REQUEST FOR PROPOSALS
RFP 003-2019-DR-STT/STX

ADDEDNUM 3

CONSTRUCTION MANAGEMENT SERVICES

Issue date:
April 11, 2019

Submittal deadline:
May 31, 2019

Contact person:
Nicole Roberts
CDBG-DR Procurement Officer
nroberts@vihfa.gov

Unlocking the Door to Affordable Housing
VIRGIN ISLANDS
HOUSING FINANCE AUTHORITY

3202 Demarara Plaza • Suite 200
St. Thomas, US Virgin Islands 00802-6447
Telephone (340) 777-4432 • Fax (340) 775-7913

ADDENDUM NO. 3
Request for Proposals
Community Development Block Grant – Disaster Recovery Program
Construction Management Services
RFP-003-2019-DR-STT/STX

This addendum consists of two (2) letter size pages (8.5’ x 11”).

This Addendum is hereby made part of the RFP for Construction Management Services, RFP-003-2019-DR-2019, dated April 11, 2019.

Amendments to the RFP:

The following sections of the RFP were revised, and changes shall be considered by Proposers:

- **Section 16.0, Delivery of Bid Packages** is hereby amended by adding the following:

  Bid packages should also include one USB flash drive in Microsoft Office Suite Software or PDF format that contains all two (2) sub-envelope files corresponding to the envelope labels and containing a digital copy of all documents with the original hard copy package in the order specified below.

- **Section 2.2.3.2, Program Administration, Item m,** is hereby amended to read as follows:

  m) Perform facility inspections, identifies deficiencies and initiates corrective actions, including quality assurance / quality control inspections periodically and at the end of each construction project.

- **Section 2.2.4, Engineering Blueprints** is hereby amended to add the following new item:

  f) Provide general Architectural and Engineering services to include: architectural plans and engineered drawings, etc., as required

- **Section 3.2, Required Minimum Qualifications of Respondent** is hereby amended to add the following:

  Respondent must demonstrate they have knowledge and/or prior experience in the following areas:

  I) Architectural drawings/plans and specifications, and engineering specifications
- **Section 6.0, Price and Payment** is hereby amended by deleting the following sentence:

  Respondents must provide fully burdened hourly rates for all staff as requested to complete the tasks as set forth in this RFP.

- **Enclosure Document G, Prior Performance Certification**, the following sentence is hereby amended by adding the following underlined phrase as follows:

  If yes, provide a copy of every “Letter of Concern”, for the preceding five years (inclusive of this current year), received from, and as a contractor of, a Government entity.

- **Enclosure Document H, Base Bid Sheet**, the following sentence is hereby amended by adding the following underlined phrase as follows:

  These costs are being provided for purposes of evaluating bids, determining reasonable cost, and as a basis of the not-to-exceed contractual price.

  On a separate sheet, Respondent should also provide/note its rate structure for each of the following: per diem, travel and housing.

All other requirements and provisions of RFP-003-2019-DR-STT/STX, Construction Management Services, shall remain in full force and effect.

Each proposer shall make reference in his Proposal to this Addendum 3 to the RFP Documents. Failure to do so may result in the Proposer’s disqualification.

Antoinette Fleming, Director
Community Development Block Grant-Disaster Recovery

5/20/19
Date