



GOVERNMENT EMPLOYEES' RETIREMENT SYSTEM

REQUEST FOR PROPOSAL #1-2020

HAVENSIGHT ROOF REPAIRS

March 18, 2020

1. INTRODUCTION AND BACKGROUND

The Government Employees' Retirement System ("GERS") has been the Owner of the Havensight Mall since June 1993.

2. PROJECT OVERVIEW

The GERS is soliciting experienced contractors with a proven record in light metal structures and metal roof installation.

3. 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.

4. SERVICES TO BE PROVIDED

The Government Employees Retirement System (GERS) is requesting proposals from qualified firms for the following:

Havensight Mall roof repairs.

On buildings 1, 2, 4, 5 and 6. The existing roofing material and insulation will be removed, an approximate total of 66,213 sq.ft. of the structure will be reinforced, and insulated metal panels will be installed.

On buildings 7 and 8 no structural reinforcement is necessary; only installation of new roof fasteners is required.

All construction shall be performed while the retail stores are operational, and the mall is fully functioning.

Please Refer to SCOPE OF SERVICES.

5. BIDDERS REPRESENTATIONS

By submitting a Bid, the Bidder represents that:

- a. the Bidder has read and understands the Bidding Documents.
- b. the Bidder understands how the Bidding Documents relate to other portions of the Project and the Mall operation, and how the Mall shall always remain operational during construction.
- c. the Bid complies with the Bidding Documents.
- d. the Bidder has visited the site, become familiar with local conditions under which the Work is to be performed, and has correlated the Bidder's observations with the requirements of the Proposed Contract Documents.

- e. the Bid is based upon the materials, equipment, and systems required by the Bidding Documents without exception; and
- f. the Bidder has read and understands the provisions set forth in the form of Agreement between the Owner and Contractor.

6. 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 Government Employees Retirement System 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. 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: **Administrator 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.

7. 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 firm(s).

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 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

- a. 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;
- b. Identify key risks/ challenges/ concerns you anticipate and any mitigation steps to achieve successful delivery;
- c. Describe your Caribbean presence and approach to management of the project in St. Thomas;

- d. Construction Schedule, considering fabrication time, and hurricane season down time (30 days).

Section 6 - Proposed Fees/Cost of Services

- Respondents should outline their proposed compensation plan.

Section 7 – Firm Accreditations

- Evidence that the respondent is licensed to provide Construction services in the U.S. Virgin Islands and demonstration that the company is in "good standing" with the appropriate regulatory agencies in the Territory.
- A commitment to be responsible for all fees, charges or monetary obligations incurred as a result of conducting business in the Virgin Islands and to remain current with all tax obligations for the duration of the project.
- Factory Certified Installer. The selected Contractor will have 30 days from signing a Contract to produce the Factory Certification.

8. SUBMISSION DATE

The applicant shall submit its proposal for consideration no later than April 17, 2020 by 4:00 p.m.

9. POINT OF CONTACT

Prospective proposers may pick up the entire RFP package from the Government Employees' Retirement System, 3438 Kronprindsens Gade, GERS Building, St. Thomas, U.S. Virgin Islands 00802.

Interested parties must provide confirmation with contact information for the respective company.

Pre-Bid meeting and Site visit is **mandatory**, March 24, 2020 at 10:00 am at the building known as "the White House" at the Havensight Mall (Original WICO Offices).

All questions pertaining to this RFP shall be submitted before March 30, 2020, at noon to:

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

Responses to questions will be forwarded by email in the form of an Addendum to those parties who have picked up Proposal packages.

Proposals are due by April 17, 2020 4pm Eastern Standard Time.

The proposal must be on sealed envelope and clearly labeled and sent to:

*GERS Administrator
3438 Kronprindsens Gade
GERS Complex – Ste 1
St. Thomas, Virgin Islands 00802-5750*

If mailed, 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.

10. 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	March 18, 2020	
Mandatory Pre-Bid Meeting and Site visit	March 24, 2020	10am
Request for clarifications	March 30, 2020	12pm (noon)
Answers to questions	April 8, 2020	
Deadline for Submissions	April 17, 2020	4pm.
Selection committee reviews	April 22, 2020	
Selection of Finalist(s) and Notification	April 28, 2020	
Contract Execution & Project Initiation	May 4, 2020	

11. SELECTION CRITERIA (100 POINTS POSSIBLE)

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

- Firm Composition and Experience on similar Projects (Professional qualifications, registration and general reputation of the principals of the firms) – 30%.
- Proposed Project Approach and Schedule, including safety and security measures – 25%.
- Proposed Fees/Cost of Services – 25%.

- 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) - 20%.

12. 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.

13. CONTRACT WORK HOURS AND SAFETY

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

14. REQUIREMENTS FOR CORPORATIONS:

- a. Articles of Incorporation
- b. Corporate Resolution
- c. Certificate of Good Standing
- d. Valid tax identification number at the time of contracting.

THESE ARE REQUIRED PRIOR TO AWARD OF CONTRACT.

15. INSURANCE AND BONDS

The Bidder **at the time of contracting** shall be required to submit evidence of: Commercial General Liability insurance for the Project written on an occurrence form with policy limits of not less than ONE MILLION (\$1,000,000.00) each occurrence, ONE MILLION (\$ 1,000,000.00) general aggregate, and ONE MILLION (\$ 1,000,000.00) aggregate for products- completed operations hazard, providing coverage for claims including

- a. damages because of bodily injury, sickness or disease, including occupational sickness or disease, and death of any person;
- b. personal injury and advertising injury;
- c. damages because of physical damage to, or destruction of, tangible property, including the loss of use of such property;
- d. bodily injury or property damage arising out of completed operations

The GERS, The Architect C.A. Ferreyra & Associates, Inc. and the Structural Engineer Systems Engineering, LTD. shall be named as an additional insured on the general liability policy.

Workers' Compensation at statutory limits.

Automobile Liability covering vehicles owned, and non-owned vehicles used, by the Contractor, with policy limits of not less than ONE HUNDRED THOUSAND (\$100,000.00) per accident, for bodily injury, death of any person, and property damage arising out of the ownership, maintenance and use of those motor vehicles along with any other statutorily required automobile coverage.

The Contractor shall provide surety bonds, from a company or companies lawfully authorized to issue surety bonds in the jurisdiction where the Project is located, as follows:

- | | |
|--------------------|------------------|
| • Payment Bond | 100% of Contract |
| • Performance Bond | 100% of Contract |
| • Fidelity bond | \$ 500,000.00 |

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.

16. 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 similar 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.

17. 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 on its own behalf without connection with, or obligation to,

any undisclosed person or firm.

18. 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 as 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 specifically, 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.

19. SCOPE OF SERVICES

Bidding documents include the Advertisement or Invitation to Bid, this Request for Proposal, Proposed Contract Documents consisting of the unexecuted form of Agreement between the Owner and Contractor and that Agreement’s Exhibits, Conditions of the Contract (General, Supplementary and other Conditions), Drawings, Specifications and all Addenda.

ENUMERATION OF THE PROPOSED CONTRACT DOCUMENTS

AIA Document A101™–2017, Standard Form of Agreement Between Owner and Contractor.

AIA Document A101™–2017, Exhibit A, Insurance and Bonds.

AIA Document A201™–2017, General Conditions of the Contract for Construction.

Please find AIA Contract samples at: <https://www.aiacontracts.org/resources/6150803-list-of-all-current-aia-contract-documents>

DESCRIPTION OF THE WORK

The full Description of the work is founded in the Construction Documents, Drawings and Specifications.

SUMMARY

Havensight Mall roof repairs.

On buildings 1, 2, 4, 5 and 6. The existing roofing material and insulation will be removed, an approximate total of 66,213 sq.ft of the structure will be reinforced, and insulated metal panels will be installed..

On buildings 7 and 8 no structural reinforcement is necessary only installation of new roof fasteners are required.

All construction shall be performed while the retail stores are operational, and the mall is fully functioning.

Safety and Security is extremely important. The Contractor is required to provide means of protection for tenants, merchandise and customers.

Factory Engineer Inspections. At the expense of the Contractor, five visits from the Factory Engineer will be required, at times to be determined by the Architect.

TIMELINE AND PAYMENTS

Buildings will be repaired consecutively in the following order:

- Bldg. 6
- Bldg. 1
- Bldg. 4
- Bldg. 2
- Bldg. 5

Within 30 days from notice to proceed the Contractor shall provide **Critical Path Schedule**, showing commencement dates and completion dates for each Bldg., counting Fabrication Times at the beginning, and time down during hurricane season.

Also, the Contractor shall provide schedule of payments, correlated to Construction schedule.

RETAINAGE

A ten percent (10%) Retainage will be applied to the first two buildings, Buildings 6 and 1, and no retainage shall be applied after substantial completion of Building 1.