



VIRGIN ISLANDS HOUSING FINANCE AUTHORITY

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Telephone (340) 772-4432 · Fax (340) 772-4002
www.vihfa.gov

REQUEST FOR QUALIFICATIONS

for

DRAINAGE SOLUTION FOR ESTATE MOUNT PLEASANT, PHASE IV

RFQ 001-2023-STX

Issue date:

November 18, 2022

Submittal deadline:

December 6, 2022

Contact person:

Afisha M. Hillocks
Procurement/Contract Officer
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(340) 772-4432 ext. 3233
www.vihfa.gov/procurement/solicitation

 *Unlocking the Door to Affordable Housing*

“CONFIDENTIAL SUBMISSION”

VIRGIN ISLANDS HOUSING FINANCE AUTHORITY

RFQ 001-2023-STX
REQUEST FOR QUALIFICATION
DRAINAGE SOLUTION FOR ESATE MOUNT PLEASANT,
PHASE IV

1.0 INTRODUCTION

The Virgin Islands Housing Finance Authority (VIHFA) has prepared this Request for Qualifications (RFQ) to solicit Qualification Statements (QS) from licensed United States Virgin Islands (USVI) Professional Architects & Engineers (Respondents) to prepare a topographical survey and drainage assessment to provide cost effective drainage design concept(s) to address flooding issues in and around Plot 2-10 in Estate Mount Pleasant (West) on St. Croix, USVI (See **Attachment 1**).

An Evaluation Committee Panel shall be convened to review the submitted Qualification Statements and select the qualified Professional Architects/Engineers. Next, a subsequent Request for Proposal (RFP) shall be submitted to the selected qualified Professional Architects/Engineers. Then, the RFP shall be reviewed to select a Respondent for the project.

2.0 SCOPE OF WORK

The Scope of Work outlined below provides tasks and responsibilities that will be required by the selected Architectural/Engineering firm. The Scope of Work is as follows:

VIHFA is seeking qualified and licensed Respondents to prepare a topographical survey and drainage assessment in order to provide cost effective drainage design concept(s) to address flooding issues in and around Plot 2-10 in Estate Mt. Pleasant (West). This assessment shall include a calculation of the potential volume of water expected to flood the subject area assuming rainfall that meets the estimated 50-year Storm/Flood Elevation. Enclosed with this RFQ is a Location Map (**Attachment A**) including a photo of recent flooding in part of the subject area. The ideal design concept, when constructed, would require no maintenance or very minimal maintenance.

Following a design concept selection by VIHFA, the selected Respondent shall prepare Department of Planning and Natural Resources (DPNR) permit ready drainage plans and specifications suitable for VIHFA to submit to general contractors for bidding. VIHFA shall be consulted during the design phase and shall have opportunities to review the design and request revisions as necessary to address concerns they may have. Additionally, the package shall provide all the necessary details for construction and enable contractor bids to be reviewed and evaluated equally, as apples to apples. In the preparation of bid documents, the quantities of all materials to be removed and installed shall be quantified (for example, but not limited to, cut and fill materials, concrete and or rip rap...etc.). Further, the selected Respondent shall prepare and include in their final submittal, an itemized construction cost estimate for the approved and finalized design.

Finally, the Respondent will be required to provide initial staking of the corners of the existing drainage easement and a final As-Built map which is to include boundaries, elevations, etc. In the event that technical questions arise from contractors bidding the design work, the selected Respondent shall provide responses satisfactorily addressing the questions within four (4) calendar days of written request from VIHFA. All responses to VIHFA questions shall be provided in writing.

3.0 RESPONDENT’S EXPENSES

The Respondents are solely responsible for their own expenses in responding to this RFQ and for the subsequent RFP and any 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 RFQ, loss of anticipated profit in connection with any final Contract, or any other matter whatsoever.

4.0 RESPONDENT’S RESPONSIBILITIES

- Bear all cost related to the preparation and submission of the qualification package in response to this RFQ solicitation.
- Be duly licensed in the USVI as an Architect/Engineer and provide proof of a current valid business license.
- Obtain and maintain current Professional Liability Insurance Coverage to cover any claims and damages occasioned by executing the Scope of Work.

5.0 VIHFA’S RESPONSIBILITIES

- Review all RFQ submittals and provide comments as needed.
- Provide an assigned Project Manager for the selected respondent.

6.0 REQUEST FOR QUALIFICATION SCHEDULE

The deadlines associated with this RFQ are further outlined:

RFQ SCHEDULE	DATE	TIME
RFQ Issue date	November 18, 2022	
Pre-proposal Conference	November 23, 2022	
Final date to submit written questions	November 29, 2022	
RFQ Submittal Deadline	December 6, 2022	4:00 PM

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

7.0 ISSUING AND PROCURING OFFICE

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

Inquiries can be made by e-mail.
Email: ahillocks@vihfa.gov
Mark subject line for email “RFQ 001-2023-STX”

From the issue date of this RFQ until a determination is made regarding the selection of a successful Respondent, all contacts concerning this RFQ 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 RFQ. 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 RFQ, 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 package.

8.0 PRE-PROPOSAL CONFERENCE

The VIHFA will conduct a virtual Pre-Proposal Conference at **10:00 a.m.** Atlantic Standard Time ("AST") on **November 23, 2022**. You may join the meeting at <https://us02web.zoom.us/j/87595424746>, Meeting ID 875 9542 4746.

It is highly recommended that prospective Respondent thoroughly review the requirements of the RFQ 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 RFQ package or any addenda thereto.

9.0 DELIVERY OF PACKAGE

All responses to this RFQ are to be submitted no later than **4:00 p.m.** AST on **December 6, 2022**. The VIHFA will **not** consider fax submission of a Qualification Statement. Qualification Statements must be emailed to procurement@vihfa.gov.

The email subject line must be clearly marked "**RFQ – Mt. Pleasant Drainage Solution**". The VIHFA will not consider fax submission of a qualification statement or email submissions received after the deadline and submissions submitted to the wrong email address.

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

10.0 CONTENTS OF PACKAGE

To be considered, the package shall meet the following requirements.

QUALIFICATION STATEMENT FORMAT:

- A. RFQ 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 qualification statement 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 Qualification Statement. It should also state that the qualification statement will remain in effect for a period of 90 calendar 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.
- 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**.
 - **Business License**
Provide a copy of the Respondent’s current USVI Professional Architect/Engineer License issued from the VI Department of Licensing and Consumer Affairs (DLCA).
- F. Experience, Qualifications & References**
The following is a list of items that must be included in the written Qualification Statement in a narrative format.
 - 1. Company Experience**
 - a. Provide evidence of the Respondent’s participation in related projects in the USVI.

- b. Provide a list/chart/summary of projects which the Respondent has worked on or completed during the past ten (10) years which demonstrate experience as requested in this RFQ. The list/chart/summary shall include the names of the projects, a general scope of work, locations, owners, budgets, start date (Month/Year) and status (Pending, Ongoing, Completed, Other with explanation).

2. Team Qualifications

- a. Provide the resumes and qualifications of the key staff (owner, senior management, etc.) that will be assigned to provide design services and/or manage staff in the completion of the project.

3. References

- a. Provide a listing of Trade references (minimum of 3) from clients for whom the Respondent has performed work. The list of references shall include the names, addresses and telephone numbers of the clients.

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

11.0 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 RFQ.

- **Professional Liability Insurance** – The successful Respondent will be required to obtain, maintain and provide proof that it has in place Professional Liability Insurance in an amount no less than **Three Hundred Thousand (\$300,000.00) Dollars** per claim within ten (10) business days of receiving a notice of selection. The insurance policy shall name the VIHFA as Certificate Holder.

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 days prior written notice.

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

12.0 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 Qualification relative to the package content and format and whether all documentation has been provided and completed in its entirety. Please note, If the Respondent is unable to provide all of the required

documents listed in Sections 10, as specified above, the Respondent shall be immediately disqualified.

10 Points

Experience: Shall be evaluated based on the criteria established in Section 10, above. The Architect/Engineer's experience in the USVI.

40 Points

Qualifications: Shall be evaluated based on the criteria established in Section 10 above. The Architect/Engineer's resources (staff and design development team) and credentials and their relevant experience related to the requirements of this RFQ shall be evaluated.

40 Points

References: Shall be evaluated based on the evaluation of the quality of the references submitted by the Respondent and required by the standards established in Section 10.

10 Points

After the qualifications packages have been evaluated, all respondents that achieve a score of 80 or higher shall be deemed Qualified and will be asked to present proposals on the Scope of Work listed above in Section 2.

13.0 TERMS AND CONDITIONS

This RFQ is a request for the submission of qualifications 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 qualifications 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 RFQ process at any time, if deemed to be in its best interest.

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

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

Enclosures

- | | |
|--------------------------------|--|
| 1. Enclosure Document A | RFQ Cover Letter |
| 2. Enclosure Document B | Non-Collusive Affidavit |
| 3. Enclosure Document C | Debarment Certification Form |
| 4. Enclosure Document D | Corporate Document Checklist Form |

Attachment

- | | |
|------------------------|---|
| 1. Attachment 1 | Location Map and Photo of Flooding |
|------------------------|---|

ENCLOSURE DOCUMENT A
VIRGIN ISLANDS HOUSING FINANCE AUTHORITY
RFQ 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 RFQ Package hereinafter named, for the project(s) included in this RFQ and declare that (I) or (We) accept these Addenda and that every change is included in this qualification.

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 qualification/proposal or qualification/proposal cost; and
- (2) That such qualification/proposal or qualification/proposal 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 qualification/proposal 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 qualification/proposal cost of the affinity or that of any other Respondent or (ii) any overhead, profit or cost element of said cost qualification/proposal 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 qualification/proposal or cost qualification/proposal 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___



**VIRGIN ISLANDS
HOUSING FINANCE AUTHORITY**

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