



Virgin Islands Housing Finance Authority Community Development Block Grant – Disaster Recovery (CDBG-DR)

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ADDENDUM NO. 1 Request for Proposals Community Development Block Grant – Disaster Recovery Program Environmental Review, Assessments, and Testing Services RFQ-003-2019-DR-STT/STX

This addendum consists of the Questions/Answer response.

This Addendum is hereby made part of the RFQ for Environmental Review, Assessments, and Testing Services dated February 8, 2019.

1. Question – On page 6, Section 3.0, bullet i, it says, “Respondents...shall be properly registered to do business in the Territory at the time of the submission of their Proposal to this RFQ.” On page 7, Section 3.1, first sentence, it says “Respondents shall be properly registered to do business in the area in which they are incorporated at the time of the submission of their responses to this RFQ.” Can you provide clarification of the requirement of the respondents it pertains to being registered to do business in the Territory at the time of the submission of the Proposal?

Answer: Section 3.0, bullet i is stricken and clarified to read the following:

Respondents that are corporations, partnerships, or any other legal entity, domestic or foreign, shall have the appropriate state business license at the time of the submission of their Proposal to this RFQ. Such Respondents shall attach its license to do business.

Nevertheless, as noted in Section 3.1, the successful Respondent will be expected to show its application to obtain the required licenses and certification to do business in the USVI.

2. Please confirm that requests for forms or information, unless otherwise specified, should be provided only by the prime contractor, not the subcontractors. (For example, Enclosures 1-4, financial statements, or discussion of ongoing litigation, bankruptcy, etc.)

Answer: Forms and information requested should be provided by the prime contractor. Subcontractor information should be provided as

requested in Section 14.3 and Section 15.0, Sub-Envelope 2, Section A, ii.

3. **Section 14.2.**, Financial statements are required in association with the Executive Summary. Please clarify whether financial statements may be presented in sealed envelopes (for a non-public company) and if they should be provided with each copy, or just with the original, or separately.

Answer: Financial statements are to be included in the sealed envelopes and a provided with each copy.

4. **Section 13.0.**, This section stipulates that bid packages must be submitted by mail. Please clarify whether delivery by courier (FedEx, UPS, etc.) or in person are also permitted.

Answer: Delivery is permitted by courier and in person.

5. **Section 14.3 and Section 15.0, Sub-Envelope 2, Section ii, Items b and f.**, These two sections present requirements for showing firm experience, but they conflict. The former requires bidders to provide “at least three (3), but no more than five (5), similar engagements... for each Task.” The latter specifies in Item f that the bidder should “Provide at least three (3) current or past experiences... related to the references provided on Enclosure Document D.” No upper limit is given. Finally, Item b asks bidders to provide “specific details on any previous experience with housing, community development, infrastructure and/or economic revitalization-related disaster recovery projects and any previous experience in the four Task Areas outlined in the RFQ.” **Please clarify whether engagements should be limited to 5 per Task**, or if bidders should include as much relevant work as needed to provide a complete picture of Respondent experience.

Answer: Both Section(s) 14.3 and 15.0 require a minimum of three (3) current or past experiences; but Section 14.3 provides that Respondent can provide more than (3) but no more than five (5) similar engagements. Thus, Respondent can provide three (3) to five (5) examples of current or past experiences. Respondents are limited to five (5) engagements per Task.

6. **Section 14.3.**, This section requires that every past project listed include a current, working point of contact (POC) with name, phone, and address. However, Section 14.4 asks bidders to provide a reference for any disaster-related experience they list in “this” section, and states that each reference should include the name, title, company, address, phone number and email address of the reference, and a brief summary of the relationship between the reference and the Respondent. **Please clarify the difference between current, working POC and the required References, and which information is required for both.**

Answer: Respondents are expected to provide current, working point of contact. Respondents should provide the following for each point of contact: name, title, company, address, phone number and email address of the reference, and a brief summary of the relationship between the reference and the Respondent.

- 7. Section 15.0, Sub-Envelope 1, Section A Item v and Section B, Item ix.,** These items both require the Respondent to confirm that they have not engaged in any unethical practices within the past five (5) years, once in the Cover Letter and once in the Executive Summary. Is this repetition intentional, or should this information only be provided once?

Answer: Respondent is expected to provide the information requested under Section 15.0, Sub-Envelope 1, Section A Item v and Section B, Item ix.

- 8. Section 15.0, Sub-Envelope 1, Section B.,** Items #ii and #vi appear to request the same information (a brief statement of the Respondent's understanding of the scope of work). Please clarify.

Answer: These items are requesting different items/information. Section 15.0, Sub-Envelope 1, Section B, item #ii requires Respondent to list qualifications that illustrates capacity, knowledge, skill, experience to provide the services requested.

Section 15.0, Sub-Envelope 1, Section B, item vi requires Respondent to provide its understanding, interpretation, perception of the scope of work requested under the RFP.

- 9. Section 15.0, Sub-Envelope 1, Section B., Items xi and xiii.,** These two items appear to ask for the same information, phrased slightly differently - "Confirmation that Respondent has adequate financial resources for performance vs. "Provide a brief statement describing the adequacy of the Respondent's financial capacity to handle the requirements of the RFQ." **Should one of these be skipped as a duplicate? If so, which one?** If both should be answered, please clarify how the information requested under each item differs.

Answer: Respondent is expected to provide the information requested under both Section 15.0, Sub-Envelope 1, Section B., Items xi and xiii. The information difference between the requested information

10. **Section 15.0 Sub-Envelope 2, Section ii, Item h.**, Respondents are instructed to attach any contracts or agreements pertaining to the proposal. However, the very next item (i) states that “Any such written agreement must be produced to VIHFA *upon request.*” Please clarify whether such contracts or agreements must be submitted with the proposal.

Answer: As requested in Section 15.0 Sub-Envelope 2, Section ii, Item h, is expected to provide any contracts or agreements with subcontractors and, upon request, to provide a separate acknowledgment, from any subcontractor, agreeing to be included in Respondent’s proposed project staff and team.

11. **Section 15.0 Sub-Envelope 2, Section ii, Item h.**, Respondents are instructed to attach any contracts or agreements pertaining to the proposal. If these are required, should these teaming agreements or contracts be provided in Sub-Envelope 2, or in Sub-Envelope 1, along with other required documentation?

Answer: Teaming agreements or contracts should be provided in Sub-Envelope 2.

12. **Section 15.0 Sub-Envelope 2, Section vi.**, Should this paragraph be listed as item e of the previous list, with only “Management Plan and Quality Assurance/Quality Control” as the content of section vi?

Answer: No.

13. **Section 15.1 and Enclosure Document C.** Section 15.1 specifies several documents that must be provided within 10 business days of notice of selection, from corporate documents to insurance certification to identifying business numbers. However, Enclosure Document C is a checklist for contract documents listing the same forms. **Please clarify if these forms must be submitted with proposal**, or if Respondents must simply indicate which documents they are prepared to submit upon request.

Answer: Documents must be submitted with proposal.

14. **Section 16.0, second and third bullets**, Please clarify what criteria will be used to determine firm qualifications, since experience is separated into its own category.

Answer: See Section 16.0 which reads: VIHFA will evaluate all Proposals that are received in a proper and timely manner to determine whether they meet the submission requirements. Awards are made to the most responsive bidder(s) that provides the proposal that is most advantageous to VIHFA, considering such factors as the Bidder's ability to perform the work of the kind involved in the bid under consideration, the Bidders' past experience, time of delivery, etc.

15. **Enclosure Document A.** Although this document is a Non-Collusive Affidavit, it begins with the request to “Provide a detailed work plan with corresponding timeline that identifies date-specific milestones for hiring, training, and other key components of the program.” **Please clarify whether we should provide such a work plan as part of this form, or elsewhere, or ignore this language.**

Answer: Enclosure Document A is amended to delete the following language “Provide a detailed work plan with corresponding timeline that identifies date-specific milestones for hiring, training, and other key components of the program.”