



VIRGIN ISLANDS HOUSING FINANCE AUTHORITY

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REQUEST FOR QUALIFICATIONS

for

ARCHITECTURAL & ENGINEERING CONSULTING SERVICES

RFQ 004-2022-STT

Issue date:

September 9, 2022

Submittal deadline:

September 27, 2022

Contact person:

Afisha M. Hillocks
Procurement/Contract Officer
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www.vihfa.gov/procurement/solicitation

 *Unlocking the Door to Affordable Housing*

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VIRGIN ISLANDS HOUSING FINANCE AUTHORITY
RFQ 004-2022-STT
REQUEST FOR QUALIFICATION
ARCHITECTURAL ENGINEERING CONSULTING SERVICES

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 Architectural & Engineers (A&E) interested in the preparation of several Engineering Designs for Hurricane Related Retrofits in St. Thomas/St. John district. The A&E Services is intended to provide the VIHFA with Federal Emergency Management Agency (FEMA) and VI Department of Planning and Natural Resources (DPNR) approved building design drawing that shall result in the reconstruction of VIHFA's roads and facilities.

These projects shall be funded by the FEMA through a Public Assistance (PA) grant to the VIHFA. FEMA is the Federal Emergency Management Agency, which is the federal agency responsible for leading the Nation's efforts to prepare for, protect and mitigate against, respond to, and recover from the impacts of natural disasters and man-made incidents or terrorist events. The Public Assistance Grant (PA) is one of several grants issued by FEMA. The FEMA PA provides funding to state, local, tribal and territorial governments in order to rebuild in a way that reduces, or mitigates, future disaster losses in their communities. This grant funding is available after a presidentially declared disaster.

All National Environmental Policy Act (NEPA) and Environmental and Historic Preservation (EHP) guidelines must be adhered to ensure compliance with FEMA regulations. The National Environmental Policy Act (NEPA) directs federal agencies, when planning projects or issuing permits, to conduct environmental reviews to consider the potential impacts on the environment by their proposed actions. The Environmental and Historic Preservation (EHP) guidelines refer to federal guidelines that require certain reviews and procedures that are required to ensure that FEMA's review process ensures the protection and enhancement of environmental, historic, and cultural resources, as required by Federal environmental and historic preservation laws and Executive Orders.

Given the above, Respondents are requested to provide evidence of their qualification and experience with FEMA for related Hurricane Damage Assessments, Engineering Evaluations, Engineering Design and Reporting services. This information will assist the VIHFA in managing the development of plans for, and reconstruction of, housing units, facilities and roadways that will withstand all expected hurricane/storm related damages.

An Evaluation Committee Panel shall be convened to review the submitted Qualification Statements and select the qualified Professional Architect/Engineers. Next, a subsequent Request

for Proposal (RFP) shall be submitted to the selected qualified Professional Architect/Engineers. Then, the RFP shall be reviewed to select a Respondent per project.

2.0 GENERAL DESCRIPTION OF SITES AND SERVICES REQUIRED

The VIHFA is the Owner of Estate Nazareth roads, Charlotte Apartments, Staabiland Apartments, Queen Louise Boys and Girls Club, Estate Adrian (St. John), Frenchtown Storage Facility, Frenchtown Playground, Estate Fortuna Subdivision, Ross Mixed Use Building, and other similar facilities.

1. Estate Nazareth Roads project consists of and upper and lower road repairs. Upper road is 120 ft long x 19 ft wide x 8 in deep Asphalt covered roadway. The lower road is approximately 50 ft long x 35 ft wide x 12 ft deep dirt roadway. Surveying, Engineering Assessment and designs for road improvements. Retaining walls, headwalls and culverts designs.
2. Charlotte Apartment is a community of five two story buildings, 2-bedrooms/1-bathroom (4-5 units per building). Engineering Assessment and Engineering Designs.
3. Staabiland is a community consisting of 1 one story building. 3 units total which houses 1-2 bedrooms/1-bathrooms unit, and 2 units that are efficiency style. Engineering Assessment and Engineering Designs.
4. Queen Louise Boys and Girls Club is a two-story building (historical), open floor concept, with 2- bathrooms. Structural Analysis of historical building to include roof, walls, windows, doors and foundation examination.
5. Estate Adrian, one story (800 sq. ft.) home, 2-bedrooms, 1-bathroom located on St. John. Development of Full set of a single-family home plan.
6. Frenchtown Storage Facility is an open floored 2,280 sq. ft. storage style unit. Mold remediation, roof repairs, storm door installation, with trench drain placement. Survey, Engineer study and design for Storm water runoff.
7. Frenchtown Playground one story shed roof replacement. Architectural/Engineering Design for new roof.
8. Estate Fortuna Subdivision “Wild Pineapple”. Architectural & Engineering Services for single family home Designs. (900 to 1500 sq. ft.). Surveying, Storm water runoff Design, Post construction, Subdivision Design, Site wide electrical design (underground preferred), SWPPP management during construction “NOI Thru NOT” period.
9. Ross Mixed Use Building interior design (office space layout).
10. Any other similar facilities that were damage by Hurricane Irma and Maria.

Hurricane Irma and Maria damaged some of the above mentioned VIHFA properties. The VIHFA has worked with FEMA to ensure that these properties and facilities will be retrofitted with several improvements that are intended to mitigate expected storm force winds and associated hazards.

The VIHFA requires the services of a qualified Architect/Engineering firm to:

- 1) Assess existing conditions and historic information and provide several types of reports related to the sites listed above in Section 2,
- 2) Provide storm mitigation alternatives and technical feasibility studies,
- 3) Provide engineering designs, cost estimates and local/federal permitting services.

The proposed designs shall meet the wind load requirements of IBC 2018 & ASCE 7-16, the Virgin Islands Building Code, the International Residential Code (IRC) 2018 and the DPNR issued Construction Information for A Stronger Home, 4th Edition.

3.0 SCOPE OF WORK

The Scope of Work outlined below provides a listing of tasks and responsibilities that will be required by the selected Architectural/Engineering firm. This Scope of Work is also intended to provide prospective Respondents with a listing of services that they should consider as they prepare their responses to this RFQ. The Scope of Work is as follows:

- Preparation of a Preliminary Project Schedule
- Review of FEMA Damage Assessment Reports for each site,
- Review of FEMA PA Requirements (NEPA DPNR, etc.)
- Preparation of a Project Facts and Findings Report for each site
- Conduct site visits to each Facility and prepare (as needed):
 - Site Surveys for each Plot
 - Storm Water Runoff Design and SWPPP
 - Storm Water Pollution Prevention Plan (SWPPP) Management Services
 - Topographic surveys with) 1' contours
 - Structural Analysis
 - As Built Site Surveys
 - As Built Unit General Building Plans
 - As Built Unit Structural Plans
 - Wind Loads Requirements of IBC 2018 & ASCE 7-16 Document
 - Wind Load Analysis - data @ 175 mph
 - Current Code Compliance Reference Document (VI & FEMA)
 - Preliminary Base Line Data Documents (Facts & Findings)
 - Preliminary Site Plans
 - Preliminary Unit Plans
 - Prepare Preliminary Hazard Mitigation Feasibility Study with Selected Options
 - Participate in FEMA/VITEMA Feasibility Study Review Meetings
 - Prepare Final Hazard Mitigation Feasibility Study
 - Prepare Permit Ready Designs for Each Housing Community

- Submit all Plans and Obtain Permits (DPNR – CZM & Building)
- Provide Construction Cost Estimates by Unit, Building, Site and Overall project
- Schedule Weekly Meetings with Owner, Property Manager, relevant stakeholders
- Provide Weekly and Monthly Reports on Activities

4.0 RESPONDENT’S EXPENSES

The Respondents are solely responsible for their own expenses in responding to this RFQ and for 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.

5.0 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 for a minimum of seven (7) years 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.

6.0 VIHFA’S RESPONSIBILITIES

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

7.0 REQUEST FOR QUALIFICATION SCHEDULE

The deadlines associated with this RFQ are further outlined:

RFQ SCHEDULE	DATE	TIME
RFQ Issue date	September 9, 2022	
Pre-proposal Conference	September 16, 2022	10:00 AM
Final date to submit written questions	September 20, 2022	
RFQ Submittal Deadline	September 27, 2022	4:00 PM

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

8.0 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 004-2022-STT”

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.

9.0 PRE-PROPOSAL CONFERENCE

The VIHFA will conduct a virtual Pre-Proposal Conference at **10:00 a.m.** Atlantic Standard Time ("AST") on **September 16, 2022**. You may join the meeting at <https://us02web.zoom.us/j/84263679112>, Meeting ID 842 6367 9112.

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.

10.0 DELIVERY OF PACKAGE

All responses to this RFQ are to be submitted no later than **4:00 p.m.** AST on **September 27, 2022**. The VIHFA will **not** consider fax submission of a Qualification. Qualification Package must be emailed to procurement@vihfa.gov.

The email subject line must be clearly marked "**RFQ – A&E Services**". The VIHFA will not consider fax submission of a qualification or email submissions received after the deadline and submissions submitted to the wrong email address.

Failure to clearly mark each qualification package with this information may cause the VIHFA to inadvertently open the qualifications before official closing date and time. The VIHFA will log all

received qualifications with the date and time of receipt. Qualifications received after the deadline will be considered **LATE** and will **not** be opened or considered.

11.0 CONTENTS OF PACKAGE

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

QUALIFICATION 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 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. It should also state that the qualification 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.
- 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 and CAGE Number**. For this section, Respondent must provide evidence that the firm is licensed to provide services in the USVI.
 - **Business License**
 1. **Current US Virgin Islands Business License** – Provide a copy of the Respondent’s current US Virgin Islands Professional Architect/Engineer License issued from the VI Department of Licensing and Consumer Affairs (DLCA).
 2. **Historic US Virgin Islands Business Licenses (7 Years Minimum)** – Provide a copy of the respondent’s 2014 through 2021 Professional Architect/Engineers

Licenses, VI DLCA supporting documents that certify the Respondent's claim that the Respondent had a business license in 2014 and currently holds a valid Professional Engineer License, or a Notarized statement from the Respondent that they have had a VI Professional Architect/Engineer License from at least 2014.

- **CAGE Number**

1. Provide a copy of the Respondent's Cage Number assigned from Systems Awards Management Services.

F. Company Experience, Team 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** – Provide evidence of the Respondent's participation in FEMA related projects, Evidence of their preparation of Multi-Family Unit Hurricane Damage Assessment Reports, Evidence of their provision of FEMA Damage Assessment Review Services, Evidence of their provision of designs to repair multi-family residential unit hurricane damages, Evidence of their provision of Engineer Cost Estimates, Evidence of their provision of owner representative services in FEMA related projects, Evidence of their ability to manage projects through the NEPA process, Evidence of their ability to manage the Virgin Islands DPNR permitting processes,
2. **Project Management Experience** - Evidence of Bid Document Preparation Services for clients, Evidence of their ability to provide A/E construction management services, Evidence of RFI and CO processing services, Evidence of contractor payment review and certification services for Multi-Family Residential and Commercial projects,
3. **Project Type Experience** - Provide a list/chart/summary of projects which the respondent's firm has worked on or completed during the past five (5) 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).
4. **Team Qualifications** – 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.
5. **References** – Provide a listing of Trade references (minimum of 3) from clients (preferably Multi-Family and/or Commercial 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.

12.0 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.

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.

13.0 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 11, as specified above, the Respondent shall be immediately disqualified.

5 Points

Company Experience, Project Management Experience, Project Type Experience: Shall be evaluated based on the criteria established in Section 11, above. The Architect/Engineer's experience in the Virgin Islands especially related to the provision of hurricane damage assessments, provision of designs and plans for repair of units that meet all Virgin Islands Building Code and FEMA related standards must be demonstrated.

60 Points

Team Qualifications: Shall be evaluated based on the criteria established in Section 11 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.

25 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 and 3.

14.0 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 |

ENCLOSURE DOCUMENT A
VIRGIN ISLANDS HOUSING FINANCE AUTHORITY
RFQ COVER LETTER

RESPONDENT:

Name: _____

Address: _____

Tax Identification #: _____

CAGE Number: _____

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___

6. ___ CAGE Number: _____



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<https://www.vihfa.gov/procurement/solicitation>

 *Unlocking the Door to Affordable Housing*