

GOVERNMENT OF
THE VIRGIN ISLANDS OF THE UNITED STATES

Request for Proposal - Negotiation
PROFESSIONAL SERVICES

To: Date: August 20, 2018
..... RFP-033-C-2018 (Professional)

Pursuant to 31 V. I. C. § 239 (a) (4) and the Rules and Regulations thereunder issued, the Government of the Virgin Islands, Property and Procurement, will receive proposals for the work described below. Proposals will be received until **Monday, September 10, 2018 at 4:00 P.M.**

DESCRIPTION OF WORK

The Government of the Virgin Islands, Department of Property and Procurement is requesting proposals from qualified contractors for the following services: **RFP-033-C-2018 (P) for the Engineering Design Services for Temporary Parking Lot near Future Harwood Modular Campus, St. Croix.**

SCOPE OF SERVICES: 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 the most highly qualified to provide the services herein required.** Discussions will be conducted successively and severally with the firms or persons so selected regarding the anticipated concepts and the relative utility of alternative methods of approach for furnishing the services hereunder.

FACTORS FOR DISCUSSIONS:

Selection criteria will include (i.) Professional qualifications, registration and general reputation of the principals of the firm; (ii) the extent to which the firm or person specialized in or has designed project of a type and scope similar to that hereunder; (iii) familiarity with the area in which the project is to be located; (iv) capability of meeting schedules; and (v) quality of performances on other projects.

NEGOTIATION:

The Selection Committee shall recommend to the Commissioner **the highest qualified firm or persons with whom a contract shall be negotiated.** The Commissioner, with the assistance of the Selection Committee shall negotiate a contract with such firm or person.

Should the Commissioner be unable to negotiate a satisfactory contract with the firm considered to be the most qualified, at a price he determines to be fair and reasonable to the Government, negotiations with that firm will be formally terminated? Negotiations will then be commenced with the second most qualified, the third most qualified or additional firms, in order of preference and their competence and qualification, and shall continue until an agreement is reached.

Lloyd T. Bough Jr.
Commissioner
Property and Procurement

INSTRUCTION TO PROPOSERS

A. NOTICE

This project is for, the following services: **RFP-033-C-2018 (P) for the Engineering Design Services for Temporary Parking Lot near Future Harwood Modular Campus, St. Croix.**

Information provided in the scope of work is to be used only for purposes of preparing a proposal. It is further expected that each bidder will read the scope of work with care, for failure to meet certain specified conditions may invalidate the proposal.

The Government of the Virgin Islands, hereinafter 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 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 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

This project has been addressed to assist the Government of the Virgin Islands in meeting The need for the following services: **RFP-033-C-2018 (P) for the Engineering Design Services for Temporary Parking Lot near Future Harwood Modular Campus, St. Croix.**

C. PROPOSED SCOPE OF WORK

SEE ATTACHED

D. TIMETABLE.

1. Proposals will be accepted at the Department of Property and Procurement, no later than **Monday, September 10, 2018 at 4:00 P.M.**
2. Last Day for request for written clarification question will be: **Friday, August 31, 2018 at 4:00 P.M.**

E. SUBMISSION OF PROPOSAL

All interested parties shall submit five (5) sets of proposals (one (1) original and four (4) copies), which are to be delivered to the Department of Property and Procurement during normal business hours, no later than Monday, September 10, 2018 at 4:00 P.M.

They shall be addressed to:

Lloyd T. Bough Jr.
Commissioner
Department of Property and Procurement
#3274 Estate Richmond, Christiansted
St. Croix, U.S. Virgin Islands 00820-4200

The sealed envelope containing the proposal must have the following information written on the outside of the envelope:

SEALED PROPOSALS - DO NOT OPEN

RFP-033-C-2018(P)

(Name of Offeror)

(Mailing Address of Offeror)

(Telephone Number of Offeror)

(Fax Number of Offeror)

Where proposals are sent by mail, the bidder shall be responsible for their delivery to the Department of Property and 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 or cancel or modify his proposal, except at the request of GVI after having been notified that said proposal has been accepted by GVI.

G. INTERPRETATION OF SPECIFICATIONS

If any person contemplating submitting a proposal requires clarification of any part of the scope of work, he/she may submit to the GVI a written request for an interpretation thereof to the **Deputy Commissioner of Procurement, Dynell R. Williams**. GVI will not respond to questions received after the above-established date. The person submitting the request will be responsible for its prompt delivery. Any interpretation of the scope of work will be made in writing to all prospective providers. Oral explanations will not be binding.

H. CONSIDERATION OF PROPOSAL

The Commissioner of Property and Procurement shall represent and act for GVI in all matters pertaining to the scope of work and contract in conjunction therewith. **This RFP does not commit GVI to the award of a contract, nor pay any cost incurred in the preparation and submission of proposals in anticipation of a contract. GVI reserves the right to reject any or all proposals and to disregard any informality and/or irregularity in the proposal when, in its opinion, the best interest of GVI will be served by such action.** Proposals failing to provide some of the items in the scope of work shall not be rejected per se, but any deviations from the scope must be clearly noted.

I. ACCEPTANCE OF PROPOSALS

GVI will notify in writing acceptance of one of the proposals. Failure to provide any supplementary documentation to comply with the vendor's proposal may be grounds for disqualification.

J. CONTENTS OF PROPOSAL

The following is a list of information to be included in the written proposal. Failure to comply with all the requirements as outlined may disqualify the applicant.

1. Introductory letter about the applicant:
 - a. Firm Name, address, fax and telephone
 - b. Type of service for which Firm is qualified.
2. Organization:
 - a. Names of Principals of Firm
 - b. Names of key personnel with experience of each and length of time in organization.
 - c. Number of staff available for assignment. (Local & Off-Territory)

- d. Copy of Article of Incorporation
 - e. Copy of Certificate of Resolution
 - f. Copy of Valid Business License
 - g. Copy of Certificate of Good Standing
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 of similar type and estimated cost of each.
 - b. Current projects underway; scope; percentage completed to date and estimated cost of each.
 5. Project References: (including a notarized written consent from the authorized representative which must include: name; telephone number; email address and facsimile number).
 6. Project Approach:
 - a. Describe how you will approach this project and availability to perform the services requested.
 7. **Cost: The Cost Proposal must be submitted in a separate sealed envelope.**

K. CONFLICT OF INTEREST

A bidder 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 similar business in the Virgin Islands. Bidders must submit hard copy of a valid V. I. Business license within ten (10) working days after award.

All Bidders bidding as Joint Ventures that do business in the Virgin Islands 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. Offeror must provide public liability insurance with ten (10) working days after award.
2. **WORKERS' COMPENSATION:** Within ten (10) working days after award of project the successful offeror must submit a copy of their certificate providing that his firm and his agents are covered by Workers Compensation Employee's Liability.

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

N. REQUIREMENTS FOR CORPORATIONS:

1. ARTICLES OF INCORPORATION
2. CERTIFICATE OF CORPORATE RESOLUTION
3. CERTIFICATE OF GOOD STANDING

THESE WILL BE REQUIRED PRIOR TO AWARD OF CONTRACT.

REQUEST FOR PROPOSALS

August 3, 2018

Project Title: Engineering Design Services for St. Croix
Temporary Parking Lot near Future Harwood Modular Campus

Client/Owner: Government of the Virgin Islands of the United States
Department of Health

INTRODUCTION

The Territory of the Virgin Islands of the United States is comprised of the Islands of the St. Thomas, St. John, St. Croix and Water Island. The Department of Health functions as both the state regulatory agency and the territorial public health agency for the U.S. Virgin Islands. As set forth by the Virgin Islands Code, Titles 3 and 19, the Department of Health (DOH) has direct responsibility for conducting programs of preventive medicine, including special programs in Maternal and Child Health, Family Planning, Environmental Sanitation, Mental Health, and Drug and Substance Abuse Prevention. DOH also is responsible for health promotion and protection, regulation of health care providers and facilities, and policy development and planning, as well as maintaining the vital statistics for the population. The Department of Property and Procurement is the contracting agency for the government.

SERVICES REQUIRED

The services required under this contract will include providing personnel and equipment for geo-technical engineering, surveying, measured drawings, and engineering design services for the construction of a temporary parking lot capable of functioning three years in durations per FEMA eligibility criterion.

Payments for the services will be based on a Lump Sum Fixed Fee negotiated competitively. Attached for your use is a preliminary satellite image with sketch performed in conjunction with FEMA.

PROJECT

The subject property is located behind the Charles Harwood Health Center and Clinic; St. Croix, USVI. The attached map indicates the location of the Harwood Modular Campus (being constructed by FEMA through US Army Corp of Engineer Mission Assignment). The intent of the project is to construct a temporary gravel parking lot to remain robust and functional for the anticipated three year duration of the use of the modular campus.

SCOPE OF WORK

The scope of work for the project involves the preparation of plans, specifications, and cost estimate for the proposed parking lot. The selected firm's scope includes review and comments validating the FEMA scope of work with respect the assembly included in the awarded grant from FEMA. In the event that the FEMA scope is determined to be inadequate, the selected firm shall provide engineering reports and relevant codes and standards to support a request to FEMA for reconsideration.

PROJECT INTENT

The intent of the project is to construct a temporary gravel parking lot to remain robust and functional for the anticipated three year duration of the use of the modular campus. The FEMA approved scope of work contemplates a parking area approximately (460 feet x 98 feet or 45,276 SF).

DESIGN STANDARDS

- International Building Code latest addition
- Public Assistance Program and Policy Guide V3

TASKS TO BE ACCOMPLISHED

- A. Conduct geotechnical survey to determine site characteristics to support parking lot with 3 year life
- B. Provide detailed site drawings showing drainage
- C. Development of project specifications
- D. Finalize design and prepare final PS&E package, including all bid documents for submittal to DPNR
- E. Identify required permits, prepare applications and follow through to issuance of permits.
- F. Consultant also shall submit final Plans, Specifications and Engineers Estimate on electronic file. (Microsoft Office suite, PDF format, Auto CAD DWG file of base drawings and related as requested.)
- G. Construction Administration and Close-out.

PROJECT TIMELINE

- * The selected firm shall complete the survey and preliminary design for Department of Health and FEMA review within 7 working days of award
- * The bid package shall be available for advertising within 10 working days of award.

CONDITIONS OF PROPOSAL

The proposal shall be submitted in two (2) sealed envelopes.

1. Envelope #1 shall consist of:

A. A QUALIFICATION STATEMENT which should contain the following:

1. Firm name, address telephone and fax number.
2. Year established and any former names.
3. Types of services for which firm is qualified.
4. Names of Principals of firms and States which they are registered.
5. Names of key personnel who will be assigned to this project and their resumes of education and experience
6. Subconsultants proposed for this assignment and their qualifications.
7. Current workload: Scope, cost, percent completed; both prime contracts and major subcontracts.
8. Narrative description of your approach to project, your schedule and any unusual aspects or problems you foresee with this project.
9. Conflict of interest disclosure.

Statement to read:

"I certify that I have no present conflict of interest, that I have no knowledge of any conflict of interest that my firm may have, and that I will recuse myself from any capacity of decision making, approval, disapproval, or recommendation of any contract if I have conflict of interest or a potential conflict of interest. Consultants are expected to safeguard their ability to make objective, fair, and impartial decisions when performing work for the Department and therefore may not accept benefits of any sort under circumstances in which it could be inferred by a reasonable observer that the benefit was intended to influence a pending or future decision of theirs, or to reward a past decision. Consultants performing work for the Department should avoid any conduct (whether in the context of business, financial, or social relationships which might undermine the public trust, whether or not that conduct is unethical or lends itself to the appearance of ethical impropriety. I realize that if I am involved in the development of a specification / scope of work or the development of selection criteria to be used for evaluation in a procurement of a commodity/service, my firm cannot compete in that procurement. I realize that violation of the above mentioned standards could result in the termination of my Work for the Department."

Print Name

Signature

B An IMPLEMENTATION APPROACH which should contain at least the following:

1. A narrative description of your approach to this project, including a detailed description of the phases and sequence of work proposed and who will perform them. If sub-consultants will perform them. If sub-consultants will be used, specify the number of professional hours and task that they will perform.
2. The anticipated schedule and interim products.
3. Any unusual aspects or problems you foresee with the project
4. It is expected that the work schedule being proposed to be completed in two weeks or less.

II.. Envelope # 2 shall consist of:

- A. Price Proposal which should contain at est the following:
 1. A lump sum cost and duration for each task
 2. Your professional and support staff proposed hourly and overhead rates.

After the Proposals have been evaluated, the highest rated firm will be selected and the submitted price proposal will be opened for review and evaluation.

EACH PROPOSER IS ASKED TO SUBMIT FIVE (5) COPIES OF THEIR PROPOSAL ENTITLED:

PROPOSAL FOR ENGINEERING DESIGN SERVICES FOR ST. CROIX TEMPORARY PARKING LOT NEAR FUTURE HARWOOD MODULAR CAMPUS

RFP NO. _____

TO
GOVERNMENT OF THE VIRGIN ISLANDS OF THE UNITED STATES
DEPARTMENT OF PROPERTY AND PROCUREMENT
BUILDING NO. 1 SUB BASE THIRD FLOOR
ST. THOMAS, U.S.V.I.00802