

**CARAMBOLA NORTHWEST, LLC
d/b/a CARAMBOLA BEACH RESORT AND SPA**

**REQUEST FOR PROPOSAL FOR
Architectural Redesign of the Davis Bay Suite**

CARAMBOLA BEACH RESORT & SPA



Architectural Redesign of the Davis Bay Suite RFP

Carambola Northwest, LLC (“CNW”), the owner of the Carambola Beach Resort & Spa in Estate Davis Bay, St. Croix, U.S. Virgin Islands (the “Resort”), seeks an interested and qualified Architect to provide a redesign of the Davis Bay Suite. The selected Architect/ Architectural Firm will be responsible for Specific conceptual drawings and detailed engineering and

construction drawings that will serve as the basis for both bidding and construction by a general contractor.

Hotel Information

CNW, headquartered in the United States Virgin Islands and the owner of the Resort, currently branded through Marriott International, Inc. as the “Renaissance Carambola Beach Resort & Spa”. CNW is committed to making the Resort, already one of the most beautiful in the Caribbean, a world-class vacation destination. The Company will achieve this with a focus on providing an unparalleled customer experience and offering services and amenities to suit every taste.



CNW recognizes the importance of tourism to the economies of St. Croix and the U.S. Virgin Islands and is committed to becoming the Territory’s signature hotel. The Company is nearing completion of a multimillion renovation upgrade, which will add to the attractiveness of the Resort and widen the offerings to its visitors.



The Resort offers a full spectrum of activities and services. Whether guests want to spend quality time with their families on the beach, seek romantic spa getaways, dream of destination weddings, search for world-class golf courses, or bring groups for meetings or events, CNW will cater to guests’ every need. More specifically, CNW offers guests the following

amenities and activities:

- Davis Bay Beach
- Snorkeling
- World-class Diving
- Pool/Whirlpool
- Restaurants
- Live Entertainment
- Meeting Space
- Spa
- Golf (nearby)
- Fitness Center

- Complimentary Wireless Internet Access

Economic Development Commission Certificate:

CNW is in the process of obtaining an Economic Development Commission (“EDC”) certificate and becoming a beneficiary of the Virgin Islands EDC program. Upon completion of this process, the selected Architect/ Architectural Firm will be responsible for familiarizing itself with and complying with the laws, rules, and regulations governing EDC beneficiaries. This will include complying with strict procurement regulations.

Terms and Procedures for Presenting Proposals

Proposals are requested in accordance with the terms and conditions set forth in this RFP. Eight (8) hard copies of the proposals must be received by Carambola Northwest, LLC at:

Hand Delivery:

**Carambola Northwest, LLC
C/O Carambola Beach Resort & Spa
ATTN: General Manager
Estate Davis Bay
St. Croix, Virgin Islands 00850**

U.S. Mail:

**Carambola Northwest, LLC
ATTN: General Manager
PO Box 3031
Kingshill, St. Croix, VI 00851-3031**

and postmarked no later than by 5:00 p.m. EST on July 17, 2015. Late Proposals will not be accepted. Each respondent to this RFP (a “Respondent”) must submit one original copy labeled “ORIGINAL” and seven (7) photocopies of its Proposal.

Each Respondent must submit its Proposal (original and copies) in a sealed package clearly marked “SEALED PROPOSAL”. Any additional or alternative Proposals must be submitted in separate sealed packages and labeled accordingly. CNW is not responsible for submissions not properly identified.

CNW reserves the right to reject any and all Proposals or to accept any Proposal deemed to be in its best interest.

Timeline

- RFP issued: June 4, 2015
- Site Inspections/Interviews by: June 18, 2015
- Written questions no later than: June 25, 2015
- Proposals due: July 17, 2015
- Anticipated Board of Directors Consideration: July 31, 2015
- Anticipated Contract: August 21, 2015

Requirements for Providing Service

CNW is looking for a “turnkey” approach, where the Architect/Architectural Firm shall provide the following (not listed in order of preference):

1. A conceptual plan/design for the building, incorporating the latest thinking in the luxury resort suite design, utilizing leading-edge technology – e.g., efficient lights and controls, central air-conditioning and efficient use of space, such that this can be used as an Uber Suite. The re-design shall include, but is not limited to:
 - a. Redesign the interior of the suite to offer a new living room, kitchen, bedroom and bathrooms. Space is to work seamlessly with the redesigned exterior areas.
 - b. Extend the deck around the ocean side to extend in front of the suite, allowing for a view corridor to the ocean.
 - c. Add a zero edge infinity pool feature facing the ocean and screened from the other villas. This can be created by opening the landscape facing the ocean.
 - d. New furnishings to include soft goods and artwork.
 - e. Provide an upgraded tub and shower within the suite, using new natural stone finishes as flooring, and upgraded vanity, fixtures, and mirror detail.
 - f. Provide sliding glass doors along the length of the wall between two areas (hurricane shutters should be included in the design).
 - g. New landscaping and exterior renovation of the building.
2. Specific conceptual drawings and detailed engineering and construction drawings that will serve as the basis for both bidding and construction by a general contractor.

3. Help with selection of construction firms that should be given an opportunity to bid on the project based on their reputation for quality, their experience (previous hotel projects are given specific attention), their reputation for on-time and on-budget performance, and their financial credibility.

4. Preparation of necessary bid documents to be sent to construction firms for the project.

5. Review of the bids received to assess the relative merits of each and assist the owner in awarding the contract, as well as assistance in preparing (from a business perspective) an appropriate contract (owner will have legal representation).

7. Assistance, where necessary, with the government approval process (i.e., permits).

8. Final sign-off on the project, assuring that the final project represents what was originally conceptualized and captured in the working drawings.

Desired Characteristics:

- Experience with Marriott, or other branded hotels or resorts
- Experience with beachfront destinations.
- Experience in hotel design and/or renovations.

Issues and Questions to be Addressed in All Proposals

As this proposal covers new construction and renovations and additions to an existing building, please answer the questions providing information to support new construction, additions, and renovations:

1. Provide the following information:

- a. Name of firm
- b. Complete address
- c. Contact person
- d. Telephone number
- e. Fax number
- f. E-mail address

2. Provide a General Statement of Qualifications that responds to the project background information given above.

3. Personnel:

- a. List the professional and support positions and number of personnel in each position.
- b. Provide an organizational chart, including resumes of all personnel who would be committed to this project. Provide specific information as to their experience on projects similar to this one. For the project manager and project architects identified as part of the project team, provide the name and phone number of two (three, four, your call) clients with whom the architect has worked on a similar building project.
- c. List professional consultants outside your firm whom you propose would provide services not available in your firm. Provide specific information documenting their work on similar projects.
- d. List your three best projects and the project personnel, including consultants, for those projects.

4. Special Design Concerns:

- a. Explain how your firm ensures compliance with the Americans with Disabilities Act (ADA). Provide examples.
- b. Efficient energy usage is a concern of the corporation. Describe how your firm incorporates this aspect of design into its work. Provide examples.

5. Architectural/Engineering Services:

- a. Provide information on your current work load and how you would accommodate this project.
- b. Describe in detail the process you would follow from schematic approval through approval of the final design.
- c. Outline the design schedule you would implement to meet the expected construction and occupancy dates. Describe the methods you would use to maintain this schedule.
- d. Describe the types of problems you have encountered on similar projects, and explain what you did to resolve the problems and what you would do differently to avoid such problems on future projects.
- e. Describe how your firm can add value to this project and the process and include examples of situations from comparable projects where the owner realized tangible value.

6. Construction Costs:

- a. Describe cost control methods you use and how you establish cost estimates. Include information on determining costs associated with construction in existing facilities.
- b. List the steps in your standard change order procedure.

7. Legal Concerns:

- a. Explain the circumstances and outcome of any litigation, arbitration, or claims filed against your company by a client or any of the same you have filed against client.
- c. Explain your General Liability Insurance coverage.
- d. Explain your Professional Liability Insurance coverage.

8. Fees:

- a. Provide information on your preliminary fee structure based on the scope indicated above, including anticipated reimbursable costs.
- b. Submit a schedule of hourly rates by employee classification, including terms and rates of overtime for additional work, if requested.

Selection Process

The criteria used to screen the RFP responses will include, but may not be limited to the following:

Respondent's experience

- Specialization (hotels)
- Experience with Marriott-branded hotels and resorts
- Costs
- Prior projects
- Prior performance
- Proposed contract provisions and conditions

The proposal shall be irrevocable for a period of 90 days from the date of submission.

Respondents should clearly label as "CONFIDENTIAL" any materials which they deem to contain

proprietary information. CNW agrees to treat these materials as confidential, but will not return them at the completion of the selection process.

CNW reserves the right, at its sole discretion, to accept or reject any and all proposals received as a result of this RFP, to waive minor irregularities, and to conduct discussions with all responsible respondents, in any manner necessary, to serve the best interest of CNW and the Resort. CNW shall review and take into account information submitted to CNW by Respondent and by other parties, and shall have the right to request additional information from Respondent relevant to the criteria above.

Other Terms

1. CNW will not be responsible for costs incurred by anyone in the submission of a Proposal.
2. 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 CNW, other contractual matters will be determined during contract negotiation.
3. All responses shall be held confidential from other Respondents by CNW to the extent allowable by law until after the selection process is completed. Respondents should be aware that at the completion of the selection process the contents of their responses may be made public. Respondents' Proprietary and Confidential information should be clearly marked as such. CNW shall have the right, following completion of the selection process, to use and disclose such information in any manner deemed appropriate by CNW unless such information is clearly marked as confidential.
4. CNW 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 Respondents submitting proposals, or (6) discontinue the process, should it be deemed in the Resort's and CNW's best interest.

Award Procedures

A review panel will evaluate all Proposals received and make a recommendation to the CNW Board of Directors based on adherence to the goals, objectives, and evaluation criteria outlined in the RFP.

Upon recommendation of a Respondent by the review panel, the CNW Board of Directors will make the final decision for approval of the Respondent. In its consideration of the Proposal, CNW may request additional information and presentation(s) from the Respondent.

Administrative Information

The issue date for this Solicitation is June 4, 2015.

This solicitation is issued by Carambola Northwest, LLC.

Eight (8) hard copies of the proposals must be received by Carambola Northwest, LLC and postmarked no later than by 5:00 p.m. on July 17, 2015.

Delivery Methods:

Hand Delivery:

**Carambola Northwest, LLC
C/O Carambola Beach Resort & Spa
ATTN: General Manager
Estate Davis Bay
St. Croix, Virgin Islands 00850**

U.S. Mail:

**Carambola Northwest, LLC
ATTN: General Manager
PO Box 3031
Kingshill, St. Croix, VI 00851-3031**

The closing date for submitting all written questions is 5:00 p.m. EST on June 22, 2015. All inquiries must be in writing (email acceptable) to attention of the General Manager at gm@carambolabeach.com.