

**GOVERNMENT OF
THE VIRGIN ISLANDS OF THE UNITED STATES**

**Request for Proposal – Negotiation
Professional Services**

To:

Date: February 28, 2023

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RFP No. BD-23-300-3001-191

Pursuant to 31 V.I.C. 236 (j) and Rules and Regulations thereunder issued, the Government of the Virgin Islands, hereinafter referred to as GVI, Department of Property and Procurement, shall receive proposals for the work described below. Proposals shall be received no later than **Wednesday, March 29, 2023 at 4:30 p.m.** Atlantic Standard Time.

DESCRIPTION OF WORK:

This Scope of Services (SOS) is to Master Address Repository for the Territory on behalf of the Office of the Lt. Governor.

The United States Virgin Islands has undertaken the creation of a comprehensive street naming and addressing program, the Street Addressing Initiative (SAI), to improve the delivery of emergency and non-emergency governmental services and to enhance economic opportunities for its residents and business community. This effort has been underway for some time and is now in the process of assigning address numbers and street names throughout the Territory. As these data are created, a Master Address Repository (MAR) has been created and is being populated. Maintenance of these data over time will be critical to the success of the initiative.

A. Street Addressing Initiative - Project Overview

The SAI originally started in 2009 to work toward the naming of all territorial streets and roads, and the development of an addressing program. Prior to this, there were no officially assigned addresses in the territory. Residents and businesses used their parcel (lot) numbers as addresses, but this system had long proved unworkable for addressing due to the subdivision of parcels over many decades. This was deemed inadequate for local needs and for the provision of government services. The U.S. Postal Service had provided PO Boxes to some and had started creating some carrier routes to deliver to “gang” mailboxes in neighborhoods. However, the numbering for the postal boxes also did not work as a navigation or location system. The Office of the Lieutenant Governor (OLG) identified the need to establish systematic address systems territory-wide, using geographic information system (GIS) and data management technologies.

B. Project History

The project commenced in 2009 with a campaign to name the streets and roads throughout the territory. This was followed in 2013 with the development of a strategic plan for the development of addressing systems for the territory. A pilot project followed, testing methods for assigning addresses in small areas of each island. About 1500 addresses were assigned in 2014-2015. Due to funding challenges, and two devastating hurricanes in 2017, additional work was delayed until mid-2019, when a bridge project began. Changes in field data collection technology, and the significant changes to the landscape of the islands brought about different, more efficient methods of address assignment, and approximately 3200 addresses were assigned on St. Thomas and St. Croix between December 2019 and February 2020. Field work on St. John was suspended in early March 2020 due to the coronavirus pandemic.

C. Stakeholders

The Office of the Lieutenant Governor is the lead agency for the project, and there are numerous stakeholders throughout the government. The project is well supported. Stakeholders in the Territory include:

Public: individuals, property owners, business owners, delivery services

Governmental Departments and Agencies: Virgin Islands Territorial Emergency Management Agency (VITEMA), Virgin Islands Police Department, Department of Public Works, Virgin Islands Fire Service, Department of Planning and Natural Resources (DPNR), Virgin Islands Waste Management Authority, and Virgin Islands Housing Finance Authority, Virgin Islands Economic Development Authority, Department of Tourism, Port Authority (includes airports),

Utilities: Virgin Islands Water and Power Authority, VIYA.

Federal government agencies: FEMA, Census, HUD/CDBG, United States Postal Service, Health/Human Services

D. Current Status

The SAI is now in its final territory-wide phase that will implement street addressing across the entire Virgin Islands.

NEGOTIATED PROCEDURES:

The Commissioner of the Department of Property and Procurement will appoint a Selection Committee to assist in the evaluation and selection of the Contractor. Accordingly, proposals shall be reviewed and rated on the selection criteria outlined in the “**Factors For Discussions.**” After reviewing and rating the proposals, the Committee will select for discussions from the firm/s or person/s **deemed to be the most highly qualified to provide the services herein required.** Discussions will be conducted with the firm or person so selected. The Committee may select to conduct discussions and/or oral presentations from the firm/s or person/s, not less than two (2) deemed to be the most highly qualified.

FACTORS FOR DISCUSSIONS:

Selection criteria will include **(i)** Professional qualification, registration, and general reputation of principals of the firm or person; **(ii)** the extent to which the firm or person specializes in or has provided services of a type and scope similar to the hereunder; **(iii)** familiarity with the location (s) in which services will be performed; **(iv)** project approach and capability of meeting schedules; and **(v)** quality of performance on other similar projects. Proposals will be **evaluated and rated** according to the following criteria in descending order: (a) Project Approach (b) Qualifications (c) Experience (d) References and (e) Cost. The Selection Committee may, at its option, request any or all proposers to participate in on-site or virtual interviews.

NEGOTIATION:

The Selection Committee shall recommend to the Commissioner **the highest qualified firm or person with whom a contract shall be negotiated as a result of the Committee's scores from the written proposals or discussions-oral presentations if conducted.** The Commissioner, with the assistance of the Selection Committee, shall attempt to negotiate a contract with such firm or person.

Should the Commissioner be unable to negotiate a satisfactory contract with the firm considered to be the most qualified, at a price, he determines to be fair and reasonable to the Government, negotiations with that firm will be formally terminated. Negotiations will then commence with the second most qualified, the third most qualified, or additional firms, in order of preference, and shall continue until an agreement is reached.

Lisa Alejandro
Acting Commissioner
Property and Procurement

INSTRUCTION TO PROPOSERS

A. NOTICE

BD-23-300-3001-191 - Master Address Repository for the Territory

Information provided in the scope of work is to be used only for purposes of preparing a proposal. It is further expected that each proposer will read the scope of work thoroughly, for failure to meet certain specified conditions may invalidate the proposal.

The Government of the Virgin Islands, herein after referred to as GVI, reserves the right to reject any or all proposals or any portion thereof and to accept the proposal deemed most advantageous to GVI. The **price** shall not be the sole criterion of awarding this project. Scope and quality of work proposed and the ability of the proposer to complete this type of project shall also be considered.

Proposers are requested to submit proposals on the basis of the scope of work. Alternative proposals recommending new features and technology other than that requested in the scope of work will receive consideration providing such new features and/or technology is clearly explained. Any exceptions to the requirements requested herein must be clearly noted in writing and be included as part of the proposal.

Request for Information: The information contained herein is believed to be accurate but is not to be considered in any way as a warranty. Request for additional information clarifying the Scope of Services should be directed in writing and submitted on the **Q&A tab of the solicitation in GVIBUY** via your GVIBUY vendor account accessed through the following link: <https://gvibuy.buyspeed.com/bsol/>. Last day for request for written clarification will be on **Friday, March 10, 2023 at 1:00 PM, Atlantic Standard Time.**

B. STATEMENT OF PURPOSE

To assist the Government of the Virgin Islands in meeting the requirement for the following services: **BD-23-300-3001-191 - Master Address Repository for the Territory.**

This Request for Proposals (RFP) is issued by the Geospatial Information Division (GIS) within the Office of the Lieutenant Governor of the United States Virgin Islands to procure specialized software and ancillary software support services to perform data maintenance and management of address data contained within the USVI Master Address Repository.

Respondents to this RFP must be able to provide the software application for address maintenance. The vendor must be willing to customize/configure the application, provide training and initial support, provide application maintenance and on-going technical support at a firm, fixed cost to the Territory.

C. PROPOSED SCOPE OF WORK

Master Address Repository for the Territory –

- **Address Governance:**

Once complete, it is expected that the VI GIS will be the Address Authority for the Territory, with an eventual transition to DPNR likely. Street signage and management of highway route numbers will be managed by DPW. The MAR database will be managed by GIS, and will be the official record of addresses, street names, place names and other address elements. The USPS will provide postal community names and ZIP Codes. An addressing practices manual will be adopted by the Government for use by the Address Authority, and an ordinance requiring posting and compliance with other address rules will be presented for adoption by the Legislature of the Virgin Islands.

- **Technical Environment**

The U.S.V.I. currently maintains the following technologies related to address maintenance within the GIS Division.

- Esri is the standard software used throughout the GIS Division.
- The technical environment includes ArcGIS Server, ArcGIS Desktop Standard tools and extensions.
- GIS also utilizes GIS software and extensions in version 10.x. & ArcPro 2.x
- Preferred operating system platform is Windows Server 2008 R2 Standard with other supported platform being LINUX
- A master address database is in development and will be the foundation for the Enterprise Address Maintenance tool. The MAR will be delivered in SQL Server version 2012.

Product & Vendor Criteria:

Respondents must describe the software product/application you propose for this procurement and provide at least three (3) references for active installations of Master Address Repositories that are supported by the software application.

Potential vendors must provide a Project Manager assigned to this project, along with a brief bio/resume for that person documenting his/her experience with the product(s) being proposed for this project. Potential vendors must also identify key team members who will be actively working on this project and provide a brief bio/resume documenting their experience in this area.

1. Non-Negotiable Requirements For Proposals

Requirement 1: Product must conform to FGDC standards for addressing initiatives. The MAR database is a highly normalized database with more than 60 tables. It uses database views to provide de-normalized data and supports several business applications. The MAR database supports FGDC Address Standard Elements and attributes. The database software is SQL Server.

Requirement 2: The software must be installed and operated locally in the U.S.V.I.

Requirement 3: The software must be compatible with SQL Server database software, version 2012 for Windows.

Requirement 4: The software's user interface must be compatible with ArcGIS 10.x.

Requirement 5: The address maintenance software must support customizable web services that interface with and provide data to other business applications.

Requirement 6: The software must permit the user to complete customizations in-house.

Requirement 7: The Territory utilizes numerous business rules (address components, parsing, parity, sequencing, increments) to govern address assignments and street names. The software must provide for incorporation of these business rules.

Requirement 8: The Address Reference Systems for the Territory include components that determine address number increments, block structure and other metrics. The software must adhere to these business rules when guiding the assignment of addresses by Addressing Staff.

Requirement 9: The application must provide specific tools to add and edit street segments and ranges based on the Address Reference System rules.

Requirement 10: The application must provide specific tools to add and edit address numbers and locations based on the Address Reference System rules.

Requirement 11: The Master Addressing Repository database must be able to utilize relational structures to support an unlimited number of aliases (historic and active), specific to each centerline segment and the addresses related to it.

Requirement 12: The MAR database uses relational structures to support sub addresses as defined in the FGDC Address Data Content Standard. Federal Geographic Data Committee (FGDC) is an organized structure of Federal geospatial professionals and constituents that provide executive, managerial, and advisory direction and oversight for geospatial decisions and initiatives at the federal level. The US Virgin Islands will be guided by the standards adopted by the FGDC in the area of street addressing.

Requirement 13: The MAR database uses relational structures to support place names as defined in the FGDC Address Data Content Standard. The FGDC Address Data Standard defines *Place Name* as follows: *The name of an area, sector, or development (such as a neighborhood or subdivision in a city, or a rural settlement in unincorporated area); incorporated municipality or other general-purpose local governmental unit; county or county-equivalent; or region within which the address is physically located; or the name given by the U.S. Postal Service to the post office from which mail is delivered to the address.*

The Standard further defines a *Complete Place Name* as follows: *One or more Place Names which identify an area, sector, or development (such as a neighborhood or subdivision in a city, or a rural settlement in unincorporated area); incorporated municipality or other general-purpose local governmental unit; county; or region within which the address is physically located; or the name given by the U.S. Postal Service to the post office from which mail is delivered to the address.*

In the U.S.V.I., certain local components are used to uniquely identify a place. These include the historic “quarters” and “estates” which were originally used to identify tracts of land and parts of the towns. These types of place names must be maintained within the Virgin Islands’ MAR and be capable of being maintained in the Software provided, based on the FGDC Standard definition set forth with more particularity at <https://www.fgdc.gov/standards/projects/address-data>.

Requirement 14: Landmark names are an important class of addresses in the Territory. The software must handle landmark names for use by various stakeholders. Many landmark names consist of several parts, and this combination must be supported.

Requirement 15: The MAR maintains the history of each address and its current life cycle status. It is required that the application software incorporates this function.

Requirement 16: Anomalous addresses exist in most systems. Although there may be few due to the recent, controlled development of the addressing system in the U.S.V.I., there are likely to be some that must be recognized. The software is required to maintain user-specified set of anomalies, and to maintain a relationship between each address and an unlimited number of anomalies.

Requirement 17: The software must support user-specified address-feature-type descriptions of objects or locations to which an address or sub address is applied. Each address may have multiple address-feature-types as defined in the FGDC Address Data Standard.

Requirement 18: Address data quality is essential and must be incorporated into the maintenance application. Address data quality tests are expected to document quality parameters as defined in the FGDC Address Data Standard.

Requirement 19: Potential vendors must include a separate cost proposal to include fixed, all-in price for license, purchase, customization/configuration, installation, maintenance, training, and any and all conceivable costs associated with deployment or maintenance of the software.

The period of performance includes installation of the software within sixty (60) days after contract execution. Thereafter, the CDBG grant provides for payment of the annual renewal fee for the next two years.

D. TIMETABLE

Last Day for Written Clarification is Friday, March 10, 2023 at 1:00 PM, Atlantic Standard Time.

E. SUBMISSION OF PROPOSAL

All interested parties shall submit **one (1)** electronic copy of proposals, which are to be delivered to the Department of Property and Procurement via the vendor's GVIBUY account no later than **Wednesday, March 29, 2023 at 4:30 p.m.** Atlantic Standard Time accessed through the following link: <https://gvibuy.buyspeed.com/bsol/>.

Proposers should review and validate their quotes for accuracy before pressing the “**Submit Quote**” tab. The Summary tab at the top of the screen is where proposers will review the information entered on their quote and submit to the Government, Department of Property and Procurement. Once the Bid Open Date has been reached, the Government, Department of Property and Procurement will open and review all quotes received. Quotes must be submitted in advance of the Open Bid Date. Any quote not submitted by the Open Bid Date is considered unsubmitted and **will not** be considered for evaluation. To submit the quote, follow steps 1 through 4 below.

1. Review the information and ensure all of the submitted data is correct. If there are errors, Quotes can be withdrawn and resubmitted, but it is good practice to ensure Quotes are comprehensive before submitting.
2. Once all information has been validated, scroll to the bottom of the screen and click **Submit**.
3. A popup appears asking if you want to submit the Quote. Click **OK** to confirm.
4. The screen refreshes. Your quote is now submitted.

Note: Quotes may be withdrawn by clicking the **Withdraw Quote** button on the same screen.

F. WITHDRAWALS OF PROPOSAL

A proposal may be withdrawn at any time prior to the time specified as the closing time for acceptance of proposals. However, no proposal shall be withdrawn or canceled for a period of thirty (30) days after said closing time for acceptance of proposals, nor shall the successful provider withdraw, cancel, or modify the proposal, except at the request of GVI after having been notified that GVI has accepted proposal.

G. INTERPRETATION OF SPECIFICATIONS

If any person contemplating submitting a proposal requires clarification of any part of the scope of work, he/she may submit to the GVI a written request for an interpretation thereof via the **Q&A tab of the solicitation in GVIBUY**. GVI will not respond to questions received after the above established date. The person submitting the request will be responsible for its prompt delivery. Any interpretation of the scope of work will be made in writing to all prospective providers. Oral explanations will not be binding.

H. CONSIDERATION OF PROPOSAL

The Commissioner of Property and Procurement shall represent and act for GVI in all matters pertaining to the scope of work and contract in conjunction therewith. **This RFP does not commit GVI to the award of a contract or pay of any cost incurred in preparing and submitting proposals in anticipation of a contract. GVI reserves the right to reject any or all proposals and to disregard any informality and/or irregularity in the proposal when, in its opinion, the best interest of GVI will be served by such action.** Proposals failing to provide some of the items in the scope of work shall not be rejected per se, but any deviations from the scope must be clearly noted.

I. ACCEPTANCE OF PROPOSALS

GVI will notify in writing acceptance of one of the proposals. Failure to provide any supplementary documentation to comply with the respondent's proposal may be grounds for disqualification.

J. CONTENTS OF PROPOSAL

The following is a list of information to be included in the written proposal. The documents listed under this section are required for submission of a proposal in response to this RFP, and failure to comply with any requirement as outlined will adversely affect proposer(s) rating score.

1. Organization:
 - a. Introductory letter about the respondent:
 - i. Name, address, email, and telephone numbers.
 - ii. Type of service for which individual/firm is qualified.
 - b. Provide a list of staff available for the project (Local & Off-Territory)
 - c. Current Business License or state register for the services being advertised. All proposers bidding as a Joint Venture must be licensed as a Joint Venture in the US Virgin Islands
 - d. Current trade name registration certification; if applicable
 - e. Certificate of Good Standing dated July 1, 2022.
 - f. Articles of Incorporation (For Corporations) or Articles of Organization for (LLC's) or Statement of Qualification (Limited Partnerships), if applicable.
 - g. Corporate Resolution or equivalent identifying the person who is authorized to act for the respondent with respect to this RFP.
2. Sub-Contractors:
 - a. Provide listing of Sub-Contractors that shall be retained for this project including phone numbers.
 - b. Provide what percentage of work will be sub-contracted.
3. Project Experience:
 - a. Provide a list of projects performed within the last three (3) years. Include a brief description of the work performed and cost of each project.
 - b. Provide a list of projects currently being performed. Include a brief description of the project and percentage completed.
4. Project Approach:
 - a. The respondent applying to this solicitation will describe how you will approach this project and availability to perform the services requested.
5. References Letters: 3 letters minimum related to the projected being solicited. To obtain maximum allotted points, each letter must:
 - a. Include information about past performance on similar project from authorized representative;
 - b. Include a working telephone number; and email address to be contacted; and
 - c. Notarized.
6. Proof of Sam.Gov registration
7. **Cost Proposal *must* be included in proposer's proposal.**

K. CONFLICT OF INTEREST

A proposer filing a proposal hereby certifies that no officer, agent, or employee of GVI has a pecuniary interest in this proposal or has participated in contract negotiations on

behalf of GVI; that the proposal is made in good faith without fraud, collusion, or connection of any kind with any other Proposer for the same request for proposals; the respondent, is competing solely on its own behalf without connection with, or obligation to, any undisclosed person or firm.

L. ACCEPTANCE OF CONTRACT TEMPLATE AND OTHER TERMS AND CONDITIONS

By submitting a proposal in response to this RFP, the respondent agrees to accept the boilerplate terms and conditions of the Government's standard Professional Services Contract, a copy of which is attached to this RFP, if the respondent is selected for award.

M. BID PROTESTS

The Contracting Officer shall consider all protests or objections to the award of a contract, within ten (10) calendar days after receipt of a notice of award/non-award. Protest(s) of award shall be submitted in writing to the Contracting Officer and shall be handled in a manner to be determined by the circumstances. The Contracting Officer will provide a written response to each protest received within the time allotted for receipt of protests. Protests must be addressed to the Commissioner of Property and Procurement in writing and submitted to: debrief_protest@dpp.vi.gov.

N. DEBRIEFING

The Government shall provide written notice to all offerors advising them of the selection or non-selection of their bid. Debriefings may be performed orally, or in writing upon written request received by an offeror within three (3) days of the Government's notification about the outcome of the solicitation. An offeror that was notified of exclusion from the competition, that fails to submit a timely request, is not entitled to a debriefing. The Government shall establish the time when the debriefing shall occur and will be carried out in the manner requested by the offeror and allowed by the Government. At a minimum, the debriefing information shall include: (1) The Government's evaluation of the offeror's bid/proposal; (2) offeror's cost or price (including unit prices) and technical rating, if applicable of the successful offeror and debriefed offeror, and past performance information on the debriefed offeror; (3) Summary of the rationale for award and (4) Reasonable responses to debriefers responsiveness and responsibility. The debriefings shall not include point-by-point comparison of the debriefed offeror's bid/proposal with those of other offerors and shall not reveal any information prohibited by disclosure such as: (i) Trade secrets; (ii) privileged or confidential manufacturing processes and techniques; (iii) commercial and financial information that is privileged or confidential, including cost breakdowns, profit, indirect cost rates, and similar information; and (iv) the names of individuals providing reference information about an offeror's past performance. Requests for debriefing must be addressed to the Commissioner of Property and Procurement in writing and submitted to: debrief_protest@dpp.vi.gov.

O. MANDATORY LIST OF REQUIRED SUPPORTING DOCUMENTS TO CONTRACT WITH GOVERNMENT OF THE VIRGIN ISLANDS

1. See Attached.

THE DOCUMENTS IN THE ATTACHMENT WILL BE REQUIRED FOR APPROVAL OF THE CONTRACT WITH THE SUCCESSFUL RESPONDENT.



List of Required
Docs.09.17.2018.pdf

[http://dpp.vi.gov/sites/default/files/forms/MANDATORY%20LIST%20OF%20RE
QUIRED%20SUPPORTING%20DOCUMENTS%20TO%20CONTRACT%20WI
TH%20GOVERNMENT%20OF%20THE%20VIRGIN%20ISLANDS.pdf](http://dpp.vi.gov/sites/default/files/forms/MANDATORY%20LIST%20OF%20RE%20QUIRED%20SUPPORTING%20DOCUMENTS%20TO%20CONTRACT%20WI%20TH%20GOVERNMENT%20OF%20THE%20VIRGIN%20ISLANDS.pdf)