



THE VIRGIN ISLANDS DEPARTMENT OF EDUCATION

REQUEST FOR PROPOSALS (RFP)-VIDE-2022-003

**A/E Design JROTC Rappel Tower
Located at the St. Croix Educational Complex High School**

Bid Date: February 18, 2022

Last Day for Questions March 8, 2022

Bid Submission Deadline: March 17, 2022 at 12:00Pm AST
at
bids@vide.vi

I. GENERAL INFORMATION

A. PURPOSE / OVERVIEW

The Virgin Islands Department of Education (VIDE) seeks the qualified services of a fully Licensed and Insured Architectural Engineering (A/E) Firm or Professional with the knowledge, experience, and expertise to provide Professional A/E Services for Programming, Schematic Design, Final Design & Specifications (Construction Documentation), Permitting, and Construction Management Services necessary for VIDE to engage under a future Invitation to Bid (IFB) a Licensed & Insured General Contractor to execute the construction of a new JROTC Rappelling Tower within the St. Croix Educational Complex property. For thoughtful consideration, the proposed and approved location of said new JROTC Rappelling Tower is delineated within the attached SCEC High School Facility Layout.

This A/E professional services will include all necessary architectural & engineering services and all related civil, electrical, solar lighting, surveillance/observation on-location recording wireless camera system engineering design services, plumbing, and wired/wireless internet engineering design services, to include any incidental site related services such as determining soil bearing capacity and location of both overhead & underground existing and newly proposed utilities to include this new facility's proper utilities interconnections with the existing SCEC school facility as will all be determined and may be required during this Project's Programming Phase of the overall A/E work efforts.

The construction documentation prepared herein for both permitting and construction shall comply with all current construction codes enforces within the U.S. Virgin Islands, meet the attached currently enforced *2019 USVI Special Wind Region Wind Speed* (<https://hazards.atcouncil.org/>) factor of 176 MPH as detailed within the attached documentation, shall be in compliance with the *U.S. Army Training and Doctrine Command (TRADOC) Pamphlet #385-1* attached herewith, and must meet *Safety Certification Standards for JROTC Rappelling* established by U.S. Army Cadet Command.

Moreover, the contracted professional services will include logistical planning and programming inclusive of daily interaction and consultation with VIDE, JROTC, SCEC, and, when required, with other Departments & Agencies of the Virgin Islands Government representatives, et al. The provider of said professional services and their subcontracted companies shall be locally licensed and qualified, to provide architectural, structural, electrical, engineering, mechanical, civil, construction management & inspections, and all other related professional services to effectuate all professional services contemplated herein to prepare all construction documentation (drawings 7 specs) and to secure all required construction permits and approvals for acceptance of the Government of the Virgin Islands.

B. BACKGROUND

Virgin Islands Department of Education

The Commissioner of Education heads the Virgin Islands Department of Education, including the Virgin Islands Public School System. The Territory of the United States Virgin Islands is divided into two (2) school districts – the St. Thomas-St. John school district and the St. Croix school district. The two (2) school districts are managed and directed by Insular Superintendents with the day-to-day operations of each school district being managed with district offices on St. Thomas and St. Croix. The following contains additional information concerning the two (2) school districts:

ST. THOMAS/ST. JOHN SCHOOL DISTRICT	Number
Schools	12
Elementary Schools	7
Middle Schools	2
Junior High School	1
High Schools	2
Programs	3
Day Adult Program	1
Skill Center	1
Alternative Ed Program	1
Total Schools and Programs	15
Number of Students	5,375
ST. CROIX SCHOOL DISTRICT	
Schools	13
Elementary Schools	8
High Schools	2
Junior High	3
Programs	3
Adult Ed	1
Alternative Ed	1
Career and Technical Ed	1
Total Schools and Programs	16
Number of Students	5,382
BOTH DISTRICTS	
TOTAL NUMBER OF VIDE REGULAR K-12 SCHOOLS	25
TOTAL NUMBER OF PROGRAMS	6
TOTAL NUMBER OF STUDENTS	10,757
TOTAL NUMBER OF TEACHERS/ADMINISTRATORS	1,124

On the island of St. John, one (1) school serve the elementary and middle school student population. The senior high school students from the island of St. John are served by schools on the island of St. Thomas.

The Division of Operations has been designated and will serve as the DOE liaison on this project.

C. ADMINISTRATIVE STRUCTURE

Honorable Racquel Berry Benjamin, Commissioner heads the Virgin Islands Department of Education. The Department has two (2) school districts, the St. Thomas-St. John School District, and the St. Croix School District that are managed and directed by Insular Superintendents. The official physical and mailing to be used for any correspondence or delivery of paper reports address for the DOE is as follows:

Director Khadila D. Joseph
Division of Procurement
Virgin Islands Department of Education
1834 Kongens Gade
St. Thomas, US Virgin Islands 00802-6742
Khadila.joseph@vide.vi

D. CONTRACT TYPE

The contract awarded under this RFP will be design build professional service contract. No payments in advance or in anticipation of services or supplies to be provided under the contract shall be made by the Government.

E. CONTRACT TERMS

Unless otherwise agreed pursuant to negotiations, the term of the contract awarded under this RFP shall be for a period of One (1) year)

F. SELECTION OF CONTRACTOR

A contract shall be negotiated with a proposer deemed to be the most qualified and responsive to this solicitation. Such a proposer is one, which has financial, technical, and other resources that indicate an ability to perform the services required by this solicitation. A number of factors may influence the Government's decision in selecting the provider. These factors include, but are not limited to, proposer's ability to deliver requested services in a timely manner; reputation, qualifications, experience, familiarity specialist and costin providing similar services; quality of supporting resources; and responsibility status.

The proposer shall also meet the following requirements:

- (1) Provide description of the proposer's organization.
- (2) Provide history and background of organization.
- (3) Provide previous experience including years of experience describing the type of experience required for the project.
- (4) Demonstrate ability and capability to deliver on all aspects as described in Section II.

- Proposers should present their vision of how they propose meeting DOE's needs and identify the overall approach to the project, define the scope of their offered services, and how they propose to meet the *Scope of Services and Deliverables* as defined in this RFP.
- (5) Provide at least three (3) professional references (project references).
- (6) Demonstrate the ability to perform services on-site in DOE's facilities.

H. INCURRED COSTS

The Government of the Virgin Islands is not liable for any cost incurred by the proposer prior to the signing of a contract by all Parties.

I. LATE PROPOSALS

Any Proposal received after the exact time specified for receipt will not be considered.

J. GIFTS FROM CONSULTANT

The Government's officers, employees, or agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or potential contractors. To the extent permissible under local laws, rules, or regulations, such standards shall provide for appropriate penalties, sanctions, or other disciplinary actions to be applied for violations of such standards.

K. LICENSES, FEES & TAXES

1. The selected contractor shall be responsible for paying all applicable taxes and fees, including but not limited to, excise tax, local income tax, and payroll and withholding taxes for its employees. The contractor shall hold Government harmless for all claims arising from payment of such taxes and fees.
2. The selected contractor shall obtain and post as required, all licenses, insurances, permits, and certificates as required by federal and local laws, rules and regulations, and policies.

L. PROPOSAL FORMAT

Each proposal must also meet the following minimum requirements:

Part I: Narrative

1) Table of Contents

This section must contain a table of contents. All major parts of the proposal must be identified by page numbers.

2) Executive Summary/Proposal Overview

This section must describe the salient features of the proposal. It must contain an overview of the proposer's company background and qualifications, and must condense and highlight the contents of the proposal to provide a broad understanding of the entire proposal. The Executive Summary should include conclusions and generalized recommendations. Pricing information must not be included in the Executive Summary.

3) Required Parts and Documents

The proposal must include components of Section I. F.

4) Technical Response

Demonstrate ability and capacity to provide services described in Section II. In this section, proposers should present their vision of how they propose meeting the Government's needs and identify the overall approach to the project, define the scope of their offered services, and how they propose to meet the *Scope of Services* as defined in this RFP.

Part II: Cost Proposal

The proposal shall include the proposed compensation within a sealed envelope addressed to VIDE Director of Procurement detailing on the front of the envelope the 1) *RFP Number*, 2) *Name of Project*, 3) *Proposer Name*, and 4) *Proposal's Submittal Date for said PFP* for the services to be provided as described in **Section I – Part #8** attached herewith.

M. FEDERAL FUNDING/DEBARMENT CERTIFICATION

The selected contractor certifies that it is eligible to receive contract awards using federally appropriated funds and that it has not been suspended or debarred from entering into contracts with any federal agency. The Contractor shall include this provision in each of its subcontracts hereunder and shall furnish its subcontractors with the current "LIST OF PARTIES EXCLUDED FROM FEDERAL PROCUREMENT OR NON PROCUREMENT".

II. SCOPE OF SERVICES

The Scope of Work's Overview, Tasks, and Deliverables for the overall professional services contemplated herein is described in **Section I** attached herewith.

III. NON-PERFORMANCE BY SELECTED CONTRACTOR

In the event of the selected contractor's non-performance under the subsequent contract and/or the violation or breach of the contract terms, the Government shall have the right to pursue all administrative, contractual, and legal remedies against the contractor and shall have the right to seek all sanctions and penalties as may be appropriate. Further, either party shall have the right to terminate the contract with or without cause upon the agreed upon written notice to the other party specifying the date of termination.

IV. CONTRACTUAL REQUIREMENTS

All bid proposals and subsequent contract and supporting documents must reflect the legal name of entity. Supporting documents that must be submitted prior to contract execution and within the time established by the Government shall include, but not be limited to, the following:

- (1) **Certificate of Resolution**, as to the authorized negotiator and signer of a contract.

- (2) Current **Virgin Islands Business License** issued to the legal name of record of the entity by the Government of the Virgin Islands, Department of Licensing and Consumer Affairs; and if applicable, copy of current business license issued by state, city or county in which the foreign corporation is operating.
- (3) One (1) current **Certificate(s) of Good Standing/Existence**, in legal name of the Contractor by the Virgin Islands Office of the Lt. Governor, Division of Corporations and Trademarks; and if company is not locally formed, an original *Certificate of Good Standing, Certificate of Existence, or Certificate of Status* from the state of registration.
- (4) **Certificate of Issuance or Renewal of Trade Name** issued by the Virgin Islands Office of the Lt. Governor, Division of Corporations and Trademarks, if applicable.
- (5) **Articles of Incorporation or Organization**, as applicable; or documents governing operation.
- (6) **Certificate of Liability Insurance** indicating proof of coverage of **General Liability Insurance**- no less than One Hundred Thousand Dollars and Zero Cents (\$100,000.00) for any one occurrence. The Contractor must provide a **Certificate of Liability Insurance** and **Declaration/Endorsement** pages that indicating that the Government of the Virgin Islands, Department of Education, is as “**certificate holder**” and an “**additional insured**” on the **General Liability/Public Liability Insurance**. The Professional Liability Insurance must cover the services to be provided under the contract.
- (7) Certificate of Government Insurance/Copy of Certificate providing firm/agents are covered by Workers’ Compensation Employee’s Liability.
- (8) System for Award Management (SAM) certifying the Contractor’s’ eligibility to receive contract awards appropriated with federal funds; www.sam.gov.

Please note the above-referenced documents are subject to modification at the Government’s discretion.

Any silence, absence, or omission from the contract specifications concerning any point shall be regarded as meaning that only the best commercial practices are to prevail.

All contractual documents including insurance certificates/policies must be kept updated and maintained throughout the term of the contract.

Section #1

SCOPE OF PROFESSIONAL SERVICES

ABSTRACT:

In establishing the final Scope of Work for the construction of the JROTC Rappelling Tower at the St. Croix Educational Complex High School, the direct collective input from the various stakeholders will be required for the overall needs assessment,

The proper documentation and development of Programming required for this new proposed Rappel Tower will be secured through direct collaboration between the staff of the STX JROTC Program staffing, the SCEC Principal's Office staffing, the Division Of Operations staffing, the STX Superintendent's Office staffing, and the VIDE Commissioner's Office staffing. The services of a qualified Architectural & Engineering (A/E) Firm with specific experience in the development & construction of rappel towers or similar structures of that nature is sought herewith through GVI's usual competitive bid process via this RFP process. The Prospective Bidders should perform a very preliminary exploration and on-site evaluation of the existing property prior to timely transmitting a Proposal to the VIDE Division of Procurement.

In order to develop the costs, as a comparison during this Bid process for the required Professional A/E Services sought herewith, pricing are required for the following items:

Part 1: PRE-DESIGN SERVICES:

- 1.1 Prepare Measured Drawings of the area of the property to include all existing structures and related facilities, amenities and services sounding area designated on the attached Approved Project Location Map. Document the existing on-site conditions and provide locations, elevations and detail the existing conditions of all. Record and present these existing conditions graphically & photographically to VIDE.
- 1.2 Through a locally licensed Surveyor secure a new Topographic Survey of the project location area. Contract with said licensed Surveyor to produce this survey work to include the delineation of site's topography, outlining the locations of all existing structures, appurtenance, including all incoming utility locations in and around the property area.
- 1.3 The Engineer/Architect of Record will be responsible to document all existing conditions of the existing property area to include soil borings and surrounding structures for incorporation of said data into a Narrative Report with supporting Drawings and Photographs where required.

PART 2: SPACE PLANNING, PROGRAMMING & SCHEMATIC DESIGN PHASE:

- 2.1 The Engineer/Architect shall include within the planning and design efforts all necessary measures to preserve and maintain the overall property and all existing incoming and outgoing property above ground and underground utilities.
- 2.2 The Engineer/Architect will develop, in conjunction with the STX District JROTC Program, the SCEC Principal's Office, and VIDE's Division of Operations, all requirements needed for the functionality of the new Rappel Tower to include all performance needs of the JROTC Program. The space plan will establish for the overall project location area for proper placement of the Tower facility. The space planning and programming will be developed by holding a series of meetings with all pertinent GVI personnel. These meetings will allow the Engineer/Architect to develop the overall requirements and the physical criteria needs for the Rappel Tower facility. The project programming will identify such criteria and special needs to include solar lighting,

fencing, security requirements, surveillance/observation on-location recording via a wireless camera system, wired/wireless internet access, and bathroom(s) building if the JROTC Project Budget will permit now or in the future while meeting all updated construction Codified requirements to create a functional state of the art Rappelling Tower facility. The program requirements will be develop with VIDE's Staff and include interviews with all key GVI Staffing to develop a complete listing of the project requirements for proper programming to effectively meet the needs of the JROTC Program.

- 2.3 The Engineer/Architect shall provide Schematic Design Documents based on the mutually agreed-upon program, schedule, and budget for the Cost of the Work. The documents shall establish the conceptual design of the Project illustrating the scale and relationship of the Project components. The Schematic Design Documents shall include a conceptual site plan, and preliminary building plans, sections and one elevation.
- 2.4 Additionally, a Preliminary Engineer's Estimate shall be prepared and presented by the Engineer/Architect to the Government to establish in collaboration with VIDE the Project's final budget.
- 2.5 After the above presentations and the final agreed-to changes have been incorporated, a final Project Budget Report shall be integrated into the presentation drawings & narratives for signature approval of the STX District JROTC Program.
- 2.6 The above work efforts (**PARTS 1 & 2**) will be accomplished within **Sixty (60) Calendar Days** upon the Engineer's/Architect's receipt of the fully executed Professional Services Contract.

PART 3: DESIGN DEVELOPMENT PHASE:

- 3.1 The Engineer/Architect shall provide Design Development Documents based on the approved Schematic Design Documents and updated budget for the Cost of the Work. The Design Development Documents shall illustrate and describe the refinement of the design of the Project, establishing the scope, relationships, forms, size and appearance of the Project by means of plans, sections and elevations, typical construction details, and equipment layouts. The Design Development Documents shall include specifications that identify major materials & systems and establish in general their level of quality.
- 3.2 As the above work is completed, the Engineer/Architect shall prepare from the Design Development Documents a Construction Phasing Plan which identifies the number and sequencing of the proposed construction work. This Phasing Plan will also be based on the Project's Projected Overall Budget in order to secure a phased construction of the complete construction work required based on GVI's allocated construction dollars on-hand for the project to secure VIDE's Phasing Plan Approval.
- 3.3 The Design Documents will include the Concept Design for the approval of the JROTC Program that consists of a site plan, floor plans and an elevation drawings. The Site Plan will show all major site components and it will depict the foot print of all site structures and other site amenities for the project. The site plan will also indicate all other hard & soft landscaping site features that will be incorporated into the final Construction Drawings.

PART 4: CONSTRUCTION DOCUMENTS PHASE:

- 4.1 The Engineer/Architect shall provide stamped & sealed Construction Documents (drawings & specs) based on the approved Design Development Documents and updated Budget for the Cost of the Work. The Construction Documents shall set forth in detail the requirements for construction of the Project. The Construction Documents shall include Drawings and

Specifications that establish in detail the quality levels of materials and systems required for the overall Project which includes the following:

- 4.1.1 Project specific Site Plan, Floor Plans, Roof Plan (if required), Elevations, Sections, Structural Framing Plans, Schedules, Complete Details along with complete Project Specifications and a Final Engineer's Estimate of the Project's Construction Costs.
- 4.2 The Engineer/Architect shall also secure all Permits and other Approvals required prior to commencement of Construction. All Costs for said Permits (not including printing) shall be the responsibility of the STX District JROTC Program.

PART 5: BIDDING AND NEGOTIATIONS:

The Engineer/Architect will provide Bidding & Negotiations Services for a minimum of One (1) Construction Bid Process and all additionally required Construction Bid Processes shall be considered '*Additional A/E Services*' and shall be paid by the STX District JROTC Program based on the required Architect's submitted detailed '*Hourly Personnel Rates*', which will be inclusive of wages, salaries, overhead, personnel insurance, equipment & automobile insurance, taxes, and other normal & indirect business expenses such as, but not limited to, communications, travel & supplies, for both the Engineer/Architect and the Engineer's/Architect's Staffing and all pertinent Consultants and their Staffing. The Bidding & Negotiations Services will include the following:

- 5.1 Prepare and assist the GVI with the Bidding Documents that will consist of proposal requirements, proposed contract forms, General Conditions and Supplementary Conditions, Specifications and Drawings and any subsequent Negotiations. Assist GVI with the bidding and evaluations for contracting of the construction work.
- 5.2 The Engineer/Architect will provide a 'jump-drive' with One (1) complete set of the final construction documents to the VIDE for their use in the bidding process.
- 5.3 The Engineer/Architect shall participate as a non-voting member in selection interviews with prospective contractors.
- 5.4 The Engineer/Architect shall consider requests for substitutions, where permitted by the Construction Documents, and shall prepare and distribute addenda identifying approved substitutions.
- 5.5 The Engineer/Architect shall assist the Owner during negotiations with prospective contractors.
- 5.6 The Engineer/Architect will provide a **Final** construction cost estimate (Final Engineer's Estimate) to the VIDE for their use not prior to but on first day of the bid evaluation process.
- 5.7 The Engineer/Architect will attend all meetings associated with the bidding / negotiation process. In particular, the Engineer/Architect will participate in the Mandatory Pre-bid Conference and, if required, the Pre-bid Site Visit during the Construction Bid Process.
- 5.8 The Engineer/Architect will respond to all questions raised by prospective bidders (contractors) and issue to GVI any formal bid addenda as required by GVI.
- 5.9 The Engineer/Architect will assist the Government with all bid negotiations until a responsive bidder has been selected by GVI.

PART 6: CONSTRUCTION ADMINISTRATION:

The Engineer/Architect will provide Construction Administration Services. This Construction Administration Services will include the following:

- 6.1 Review and approve Contractor Submittals.
- 6.2 Respond to Contractor Requests for Information (RFI) and any clarifications of the Construction Documents.
- 6.3 Review and certify Contractor's Applications for Payments.

- 6.4 Review, Justify, and Approve or Disapprove in writing the contractor's requests for Change Orders.
- 6.5 Coordinate, Participate and Document, via voice recordings and in writing, all Construction Coordination / Progress Project Meetings that are to be held Twice per Month.
- 6.6 Provide Weekly Project Inspection Reports to VIDE.
- 6.7 Perform Substantial Completion Inspection(s) and establish sign-off when it is achieved.
- 6.8 Perform all Punch List Inspections and their resulting Reports.
- 6.9 Perform Final Completion Inspection(s) and establish sign-off when it is achieved.

PART 7: TIME OF PERFORMANCE:

Upon receipt of the Notice to Proceed, the Architect shall submit to the Government a Work Schedule describing the A/E Project Tasks in a **Time of Performance Sequencing** for approval of VIDE.

PART 8: COMPENSATION AND TIME (SEALED STATEMENT OF FEES):

In consideration of the Engineer's/Architect's satisfactory performance of the services described in the Scope of Professional Services, the Government shall compensate the Engineer/Architect as follows:

8.2 The Total Compensation shall be a Fixed Fee, Lump Sum Amount of:

and 00/100 Dollars (\$ _____ .00) for All

Parts above as detailed within the Scope of Professional Services attached herewith above. Payments shall be paid based upon receipt of an invoice for services submitted to the Project Manager within VIDE's Division of Operations.

- 8.3 The amounts paid to the Architect under the Professional Services Contract shall be prorated by the Government based upon the progress of said Services and upon completion and acceptance of the services by the Project Manager within VIDE's Division of Operations.

8.4 The Engineer/Architect shall provide within their Sealed Bid an itemized costs for each Part of the work above as established under Parts #1, #2, #3, #4, #5 and #6 above.

8.5 Engineer's/Architect's Time to Complete Parts #1 through #4 above is: _____ Days.

- 8.6 For any Additional A/E Professional Services not anticipated herewith, the Engineer/Architect shall also provide within the Proposal a thorough breakdown of **Hourly Personnel Rates** for both the Engineer's/Architect's Staffing and any Consultant's Staffing which will be inclusive of wages, salaries, overhead, personnel insurance, equipment & automobile insurance, taxes, and other normal & indirect business expenses such as, but not limited to, communications, travel & supplies. And, said listing broken-down into 'Job Title' and 'Dollars per Hour' shall be provided as part of Engineer's/Architect's **Sealed Statement of Fee** within the Proposal.

- 8.7 Each payment as described above shall be made by the Government within Thirty (30) Calendar Days upon receipt of invoices from the Engineer/Architect and upon acceptance of each invoice and corresponding services by the VIDE's Division of Operations' Project Manager and thereafter certification by the VIDE's Division of Operations' Project Manager that all terms and conditions of this professional services contract are being met.

- 8.8 Additional Services due to GVI changes in the Scope of Work may be requested by the Government beyond those specified herewith, and/or because of additional construction requirements, and shall be added by Amendments to the Professional Services Contract upon negotiation and agreement between all parties.

PART 9: ARCHITECT'S QUALIFICATIONS AND EXPERIENCE:

- 9.1 Narrative detailing Engineer's/Architect's Qualifications, Resumes, Certificates, Licensures and copies thereof to include, if applicable the Corporation's Articles of Incorporation.
- 9.2 Listing of Past Projects detailing Project's Owner, Time and Cost similar in nature to this Project.
- 9.3 Listing of *all other* Past Projects and on-going Present Projects detailing Project's Owner, Time, Cost and Percentage of Completion.
- 9.4 Number of years of Professional Experience performed within the U.S. Virgin Islands.
- 9.5 V.I. Professionally Licensed Staffing now available and living within the U.S. Virgin Islands that can be quickly positioned for this particular Project.
- 9.6 Names and Qualifications of all other proposed Consultants that the Engineer/Architect is considering to utilize for this Project.
- 9.7 Narrative detailing the past positive performance of the Engineer/Architect on similar Projects to include a full name, position & cellular telephone number of the Owner and/or other similar representative that can be called on as a reference pertaining to the project.
- 9.8 Narrative detailing the past positive performance of the Engineer/Architect on other Projects to include a full name, position and cellular telephone number of the Owner and/or other similar representative that can be called on as a reference pertaining to the particular project.
- 9.9 Other References, which shall include a full name, company, position/title and cellular telephone number.
- 9.10 Narrative detailing both the Engineer's/Architect's proven ability to work with U.S. Virgin Islands Government personnel, to include VIDE personnel on similar projects of this nature, as well as, the Engineer's/Architect's detailed Project Approach for this specific Project and specify & justify any assumptions that were incorporated within said Approach.

PART 10: ATTACHMENTS:

The Engineer/Architect shall review the following Attachments for a thorough understanding of the overall work efforts anticipated herewith.

- 10.1 U.S. Army Training and Doctrine Command (TRADOC) Pamphlet #385-1;
- 10.2 Dept. of the Army Rappelling Tower Safety Checklist;
- 10.3 SCEC HS Facility Layout Approved location for the Rappel Tower; and
- 10.4 USVI Special Wind Region 2019.
Rating Criterion