



VIRGIN ISLANDS HOUSING FINANCE AUTHORITY

100 Lagoon Complex · Suite 4
St. Croix · U. S. Virgin Islands · 00840
Telephone (340) 772-4432 · Fax (340) 772-4002
www.vihfa.gov

REQUEST FOR PROPOSALS

for

MULTI-FAMILY RESIDENTIAL COMMUNITIES PROPERTY MANAGEMENT SERVICES

RFP 016-2022-STX

Issue date:

October 7, 2022

Submittal deadline:

October 26, 2022

Contact person:

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www.vihfa.gov/procurement/solicitation

 *Unlocking the Door to Affordable Housing*

“CONFIDENTIAL BID SUBMISSION”

VIRGIN ISLANDS HOUSING FINANCE AUTHORITY

RFP 016-2022-STX REQUEST FOR PROPOSALS MULTI-FAMILY RESIDENTIAL COMMUNITIES PROPERTY MANAGEMENT SERVICES

1.0 INTRODUCTION

The Virgin Islands Housing Finance Authority (“VIHFA”) is soliciting proposals from qualified and licensed firms (“Respondent”) to provide Property Management services for four (4) multi-family residential communities located on St. Croix, United States Virgin Islands (“USVI”).

The Respondent will be responsible for all Property Management Services at all four (4) multi-family residential communities including the commercial spaces. There are four (4) multi-family residential communities but there are only three (3) sites due to the close proximity of two (2) of the communities. The four (4) multi-family residential communities are subject to U.S. Department of Housing and Urban Development (“HUD”) regulations. A key responsibility of the Property Management firm will be ensuring that the multi-family residential communities are managed in compliance with the applicable HUD regulations. The Respondent will be responsible for providing and implementing a management plan and services, staffing plan, reports and financial statements for the communities.

1.1 BACKGROUND

The VIHFA, an autonomous entity of the Government of the USVI, was established in 1981 to address the existing shortage of low- and moderate-income housing in the United States Virgin Islands. The VIHFA originates programs to create an adequate supply of affordable housing to meet the needs of low- and moderate-income families in the Territory. In essence, the VIHFA was created to ensure that all Virgin Islanders are granted an opportunity to obtain safe, sanitary and decent, affordable housing. The VIHFA also has several residential communities that are managed privately by Property Management firms.

1.2 SITE DESCRIPTION

BETHLEHEM VILLAGE/PROFIT HILLS*

(commonly known as Harvey)
144/146 Estate Profit
St. Croix, VI

Fiscal Year: July 1st to June 30th.

Bethlehem Village: 94 units (47 duplex buildings containing 3-bedroom units)

Profit Hills: 99 units (3-bedroom single-family detached units)

The property also includes an administration building with management offices, a maintenance shop, restrooms, and a tenant meeting room.

***Because of the close proximity of Bethlehem Village and Profit Hills, these two communities will be treated as one site for the purposes of the property management contract.**

FRITS LAWAETZ HOMES

(Commonly known as Lagoon Street Homes)
No. 1 & 2 Lagoon Street
Frederiksted, St. Croix, VI

Fiscal Year: July 1st to June 30th.

60 units: (36) 3-bedroom units; (24) 2-bedroom units
The property also includes a commercial building of approximately 11,680 square feet.

RUBY M. ROUSS HOMES

(Also known as Watergut Homes)
1117 Watergut
Christiansted, St. Croix, VI

Fiscal Year: July 1st to June 30th.

114 units: (56) 3-bedroom units; (58) 2-bedroom units
The property also includes a commercial building of approximately 6,600 square feet.

1.3 EXISTING EMPLOYEES

There are 26 employees working at these communities as Office, Maintenance and Grounds keeping staff. Of the 26 employees, seven (7) at the Profit/Bethlehem site are unionized with the Virgin Islands Steelworkers Union, two (2) employees at the Frits Lawaetz Homes and two (2) employees at the Ruby M. Rouss Homes are unionized with the Virgin Islands Workers Union. All remaining employees are not unionized. The Property Management firm will be expected to make every effort to retain the services of the existing employees at these communities especially the unionized employees.

2.0 SCOPE OF SERVICES

The Property Management firm will provide the following services:

- Create and implement a Management Plan which addresses every aspect of property management including, but not limited to, marketing, prospective tenant interviews, income verification, tenant selection, enforcement of community rules and regulations, unit lease-up, determination of eligibility for admission to the units, waiting list maintenance, unit assignment and execution of leases, rent collection, enforcement of leases, processing of evictions, the provision of supportive services and community activities, procurement according to VIHFA’s Procurement Policy, financial operations, reporting and recordkeeping, unit maintenance and repairs, regular inspections, disaster plan, retention plan, grounds maintenance services, resident social services, security services/options and managing personnel.
- Provide individual managers and support staff at each of the three (3) sites in order to provide daily management oversight and regular onsite presence at each community.

- Provide an adequately sized and active repair, maintenance and grounds keeping workforce at each community, and at no time utilize or incorporate any illegal chemical substances.
- Certify tenant eligibility and determining HUD rental subsidies for applicable tenants.
- Prepare monthly voucher requests to HUD for applicable tenants.
- Provide monthly reports to the VIHFA describing property management activities as well as the financial operations of each community.
- Maintain tenant files in a manner that will result in an above-average score as it relates to the Management and Occupancy Review (MOR).
- Maintain the properties and units in a manner that will result in an above-average score as it relates to the Real Estate Assessment Center (REAC) inspections.
- Conduct quarterly on-site physical inspections of each community in conjunction with VIHFA.
- Produce reports, action plans, and other documents as requested by the VIHFA.
- Conduct annual independent audits of the projects' finances within 90 days of the end of each project's fiscal year. The Auditor(s) shall be solicited by the Request for Proposal/Invitation for Bid process and be selected by a five-member evaluation of which at least two members shall be employees of the VIHFA.
- Give an accounting to all tenants on a monthly basis via print or online through manager's secured portal for tenants.
- Obtain and maintain adequate insurance and extended coverage per Owner's determination expressed and communicated to management company for all properties, to include Commercial Automobile Insurance for all vehicles.

2.1 CONTACT INFORMATION

The selected Respondent shall provide contact information for the purpose of facilitating and maintaining regular communication with VIHFA. This contact information shall include a minimum of a reliable company phone number and email address. The said contact information shall be monitored regularly and used to facilitate an open line of communication with the VIHFA. Respondent will also be required to identify the name of the primary contact for the engagement.

3.0 RECORDS RETENTION

The Respondent shall maintain records applicable to the contract. All such records are to be retained for five (5) years after final payment is made.

4.0 STANDARDS OF CONDUCT

The successful Respondent shall be responsible for maintaining satisfactory professional standards of employees' competency, conduct, courtesy, appearance, honesty, and integrity; and shall be responsible for taking disciplinary action with respect to any employee as may be necessary.

The successful Respondent shall protect all VIHFA's confidential information and is prohibited from misusing confidential and proprietary information. In the course of providing services to the VIHFA, the selected Respondent may receive certain information specific to VIHFA's clients or business associates. The maintenance of confidential and proprietary information in strict confidence and the confinement of its use to the VIHFA are of vital importance to the VIHFA.

5.0 CONFLICT OF INTEREST

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

6.0 INDEMNIFICATION

To the extent permitted by law, the Respondent shall indemnify, hold harmless, and defend the Authority, its Board of Directors, agents, and employees, from and against any and all claims, demands, actions, liabilities, losses, costs, and expenses, including but not limited to reasonable attorneys and other fees, asserted by third parties ("Claims"), which Claims are caused by or arise from the services performed by the Respondent in relation to the professional services provided to the VIHFA under contract.

7.0 TERM

The successful Respondent will be expected to execute VIHFA's standard professional service contract. The VIHFA will contract for a period of **five (5) year**, subject to the VIHFA's option to extend the term of the contract for a similar term at the existing billing rates subject to satisfactory performance and by mutual written agreement of the parties. 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's HAF is a grant-funded program and thus the VIHFA reserves the right to modify the contract term and/or terminate the contract based on funding availability.

8.0 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 successful 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.

9.0 USE OF SUBCONTRACTORS

The VIHFA shall have a single Prime Contractor and that Prime Contractor shall be responsible for contract performance as specified in this RFP whether or not subcontractors are utilized. This general requirement notwithstanding, Respondent may enter into subcontractor arrangements. However, Respondent shall acknowledge in its RFP package total responsibility for the entire contract. If the Respondent intends to subcontract for portions of the work, the Respondent shall identify in its package 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 the VIHFA. Unless provided for in the contract with the 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 the VIHFA.

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

10.0 RESPONDENT'S EXPENSES

The Respondents are solely responsible for their own expenses in preparing a Proposal and for subsequent negotiations with the VIHFA, if any. The VIHFA will not be liable to any Respondent for any claims, costs or damages incurred by the Respondent in preparing the Proposal, loss of anticipated profit in connection with any final Contract, or any other matter whatsoever.

11.0 CONTRACT PRICE AND BILLING

The contract price shall remain fixed regardless of the number of hours actually expended in performance of the work. Respondents must provide a detailed and specific monthly percentage, based on monthly effective gross rent.

12.0 REQUEST FOR PROPOSAL SCHEDULE

The deadlines associated with this RFP are further outlined:

| RFP SCHEDULE | DATE | TIME |
|----------------------------------------|------------------|-------------|
| RFP Issue date | October 7, 2022 | |
| Pre-proposal Conference | October 13, 2022 | 10:00 AM |
| Final date to submit written questions | October 19, 2022 | |
| RFP Submittal Deadline | October 26, 2022 | 4:00 PM |

The VIHFA reserves the right to change the RFP schedule by issuing an Addendum at any time.

13.0 ISSUING AND PROCURING OFFICE

This RFP is being issued for the VIHFA. All general correspondence and inquiries about the RFP should be submitted in writing and sent to:

Inquiries can be made by e-mail.

Email: ahillocks@vihfa.gov

Mark subject line for email “RFP 016-2022-STX”

From the issue date of this RFP until a determination is made regarding the selection of a successful Respondent, all contacts concerning this RFP must be made through the Procurement/Contract Officer. Any violation of this condition is cause for the VIHFA to reject the Respondent’s package. The 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 RFP. The issuance of a written addendum by the Procurement/Contract Officer is the **only** official method by which interpretation, clarification or additional information shall be given. If the VIHFA amends this RFP, the Procurement/Contract Officer will post such notices on its website, <https://www.vihfa.gov/procurement/solicitation>. 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.

The 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, as necessary, to periodically check VIHFA’s website for updates, and/or to contact the Procurement/Contract Officer to ensure the receipt of all addenda prior to the submittal of the proposal package.

14.0 PRE-PROPOSAL CONFERENCE

The VIHFA will conduct a virtual Pre-Proposal Conference at **10:00 a.m.** Atlantic Standard Time (“AST”) on **October 13, 2022**. You may join the meeting at <https://us02web.zoom.us/j/88919035868>, **Meeting ID 889 1903 5868**.

It is highly recommended that prospective Respondent thoroughly review the requirements of the RFP prior to the Pre-Proposal 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 for adherence to any of the provisions of this RFP package or any addenda thereto.

15.0 DELIVERY OF PROPOSAL PACKAGE

All responses to this RFP are to be submitted no later than **4:00 p.m.** AST on **October 26, 2022**. The VIHFA will **not** consider fax submission of a proposal. Proposal Package must be emailed to procurement@vihfa.gov.

The email subject line must be clearly marked “**PROPERTY MANAGEMENT SERVICES**”. The VIHFA will not consider fax submission of a proposal or email submissions received after the deadline and submissions submitted to the wrong email address.

Failure to clearly mark each proposal package with this information may cause the VIHFA to inadvertently open the proposals before official closing date and time. The VIHFA will log all received proposals with the date and time of receipt. Proposals received after the deadline will be considered **LATE** and will **not** be opened or considered.

16.0 CONTENTS OF PROPOSAL PACKAGE

To be considered for award, the proposal package shall meet the following requirements.

EMAIL ATTACHMENT #1 - PROPOSAL

PROPOSAL FORMAT:

- A. RFP Cover Letter - Complete Enclosure Document A.**
- B. Commitment Statement Letter** – The Commitment Statement letter should be on the company’s 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 its submittal. The letter shall also include a statement of understanding for the work to be done. It shall state that the firm will be solely responsible for all aspects of the engagement including any portion that may be performed by its subcontractors, if any. It should make a positive commitment to perform the work required as specified to industry standards of workmanship and in a professional manner. The letter shall state that all data presented in the proposal is accurate and complete. Additionally, the firm must state they understand the discovery of any significant inaccuracy in information submitted by them shall constitute good and sufficient cause for rejection of the proposal. It should also state that the proposal 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. Respondent shall also confirm that the firm has not engaged in any unethical practices within the past ten (10) years.

The Respondent shall also certify that all information it may receive in the course of conducting its work shall be treated as confidential and proprietary. Such information and data may not be disseminated to others without the written approval of: *Executive Director, 100 Lagoon Complex, Suite 4 Frederiksted, VI 00840.*
- C. Non-Collusive Affidavit** – Complete **Enclosure Document B**. The form must be notarized.
- D. Debarment Certification Form** – Complete **Enclosure Document C**. The form must be notarized.
- E. Corporate Document Checklist Form** – Complete **Enclosure Document D** and submit **current USVI Business License**. For this section, Respondent must provide evidence that the firm is licensed to provide services in the USVI. The Business License must be relevant to the Scope of Services for this solicitation and valid.

F. Respondent's Qualification Statement Form – Complete **Enclosure Document E**. For the Reference Section of the form, the Respondent shall provide a minimum of three (3) non-VIHFA references for whom the Respondent has performed the most recent, relevant work comparable to the scope requested in this RFP who would be willing to discuss Respondent's competency and performance. If Respondent currently has more than three (3) non-VIHFA references, Respondent may provide a separate sheet with its client list and contact information. The VIHFA reserves the right to check references prior to award.

G. Technical Proposal – Provide a detailed narrative explaining the Respondent's qualifications to provide the services, focusing on its company's key strengths and competitive advantages. The proposal shall consist of the following:

- A. An EXECUTIVE SUMMARY which should contain the following:
 - 1. Firm's name, the office's physical and mailing addresses, telephone, fax number and e-mail address.
 - 2. Brief history and description of the firm.
 - a. List current ownership structure.
 - b. Year established and any former name(s) under which the firm conducted business, if applicable.
 - c. The number of employees in your firm.
 - i. Demonstrate that the firm has adequate staffing to fulfill the required services throughout the entire contract term.
 - 3. Type of services provided by the firm
- B. QUALIFICATION SUMMARY which should contain the following:
 - 1. A statement of the firm's qualifications to perform the requested services.
 - a. Strong background in managing HUD properties
 - b. Strong background in Financial Stewardship
 - c. Knowledge of property management services with HUD regulations
 - d. Ability to work with VIHFA and other Local and Charitable entities
 - e. Ability to comply with the Federal Fair Housing Act prohibiting discrimination
 - 2. Resumés of key personnel
 - a. Should include but not limited to education, training, technical experience, functional experience, relevant and related experience and applicable certifications
- C. EXPERIENCE SUMMARY which should contain the following:
 - 1. Applicable experience providing quality property management services to federally subsidized multifamily housing communities with HUD regulations
 - 2. Applicable experience in the provision of management services especially within the United States Virgin Islands.
 - 3. Applicable experience in the provision of management services for multi-family properties receiving Federal subsidies equal to or similar to the HUD Section 8 rental subsidies.
 - 4. Applicable experience with the working knowledge of the Federal multi-family regulations similar to HUD multi-family regulations.

5. Other relevant experience.

D. PLAN SUMMARY which should contain the following:

1. The Respondent should submit a sample property management plan that meets the requirements outlined above at “Scope of Services”. A sample property management plan which the Respondent has implemented at another housing community similar to those which are the subject of this solicitation. The plan shall include a description of resources/tools/technologies that will be employed to properly manage the communities.

EMAIL ATTACHMENT #2 – COST

COST FORMAT:

H. COST - Complete Enclosure Document F. The Respondent's proposed price should include monthly percentage rates for each listed item. The VIHFA reserves the right to negotiate with the Respondent on the structure of the billing. **All proposal pricing must be valid for 90 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.**

The Respondent may also provide a comprehensive cost write-up on a separate sheet regarding the proposed price to complete the Scope of Services. This will be used to establish a baseline for negotiation with successful Respondent based on the criteria of this solicitation.

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

17.0 REQUIRED DOCUMENTS

The successful Respondent shall be required to submit the following documents:

A. Formation Documents – The successful respondent will be required to provide a copy of their Formation Documents within ten (10) business days of receiving a notice of selection.

- **Provide a copy of Formation Documents**
 - Corporations (Inc., Corp, Co., Corporation)
 - Copy of Trade Name Certificate (if applicable)
 - Copy of Articles of Incorporation & By Laws
 - Copy of Certificate of Resolution
 - Copy of current Certificate of Good Standing
 - Limited Liability Company (LLC)
 - Copy of Trade Name Certificate (if applicable)
 - Copy of Articles of Organization

- Copy of Operating Agreement
- Copy of current Certificate of Good Standing

General Partnerships

- Copy of Trade Name Certificate (if applicable)
- Copy of Partnership Agreement (if applicable)
- Certificate of Good Standing (if applicable)

Limited Partnerships (L.P, LLP, LLLP)

- Copy of Trade Name Certificate (if applicable)
- Certificate of Limited Partnership or Statement of Qualification for LLP and LLLP
- Certificate of Good Standing (if applicable)

Sole Proprietorship

- Copy of Trade Name Certificate (if applicable)

B. Employer Identification Number (EIN) - The successful Respondent will be required to provide an official copy of their EIN within ten (10) business days of receiving a notice of selection. The Respondent may provide a Form W-9.

C. 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 that the following insurance is in force and will ensure all operations under this RFP.

- **General Liability Insurance** – The successful Respondent will be required to obtain, maintain and provide proof that it has in place General Liability Insurance in an amount no less than **One Million (\$1,000,000.00) 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
100 Lagoon Complex, Suite 4
St. Croix, U. S. Virgin Islands 00840

- **Workers' Compensation Insurance/Certificate of Government Insurance Coverage** – The successful Respondent will be required to obtain and have in place Workers' Compensation Insurance coverage at the statutory limit within ten (10) business days of receiving a notice of selection.

All insurance shall be carried with companies that are financially responsible and licensed to do business in the United States Virgin Islands. Respondents shall not permit the insurance policies required to lapse during the period for which the contract is in effect. The Respondent must maintain coverage during the life of the contract. All certificates of

insurance shall provide that no coverage may be cancelled or non-renewed by the insurance company until at least thirty day's prior written notice.

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

18.0 SELECTION PROCESS

The VIHFA's Evaluation Committee Panel is responsible for evaluating all Respondents' submittals. The Evaluation Committee Panel will consider the following criteria:

Documentation: Shall be evaluated based on Respondent's adherence to the purpose and scope of the project; the conditions, rules, regulations, and requirements of the Request for Proposal relative to the proposal package content and format and whether all documentation has been provided and completed in its entirety.

10 Points

Professional Qualifications: Shall be evaluated based on the credentials of the Respondent's resources such as the key personnel and management team assigned to perform the services.

25 Points

Specialized Experience: Shall be evaluated based on the Respondent's relevant experience and reputation in Case Management Services and System.

25 Points

Technical Approach/Plan Shall be evaluated based on the Respondent's proposed plan and schedule for completion of the project.

25 Points

Cost: Shall be evaluated based on the reasonableness of Respondent's cost of the services.

15 Points

18.1 PRESENTATION

Respondents may be invited to make an oral presentation of their proposal before the Evaluation Committee Panel. The time and location of the presentations will be communicated to the Respondent via written correspondence from the VIHFA. The oral presentation/demonstration will provide an opportunity for the Respondent to clarify or elaborate on the proposal, supply additional information, and respond to questions posed by the Evaluation Committee Panel but shall in no way materially change the Respondent's original submission.

After the Proposals have been evaluated, the Respondent with the highest evaluation score/highest ranked firm will be selected.

19.0 CONTRACT NEGOTIATIONS

The VIHFA shall negotiate with the most qualified Respondent, as determined by an Evaluation Committee Panel of the responses and, if applicable, conduct interviews. If VIHFA is unable to reach an agreement with any of the highest ranked firm(s), it may negotiate with the next highest ranked firm(s), proceeding in turn to each firm that VIHFA has determined to be qualified, in order of rank. If agreement cannot be reached with any qualified firm, VIHFA reserves the right to cancel the solicitation.

20.0 TERMS AND CONDITIONS

This RFP is a request for the submission of proposals but is not itself an offer and shall under no circumstances 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 RFP process at any time, if deemed to be in its best interest.

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

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.

Enclosures

- | | |
|--------------------------------|--------------------------------------------------|
| 1. Enclosure Document A | RFP Cover Letter |
| 2. Enclosure Document B | Non-Collusive Affidavit |
| 3. Enclosure Document C | Debarment Certification Form |
| 4. Enclosure Document D | Corporate Document Checklist Form |
| 5. Enclosure Document E | Respondent's Qualification Statement Form |
| 6. Enclosure Document F | Proposal Cost Sheet |

ENCLOSURE DOCUMENT A
VIRGIN ISLANDS HOUSING FINANCE AUTHORITY
RFP COVER LETTER

RESPONDENT:

Name: _____

Address: _____

Tax Identification #: _____

RESPONDENT'S PRIMARY CONTACT PERSON:

Name: _____

Title: _____

Telephone: _____

Email Address: _____

SCHEDULE OF ADDENDA:

(I) or (We) acknowledge receipt of the Addenda to the RFP Package hereinafter named, for the project(s) included in this RFP and declare that (I) or (We) accept these Addenda and that every change is included in this proposal.

Addendum Number _____

Issue Date _____

Addendum Number _____

Issue Date _____

Addendum Number _____

Issue Date _____

Addendum Number _____

Issue Date _____

RESPONDENT'S AUTHORIZED REPRESENTATIVE:

Name: _____

Title: _____

Signature: _____

Date: _____

ENCLOSURE DOCUMENT B
VIRGIN ISLANDS HOUSING FINANCE AUTHORITY
NON-COLLUSIVE AFFIDAVIT

_____, being first duly sworn, deposes and says:

- (1) That he/she is _____ (a partner or officer of the firm of, etc.) the party making the foregoing proposal/bid or proposal/bid cost; and
- (2) That such proposal/bid or proposal/bid cost is genuine and neither collusive nor a sham; and
- (3) That said Respondent (a) has not colluded, conspired, connived or agreed, directly or indirectly, with any Respondent or person to put in a sham proposal/bid or to refrain from bidding and (b) has not in any manner, directly or indirectly, sought by agreement, collusion, communication or conference with any person to fix (i) the proposal/bid cost of the affinity or that of any other Respondent or (ii) any overhead, profit or cost element of said cost proposal/bid or that of any other Respondent, to secure any advantage over the Virgin Islands Housing Finance Authority or any person interested in the proposed contract; and
- (4) That all statement in said proposal/bid or cost proposal/bid are true.

Signature of Respondent (Authorized Representative)

SUBSCRIBED AND SWORN TO before me
this _____ day of _____, 2022.

Notary Public
My commission expires: _____

ENCLOSURE DOCUMENT C
VIRGIN ISLANDS HOUSING FINANCE AUTHORITY
DEBARMENT CERTIFICATION FORM

Certification Regarding Debarment, Suspension and Ineligibility

- (1) The Respondent certifies, by submission of this solicitation, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in any federal or local programs in the Territory or any Federal department or agency.
- (2) Signing this Certification without disclosing all pertinent information about a debarment or suspension shall result in rejection of the offer or cancellation of a contract. The VIHFA may also exercise any other remedy available by law.
- (3) Where the Respondent is unable to certify to any of the statements in this certification, such Respondent shall attach an explanation to this solicitation.

Name and Title of Authorized Representative:

Printed Name

Signature

Date

SUBSCRIBED AND SWORN TO before me
this _____ day of _____, 2022.

Notary Public

My commission expires: _____

ENCLOSURE DOCUMENT D
VIRGIN ISLANDS HOUSING FINANCE AUTHORITY
CORPORATE DOCUMENT CHECKLIST

Name of Respondent: _____

Contact Person: _____

Telephone Number: Office _____ Mobile _____

Email Address: _____

1. ___ Respondent Formation Documents

___ **Corporation** ___ Copy of Trade Name Certificate (if applicable)
 ___ Copy of Articles of Incorporation & By Laws
 ___ Copy of Certificate of Resolution
 ___ Certificate of Good Standing

___ **LLC** ___ Copy of Trade Name Certificate (if applicable)
 ___ Copy of Articles of Organization
 ___ Copy of Operating Agreement
 ___ Certificate of Good Standing

___ **General Partnership** ___ Copy of Trade Name Certificate (if applicable)
 ___ Copy of Partnership Agreement (if applicable)
 ___ Certificate of Good Standing

___ **L.P, LLP, LLLP** ___ Copy of Trade Name Certificate (if applicable)
 ___ Certificate of Limited Partnership or Statement of Qualification
(for LLP and LLLP) ___ Current Certificate of Good Standing

___ **Sole Proprietorship** ___ Copy of Trade Name Certificate (if applicable)

2. ___ Current USVI business license Expiration date: ___/___/20___
 Type of business license: _____

3. ___ Employer Identification Number (EIN): _____

4. ___ Insurance ___ *Certificate of General Liability & Endorsement* Expiration date: ___/___/20___
 ___ Proof of Automobile Insurance Expiration date: ___/___/20___
 ___ Certificate Professional Liability Expiration date: ___/___/20___

5. ___ Workers Compensation Insurance Expiration date: ___/___/20___

ENCLOSURE DOCUMENT E
VIRGIN ISLANDS HOUSING FINANCE AUTHORITY
RESPONDENT'S QUALIFICATION STATEMENT

Name of License Holder: _____

Name of Company/DBA (if any): _____

Legal Status: (check one) Corporation LLC Sole Proprietorship Partnership

Business Location (office): _____

Mailing Address: _____

Telephone Number: _____ Fax Number: _____ Email: _____

Website address (if any): _____

Is the firm currently licensed to do business in the USVI? Yes No

Type of License(s): _____

Number of Years licensed to conduct business in the USVI _____

Will subcontractors be used to perform any portion of the work? Yes No If yes, please list the name(s) of the proposed subcontractor(s): _____

Have you ever failed to complete a project, been fired or sued by one of your clients, and/or found in default of contract terms? Yes No If yes, please explain on another sheet the circumstances, what means were used to resolve the issue, and the outcome.

Are there or have there been, any Claims, Arbitration, Judgments or Liens against you? Yes No
If yes, explain on another sheet, the circumstances and outcome.

List three non-VIHFA references that can be contacted for their input concerning your abilities:

1) Client Name _____ Contact Number _____

2) Client Name _____ Contact Number _____

3) Client Name _____ Contact Number _____

Respondent shall certify that the above information is true and shall grant permission to the VIHFA to contact the above-named person or otherwise verify the information provided.

Name and Title of Authorized Representative: _____

Signature: _____

ENCLOSURE DOCUMENT F
VIRGIN ISLANDS HOUSING FINANCE AUTHORITY
PROPOSAL COST SHEET

The undersigned respondent proposes to furnish all labor and incur any other costs as may be required to perform the scopes of services, subject to all the conditions as set forth in the RFP.

| ITEM | SITES | COST TO MANAGE (Percentage) |
|------|-----------------------------------------|--------------------------------|
| 1. | BETHLEHEM VILLAGE/PROFIT HILLS | |
| 2. | FRITS LAWAETZ HOMES | |
| 3. | FRITS LAWAETZ HOMES COMMERCIAL BUILDING | |
| 4. | RUBY M. ROUSS HOMES | |
| 5. | RUBY M. ROUSS HOMES COMMERCIAL BUILDING | |

PLEASE TYPE OR PRINT THEN SIGN WHERE INDICATED BELOW

NAME: _____

TITLE: _____

COMPANY: _____

SIGNATURE: _____

Submission of a proposal indicates acceptance by the Respondent of the conditions contained in this scope of services.



**VIRGIN ISLANDS
HOUSING FINANCE AUTHORITY**

100 Lagoon Complex · Suite 4
St. Croix · U. S. Virgin Islands · 00840
Telephone (340) 772-4432 · Fax (340) 772-4002
www.vihfa.gov

Afisha M. Hillocks
Procurement/Contract Officer
ahillocks@vihfa.gov
(340) 772-4432 ext. 3233
<https://www.vihfa.gov/procurement/solicitation>

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