



VIRGIN ISLANDS HOUSING FINANCE AUTHORITY

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INVITATION FOR BIDS

for

EnVIsion HRRP GENERAL CONSTRUCTION SERVICES

IFB 001-2023-DR-STT/STX

Issue date:

November 4, 2022

Submittal deadline:

November 29, 2022

Contact person:

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

 *Unlocking the Door to Affordable Housing*

Invitation for Bids
IFB 001-2023-DR-STT/STX
EnVision HRRP General Construction Services

“CONFIDENTIAL BID SUBMISSION”

1.0 INTRODUCTION

The Virgin Islands Housing Finance Authority (“VIHFA”) is soliciting proposals from qualified and licensed construction contractors (“Respondents”) to provide residential construction repair, rehabilitation and/or reconstruction services for single-family owner-occupied residential structures. Performance of these services will enable VIHFA to perform permanent repairs to residential structures damaged by Hurricanes Irma and Maria.

2.0 SCOPE OF WORK

Work to be performed by the selected Contractor see the following exhibits:

Exhibit 1-Bid Sheets [HERE](#)

Exhibit 2-Drawings [HERE](#)

3.0 APPLICABLE REGULATIONS

The services performed shall be subject to the following regulations found [HERE](#):

- Green Building Retrofit Checklist **Exhibit 3**.
- CDBG-DR Construction Building Standards **Exhibit 4**.

4.0 TERM

The VIHFA will contract for the period of the project completion, subject to VIHFA’s option to extend the term of the contract, as may be required. The VIHFA reserves the right to modify and/or terminate the contract if the successful respondent fails to perform in a manner consistent with the terms of the contract. In addition, the VIHFA reserves the right to modify and/or terminate the contract if funding becomes unavailable.

5.0 TERMINATION

Either party may terminate the parties’ contract with or without cause with **thirty (30) calendar days** written notice to the other party before the effective date of such termination. The VIHFA may, by written notice, terminate the Respondent’s services, in whole or in part, for failure of Respondent to perform its obligations under the parties’ contract. In such event, the Respondent shall be liable for damages as authorized by law.

6.0 PAYMENT

The contract will be funded, in whole or in part, by CDBG-DR funds. Therefore, funding and payment of the contract will be based on requirements and availability of the CDBG-DR funds by VIHFA. The selected Respondent is responsible for submitting to VIHFA, all required documentation for payment to VIHFA.

7.0 NUMBER OF AWARDS

The Respondent recognizes that, at the sole discretion of VIHFA and based upon the breadth and experience of respondents to this IFB, VIHFA may decide to award contracts to more than one Respondent, however, VIHFA currently anticipates awarding one prime contract pursuant to this IFB. Nothing in this paragraph shall be construed in derogation of VIHFA's right, in its sole discretion, to cancel this IFB.

8.0 LIQUIDATED DAMAGES

Should the successful Respondent fail to complete the scope of work according to the terms of the contract, the successful Respondent agrees to pay to the VIHFA, as liquidated damages, **\$500.00** for each calendar day or portion thereof that the successful Respondent fails to commence or diligently perform the work in accordance with the contract documents and/or is in violation of the contract. The liquidated damages shall first be deducted from any contract monies due but not yet paid to the successful Respondent, to the extent available.

9.0 CONFLICT OF INTEREST

A Respondent submitting a proposal hereby certifies that no officer, agent or employee of VIHFA has a pecuniary interest in this bid or has participated in contract negotiations on behalf of VIHFA; that the proposal is made in good faith without fraud, collusion, or connection of any kind with any other Bidder for the same request for proposals; the Bidder is competing solely in its own behalf without connection with, or obligation to, any undisclosed person or firm.

A Respondent must also disclose any existing contractual work for the: (i) Territorial Government, whether directly or through a parent company, subsidiary company or associated company or independent contractor(s) hired by Respondent; and/or (ii) any current contractors/vendors of the Territorial Government or VIHFA, identify any potential conflict of interest, and must certify that Respondent nor any parent company, subsidiary company or associated company or contractual/independent contractor(s) hired by Respondent has assisted with preparing this IFB.

10.0 USE OF SUBCONTRACTORS

VIHFA may have a single prime Contractor as the result of any contract negotiation and may elect the option to select more than one Contractor. The Contractor(s) shall be responsible for all deliverables specified in the IFB and proposal. This general requirement notwithstanding, Respondents may enter into subcontractor arrangements, limited to one tier of subcontracting, however, shall acknowledge in their proposal total responsibility for the entire contract.

If the respondent intends to subcontract for portions of the work, the Respondent shall identify in its proposal any subcontractor relationships and include specific designations of the tasks to be performed by the subcontractor. The documentation required of the prime Contractor is also required for any subcontractor. The prime Contractor shall be the single point of contact for all subcontract work. Every

subcontract shall incorporate and follow the terms of the contract between the prime Contractor and VIHFA.

Unless provided for in the contract with VIHFA, the prime Contractor shall not contract with any other party for any of the services herein contracted without the express prior written approval of VIHFA. Additionally, the subcontractor shall not subcontract for any portion of work they are expected to complete.

The prime Contractor shall be responsible for fulfillment of all terms of contract, timing, and payments to subcontractors regardless of funding provided by VIHFA.

11.0 BONDING REQUIREMENTS

The Respondent shall comply with the VIHFA's bonding requirements as described below:

REQUIREMENTS

The standards under this section apply to construction contracts that exceed \$500,000.00. There are no bonding requirements for small purchase or for competitive proposals. The VIHFA may require bonds in these latter circumstances when deemed appropriate; however, non-construction contracts should generally not require bid bonds.

BID BONDS

For construction exceeding \$750,000.00, bidders may be required to submit a bid guarantee equivalent to 5% of the bid price.

ASSURANCE OF COMPLETION (Performance and Payment Bonds, etc.)

The successful bidder may be required to furnish an assurance of completion. The assurance may be anyone of the following:

- A performance and payment bond in a penal sum of *100 percent* of the contract price; or
- A "performance bond" is one executed in connection with a contract to secure fulfillment of all the Contractor's obligation under such contract.
- A "payment bond" is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract.
- Separate performance and payment bonds, each for 50 percent or more of the contract price; or
A 20 percent cash escrow; or

A 25 percent irrevocable letter of credit; or

A pledged asset(s) that is adequate to protect the interest.

The bonds must be obtained from guarantee or surety companies authorized to do business in the USVI where the work is to be performed. Individual sureties shall not be considered. **U.S. Treasury Circular Number 570** lists companies approved to act as sureties on bonds securing Government contracts, the maximum underwriting limits on each contract bonded, and the State/Territories in which the company is licensed to do business. Use of companies on this circular is mandatory.

12.0 RESPONDENT'S RESPONSIBILITIES

- Bear all cost related to the preparation and submission of the bid package in response to this IFB solicitation.
- Provide complete "Bid Sheet" with a price guaranteed for ninety (90) days and provide the documentation as specified in this IFB solicitation.
- Be a duly licensed General Construction Contractor in the USVI and provide proof a valid USVI Business License.
- Pay all taxes and fees as required by the local and federal statutes.
- Obtain and provide a copy of current Liability Insurance for Five hundred thousand (\$500,000.0) dollars to cover any claims and damages occasioned by executing the Scope of Work.
- Maintain compliance with all permits issued for the project.

13.0 VIHFA'S RESPONSIBILITIES

- Provide assistance, as necessary, in obtaining local permits and in dealing with governmental entities
- Perform weekly periodic inspections of construction progress to ensure compliance with the project drawings, specifications and VIHFA's policies and procedures.
- Hold weekly construction meetings and project site visits to maintain coordination of the construction work.
- Review all weekly status reports, draft, and final project close-out reports prior to final acceptances.
- Review all invoices, process pay application packages and ensure timely delivery of payments to the Respondent.

14.0 INVITATION FOR BIDS SCHEDULE

The following deadlines are associated with this IFB:

IFB SCHEDULE	DATES and TIMES
IFB Release Date	November 4, 2022
Pre-Bid Conference	November 10, 2022 @10:00 a.m.
Deadline for Questions	November 14, 2022
IFB Submission Deadline	November 29, 2022 @ 2:00 p.m.
IFB Bid Opening	November 29, 2022 @ 3:00 p.m.

Please note that the IFB timeline includes target dates and may change. It is the responsibility of respondents to periodically review cdbg-dr@vihfa.gov for regular updates to the IFB timeline and other important information, which may alter the terms or requirements of this IFB.

15.0 ISSUING AND PROCURING OFFICE

This IFB is being issued for VIHFA. All general correspondence and inquiries about the IFB should be submitted via email to the Procurement Officer listed below:

Email: nroberts@vihfa.gov

Inquiries can be made by e-mail and must be completed using **Attachment 1**. Mark subject line for emails “RFP 001-2023-DR-STT/STX”. From the issue date of this IFB until a determination is made regarding the selection of a Contractor, all contacts concerning this IFB must be made through the Procurement/Contract Officer. Any violation of this condition is cause for VIHFA to reject the contractor’s package. VIHFA will **not** be responsible for any oral information given by any employees.

Failure to ask questions, request changes or submit objections shall constitute the acceptance of all terms, conditions and requirements in this IFB. The issuance of a written addendum by the Procurement/Contract Officer is the **only** official method by which interpretation, clarification or additional information can be given. If VIHFA amends this IFB, the Procurement/Contract Officer will post such notices on its website <https://www.cdbrdr.vihfa.gov/procurement>. After the question deadline, the Procurement/Contract Officer will post responses to the questions in the form of an Addendum. Respondents shall rely only on written statements issued through or by VIHFA’s Procurement/Contract Officer.

VIHFA will **not** be held responsible if any potential Respondent does not check the website on a regular basis for any addenda that may be issued. It is the responsibility of the potential respondents to update all contact information and contact the Procurement/Contract Officer to ensure that they receive all addenda prior to the submittal of the bid package.

16.0 PRE-BID CONFERENCE and SITE TOUR

The VIHFA will conduct a Pre-Bid Conference at **1 0 :00 a.m.** Atlantic Standard Time (“AST”) on Thursday, **November 10, 2022**. You may join the meeting via Zoom at <https://us02web.zoom.us/j/85221706239> Meeting ID: 852 2170 6239 A site tour shall be scheduled with anyone who request one during the conference.

It is highly recommended that prospective Respondent thoroughly review the requirements of the IFB prior to the Pre-Bid Conference. All prospective Respondents are urged to participate in the virtual pre-proposal conference. Non-attendance on the part of a Respondent shall not relieve the prospective Respondent of any responsibility of adherence to any of the provisions of this IFB package or any addenda thereto.

17.0 DELIVERY OF BID PACKAGES

All responses to this IFB are to be submitted no later than **2:00 PM** AST on **November 29, 2022**. Proposal Packages must be emailed to:

procurement@vihfa.gov.

The email subject line must be clearly marked “**IFB 001-2023 GENERAL CONSTRUCTION SERVICES**”.

The VIHFA will log all received proposals with the date and time of receipt. Proposals received after the official deadline will be considered **LATE** and will **not** be opened nor considered.

18.0 VIRTUAL BID OPENING

The VIHFA will conduct a virtual Bid Opening at **3:00 p.m.** AST on **November 29, 2022**. Participants may join the meeting via Zoom at <https://us02web.zoom.us/j/84821507430> Meeting ID: 848 2150 7430

19.0 FORMAT OF BID PACKAGE

To be considered for award, the bid package shall meet the following requirements. Failure to meet the requirements as outlined will disqualify the respondent.

EMAIL ATTACHMENT #1

A. Cover Letter –

- i. The cover letter should be on the company’s official business letterhead with contact information and must be signed by an officer of the organization that is authorized to bind the company contractually to all of the commitments made in their submittal.
- ii. The letter should acknowledge the receipt of all addenda.
- iii. It should make a positive commitment to perform the work required as specified to industry standards of workmanship and in a professional manner.

- iv. It should also state that the bid package will remain in effect for a period of 90 days from the submission deadline and thereafter, until the firm withdraws it, or a contract is approved and executed, or the procurement is canceled, whichever occurs first.

B. Executive Summary –

- i. A summary of the Respondent's qualifications.
- ii. A brief statement of the Respondent's understanding of the scope of work to be performed.
- iii. Confirmations addressing any pending litigation statements detailed in section L below.
- iv. Ability to meet the overall requirements in the timeframes requested by VIHFA.
- v. Confirmation that the Respondent has any appropriate state business license(s) required for this proposal, or, if allowed by law, will obtain such business license.
- vi. Confirmation that the Respondent has not had a record of substandard work within the past five (5) years.
- vii. Provide a descriptive list of any and all criminal convictions in the past ten (10) years or active investigations or prosecutions in which the Respondent or any of its officers, directors, or management personnel were or are defendants or targets of investigation.
- viii. Provide a descriptive list of any and all civil lawsuits in the past five (5) years in which the Respondent or any of its officers, directors, or management personnel were or are plaintiffs or defendants with claims in excess of \$100,000; and

C. Non-Collusive Affidavit – Complete Enclosure Document A. The form must be notarized.

D. Debarment Certification Form – Complete Enclosure Document B.

E. Corporate Document Checklist Form – Complete Enclosure Document C and submit your current Business License. For this section, Respondent must provide evidence that the company is licensed to provide construction services. **The Business License must be relevant to the Scope of Work for this solicitation.**

F. Respondent's Qualifications Statement Form – Complete Enclosure Document D. For the Reference Section of the form, shall provide a minimum of three (3) references for the most recent, relevant work comparable to the scope requested in this IFB. At a minimum, one of the three (3) references must be for the prime Contractor.

G. Conflict of Interest – Complete Enclosure Document E

H. Pending Litigation Notifications - *Proposers must provide statements in the Executive Summary regarding the following even if there are/were no such proceedings. Full details must be provided in this section of the response.*

- The Proposer shall provide a statement of whether, in the last ten (10) years, the Proposer has filed (or had filed against it) any bankruptcy or insolvency proceeding, whether voluntary or involuntary,

or undergone the appointment of a receiver, trustee, or assignee for the benefit of creditors, and if so, the explanation providing relevant details.

- The Proposer shall provide a statement of whether there are any pending Securities Exchange Commission investigations involving the Proposer, and if such are pending or in progress, an explanation providing relevant details and an attached opinion of counsel as to whether the pending investigation(s) will impair the Proposer's performance in a contract under this RFP.
- The Proposer shall provide a statement documenting all open, pending or resolved litigation initiated by Proposer or where Proposer is a defendant in a customer matter within the past ten (10) years.
- **Business License** – Provide a copy of your valid Business License, license must be relevant to the Scope of Work. The successful respondent will be required to obtain a valid V. I. Business License

EMAIL ATTACHMENT #2 – COST

COST FORMAT:

- A. **COST** – All bid pricing must be valid for ninety (90) calendar days from the submission deadline and thereafter until the company withdraws it, a contract is approved and executed, or the procurement is canceled, whichever occurs first.
 - a. **Exhibit 1-Bid Sheets** [HERE](#)

Each respondent must adhere to the requirements of this section relative to the bid package content and format in order to simplify the review process and facilitate the maximum degree of comparison. Respondents should ensure that their proposal package closely follow the sequence and organizational outline described in this section.

20.0 REQUIRED DOCUMENTS

The successful Respondent shall have ten (10) days from the day the notice of selection is received to submit the following documents:

- A. **Letter of Good Standing if Corporation or Certificate of Existence if LLC** - The successful respondent will be required to provide a copy of their Letter of Good Standing or Certificate of Existence. A copy of the receipt that demonstrates evidence of filing the company's Annual Report on June 30th of the current Year from the Office of Lieutenant Governor will be acceptable as well.
- B. **Liability Insurance** – The successful Respondent shall provide the VIHFA with evidence of all appropriate and applicable insurance coverage carried by the Respondent, including policy coverage periods. Respondents shall furnish the VIHFA with certificates of insurance, showing the following insurance is in force and will ensure all operations under this RFP.
 - a. **General Liability Insurance** – The successful respondent will be required to obtain, maintain and provide in place General Liability Insurance in an amount no less than Five Hundred Thousand (\$500,000.00) Dollars for each occurrence within ten (10) business days of receiving a notice of selection. The insurance policy shall name the VIHFA as Certificate Holder and an "Additional Insured" via an endorsement as follows:

**Virgin Islands Housing Finance Authority
3202 Demarara Plaza Suite 200
St. Thomas, U.S. Virgin Islands 00802-6447**

- b. **Professional Liability Insurance (E&O)** - The successful respondent will be required to obtain, maintain and provide in place Professional Liability Insurance in an amount no less than Five Hundred Thousand (\$500,000.00) Dollars per claim within ten (10) business days of receiving a notice of selection. The insurance policy shall name the VIHFA as Certificate Holder and an "Additional Insured" via an endorsement as follows:

**Virgin Islands Housing Finance Authority
3202 Demarara Plaza, Suite 200
St. Thomas, U.S. Virgin Islands 00802-6447**

- C. **Worker's Compensation** - The successful respondent will be required to provide proof of Worker's Compensation.

- D. **CAGE Number** – Each respondent must submit a valid CAGE number that is actively registered on SAM.GOV <https://www.sam.gov/SAM/pages/public/index.jsf>

Failure to provide the required documents within the stated time period may result in the bid being deemed non-responsive and may be immediately disqualified with no further consideration given for potential awarding of the contract.

21.0 SELECTION PROCESS

The VIHFA's Evaluation Committee Panel is responsible for evaluating all Respondents' submittals. The Evaluation Committee Panel will consider the Respondent's qualifications including but not limited to the following criteria:

- Respondent is duly organized, validly existing, qualified, and licensed to conduct business in the United States Virgin Islands as a Construction Contractor.
- Respondent attended Mandatory Site Tour.
- Lowest responsive, responsible, and reasonable price bid package.

22.0 MINORITY/WOMEN OWNED BUSINESS ENTERPRISE

Respondents that are not M/WBEs are strongly encouraged to consider partnering, or other joint venture arrangements, with certified M/WBE firms to achieve the prescribed goals and to give M/WBE firms the opportunity to participate.

Respondents must document good faith efforts to provide meaningful participation by M/WBE firms. Willful and/or intentional violation of this obligation may result in the imposition of

liquidated damages or other appropriate sanctions, including, without limitation, suspension of any future consideration with VIHFA and monetary payments based on the M/WBE goal shortfall.

23.0 HUD GENERAL PROVISIONS

Because the contract is being funded with HUD funds, the contract shall be governed by certain general HUD terms and conditions, attached hereto as [HUD-Federal-Cross-Cutting-Measures](#). Respondent shall provide a description of experience with such requirements and affirmatively represent and certify that the respondent shall adhere to the terms and conditions set forth in the attachment.

24.0 TERMS AND CONDITIONS

This IFB is a request for the submission of proposals but is not itself an offer and shall under no circumstance be construed as an offer.

VIHFA reserves the right to reject, without prejudice, any and all proposals submitted in response to this solicitation.

VIHFA reserves the right to modify or withdraw this request at any time.

VIHFA reserves the right to reject any or all companies, or to terminate the IFB process at any time, if deemed to be in its best interest.

VIHFA reserves the right not to award a contract pursuant to the IFB.

Further, proposals submitted in response to this solicitation become the property of the VIHFA and the VIHFA may use any idea or concept in a submitted proposal, regardless of whether that proposal is selected for award.

The following documents can be found here: [HERE](#)

ENCLOSURES

- **Enclosure Document A** **Non-Collusive Affidavit**
- **Enclosure Document B** **Debarment Certification Form**
- **Enclosure Document C** **Corporate Document Checklist Form**
- **Enclosure Document D** **Respondent's Qualification Statement Form**
- **Enclosure Document E** **Conflict of Interest**

ATTACHMENTS

- **Attachment 1** **Inquiry Request Form**

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EXHIBITS

- **Exhibit 1**
- **Exhibits 2**
- **Exhibits 3**
- **Exhibits 4**

Bid Sheets

Drawings

Green Building Retro-Fit Checklist

CDBG-DR Construction Building Standards