



VIRGIN ISLANDS HOUSING FINANCE AUTHORITY

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REQUEST FOR PROPOSALS RFP 010-2019-DR-STT/STX

ADDENDUM 1

DEVELOPMENT OF ACTION PLAN(S) & AMENDMENTS

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September 9, 2019

Contact person:

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 *Unlocking the Door to Affordable Housing*



VIRGIN ISLANDS HOUSING FINANCE AUTHORITY

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ADDENDUM NO. 1 Request for Proposals Community Development Block Grant – Disaster Recovery Program Developing of Action Plan(s) and Amendments RFP-010-2019-DR-STT/STX

This addendum consists of six (6) letter size pages (8.5' x 11").

This Addendum is hereby made part of the RFP for Developing of Action Plan(s) and Amendments, RFP 010-2019-DR-STT/STX, dated August 14, 2019.

This addendum consists of Questions and Answers as follows:

1. Question – **Section 2.1:** On page 3, the scope of work includes “updating Geographic Information Systems (GIS) database and map... and/or supplement any current GIS data base”, however page 5 seems to say that the GIS Database will need to be created “based on the data received from the risk assessments and other source(s) as needed.” Can you please advise if you currently have a GIS database/map or if you are looking to have the successful bidder create one?

Answer: There is a current GIS database/map, which will be updated as information is received and developed from the risk assessments and other source(s).

2. Question – **Section 2.4:** Will VIHFA be open to modify the language from this section to read as shown with edited text in red: Selected Respondents must be prepared to commence these services within seven (7) days of the execution of the contract **or issuance of Notice to Proceed**, at the direction VIHFA CDBG-DR Director and running at full operation within fifteen (15) days of the execution of the contract **or issuance of Notice to Proceed**.

Answer: No, the language from Section 2.4 will not be modified as requested.

3. Question – **Section 5.0:** Is VIHFA open with adding or modifying the language allowing the Respondent to rectify any actions, through a written cure notice by VIHFA prior to termination the contract?

Answer: The ensuing contract will include language that allows the other contractual party an opportunity to cure and/or rectify any failure in performance.

4. Question – **Section 13.0:** Please confirm that the clause “Any funds disallowed by any federal government entity shall be disallowed from fee or compensation to contractor” will only be invoked in cases of fully substantiated errors, omissions and/or negligence on the part of your contractor. If so, will you adjust your contract language accordingly?

Answer: VIHFA is unable to confirm the clause will be limited to substantiated errors, omissions and/or negligence on the part of the contractor.

5. Question – **Section 11.0:** Conflict of Interest clause requires Respondent to certify and that it has not negotiated on behalf on VIHFA. Does this certification apply only to contract negotiations related solely to this RFP 010-2019-DR-STT/STX?

Answer: VIHFA will review all potential conflict of interest as part of the bid evaluations.

6. Question – **Section 16.1:** Is the 25 pages limit for “Section M – Proposals” to be 25 single sided pages or 25 double sided? Is there any change to expand on the page limit?

Answer: VIHFA will prefer that the proposal be limited to 25 pages; however, if Respondent feels that additional pages is needed to address all the areas fully and adequately; there will not be a penalty for any pages in excess of 25 pages.

7. In Enclosure Document H, shall respondents assume the monthly/weekly costs and annual costs over the first year of the project or take the average annually cost over the 3-year contract?

Answer: Pricing shall be submitted per the requirements of Enclosure Document H Bid Sheet.

8. Is the Implementation Phase and deliverables highlighted on the Base Bid Sheet only for the mitigation and electric grid action plan?

Answer: Yes, any required implementation phase and deliverables highlighted on the Base Bid Sheet will be limited for the mitigation and electric grid action plan.

9. Does VIHFA plan on providing office space for the PMO in St. Thomas and/or St. Croix?

Answer: There may be an opportunity for the Project Management Office to have office space within VIHFA's offices in St. Thomas and/or St. Croix; however, respondent is recommended to factor in the cost for office space.

10. Will VIHFA be providing the Respondents with the sample contract for review prior to the Proposal submission due?

Answer: Respondent can view current executed contracts on <https://www.vihfa.gov/disaster-recovery/contracts>.

11. HUD TA partners are prohibited from bidding on this RFP, correct?

Answer: A HUD Technical Assistance (TA) provider may submit a proposal once the scope of the contracted work is dissimilar from the assigned HUD-funded TA. The HUD TA must disclose the existing contractual (and the nature of the work being done) for HUD, whether directly or through a parent company, subsidiary company or associated company or independent contractor(s) hired by HUD; and identify any potential conflict of interest, or absence of conflict, between the work to be contracted and the assigned HUD-funded TA. Additionally, VIHFA will reach out to HUD for written guidance on whether or not a TA providing assistance to an grantee may bid on work for grantees.

12. Is there a conflict for contractors who were selected as a qualified for the Environmental Review, Assessments, and Testing Services RFQ 003-2019-DR-STT/STX with VIHFA?

Answer: No.

13. Is there a specific grant management software or other software solutions being used by USVI Agencies for recovery operations?

Answer: Currently, the VIHFA is utilizing SAP as their Financial Management System.

14. Question – **Section 2.5:** On page 5 of the RFP lists implementation stage deliverables, then on page 34 the cost form has a separate section for “Coordination/Implementation Phase” rates. Recently a separate RFP was issued by the Virgin Islands Office of Disaster Recovery (ODR) for Project Management Services. Please explain the correlation between the implementation tasks associated with the two RFPs. For example, with this RFP require the selected vendor to implement the program, while the other RFP from ODR is to manage the actual program?

Answer: RFP-010-2019-DR-STT/STX is independent of the request for proposal issued by the Virgin Islands Office of Disaster Recovery.

15. Question – On page 13, Item 12 - M/WBE mentions that vendors are “strongly encouraged to consider partnering, or other join venture arrangements, with certified M/WBE firms to achieve the prescribed goals and to give M/WBE firms the opportunity to participate”. Please indicate the M/WBE participation goal for this contract.

Answer: The M/WBE participation goal for this contract is 30%.

16. Question - On page 47, Item 29 Federal procurement regulation in 2 CFR 200.325 only recommends bonds requirements for construction or facility improvements. Please confirm that there isn't any bonding required under this contract.

Answer: As noted, this is a professional services contract and a payment and performance bond is not required.

17. Question – **Section 2.5:** Is there an existing system of record? Are there any proprietary or particular software programs or systems access that proposers should be prepared to integrate their reporting and data management services with?

Answer: Yes, there is an existing system of record and currently the only anticipated systems for integration is the Grant Management and Case Management system.

18. Question – **Section 2.5:** Are there any other program implementation management or monitoring tools currently in place (eg. grant management templates, award calculation formulas, eligibility criteria checklists) that need to be developed further as part of the policy assistance task?

Answer: See the response to Question #13.

19. Question – **Section 2.5:** Is there an existing program report template or format that demonstrates the level of information anticipated for the weekly progress reporting?

Answer: No.

20. Question – **Section 6:** While the RFP requests full loaded rates, the Exhibit H requires a break out for per diem, travel and lodging. If the hourly rates is “fully loaded” and inclusive of these costs does VIHFA still want an estimate of these items? Will receipts or overhead expenses such as travel still be required on monthly timesheet invoicing if these items are already compensated in the hourly rate? Is there a standard vendor timesheet invoicing form that indicates the level of time and effort reporting required for this scope of services?

Answer: Respondent should provide the weekly lump-sum cost for travel, housing and per diem costs, as requested on the Enclosure Document H and provide an itemized line item for travel, housing and per diem on an additional sheet. Hourly rates should not be burdened to account for travel, housing and per diem. Receipts will be required for overhead expenses and timesheets, or similar documentation, will be required for invoicing different costs components.

21. Question – **Section 2.1:** What existing GIS data or resources do you already have that should be updated and/or augmented?

Answer: The standard GIS mapping system is currently being utilized.

22. What is the minimum number of hours (if any) per week that consultants must be on site?

Answer: The Respondent should indicate in its proposal the minimum number of hours it will be proposing to accomplish the necessary tasks and deliverables listed within the RFP-010-2019-DR-STT/STX.

All other requirements and provisions of RFP-010-2019-DR-STT/STX, Development of Action Plan(s) and Amendments, shall remain in full force and effect.

Each proposer shall make reference in his Proposal to Addendum 1 to the RFP Documents. Failure to do so may result in the Proposer's disqualification.



Antoinette Fleming, Director

Community Development Block Grant-Disaster Recovery