

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

**Request for Proposal – Negotiation
Professional Services**

To:

Date: December 19, 2022

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RFP No. BD-23-600-6001-163

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 **Thursday, January 19, 2023 at 4:30 p.m.** Atlantic Standard Time.

DESCRIPTION OF WORK:

This Scope of Services (SOS) is to Implementation of the Street Addressing Initiative on behalf of the Office of the Lt. Governor.

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.

Anthony D. Thomas
Commissioner
Property and Procurement

INSTRUCTION TO PROPOSERS

A. NOTICE

BD-23-600-6001-163 - Implementation of the Street Addressing Initiative

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 **December 30th 2022 at 12:00 noon Atlantic Standard Time.**

B. STATEMENT OF PURPOSE

To assist the Government of the Virgin Islands in meeting the requirement for the following services: **BD-23-600-6001-163 - Implementation of the Street Addressing Initiative.**

1. **Purpose/Overview:** The purpose of this Request for Proposal (RFP) is to seek qualified Addressing Professionals or GIS Professionals with the knowledge, experience, expertise, and relevant hardware to provide street address implementation throughout the Territory according to national FGDC standards and update of the USVI Master Address Repository for the final Territory wide phase of the Street Addressing Initiative (SAI).

1. **Project Duration:** The Scope of Work set forth below is expected to be completed over a 48-month Contract Term.

3. **Categories/Cost of Services:** This RFP is requesting the proposals for the services of Addressing Professionals or GIS

Based on the Department of Property & Procurement & HUD compensation standards, the GISD intends to award Fixed Rate Professional Services Contracts of up to \$2,000,000.00 to complete the Territory wide Street Addressing Initiative. Working within the Total \$2,000,000.00 budget that has been allocated by HUD for this project, the Successful Bidder will be expected to provide a breakdown of costs for the Professional Services Contract to include the following:

- A flat rate for completion of USVI Address Data Implementation and Master Address Repository
- Cost of vehicular transportation
- Supplies for Address Packets
- Inter-island travel
- Travel for off-island Contractors
- Field Crew & Supervisors
- Professional Services
- Administrative Expenses

B. BACKGROUND

A comprehensive street addressing system is established by the Federal Geographic Data Committee's United States Thoroughfare, Landmark, and Postal Address Data Standard; Standard: FGDC-STD-016-2011. Standard: FGDC-STD-016-2011 is universally implemented across the United States and recognized at both the Local & Federal level. This type of addressing is critical for Emergency Services, Economic Development, Government and Private Operations. The Office of the Lieutenant Governor (OLG), as the administrator of the Territory's GIS (Geographic Information Systems) data, maintains the data for use by the public and private sectors as a tool for infrastructure planning and community development. In this role the OLG is specifically positioned to manage a comprehensive street addressing project by authority granted by the of the Virgin Islands Code (33 V.I.C. § 2361 (2014)).

C. ADMINISTRATIVE STRUCTURE

L. Christopher George is the Administrator of the **GISD** and is the designated **Project Manager** for the Street Addressing Initiative The official physical and mailing address to be used for any correspondence or delivery of paper reports for the **GISD** is as follows:

GIS Division – Office of the Lieutenant Governor
5049 Kongens Gade #18
St. Thomas, US Virgin Islands 00802

D. STREET ADDRESSING INITIATIVE BACKGROUND AND HISTORY

The US Virgin Islands currently use Lot number/Estate name in combination with environment description to navigate. The U.S. Virgin Islands lacks a comprehensive street addressing system whereby structures and direction can be identified in a consistent and

logical fashion by a unique combination of orderly street numbers and a unique street name. The lack of a comprehensive street addressing system has detrimental effects on critical social functions in the U.S. Virgin Islands which has a high low-moderate income population. Emergency Services such as the Fire Department, Police, and EMS, do not have adequate navigation and direction capabilities to work from. This can present issues with reliability and timing for those entities that provide life-saving services in time of need. During the Hurricanes of 2017 and the current COVID-19 global pandemic, no comprehensive street addressing system to work from created a multitude of problems for Local, Federal, and International emergency agencies in providing support and much needed assistance.

E. PROGRAM PHASES

In 2009, the OLG commenced efforts to bring the USVI into compliance with Standard: FGDC-STD-016-2011 and cease reliance on the current addressing of a Lot number/Estate name combination. In 2012, by contracting the services of the University of the Virgin Islands Community Engagement and Lifelong Learning (CELL) Division, the OLG created the Strategic Implementation Plan for Addressing and a principal recommendation was to test the feasibility of developing street addresses for the USVI. The Strategic Implementation Plan for Addressing was completed, and the contract was fully paid thru a Department of Interior (DOI-OIA) Technical Assistance Grant. The Strategic Implementation Plan for Addressing laid the foundation and criteria to establish a Territory wide standardized addressing system via the Street Addressing Initiative (SAI).

Due to the size and scale of the task, the OLG understood the need to complete the Initiative in phases. Thus, between January and August of 2013, the SAI – PILOT PHASE was funded and executed by the Government of the Virgin Islands to test and perfect methodologies established in the Strategic Implementation Plan for Addressing. A successful Pilot Phase allowed for conducting the broader, extended Street Addressing Initiative (SAI) – BRIDGE & Territory Wide Phases. Fully funded by the OLG, the SAI BRIDGE Phase commenced in October 2019 and implemented street addressing throughout all the urban areas of the Territory; Christiansted, Frederiksted, Cruz Bay & Charlotte Amalie. During the SAI BRIDGE Phase, the U.S. Virgin Islands Master Address Repository System (MARS) was created. The MARS is a standardized database that houses the Territory’s street addressing infrastructure and can link with other systems, databases and applications that use addresses.

C. PROPOSED SCOPE OF WORK

II. SCOPE OF WORK TO BE ACCOMPLISHED BY THE SUCCESSFUL BIDDER

To accomplish the completion of the Street Addressing Initiative in the Virgin Islands the GISD intends to contract Addressing Professionals or GIS Professionals (henceforth referred to as the “Contractor”) for the purpose of expanding the USVI Address Reference System and fully updating the Master Address Repository. This **Request for Proposal** specifically describes the Tasks needing to be completed. The SAI Implementation Plan Tasks have been reorganized in a different work program designed to take advantage of the efficiencies realized through the experiences of the Pilot and Bridge phase, an improved

methodology and better technology. In the tables below, the new tasks are shown for easy reference.

Note 1: some tasks are a continuation of work previously done and some tasks are new. The status is noted in the last column as either “new” or “N/A” to indicate continuation of prior work.

Note 2: “Ongoing” references the 48-month time frame in which the scope of work is expected to be completed.

Table 1: Tasks to Be Completed By Contractor

Goal	Objectives	Status	Tasks to be done	Time Frame	New Task
Prerequisite 1: Update Parcel Layer	Complete update of Assessment system and parcel maps	Complete	Continue to incorporate new parcel data and geometry in Capture and GIS	On-going	N/A
Prerequisite 2: New orthophotos	Obtain up-to-date orthophotos for entire territory	Done, 2017	Another update should be undertaken to review damage from 2017 hurricanes. Newer photos include building identifiers	On-going	N/A
Prerequisite 3: Update street centerline to be usable for addressing	Add additional roads to create a complete centerline. Adjust geometry to create addressable centerline	Updated significantly. Some on-going work to correct geometry issues that affect addressing. Many smaller roads not named not included in centerline as of January 2020 need to be incorporated	Complete updates and improvements to geometry and completeness. Some new roads may be added during addressing project.	On-going	N/A
Prerequisite 4: Test methodology and project assumptions	Use Pilot to test assumptions about methodology and technology to be used to create a useful addressing system	Pilot completed in 2015. Bridge project is testing additional improvements in technology and method that could result in time/cost reduction	Bridge phase.	On-going	N/A

Table 2: Additional Scope of Work Goals and Objectives

Goal	Objective	Status	Tasks to be Done	Time Frame	New Task
1. Single Address Assignment Process	1.1 Identify responsible agency for address	In discussion with DPNR, LGO/GIS and DPW	Memorandum of Understanding	End of Bridge phase: GIS will continue to manage addresses	N/A
	1.2 Describe address assignment process	In Draft	Finalize workflows	End of Bridge phase	N/A
	1.3 Document process in Address	In Draft	Final approval	End of Bridge phase	N/A

	Procedures Manual				
2. Complete Street Naming Program	2.1 Develop list of street names for use.	In Draft, and in community selection process	Review of all centerline segments and filed data to ensure that every passable street with addressable structures on it has a recorded name and extent (list of segments that make up the "street")	Continuing through full project	N/A
	2.2 Hold meetings in estates and historic districts to review names	In progress	Continue meetings through project roll-out	Continuing	N/A
	2.3 Assign a street name to every unnamed street	In progress	Active assignment in bridge areas, will continue throughout project	On-going	N/A
	2.4 Map and record street names. Publicize street name list	In progress	Active assignment in bridge areas, will continue throughout project	On-going	
3. Implement standardized Address Reference System	3.1 Evaluate and Select Addressing Grid or layout	In progress	Complete in Bridge areas, in final design for Territory	Bridge areas complete, STJ and STX designed, STT in progress	New
	3.2 Create the Address Reference System in GIS		Complete in Bridge areas, in final design for remainder of Territory		
	3.3 Implement the ARS		Complete in Bridge areas		
	3.4 Confirm that			Within first phase of	New

	ARS is usable throughout Territory			Roll-out Project	
4 Develop address repository	4.1 Determine Database system	In progress		Confirmed	New
	4.2 Design FGDC Standard Repository	In progress	Prototype complete by end of Bridge phase	Within first phase of Roll-out Project	
	4.3 Load data	Not started	Data for Bridge loaded as each area is completed. Data for remainder of project to be loaded as each Work Area is completed	End of project for all data	

5. Develop GIS Address Point Layer	5.1 improve street centerline network	In progress	Will be completed for each Work area	Each Work Area will be complete before work starts in that area	New
	5.2 Create potential address points	In progress	Once ARS is finalized and streets are named, potential points are generated for each Work Area	End of project for all data	
6.Undertake Comprehensive Quality Control <i>(This section is out of order per current workflow)</i>	6.1 Test tabular and spatial data quality	Review of original pilot areas underway. Each additional Work Area will be tested as completed	Complete for Pilot and Bridge phase areas by end of Bridge phase	Complete within 30 days of final address assignments in each ARS	New
	6.2 Resolve anomalies	Pilot area review underway.	Bridge area to be completed after each area is addressed and tested. Each Work area will be completed as that area is done and tested	Requires assistance from GIS and Address Authority. Will be done as quickly as possible after test results for each Work Area are made available.	New
7. Assign new address numbers <i>(These tasks will occur)</i>	7.1 Assign new address numbers for all possible points	Potential points are being created for all Bridge areas in Bridge	Will be generated for remainder of Territory on approval and testing of each ARS.	At end of full project	New

<i>before those listed in previous section.)</i> 8. Link Postal Addresses as attributes to Physical addresses	7.2 Create addresses for parcels and structures	phase. Link parcel addresses (old) to new ARS-based addresses	Comprehensive linkage to insure that all addresses are matched from old to new.	At end of full project	New
	7.3 Deploy new addresses.	Bridge areas complete for primary addresses	Sub address Methodology	Primary addresses for Territory by end of project	New
	8.1 Work with USPS to adopt the use of new address system	To be started during Bridge phase	USPS does not intend to switch to new system until all of the Territory is addressed	After end of implementation of Street Addressing Initiative	New
	8.2 Link Postal Addresses as attributes to new addresses	Not yet started	During implementation process	By end of Street Addressing Initiative	New

9. Document entire address system	9.1 Document address repository database	In progress	Complete by end of Bridge phase, with possible minor adjustments through end of SAI	Final report including all adjustments at close-out.	New
	9.2 Document the ARS	In progress	Complete by end of Bridge phase	Final report including all adjustments at close-out.	New
	9.3 Document all reports, and views used in management of addresses and interfaces to other systems		Information gathering in progress, interfaces to be identified, and documented.	By end of Street Addressing Initiative	New
10. Develop and document Maintenance System	10.1 Identify functionality of maintenance application	In progress	Complete in Bridge phase	On-going	N/A
	10.2 Construct or purchase a maintenance application	Purchase or license recommended based on selection from previous task	Procurement in progress	Done by end of Bridge phase	N/A
	10.3 Deploy maintenance application with the MAR and GIS	Not started	Not started	To be done by selected maintenance application vendor.	New

11. Development of Interfaces to other Systems	11.1 Prioritize the initial interfaces	Meetings with departments and others will commence during Bridge phase	Started with CAD/RMS for Police/Fire/EMS	Done during the SAI, prioritization complete in early phases of project	N/A
	11.2 Develop interfaces to support the required functions	VITEMA database view created	Underway	Done for high priority interfaces during SAI, others may be developed and deployed after end of the SAI project	N/A
	11.3 Deploy and test the interfaces. Document. (With maintenance application contractor)	VITEMA interface view created for upload to dispatching software	Other applications to be identified and interfaces tested.	Done for high priority interfaces during SAI, others may be developed and deployed after end of the SAI project	new

The Tasks as stated in the above tables are designed to fulfill the some new and some remaining SAI goals and objectives.

Each Task as described fully in the above tables, revolves around typical street addressing projects. Address assignment and field work will be divided into nine segments each: one for each of the ARS areas on the three major islands, and a fourth for the smaller islands that have residential or commercial facilities on them (such as Water, Hassel, etc.) While the work on each island or group of islands will be very similar, the work must be programmed on each island to maximize the efficiency of the field crews and minimize expenses. This will also be reflected in the project schedule that the Successful Bidder must develop in conjunction with the GISD Manager.

The work will consist of performing the steps required by the **GISD** and Federal Data Guideline Committee (FGDC) as detailed in the **UNITED STATES THOROUGHFARE, LANDMARK, AND POSTAL ADDRESS DATA STANDARD (FGDC-STD-016-2011)** and can be downloaded from the following URL: <https://www.fgdc.gov/standards/projects/address-data>.

This work will include but is not restricted to the following: virtual and field reconnaissance, expanding existing Address Reference System, processing of GIS/GPS data, and update of Master Address Repository. Typical end products should include, among other things, the following:

- a) Address Packets
- b) All Parcels & structures addressed
- c) GIS Functionality for all addresses
- d) MARS database
- e) Successful submission to national Address Reference System

III. ASSUMPTIONS AND EXPECTATIONS:

The following is a list of expectations and assumptions that will govern the Scope of Work as it is executed by the Successful Bidder:

1. GENERAL

Implementing nationally standardized address data for over 100,000 potential Address Points Generated & All USVI Streets/Access ways.

Schedule

The Contractor will furnish GISD with a written schedule of work that include assignments at least five (5) business days prior to beginning any project.

Milestones

Part I: Meeting with GISD to determine project extents

Part II: Finalize Master Address Repository System (MARS), standard addressing protocols, & street naming protocols

Part III: Commence Addressing Protocols & Field Work throughout the Territory

Part IV: Release of final MARS & Public Awareness Campaign

Monitoring and Evaluation of Work

The GISD Project Manager responsibilities ensures that the work being performed is complete, accurate, and consistent with the terms and conditions of the proposal and contract. As necessary, the GISD Project Manager will:

- Schedule and attend progress meetings
- Monitor discussions and conditions leading to contract modifications
- Visit the project and/or the firm's offices on a frequency that is commensurate with the magnitude, complexity, and type of work
- Assure that costs billed are consistent with the acceptability and progress of the firm's work

GISD will not grant final approval on any phase of the SAI project until:

- All specified work is completed by the Contractor and then inspected and accepted by GISD per GISD technical standards and specifications.
- All specified survey and mapping products have been uploaded, reviewed, and accepted by National Reference System technical standards and specifications.
- All specified survey and mapping products are delivered by the contractor and then reviewed and accepted by GISD per GISD technical standards and specifications.

The GISD Project Manager shall prepare written interim and/or final performance evaluation reports that will be sent to the Contractor for comment upon project completion and after appropriate milestones. The Contractor has the option to respectfully contest any point in the evaluation report by submitting a written explanatory report to the GISD Project Manager. Please be aware that the GISD Project Manager has final judgment authority and shall attach each submitted explanatory report to the final evaluation report.

2. STANDARDS

All surveying and mapping work will comply with the following standards:

- Applicable Virgin Island Code standards
- USVI Strategic Implementation Plan for Addressing
- FGDC Geospatial Positioning Accuracy Standards
<https://www.fgdc.gov/standards/projects/accuracy>
- FGDC US Thoroughfare, Landmark, and Postal Address Data Standard; Standard: FGDC-STD-016-2011
- National Emergency Number Association (NENA) Civic Location Data Exchange Format Standard (CLDXF)
- U.S. Postal Service Publication 28, Standard Formats for Mail Pieces, 2014

3. DELIVERABLES

Required deliverables:

- a) Address Packets
- b) All Parcels & structures addressed
- c) GIS Functionality for all addresses
- d) MARS database
- e) USVI Addressing & Sub addressing Manual
- f) Successful submission to national Address Reference System

4. FIELD WORK REQUIREMENTS

The Contractor will be responsible for ALL field work required to complete task. This includes providing for field crew, field supervisors, & field team transportation.

5. REPORTING REQUIREMENTS

Complete, accurate, concise, and clear documentation will be required for all types of work involved in the SAI.

The Contractor will prepare and submit a monthly report to the OLG-GISD summarizing the progress made on the project, completion of tasks and goals identified in this scope of work, goals for the following month, and itemizing any issues that have arisen and their resolution or proposed resolution. This report will be emailed to the OLG-GISD for distribution.

Regular weekly status reports will be made via email. The final report will include a status of field work, status of what addresses were implemented, and other requirements as listed in this SOW document.

The Addressing Professionals or GIS Professionals performing the work and who is responsible for the work must be registered with the Office of the Lieutenant Governor, Division of Corporations and Trademarks. It will be the responsibility of the prime firm to verify the registration of any corporate subsidiary prior to submitting a Letter of Qualifications (LOQ). The firm must have the financial ability to undertake the work and

assume the liability. The selected firm(s) will be required to furnish proof of sufficient Professional Liability Insurance coverage as determined by Department of Property & Procurement. The firm(s) must have an adequate accounting system to identify costs chargeable to the project.

6. PERSONNEL FOR FIELD WORK & SUPERVISION; DOCUMENTATION OF FIELD NOTES

The Territory requires that the Contractor have immediately available to perform under this SOW a minimum of four (4), full (2-3 person), field crews and two field supervisors (one for each District). Each crew will be equipped, as required for each daily task, with fully operational and calibrated GPS equipment, search and recovery tools, safety Personal Protective Equipment (PPE), and all related and necessary field equipment and supplies. To warrant an inclement weather extension for abnormal loss of workdays, the Contractor shall provide GISD with a project log documenting the weather conditions that necessitated the work stoppage.

7. REFERENCES

The Contractor will need to provide a list of reference of Addressing project they have successfully completed to show achievements in the following Types of Work. Types of addressing work will include, but are not restricted to the following:

- Centerline Preparation
 - QC Existing Centerline
 - Centerline Cleanup
 - Create and Validate Street Names
 - Create Address Routes
 - Conform Centerlines to Routes
 - Incorporate Field Corrections
 - Create a street name sign plan

- ARS Definitions and Potential Points
 - Confirm ARS definitions
 - Identify Issues with ARS's (boundaries)
 - Design Work Areas within each ARS
 - Create Potential Points and Fishbones for all Roads
 - Generate PDF files for Potential Points

- Field Work Staging
 - Prepare Work Routes/Maps
 - Prepare street name files for PDFs
 - Print and file PDF's
 - Fold and bag FAQ, Advocation Letters, and generic flyers in door hanger bags

- Field Work

- GPS and Photo and information Collection
 - Door Hanger Prep
 - Place Door Hanger(s)
- Field Work QC/Upload
 - Field Supervisor Review
 - Field Supervisor Upload
- Vacant Property Addressing
 - Identify vacant properties within work area
 - Assign addresses
 - Provide vacant property address data to Data Processing
- Data Processing and QC
 - Load Data to Working Database
 - Identify Issues/Missing Data
 - Run Quality Control Testing
 - Review QC results and prepare Reports
 - Feedback and Issue Resolution (make corrections as required)
 - Link New Addresses to Property Address Records in GIS
 - Load to MAR Database and Check Data Integrity
- Document Address Systems
 - Document the address repository database and addressing systems
 - Document the Address Reference System
 - Document all reports and database views
 - Map adopted street names in GIS and record in Address Repository
- Interfaces
 - Develop functionality of interfaces
 - Assist in development of interfaces to support business functions of enterprise systems
 - Deploy and test interfaces
- Field Management and Reporting
 - Field Management
 - Field Reporting

8. ENVIRONMENTAL OR REGULATORY CONSTRAINTS

The Contractor will comply with all applicable Federal (including OSHA) and USVI laws, rules, and regulations regarding environmental, safety, and other regulatory constraints. All survey work will be performed in a manner consistent with the natural environment of the area. It is the Territory's intent to have this work completed without permanently harming or drastically altering the natural conditions that existed prior to the survey in the project area.

D. TIMETABLE

Last Day for Written Clarification is Friday, December 30, 2022 at 12:00 noon
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 **Thursday, January 19, 2023 at 4:30 p.m.** Atlantic Standard Time accessed through the following link: <https://gvibuy.buyspeed.com/bs/>.

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
QUIRED%20SUPPORTING%20DOCUMENTS%20TO%20CONTRACT%20WI
TH%20GOVERNMENT%20OF%20THE%20VIRGIN%20ISLANDS.pdf)