



**GOVERNMENT EMPLOYEES' RETIREMENT SYSTEM**

**REQUEST FOR PROPOSAL HM 02-2022**

**HAVENSIGHT MALL**

**REPAIRS AND RENOVATIONS OF WAREHOUSE J**

March 23, 2022

## **1. INTRODUCTION AND BACKGROUND**

The Government Employees' Retirement System ("GERS") has been the Owner of the Havensight Mall since June 1993 and assumed management responsibilities in April of 2020.

## **2. PROJECT OVERVIEW**

The GERS is soliciting experienced contractors with a proven record in structural repairs and renovations of buildings and warehouses, including roofing, and the installation of a metal mezzanine.

## **3. BIDDER QUALIFICATIONS**

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

## **4. SERVICES TO BE PROVIDED**

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

The selected Contractor shall furnish all equipment, materials, and labor. Work shall include electrical, roofing, and framed walls in according to Construction Documents and manufacturer specifications.

The Owner, GERS, will supply the metal mezzanine.

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

## **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.
- 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 the GERS. 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: **Asiah Clendinen Gumbs, Chief Operating Officer – [operations@usvigiers.com](mailto:operations@usvigiers.com)** with a copy to **Carlos Ferreyra** at [cafarchitects@gmail.com](mailto:cafarchitects@gmail.com).

Bidders may submit their bids in person in the lobby of the GERS Building located at 3438 Kronprindsens Gade, St. Thomas, U.S. Virgin Islands or electronically to [operations@usvigiers.com](mailto:operations@usvigiers.com). 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 - 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, or phone number.
- Description of the scope of work.

- Year the project was started and completed.

#### Section 2 - Project Approach and Schedule

- Construction Schedule.

#### Section 3 - Proposed Fees/Cost of Services

- Respondents should outline their proposed compensation plan.

#### Section 4 – 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.

### **8. SUBMISSION DATE**

The applicant shall submit its proposal for consideration no later than April 18, 2022 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 or send an email to [operations@usvigers.com](mailto:operations@usvigers.com) with a copy to Carlos Ferreyra at [cafarchitects@gmail.com](mailto:cafarchitects@gmail.com).

Interested parties must provide contact information for the respective company.

Pre-Bid meeting and Site visit will be held on April 1, 2022, at 9:30 a.m. at the building known as "the White House" at the Havensight Mall (Original WICO Offices).

All questions pertaining to this RFP shall be submitted on or before April 6, 2022, at 4:00 p.m.:

Chief Operating Officer  
Government Employees' Retirement System  
3438 Kronprindsens Gade, GERS Building – 3rd Floor  
St. Thomas, U.S. Virgin Islands 00802  
Tel: (340) 776-7703 ext. 4900  
[operations@usvigers.com](mailto:operations@usvigers.com)

Responses to questions will be forwarded by email in the form of an Addendum to those

parties who have picked up or requested Proposal packages by sending an email to [operations@usvigiers.com](mailto:operations@usvigiers.com).

Proposals are due by April 18, 2022 at 4:00pm Atlantic Standard Time.

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

Chief Operating Officer  
3438 Kronprindsens Gade  
GERS Complex – Ste 1  
St. Thomas, Virgin Islands 00802-5750

Proposals may also be emailed to [operations@usvigiers.com](mailto:operations@usvigiers.com) with a copy to Carlos Ferreyra at [cafarchitects@gmail.com](mailto:cafarchitects@gmail.com)

If mailed or emailed, late proposals and proposals lacking the appropriate signatures and/or business license or Certificate of Good Standing shall be returned. 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 23, 2022	
Pre-Bid Meeting and Site visit	April 1, 2022	9:30 a.m.
Request for clarifications	April 6, 2022	4:00 p.m.
Answers to questions	April 11, 2022	4:00 p.m.
Deadline for Submissions	April 18, 2022	4:00 p.m.
Selection committee reviews	April 20, 2022	
Selection of Finalist(s) and Notification	April 22, 2022	
Contract Execution & Project Initiation	May 4, 2022	

## **11. SELECTION CRITERIA (100 POINTS POSSIBLE)**

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

- Experience on similar Projects (Professional qualifications, registration, and general reputation of the principals of the firms) – 30%.
- Proposed Project Approach and Schedule, – 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**

The Bidder **at the time of contracting** shall also be required to submit evidence of and maintain:

Workers' Compensation at statutory limits.

General Liability Insurance coverage of \$1,000,000.00 limit of liability of \$1,000,000 per occurrence/ \$3,000,000 aggregate for bodily injury and property damage.

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.

**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.