



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. 2 Request for Proposals Community Development Block Grant – Disaster Recovery Program General Construction Services RFP-007-2021-DR-STT/STX

This addendum consists of twelve (12) letter size pages (8.5' x 11").

This Addendum is hereby made part of the RFP for General Construction Services, RFP 007-2021-DR-STT/STX, dated July 27, 2021.

This addendum consists of Questions and Answers as follows:

1. Question – Will the Virgin Islands Housing Finance Authority allow for a electronic submittal.

Answer: Yes, see Section 15, page 13.

2. Question – How many homes does VIHFA anticipate will be under active construction at a given time.

Answer: Approximately twenty (20)

3. Question – How many homes are currently ready to begin rehabilitation services?

Answer: A minimum of twenty (20) homes will be available to start when the contract is awarded.

4. Question – **Section 17.0:** On page 20, During the pre-bid conference it was discussed that VIHFA had the required building material already purchased and stored for this project. May you please provide the quantities of the available material. Exhibit 6 depicts the type of material available but not quantities.

Answer: Quantities sufficient to complete SOW/ECR defined work will be provided.

5. Question – **Section 2.1.U:** On page 4, During the pre-bid conference it was discussed the chosen contractor is to utilize VIHFA pre-purchased materials for the project, but page 4 of this RFP states the contractor is to obtain all necessary project materials. May you please clarify?

Answer: On page 4 reference to providing materials should have included (unless VIHFA stored materials are available), as referenced in multiple locations throughout the RFP.

6. Question – Please confirm that Exhibit 2 Scope of Work (ECR's) are not required as part of this submittal and are only provided as reference documents.

Answer: Yes, they are only to be used as reference for identifying cost for the SOW/ECR. See Enclosure H – Base Bid Sheet.

7. Question – On page 17, Please confirm that Enclosure H is the only document required as part of the cost portion of this submittal in Sub-Envelope 2.

Answer: Yes, Enclosure H explains how to submit the Bid Sheet in an excel file.

8. Question – **Section 1.0:** On page 1, May you please confirm if the individual homes will be occupied during rehabilitation/construction.

Answer: Based on the scope of work, some homes do not require the homeowners to relocate, and therefore, will be occupying the home.

9. Question – May you please confirm if the units will be emptied of any personal property and/or belongings prior to the start of the rehabilitation/construction.

Answer: The homeowner is responsible for removing personal property from hindering any construction activity.

10. Question – May you please confirm who is responsible for relocating the individuals currently residing in the properties identified for rehabilitation/construction.

Answer: For the projects that require relocation, the homeowner is responsible for their relocation. VIHFA is responsible for the relocation of Tenants that meet the program requirements.

11. Question – **Section 5.0:** On page 12, The RFP references availability of CDBG grant monies that may be, wholly or in part, used to fund this project. What is the process flow and projected timeline for payments, given these funds are both available and sufficient, upon receipt of the first monthly draw request from the chosen respondent?

Answer: The VIHFA is in the process of implementing an accelerated payment schedule which should take less than thirty (30) days to process payments. The VIHFA is also implementing an ACH payment system which will provide direct deposit.

12. Question – On page 29, Are the inspection points outline in the construction management policies and procedures scope value based (% of the total scope value) or task based (% of tasks completed)?

Answer: Payment thresholds are based on percentage of total scope completed. Thresholds for payments are at fifty (50) and one hundred (100) percent.

13. Question – What reporting systems/CRM/Collaborative workspace is being utilized for this project? Will Sharepoint continue to be utilized?

Answer: Yes.

14. Question – What is the process flow for rehabs? for recons/NC? Preferably from Work Order to FSV for rehabs and Work Order to COO for recons.

Answer: Process flow will be from proceed order to completion as defined by the VIHFA for both rehab and recon projects.

15. Question – **Section 5.0:** On page 12, Are there any penalties or liquidated damages assessed beyond the 2-year initial term?

Answer: Penalties will be based on the construction timeframes assigned to each project. See Section 7.5 of the Construction Management Policies and Procedures.

16. Question – **Section 15.2:** On page 3, Are there any specific insurance requirements other than the General Liability indicated in the RFP? i.e. Environmental, Builders Risk, etc.?

Answer: General Liability and Worker’s Compensation coverage is required by the RFP.

17. Question – **Exhibit 2 Scope of Work:** The provided scope of work were developed over a year ago plus a few months. If a respondent’s proposal is accepted. Will there be a reassessment period to evaluate current damage site conditions, and habitability requirements? If so what would the timeline be for reassessment?

Answer: It is anticipated that some SOW/ECR will require revisions. The timeline for the revisions will be negotiated with the selected Respondent.

18. Question – Will DPNR be administering inspection? If so, are there any contingencies in place to avoid delay due to inspection backlogs or other possible issues?

Answer: The Virgin Islands Department of Planning and Natural Resources (DPNR) is the reviewing and permitting agency in the USVI for all construction related activities. DPNR is aware of the upcoming projects.

19. Question – **Enclosure H: Bid Sheet:** The RFP refers to both architectural drawings for homes and revision to architectural drawings. How can we obtain these plans to be revised?

Answer: Architectural plans requiring revisions will be provided to the selected Respondent in standard digital format.

20. Question – May you please provide the condition of the pre-purchase materials by VIHFA that is currently stored for this project.

Answer: All materials are new and unused.

21. Question – May you please provide the location of where the pre-purchased material by VIHFA is currently store for both St. Thomas and St. Croix.

Answer: In St. Thomas the materials are located in Estate Bovoni. In St. Croix the materials are located at the Alexander Henderson School located in Estate Concordia.

22. Question - What is the anticipated date for NTP for this project?

Answer: The date for the NTP for the project depends on each individual home, and that home is ready for mobilization. According to the Policy *the Construction Manager issues an NTP for reconstruction and rehabilitation, based on project requirements.*

23. Question – What is the desired start date for the project?

Answer: The start date depends on when each home is ready for mobilization and construction

24. Question – May you please provide the list of attendees that attended the pre-bid.

Answer: The cost for your request will be \$2.00. Once payment is received the file will be forwarded to you.

25. Question – May you please confirm is this project has already been funded.

Answer: Yes.

26. Question – **Enclosure D: On page 16, 26:** Please clarify the statement “Respondent must provide evidence that the company is licensed to provide Warehouse Security Services,” as this contract is for general construction services and the requirement may limit the number of qualified respondents.

Answer: References to Warehouse Security Services will be removed from the RFP.

27. Question - **Section 2.1 Scope of Work & Construction Services General Standard: On page 4 & 6:** Please elaborate on the statement “Submit monthly Draw Request for completed work in a format approved BY VIHFA.” And “Certified payrolls must be submitted weekly to VIHFA.” Please explain how billing for mobilization, de-mobilization, overhead and management labor will be accomplished.

Answer: Bid proposals for each project must include all overhead and profit, including mobilization and demobilization costs.

28. Question - **Exhibit 2 Scope of Work:** SOW/ECR 0027 the quantities provided show either as 1 or 0. Please provide the correct quantities or confirm that this ECR is to be priced as is.

Answer: The correct AppID is 00271; a revised SOW/ECR has been uploaded into the exhibit folder for the RFP.

29. Question – **Section 1.0; 2.1 - Paragraph g, t, u, & d; Construction General Services – Paragraph d & Roles Responsibilities -Paragraph n; 3.1 Qualifications, 1st paragraph and 17.0 Material Availability, 1st paragraph and Enclosure H: On pages 1, 2, 3, 4, 5, 6, 7, 20 & 32:** It is understood from the pre-bid conference that you require bidders to remove material from the cost and only include ancillary materials. In our experience this will create a wide range of pricing and not provide you with true comparison of pricing. Most all respondents will utilize Xactimate to price the projects as that is the industry standard and that is what the scopes were created from. We suggest that you accept pricing to include the full scope, labor equipment, and materials. This will allow for true comparison of pricing. After award and at the time of assignment of individual projects, the contractor will assess the damage, detail the materials needed, confirm needed materials can be provided from VIHFA stock, and issue a credit that time via a Change Order. This will allow for a control over stock materials and more competitive bid analysis.

Answer: As stated in the pre-bid conference, the Authority provided an exhibit (via E-link on the first page of the RFP) that list materials on hand to be utilized by the winning bidder to complete the repairs to the homes in the RFP. Hence, the Authority request that the cost for these materials be excluded from all submitted proposals.

30. Can VIHFA separate ECR's (Exhibit 2) for St. Thomas, St. John and St. Croix in separate file folders?

Answer: Information pertaining to the district for projects can be found on Enclosure H.

31. The ECR report format appears to have the same format as Xactimate software used for claims adjudication in the insurance industry. Currently there are no Price Lists available from Xactimate for the U.S. Virgin Islands, only for Puerto Rico. What is the basis of the Price Lists: ENVISION_5_STJ, ENVISION_5_STT, AND ENVISION_5_STX?

Answer: The VIHFA will not provide a price list to Respondents. It is the responsibility of the Respondents to submit competitive bids which represent fair market price.

32. Are often the Price Lists updated? How do the Price Lists reflect market conditions (i.e. raw material shortages, price inflation due to demand, fuel surcharges, transportation, etc.) caused by the ongoing pandemic(s)?

Answer: See Number 31.

33. How are changes in the Price Lists incorporated into the contract with the GC during the duration of the contract?

Answer: See Number 31.

34. What are the payment terms?

Answer: See Numbers 11 and 12.

35. Are there liquidated damages? Early completion/performance bonuses?

Answer: See Number 15 regarding liquidated damages. No, early completion/performance bonuses are contemplated.

36. Are there mobilization and material deposits? Do the material deposits cover long-lead-time items (i.e. egress windows for bedrooms, architect required finishes & MEP's, as specified)?

Answer: No, there are no mobilization or material deposits.

37. Are tipping fees at the dump included? If so, then how and when are these paid to VIWMA?

Answer: Tipping fees along with other overhead costs are to be included in the bid proposal for each project. Proof of payment will be required upon closeout of the project.

38. Does the contractor execute the scope of work based on the ECR or DPNR approved architectural drawings?

Answer: Yes, the selected Respondent shall execute the scope of work based on both the SOW/ECR and the DPNR approved architectural drawings.

39. Does the scope of work in the ECR agree with DPNR approved architectural drawings?

Answer: Yes.

40. If the ECR and approved drawings require reconciliation, then what is the submittal and approval process for RFI's and CO's for differences between the ECR and the drawings?

Answer: Such process will be negotiated with the selected Respondent.

41. Why doesn't the ECR's include water collection and storage (i.e. guttering, and cleaning & cisterns)? This is a life safety issue.

Answer: Such work is included when required per program standards.

42. What agencies or entities inspect the work? At what intervals? How do the inspections impact payments?

Answer: The selected Respondent should expect multiple inspections unrelated to payment per project by the VIHFA or its assignee. The VIHFA will conduct inspections for payments (See Number 12 for payment intervals). Also, VIHFA Compliance and Monitoring staff as well as Program staff may inspect the site.

43. Are the homes occupied during (re)construction?

If the home is a reconstruction project, then the home cannot be occupied.

44. Who is responsible for moving or protecting homeowner's personal belongings and furniture during construction?

The Homeowner is responsible for moving and protections of personal items. The contractor provides tarp for covering items that are allowed to remain on site.

45. If the homeowner's belongings and FFE are to remain in the house, then are they moved room-to-room during reconstruction? If so, then by whom?

The Homeowner is responsible for moving of personal items.

46. What is the process for lead-abatement in glazed floor tile?

Answer: Respondents should submit bids based on the information provided on the Environmental Report and SOW/ECR.

47. Does the ECR scope of work include bringing the houses mechanical, electrical, and plumbing systems up to code? If not, then what is the submittal and approval process for RFI's and CO's to bring MEP's up to code?

Answer: Respondents should submit bids based on the information provided on the SOW/ECR. It is anticipated that RFIs and COs will be required, the selected Respondent will submit them as needed.

48. With respect to structural defects (i.e. hollow block walls, settling / cracked foundations, undermined foundations due to water intrusion, etc.), what is the submittal and approval process for RFI's and CO's to repair the structural damage, per code?

Answer: Respondents should submit bids based on the information provided on the SOW/ECR. It is anticipated that RFIs and COs will be required, the selected Respondent will submit them as needed.

49. Who is responsible for professional engineering services (i.e. stamped and DPNR approved PE drawings) with respect to structural damage or structural designs required by the architectural drawings?

Answer: The proposal shall consider these services as those of the contractor.

50. What is the process for resolving warranty claims?

Answer: When the homeowner contacts the Program regarding a Warranty claim, VIHFA construction managers will verify the validity of the claim, and if valid Contractor will be contacted to resolve warranty issue. Upon completion of the warranty repairs VIHFA Construction Managers will inspect and verify that all repairs are completed.

51. When does the warranty period commence and end?

Answer: The VIHFA will determine when construction is completed, the warranty period will begin on that date and last for a term of one (1) year after that date.

52. Is contract retainage withheld until expiration of warranty period? If so, then what is the percentage of retainage withheld?

Answer: No, retainage is paid with final payment.

53. Question – **Section 8.0:** On page 14, For the benefit of the Virgin Islands Housing Finance Authority and all bidders. May you please provide an extension to the current RFP deadline so that all bidders may fully evaluate and provide the most qualified bid for each of the 200 homes.

Answer: Yes, the due date will be extended until September 8, 2021. Please see Addendum 1 on the VIHFA website.

54. Question – **Section 8.0:** On page 14, For the benefit of the Virgin Islands Housing Finance Authority and all bidders. May you please provide an extension to the current RFP deadline so that all bidders may fully evaluate each of the documents for the 200 homes included in this bid package.

Answer: Same answer as Question #53

55. Question – **Section 5.0:** On page 12, May you please confirm if the project is already funded?

Answer: Yes, the project is fully funded through the CDBG-DR Program Grant.

56. Question – **Section 7.0:** On page 13, May you please confirm that this RFP will be awarded to only one bidder.

Answer: See Section 9.0 of the referenced RFP

57. Question – **Exhibit 2 Scope of Work:** If it is expected for homes to be protected from rainwater incursion, how will the cost be reimbursed? The SOW/ECR does not provide information for the cost to be calculated.

Answer: The bid price, per unit, should include all costs associated with performing the Scope of Work.

58. Question – **Attachment 3 HUD General Provision:** Is this project subject to the Buy America Act? We are not able to find a clarification in the documents provided with the RFP.

Answer: There is no requirement for Buy American in any of the Federal Register Notices governing these allocations.

59. Question – **Exhibit 2 Scope of Work:** The bid sheet includes 200 homes referenced by Applicant ID. It appears the SOW/ECR for ID's 00158, 00181 and 00188 were not included with Exhibit 2 – Scope of Work files.

Answer: SOW/ECRs have been loaded

60. Question – **Exhibit 2 Scope of Work:** There are 35 applicants in the price list that are marked as reconstruction. The SOW/ECR for these applicants is for rehabilitation work. Are we being ask to price these as rehabs based on the provided SOW/ECR?

Answer: Yes, price as rehabilitation based on the provided SOW/ECR

61. Question – On page 45 “**Bonding Requirements**”: Are the performance and payment bonds required for individual applicant homes that exceed \$100K or for the aggregate of the 200 homes?

**Answer: The Virgin Islands Housing Finance Authority's Bonding Requirements are outlined in Section 8, of the VIHFA's Procurement Policy, V8, which states as follows:
For construction contracts exceeding \$ 500,000.00, the successful bidder shall furnish an assurance of completion. This assurance may be any one of the following:**

- 1. A performance and payment bond in a penal sum of 100% of the contract price;
or**

2. Separate performance and payment bonds, each for 50% or more of the contract price; or
3. A 20% cash escrow; or
4. A 25% irrevocable letter of credit.
5. A pledged asset(s) that is adequate to protect the federal interest

Thus, the performance and payment bonds are required on individual applicant homes that exceed \$5000,000.

62. Question – On page 15 “**Contract Document Checklist**”: Is the Warehouse Security Service license reference in the RFP a requirement of the prime contractor? What is the purpose, if it is a requirement, to hold such a license since the SOW does not mention security work?

Answer: Procurement Division exclude statement from RFP, “Respondent must provide evidence that the company is licensed to provide Warehouse Security Services”, Page 15 (F).

63. Question – **Exhibit 2 Scope of Work**: SOW/ECR Applicant ID 01601 has a pricing line item labeled Termite Infestation. Please elaborate and clarify. As is the item can be priced.

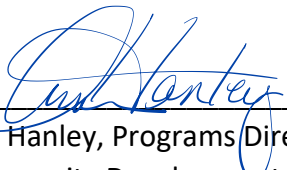
Answer: Termite treatment for the home should be included in the bid price if it is included in the SOW/ECR.

64. Question – **RFP Documents**: Is the assumption correct that all construction debris will be disposable on the island where generated?

Answer: Yes

All other requirements and provisions of RFP-007-2021-DR-STT/STX, General Construction Services, shall remain in full force and effect.

Each proposer shall refer in his Proposal to Addendum 2 to the RFP Documents. Failure to do so may result in the Proposer’s disqualification.



Ann Hanley, Programs Director
Community Development Block Grant-Disaster Recovery