



VIRGIN ISLANDS HOUSING FINANCE AUTHORITY

100 Lagoon Complex · Suite 4
St. Croix, U. S. Virgin Islands 00840-3912
Telephone: (340) 772-4432 · Fax: (340) 772-4002

REQUEST FOR PROPOSALS RFP 008-2021-DR-STT/STX-R1

ADDENDUM 1

CONSTRUCTION MANAGEMENT STAFF AUGMENTATION SERVICES CDBG-DR HRRP AND RRRP PROGRAMS

Issue date:

November 4, 2021

Submittal deadline:

November 22, 2021

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 (CDBG-DR)

31ab Taarnejerg • St. Thomas, VI 00802
Telephone: (340) 777-4432 • Fax: (340) 775-7913 Email: www@vihfa.gov

ADDENDUM NO. 1 Request for Proposals Community Development Block Grant – Disaster Recovery Program Construction Management (Staff Augmentation) Services RFP-008-2021-DR-STT/STX-R1

This addendum consists of three (3) letter size pages (8.5' x 11").

Addendum No. 1 is hereby made part of the RFP for Construction Management (Staff Augmentation) Services, RFP-008-2021-DR-STT/STX-R1, dated November 4, 2021.

This addendum consists of Questions and Answers as follows:

- 1) **Question – Section 2.1 – Scope of Work – Single Family and Small Rental Housing Programs:** Tasks 2.1.3 and 2.1.4 state the need for the Respondent to perform architectural design to either modify VIHFA's or its Architect-of-Record's original design for the repairs or perform new designs. Traditionally in the performance of CM services, the CM provides comments and participates in resolution discussions of the design comments, but the final set of drawings are completed by the Owner's Architect-of-Record. This allocation of duties preserves the independence of the CM as reviewer and allows for avoiding conflicts of interest in the CM serving as both designer and construction manager/reviewer of the work product. Can you review and clarify these roles and reconfirm the duties of the CM and who will perform the design services?

Answer: The RFP stipulates that the review of existing architectural design and development of new architectural designs will be the responsibility of the selected respondent; all final design approvals shall be performed by VIHFA.

- 2) **Question – 2.1 Scope of Work – Single Family and Small Rental Housing:** In line with the above items of work, what factors did VIHFA take into account in making allowances for time

to complete the work given that each property may have varying levels of complexity to be taken into account?

Answer: VIHFA understands that there will be variations in the level of complexity. Regardless, we are requiring a unit price bid as listed in Enclosure Document G, from the respondents.

- 3) Question – **Enclosure Document G:** In the Pricing Sheet, what is the purpose of the Estimated Quantity? Do we need to apply it in the calculation of the pricing?

Answer: The assumptions provide an estimation of the number of tasks/activities to be completed.

- 4) Question – **Enclosure Document G:** Please confirm that we are only pricing the item described under the column heading of TASK.

Answer: Confirmed, TASK outlines the work to be performed.

- 5) Question – **Enclosure Document F:** Shall the Enclosure Document F be included a part of the proposal response? If so, in which section of the proposal response?

Answer: The Enclosure is to be included in Attachment 1

- 6) Question – Can you provide information on why the first RFP was canceled?

Answer: The RFP is resolicited per directive by the Virgin Islands Housing Finance Authority's Board of Directors due to the fact that most of the respondents did not submit unit pricing as required by the RFP.

- 7) Question – **Section 16.2 – D:** If the successful respondent cannot obtain a VI business license within thirty (30) days after receiving a notice of selection, will the respondent be disqualified?

Answer: No; however, the successful contractor will be required to obtain the appropriate VI business license prior to the execution of any formal written agreement.

- 8) Question – **Section 2.1.1–2.1.13:** Can you provide sample documents for each of the documentation deliverables: ECR, AA, monthly, weekly and construct reports, drawings, COR, Bids, etc.?

Answer: The documents that are required per the RFP, are standard formats, utilized within the construction industry. The ECR refers to the Scope of Work (SOW), for further reference see RFP-007-DR-STT/STX.

- 9) Question – **Section 2.1.8:** Please confirm that the proposed unit cost for Deliverable #8 is per package including 200 units each.

Answer: The proposed unit cost should be for the review of entire bid packages with a minimum of 200 properties (projects).

- 10) Question – **Enclosure Document F – Conflict of Interest:** The RFP does not specify the placement of Document F – Conflict of Interest Form. Where should this document be placed in the submitted proposal?

Answer: The Enclosure is to be included in Attachment 1

- 11) Question – **Section 29 – Bonding Requirements:** Is the client willing to waive the Bid Bond?

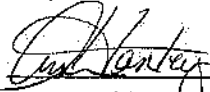
Answer: Upon written request with the underlying reason for the request, the VIHFA is willing to take it under consideration the waiver of the bid guarantee.

- 12) Question – **Section 29 – Bonding Requirements:** We are kindly requesting that the client waives all the Bonding Requirements as the Federal procurement in 2 CFR 200.325 only recommends bonding requirements for construction or facility improvements contracts.

Answer: As this is a Professional Services Contract, a performance and payment bond are not required.

All other requirements and provisions of RFP-008-2021-DR-STT/STX-R1, Construction Management (Staff Augmentation) Services, shall remain in full force and effect.

Each proposer shall refer in his Proposal to Addendum 1 to the RFP Documents. Failure to do so may result in in the Proposer's disqualification.



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

Nov 17, 2021

Date