

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

**Request for Proposal – Negotiation
Professional Services**

To:

Date: May 28, 2018

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RFP No. 026-2018 (S)

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 **Thursday, June 14, 2018 @ 4:00 o'clock p.m.** Atlantic Standard Time.

DESCRIPTION OF WORK:

Project Monitors for debris removal projects on the Islands of St. Croix, U.S. Virgin Islands.

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 contractor/s or firm/s considered not less than three (3), in order of preference, **deemed to be most highly qualified to provide the services herein required.**

FACTORS FOR DISCUSSIONS

Selection criteria will include **(i)** Professional qualification, registration and general reputation of the contractor or firm; **(ii)** the extent to which the contractor or firm specializes in or has provided services of a scope similar to the hereunder; **(iii)** familiarity with the location (s) in which the service will be performed; **(iv)** capability of meeting project schedules.

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 contractor or firm.

Should the Commissioner be unable to negotiate a satisfactory contract with the contractor or firm considered to be the most qualified, at a price he determines to be fair and reasonable to the Government, negotiations with that contractor or firm will be formally terminated. Negotiations will then commence with the second most qualified, the third most qualified or additional contractors or 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-026-2018 (S) Project Monitors for debris removal projects on the Islands of St. Croix, U.S. 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.

Applicants are requested to submit proposals on the basis of the scope of work. 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, Dynell R. Williams** at dynell.williams@dpp.vi.gov.

B. STATEMENT OF PURPOSE

To assist the Government of the Virgin Islands in meeting the requirement for the following supply/service: **RFP-026-2018 (S) Project Monitors for debris removal projects on the islands of St. Croix, U.S. Virgin Islands.**

C. PROPOSE SCOPE OF WORK

See Attached.

D. TIMETABLE

1. Last day for request for written clarification will be **Tuesday, June 5, 2018 @ 12:00 noon** Atlantic Standard Time.

2. Proposals will be accepted at Department of Property & Procurement, no later than **Thursday, June 14, 2018 @ 4:00 p. m.** Atlantic Standard Time.

E. SUBMISSION OF PROPOSAL

All interested parties shall submit **one (1)** original and **four (4)** copy sets of proposals, which are to be delivered to the Department of Property and Procurement no later than **Thursday, June 14, 2018 @ 4:00 p. m.** Atlantic Standard Time.

They shall be addressed to:

Lloyd T. Bough, Jr.
Commissioner
Property & Procurement
3274 Estate Richmond
St. Croix, 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-026-2018 (S)

(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 **Deputy Commissioner of Procurement, Dynell R. Williams**. GVI will not respond to questions received after the above established date. 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. Organization:
 - a. Names of key personnel with experience of each and length of time in organization.
 - b. Number of staff available for project.
 - c. Copy of valid Business License.
 - d. Articles of Incorporation & Corporate Resolution, if applicable.
2. Outside consultants that will be retained for this project and percentage of work to be sub-contracted.

3. Project experience:
 - a. List of completed projects and estimated cost of each.
 - b. Current projects; scope; percentage completed to date and estimated cost of each.
4. Project References (minimum of 3)
5. Project Approach:
 - a. Describe how you will approach this project and availability to perform the service requested.

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

Bidders must submit hard copy of a valid Virgin Islands Business License. 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 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 AWARDED OF THE CONTRACT.**

Project Monitors Scope of Work

1. GENERAL

The purpose of this contract is to provide monitoring assistance of debris removal projects in the territory of the United States Virgin Islands which have been declared a disaster area by the Governor of the United States Virgin Islands.

The Project Manager shall provide all equipment and tools necessary to monitor progress on debris removal projects. The quantity of Project Monitors shall be determined by DPW. Work shall provide all equipment and tools necessary to monitor progress on debris removal projects. Work shall commence with twelve (12) hours of receipt of a job order. Work shall be performed in the United States Virgin Islands. Work shall be performed during the hours of 7:00a.m and 7:00 p.m., seven (7) days per week until all job orders are satisfactorily complete.

The Contractor shall monitor work environments and procedures to ensure the safety of the public and government personnel and property exposed to debris removal operations and activities.

2. EXECUTION

The Project Monitor shall coordinate all work through the Department of Public Works. Debris removal activities shall consist of cleaning and removing any and all "eligible" debris from the public grounds and public right-of-way (ROW) of streets and roads, as directed by the Contracting Officer's Representative (COR). The public right of way is defined for the purposed of this contract as the area within fifteen feet from the edge of pavement or the area up to a permanent barrier such as retaining a wall. Debris removal work will include 1) examining debris to determine whether or not debris is eligible; 2) mulching biodegradable woody debris located on the federal-aid-highways and public grounds; 4) hauling all non-hazardous debris to an approved dumpsite; and 5) dumping the debris at the dumpsite. Ineligible debris will not be loaded, hauled, or dumped under this contract.

Debris removal shall include all eligible debris found on the ROW within the area designated by the COR. The COR may specify any eligible debris within the ROW which should not be removed, or which should be removed at a later time. The Contractor shall make as many passes through the designated work area to another designated work area without prior approval from the COR. Any eligible debris, such as fallen trees, which extends onto the ROW from the private property shall be cut at the point where it enters the ROW, and that part of the debris which lies within the ROW shall be removed. The Contractor shall not enter onto private property during the performance of this contract.

The Contractor shall conduct the work so as not to interfere with the disaster response and recovery activities of federal and local governments or agencies, or of any public utilities. All work shall be accomplished in a safe manner.

3. LOAD TICKETS

"Load tickets" will be used for recording volumes of debris removal. Each ticket will contain the following information:

- A. Ticket number
- B. Contractor Name
- C. Contract Number
- D. Date
- E. Site Departure Time
- F. Site Monitor Name
- G. Dump Arrival Time
- H. Dump Arrival Name
- I. Debris Classification
- J. Debris Quantity in cubic yards
- K. Vehicle tag number

It is the responsibility of the Project Monitor to issue "load tickets" at the debris removal site prior to departure from the loading site. The Project Monitor will keep one copy of the ticket, and give two copies to the vehicle operator. Upon arrival at the dumpsite, the vehicle operator will give the two copies to another Project Monitor at the dumpsite. The Project Monitor will validate the ticket, retain one copy and give one copy to driver for the Contractor's records.

The Project Monitor must ensure that dump trucks depart from the debris site with a full load of separated debris covered in a manner to prevent dumping debris on the roadway.

4. DEBRIS CLASSIFICATION

Eligible Debris. Debris that is within the scope of this contract falls under three possible classifications Biodegradable, Non-Biodegradable and Metal. Debris that is classified Hazardous or Toxic is not to be transported by this contract.

Biodegradable Debris. Biodegradable debris includes all biodegradable matter except that included in the following definitions of other categories of debris. It includes, but is not limited to, damaged and disturbed trees; bushes and shrubs; broken, partially broken and severed tree limbs; untreated structural timber; untreated wood products; and brush.

Non-Biodegradable. Non-Biodegradable debris includes, but is not limited to, treated timber; plastic; glass; rubber products; sheet rock; cloth items; non-wood building materials; uncontaminated soil carpeting.

Metal Debris. Metal debris includes, but is not limited to, metal products (i.e. Mobile Trailer parts, Household appliances (White Metal), and similar items); and roofing materials.

Hazardous Toxic Waste (HTW). Hazardous or toxic materials or waste such as petroleum products, paint products, asbestos, electrical transformers, and known or suspected hazardous materials shall be removed by others. Coordination for hazardous debris removal is the responsibility of the Government

5. REPORTING

The Project Monitor shall submit a report to the COR at the end of each day. Each report shall contain, at a minimum, the following information:

- A. Contractor's Name
- B. Contract Number
- C. Location of work assignment area
- D. Date and time dump trucks (identified by vehicle tag number) departed assignment area for the debris dumpsite
- E. Daily and cumulative loads of debris by category (biodegradable, non-biodegradable, or hazardous debris)

6. PAYMENT

Payment for monitoring projects will be based on hourly rate. Contractor is instructed to submit bi-weekly detailed invoices that must include, but is not limited to, the contract number; the contract amount; the amount to be paid to the Contractor; the amount previously paid the Contractor (if applicable); the balance due the Contractor; the period for which services were rendered; days worked; number of units serviced; and number and title of personnel.

7. OTHER CONTRACTS

The Government reserves the right to issue other contracts or direct other Project Monitors to work within the area included in this contract.

BID SCHEDULE Project Monitors

BID SCHEDULE					
ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL AMOUNT
001.	Project Monitor rate, including use of vehicle	24	Hrs		
TOTAL:					

Company Name: _____

Company Physical Address: _____

NOTE: Quantities listed above are for bid evaluation purposes only.

Debris Removal Monitor Report

Monitor: _____

Date: _____

Contractor: _____

Sector: _____

[illegible]

Debris Removal Monitor Report

Accident Report:

Names & telephone numbers of individuals involved:

Names & telephone numbers of witnesses:

Describe what, when, where and how the incident occurred: