Virgin Islands Waste Management Authority
Preserving Paradise

RFP-004-T-2025

VIRGIN ISLANDS WASTE MANAGEMENT AUTHORITY

The Virgin Islands Waste Management Authority is hereby soliciting proposals for **RFP-004-T-2025 for Engineering Design & Environmental Consulting Services for Waste Water Projects on a Task Order Basis (Territory-Wide)**

Interested parties and prospective respondents may request the complete RFP Package for their review from the Authority by submitting a request confirmation email with contact information for the respective company to sdavid@viwma.org and mvante@viwma.org. All questions pertaining to the scope of services to be rendered should be directed to Ms. Sandra David, Director of Procurement and Property, and Michael Vante, Contract and Inventory Manager, on or before **Wednesday, April 2nd, 2025.** Responses to questions will be forwarded in the form of an Addendum to those parties who have confirmed interest by formally requesting the bid package.

Virgin Islands Waste Management Authority
Procurement and Property Division
7410 Estate Bovoni, Bay 2
St. Thomas, VI 00802
Tel: (340) 715-9170
Fax: (340) 715-9179
sdavid@viwma.org or mvante@viwma.org

Proposals will be submitted electronically in PDF Format bearing the respective RFP Number: RFP-004-T-2025 to sdavid@viwma.org and mvante@viwma.org on or before Friday, May 2nd, 2025 at 12:00 P.M. Atlantic Standard Time.

The Virgin Islands Waste Management Authority reserves the right to waive any non-substantive informalities, technicalities or irregularities, or reject any or all qualifications and proposals/bids; or to re-advertise for proposals/bids, and to award or refrain from awarding the contract for the work.

Daryl Griffith
Interim Executive Director

Request for Proposals (RFP)

for

Engineering Design and Environmental Consulting Services for Wastewater Projects on a Task Order Basis (Territory-Wide) (St. Thomas, St. John, St. Croix)

Issued:

March 2025
Virgin Islands
Waste Management Authority
Division of Engineering

Engineering Design & Environmental Consulting Services

SECTION 1: GENERAL BACKGROUND

The Virgin Islands Waste Management Authority (VIWMA) is issuing this Request for Proposals (RFP) from submitters capable of entering into an Engineering and Environmental Consulting agreement to provide Engineering Design, Environmental Consulting and personnel required to perform professional services on a task order basis. VIWMA and the successful submitter shall enter into a mutually binding full-service Agreement addressing the topics contained in this document. VIWMA also reserves the right to modify/expand/decrease the scope of the services in co-ordination with the successful submitter to include additional or reduced terms and conditions. Such additional or reduced terms and conditions may result in additional compensation to the successful submitter or result in a reduction in compensation.

It is understood that the information contained in the RFP and the experience guarantees and innovative approaches demonstrated therein shall be the general basis for selection of a submitter to provide these professional services. VIWMA shall select the most qualified submitter based on a structured point scoring evaluation. The scoring evaluation shall consider each submitter's ability to perform the required services, experience and technical expertise, ability to make financial and technical guarantees, corporate resources, and in-depth and innovative approaches.

SECTION 2: PURPOSE AND OBJECTIVES

The purpose of this solicitation is to provide Engineering and Environmental Consultant Services on a Task Order basis established in this RFP but not limited to the following services subject approval in writing from the Virgin Islands Waste Management Authority.

The objectives include, but are not limited to assisting the Virgin Islands Waste Management Authority (VIWMA) with scope of work development, survey services (boundary, topographic) hydraulic studies and designs, design review, land acquisition, complete design sets to include plans, profiles, specifications, engineering cost estimate and construction management and oversites. These services are essential for the construction of wastewater facilities and infrastructures to include Treatment Plants, Pump Stations, Collection System and Outfall that will allow timely commencement of all federally funded projects. The awarded vendor(s) will primarily be assigned projects related to the Authority's Environmental Protection Agency (EPA) FY-2012 including subsequent Fiscal Years, Bipartisan Budget Act (BBA), Community Development Block Grant- Disaster Relief (CDBG - DR), Federal Emergency Management Agency (FEMA), and all other grants.

SECTION 3: DESIGN STANDARDS

- ADA-Americans with Disabilities Act
- NASSCO-National Association of Sewer Service Companies
- NSF-National Sanitary Foundation
- ACI-American Concrete Institute
- ANSI-American National Standards Institute

- AASHTO-American Association for State and Transportation Officials
- AWWA-American Water Works Association
- ASTM-American Society for Testing and Materials
- EPA-Environmental Protection Agency
- OSHA-Occupational Safety and Health Administration

- 2018 International Building Codes for essential facility seismic Site Class D & Seismic Use Group IV, 175 MPH wind loads, a marine environment, & a design life of over 15 years

SECTION 4: SCOPE OF WORK

VIWMA seeks proposals from qualified licensed firms to provide scope development services with expertise in all phases of engineering design, environmental consulting, surveying (As-Builts, Boundary, Topographic, geotechnical), land acquisition, hydraulic analysis, flow monitoring, development of specifications, construction management and inspection, of the Virgin Islands Waste Management Authority Wastewater Infrastructure System. Projects will vary in size and complexity.

Respondents to this RFP must commit to providing this service on all three islands: St. Croix, St. Thomas (including Water Island), and St. John. The selected Respondent is expected to have project staff operational within fifteen (15) business days after contract execution. The selected Respondent will provide architects, engineers, surveyors, and other applicable specialists whose primary responsibility will be to successfully provide pre-design, schematic design, and design development. At the site level, the Respondent will provide design documents and cost estimates for review and approval, provide design services, and monitor construction. Tasks may include, but are not limited to, design, cost estimation, progress inspections, recommendation of payments to contractors, assessment of contractor performance, reporting, and advising VIWMA Staff.

Section 4a: Professional Design Services

The Scope of Services (SOS) under this contract will include providing personnel and equipment to the Virgin Islands Waste Management Authority (VIWMA) for engineering design, design review, construction management and inspection services. Through a Task Order Request, VIWMA may require the need surveying, engineering design and environmental services related to design, pre-construction, construction, and closeout phases of the project. Upon receipt of the VIWMA's approved Task Order and written Notice to Proceed, the selected vendor shall prepare and deliver a detailed scope of work and estimate to complete task order service. Each service required to be completed in the task order shall be accompanied by the following:

1. A detailed cost estimate to complete each particular line item. Cost estimate should include hourly rates per contract with estimated billable hours per profession.
2. A detailed description of work to be performed.
3. The timeframe to complete each task is required to be included in each task proposal.

Proposals provided in response to this request shall address the respondent's ability to provide the various services required for each project phase which would include, but not be limited to, the following:

Section 4b: Programming Phase

Promptly upon execution of any Task Order, the vendor shall review applicable documentation and consult with the VIWMA to ascertain any additional requirements of the Project. The Scope of Services (SOS) under this contract will include providing personnel and equipment to the Virgin Islands Waste Management Authority (VIWMA) for design, design review, construction management and inspection services to upgrade and improve wastewater collection infrastructure (manholes, gravity and force main lines, pump stations and treatment plants) based upon assigned tasks. Proposers are to provide a flow chart and narrative that illustrates and describe the project approach that will be used to complete the entire task. The objectives of this phase should include:

a. Provide detail narrative of proposer's understanding of project scope and deliverables specifically as it relates to the assigned task.
b. Provide cost estimate to complete assigned task
c. Develop & schedule project team
d. Schedule project kick-off
e. Establish/clarify roles, expectations and point(s) of contact
f. Gather project information
g. Develop project program document including identified requirements, costs and funding, code reviews, site/building constraints and schedule
h. Present project program documentation to VIWMA for review
i. Define the payment review process.
j. Project Approach

The project approach should include at minimum the following information:

a. Project Management, Oversight, & Coordination
    a. List of Key Personnel & respective Qualifications specific to waste design and construction as required by task objectives
    Including Key Subcontractors.
    b. Detailed Description of Methods used to guarantee QA/QC on Project
    c. Information Gathering & due Diligence
        i. Surveys, CCTV, Smoke Testing, Dye Testing, Ground Penetrating Radar etc.
        ii. National Standards to be followed (PACP, MACP, LACP, etc)
    d. Information Sharing Methods & Software
        i. Project Management Software to be approved by VIWMA,
        ii. Design Software
        iii. File Sharing, etc
        iv. Proposer to provide existing assessment of wastewater collection system GIS based platform that must be approved by VIWMA prior to implementation (View Works, City Works ect.)

    e. Project Schedules & Deliverables
        i. Project Scoping & Budgeting of the wastewater system.
        ii. Project Schedules

f. Include flow and rainfall measuring.
g. Identify areas of stormwater connections into the wastewater system for immediate disconnection (I & I investigation and reporting).

Section 4c: Design Document Phase

a. Provide complete existing conditions analysis, topographic survey, land/parcel survey, establish the public Right-of-Way, ownership/cadastral, geotechnical, environmental, and permitting surveys
b. System Analysis and Recommendations of Project Area
    1. Provide Engineering Analysis and Feasibility Study
    2. Sewer System Evaluation Survey (SSES)
    3. Data Evaluation and Identification of Sewer System Improvements as required
    4. Project Recommendations based on surveys and analyses completed
    5. Provide finalized project Scope of Work description and detailed schedules including dates with project milestones.
    6. Evaluate existing sewer line alignments to provide improved access for maintenance.
    7. Prepare environmental documents as per HUD, FEMA, and NEPA requirements and as per National Historic Preservation Act Section 106 and Section 4(f) of the Department of Transportation Act of 1966 for approval. A/E firm cannot proceed with final design until NEPA/Environmental Planning and Historic Preservation (EHP) process is completed and environmental documents approved.
    8. A/E firm shall ensure that all surveys, right of way, and final design plans are established using the NAD 83 Datum. A/E firm shall establish 2 permanent control points.
    9. Stakeholder Engagement and Public Outreach
    10. Provide or participate in public outreach functions as needed to engage and inform the public about design considerations, construction schedules and interruptions. Develop and Prepare presentation plans and exhibits and conduct at least three public meetings and hearings. ***Three (3) Design Public Meetings will be held to inform the public and to receive and consider their comments. These meetings will occur prior to the design scope being fully defined and before the engineering is about 30% complete. (At this point, operational and physical impacts on adjacent private properties are well estimated)***
    11. Identify required permits, prepare applications and follow through to the issuance of permits.
    12. Coordinate with all local utility agencies and prepare draft utility agreements.
c. A/E firm shall submit final plans, specifications and engineer's cost estimate on electronic file (AutoCAD, Microsoft Office Suite and PDF format).

d. Fully executed work products are expected within time period outlined in the task. Additional time extensions will require justification and approval by VIWMA prior to continued engagement post contract end date.
e. The awarded A/E Firm will be responsible for providing necessary updates to final documentation as necessary as well as feedback, clarification and engagement support during the Construction Solicitation Phase & Construction Phases through to completion.
f. A/E firm must be aware that any construction that impacts roadways must adhere to Federal Highway Administration, FHWA, standards FP-24.
g. A/E firm must locate vents for the sewer system away from businesses and residences (to avoid odor from affecting them).
h. Easement Acquisition
    a. Proposer to assist in preparation of required documentation to acquire easements as needed.
i. Submit engineering and architectural studies, design plans, specifications, and cost estimates for improvements and rehabilitation of the wastewater infrastructure, manholes, laterals, gravity sewers, and force mains, pump stations and treatment plants located within the mentioned project area described in task. Plans will be developed as per coordination efforts with VIWMA and as per the required Environmental documents that are to be developed. The SOW also includes identification of all wastewater underground infrastructure (manholes, gravity lines, force mains, laterals, pump stations and treatment plants etc.). within the mentioned project area. The SOW also includes the identification of all underground infrastructure with the project area. The A/E firm shall prepare a Preliminary Design Report (PER) and the Final Design Documents (FDD) consisting of drawings, national wastewater specifications, FP-24 specifications and other documents to address the requirements of a complete bid package for the entire proposed wastewater project. Additionally, these documents shall identify design features, program modifications, project schedules, all utilities installed in the project area, and a statement which identifies the need for additional data, surveys or tests.

1) Upon approval of the Schematic Design Documents by VIWMA the proposer shall prepare and deliver to VIVWMA assigned representative for WMA's approval. Bidding and Construction Documents, which are required prior to advertising for bids. Documents shall be submitted in the following phases for review and approval before proceeding with the next phase.
    a. 30% Design Development Documents Review
    b. 60% Design Development, Value Engineering and Constructability Workshop
    c. 90% Design Development Documents Review

    The drawings and specifications produced in this Construction Documents Phase shall be consistent with the approved Schematic Design Documents. Changes that may be recommended by the Engineer to keep within the estimated construction cost, or for other reasons arising during this Phase; shall require the approval of VIWMA before execution. They shall include:

a) Prepare complete Construction Documents & Specifications

   a. These documents shall set forth in detail and prescribe the work to be done, the materials, workmanship, finishes and equipment required for the architectural, structural, mechanical, geotechnical, hydraulic, electrical and site work; In addition, the drawings shall include the following:
      1. Title sheet with Index of wastewater drawings and specifications.
      2. Titled sheets for all demolition or items to be removed from the wastewater system.
      3. Specifications which outline the performance of all applicable work necessary to the administration and all aspects of the construction or demolition of the project.
      4. Completed plans to include sewer profiles, sewer alignment, isolation valves, air release valves, H_2S air purifier/scrubber, gravity and force-main systems, pump station locations, floor plans, elevations, wall sections, details and schedules for all new and modified work.
      5. Reference to applicable specialized work required for the abatement of lead-based paint and asbestos abatement; and
      6. Such other documents as VIWMA may require.

b) Provide a detailed cost estimate

   a. The vendor shall furnish to VIWMA A breakdown of the estimated construction cost of the Project consistent with the Bidding and Construction Documents. Changes from the Estimated Project Construction Cost shall be explained and are subject to the approval of VIWMA. The cost breakdown shall:

      i. Show unit quantity, unit measure, unit cost, and total costs of labor and materials for each sub-heading.
      ii. Show taxes and insurance on labor.
      iii. Include applicable sub-architect/engineering costs.
      iv. Use wage rates that reflect current (and if applicable, required) wages at the time the estimate is submitted.
      v. Price material at the vendor's buying level; and
      vi. Show any miscellaneous costs.
      vii. General Conditions, etc.

c) Submit construction documents for review

   a. The vendor shall submit the above documents to VIWMA and shall make all changes necessary to obtain approval by VVIWMA, or VIWMA's financial institution(s) or other applicable regulatory entity(ies) designated by VIWMA.

d) Submit construction documents for review by VIWMA

a. After the Bidding and Construction Documents are approved by VIWMA, the vendor shall submit to those agencies of the local, state or Federal Government (except HUD unless specifically instructed to the contrary by VIWMA, in writing) having jurisdiction over the Project documents, which they have the right to require for approval or permitting. The vendor shall promptly make all changes in the Bidding and Construction Documents necessary to obtain approval or permitting by these agencies.

e) Correct plans to reflect issues noted by review

f) Final Documents

The vendor shall provide the following final documents in the form indicated below:

a. Seal - Licensed Design Professionals shall affix their seals and signatures to drawings and specifications produced under the Task Order.

b. Revisions - The vendor, whenever necessary, shall make revisions in Bidding and Construction Documents necessary to gain or maintain approval of the documents, due to deficiencies, inaccuracies or required changes, and for other design matter

for which the Engineer is responsible under the requirements of the Task Order.

Section 4c: Analysis & Design Phase

The vendor shall provide a complete set of construction drawings based upon information obtained through detailed observation and testing of the wastewater system. A detailed set of specifications that outlines construction minimum requirements, material and equipment minimum requirements are to be provided with submittal. All environmental assessments, NEPA approvals, TPEDS permits must be included in design submittals. These documents shall consist of a presentation of the complete concept of the Project, including all major elements of the design to include hydraulic studies and calculations, mechanical and electrical design for pump station and treatment plants bypass installation, removal or decommissioning of old system etc.

j. Project Management, Oversight, & Coordination

a. List of Key Personnel & respective Qualifications specific to waste design and construction per Task Order
Including Key Subcontractors per Task Order.

b. Detailed Description of Methods used to guarantee QA/QC on Project per Task Order

c. Information Gathering & due Diligence

i. Surveys, CCTV, Smoke Testing, Dye Testing, Ground Penetrating Radar etc.

ii. National Standards to be followed (PACP, MACP, LACP, etc.)

b. Environmental Analysis, Evaluation & Recommendations

a. Wetland delineation

b. Environmental Assessments

c. NEPA Approval

d. TPDES Permit Requirements
e. Other Assessments & Analyses as necessary

b. Hydraulic analysis and proposed layout of the wastewater collection system including, but not limited to force main pipe diameter and location, air release valves/vents, Specifications.
    a. Submit sample outline specification of each trade, material and equipment necessary to fully construct the design, for discussion with review and approval from VIWMA
    b. Collect and provide data, final analysis and recommendation to VIWMA for pump station and collection system design and construction. Information gathered shall be considered a high priority item for the wastewater system design development and construction. All information and data resulting from system assessment, flow studies, hydraulic studies etc. shall be submitted to VIWMA.
    c. Identify and recommend areas for pump station and force main relocation as needed.
    d. Include flow monitoring and rainfall measuring,
    e. Identify areas of stormwater connections into the wastewater system for immediate disconnection.

c. Site plan(s) showing location collection system, pump stations and treatment plants.

d. Drawings (appropriately sealed, by the relevant licensed professional, if required by VIWMA).

e. Submit near complete floor plans and half complete details, schedules, and largescale plans.

f. Wall sections, elevations, and collection system profiles sufficient to serve as the basis for a cost estimate.

g. A statement of estimated construction cost covering all work designed or specified by the vendor, representing the vendor's best judgment as a design professional familiar with the construction industry and construction practices in the U. S. Virgin Islands.

h. Project specific analysis of applicable codes, ordinances, and regulations; and the possible effect on the project.

i. Facilitate meetings with appropriate VIWMA staff to review space square footage and space utilization needs to develop Preliminary Design Documents.

j. Conduct Design-Development meetings with appropriate VIWMA staff and address points of clarification regarding the project.

k. Prepare and submit Preliminary Project Design Documents, Preliminary Specifications, Preliminary Cost Estimate and Schedule to VIWMA for review and approval.

l. 2D and 3D Renderings of final concepts.

m. Such other items as VIWMA may require.

Section 4d: Construction Document Phase

Upon approval of the preliminary Design Documents by VIWMA the vendor shall prepare and deliver to VIVWMA for WMA's approval, all Bidding and Construction Documents, which are required prior to advertising for bids. The drawings and specifications produced in this Construction Documents Phase shall be consistent with the approved preliminary Design Documents. Changes that may be recommended by the Engineer to keep within the estimated construction cost, or for other reasons arising during this Phase; shall require the approval of VIWMA before execution. They shall include:

a) Prepare complete Construction Documents & Specifications

    a. These documents shall set forth in detail and prescribe the work to be completed, the materials, workmanship, finishes and equipment required for the architectural, structural, mechanical, electrical and civil site work; the necessary bidding information, together with bid and contract forms; and General and Special Conditions of the Contract. In addition, the drawings shall include the following:

        1. Title sheet with Index of drawings.
        2. Titled sheets for all demolition.
        3. Specifications which outline the performance of all applicable work necessary to the administration and all aspects of the construction or demolition of the project.
        4. Completed site plans, floor plans, elevations, collection system profile, wall sections, details and schedules for all new and modified work.
        5. Reference to applicable specialized work required for the abatement of lead-based paint and asbestos abatement; and
        6. Such other documents as VIWMA may require.

b) Provide a detailed cost estimate.

    a. The vendor shall furnish VIWMA a breakdown of the estimated construction cost of the Project consistent with the Bidding and Construction Documents. Changes from the Estimated Project Construction Cost shall be explained and are subject to the approval of VIWMA The cost breakdown shall:

        i. Show unit quantity, unit measure, unit cost, and total costs of labor and materials for each sub-heading;
        ii. Show taxes and insurance on labor;
        iii. Include applicable sub-architect/engineering's costs;
        iv. Use wage rates that reflect current (and if applicable, required) wages at the time the estimate is submitted;
        v. Price material at the vendor's buying level; and
        vi. Show any miscellaneous costs.
        vii. General Conditions, etc.

c) Submit construction documents for review

   a. The vendor shall submit the above documents to VIWMA and shall make all changes necessary to obtain approval by VVIWMA, or VIWMA's financial institution(s) or other applicable regulatory entity(ies) designated by VIWMA.

d) Submit construction documents for review by VIWMA

   a. After the Bidding and Construction Documents are approved by VIWMA, the vendor shall submit to those agencies of the local, state or Federal Government (except HUD unless specifically instructed to the contrary by VIWMA, in writing) having jurisdiction over the Project documents, which they have the right to require for approval or permitting. The vendor shall promptly make all changes in the Bidding and Construction Documents necessary to obtain approval or permitting by these agencies.

e) Correct plans to reflect issues noted by review

f) Final Documents

   The vendor shall provide the following final documents in the form indicated below:

   a. Seal - Licensed Design Professionals shall affix their seals and signatures to drawings and specifications produced under the Task Order.
   b. Standard Reproduction Requirements. Unless otherwise indicated in the Task Order, the vendor shall provide VIWMA five (5) sets of documents of the approved Bidding and Construction Documents, reproduced for bid and construction purposes in such form as the VIWMA may direct. Additional sets as directed by the VIWMA shall be reimbursable as provided in the Task Order.
   c. Revisions - The vendor, whenever necessary, shall make revisions in Bidding and Construction Documents necessary to gain or maintain approval of the documents, due to deficiencies, inaccuracies or required changes, and for other design matter for which the Architect is responsible under the requirements of the Task Order.

Section 4e: Bid Phase

The Contractor may be required to assist in the bid phase as deemed necessary by VIWMA. Aspects of the bid phase include, but are not limited to:

a. Assist in the preparation of bid documents and specifications suitable for public bidding
b. Assist in writing responses to questions from bidders and prepare addenda, as necessary.
c. Assist in the distribution of plans and bid documents to interested bidders and keep record of plan holder's list.
d. Such other activities as VIWMA may reasonably request

As a part of supporting the VIWMA with the bidding process, if, after the opening of bids, the lowest, responsive and responsible bid exceeds, by more than 10% of the estimated construction cost; the vendor, upon order of VIWMA, shall make such revisions and alterations in the Drawings and Specifications as may be necessary to permit proper construction and completion of the Project within the Estimated Project Construction Cost, and/or to permit rebidding.

Section 4f: Construction Phase

The selected Awardee will be required to provide Engineering, Construction Management and Inspection Services during Construction to the selected Construction Vendor during the construction phase. The selected awardee will be required to provide any necessary clarification, support or feedback as it relates to any discrepancies found in the current state on site and the 100% Completed Designs being used during the Construction Phase.

SECTION 5: KEY PERSONNEL & MINIMUM QUALIFICATIONS

Each proposal shall describe the organizational structure of the proposed team. At a minimum each proposal shall include:

1. An organization chart showing the reporting responsibilities and organization of all Key Personnel, other staff to be assigned and subcontractors.
2. Key Personnel job descriptions and reporting responsibilities, an identification of all individuals performing functions of Key Personnel who meet the minimum qualifications of each key role.
3. Curriculum Vitae (CV) for all key personnel

5.1 Key Personnel Replacement

Key Personnel are those Contractor personnel considered to be essential to the performance of the contract. No changes in Key Personnel will be made unless the Contractor can demonstrate that the qualifications of prospective replacement personnel are equal to or better than the qualifications of the Key Personnel being replaced. All proposed substitutes shall have qualifications equal to or higher than the qualifications of the person to be replaced. VIWMA reserves the right to re-evaluate the selection of any respondent if one or more key personnel are replaced within the first six months of contract performance. VIWMA shall be notified in writing of any proposed substitution at least thirty (30) days in advance.

Such notification shall include:

a. An explanation of the circumstances necessitating the substitution.
b. A complete resume of the proposed substitute.
c. And any other information requested by VIWMA to facilitate evaluation of Contractor's substitution request. VIWMA reserves the option of reviewing, re-evaluating and rescoring Contractor's response to this solicitation and further reserve the option of invalidating the Contractors' response to this solicitation due to excessive substitutions.

5.2 Minimal Professional Qualification Requirements

This section requires the submitter to provide adequate information to exhibit its qualifications and ability to meet the standards of experience and financial capability to be considered qualified. The VIWMA, in its sole discretion, shall decide if a submitter meets the standards. Details of each submitter's experience and financial ability will be assessed at all levels, including the fiscal and the experience and strength of the submitter's parent company, if any. The specific selection criteria are outlined in **Section 16.** The following subsections are required minimum qualifications:

a. Respondents that are corporations, partnerships, or any other legal entity, domestic or foreign, shall be properly registered to do business in the Territory at the time of the submission of their Proposal to this RFP. Such Respondents shall attach its license to do business or copy of its application for a license. Respondents should give a brief description of their company including brief history, corporate or organization structure, number of years in business. If the Respondent is partnering or subcontracting with any other entity, provide the information described above for each such entity.

b. A Proposal may be rejected at any time during the evaluation process and thereafter if there are any adverse findings that would prevent the Program from selecting the firm or any person or entity associated or partnering with the firm. Such adverse findings may include, but are not limited to, the following:

    a. Negative findings from the Inspector General, a Federal Inspector General, or from the U.S. Government Accountability Office, or from an Inspector General in another State
    b. Pending or unresolved legal action from the U.S. Attorney General or from an attorney general in another State or Territory
    c. Pending litigation with the USVI, any other State or Territory
    d. Suspension or debarment as ineligible of the System for Award Management (SAM)
    e. Arson conviction or pending case
    f. Harassment conviction or pending case
    g. Local, State, Federal or private mortgage arrears, default, or foreclosure proceedings
    h. In rem foreclosure
    i. Sale of tax lien or substantial tax arrears
    j. Fair Housing violations or current litigation
    k. Defaults under any Federal, Territory, State or locally-sponsored program
    l. A record of substantial building code violations or litigation against properties owned and/or managed by Respondent or by any entity or individual that comprises Respondent
    m. Past or pending voluntary or involuntary bankruptcy proceeding
    n. Conviction for fraud, bribery, or grand larceny by any Principal Respondent
    o. Listing on the Federal or State excluded parties lists

c. Respondent has adequate financial resources to perform the contract, or the ability to obtain them.

d. Respondent can comply with the required or proposed delivery or performance schedule, taking into consideration all existing commercial and governmental business commitments.

e. Respondent has a satisfactory performance record.

f. Respondent has a satisfactory record of integrity and business ethics.

g. Respondent has the necessary organization, experience, architectural and engineering skills, operational controls, and other necessary technical skills, or the ability to obtain them.

h. Respondent has thoroughly reviewed the Supplemental Appropriations for Disaster Relief Requirements, 2017 (Pub. L. 115-56) on September 8, 2017 and the Budget Bill (Pub. L. 115-123), all pertinent Federal Register notices, and the USVI Action Plan and all amendments thereto.

i. Respondent has knowledge of FEMA Public Assistance and Hazard Mitigation Grant Program, HUD Community Development Block Grant – Disaster Recover & Mitigation, Environmental Protection Agency, Department of Interior, Department of Energy, Economic Development Authority and/or other federal funding sources, funding requirements, regulations, etc. to ensure the project remains fully eligible for federal funding.

j. Respondent has established prior experience in successfully performing the scope of services requested.

k. Respondent and its employees hold and maintain any and all territorial, federal, state, and local licenses or certifications as required to perform the services requested.

l. Respondent is otherwise qualified and eligible to receive an award under applicable laws and regulations.

m. Respondent can comply with the required or proposed delivery or performance schedule, taking into consideration all existing commercial and governmental business commitments.

n. Respondent has adequate staffing to fulfill the required services throughout the entire contract term.

o. Respondents must demonstrate they have knowledge and/or prior experience in the following areas, at a minimum:

    a. Federal and state rules regarding lead paint and other environmental health hazards (e.g., mold, asbestos, radon)

b. USVI zoning, building and housing laws and regulations, including the USVI Development Code and Building Energy Code
c. Damage assessment and cost estimation
d. Environmental Analysis, Consulting & Recommendations
e. Architectural & Engineering drawings, plans and specifications, and engineering specifications
f. Construction documents drafting and review
g. Construction project monitoring and progress inspection
h. Construction contract administration
i. Reporting and metrics
j. Customer service
k. Engineering cost estimates

The submitter must:

1. Have been in business for a minimum of five (5) years prior to the submission of this proposal.

2. Furnish liability and property damage insurance of not less than $2,000,000.00 combined single limits for bodily injury, wrongful death, and property damage. Proof of coverage must be provided prior to the issuance of the related contract.

3. Furnish Errors and Omissions insurance for A/E Services of not less than $2,000,000.00. The VIWMA shall be the additional named insured.

4. Demonstrate successful experience in design projects specific to the design of wastewater infrastructure, including pump stations, treatment plants, laterals, manholes, sewer lines (force main and gravity lines), and any other such wastewater processing and facilities the respondent may submit for evaluation.

5. Demonstrate specific experience of providing full-service operations services with public agencies or VIWMA or of entering into design agreements in the Virgin Islands, or in other municipal jurisdictions.

6. Provide a listing of five (5) most recent wastewater engineering Design Projects for which the submitter has provided design services, including the cost of the project; the project start date; the completion dates; the names, addresses, contact persons and telephone numbers of the owners; and the size and type of infrastructure designed.

7. Describe submitter's breadth of knowledge and resources which would be brought to bear on the VIWMA project should the submitter be the successful contractor.

8. Describe submitter’s breadth of knowledge and resources as it relates to construction project management as it relates to civil, mechanical and electrical infrastructure.

9. List five most recent construction management projects recently completed by proposer.

10. Demonstrate experience in infrastructure planning on a specified site; design to meet specifications and objectives of the project. The submitter must identify specific projects where such services were provided and the results of such services.

11. Have specific experience which exhibits the submitter's ability to evaluate, recommend and implement corrective and/or affirmative actions to improve the functionality of a service-oriented operation.

12. Have the proven ability to successfully address environmental issues which may affect the progress of the design of sewer/waste-water infrastructure.

13. List any pending litigation or bankruptcies, any environmental litigation and any judgments entered against the submitter in the last 5 years.

SECTION 6: SERVICES TO BE PROVIDED BY THE SELECTED AWARDEE

The submitter must provide the following services:

1. Provide complete existing conditions analysis, topographic survey, land/parcel survey and establish the public Right-of-Way, and provide recommendations.

2. Perform Hydrologic & Hydraulic Study Report and provide recommendations.

3. Provide Engineering Analysis & Feasibility Study with recommendations.

4. Provide finalized project SOW description and detailed schedules including dates with project milestones.

5. Evaluate and propose recommendations to existing sewer line alignments, especially the 6" and 20" Force Mains to provide improved access for maintenance.

6. Develop and engineer all underground infrastructure, equipment and material specifications.

7. Develop preliminary engineering plans, specifications and estimates for any necessary environmental documents.

8. Prepare environmental documents as per HUD, FEMA and NEPA requirements and as per National Historic Preservation Act Section 106 and Section 4(f) of the Department of Transportation Act of 1966 for approval as required. The selected A/E Firm cannot proceed with final design until NEPA/Environmental Planning and Historic Preservation (EHP) is completed and environmental documents approved.

9. A/E firm has ensured that all surveys, right-of-way, and final design plans are established using the NAD 83 Datum. A/E Firm shall establish two (2) permanent control points.

10. Develop and Prepare presentation plans and exhibits, conduct at least three (3) public meetings and hearings. *Three (3) public meetings (Design Public Meetings) will be held to inform the public and to receive and consider their comments. These meetings will occur prior to the design scope is funny defined and before ethe Engineering Team is about 60% complete.*

11. Identify required permits, prepare applications and follow through to issuance of permits.

12. Coordinate with all local utility agencies and prepare draft utility agreements.

13. A/E Firm shall submit final plans, specifications and engineer's cost estimate on Electronic File (AutoCAD, Microsoft Office Suite, and PDF Format)

14. Fully executed work products are expected within 365 days of receipt of the first executed task order for each respective project. VIWMA may dictate the expected timeline for completing each respective project's designs. Additional time extensions will require justification and approval by VIWMA prior to continued engagement post contract end date.

15. Awarded A/E Firm will be responsible for providing necessary updates to final documentation, feedback, clarification and engagement support as necessary during the Construction Bid Phase and & Construction Phase through to construction completion.

    The VIWMA will be responsible for aiding the selected contractor during the engagement process as it relates to grant of entry, site clearing, field surveys & visits, providing existing drawings/photographs, traffic control, public notices, and community engagement.

SECTION 7: USE OF SUBCONTRACTORS

VIWMA shall have a single prime Contractor as the result of any contract negotiation, and that prime Contractor shall be responsible for all deliverables specified in the RFP and proposal. This general requirement notwithstanding, Respondents may enter into subcontractor arrangements, however, shall acknowledge in their proposals total responsibility for the entire contract.

If the proposer intends to subcontract for portions of the work, the Proposer shall identify in its proposal any subcontractor relationships and include specific designations of the tasks to be performed by the subcontractor. The documentation required of the prime Contractor is also required for any subcontractor. The prime Contractor shall be the single point of contact for all subcontract work. Every subcontract shall incorporate and follow the terms of the contract between the prime Contractor and VIWMA. Unless provided for in the contract with VIWMA, the prime Contractor shall not contract with any other party for any of the services herein contracted without the express prior written approval of VIWMA. The prime Contractor shall be responsible for fulfillment of all terms of contract, timing, and payments to subcontractors regardless of funding provided by VIWMA.

The prime Contractor should include in the proposal an executed statement from each subcontractor

affirming the following: "I have read and understand the RFP and final version of the proposal submitted by (Proposer)."

SECTION 8: CONTRACTOR RESPONSIBILITIES

8.1 Permits and Regulations

The Contractor shall be responsible for identifying, obtaining, complying, and bearing all costs associated with any environmental or other permits or any regulations required for the design and construction of the facility, or to process or test, measure, treat, or dispose of any emissions, debris or effluents resulting from the Contractor's operations, activities, or equipment. HUD Section 3 compliance may be required.

8.2 Record Keeping and Reporting

The Contractor shall be required to maintain electronic and written records of all documents, correspondence, submittals, applications, and all other computer records of activities related to the contract. The Contractor's records shall be open for VIWMA inspection at any time during the Contractor's normal business hours, and the VIWMA reserves the right to perform spot monitoring of the Contractor's operations. VIWMA may also request copies of any record during the Contractor's normal business hours.

The Contractor shall keep on site at all times copies of the following:

- all permits and licenses shall be posted as required by applicable laws.

Except as noted here, all reports will be provided in written and electronic (digital) form and provided in hard copy and on a computer storage medium, using software approved in writing by the WMA. The Contractor will be required to immediately report any properly contain spills of fuels, lubricants or any hazardous liquids to the VIWMA and Local (DPNR) and Federal Regulatory Agencies (EPA), in accordance with their reporting requirements. The Contractor will be liable for any fines resulting from such spills and shall be responsible for the mitigation of the area of the spill.

8.4 Health and Safety

The Contractor shall be responsible for complying with all laws and regulations associated with worker health and safety, for providing workers adequate training in safety and operations, and for maintaining a drug-free workplace. The training shall include training to handle spills of fluids and hazardous materials, fire, explosion, earthquakes, hurricanes, excessively heavy rain events and other natural events or disasters.

8.5 Non-Discrimination

The Contractor shall be responsible for complying with all laws and regulations associated with fair hiring practices, the creation of a non-discriminatory workplace and appropriate termination procedures.

The Contractor shall make all possible efforts to subcontract, hire and/or retain the services of

Virgin Islands based businesses, corporations and individuals. The VI Department of Labor currently holds a listing of individuals seeking employment and should be consulted first to fill any vacant positions both at start up and throughout the life of the contract.

8.6 Business Considerations

The submitter must discuss its position on such business issues as assumption of risk, repair and replacement of operating equipment, capital improvements and guarantees.

8.7 Contract Agreement

The WMA will prepare the contract agreement upon successful negotiations with selected submitter. However, a summary of some of the general provisions the WMA will require in any final Professional Services Contract are as follows:

- The contract will be funded, in whole or in part, by FEMA and Community Development Block Grant – Disaster Recovery funds. Therefore, funding and payment of the contract will be based on requirements and availability of the FEMA and CDBG-DR funds by VIWMA. The selected Respondent is responsible for submitting all required documentation for payment to VIWMA. The selected Respondent is responsible for preparation and submittal of an application for payment and invoice, based upon a mutually agreed Schedule of Values ("SOV"). After the notice to proceed is issued, all subsequent contract payments will be based upon work completed. Further, a 10% retainage will be withheld from each payment. The selected Respondent shall allow enough time for the VIWMA to review and process payment requests.
- Each respondent must submit a valid CAGE number that is actively registered on SAM.GOV https://www.sam.gov/SAM/pages/public/index.jsf
- The Scope of Services to be rendered by the contractor.
- A provision for liability for the payment of fines and/or civil penalties levied against the contractor and/or the VIWMA by any regulatory agency having jurisdiction, as a result of failure to comply with the terms and conditions of any duly authorized permit, court order, administrative order, law, statute, ordinance, or of this contract, or for failures resulting from the contractor's negligence during the period of the contract.
- A provision for compliance with all applicable laws and regulations regarding the design and construction of the facilities.
- A provision for indemnification of VIWMA, its agents, officers, assigns and employees from any loss or liability for claims, damages, lawsuits resulting from the contractor's negligence and breaches during the period of the contract.
- A provision for comprehensive liability insurance policies including the WMA as an additional insured for bodily injury and/or property damage in an amount of not less than two million dollars ($2,000,000); a certificate of such insurance shall be submitted to the WMA upon execution of the contract.

- A provision for the contractor's payment of all taxes and charges, including unemployment insurance premiums, excise tax, gross receipt, social security, etc.

- A provision that the contractor shall provide a sufficient number of qualified personnel, including management, administrative, operational, technical, and clerical, who meet relevant legal requirements and industry standard experience regarding design and construction, and are capable and demonstrate experience necessary to design and construct the facility during the contract period.

- A provision that the contractor shall design and construct all facilities so that odor, dust and noise shall be effectively controlled, and that no avoidable disruption of adjacent neighborhoods shall result. Including signage about construction and pedestrian safety.

- A provision for the term of the Contract between the VIWMA and the contractor to be **365 days and two one year renewal options.**

- A provision for the termination of the contract if the level of performance is unsatisfactory to VIWMA.

8.8 General Federal Grant Requirements & HUD General Provisions

Because the contract is being funded with federal funds, the contract shall be governed by certain federal terms and conditions for federal grants, such as the Office of Management and Budget's ("OMB") applicable circulars and required federal contract clauses per 2 CFR Part 200 Appendix II **(Appendix I).** Respondent shall provide a description of experience with such grant requirements and affirmatively represent and certify that the respondent shall adhere to any requirements of applicable federal requirements. Any funds disallowed by any federal government entity shall be disallowed from fee or compensation to contractor.

Because the contract is being funded with HUD funds, the contract shall be governed by certain general HUD terms and conditions, attached hereto as HUD-Federal-Cross-Cutting-Measures (**Appendix II**).

8.9 Davis Bacon Act (DBA) 1931

Contractor shall be responsible for maintaining weekly certified payroll records which must include:

- Any wages paid to employees.
- Employee's name
- Last four digits of the employee's Social Security number
- The number of hours worked each day, and number of hours worked for the week.
- Employee's hourly rate of pay.
- Employee's job classification
- Any fringe benefits paid to employees.

During a week of no work, the payroll reporting form must be submitted the usual way with the insertion "NO WORK PERFORMED THIS WEEK" and "FINAL" on the last invoice.

The Act requires that contractors pay the prevailing wage, according to their skills, to their workers; failure to comply shall be reason for withheld payments, contract termination, and debarment from future federal contracts for up to three years.

8.10 Conflict of Interest

A submitter filing a proposal shall certify that no officer, agent or employee of WMA has a pecuniary interest in the proposal or has participated in contract negotiations on behalf of the Submitter; that the proposal is made in good faith without fraud, collusion, or connection of any kind with any other Submitter for the same Request for Proposals; and that the Submitter is competing solely on its own behalf without connection with, or obligation to, any undisclosed person or firm.

A Respondent must also disclose any existing contractual work for the Territorial Government, whether directly or through a parent company, subsidiary company or associated company or independent contractor(s) hired by respondent; identity any potential conflict of interest, and must certify that Respondent nor any parent company, subsidiary company or associated company or contractual/independent contractor(s) hired by respondent has assisted with preparing this RFP.

8.11 DBE Program Provisions

Pursuant to, 40 CFR, Part 33, Subpart C, Disadvantaged Business Enterprise (DBE) respondents that are not DBEs are strongly encouraged to consider partnering, or other joint venture arrangements, with certified DBE firms to achieve the prescribed goals and to give DBE firms the opportunity to participate. Respondents must document good faith efforts to provide meaningful participation by DBE firms. Willful and/or intentional violation of this obligation may result in the imposition of liquated damages or other appropriate sanctions, including, without limitation, suspension of any future consideration with VIWMA and monetary payments based on the DBE goal shortfall.

8.12 Minority & Women-Owned Business Enterprise (M/WBE)

Respondents that are not M/WBEs are strongly encouraged to consider partnering, or other joint venture arrangements, with certified M/WBE firms to achieve the prescribed goals and to give M/WBE firms the opportunity to participate. Respondents must document good faith efforts to provide meaningful participation by M/WBE firms. Willful and/or intentional violation of this obligation may result in the imposition of liquidated damages or other appropriate sanctions, including, without limitation, suspension of any future contracts with VIWMA and monetary payments based on the M/WBE goal shortfall.

VIWMA is interested in having at a minimum 20% of all work to be completed by a DBE Program and/or M/WBE. Respondents must document good faith efforts to provide meaningful participation by these firms. All approved DBE Program Businesses can be identified via the USVI Department of Public Works.

SECTION 9: ELIGIBILITY REQUIREMENTS

9.1 Licensing Requirements

A contract will not be issued, nor a Notice to Proceed given, to any firm or individual doing business in the Virgin Islands to perform work with the VIWMA until documentary evidence is submitted that said firm or individual has a valid V.I. Architectural/Engineering Business License to do similar business in the Virgin Islands. If a contractor does not have the Business License prior to proposal submittal, documentation must be submitted with the proposal showing the Vendor has submitted the required documentation to receive the License from VIDLCA. Submitters must submit a copy of a valid V.I. business license within ten (10) working days after award of the contract. Failure to provide the required documentation within the allotted time frame shall result in vendor disqualification.

All Submitters bidding as Joint-Ventures which do business in the Virgin Islands must be licensed as a Joint-Venture in the Virgin Islands.

9.2 Requirements of Legal Entities

Respondents that are corporations, partnerships, or any other legal entity, domestic or foreign, shall be properly registered to do business in the area in which they are incorporated at the time of the submission of their responses to this RFP. Such respondents shall attach a certificate of good standing from the Secretary of State in the area in which they are incorporated in their proposals. Upon contract execution, the successful Respondent will show evidence of its applications to obtain any required licenses or certificates required to do business in the USVI.

9.3 Required Documents

The successful respondent will have ten (10) days from the day of notice of selection is received to submit the following documents:

A. **Corporate Documents** - The successful respondent will be required to provide a copy of their Corporate Documents.
    a. Provide a Copy of Corporate Documents
        i. Corporations
            1. Copy of Articles of Incorporation
        ii. Limited Liability Company (LLC)
            1. Copy of Articles of Organization
            2. Copy of Operating Agreement
        iii. Sole Proprietor
            1. Copy of Trade Name Certificate

B. **Letter of Good Standing of Corporation or Certificate of Existence if LLC** – The successful respondent will be required to provide a copy of their Letter of Good Standing or Certificate of Existence. A copy of the receipt that demonstrates evidence of filing the company's Annual Report of June 30th of the current Year from the Office of Lieutenant Governor will be acceptable as well.

C. **Workman's Compensation Insurance** – The successful respondent will be required to provide proof of Workman's Compensation Insurance.

D. **Liability & Property Damage Insurance** - The successful respondent will be required to obtain and have in place Liability Insurance in an amount not less than **$2,000,000.00** combined single limits for bodily injury, wrongful death, and property damage. Proof of coverage must be provided prior to the issuance of the related contract.

E. **Errors & Omissions Insurance -** The successful respondent will be required to obtain and have in place Errors & Omissions Insurance for A/E Services of not less than $2,000,000.00. The VIWMA shall be the additional named insured.

F. **Social Security Number (SSN) or Employer Identification Number (EIN) -** The successful respondent will be required to provide an official copy of their SSN or EIN.

G. **CAGE Number** – The successful respondent will be required to submit a Valid CAGE Number that is actively registered on SAM.GOV https://www.sam.gov/SAM/pages/public/index.jsf

H. **VI Business License** – The successful respondent will be required to submit proof the said firm or individual has a valid V.I. Architectural & Engineering Business License to do similar business in the Virgin Islands.

9.4 Workers' Compensation

Within ten (10) working days after notification of proposal acceptance, the successful submitter must provide a copy of their certificate indicating that the firm and its agents are covered by Workmen's Compensation Insurance.

THESE DOCUMENTS WILL BE REQUIRED PRIOR TO ISSUANCE OF A CONTRACT.FAILURE TO PROVIDE THE CERTIFICATES WITHIN **TEN (10) WORKING DAYS** AFTER NOTIFICATION OF ACCEPTANCE OF SUBMITTER'S PROPOSAL MAY RESULT IN THE PROPOSAL BEING DEEMED AS NON-RESPONSIVE AND THE SUBMITTER MAY BE IMMEDIATELY DISQUALIFIED WITH NO FURTHER CONSIDERATION GIVEN FOR POTENTIAL AWARDING OF THE CONTRACT.

SECTION 10: PROPOSAL SUBMITTAL FORMAT

The proposal must contain the following:

1. Package 1

1. Respondent's Cover Letter & Executive Summary
    b. Relevant information as described
2. Required Documents & Enclosure Documents
    a. Enclosure Documents A,B,C,D,E
    b. Copy of Corporate Documents (as outlined)
    c. Certificate of Good Standing
    d. Copy of Valid VI Business License (or proof of pending approval)

e. Copy of Valid Cage Number from Sam.gov
f. Workman's Compensation Insurance
g. Liability & Property Damage Insurance
h. Errors & Omission Insurance
i. SSN or EIN Number
j. Proof of Bonding

3. Key Personnel
    a. Organizational Chart (Prime & Sub-Contractors w/ % of work to be completed)
    b. Staffing & Management Plan (Local & Off-Island)
        1. DBE & M/WBE Engagement
    c. Qualifications
        1. Evidence of Meeting Professional Qualification Requirements

4. The Proposal
    a. Project Approach & Methodology
        1. Describe how you will approach this project and availability to perform the services requested
    b. Contract Management & Quality Control Plan
    c. Project Schedule
    d. Contractor Responsibilities
        1. Confirm willingness/ability/method for adherence to Section 9

5. Past Project Experience
    a. List of completed projects of similar type and estimated cost of each.
    b. Current projects underway
        1. Include scope; percentage completed to date and estimated cost of each
    c. Project References

2. Package 2

1. Cost Proposal Submittal (under separate cover)
    a. Enclosure Document F
    b. Design Cost (Survey, Architectural & Engineering {Civil, Electrical, Mechanical}, Hourly Rates, etc.

SECTION 11: PROPOSAL SUBMITTAL CONTENT

Except for specialized charts, drawings, or figures, all pages will be 8.5 x 11-inches with 1-inch margins and a minimum of 12-point font. *Total proposal length shall not exceed 75 pages, including statement of qualifications, technical and cost proposals.*

Supporting material such as corporate brochures and equipment descriptions will not be counted in the 75 pages. The cover page of the proposal must include the title of the proposal and indicate that the proposal is in response to the "Request for Proposals to"

Engineering Design and Environmental Consulting Services for Wastewater Projects on a Task Order Basis

(Territory-Wide)

and shall include an individual's name and title representing the submitter as a point of contact (with addresses, phone and fax numbers, and email addresses), and the name, title, signature, and contact information of someone in the submitter's organization with the authority to bind the organization (See RFP cover sheet in *Enclosure Document A*).

Normal business hours for the VIWMA Division of Procurement and Property are **8:00 a.m. to 5:00 p.m. Atlantic Standard Time,** (no daylight savings time). Therefore, submitters shall be responsible for delivery of their proposals to the VIWMA Division of Procurement and Property before the date and time set for the closing of this RFP.

To be considered for award, the bid package shall meet the following requirements. Failure to meet the requirements as outlined may disqualify the respondent.

Main Package (Labeled "Technical Proposal") PDF Email attachment to include:

11.1 Email/Package 1

11.1.1 Respondent's Cover Letter

- The cover letter should be on the company's official business letterhead with contact information and must be signed by an officer of the organization that is authorized to bind the company contractually to all the commitments made in their submittal.
- The letter should acknowledge the receipt of all addenda.
- Should include at a minimum, a commitment by the submitter, if selected, to enter into good faith negotiations with the VIWMA.
- It shall state, if awarded the contract, that the firm will be solely responsible for all aspects of the engagement including any portion that may be performed by its subcontractors, if any.
- Must be submitted with a Board Resolution giving said officer signatory authority.
- It should make a positive commitment to perform the work required as specified to industry standards of workmanship and in a professional manner.
- It should also state that the bid package will remain in effect for a period of 90 days from the submission deadline and thereafter, until the firm withdraws it, or a contract is approved and executed, or the procurement is canceled, whichever occurs first.
- Confirmation that the firm has not engaged in any unethical practices within the past five (5) years.
- The Proposer must also disclose, and identify, any existing contractual work for the Territorial Government, whether directly or through a parent company, subsidiary company or associated company or independent contractor(s) hired by respondent; identity any potential conflict of interest, and must certify that respondent nor any parent company, subsidiary company or associated company or contractual/independent contractor(s) hired by respondent has assisted with preparing this RFP.

11.1.1 Executive Summary *(separate from Cover Letter)*

- Provide a summary including a description of the respondent's mission, and an explanation of the types of services the respondent provides that relate to this RFP.
- Provide a summary including a description of the respondent's mission, and an explanation of the types of services the respondent provides that relate to this RFP.
- A summary of the Respondent's qualifications.
- A brief statement of the Respondent's understanding of the scope of work to be performed.
- Ability to meet the overall requirements in the timeframes requested by VIWMA.
- A brief statement reflecting the Respondent's understanding of the scope of work to be performed.
- Confirmation that the Respondent has any appropriate state business license(s) required for this proposal, or, if allowed by law, will obtain such business license.
- Confirmation that the Respondent has not had a record of substandard work within the past five (5) years.
- Confirmation that the Respondent has not engaged in any unethical practices within the past five (5) years.
- Confirmation that, if awarded a contract, the Respondent acknowledges its complete responsibility for the entire contract, including payment of all charges resulting from the contract.
- Confirmation that Respondent has adequate financial resources for performance or can obtain such resources as required during performance.
- Has a written agreement with any person or subcontractor listed in the proposed project staff or team.
- Provide a brief statement describing the adequacy of the Respondent's financial capacity to handle the requirements of this RFP.
- Any other information that the Respondent feels appropriate.
- Briefly describe any significant changes to the management and/or structure of the respondent that are related to the work contained in this RFP, including any mergers that occurred in the last five (5) years.
- The name, address, telephone, fax, and email of the respondent should be included. The Respondent shall provide its office locations, number of full-time employees, date of incorporation, and number of years providing A/E Services; noting years related to CDBG-DR, FEMA and other disaster recovery services.

11.1.2 Required Documents & Enclosure Documents

- **RFP Cover Letter –** Complete **Enclosure Document A.**

- **Non-Collusive Affidavit –** Complete **Enclosure Document B.** The form must be notarized.

- **Debarment Certification Form** – Complete **Enclosure Document C.** The form must be notarized.
- **Contractor's Qualifications Statement Form** – Complete **Enclosure Document D**. For the Reference Section of the form, provide three (3) references for the most recent, relevant work comparable to the scope requested in this RFP and who would be willing to discuss your company's competency and performance must be provided. If you currently have more than three (3) references, a client listing with contact information should be provided as well. At a minimum, one of the three (3) references must be for the prime Contractor.
- **Contract Document Checklist Form** – Complete **Enclosure Document E** and submit your current Business License. For this section, Respondent must provide evidence that the company is licensed to provide the requested services. The Business License must be relevant to the Scope of Work for this solicitation.
- **Corporate Documents-** Provide corporate documents as outlined in Section 10.3

11.1.3 Key Personnel

11.1.3A Organizational Chart

- Respondent shall submit an organizational chart detailing the identity of each staff member who shall perform the services required under this contract. Specifically identify people currently employed by the Respondent who will serve in key roles listed in the organizational chart.
- In addition, for any staffing functions for which specific roles have not been provided in this RFP, the respondent should submit a list, describe, and discuss.
- Address the need for specific roles to perform certain functions and provide an organizational chart that shows how and by whom these functions will be performed.

11.1.3.B Staffing Plan

- The Respondent should demonstrate their ability to adequately staff and scale each functional area to maintain agreed upon service levels from initial start- up and throughout the life of the Program.
- The Respondent's staffing plan shall specifically include the required number of personnel, role and responsibilities of each person on the project, their planned level of effort, their anticipated duration of involvement, and their on- site availability.
- Staffing plan shall include a plan for HUD Section 3 Compliance, Equal Employment Opportunity and Minority and Women Owned Business Enterprise (M/WBE) utilization and Disadvantaged Business Enterprises.
- Clearly identify the number of staff that will need to be hired, the process for hiring them, and how they will be trained. Indicate if any work will be subcontracted to other partners.

11.1.3C Qualifications

- Provide a summary of the types of services the Respondent offers that relate to this RFP.
- Provide specific details on any previous experience with related disaster recovery services.
- Proposals must demonstrate that the respondent has each of the necessary minimum qualifications listed in this RFP and is able to carry out each of the specific Tasks and Deliverables identified in this RFP.
- Respondents should provide detailed information about the experience and qualifications of its staff who are considered key to the success of the project.
- Respondents should demonstrate that all proposed staff have the requisite necessary experience and knowledge to successfully implement and perform the tasks and services under this RFP.
- Provide the resumes of the key staff that will perform the work and any other documentation that demonstrates their qualifications, including degrees, licenses, certifications, and years of relevant experience.
- If the respondent will be subcontracting or partnering for any portion of the work, please also summarize the qualifications and experience of the subcontractor/partner's relevant staff and attach any contracts or agreements pertaining to the proposal.
- Any subcontractor included in the Proposal must have agreed in writing to being included in the Respondent's proposed project staff or team. Any such written agreement must be produced to VIWMA upon request. Any financial terms and personally identifying information (i.e., social security number) may be redacted from the production to VIWMA.

11.1.4 Proposal

Provide a synopsis of your approach to managing the outlined scope of work, proposed schedule for staff and overall management style for achieving the Scope of Work. Proposal content shall include:

11.1.4D Approach & Methodology

- Describe the Respondent's understanding of the nature of the Scope of Services and how its Proposal will best meet the needs of VIWMA.
- Explain how the respondent will achieve the goals, objectives, tasks, and deliverables outlined.
- Provide any relevant recommendations to improve the process flow to increase processing speed and efficiency, and to avoid waste, fraud, and abuse.
- Proposals should address a Respondent's anticipated approach and capability to coordinate with other providers performing services for the project.
- Proposals must demonstrate knowledge of local communities and community specific needs, including experience with writing complete specifications as they relate to concrete, masonry and underground structures similar to the standard structures in the Territory.
- Describe the proposed mechanisms for delivering services.
- Describe the Respondent's strategy for ensuring collaborative, consistent and productive communication with VIWMA and other Project contractors.
- Describe the strategy for recruiting and hiring any subcontractors that are essential to the Project's success but have not yet been identified. Additionally, describe how the Proposer will work with and assist in managing the selected subcontractors.

- If the Respondent intends to subcontract for portions of the work, the Respondent shall identify in its proposal any subcontractor relationships and include specific designations of the tasks to be performed by the subcontractor. The prime Contractor shall be the single point of contact for all subcontract work. Every subcontract shall incorporate and follow the terms of the contract between the prime Contractor and VIWMA.
- Describe the strategy for preventing fraud and abuse, and for complying with state and federal guidelines.

11.1.4F Contract Management Plant & Quality Assurance / Quality Control Plan

The Contract Management Plan & Quality Assurance/Quality Control Plan should address the following topics:

- A listing of the specific individuals assigned to the Management Team and to Technical Support who the submitter will assign to the contract during the design phase and provide the résumés and experience of those individuals.
- A detailed staffing plan indicating the type and quantity of the various positions the submitter feels is necessary to provide the services required.
- The details of the incorporation of the design parameters into the project design.
- Specifically identify any additional services which should be provided but which exceed the scope of services requested herein.
- Changes or limitations to the general provisions listed in the draft agreement.
- The Respondent shall provide detailed information on its management plan for the services and its quality assurance / quality control procedures associated with the scope of work.
- Outline procedures for ensuring compliance with all federal and state requirements, including but not limited to PA and HMGP eligibility requirements, hiring and contracting requirements, federal and state labor standards, and M/WBE compliance.

11.1.4E Project Schedule

- All proposals must include a project schedule in Gantt chart or similar format showing key project milestones for the duration of the project. The schedule should start with the Notice to Proceed as the effective date, through acceptance of the 100% Final Bid Documents for the Construction Phase of the Project.
    - This schedule will include at a minimum sufficient time to obtain permits and provide designs with WMA reviews and approvals. The VIWMA will assist in securing the necessary permits in a timely manner providing all legally required submittals have been met.

11.1.5 Project Experience

- Provide at least three (3) examples of current and/or past experiences for the Respondent and for any partners or subcontractors. At a minimum, the past experiences must include the experiences related to the references provided on Enclosure Document D, including one of the three (3) experiences must be for the prime Contractor. Each experience should include the client's name, main point of contact, title, and a description of the services provided.

11.2 E-Mail/Package 2 - Cost Proposal Submittal

Proposals in response to this RFP will consist of two separate emailed pdf submissions, **one providing methodology, approach and technical details** and **a separate email providing cost information**. One pdf copy of the cost proposal shall be submitted in a separate email. The email and submission containing the cost proposal shall be stated so in the subject of the email and on the outside of the proposal**.** The cost proposal shall include the following:

Cost Proposal Assumptions

a. Detailed listing of all proposed capital equipment
b. Time & Employee Hourly Rates
c. Other Rates & Fees as applicable
d. Proposed Milestones/Deliverables & Projected Payment Schedule

Bid Sheet – Complete **Enclosure Document F**. All bid pricing must be valid for 90 days from the submission deadline and thereafter until the company withdraws it, or a contract is approved and executed, or the procurement is canceled, whichever occurs first. This includes an hourly rate and other expected reimbursable costs regarding the contract. **A final, total cost for all required and proposed services must be properly identified on the bid sheet.** The Respondent may also provide a comprehensive write-up regarding project cost. This will be used to establish a baseline for negotiation with bidders who have been deemed acceptable based on the criteria of this solicitation.

Each respondent must adhere to the requirements of this section relative to the proposal package content and format to simplify the review process and facilitate the maximum degree of comparison. Respondents may be subject to a best and final offer process should the responses preclude comparability. Respondents should ensure that their proposal package closely follows the sequence and organizational outline described in this section.

SECTION 12: COMPLETENESS OF PROPOSAL

All proposals (and all copies) must be complete by the RFP submission deadline. Minor non-substantive corrections may be accepted, if in the opinion of the WMA they are warranted, after the submission deadline.

SECTION 13: CONSIDERATION OF PROPOSAL

The VIWMA Executive Director shall represent and act for VIWMA in all matters pertaining to the scope of services and contract in conjunction therewith. **This RFP does not commit the VIWMA to the award of a Contract, nor pay any costs incurred in the preparation, submission of proposals or VIWMA requests for revisions of the proposal in anticipation of a contract. VIWMA 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 the VIWMA will be served by such action.** The WMA may require the submitter selected to participate in negotiations by providing price, technical, or other revisions of their proposals as may result from or be required by negotiations. Proposals failing to provide some of the items in ***Section 8 & Section 11*** shall not be rejected per se but any deviations from the scope must be

clearly noted. Submission to the WMA of any type of proposal in response to this RFP indicates acceptance of these terms.

SECTION 14: WITHDRAWAL 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 WMA after having been notified that said proposal has been accepted by VIWMA. Submitters agree to hold their offer, including pricing, firm for at least **180 days** after the proposal submission deadline.

SECTION 15: CONTRACT TIME PERIOD

This RFP is for the solicitation of proposals to provide Engineering Design, Environmental Consulting and personnel required to perform professional services on a task order basis. The initial term of the contract will be **365 days and two one year renewal options.**

SECTION 16: PROPOSAL EVALUATION/SELECTION PROCESS

VIWMA will evaluate all Proposals that are received in a proper and timely manner to determine whether they meet the submission requirements. Awards are made to the most responsive bidder that provides the proposal that is most advantageous to VIWMA, considering such factors as the Bidder's ability to perform the work the Bidders' past experience, time of delivery, etc. and not solely the lowest price.

VIWMA, at its sole discretion, will determine which Proposal best satisfies its requirements. All Proposals deemed to be responsive to the requirements of this RFP will be evaluated and scored for technical qualities and price. Proposals that are materially deficient in meeting the submission requirements of this RFP or have omitted material documents may be eliminated from consideration at the sole discretion of VIWMA. The evaluation process will include separate technical and price evaluations and will be conducted as set forth herein.

VIWMA reserves the right to award contracts based on initial proposals received, without discussion; therefore, the Respondent’s initial proposal should contain its best technical and price terms.

The Selection Committee will consist of VIWMA officials and others, as deemed appropriate by VIWMA, and will be responsible for the recommendation of the selection of the Contractor. The final approval of the selection of the Contractor and the fees to be paid shall be made by the WMA Governing Board.

Proposal Selection Criteria

The following criteria will be used by the VIWMA’s Selection Committee in evaluating proposals submitted in response to this RFP.

Evaluation Factors	Total Points
Technical	
Qualifications	10
Responsiveness, Project Approach & Resource Availability	25
Architectural & Engineering Conceptual Design	25
Previous Project Experience	15
Oral Interview	5
Pricing	
Pricing	20
Total	**100**

16.1 Oral Interviews

Respondents may be required to participate in an oral interview. The oral interview will be a panel comprised of members of the selection committee. Respondent may only ask questions that are intended to clarify the questions that they are being asked to respond. Each Respondent's time slot for oral interviews will be determined randomly. Respondents who are selected shall make every effort to attend. If representatives of the VIWMA experience difficulty on the part of any Respondent in scheduling a time for the oral interview, it may result in disqualification from further consideration.

SECTION 17: GLOSSARY

Submitter: Name of a developer, contractor, partnership, joint venture, manufacturer, corporation, individual or other entity which submits a proposal to the WMA.

Contractor: Name of a developer, contractor, partnership, joint venture, manufacturer, corporation, or other entity that is granted a contract as a result of this RFP.

DLCA: Acronym for the Virgin Islands Department of Licensing & Consumer Affairs, the entity responsible for issuing Business Licenses within the Territory.

DPNR: Acronym for the Virgin Islands Department of Planning & Natural Resources, the entity responsible for reviewing and approving permits within the Territory.

VIWMA: Acronym for the Virgin Islands Waste Management Authority of the Virgin Islands

Proposals: Written submission in response to this RFP.

RFP (Request-for-Proposals): A solicitation of qualified submitters for written proposals to complete Design/Build of the St. Croix Convenience Centers (Mon Bijou, Concordia, Cotton Valley).

SECTION 18 : ENCLOSURES & APPENDICES

Enclosure Document A : RFP Cover Letter
Enclosure Document B : Non-Collusion Affidavit
Enclosure Document C : Debarment Certification Form
Enclosure Document D : Respondent's Qualification Statement
Enclosure Document E: Contract Document Checklist
Enclosure Document F: Base Bid Sheet

Appendix I: HUD Rider CFR 200
Appendix II: HUD Federal Cross Cutting Measures

ENCLOSURE DOCUMENT A

VIRGIN ISLANDS WASTE MANAGEMENT AUTHORITY
RFP COVER LETTER

RESPONDENT
Name: _____
Address: _____
Tax Identification Number: _____

RESPONDENT'S CONTACT PERSON
Name: _____
Title: _____
Telephone: _____
Email Address: _____

REQUEST FOR PROPOSAL INFORMATION
RFP Number: _____
RFP Project Name: _____

SCHEDULE OF ADDENDA(I) or (We) acknowledge receipt of the Addenda to the RFP Package hereinafter named, for the project(s) included in this RFP and declare that (I) or (We) accept these Addenda and that every change is included in this proposal.

Addendum Number _____ Date _____

Addendum Number _____ Date _____

Addendum Number _____ Date _____

Addendum Number _____ Date _____

Addendum Number _____ Date _____

RESPONDENT'S AUTHORIZED REPRESENTATIVE

Name: _____

Title: _____

Signature: _____ Date: _____

ENCLOSURE DOCUMENT B

VIRGIN ISLANDS WASTE MANAGEMENT AUTHORITY
Non-Collusion Affidavit

_____, being first duly sworn, deposes and says that (1) he/she is [owner, partner, officer, representative, or agent] of: _____ _____,the bidder that has submitted the attached bid;

(2) He/She is duly informed respecting the preparation and contents of the attached bid and of all pertinent circumstances respecting such bid;

(3) Such bid is genuine and is not a collusive or sham bid

(4) Neither the said bidder nor any of its officers, partners, owners, agents, representative, ex-employee or parties in interest, including the affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other bidder, firm or person to submit a collusive or sham bid in connection with the contract for which the attached bid has been submitted or to refrain from bidding in connection with such contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other bidder, firm or person to fix the price or prices in the attached bid or of any other bidder, or to fix any overhead, profit or cost element of the bid price or the bid price of any other bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against The Virgin Islands Waste Management Authority or any person interested in the proposed contract, and

(5) The price or prices quoted in the attached bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

_____
(Name of Respondent, Name of Corporation, LLC, or Sole Proprietor)

Subscribed and sworn to before me on/in the Island/State of _____, this _____ day of _____ 2023, by _____ of legal age, _____ and personally known to me.
(Trade or Corporation)

(Seal) _____
Notary Public

ENCLOSURE DOCUMENT C
VIRGIN ISLANDS WASTE MANAGEMENT AUTHORITY
DEBARMENT CERTIFICATION FORM

Certification Regarding Debarment, Suspension and Ineligibility

---

(1) The Respondent certifies, by submission of this solicitation, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in any federal or local programs in the Territory or any Federal department or agency.

(2) Signing this Certification without disclosing all pertinent information about a debarment or suspension shall result in rejection of the offer or cancellation of a contract. The VIWMA may also exercise any other remedy available by law.

(3) Where the Respondent is unable to certify any of the statements in this certification, such Respondent shall attach an explanation to this solicitation.

Name of Authorized Representative: _____

Title of Authorized Representative: _____

Signature: _____ Date: _____

Subscribed and sworn to before me on/in the Island/State of _____, this _____ day of _____, 2023, by_____of legal age, _____ _____ and personally, known to me.
(Trade or Corporation)

(SEAL)

_____
Notary Public

ENCLOSURE DOCUMENT D
VIRGIN ISLANDS WASTE MANAGEMENT AUTHORITY
RESPONDENT QUALIFICATIONS STATEMENT

Name of License Holder: _____
Name of Company/DBA (if any): _____
Legal Status (check one): ☐Corporation ☐LLC ☐Sole Proprietorship ☐Partnership
Business Location (Office): _____
Mailing Address: _____
Telephone Number: _____ Fax Number: _____ Email:_____
Website address (if any): _____

Do you have a current USVI Business License? ☐Yes ☐No
Number of Years licensed to conduct business in the USVI: _____
Type of License(s): _____
Number of Design/Builds completed in the last 5 Years _____, Average value of these Contracts $: _____
Do you have a plan to use Subcontractors? ☐Yes ☐No If yes, company: _____

Have you ever failed to complete a project, been fired, sued by one of your clients and/or found in default of contract terms? ☐Yes ☐No

If yes, explain on another sheet if a Performance Bond or other means were used to resolve the issue and the circumstances and the outcome.

Are there or have there been any Claims, Arbitration, Judgments or Liens against you?
☐Yes ☐No
If yes, explain on another sheet the circumstances and outcome.

List three non-VIWMA references that can be contacted for their input concerning your abilities:

1) Client Name: _____ Contact Number: _____
2) Client Name: _____ Contact Number: _____
3) Client Name: _____ Contact Number: _____

List your current Projects under Contract (Project Title or Clients Name), Value (Contract Value) and Percentage of Completion:

1)Client Name: _____ Value: _____ % _____
2)Client Name: _____ Value: _____ % _____
3)Client Name: _____ Value: _____ % _____

(If you have more contracts, please list on separate sheet)

Respondent shall certify that the above information is true and shall grant permission to VIWMA to contact the above-named person or otherwise verify the information.

ENCLOSURE DOCUMENT E
VIRGIN ISLANDS WASTE MANAGEMENT AUTHORITY
CONTRACT DOCUMENT CHECKLIST

Name of Business: _____
Contact Person: _____
Telephone Number: _____
Email Address: _____
EIN Number: _____
CAGE Number: _____

☐ Current USVI Business License Expiration Date ___/___/20____
☐ Government Insurance Coverage/Workman's Comp. Expiration Date ___/___/20____
☐ Insurance
- ☐ Certificate of General Liability & Endorsement Expiration Date ___/___/20____
- ☐ Proof of Automobile Insurance Expiration Date ___/___/20____
- ☐ Certificate of Professional Liability & Endorsement Expiration Date ___/___/20____
- ☐ Errors & Omissions Insurance Expiration Date ___/___/20____
- ☐ Malpractice Insurance Expiration Date ___/___/20____

The Insurance Policy shall name the VIWMA as a Certificate Holder and an Additional Insured via an endorsement as followed:

Virgin Island Waste Management Authority
7410 Estate Bovoni, Bay 2
St. Thomas, USVI 00802

Business Formation Documents

For all business entities, please submit a Trade Name Certificate (if applicable) in addition to the following:

☐Corporation
- ☐Articles of Incorporation & By Laws
- ☐Certificate of Resolution
- ☐ Certificate of Authority/ Good Standing

☐LLC
- ☐Articles of Organization
- ☐Certificate of Authority/ Good Standing

☐General Partnership
- ☐Partnership Agreement
- ☐ Certificate of Authority/ Good Standing

☐LP, LLP, LLLP
- ☐Certificate of Limited Partnership or Statement of Qualifications
- ☐ Certificate of Authority/ Good Standing

☐Sole Proprietorship
- ☐Tradename Certificate

ENCLOSURE DOCUMENT F
VIRGIN ISLANDS WASTE MANAGEMENT AUTHORITY
BASE BID SHEET

The undersigned contractor proposes to furnish all labor, tools, materials, equipment, miscellaneous supplies and incur any other costs as may be required to perform the scopes of work, subject to all the conditions as set forth in the project scope of work.

Instructions: For Section 1, the respondent should complete the position, Number of Staff, fully burdened Hourly Rate, Estimated Hours per Week, Materials and Equipment, and calculate the Estimated Total in the chart below. For Section 2, the respondent should provide the weekly or monthly amount as requested, times the corresponding number of weeks or months to provide the estimated total.

These costs are being provided for the purpose of evaluating bids and determining reasonable cost for these items. Depending on the structure of the winning bidder's response, not all costs may ultimately be included in the final contract.

Position	# of Staff	Hourly Rate	Estimated Hours per Week	Estimated Timing	Estimated Total
Section 1 – Hourly Rates					
Design					
Project Manager					
Architect					
Structural Engineer					
Civil Engineer					
Mechanical Engineer					
Registered Surveyor					
Landscape Architect					
Cost Estimator					
Clerical/Administrative					
Other Anticipated Position(s):					
Other Anticipated Position(s):					
Other Anticipated Position(s):					
SUBTOTAL - POSITIONS	N/A	N/A	N/A	N/A	
Section 2 – Other Expenses					
Travel, Housing, and Per Diem (weekly lump sum)					
Other Necessary Costs (itemize on separate sheet)					
SUBTOTAL – OTHER EXPENSES	N/A	N/A	N/A	N/A	
FINAL TOTAL COST	N/A	N/A	N/A	N/A	