REQUEST FOR PROPOSAL

FOR THE DESIGN AND CONSTRUCTION OF THE REPLACEMENT CENTRALIZED AIR CONDITIONING SYSTEMS IN THE ST. THOMAS HEADQUARTERS BUILDING

Government Employees' Retirement System

SEPTEMBER 09, 2019

I. INTRODUCTION AND BACKGROUND

The Government Employees' Retirement System ("GERS") was created pursuant to Title 3, section 701, of the Virgin Islands Code, to provide a retirement and benefit system for officials and employees of the Government of the United States Virgin Islands and for their dependents and beneficiaries, for the payment of retirement annuities, disability annuities, and other benefits.

II. PROJECT OVERVIEW

The GERS is soliciting experienced Centralized Air Conditioning Systems contractors with a proven record in design, installation and maintenance of centralized air-conditioning systems.

III. BIDDER QUALIFICATIONS

The Bidder shall successfully demonstrate that it is capable of performing the scope of work outlined within this document. This demonstration must come in the form of past work references and completed contracts.

IV. SERVICES TO BE PROVIDED

The GERS is requesting proposals from qualified firms for the following:

DESIGN AND CONSTRUCTION FOR THE REPLACEMENT OF THE CENTRALIZED AIR CONDITIONING SYSTEMS SERVING THE SECOND AND THIRD FLOORS OF THE GERS HQ BUILDING, ST. THOMAS, U.S. VIRGIN ISLANDS.

SCOPE OF SERVICES: ATTACHED IN SECTION 5 – PAGE 14

V. PROPOSAL REQUIREMENTS

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 with care, for failure to meet certain specified conditions may invalidate the proposal.

The GERS reserves the right to reject any or all proposals or any portion thereof and to accept the proposal or proposals deemed most advantageous to Authority. Price shall not be the sole criterion for awarding contracts for this project. Scope and quality of work proposed and the ability of the proposer to satisfactorily complete this type of work shall be considered.

Applicants are required to submit proposals based on Scope of Work. Alternative proposals recommending new procedures and technology other than that requested in the scope of work will receive consideration providing such new procedures 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. However, GERS, in its sole discretion, reserves the right to determine that such new procedures or technology is not responsive to this RFP.

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 Work should be directed in writing to: **Asiah I. Clendinen, Acting COO, GERS.**

Bidders must submit one original and six (6) copies of the proposal (in 8 1⁄2" x 11" format), including one unbound copy suitable for photocopying and one electronic copy in PDF format of your submittal. Please limit response to 30 pages (30 single-sided or 15 double-sided.) Font size shall be no less than 11 pt. At least one copy must contain an original signature, and a copy of a valid business license. If the bidder is a corporation, a Certificate of Good Standing from the requisite regulating authority is required. All proposals submitted in response to this RFP shall become the property of GERS. Each page of the proposal should state the name of the bidder, the RFP number, and the page number. GERS may request additional data or material to support proposals.

To facilitate comparison of proposals, bidders must submit proposals in a format that corresponds to the following outline:

VI. SUBMITTAL RESPONSE REQUIREMENTS

Submittals must contain the following information in the following sequence:

Section 1 – Cover Letter

The Letter of Interest should include a synopsis/description of the firm and agents or sub-agents, the rationale for the team's assembly, the prime firm's project manager and primary contact, the project principal representing the contractual authority of the firm.

Section 2 - Firm/Project Management Team Composition and Organization

- Provide an organization chart identifying the firm/project management team composition. Provide information about each firm(s) that make-up the project management team;
- Identify capabilities and experiences, the number of employees and location and number of years in business under its current name;
- Provide a relevant record of accomplishment of the prime firm and all secondary, subcontracted, or partner firms;
- Describe similar commercial Design And Construction For The Replacement Of The Centralized Air Conditioning Systems undertaken in the past five (5) years, describe each project in terms of scope, scale and costs, describe the respondent's responsibilities, and provide the name and contact telephone number of an individual in a position of responsibility who can attest to respondent's activities in relation to the project;

Section 3 - Personnel Profiles

- Provide profile(s) of key members of the firm/team assigned to this project;
- Define key members who will be working on the project and explain their roles and expected responsibilities for the project;
- Describe individual qualifications and records of accomplishment relevant to the project;
- Provide resumes, including the project manager and task leaders.

Section 4 - Reference Projects - Experience and Expertise

Please provide a list of a minimum of four projects which demonstrate the Team's experience in providing the services as required under this RFP and in the scope of services for this project. Information can contain recent, representative projects of a similar scope, complexity and size performed by the proposed team. Show only completed projects or those currently underway. For each project, please provide the following:

- Client's name, email and phone number;
- Businesses (name, address, phone number and email);
- Description of the scope of work;
- Month and Year the project was started and completed;

- Role of the Firm and the responsibilities;
- Identify which team/firm performed the work and identify the members of the proposed team's organization and the role each played in the referenced project.

Section 5 - Project Approach and Schedule

1. Provide a detailed description of the proposed approach to the project. Include a response to the preliminary scope but do not simply restate the scope;
2. Identify key risks/ challenges/ concerns you anticipate and any mitigation steps to achieve successful delivery;
3. Describe your Caribbean presence and approach to management of the project in St. Thomas;
4. Provide information on your firm/team's ability to deliver with innovative methods and tools, including any technology solutions;
5. Include examples of success particularly in the Caribbean market and methods used to deliver results;
6. Include cost-effective results and recommend how to achieve innovation with efficiency;

Section 6 - Proposed Fees/Cost of Services

- Respondents should outline their proposed compensation plan.

VII. SUBMISSION DATE

The applicant shall submit its proposal for consideration no later than **OCTOBER 07, 2019, by 5:00 p.m.**

VIII. POINT OF CONTACT

Prospective proposers may pick-up the entire proposal package for their review from the St. Thomas GERS Offices located at 3438 Kronprindsens Gade, GERS Building – 3rd Floor, St. Thomas, U.S. Virgin Islands 00802. Interested parties must provide confirmation with contact information for the respective company. All questions pertaining to the scope of services to be rendered should be directed to ~~Ms.~~ Asiah I. Clendinen, Acting Chief Operating Officer, Government Employees Retirement System and responses to questions will be forwarded in the form of an Addendum to those parties who have picked up Proposal packages.

Asiah I. Clendinen
Acting Chief Operating Officer
Government Employees' Retirement System
3438 Kronprindsens Gade, GERS Building – 3rd Floor
St. Thomas, U.S. Virgin Islands 00802St. Thomas, VI 00802
Tel: (340) 776-7703
aclendinen@usvigers.com

The proposal must be clearly labeled and sent to:

Asiah I. Clendinen
Acting Chief Operating Officer
Government Employees' Retirement System
3438 Kronprindsens Gade, GERS Building – 3rd Floor
St. Thomas, U.S. Virgin Islands 00802St. Thomas, VI 00802
Tel: (340) 776-7703
aclendinen@usvigers.com

Proposals are due Eastern Standard Time. Late proposals and proposals lacking the appropriate signatures and/or business license or Certificate of Good Standing shall be returned. ***Faxed or e-mailed proposals will not be accepted.*** Proposals shall not be accepted at any other location other than the address specified above.

IX. SCHEDULE

The following schedule contains major milestones for the RFP process for this project and may be modified by GERS as deemed appropriate. This schedule is GERS' best space estimate of the schedule that will be followed. If a component of this schedule is delayed, the rest of the schedule will be shifted by the same number of days.

Request for Proposal Announcement	SEPTEMBER 09, 2019
Pre-Proposal Meeting	SEPTEMBER 23, 2019
Deadline for Submissions	OCTOBER 10, 2019
Selection committee reviews	, OCTOBER 17, 2019
Finalists are notified	, OCTOBER 18, 2019
Interview, Presentations, and Reference Checks	, OCTOBER 24, 2019
Selection of Finalist(s) and Notification	, OCTOBER 25, 2019
Contract Preparation	, NOVEMBER 01, 2019
Contract Execution & Project Initiation	, NOVEMBER 11, 2019

X. SELECTION CRITERIA (100 POINTS POSSIBLE)

A panel will review all submissions and recommend interview presentations from firms that demonstrate the following criteria:

- Project Team Composition (Professional qualifications, registration and general reputation of the principals of the firms) – 25%;
- Project Personnel Experience (the extent to which the firms or persons specialized in or has undertaken projects of a type and scope similar to that required + Record of Accomplishment) - 25%;
- Proposed Project Approach (Collaboration, Innovation) – 25 %;
- Proposed Fees/Cost of Services – 15%;
- Other Factors as determined by the Selection Panel (Examples: Familiarity with The Area in Which the Services Are to Be Provided; Capability of Meeting Schedules; and Quality of Performance on Other Projects, Presentation Quality, Responsiveness) - 10%.

Firms selected for a final interview will be required to:

- Recommend a successful approach and anticipated timeframe for such;
- Highlight similar examples of other similar projects and success record;
- Outline proposed compensation structure and estimated budget.

XI. CONTRACT AWARD

GERS anticipates making one award under this solicitation. It may award a contract based on initial applications without discussion or following limited discussion or negotiations. Each offer should be submitted using the most favorable cost and technical terms. GERS may request additional data or material to support applications.

XII. BUSINESS LICENSE REQUIREMENT

The Bidder at the time of contracting shall be required to submit a current Virgin Islands business license. An award will not be made to any firm or individual doing business in the Virgin Islands to perform work with GERS until evidence is submitted that the said firm or individual has a valid V.I. Business License. Proposers must submit hard copy of a valid V.I. business license within ten (10) working days after award.

XIII. CLEAN AIR ACT & FEDERAL WATER POLLUTION CONTROL ACT

The Contractor hereby agrees to will comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387.

XIV. CONTRACT WORK HOURS AND SAFETY

The Contractor hereby agrees to comply with the provisions and requirements in accordance with 40U.S.C. 3702 and 3704 (29 CFR Part 5).

XV. REQUIREMENTS FOR CORPORATIONS:

1. Articles of Incorporation
2. Corporate Resolution
3. Certificate of Good Standing

THESE ARE REQUIRED PRIOR TO AWARD OF CONTRACT.

XVI. INSURANCE

The Bidder at the time of contracting shall be required to submit evidence of a general liability insurance policy in an amount not less than $2,000,000, including completed operations, worker's compensation. The GERS shall be named as an additional insured on the general liability policy. The contractor shall be required to post a performance and payment bond.

If the Bidder is a corporation, it shall be in good standing as evidenced by a Certificate of Good Standing from the requisite regulating authority.

The contractor shall provide a valid tax identification number at the time of contracting.

FAILURE TO PROVIDE THE CERTIFICATES WITHIN THE STATED TIME PERIOD MAY RESULT IN CANCELLATION OF THE AWARD.

LIMITATION

This solicitation does not commit GERS to award a contract, pay any costs incurred in preparing a proposal, or to procure or contract for services or supplies. GERS reserves the right to accept or reject any or all proposals received, to negotiate with all qualified sources, or to cancel in part or in its entirety the solicitation when it is in GERS' best interest.

XIII. DISCLOSURE REQUIREMENT:

The bidder shall disclose any indictment for any alleged felony, or any conviction for a felony within the past five years, under the laws of the United States or any state or territory of the United States and shall describe circumstances for each. When a bidder is an association, partnership, corporation, or other organization, this disclosure requirement includes the organization and its officers, partners, and directors or members of any similarly governing body. If an indictment or conviction should come to the attention of GERS after the award of a contract, GERS may exercise its stop-work right pending further investigation or terminate the agreement; the contractor may be subject to penalties for violation of any law, which may apply, in the particular circumstances. Bidders must also disclose if they have ever been debarred or suspended by any agency of the U.S. Government or territory of the United States.

XIV. CONFLICT OF INTEREST

A Proposer filing a proposal hereby certifies that no officer, agent or employee of GERS has a pecuniary interest in this proposal or has participated in contract negotiations on behalf of GERS; 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 Proposer is competing solely in its own behalf without connection with, or obligation to, any undisclosed person or firm.

XV. OTHER TERMS

The GERS shall not be responsible for costs incurred by bidder in the submittal. This RFP is not to be construed as a contract or as a commitment of any kind. If this RFP results in a contract offer by the GERS, other contractual matters will be determined during contract negotiation. To ensure that the appropriate staff is assigned to the Project, the GERS intends to make the inclusion of a "key persons" clause a part of the contract negotiations.

All responses shall be held confidential from other Bidders by the GERS to the extent allowable by law until after the selection process is completed. Bidders should be aware that at the completion of the selection process the contents of their REQUEST FOR PROPOSALS responses may be subject to the provisions of the Virgin Islands Law and may be made public. Bidders' Proprietary and Confidential information should be space clearly marked as such. The GERS shall have the right, following completion of the selection process, to use and disclose such information in any manner deemed appropriate.

The GERS reserves the sole right to (1) evaluate the Proposals submitted; (2) waive any irregularities therein; (3) select candidates for the submittal of more detailed or alternate proposals; (4) accept any submittal or portion of a submittal; *(5)* reject any or all Bidders submitting proposals, or (6) discontinue the process, should it be deemed in the GERS' best interest.

Due to (1) the competitive nature of the RFP evaluation, negotiation, and selection process, (2) the fact that subsequent submissions may be required in order to obtain a best and final offer, and (3) the fact that proposals involve economic development negotiations, trade secrets, commercial and financial information, the disclosure of which would cause substantial competitive harm to the Bidders and the interests of the GERS, until the GERS completes its negotiations, and contract execution, any public release of Project information, as well as information from specific proposals, is prohibited. However, Bidders are free to openly discuss any public information regarding their qualifications or experience. Compliance by all Bidders with the GERS foregoing confidentiality requirements is mandatory, and non-compliance by a Bidder may result in the immediate disqualification of that Bidder.

Request for Proposals (RFP)
For the
Design and Construction (Design/Build)
For the
Replacement of the Centralized Air Conditioning Systems Serving the Second and Third Floors of The GERS HQ Building, St. Thomas, U.S. Virgin Islands.

Issued:
September 09, 2019

By:
Government Employees' Retirement System
3438 Kronprindsens Gade, GERS Building – 3rd Floor
St. Thomas, U.S. Virgin Islands 00802St. Thomas, VI 00802
Tel: (340) 776-7703

TABLE OF CONTENTS

SECTION 1: GENERAL BACKGROUND..... 12
SECTION 2: PURPOSE AND OBJECTIVES..... 12
SECTION 3: MINIMAL PROFESSIONAL QUALIFICATION REQUIREMENTS 12
SECTION 4: ADDITIONAL PROFESSIONAL QUALIFICATIONS INFORMATION 13
SECTION 5: SCOPE OF WORK 14
SECTION 6: SUBMITTAL CONTENT..... 16
SECTION 7: CONTRACTOR RESPONSIBILITIES 19
PERMITS AND REGULATIONS..... 19
RECORD KEEPING AND REPORTING…….…… .19
SITE SECURITY 19
HEALTH AND SAFETY..... 20
NON-DISCRIMINATION 20
SECTION 8: ELIGIBILITY REQUIREMENTS..... 20
LICENSING REQUIREMENTS 20
REQUIREMENTS FOR CORPORATIONS..... 20
WORKERS' COMPENSATION..... 21
CONFLICT OF INTEREST 21
SECTION 9 PROPOSAL FORMAT..... 21
SECTION 10 COMPLETENESS OF PROPOSAL..... 22
SECTION 11: CONSIDERATION OF PROPOSAL 22
SECTION 12: WITHDRAWAL OF PROPOSAL..... .22
SECTION 13: CONTRACT TIME PERIOD…….…….…... 23
SECTION 14: PROPOSAL EVALUATIONS 23
SECTION 15: GLOSSARY ……..... 24

SECTION 1: GENERAL BACKGROUND

The Government Employees Retirement System (GERS) is issuing this Request for Proposals (RFP) for contractors capable of entering into a construction agreement to provide the equipment, materials and personnel required to design and build for the Replacement of the Centralized Air Conditioning Systems Serving the Second and Third Floors of the GERS HQ Building, St. Thomas, U.S. Virgin Islands. GERS and the successful proposer shall enter into a mutually binding full-service Design Build Agreement addressing the topics contained in this document. The resulting agreement shall constitute a legally binding contract between GERS and the successful proposer. The GERS also reserves the right to modify/expand/decrease the scope of the services in co-ordination with the successful proposer to include additional or reduced terms and conditions. Such additional or reduced terms and conditions may result in additional compensation to the successful proposer, or result in a reduction in compensation.

It is understood that the information contained in the RFP and the experience guarantees and innovative approaches demonstrated therein shall be the general basis for selection of a proposer to provide these professional services. The GERS expects to select the most qualified proposer based on a structured point evaluation system. The evaluation system shall consider each proposer's ability to perform the required services, experience and technical expertise, ability to make financial and technical guarantees, corporate resources and depth of innovative approaches.

SECTION 2: PURPOSE AND OBJECTIVES

The purpose of this solicitation is to locate, evaluate and contract with a reputable team of professionals (architects, engineers, contractors) for the Replacement of the Centralized Air Conditioning Systems Serving the Second and Third Floors of the GERS HQ Building, St. Thomas, U.S. Virgin Islands.

SECTION 3: MINIMAL PROFESSIONAL QUALIFICATION REQUIREMENTS

This section requires the proposer to provide adequate information to exhibit their qualifications and ability to meet the standards of experience and financial capability in order to be considered qualified. GERS, in its sole discretion, shall decide if a proposer meets the standards. Details of each proposer's experience and financial ability will be assessed at all levels through to the fiscal and experience strength of the parent company, if any. The specific selection criteria are outlined in **Section 7.**

Proposal Evaluation

The Proposer Must:

1. Have been in the business of providing design and/ or construction services necessary to meet the objectives of this solicitation for at least five (5)

consecutive years prior to the submission of its proposal.

2. Furnish liability and property damage insurance of not less than $2,000,000 combined single limits for bodily injury, wrongful death and property damage. Proof of coverage must be provided prior to the issuance of the related contract.

3. Submit evidence of bonding capability in the annual contract amount. The amount of the bond may be reduced depending upon the final scope of services. The Government Employees Retirement System shall be the additional named insured.

4. Demonstrate successful experience in design and construction projects specific to air conditioning systems.

5. Demonstrate specific experience of providing design and\ or construction services with public or GERS construction projects in the Virgin Islands, or in other municipal jurisdictions.

SECTION 4: ADDITIONAL PROFESSIONAL QUALIFICATIONS INFORMATION

The proposer must:

1. Provide a listing of all design/build projects for which the proposer has provided design or construction services, including the construction cost of the project; the project start date; the completion dates; the names, addresses, contact persons and telephone numbers of the owners; and the size and type of facilities addressed.

2. Describe proposer's breadth of knowledge and resources which would be brought to bear on the GERS project should the proposer be the successful contractor.

3. Have specific experience which exhibits the proposer’s ability to evaluate, recommend and implement corrective and/or affirmative actions to improve the functionality of the Air Conditioning System.

4. Have the proven ability to successfully address environmental issues which may affect the progress
of the design/build project.

5. List any pending litigation or bankruptcies, any environmental litigation and any judgments entered against the proposer in the last 5 years.

SECTION 5: SCOPE OF WORK

The Government Employment Retirees System (GERS) is seeking qualified proposers to execute the design and construction for the replacement of the centralized air conditioning systems serving the second and third floors of the GERS St. Thomas Headquarters Office Building located at 3438 Kronprindsens Gade, St. Thomas, V.I. 00802.
The existing air conditioning systems are aged and no longer reliable and maintenance costs are extremely high as spare parts are no longer available for these systems which are over 30 years old.

The existing centralized air conditioning systems consists of the following major components which are to be replaced:

EXISITNG HVAC SYSTEMS DESCRIPTION

The Heating, Ventilation and Air Conditioning systems for this Three-Story Building consists of Two (2) Air-Cooled Chillers, associated chilled water pumps and the interconnecting piping; Central Chilled Water Air Handling Units; Fan Powered Variable Air Volume Boxes; Direct Expansion (DX) Split Systems Air Conditioning Systems; Exhaust Air Fans; and associated controls.

1. CENTRAL CHILLED WATER PLANT

Two (2) Air- Cooled Chillers; Two (2) Chilled Water Pumps, Auxiliary Equipment; and interconnected chilled water piping loop are located on the Roof. Equipment was replaced back in 2011. The Chilled Water Plant is serving the Second and Third floor Air Handling Units.

1. Air Cooled Chillers CH-1 and CH-2 are screw type, Carrier Model #----, Serial #-----, 110- Ton each. Each Chiller is provided with five (5) compressors.
2. Chilled Water Pumps P-1 and P-2 (one pump standby), End-Suction type, 563 GPM, 113 TDH, 15HP @ 460v/3/60.
3. Horizontal expansion tank
4. Water treatment feeder tank

2. CENTRAL STATION CHILLED WATER AIR HANDLING UNITS

Second and Third floors are provided with four (4) Variable Air Volume Air Handling Units located in the various Mechanical Equipment Rooms. These systems are distributed by ductwork serving fan power variable air volume terminals and supply air ceiling diffusers. The return air is a ceiling plenum. The outside air intake is through ducts from wall louvers connected to unit mixing air plenum. Mechanical rooms are used as return air plenums. Air Handling Units are the original installed in 1986.
Unit information:

- AHU-2N: Serving Second Floor North. 12,000 CFM, 15 HP fan @ 460v./3/60
- AHU-2S: Serving Second Floor South. 12,000 CFM, 15 HP fan @ 460v./3/60
- AHU-3N: Serving Third Floor North. 12,000 CFM, 15 HP fan @ 460v./3/60
- AHU-3S: Serving Third Floor South. 12,000 CFM, 15 HP fan @ 460v./3/60

3. FAN POWERED VARIABLE AIR VOLUME TERMINALS.

There are approximate ninety (90) fan powered variable terminals serving the Second and Third Floor Offices. The terminals were replaced in 1996 and the controls were retrofitted in 2011. The Terminals are manufactured by Carnes.
The intent of this project is to re-use as much of the mechanical and electrical infrastructure as is possible. The chilled water piping, the air distribution ductwork and electrical wiring are to be preserved and re-used wherever possible.

Specific Scope Items / Criteria

1. Design a new chilled water-based air conditioning system for the first and second floors of the GERS St. Thomas Headquarters Building. The new system should be based on current load calculations for the second and third floors.
2. The new air handlers should be energy efficient variable air volume systems with associated supply, return, outside air ducts. All air distribution ductwork must be sheet metal. All air handlers must be factory fabricated with casing of double wall galvanized steel or bonderized steel construction. The filter section should be provided with high efficiency filters. All units must be provided with variable speed drives.
3. Provide new HVAC digital control system.
4. Check all ductwork that will be retained. Ductwork must be inspected and cleaned and reinsulated as necessary. All new ductwork should be galvanized sheet metal and must be insulated.
5. Clean all retained supply and exhaust registers and grilles.
6. Provide electrical infrastructure as necessary to support the new air conditioning system.
7. Provide for the demolition and removal of the four chilled water air handling units in the second and third floor mechanical room areas. This includes removal of all ductwork, chilled water piping, valves, control devices and condensate piping in the mechanical rooms.
8. Provide a test and balancing report executed by an independent test and balancing company. It should include test and balancing (air and water) for chillers, water pumps and air handling units. Certified Report should include testing results and a list of all deficiencies.
9. Remove roof mounted chillers and associated equipment from the roof This includes all pumps, valves, strainers and tanks. Replace with new chillers and associated equipment per the new energy efficient design.
10. Provide temporary air conditioning for the second and third floors, which will be occupied, during construction.
11. Re-insulate all retained chilled water piping.
12. All new roof mounted equipment must be weather resistant and treated to prevent corrosion in a salt environment. All roof mounted equipment must be factory coated to prevent corrosion.
13. Prior to ordering or purchasing of any equipment, the new air conditioning design must be submitted to GERS for their approval.
14. Attached to this RFP are the available drawings and photographs that depict what air conditioning systems were originally installed in the facility for the second and third

floors.
15. The GERS would like the contractor that installs the new air conditioning systems to also maintain the systems after they are commissioned and accepted by GERS. In this regard please provide a separate fee proposal to supply all routine preventative maintenance and service for the new air-conditioning systems for one year after the systems are accepted by GERS. This fee must include all labor and materials as well as consumables. All maintenance and service must be in accordance with the equipment manufacturer's recommendations.

SECTION 6: PROPOSAL SUBMITTAL CONTENT

Submittals must contain the following information in the following sequence:

Section 1 – Cover Letter

The Letter of Interest should include a synopsis/description of the firm and agents or sub-agents, the rationale for the team's assembly, the prime firm's project manager and primary contact, the project principal representing the contractual authority of the firm.

Section 2 - Firm/Project Management Team Composition and Organization

- Provide an organization chart identifying the firm/project management team composition. Provide information about each firm(s) that make-up the project management team;
- Identify capabilities and experiences, the number of employees and location and number of years in business under its current name;
- Provide a relevant record of accomplishment of the prime firm and all secondary, subcontracted, or partner firms;
- Describe similar commercial Design And Construction For The Replacement Of The Centralized Air Conditioning Systems undertaken in the past five (5) years, describe each project in terms of scope, scale and costs, describe the respondent's responsibilities, and provide the name and contact telephone number of an individual in a position of responsibility who can attest to respondent's activities in relation to the project;

Section 3 - Personnel Profiles

- Provide profile(s) of key members of the firm/team assigned to this project;
- Define key members who will be working on the project and explain their roles and expected responsibilities for the project;
- Describe individual qualifications and records of accomplishment relevant to the project;
- Provide resumes, including the project manager and task leaders.

Section 4 - Reference Projects - Experience and Expertise

Please provide a list of a minimum of four projects which demonstrate the Team's experience in providing the services as required under this RFP and in the scope of services for this project. Information can contain recent, representative projects of a similar scope, complexity and size performed by the proposed team. Show only completed projects or those currently underway. For each project, please provide the following:

- Client's name, email and phone number;
- Businesses (name, address, phone number and email);
- Description of the scope of work;
- Month and Year the project was started and completed;
- Role of the Firm and the responsibilities;
- Identify which team/firm performed the work and identify the members of the proposed team's organization and the role each played in the referenced project.

Section 5 - Project Approach and Schedule

7. Provide a detailed description of the proposed approach to the project. Include a response to the preliminary scope but do not simply restate the scope;
8. Identify key risks/ challenges/ concerns you anticipate and any mitigation steps to achieve successful delivery;
9. Describe your Caribbean presence and approach to management of the project in St. Thomas;
10. Provide information on your firm/team's ability to deliver with innovative methods and tools, including any technology solutions;
11. Include examples of success particularly in the Caribbean market and methods used to deliver results;
12. Include cost-effective results and recommend how to achieve innovation with efficiency;

Section 6 - Proposed Fees/Cost of Services

- Respondents should outline their proposed compensation plan.
- • Cost Proposal Submittal (under separate cover) •

Transmittal Letter

• Should include at a minimum, a commitment by the proposer, if selected, to enter into good faith negotiations with GERS.
• Must be signed by an officer of the submitting firm.
• Should state the length of time (months) that the proposer will hold firm its prices.

• ***Contract Agreement***

The GERS will prepare the contract agreement upon successful negotiations with one proposer. However, a summary of some of the general provisions the GERS will require in any final Professional Services Contract are as follows:

• The Scope of Services to be rendered by the contractor.
• A provision for liability for the payment of fines and/or civil penalties levied against the contractor and/or GERS by any regulatory agency having jurisdiction, as a result of failure to comply with the terms and conditions of any duly authorized permit, court order, administrative order, law, statute, ordinance, or of this contract, or for failures resulting from the contractor's negligence during the period of the contract.
• A provision for compliance with all applicable laws and regulations regarding the design and construction of the facilities.
• A provision for indemnification of GERS, its agents, officers, assigns and employees from any loss or liability for claims, damages, lawsuits resulting from the contractor's negligence and breaches during the period of the contract.
• A provision for comprehensive liability insurance policies including the GERS as an additional insured for bodily injury and/or property damage in an amount of not less than one million dollars ($2,000,000); a certificate of such insurance shall be submitted to the GERS upon execution of the contract.
• A provision for the contractor's payment of all taxes and charges, including unemployment insurance premiums.
• A provision that the contractor shall provide a sufficient number of qualified personnel, including management, administrative, operational, technical, and clerical, who meet relevant legal requirements and industry standard

experience regarding design and construction, and are capable and demonstrate experience necessary to design and construct the facility during the contract period.
• A provision that the contractor shall design and construct all facilities so that odor, dust and noise shall be effectively controlled and that no avoidable disruption of adjacent neighborhoods shall result.
• A provision for the term of the Contract between GERS and the contractor to be **60 days for design and 120 days for construction.**

• A provision that the contractor shall make all arrangements to provide for the supply and construction/installation of capital equipment as requested and approved by the GERS and as set forth in the design as provided by the contractor. Ownership of the capital equipment will transfer to the GERS at the completion of the project.
• A provision for the termination of the contract if the level of performance is unsatisfactory to GERS.

• ***Project Schedule***

All proposals must include a project schedule in Gantt chart or similar format showing key project milestones for the duration of the project. The schedule should start with the Notice to Proceed as the effective date, through acceptance of the facilities including

fully operational status. This schedule will include at a minimum sufficient time to obtain permits, provide designs with GERS reviews and approvals, the time to obtain financing, the time for any construction, startup, completion, acceptance and full operations of GERS's facility.

• ***Cost Proposal Submittal***

Proposals in response to this RFP will consist of two volumes, **one providing technical details** and **one providing cost information**. Cost proposals shall include costs for the design, and separate costs for the construction of the facility. **One original copy of the cost proposal shall be submitted in a separate, sealed envelope. The proposal containing the cost proposal shall be stated so on the outside of that proposal.** The cost proposal shall include the following:

SECTION 7: CONTRACTOR RESPONSIBILITIES

Permits and Regulations

The Contractor shall be responsible for identifying, obtaining, complying, and bearing all costs associated with any environmental or other permits or any regulations required for the design and construction of the facility, or to process or test, measure, treat, or dispose of any emissions, debris or effluents resulting from the Contractor's operations, activities, or equipment.

Record Keeping and Reporting

The Contractor shall be required to maintain electronic and written records of all documents, correspondence, submittals, applications and all other computer records of activities related to the contract. The Contractor's records shall be open for GERS inspection at any time during the Contractor's normal business hours, and GERS reserves the right to perform spot monitoring of the Contractor's operations. GERS may also request copies of any record during the Contractor's normal business hours.

The Contractor shall keep on site at all times copies of the following:
• all permits and licenses shall be posted as required by applicable laws.

Except as noted here, all reports will be provided in written and electronic (digital) form and provided in hard copy and on a computer storage medium, using software approved in writing by the GERS.

The Contractor will be required to immediately report any spills of fuels, lubricants or any hazardous liquids to GERS and Local (DPNR) and Federal Regulatory Agencies (EPA), in accordance with their reporting requirements.

The Contractor will be liable for any fines resulting from such spills, and shall be responsible for the mitigation of the area of the spill.

Site Security

The Contractor will be responsible for providing adequate security for Contractor's equipment and for the facilities during construction of the project.

Health and Safety

The Contractor shall be responsible for complying with all laws and regulations associated with worker health and safety, for providing workers adequate training in safety and operations, and for maintaining a drug-free workplace. The training shall include training to handle spills of fluids and hazardous materials, fire, explosion, earthquakes, hurricanes, excessively heavy rain events and other natural events or disasters.

Non-Discrimination

The Contractor shall be responsible for complying with all laws and regulations associated with fair hiring practices, the creation of a non-discriminatory work place and appropriate termination procedures.

The Contractor shall make all possible efforts to subcontract, hire and/or retain the services of Virgin Islands based businesses, corporations and individuals. The VI Department of Labor currently holds a listing of individuals seeking employment and should be consulted first to fill any vacant positions both at start up and throughout the life of the contract.

SECTION 8: ELIGIBILITY REQUIREMENTS

Licensing Requirements

A contract will not be issued, nor a Notice to Proceed given, to any firm or individual doing business in the Virgin Islands to perform work with GERS until documentary evidence is submitted that the said firm or individual has a V.I. Business License to do similar business in the Virgin Islands. Proposers must submit hard copy of a valid V.I. business license within ten (10) working days after award of the contract.

Requirements for Corporations

1. ARTICLES OF INCORPORATION
2. CERTIFICATE OF RESOLUTION
3. CERTIFICATE OF GOOD STANDING

THESE DOCUMENTS WILL BE REQUIRED PRIOR TO ISSUANCE OF CONTRACT

FAILURE TO PROVIDE THE CERTIFICATES WITHIN **TEN (10) WORKING DAYS** AFTER NOTIFICATION OF ACCEPTANCE OF PROPOSER'S PROPOSAL MAY RESULT IN THE PROPOSAL BEING DEEMED AS NON-RESPONSIVE AND THE PROPOSER MAY BE IMMEDIATELY DISQUALIFIED

WITH NO FURTHER CONSIDERATION GIVEN FOR POTENTIAL AWARDING OF THE CONTRACT

Workers' Compensation:

Within ten (10) working days after notification of proposal acceptance, the successful proposer must provide a copy of their certificate indicating that the firm and its agents are covered by Workmen's Compensation Insurance.

FAILURE TO PROVIDE THE CERTIFICATES WITHIN **TEN (10) WORKING DAYS** AFTER NOTIFICATION OF ACCEPTANCE OF PROPOSER'S PROPOSAL, MAY RESULT IN THE PROPOSAL BEING DEEMED AS NON-RESPONSIVE AND THE PROPOSER MAY BE IMMEDIATELY DISQUALIFIED WITH NO FURTHER CONSIDERATION GIVEN FOR POTENTIAL AWARDING OF THE CONTRACT.

Conflict of Interest

A proposer filing a proposal shall certify that no officer, agent or employee of GERS has a pecuniary interest in the proposal or has participated in contract negotiations on behalf of the Proposer; 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; and that the Proposer is competing solely on its own behalf without connection with, or obligation to, any undisclosed person or firm.

SECTION 9: PROPOSAL FORMAT

Except for specialized charts, drawings, or figures, all pages will be 8.5 x 11-inches with 1-inch margins and a minimum of 12-point font. ***Total proposal length shall not exceed 30 pages, including statement of qualifications, technical and cost proposals***. Supporting material such as corporate brochures and equipment descriptions will not be counted in the 30 pages. The cover page of the proposal must include the title of the proposal and indicate that the proposal is in response to the Request for Proposals for the
Design and Construction (Design/Build)
for the
Replacement of the Centralized Air Conditioning Systems
Serving the Second and Third Floors of The GERS HQ Building,
St. Thomas, U.S. Virgin Islands

and shall include an individual's name and title representing the proposer as a point of contact (with addresses, phone and fax numbers, and email addresses), The sealed envelope containing ONE ORIGINAL AND SIX copies of the proposal must have the following information written on the outside of the envelope:

SEALED PROPOSALS-DO NOT OPEN
(Name of Proposer's Authorized Official)
(Company Name of Proposer)
(Mailing Address of Proposer)
(Telephone Number of Proposer)
(Fax Number of Proposer)
The Cost Proposal document (sealed) shall be similarly denoted.

SECTION 10: COMPLETENESS OF PROPOSAL

All proposals (and all copies) must be complete by the RFP submission deadline. Minor non-substantive corrections may be accepted, if in the opinion of the GERS they are warranted, after the submission deadline.

SECTION 11: CONSIDERATION OF PROPOSAL

GERS Acting Chief Operating Officer shall represent and act for GERS in all matters pertaining to the scope of services and contract in conjunction therewith. **This RFP does not commit GERS to the award of a Contract, nor pay any costs incurred in the preparation, submission of proposals or GERS requests for revisions of the proposal in anticipation of a contract. GERS 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 GERS will be served by such action.** The GERS may require the proposer selected to participate in negotiations by providing price, technical, or other revisions of their proposals as may result from or be required by negotiations. Proposals failing to provide some of the items in Section 6 - Submittal Contents shall not be rejected per se but any deviations from the scope must be clearly noted. Submission to the GERS of any type of proposal in response to this RFP indicates acceptance of these terms.

SECTION 12: WITHDRAWAL 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 or cancel or modify his proposal, except at the request of GERS after having been notified that said proposal has been accepted by GERS.

Proposers agree to hold their offer, including pricing, firm for at least **180 days** after the

proposal submission deadline.

SECTION 13: CONTRACT TIME PERIOD

This RFP is for the solicitation of proposals to design and build the Replacement Air Conditioning Systems Serving The Second And Third Floors Of The GERS St. Thomas, VI Headquarters Building. The term of the contract will be for three hundred and sixty five (365) days or one calendar year.

SECTION 14: PROPOSAL EVALUATIONS

The Selection Committee will consist of GERS officials and others, as deemed appropriate by the GERS, and will be responsible for the recommendation of the selection of the Contractor. The final approval of the selection of the Contractor and the fees to be paid shall be made by the GERS Governing Board.

Proposal Selection Criteria

The following criteria will be used by the GERS's Selection Committee in evaluating proposals submitted in response to this RFP.

Contractor Qualifications

Experience

The GERS is interested in working with companies with proven corporate experience and a successful track record. As such, the proposer must provide a summary of the proposer's prior similar experience and track record with this type of project. The proposer must indicate the work which best illustrates the proposer's current qualifications and ability, including descriptions of experiences and projects similar to the services requested in this RFP. Refer to **Section 3.**

Qualifications and Key Personnel

The proposal shall show the identity and qualifications (i.e., appropriateness, capability, and experience) of key personnel, team members (including subcontractors) and their respective roles, and continuity of the project teams, and the subcontractors available to work on this project, including *especially* their expected project assignments and the extent of their participation. Refer to **Section 7**.

Financial Strength and Reputation

The GERS is interested only in companies with demonstrated financial strength and

capability to successfully design and construct the conversion of a derelict warehouse building into an office facility as described in this RFP. As such, proposals must show the proposer's financial capability to implement the proposal. The proposer shall provide a history of projects of equal or greater magnitude funded by the proposer and detail these projects' funding sources. The proposer must list any pending litigation or bankruptcies, any environmental litigation and any judgments entered against the firm in the last **5 years**. Refer to **Section 4**.

SECTION 15: GLOSSARY

Proposer: Name of a developer, contractor, partnership, joint venture, manufacturer, corporation, individual or other entity which submits a proposal to the GERS.

Contractor: Name of a developer, contractor, partnership, joint venture, manufacturer, corporation, or other entity that is granted a contract as a result of this RFP.

Facility: Something (e.g., a building) that is built, installed, or established to serve a particular purpose.

GERS: Acronym for The Government Employees Retirement System of the Virgin Islands

Hazardous waste: A waste may be considered hazardous if it is ignitable (i.e., burns readily), corrosive (e.g., high pH), or reactive (e.g., explosive) according to US EPA definition. Waste may also be considered hazardous if it contains certain amounts of toxic chemicals. In addition to these characteristic wastes, EPA has also developed a list of over 500 specific hazardous wastes. Hazardous waste takes many physical forms and may be solid, semi-solid, or even liquid.

Proposals: Written submission in response to this RFP.

***RFP (*Request-for-Proposals):** A solicitation of qualified proposers for written proposals to Design and Construction (Design/Build) Replacement of The Centralized Air Conditioning Systems Serving the Second and Third Floors of the GERS HQ Building, St. Thomas, U.S. Virgin Islands.