

GOVERNMENT OF
THE VIRGIN ISLANDS OF THE UNITED STATES

Request for Proposal - Negotiation
PROFESSIONAL SERVICES

To: Date: August 22, 2018
..... RFP-034-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 **Friday, September 7, 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-034-C-2018 (P) for the Demolition and Debris Removal for the Eulalie Rivera Elementary School on the Island of 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-034-C-2018 (P) for the Demolition and Debris Removal for the Eulalie Rivera Elementary School on the Island of 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-034-C-2018 (P) for the Demolition and Debris Removal for the Eulalie Rivera Elementary School on the Island of 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 **Friday, September 7, 2018 at 4:00 P.M.**
2. Last Day for request for written clarification question will be: **Thursday, August 30, 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 Friday, September 7, 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:

<p>SEALED PROPOSALS - DO NOT OPEN</p> <p>RFP-034 -C-2018(P) (Name of Offeror) (Mailing Address of Offeror) (Telephone Number of Offeror) (Fax Number of Offeror)</p>

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 AWARDED 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.

1834 Kongens Gade
St. Thomas, U.S. Virgin Islands 00802-6746



THE VIRGIN ISLANDS DEPARTMENT OF **EDUCATION**

**REQUEST FOR PROPOSAL (RFP)
FOR
DEMOLITION OF BUILDINGS 10 AND 11
AT
EULALIE RIVERA ELEMENTARY SCHOOL
in the St. Croix School District**

I. GENERAL INFORMATION

A. INTRODUCTION

The purpose of this Request for Proposal (RFP) is to solicit quotations from contractors qualified and experienced in the demolition of single story buildings.

Two (2) kindergarten buildings on the Eulalie Rivera Elementary School campus on the island of St. Croix sustained major damage during Hurricane Maria. Due to existing life safety issues that may impact the school, to include its students and teachers, the buildings require demolition and removal from the campus prior to the commencement of the incoming 2018-2019 School Year.

The successful contractor will be required to provide all labor, supervision, tools, equipment, and materials to execute the work.

B. PROJECT SCOPE

Two damaged buildings and all their contents will require demolition and thereafter all materials & refuse shall be disposed of as required under the laws of the U.S. Virgin Islands. The walls and roofs consist of metal sandwich panels (rigid corrugated cardboard insulation layer).

Building Dimensions:

Building #10: 30'-9" x 235'-0" (single story)

Building #11: 30'-9" x 146'-9" (single story)

Demolition Scope: The following items shall be removed and hauled away:

- Building structures not including existing concrete slabs and foundations
- All contents inside the buildings or attached to the slab or foundations
- Floor tile or other existing floor coverings

The selected Contractor shall prepare all documents and drawings required to obtain a Demolition Permit from the Virgin Islands Department of Planning and Natural Resources. The cost of the drawings and permit shall be borne by the Contractor. All hauling and tipping fees shall be included in the bid price.

The concrete foundations and slabs shall not be removed as part of this scope of work. However, please be sure to level & cap all electrical, water, sanitary piping that exist in the slab leaving the slab free and clear of any trip hazards.

C. BACKGROUND AND ADMINISTRATIVE STRUCTURE

DEPARTMENT OF EDUCATION

The Commissioner of Education, Honorable Sharon A. McCollum, Ph.D, heads the Virgin Islands Department of Education, including the Virgin Islands Public School System. The Territory of the United States Virgin Islands has two (2) school districts – the St. Thomas-St. John school district and the St.

Croix school district. The day-to-day operations of each school district are managed by a resident Insular Superintendent. The following contains additional information concerning the two (2) school districts:

ST. THOMAS/ST. JOHN SCHOOL DISTRICT	Number
Schools	14
Elementary Schools	9
Middle Schools	2
Junior High School	1
High Schools	2
Programs	3
Day Adult Program	1
Skill Center	1
Alternative Ed Program	1
Total Schools and Programs	17
Number of Students	5,054
ST. CROIX SCHOOL DISTRICT	
Schools	13
Elementary Schools	8
High Schools	2
Junior High	3
Programs	3
Adult Ed	1
Alternative Ed	1
Career and Technical Ed	1
Total Schools and Programs	16
Number of Students	5,293
<u>BOTH DISTRICTS</u>	
TOTAL NUMBER OF REGULAR K-12 SCHOOLS	27
TOTAL NUMBER OF PROGRAMS	6
TOTAL NUMBER OF STUDENTS	10,347
TOTAL NUMBER OF TEACHERS/ADMINISTRATORS	1,203

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

DEPARTMENT OF PROPERTY AND PROCURMENT

The Office of the Commissioner of Property & Procurement is designated and will serve as the VIDE liaison on this project. Honorable Lloyd T. Bough, Jr., Commissioner of the Department of Property and Procurement (DPP), and other personnel at DPP, will manage the bidding, negotiation, and contractual processes. VIDE's Office of the Commissioner will serve as the liaison between the selected contractor and agencies of the Virgin Islands Government in contract preparation.

The Contact Persons for this RFP are:

Primary: The Honorable Lloyd T. Bough, Jr.,
Commissioner of the Department of Property & Procurement
Email: lloyd.bough@dpp.vi.gov

D. CONTRACT TYPE

The contract awarded under this RFP will be a GVI Construction Contract. No payments in advance or in anticipation of services or supplies to be provided under the contract will be made by the Government.

F. CONTRACT TERMS

The term of the contract awarded under this RFP shall be for a period ending September 4, 2018.

G. PROPOSAL GUIDELINES

1. A contract shall be negotiated with a Proposer deemed to be the most qualified and responsive to this solicitation. Such a Proposer is one of which has financial, technical, and other resources that indicate an ability to perform the services required by this solicitation.
2. Requests are typically advertised for 30 days but, due to exigency circumstances, the timeline has been compressed. A pre-bid conference date may take place early in the advertisement period, at Department of Property & Procurement's discretion in collaboration with VIDE.
3. The Government of the Virgin Islands is not liable for any cost incurred by the Bidder regarding preparation of this RFP
4. The Government's officers, employees, or agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from successful Bidders or potential vendors of any kind regarding this RFP. To the extent permissible under Local and Federal Laws, rules, or regulations, not adhering to said standards shall be grounds for appropriate penalties, sanctions, or other disciplinary actions to be firmly applied for any violations of such standards.
5. The selected Proposer shall be responsible for paying all applicable taxes and fees, including but not limited to, excise tax, local income tax, and payroll and withholding taxes for its employees. The selected Bidder shall hold the Government of the Virgin Islands harmless for any and all claims arising from payment of such taxes and fees.
6. The selected Proposer shall obtain and post as required, all licenses, insurances, permits, and certificates as required by federal and local laws, rules and regulations, and policies.

II. PROPOSAL DETAILS

PROPOSAL FORMAT AND CONTENT

In addition to the information required by other components of this RFP package, each proposal must contain the following information which will form the basis of the evaluation for each Proposer:

Part I: Firm General Qualifications

- 1) Company Name, Address, Phone
- 2) Names of Principals and Key Executives
- 3) Number and Types of Employees
- 4) List of Active Projects
- 5) Project References – Three references with details

Part II: Project Execution Plan

- 1) Resources
 - a. Project Management Staff – experience, numbers
 - b. Supervisory Staff – experience
 - c. Direct Labor – numbers and types of workers
 - d. Subcontractors – who, trade, staff size, percentage of work
- 2) Schedule – provide an overall project schedule

Part III: Cost Proposal: A lump sum service cost shall be provided with the following component costs listed:

1. Preparation of Permitting documents and all Permit Fees;
2. Demolition activity costs;
3. Debris removal and hauling costs;
4. Tipping/disposal fees (if any);
5. General conditions; and
6. Overhead and profit.

PROPOSAL EVALUATION

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

Proposal must provide all information outlined in this RFP to be considered responsive. Proposals will be evaluated based on the responsiveness of the Proposal information to the evaluation factors, which will demonstrate the Proposer's understanding of the evaluation factors and capacity to perform the required services for this Request for Proposal.

III. NON-PERFORMANCE BY SELECTED CONTRACTOR

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

IV. CONTRACTUAL REQUIREMENTS

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

- (1) Certificate of Resolution, as to the authorized negotiator and signer of a contract.
- (2) Current Virgin Islands Business License (General Construction) issued to the legal name of record of the entity by the Government of the Virgin Islands, Department of Licensing and Consumer Affairs; and if applicable, copy of current business license issued by state, city or county in which the foreign corporation is operating.
- (3) One (1) current original Certificate(s) of Good Standing/Existence, in legal name of the Contractor by the Virgin Islands Office of the Lt. Governor, Division of Corporations and Trademarks; and if company is not locally formed, an original Certificate of Good Standing, Certificate of Existence, or Certificate of Status from the state of registration.
- (4) Certificate of Issuance or Renewal of Trade Name issued by the Virgin Islands Office of the Lt. Governor, Division of Corporations and Trademarks, if applicable.
- (5) Articles of Incorporation or Organization, as applicable; or documents governing operation.
- (6) Certificate of Liability Insurance indicating proof of coverage of Professional Liability Insurance and General Liability/Public Liability Insurance - each of no less than [One Million Dollars and Zero Cents (\$1,000,000.00)] for any one occurrence. The Contractor must provide a Certificate of Liability Insurance and Declaration/Endorsement pages that indicating that the Government of the Virgin Islands, Department of Education, is as "certificate holder" and an "additional insured" on the General Liability/Public Liability Insurance. The Professional Liability Insurance must cover the services to be provided under the contract.
- (7) Certificate of Government Insurance/Copy of Certificate providing firm/agents are covered by Workers' Compensation Employee's Liability.
- (8) In compliance to Title 31 of the Virgin Islands Code, a Bid Bond based on 5% of the Bid Amount shall apply and be provided with Bid Proposal. And, a 100% Performance & Payment Bond shall be required for execution of the Contract.

Notes:

- 1) Please note the above-referenced documents are subject to modification at the Government's discretion.
- 2) Any silence, absence, or omission from the contract specifications concerning any point shall be regarded as meaning that only the best commercial practices are to prevail.
- 3) All contractual documents including insurance certificates/policies must be kept updated and maintained throughout the term of the contract