



VIRGIN ISLANDS HOUSING FINANCE AUTHORITY

3438 Kronprindsens Gade · GERS Complex 1st Floor · Suite 4
St. Thomas, U. S. Virgin Islands 00802
Telephone: (340) 772-4432 · Fax: (340) 772-4002

REQUEST FOR PROPOSALS RFP 001-2020-DR-STT/STX

ADDENDUM 3

DEVELOPMENT OF ACTION PLAN(S) & AMENDMENTS

Issue date:

October 8, 2019

Submittal deadline:

November 12, 2019

Contact person:

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

 *Unlocking the Door to Affordable Housing*



VIRGIN ISLANDS HOUSING FINANCE AUTHORITY

Community Development Block Grant – Disaster Recovery
3438 Kronprindsens Gade • GERS Complex 1st Floor Suite 4
St. Thomas, USVI 00802-6447
Telephone: (340) 777-4432 • Fax: (340) 775-7913

ADDENDUM NO. 3 Request for Proposals Community Development Block Grant – Disaster Recovery Program Development of Action Plan(s) & Amendments RFP 001-2020-DR-STT/STX

This addendum is issued to modify the previously issued RFP document and/or given for informational purposes and is hereby made a part of the RFP document. The proposer must acknowledge the receipt of any and all addenda by responding back to nroberts@vihfa.gov and acknowledging it in the RFP Cover Letter, Enclosure Document A.

The following sections is hereby amended/change:

- **8.0 REQUESTS FOR PROPOSALS ANTICIPATED SCHEDULE**

The following dates are proposed by VIHFA. The deadlines associated with this RFP are amended as follows:

RFP SCHEDULE	DATES
RFP Release Date	October 8, 2019
Pre-Proposal Conference	October 11, 2019
Deadline for Questions	October 16, 2019
Questions Responses Deadline	October 21, 2019
Proposal Submittal Deadline	November 7, 2019
NEW Proposal Submittal Deadline	November 11, 2019
NEW Proposal Submittal Deadline	November 12, 2019
Interviews and/or Demo	November 14, 2019
NEW Interviews and/or Demo	November 22, 2019
Anticipated Announcement of Award	On or before November 22, 2019
NEW Anticipated Announcement of Award	December 6, 2019

The VIHFA reserves the right to change the Schedule of this RFP by issuing an Addendum at any time.

- **16.0 DELIVERY OF BID PACKAGES**

All responses to this RFP are to be submitted no later than **4:00 PM AST** on **November 12, 2019**. Submissions must be packaged as set forth below. Respondents should clearly describe their ability to meet or exceed the requested scope of work and qualifications described in Sections 2.0 and 3.0. VIHFA reserves the right to request any additional information to assure itself of a Proposer's financial condition and experience.

Bid Packages must be submitted via mail or hand delivered to:

Virgin Islands Housing Finance Authority
Community Development Block Grant-Disaster Recovery Program
3438 Kronprindsens Gade
GERS Complex 1st Floor, Suite 4
St. Thomas, VI 00802
Attention: Nicole Roberts

RFP 001-2020-DR-STT/STX

Bids may **not** be submitted via email or fax.

The bid package should include five (5) properly labeled, sealed envelopes. One labeled original and containing an original hardcopy of all the materials and the other four containing copies of the original. Within each of these bid package envelopes, the contents should be divided into two (2) sub-envelopes, according to the specifications below and sealed. 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.

The envelopes must be clearly marked. Failure to clearly mark each bid package with this information may cause VIHFA to inadvertently open the bid package before official closing date and time. VIHFA will mark all received bid packages with the date and time of receipt. Bids received after the official deadline will be considered **LATE** and will **not** be opened nor considered.

All other requirements and provision of RFP-001-2020-DR-STT/STX, Development of Action Plan(s) & Amendment, shall remain in full force and effort.

Each Proposer shall make reference in his proposal to all Addendum(s) to the RFP Documents. Failure to do so may result in the Proposer's disqualification.



Antoinette Fleming, Director

Community Development Block Grant – Disaster Recovery

11/8/19
Date