



VIRGIN ISLANDS HOUSING FINANCE AUTHORITY

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REQUEST FOR PROPOSALS

for

SINGLE FAMILY AND MULTIFAMILY CONSTRUCTION MANAGEMENT SERVICES (STAFF AUGMENTATION) **ADDENDUM 2**

RFP 008-2022-DR-STT/STX

Issue date:

May 6, 2022

Submittal deadline:

May 26, 2022

Contact person:

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<https://www.vihfa.gov/procurement/solicitation>



Unlocking the Door to Affordable Housing

VIRGIN ISLANDS HOUSING FINANCE AUTHORITY

RFP 008-2022 -DR-STT/STX
REQUEST FOR PROPOSALS
CONSTRUCTION MANAGEMENT SERVICES
ADDENDUM 2

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 Respondent must acknowledge the receipt of all addenda by acknowledging it in the RFP Cover Letter, Enclosure Document A.

The following section is hereby amended/added:

16.0 DELIVERY OF BID PACKAGES

All responses to this RFP are to be submitted no later than **3:00 PM AST on May 26, 2022**. The VIHFA will **not** consider fax submission of a proposal. Proposal package must be emailed to

procurement@vihfa.gov.

The email subject line must be clearly marked **“PROPOSAL - RFP 008-2022-DR-STT/STX SINGLE FAMILY & MULTIFAMILY CONSTRUCTION MANAGEMENT SERVICES – “CONFIDENTIAL BID SUBMISSION”**. The VIHFA will log 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 or considered.

The Virgin Islands Housing Finance Authority (“VIHFA”) is providing responses to the questions asked by potential Respondents. Below are the questions and the responses as follows:

1. Will change orders or modifications be accepted and authorized? (This question allows for time-lines affected by weather, and current supply chain issues that affect construction and progress report).

See 2.1.11, and the corresponding line items in Enclosure Document G. Yes, it is assumed that there will be Change Orders, and the successful Respondent will be responsible for the review of Change Order requests from construction contractors (AKA Requests for Information (RFI)) and the creation and submission of a Change Order form, in a format provided by VIHFA. Change Orders will capture changes in the scope of work and changes in contract completion dates.

2. How many staff members are presently managing this project, and what are their capabilities? (This question will help to direct augmentation and mitigate duplicated efforts).

There are presently seven (7) VIHFA Construction Managers, and a supervisor managing the construction process pending the addition of two (2) VIHFA DR Construction Managers, a total of nine (9). The successful Respondent must demonstrate the capacity to evaluate the workload described in section 2.1 Scope of Work for this RFP and provide a staffing plan that is acceptable to VIHFA, including the qualifications of key staff and the quantity of staff. See the RFP section 3.0 Qualifications. No further information on VIHFA staff will be provided.

3. What and where are the gaps in current operations? (This question will help maximize asset and personnel).

This RFP is requesting Construction Management services to complete the Scope of Work (section 2.1). It is the responsibility of the successful Respondent to implement a management team that is experienced in providing such Construction Management services, and it is expected, through their experience, that they will be aware of the potential gaps in the construction process.

4. Are any structures currently occupied? Will VIHFA manage public relations.

Yes, there are occupied structures.

VIHFA will provide Case Management services for the homeowners and renters in the program, which will act as a communication bridge between the occupants and the CDBG-DR program. The CDBG-DR program also has Public Relations components (internal and external) to serve the needs of VIHFA. The successful Respondent will be required to manage the construction process in a manner that is respectful of the occupants and minimize hardships relative to the construction process.

5. Why are Block Grant funding not set aside to prevent possible partial or delayed payments? (This addresses paragraph 5.0 - funding and payment. based on availability of CDBG funds).

CDBG-DR funds are reimbursable, meaning that the expenditure must be made before funds are provided.

6. How many contractors/construction companies are presently supporting this project? Have there been incidents of contractors work performance affecting or delaying project/contract requirements?

There are presently nine (9) construction companies working on CDBG-DR Projects.

The work performance of those construction companies has been typical, meaning there have been instances that required VIHFA to enforce contractual requirements that were not being adhered to by the construction contractor.

7. Can VIHFA provided current photos and status of existing construction projects?

The successful Respondent will have full access to photos and documentation of current and future projects. It is expected that the successful Respondent will have significant Disaster Recovery experience and be extremely familiar with the types of housing projects included in this CDBG-DR program.

8. Can we be provided the names of contractors currently supporting this project? Are any properties being totally demolished and rebuilt; is that an option for abandoned properties?

There are properties that will be demolished and rebuilt; the CDBG-DR program describes these as Reconstruction Projects.

There are no “Abandoned” properties in the CDBG-DR program assuming that abandoned is defined as abandoned by the owner. There are uninhabitable properties in the program whose ownership is maintained by an eligible applicant.

9. Is this a repeat meeting from May 11, 2022?

Yes, the link provided was broken and some contractors were unable to attend; as a courtesy, VIHFA conducted another meeting for anyone who may have missed the initial meeting.

10. Will we know who attended yesterday’s meeting?

Please request this information by sending an email to nroberts@vihfa.gov

11. Will the questions asked in yesterday and answers be available to attendee in May 12, 2022 meeting?

The questions asked yesterday are included in this addendum.

12. Will pricing be evaluated per submission or against other submissions?

All components of submission by Respondents will be compared, including but not limited to qualifications, capacity, experience, and cost.

13. For MWBE, does that have to be for those companies in the USVI or any territory, and will your consideration to their involvement included in the scoring?

This does not have to be for companies in the USVI only, however, any company considered should have the same required documents requested by the primary contractor.

14. Will an extension be granted?

As with any contractual agreement, extensions of the completion date are theoretically possible. VIHFA will only extend the term of the contract for just cause and/or the benefit of the program participants.

Submission is hereby extended to May 26, 2022 @ 3:00pm