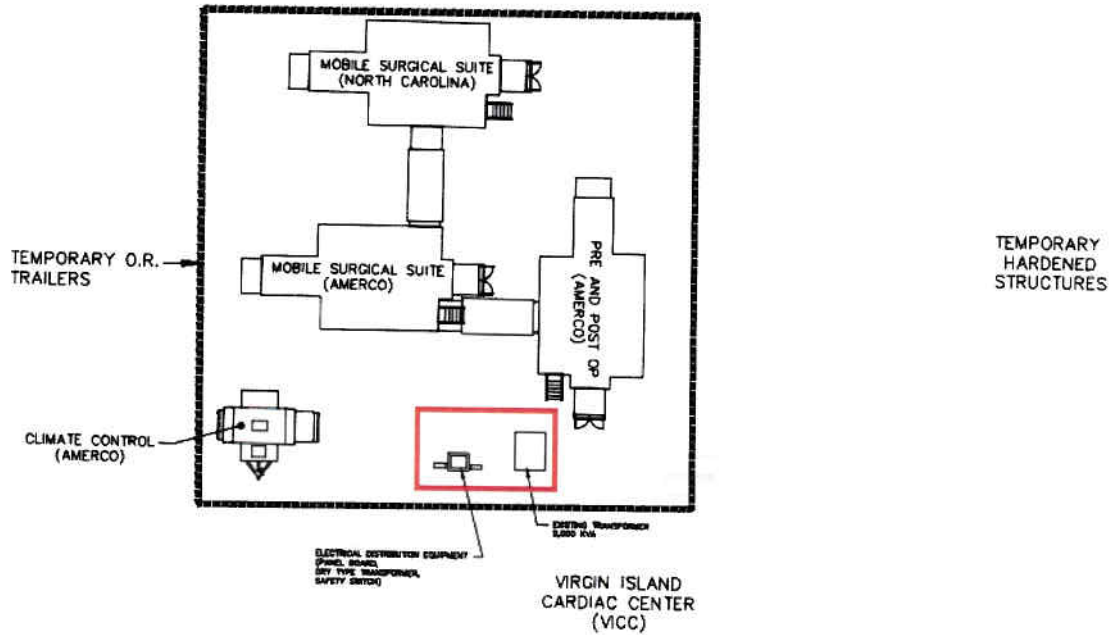
ATTACHMENT A-1
Governor Juan Luis Hospital and Medical Center, St Croix
Proposed Site Location



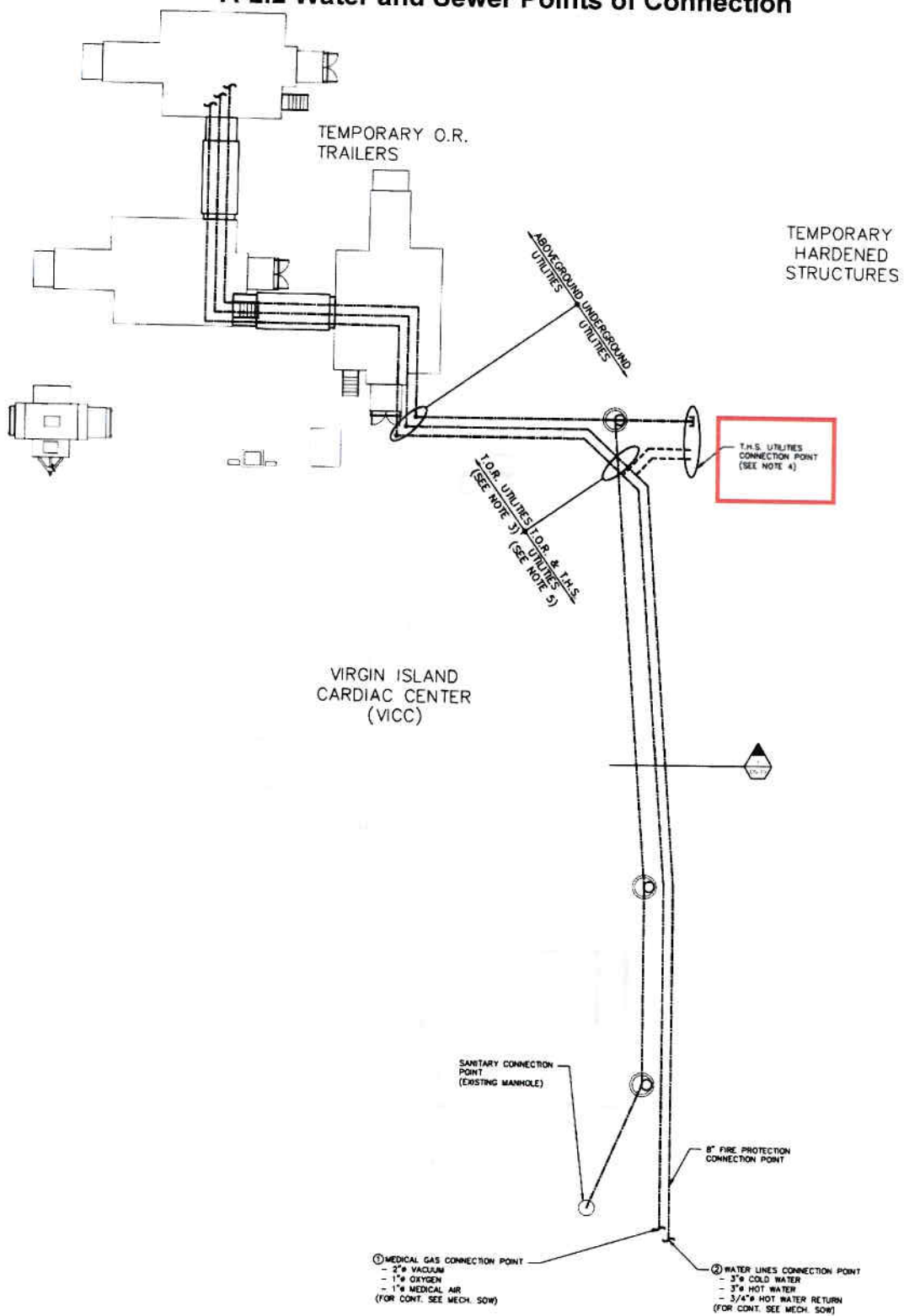
ATTACHMENT A-2

Governor Juan Luis Hospital and Medical Center, St Croix Proposed Location with Utilities

A-2.1 Electrical Points of Connection



A-2.2 Water and Sewer Points of Connection



ATTACHMENT B
Governor Juan Luis Hospital and Medical Center, St Croix
Facility Requirements

Patient Care Services

Services	Capacity Requirements	Unit Specific Needs (** in addition to basic patient care unit requirements outlined below)
Emergency Room Services	16 beds Behavioral Health Hold (3) (additional) Trauma Rooms (2) (Inclusive)	Isolation Rooms (one) Ambulance Bay
Fast Track Services	6 beds	
Emergency Department Waiting Room	20 seats, Triage room, Registration cubicle 1 preregistration cubicle	
Medical/ Surgical Unit	40 beds	Isolation room (2)
Progressive Care Unit/ ICU Unit	12 beds	Isolation room (2), cardiac monitoring capabilities, Life support equipment capabilities for ICU designated beds
Pediatric	4 beds	Isolation room (1)
Labor and Delivery	4 triage beds, 6 birthing beds	Fetal monitoring equipment
Post-Partum	12 bed unit (couplets)	
Neonatal Intensive Care Unit	4 beds	Life support equipment / critical lifesaving equipment capabilities
Operating Room	2 operating room suites in addition to mobile EMAC request for two operating rooms. (Total of four operating room suites required)	Anesthesia equipment, life support equipment capabilities, OR lighting capabilities, air exchange/pressure differential capabilities, supply storage rooms, temperature/ humidity controls, medical gas, C-arm capabilities, laser (special plugs) OR supply/ packs storage rooms, piped medical gas (air, suction, oxygen, nitrous oxide) Existing dimensions: OR suite: 22 ft. X 18 ft. 2 Supply room (22 ft. X 18 ft.) 2 Equipment room (22ft x 18 ft)
Operating Room Recovery Stations	4 beds	Life support equipment, monitoring capabilities, inline suction, oxygen

Pre Operative Stations	5 beds	Suction, oxygen and air capabilities, electrical outlets for portable equipment
Central Sterile	Decontamination (ultrasonic washer), Sterilization, Sorting & Packing (sterile), specialized sinks	Review layout and flow for central sterile, OR sterilization equipment capabilities, plumbing infrastructure
Endoscopy Services	Procedure room Recovery room (x2) Reprocessing room Equipment storage	Medical gas capabilities, equipment capabilities
Hemodialysis	19 stations	Reverse osmosis equipment capabilities, isolation room, medication room, treatment rooms, plumbing infrastructure, mixing room

Patient Care Units Requirements:

- Isolation rooms (total of 6)
- Medication room
- Supply room
- Clean utility room
- Soiled utility area
- Life safety features
- Inline/piped medical gas/suction capabilities
- Call lights
- Hand washing. Hand hygiene stations
- Toilets, showers, restroom contained within patient care areas
- Patient monitoring capabilities where specified
- HVAC support w/ environmental controls
- IT/Communication capabilities
- Security capabilities
- Nursing station
- Physician office / staff lounge

Ancillary Divisions

- Laboratory / Laboratory outpatient services
 - Scope of Services
 - Microbiology
 - Cytology/ Histology
 - Chemistry
 - Blood Bank
 - Hematology
 - Chemistry

- CBC
 - Urinalysis
 - Coagulation
- Radiology
 - Scope of Services
 - CT Scan
 - Ultrasound
 - X-Ray
 - Mammography
 - Bone Densitometry
- Pharmacy
 - Scope of services
 - Sterile compounding in IV Clean room
 - Compounding if non –sterile products
 - Bulk storage of medications
 - Omnicell restocking
 - Prepacking of liquid and solid dosage forms
 - Preparation of hazardous meds
 - Dispensing and storage of controlled substances
 - Maintenance of CDC Stockpile
 - Night cabinet for storage and dispensing of medications after hours
 - Storage of alcohol and flammable liquids
- Respiratory
- Physical Therapy
- Speech Therapy
- Cardiac Rehab

Support Services

- Dietary
- Laundry
- Facilities
- Biomedical support
- Logistical support (materials management)
- Security

Patient Access/ Finance Services (Office Space)

- Patient Registration
- Business Office
- Medical Records
- Accounting/ Payroll
- MIS
- Guest Relations (front desk/reception area)
- PBX