

FILE: VITEMA



OFFICE OF
THE COMMISSIONER

GOVERNMENT OF
THE VIRGIN ISLANDS OF THE UNITED STATES

PUBLIC WORKS DEPARTMENT
8244 SUB BASE
ST. THOMAS, V.I. 00802-5805

TEL:

FAX:

December 11, 2008

The Honorable Julito Francis
Director, Administration & Finance
Virgin Islands Public Finance Authority
No. 3233 Kongens Gade
St. Thomas, US Virgin Islands

Dear Director Francis:

As the Territorial Capital Improvement Program (CIP) Administrator, I transmit this correspondence on behalf of the Virgin Islands Emergency Management Agency (VITEMA) to officially request your Agency's direct assistance in the preparation and processing of a Request for Qualifications (RFQ) to include the required advertising in the customary news medias to procure Construction Services for the future New VITEMA Headquarters for the District of St. Thomas.

Construction Services sought here shall include, but not be limited to, the renovation and conversion of an existing building to create approximately 15,000 square feet on three floors. Additionally, these services shall also include exterior modifications such as, but not limited to, parking, security and storm-water drainage improvements. This fast-tracked construction project will begin prior to full completion of the design process and is scheduled to be completed in six (6) months within our current Construction Budget established at \$2 million dollars.

The selected Contractor will serve as an integral part of the Project Team and will provide the professional services requested by the Government and the Project Architect during the preconstruction phase of the project. When the Project Team has established this Project's negotiated Lump Sum Price (LSP), an A.I.A. formatted but modified A101 Contract to include an A.I.A. formatted but modified A201 for the required General Conditions to the Contract will be expeditiously executed and the Contractor will be given a Notice to Proceed to commence the work.

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The Honorable Julito Francis
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In conclusion, based on the method of approach detailed above, it is in the very best interest of the Government of the Virgin Islands to move forward in advertising an RFQ to secure formal presentations for the requested Construction Services required by the Virgin Islands Emergency Management Agency. And, I look forward to your Agency's expeditious assistance in the preparation, processing and negotiation of said RFQ in coordination with my Department and on behalf of the Virgin Islands Emergency Management Agency.

As always, I do thank you for your usual support and collaboration.

Respectfully,



Darryl A. Smalls, [REDACTED]
Commissioner

DS/JGB/jb



Attachment: 1) RFQ Advertisement
2) PFQ Requirement Package

cc: The Honorable Mark A. Walters
VITEMA State Director

The Honorable Lynn Millin-Maduro, Esq.
Commissioner of Property & Procurement

✓ Jaredian Design Group, LLC
Project Architect



V · I · P · F · A

VIRGIN ISLANDS PUBLIC FINANCE AUTHORITY

Request for Qualifications

The Virgin Islands Public Finance Authority (PFA) in collaboration with the Department of Public Works (DPW) and the Virgin Islands Emergency Management Agency (VITEMA) hereby announces this Request for Qualifications (RFQ) to secure the most experienced & skilled Construction Firm for the Development of the future new VITEMA Headquarters for the District of St. Thomas, VI.

To be considered, sealed Qualifications in Quintuplicate (5) will be received by PFA located at No. 32-33 Kongens Gade, St. Thomas, VI until 10:00 o'clock a.m. Atlantic Standard Time, Tuesday, December 30, 2008.

The RFQ Requirement Packages for interested A/E Firms that includes this Public Notice, Instructions and Elements Required for the Statement of Qualifications can be picked up at no cost at the PFA Office on STT.

If further clarifications are required, please contact Julito Francis, Director of Finance & Administration at Fax No. [REDACTED] And note herewith that no Telephone Inquires will be accepted.

**REQUEST FOR QUALIFICATIONS
THE NEW VIRGIN ISLANDS EMERGENCY MANAGEMENT AGENCY HEADQUARTERS, ST. THOMAS
THE RFQ REQUIREMENT PACKAGE**

SECTION 1 – GENERAL INFORMATION

A. Introduction

The executive administration of Governor John P deJongh Jr., Chairman, Virgin Islands Public Finance Authority, Number 32-33 Kongens Gade, St. Thomas, U.S. Virgin Islands 00802, intends to employ a General Contractor for the renovation/construction of a new Headquarters Facility for the Virgin Islands Territorial Emergency Management Agency (VITEMA). General Contracting firms interested in being considered for this Contract are invited to submit a proposal.

The project is to renovate an existing building and convert it into a state of the art facility for VITEMA. The project will consist of interior renovations to create approximately 15,000 square feet of space on three floors. The work will also include modifications to the site for parking, security, and storm drainage. The construction schedule for this project is six months. The project is to be built on a fast track basis so the selected contractor will be required to start construction before the design process is completed. The current construction budget is estimated at \$2,000,000.00.

B. Project Team Approach

The selected Contractor will provide services as requested by the Owner and Architect/Engineer (A/E), during the preconstruction phase of the project. The Contractor will serve as an integral part of the Project Team to provide general construction expertise including, but not limited to, knowledge of construction means and methods, knowledge of materials and placement methods, and skilled trade considerations. Services related to preconstruction phase activities will include cost estimating, guaranteed maximum price development, project scheduling, construction packaging and phasing, permitting/process planning and coordination, subcontractor/vendor solicitation and pre-qualification, and value engineering.

The Contractor will work with the Project Team to prepare a Lump Sum Price (LSP) and, upon agreement with the Owner, will enter into a Lump Sum Price Contract for the actual construction of the project. The basis of this agreement will be an Owner modified version of the A.I.A. Document A201, General Conditions of the Contract for Construction and AIA Documents A101-1997, Construction Contract between Owner and Contractor.

At the conclusion of the Design Development phase by the A/E, the Contractor will be required to develop a cost estimate for the Project and provide a LSP based upon documentation available at the time, including drawings and descriptive specifications prepared by the A/E. Upon acceptance of the LSP by the Owner, the Contractor and Owner will execute the contract documents and the contractor will be given a Notice To Proceed to start work on the project,

Following is a summary of basic services the Contractor to include, but not be limited to:

1. Preconstruction estimating, scheduling and constructability reviews, working as a member of a Project Team with the Owner, the PM and the A/E to achieve the Owner's program and quality objectives within the parameters of the Owner's schedule and budget.
2. If authorized by the Owner, commencement of the construction and pre-ordering of long lead items before all design is completed.
3. Negotiation of a LUMP SUM PRICE (LSP) within the Owner's budget for all phases of construction prior to all design being complete.

4. Provide qualified managers and superintendents to oversee and coordinate the construction work.
5. Coordinate project completion activities and manage claims during the warranty period.
6. Meet, or better, the cost/square foot pricing targets detailed within the LSP.

During the solicitation process, the Owner reserves the right to make reasonable modifications to the Project Team (including substitutions), and to modify the range of scope and services.

C. Selection Process

The goal of the selection process is to identify the construction firm that demonstrates the greatest capabilities and relevant experience. The content requirements of Proposals are set forth in Section II below. Each submitting firm is asked to review the proposed project, which is outlined in this RFP, and provide qualifications demonstrating relevant experience and expertise. The process the Owner intends to follow to achieve this selection will be:

1. Proposal Packages will be issued to interested firms on December 11, 2008.
2. A pre-proposal question and answer session for interested Construction Firms will take place on Monday, December 22, 2008 at 10:00 am at the Virgin Islands Public Finance Authority office located at Number 32-33 Kongens Gade, St. Thomas, U.S. Virgin Islands.
3. Contracting firms must submit Proposals no later than 10:00 o'clock [REDACTED] Atlantic Standard Time, Tuesday, December 30, 2008. As more fully solicited in the following Section II, Proposals will consist of:
 - a. General Qualifications and Project Approach – General firm background, qualifications and expertise, with emphasis on successful experience as a CM using the Project Team approach, plus specific brief information emphasizing project staffing, preconstruction services and project approach.
 - b. Cost Proposal – Preconstruction Services Fee, Construction Management Fee and General Conditions (Job Overhead) costs.
4. Immediately upon receipt, the Owner will review the Proposals. Using objective criteria and scored rankings, they will determine which firms demonstrate the best qualifications and relevant Construction experience, and should be considered further for the Project. Those firms with the best qualifications and Construction experience will be asked to attend a final interview to further present their qualifications. Interviews will be scheduled and will take place at the Virgin Islands Public Finance Authority offices. All submitting firms should plan to be available in the event they are selected for an interview. Interviews will last a maximum of 1 hour, including time for questions and discussions with the proposer. The interview format is at the discretion of the proposing firm but should highlight the proposer's key project personnel and their approach to accomplish the Construction tasks for the Project. A more definite interview schedule will be provided as soon as it is available. ***This negotiation process will take place between January 5, 2009 through January 9, 2008.*** At the conclusion of the interviews for the Project, the Owner will select a single General Contracting firm for the Project. The successful Contractor will be notified immediately and should expect to commence work upon approval of the Virgin Islands Public Finance Authority's Board of Directors, upon a contractual agreement with the Owner is finalized and upon either a Conditional Notice to Proceed or Notice to Proceed is officially provided to the Contractor.

D. Evaluation Factors

In reviewing responses to the Questionnaire, the Owner will consider the following factors:

1. General Qualifications:
 - a. Relevant Construction Management and Project Team experience;
 - b. Financial stability, including ability to bond;
 - c. Litigation history;
 - d. References;
 - e. Preconstruction Services;
 - f. Schedule control, quality assurance/control, and value engineering
2. Project Approach:
 - a. Project Management Plan;
 - b. Project personnel;
3. Cost Proposal:
 - a. Competitiveness of Preconstruction Fee, and General Conditions.

E. Submission Instructions and Conditions

1. Proposing firms shall direct all questions to –

VIRGIN ISLANDS PUBLIC FINANCE AUTHORITY

Attention: Mr. Julito Francis
Director of Finance & Administration

Physical Address
Number 32-33 Kongens Gade
St. Thomas, U.S. Virgin Islands 00802

Mailing Address
Post Office Box 430
Emancipation Garden Station
St. Thomas, Virgin Islands 00804

Telephone – [REDACTED] Fax – [REDACTED]

2. The Owner reserves the right to cancel or modify the selection process at any time, to waive technicalities, to reject any and all proposals, and to elect not to proceed with the Project.
3. Costs incurred in responding to this Request for Proposal belong to the submitting firm alone and neither the Owner, the Project Manager or A/E accepts liability for any such costs.
4. It is intended that expense to Proposers during the selection process be minimized. Bulky, flashy or excessive proposals are not desired. Brevity, clarity and relevance are desired. Proposers shall answer all questions included in the Questionnaire and Fee Proposal.
5. Proposers should follow the sequence of the Questionnaire and Fee Proposal in their response to expedite the evaluation process.

6. Submit Five (5) original copies of your complete proposal to:

VIRGIN ISLANDS PUBLIC FINANCE AUTHORITY

Attention: Mr. Julito Francis
Director of Finance & Administration

Physical Address

Number 32-33 Kongens Gade
St. Thomas, U.S. Virgin Islands 00802

Mailing Address

Post Office Box 430
Emancipation Garden Station
St. Thomas, Virgin Islands 00804

SECTION II – QUESTIONNAIRE AND FEE PROPOSAL

Interested General Contracting firms must submit all information requested below. Proposing firms are to follow this format closely to ensure ease of review. Keep responses brief, clear and concise.

A. General Qualifications

- 1. Proposer Overview**
 - a. Proposer's name and Primary Contact for this Proposal.
 - b. Address of Proposer's headquarters and, if applicable, the address of the branch office designated for this program. Provide telephone and fax numbers.
 - c. Indicate number of years you have been in business under the name stated above. Describe firm ownership structure and provide a brief firm history.
 - d. Organizational chart of the company showing authority, structure and depth of resources.
 - e. List number of permanent employees by professional discipline. If a branch office will be utilized, further indicate the employee breakdown by professional discipline and submit an organizational chart for that office.
 - f. Describe any significant changes that are anticipated to occur during the life of this project.

- 2. Financial Information**
 - a. List your total annual billings for the past 5 years.
 - b. Provide a copy of your latest financial statement and the name/phone of your primary banker.
 - c. Have you ever defaulted in the performance of a contract? If so, explain.
 - d. Have you ever been involved in litigation or arbitration with an Owner? If so, describe each instance giving specific detail regarding the reasons for the claim and amount in dispute. Explain how the claim was resolved.

- 3. Preconstruction Services**
 - a. Describe how you intend to provide Pre-construction Services and the special methods/techniques you intend to employ to maintain the budget. Provide a detailed description of the process to develop an early LSP while holding subcontractors accountable for a complete scope of work based upon incomplete documents.

 - b. Provide a detailed list of the documentation required from the A/E to ensure a meaningful LSP that the proposer will endorse. Indicate a recommendation as to the percentage of contingency that you would recommend be carried for completion of the construction documents.

4. **Schedule Control**
 - a. Describe the approach to schedule control and specific methods/techniques that are to be utilized. Please address specifically the approaches used should the schedule fall behind. Please give specific examples and details where the team has used these approaches successfully.
 5. **Quality Assurance/Control**
 - a. Please describe how you provide QA and QC. Who is responsible for QA and QC? Does your company have a formal Quality Assurance and Quality Control Program?
 6. **Safety**
 - a. Describe company's Safety Program and safety record and experience ratings for the past 5 years.
 - b. Indicate policy on drugs, alcohol and smoking for both employees and subcontractors working on the project.
 7. **Cost Control/Project Accounting**
 - a. Describe "Cost Control" and "Project Accounting" systems, as they would apply to the work under consideration. Indicate all "Cost Control" and "Project Accounting" functions that will be charged as job cost to the project. These should be indicated in the General Conditions cost enumerated in your proposal. Please note that any home office costs should be incorporated in the Fee proposal.
 8. **Value Engineering**
 - a. Describe your approach to Value Engineering and any special methods/techniques that you utilize.
- B. Project Approach**
1. **Relevant Experience**
 - a. Please indicate relevant experience with this building type, this institution or this market that distinguishes your firm from other proposers.
 - b. Provide a description of the 5 most relevant projects currently underway or completed within the last 5 years. Indicate name of project, location, construction value, schedule, completion date, owner (with name and phone number of contact), Architect (with name and phone number of contact) and the names of your project team members.
 2. **Project Management Plan**
 - a. Describe how you will organize and manage this project. Provide a general staffing organizational plan/chart along with a chart showing the time line and percentage of time to be spent on this project by individual positions. (Indicate whether personnel are job cost or home office costs).
 - b. Clearly identify the personnel that will fill the staffing plan provided above in 2(a). Include for each identified team member a personal resume that indicates prior relevant experience and references (with names and phone numbers of contacts).
 - c. Indicate when your team will be able to start work.
 3. **Other Information**
 - a. Based on information provided in this RFP, provide a conceptual construction schedule for this Project.
 - b. Include any additional or supplemental information that you believe is relevant to this project.

