



VIRGIN ISLANDS HOUSING FINANCE AUTHORITY

3202 Demarara Plaza · Suite 200
St. Thomas · U. S. Virgin Islands · 00802-6447
Telephone (340) 777-4432 · Fax (340) 775-7913

REQUEST FOR PROPOSALS

for

CONSTRUCTION MANAGEMENT SERVICES for The Community Development Block Grant Disaster Recovery Programs **ADDENDUM 2**

RFP 009-2022-DR-STT/STX

Issue date:

May 12, 2022

Submittal deadline:

June 10, 2022

Contact person:

Nicole Roberts

Procurement/Contract Officer

nroberts@vihfa.gov

(340) 777-4432 ext. 4227

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

 *Unlocking the Door to Affordable Housing*

VIRGIN ISLANDS HOUSING FINANCE AUTHORITY

RFP 009-2022 -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 any and 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 **4:00 PM AST on June 10, 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 009-2022-DR-STT/STX CONSTRUCTION MANAGEMENT SERVICES for THE COMMUNITY DEVELOPMENT BLOCK GRANT DISASTER RECOVERY PROGRAMS – “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. Page 8 of RFP Second Paragraph under 3.0 Qualifications:** Please clarify if **Part 2: Scope of Work** is the same as **2.0 Proposal Description**?

Yes, same.

- 2. Page 5 of RFP Third Paragraph:** Does the Respondent have the option of attending meetings as directed by VIHFA, in person or virtually?

Virtual is acceptable; it is preferred that interested parties attend in person . Meetings that do not require in-person attendance will be so designated by VIHFA.

3. **Page 18 of RFP Letter D. Business License:** We currently have a business license in the territory for “Business & Management Consulting”, which does not include professional services. Could you please clarify if we are required to have an engineering license as well, since we are the Prime and are responsible for the work? Pursuant to USVI Professions and Occupations, it is considered practice if a person or firm is engaged in the actual performance of any service or work embraced in the definitions pertinent to the respective fields under this chapter. This is the same as in mainland U.S. If we are overseeing engineers and architects, we are engaging that work and the Prime is the ultimate carrier of liability regardless of who is sealing documents, plans, etc.

Yes, you are required to have a business license that includes professional services such as engineering and architectural work.

“Respondent must provide a detailed narrative in its Solicitation Response, demonstrating the experience and ability to perform all requested services described below. Respondent must indicate if it intends to provide these services in house, with existing staff, or through subcontracting or partnership arrangements.”

4. **Page 18 of RFP Letter D. Business License:** If our architect sub is a registered architect in the USVI, is he also required to have a business license?

Yes

5. **Enclosure Document G Unit Cost Table:** Clarify “units,” Are unit’s individual projects, houses, etc.?

Units refer to single family houses and to apartments within multifamily buildings

6. Has the design team (architects/engineers) and general contractors been selected? Is there work currently underway?

Yes – the design team and contractors have been selected for some single- family projects; others are to be engaged as additional proposals are submitted to VIHFA

Yes – for some rental housing developments.

7. **Page 3 of RFP Paragraph 2:** In reference to the need for disaster shelters, is there a separate RFP for this scope or can we submit a separate unsolicited proposal?

No, we are not accepting any unsolicited proposals.

8. **Page 2 of RFP Section 1.0:** Is it correct to assume that the PAHD program is for rental apartment buildings/blocks and not single-family homes?

Correct.

9. As this contract is for construction management services, is it correct to assume that oversight is observation and reporting with recommendation to VIHFA, with no direction to the contractor?

Correct.

10. **Enclosure Document G:** Although not specifically listed in Enclosure Document G, the terms “oversight services” and “construction oversight” are used in Section 1.0 and Paragraph 2.1.1, respectively.

- a. Is the Respondent to provide direct management or oversight of the building contractors?

No.

- b. If so, on which Enclosure Document G task line should the Respondent’s fee for these services be included?

11. **Page 6 of RFP Section 2.1.1 & Section 2.1.2:** Section 2.1.1 indicates that the “...Respondent must provide program related cost estimating services...” while 2.1.2 indicates “...selected Respondent will evaluate construction costs...proposed by developers...”

- a. Please clarify if the Respondent will be providing construction costing services or will he/she only be analyzing cost estimated produced by the developer(s)?-

The Respondent will be analyzing costs submitted by developers and/or subrecipients

- b. If the Respondent will be producing cost estimates, on which Enclosure Document G task should the Respondent’s fee for these services be included?

N/A See response above, the selected Respondent will not be providing cost estimates, only analyzing costs submitted by the developer.

- c. Is it correct to assume this is not applicable for NHIC programs?

Yes.

12. **Page 4 of RFP Section 2.0:** The first paragraph of Section 2.0 mentions “The selected Respondent will review and provide oversight of CDBG-DR architectural, engineering.. efforts...”

- a. Are these design management services to be included?

Yes - Responsibilities include review of plans and specifications and as such written communication about design concerns will be required; periodic communication with third party design professionals by phone is likely.

- b. If so, on which Enclosure Document G task line should the Respondent's fee for these services be included?

Task 1

13. **Page 4 and 5 of RFP Section 2.1.1:** Section 2.1.1 On Demand Duties describes compliance/quality control activities regarding various design and construction standards. On which Enclosure Document G task line should the Respondent's fee for these services be included?

Task 1

14. What are the approximate sizes (square feet) of homes under consideration for the PAHD, NHIC and PSPF programs?

NHIC 1200-1400 sq ft homes

PSPF - to be determined based on proposals that are submitted to VIHFA

PAHD - to be determined based on proposals that are submitted to VIHFA

15. **Page 7 of RFP Section 2.1.8:** What is the size of parcel (acres) or the number of homes to be used in developing a fee for inclusion in Task #7 in Enclosure Document G?

Size of parcels (acres) – Section 1.1.8 - to be determined

16. **Page 2 of RFP Section 1.0:** "Disaster shelters" are mentioned in Section 1.0 but no scope specifics are mentioned such as square footage, number of occupants, number of locations, etc. Are Respondents to include fees for any of these facilities in the fee proposals?

Yes – see unit cost section "PSPF & PAHD 21-100 units; PSPF and PAHD over 100 Units

17. **Page 11 of RFP Section 5.0:** Section 5.0 indicates that the contract will be a fixed price. Please confirm that the contract will be a unit price contract.

Costs are to be paid on a per unit basis. Yes, this will be a fixed price contract based on the unit pricing defined in Enclosure Document G.

18. Who is the designer of record for the development of the housing projects? Infrastructure projects?

The designer of record is to be Contracted by the Subrecipient and/or Developer

19. Is the Architect preselected?

Yes

Request For Proposals

RFP 009-2022-DR-STT/STX

Construction Management Services (PAHD-NHIC-PSPF) – Addendum 2

Page 6

20. What is the expected number of housing units to be awarded? Infrastructure projects?

The expected number of units is to be determined; based on submissions of Applicants to the varied programs

21. How large are the projects?

Refer to question 20

The size of projects is to be determined; based on submissions of Applicants to the varied programs

22. What are the sizes of the single-family units?

Refer to ques 14.

23. What are the timelines for the different types of projects under each program? How many units? PSPF? PAHD? NHIC? Single-family Developments?

Year 2022- 2024

Units for each program to be determined based on submissions of Applicants to the varied programs

24. Who was the previous contractor for this program?

N/A

25. Do you have an estimation of how many bidders are participating in this RFP? This information is considered confidential and cannot be shared at this time.

26. Who is the Program Manager for these programs?

Public & Affordable Senior Program Manager

Public Services & Facilities Senior Program Manager

27. Who is the Owners Representative for this contract?

To be determined based on submissions of Applicants to the varied programs

28. Are respondents and sub-contractors to this RFP required to pay U.S. Virgin Islands Gross Receipt Taxes (GRT)?

YES.