



THE VIRGIN ISLANDS DEPARTMENT OF **EDUCATION**

**REQUEST FOR PROPOSALS (RFP)
RFP-DOE-2022-005**

**TASK ORDER CONSTRUCTION AND MAINTENANCE MANAGEMENT
SERVICES FOR COVID-19 RETROFITTING PROJECTS AT EDUCATION
FACILITIES across the TERRITORY**

Issuance Date: March 16, 2022

Last Day for Questions: March 31, 2022

Due Date: April 13, 2022 at 10:00 a.m. EST

Submit proposals to bids@vide.vi

I. GENERAL INFORMATION

A. PURPOSE / OVERVIEW

The purpose of this Request for Proposals (RFP) is to solicit proposals from multiple licensed architectural/engineering and project management firm(s) that are qualified to provide architectural engineering services and construction management services to the Virgin Islands Department of Education (VIDE).

In response to the global COVID-19 Pandemic, the selected Contractor will primarily be responsible for the Construction Management of Retrofitting Education Facilities to ensure the safety and well-being of public-school students in the St. Thomas/ St. John School and St. Croix School Districts during the term 2022-2024. A safe and healthy environment for in-person learning at schools is top priority for the VIDE, as it is with all states in the U.S. In line with this goal, the VIDE is focused on facility readiness, operational augmentations for health and safety protocols, and building systems for ongoing monitoring. The COVID-19 pandemic and economic impact of the closure of major industries in the territory have exacerbated the concerns of children, families and education personnel.

The VIDE is seeking the services of one (1) qualified firm inclusive of construction managers, engineers, architects, and facility maintenance/construction management professionals. This firm will ensure VIDE facilities meet industry standards and coding, in addressing all day-to-day maintenance deficiencies and concerns that affect student safety in indoor and outdoor environment at various school sites; and school operations at all public schools and educational facilities located in the St. Thomas/ St. John and St. Croix School Districts. The VIDE anticipates that the firm will be knowledgeable of and act in compliance with the American Society of Heating Refrigeration and Air Conditioning Engineers (ASHRAE) standards, and reflect on the healthcare authorities' latest understanding of COVID-19 and how it spreads.

The VIDE will be utilizing a set of industry standards and local building codes to ensure every facility is ready to welcome students and staff to a safe learning environment that includes HVAC enhancements to increase fresh air filtration. These standards will align with public health guidance issued by USVI Health Authorities and the Centers for Disease Control and Prevention (CDC) to mitigate the spread of COVID-19 in education facilities. Part of the VIDE's safety plan is ensuring HVAC and air quality in education facilities is enhanced to meet this guidance. At selected schools, HVAC enhancements will be in accordance with plans and specifications already developed by VIDE through others.

B. BACKGROUND

Virgin Islands Department of Education

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

ST. THOMAS/ST. JOHN SCHOOL DISTRICT	Number
Schools	11
Elementary Schools	6
Elementary/Junior Schools	2
Middle Schools	1
High Schools	2
Total Participating Schools and Programs	11
Number of Students (PRE-K-12)	5,143
ST. CROIX SCHOOL DISTRICT	
Schools	11
Elementary Schools	4
Elementary/Junior High Schools	4
Middle Schools	1
High Schools	2
Total Participating Schools and Programs	8
Number of Students	5,091
BOTH DISTRICTS	
TOTAL NUMBER OF DOE SCHOOLS	22
TOTAL NUMBER OF PROGRAMS	2
TOTAL NUMBER OF STUDENTS	10,234
TOTAL NUMBER OF TEACHERS/ADMINISTRATORS	300

On the island of St. John, one (1) school serves the PK-8 student population. The Office of the Commissioner has been designated and will serve as the DOE liaison on this project.

C. ADMINISTRATIVE STRUCTURE

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

Virgin Islands Department of Education
1834 Kongens Gade
St. Thomas, US Virgin Islands 00802-6742

Honorable Anthony D. Thomas, Commissioner of the Department of Property and Procurement (DPP), and other personnel at DPP, will manage the bidding, negotiation, and contractual processes. DOE’s Office of the Commissioner will serve as the liaison between the selected contractor and agencies of the Virgin Islands Government in contract preparation.

D. CONTRACT TYPE

The contract awarded under this RFP will be a fixed price Master Task Order Contract. Payments in advance or in anticipation of services or supplies to be provided under the contract shall be made by the Government.

E. CONTRACT TERMS

Unless otherwise agreed pursuant to negotiations, the term of the contract awarded under this

RFP shall be for a period of two (2) years.

F. INCURRED COSTS

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

G. LATE PROPOSALS

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

H. GIFTS FROM CONSULTANT

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

I. LICENSES, FEES & TAXES

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

J. PROPOSAL FORMAT

Each proposal must also meet the following minimum requirements:

1. Company Introduction: Provide a brief history of the company including the number of years in business providing facility maintenance and air quality services.
2. Relevant Experience: Provide three examples of relevant projects completed or currently being performed by the Offeror. For each project, include:
 - a. Project Name
 - b. Location
 - c. Client
 - d. Reference Name, Phone Number & Email Address
 - e. Completion Date
 - f. Dollar Value
 - g. Project Description
3. Key Staff: Provide resumes of key staff who will be assigned to this project. At a minimum, key staff shall include the following positions:
 - a. Principal-In-Charge
 - b. Project Manager

- c. Field Engineers
- d. Office Engineer
- e. Scheduler
- f. Estimator

4. Project Approach: Provide a narrative to describe how the Offeror will go about implementing this project. For both items 1 and 2 of the Scope of Work, provide an approach which should include:
- a. Staffing plan including staff responsibilities
 - b. Sequence of work and estimated schedule
 - c. Project management and administration plan
 - d. Field work and quality control plan

K. FEDERAL FUNDING/DEBARMENT CERTIFICATION

The selected contractor certifies that it is eligible to receive contract awards using federally appropriated funds and that it has not been suspended or debarred from entering into contracts with any federal agency. The Contractor shall include this provision in each of its subcontracts hereunder and shall furnish its subcontractors with

II. SCOPE OF SERVICES

Task 1: Management of VIDE Education Facilities Maintenance Construction Projects

The selected firm shall provide staff augmentation and consulting services, as assigned by VIDE, to support the Facilities and Maintenance Divisions (in both districts) with managing projects, from start to finish, to meet the VIDE's schedule, budget, and goals. Assigned projects may include condition assessments, facilities maintenance, retrofit, and repairs. The VIDE District Superintendents and Commissioner and/or designee, working in consultation with the Facilities and Maintenance Divisions will be responsible for setting the project's overall parameters and making key decisions. The selected firm will be required to provide subject matter expertise and technical support relative to the assigned projects. These services will include, but not be limited to:

Budget and Cost Estimating Support: Advise the VIDE immediately if at any time the Program Manager has knowledge or belief that the previously established Project Construction Budget will not be met, and make recommendations to the Construction Team for corrective action.

Project Status Reports: Prepare and coordinate to distribute a monthly Project Status Report including schedule, budget, cost forecast, contract status, compliance issues, and other topics as may be requested by VIDE. Schedule reporting will reflect actual progress against scheduled progress for each phase of the work. The Project summary cost status report will reflect actual current cost and projected Project cost compared to budgeted Project cost.

Schedule Control: Develop a Project Schedule that coordinates and integrates the Architect/Engineer's design or scope, the work of other consultants, the anticipated construction schedules for other contractors and VIDE activities. Update the Project Schedule monthly to incorporate an updated, detailed listing for activities of the Project. Create and maintain the Project Milestones for submission to the VIDE Program Schedule.

Change Management: Implement and maintain change management procedures. When design or programmatic changes are made and approved by VIDE, such changes will be recorded, and the cost and/or schedule effect(s) will be documented in the form of a Design Phase Change. Each Design Phase Change Form will be sent to VIDE for written approval. Maintain a Design Change Log and distribute executed Design Phase Changes to all appropriate parties.

Bid Analysis: The PM will support the VIDE in the evaluation of the Construction Contractor bids.

Pre-Construction Conference(s) Project Kick-off: Assist VIDE in conducting a pre-construction conference project kick-off for the benefit of the successful Contractor. This is in addition to VIDE Procurement/DPP Pre-Construction Meeting. The purpose of the Kick-off is to orient the Contractor to the various reporting procedures and site rules prior to the commencement of actual construction.

Move-Out Coordination: PM shall assist each District in conducting pre-move conferences and administer the agreement for moving activities per the approved Phasing Plan. PM shall assist each District's personnel in overseeing relocation of furniture, equipment, and other articles by the movers while actual move-out is in progress.

Contract Administration: Administer the construction contract as provided in the General Conditions of the contract for construction.

Submittal Procedures: Establish and implement procedures for submittals, change orders, payment requests, request for information and other processes required during construction.

Requests for Information (RFI): Review the RFI logs prepared by the selected firm or the Contractor on a regular basis to ensure appropriate and timely resolution is delivered back to Contractor.

Shop Drawings and Other Submittals: Establish the list of all submittals required pursuant the Construction Contract Documents. Maintain a log to ensure appropriate and timely submittal by the Contractor and appropriate and timely review by the selected firm and VIDE as appropriate.

Job Site Meetings: Attend weekly, or as otherwise directed by VIDE, Contractor job-site progress meetings with the Contractor and others applicable to the stage of the work and transcribe and distribute minutes to attendees and other appropriate parties.

Coordination of Technical Inspection and Testing: Coordinate the technical inspection and testing provided by third parties. Receive and distribute required reports.

Site Visits: Observe the progress of the Work on a periodic non-exhaustive basis and advise the VIDE and A/E, if applicable, of deviations, defects and/or deficiencies observed in the Work. Exercise reasonable diligence to discover work that is not in compliance with the VIDE's requirements or contract documents.

Non-conforming Work: In conjunction with the A/E when applicable, or VIDE Architect or Engineer, make recommendations for corrective action on observed nonconforming work that, in the firm(s)' opinion, is defective or not in conformance with the Contract Documents.

Schedule of Values: Review, reconcile, and recommend approval of the Contractor Schedule of Values, referred to by the GVI as the Schedule of Amounts (SOA), which shall be used as the basis for all future progress payments during the Construction Phase.

Construction Progress Review: Review the progress of construction with the A/E, if applicable, VIDE and the Contractor, observe work in place and properly stored materials noting activities with negative float or lagging behind on a monthly basis, and evaluate the percentage complete of each construction activity as indicated in the construction schedule. Verify the payment to reflect the Contractor's contractual progress and provide a recommendation that will be the basis for the monthly progress payment to the Contractor.

Monthly Construction Schedule Updates: Review monthly construction schedule updates prepared by the Contractor of the actual progress as observed, the activities will then be assigned percentage-complete values in conjunction with the Contractor.

Monthly Contractor Payment: Review and make recommendations pertaining to monthly payment to each Contractor. Verify the progress of the work prior to making a recommendation for payment. Review and recommend for certification the amounts due to the Contractor under the Construction Contract Documents and initial the application for payment before forwarding to VIDE with its recommendation for payment.

Monthly Construction Payment Reports: Prepare and distribute a monthly construction payment report, which will be part of the monthly Program Status Report. This report will reflect total construction contract prices, Contractor's payment to date, current payment requested, retainage, and actual amounts owed for the current period

Change Order Processing: Assist VIDE in establishing and implementing a Change Order processing system. Upon receipt of the Contractor's Change Order Cost Proposal, provide an initial recommendation with an estimate of probable cost with other appropriate documentation. Evaluate the CCP and make a final cost reasonableness analysis draft for the VIDE to review. Maintain a log that tracks all Change Orders and requests for proposals which will be the basis for the Change Order report to VIDE.

Negotiation of Change Order Costs and Time Extensions: Assist the VIDE by providing recommendations for VIDE use to negotiate change order costs and time extensions.

Force Account Records: In instances when the change order work will be done on a time and material basis, and when approved by the GVI as an Additional Service, maintain all supporting documentation.

Change Order Reports: Prepare and distribute Change Order Reports on a monthly basis throughout the Construction Phase. This report will provide Change Order information

pertaining to proposed and executed Change Orders and their effect on the contract price as of the date of the report.

Contractor Claims: Assist the VIDE to review all notices of claims by Contractors against the VIDE for additional cost or time due to any alleged cause. Evaluate an order of magnitude estimate of cost for each claim for cost reasonableness. Assist the VIDE to obtain factual information concerning such claim, and make recommendation to the VIDE. Assist the VIDE by making a recommendation to VIDE concerning the settlement of claim.

Equipment Instruction Manuals: Coordinate with the VIDE the delivery of all written material such as operations and maintenance manuals, warranties and guarantees for all equipment installed in the Project.

Record Documents: Coordinate the Contractor's and A/E's obligation to provide record documents including as-built drawings and surveys.

Training Sessions: Assist VIDE in coordinating and scheduling training sessions for VIDE's maintenance and operational personnel and consultants to enforce Contractor's obligation to provide training of staff.

Substantial Completion: Review the A/E's punch list of the remaining work necessary for Substantial Completion, and notify the Contractor of any observed deficiencies. When incomplete work or defective work has been remedied, advise VIDE of acceptability of Project completeness, and expedite the VIDE's preparation of a Certificate of Substantial Completion. In the event of remaining incomplete items, upon VIDE's concurrence, issue Certificate of Substantial Completion with exceptions noted.

Final Completion: At the conclusion of corrective action pertaining to the punch list, make a final comprehensive review of the Project, and file a final report with VIDE regarding the acceptability of the completed Work per the Contract Documents and relevant Project Data. The report shall also make recommendation regarding acceptability of final payment to the Contractor.

Occupancy Permit and Green Tags: Assist VIDE in obtaining the temporary and permanent occupancy permits. This task may encompass accompanying governmental officials during inspections of the facility, assist in preparing and submitting proper documentation to the appropriate approving agencies, assisting in final testing and other necessary and reasonable activities to be performed by third party consultants on behalf of the VIDE.

Move-in Coordination: Assist VIDE in conducting pre-move conferences and administer the agreement for moving activities in conjunction with move-in for the Project. Assist VIDE personnel in overseeing the relocation of furniture, equipment, and other articles by the movers while actual move-in is in progress

Final Project Report: At the conclusion of the Program, prepare a final report, including close out information and other key performance indicators.

Warranty Observations: Maintain a warranty log and shall assist the VIDE with warranty calls during the one-year warranty period after substantial completion, for the portion of the warranty period that occurs within the contract time. Organize post occupancy evaluations at the sixth and eleventh months following substantial completion of the Project, as long as these occur within the contract time. Serve as an expeditor to verify that remedies are being provided in a timely manner and that a satisfactory solution to the deficiencies is provided.

Safety Compliance

Safety Plans: Collect and review Contractor's Safety Plans.

Safety Monitoring: Monitor safety conditions at VIDE jobsites and report issues immediately.

Davis – Bacon Compliance

Certified Payroll: Collect and review Contractor's certified payroll each week and ensure compliance. Provide monthly reports to VIDE.

Wage Surveys: Conduct random worker surveys in compliance with US DOL standards using US DOL forms.

Task 2: Corporate Social Responsibility- Philanthropic Responsibility

The selected firm under this contract will cooperate with the VIDE's Career & Technical Education (CTE) programs by providing learning opportunities for VIDE students to observe the firm's work throughout the term of the Contract. Respondents are expected to submit a plan demonstrating their ability to support the VIDE in exposing high school and post-secondary CTEC students to careers including but not limited construction management, architecture, and engineering.

III. DELIVERABLES

2: Report(s) to VIDE District Superintendents, Office of the Commissioner, and Facilities and Maintenance Divisions (in both School Districts)

All reports, plans, etc., should be submitted in a Microsoft Word, Excel and/or PowerPoint, whichever is most appropriate and requested by the Insular Superintendent of each School District.

- i. No later than the fifteenth day after the close of each quarter (i.e. January 15th, April 15th, July 15th and October 15th), the selected firm(s) shall submit a financial report that summarizes the Task Orders that have been awarded to the Project Management Contractor and the status of each. The Contractor will develop the reporting format for this report, as approved by the VIDE, but in general it will list the Task Orders awarded to such contractor, the initial value of each, its expected duration, any change orders issued against such Task Order and whether the Task Order has been completed.
- ii. Weekly Project status reports
- iii. Monthly reports on all projects and special reports as needed.

3: Consulting and Staff Augmentation

- i. Commence consulting services immediately upon issuance of Notice to Proceed and receipt of Purchase Order (PO).
- ii. Provide staff augmentation within two (2) weeks of receiving a task order request for same from VIDE to perform inspections and other staff support to VIDE Facilities and Maintenance Divisions (in both districts).

VI. Cost Proposal

The proposal shall provide the proposed compensation for the services to be provided as described in Section II. Costs shall be proposed identifying labor categories, equipment, materials, and other direct costs. Costs must be inclusive of services, travel accommodations (to include inter-island travel, meals, lodging, etc.), materials and all other related expenses.

The Compensation for the Scope of Work in Section II shall be a not to exceed sum, to be calculated using the staff hourly rates contained in Attachment A and management of the Projects assigned in shall not exceed the monthly rates for each staff position as set forth in Attachment A, based on the hourly rates set forth in Attachment A. The Compensation shall be billed monthly based on the hours of services provided.

- Provide staff available for assignment and hourly rates: (see example below)

Position	Hourly Rate
<i>Example: Inspector</i>	\$X.XX / hr
<i>Example: Engineer</i>	\$X.XX / hr

- Provide GSA rates for travel, meals, lodging and transportation for this region

V. NON-PERFORMANCE BY SELECTED CONTRACTOR

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

VI. CONTRACTUAL REQUIREMENTS

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

- (1) Current *Virgin Islands Business License* issued to the legal name of record of the entity by the Government of the Virgin Islands, Department of Licensing and Consumer Affairs
- (2) One (1) current original *Certificate(s) of Good Standing/Existence*, in legal name of the Contractor by the Virgin Islands Office of the Lt. Governor, Division of Corporations and Trademarks; and if company is not locally formed, an original *Certificate of Good Standing*, *Certificate of Existence*, or *Certificate of Status* from the state of registration.
- (3) Certificate of Issuance or Renewal of Trade Name issued by the Virgin Islands Office of the Lt. Governor, Division of Corporations and Trademarks, if applicable.
- (4) *Articles of Incorporation or Organization*, as applicable; or documents governing operation.
- (5) *Certificate of Liability Insurance* indicating proof of coverage of **Professional Liability Insurance** and **General Liability/Public Liability Insurance** - each of no less than [One Million Dollars and Zero Cents (**\$1,000,000.00**)] for any one occurrence. The Contractor must provide a *Certificate of Liability Insurance* and *Declaration/Endorsement* pages that indicating that the Government of the Virgin Islands, Department of Education, is as “**certificate holder**” and an “**additional insured**” on the **General Liability/Public Liability Insurance**. The Professional Liability Insurance must cover the services to be provided under the contract.
- (6) Certificate of Government Insurance/Copy of Certificate providing firm/agents are covered by Workers’ Compensation Employee’s Liability.
- (7) Suspension and Debarment Certification Form issued by the U.S. General Service Administration at www.sam.gov.
- (8) *Certificate of Resolution*, as to the authorized negotiator and signer of a contract.

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

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

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