



# **VIRGIN ISLANDS HOUSING FINANCE AUTHORITY**

Community Development Block Grant – Disaster Recovery Program  
3438 Kronprindsens Gade · GERS Complex 1st Floor · Suite 4  
St. Thomas, U. S. Virgin Islands 00802  
Telephone: (340) 777-4432 · Fax: (340) 775-7913

## **REQUEST FOR PROPOSALS RFP 003-2019-DR-STT/STX**

### **ADDEDNUM 3**

## **CONSTRUCTION MANAGEMENT SERVICES**

**Issue date:**

**April 11, 2019**

**Submittal deadline:**

**May 31, 2019**

**Contact person:**

Nicole Roberts  
CDBG-DR Procurement Officer  
nroberts@vihfa.gov

 *Unlocking the Door to Affordable Housing*



## VIRGIN ISLANDS HOUSING FINANCE AUTHORITY

3202 Demarara Plaza · Suite 200  
St. Thomas, US Virgin Islands 00802-6447  
Telephone (340) 777-4432 · Fax (340) 775-7913

### ADDENDUM NO. 3 Request for Proposals Community Development Block Grant – Disaster Recovery Program Construction Management Services RFP-003-2019-DR-STT/STX

This addendum consists of two (2) letter size pages (8.5' x 11").

This Addendum is hereby made part of the RFP for Construction Management Services, RFP-003-2019-DR-2019, dated April 11, 2019.

#### Amendments to the RFP:

The following sections of the RFP were revised, and changes shall be considered by Proposers:

- **Section 16.0, Delivery of Bid Packages** is hereby amended by adding the following:

Bid packages should also include one USB flash drive in Microsoft Office Suite Software or PDF format that contains all two (2) sub-envelope files corresponding to the envelope labels and containing a digital copy of all documents with the original hard copy package in the order specified below.

- **Section 2.2.3.2, Program Administration, Item m**, is hereby amended to read as follows:

m) Perform facility inspections, identifies deficiencies and initiates corrective actions, including quality assurance / quality control inspections periodically and at the end of each construction project.

- **Section 2.2.4, Engineering Blueprints** is hereby amended to add the following new item:

f) Provide general Architectural and Engineering services to include: architectural plans and engineered drawings, etc., as required

- **Section 3.2, Required Minimum Qualifications of Respondent** is hereby amended to add the following:

Respondent must demonstrate they have knowledge and/or prior experience in the following areas:

l) Architectural drawings/plans and specifications, and engineering specifications

- **Section 6.0, Price and Payment** is hereby amended by deleting the following sentence:  
Respondents must provide fully burdened hourly rates for all staff as requested to complete the tasks as set forth in this RFP.

- **Enclosure Document G, Prior Performance Certification**, the following sentence is hereby amended by adding the following underlined phrase as follows:

If yes, provide a copy of every "Letter of Concern", for the preceding five years (inclusive of this current year), received from, and as a contractor of, a Government entity.


- **Enclosure Document H, Base Bid Sheet**, the following sentence is hereby amended by adding the following underlined phrase as follows:

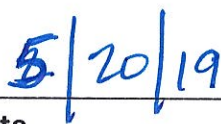
These costs are being provided for purposes of evaluating bids, determining reasonable cost, **and** as a basis of the not-to-exceed contractual price.

On a separate sheet, Respondent should also provide/note its rate structure for each of the following: per diem, travel and housing.

All other requirements and provisions of RFP-003-2019-DR-STT/STX, Construction Management Services, shall remain in full force and effect.

**Each proposer shall make reference in his Proposal to this Addendum 3 to the RFP Documents. Failure to do so may result in the Proposer's disqualification.**

  
\_\_\_\_\_  
Antoinette Fleming, Director  
Community Development Block Grant-  
Disaster Recovery

  
\_\_\_\_\_  
Date