



THE VIRGIN ISLANDS DEPARTMENT OF EDUCATION

REQUEST FOR PROPOSALS (RFP)-DOE-2021-011

Concrete Staircase Roofing Demolition Project
Located at the Joseph Gomez Elementary School, St. Thomas, USVI

Issuance Date August 6, 2021

Due Date: September 3, 2021 at 10:00 a.m. AST

Submit proposals to bids@vide.vi

I. GENERAL INFORMATION

A. PURPOSE / OVERVIEW

The Virgin Islands Department of Education (VIDE) seeks the qualified services of a fully Licensed and Insured Contractor with the capability to secure approval of a Demolition Permit from GVI's Department of Planning and Natural Resources.

This overall Design-Build Project consist of the demolition of One (1) Concrete Staircase Cover and, when additional funding becomes available, replacing the removed Concrete Staircase Cover with One (1) New Canvas Cover at the Joseph Gomez Elementary School. See attached School Layout highlighted in Red detailing area of work.

Anticipated Proposal Timeline

<i>Issuance Date</i>	<i>8/6/2021</i>	
<i>Last Day for Questions</i>	<i>8/20/2021</i>	<i>Khadila.joseph@vide.vi</i>
<i>Bid Submittal Deadline</i>	<i>9/3/2021 at 10:00am</i>	<i>bids@vide.vi</i>
<i>Award Notification Date</i>	<i>9/11/2021</i>	
<i>Contract Execution</i>	<i>9/30/2021</i>	

The BASE BID:

The Base Bid shall include only the Total Costs for the programming, preparation & securing approvals for construction drawings (drawings & specs), permitting, selective demolition, removal, and proper legal disposal of all refuse of One (1) Concrete Staircase Cover that is attached to the staircase via a center Wall/Column area centered within the staircase. After the removal of the existing Concrete Staircase Cover, all remaining electrical and drainage piping will be capped flush to the top of remaining center wall. However, remaining rebar stubs will be bent and cut 3" beyond top of remaining center wall and, a #3 rebar will be added to tie all bent vertical rebars. Additionally, after the removal of the Concrete Covering the remaining center wall will be capped with 4" inches thick of 3,500 PSI Type III Concrete with 6% Industrial Ash and remaining bent rebar stubs will be embedded into said new concrete cap with a min. of 1" of concrete cover. Said new concrete cap will be tapered to all edges to allow water to not pool on top of the existing wall. Moreover, said new concrete cap will also extend a maximum of 3" beyond the existing center wall on all sides and will include a water-drip on all sides. Lastly, said new concrete cap will require a shop drawing delineating and describing the work stamped by a locally licensed Engineer or Architect for review and approval of the VIDE Project Manager prior to this work's execution.

The BID ADD ALTERNATE (if additional funding becomes available):

The Bid Add Alternate shall include the Total Costs for the installation of a detachable light blue canvas cover that shelters the complete staircase from rain and does not extend beyond the original covered areas of the previous Concrete Staircase Cover that would be demolished under the Base Bid specified above. Said Canvas Cover will be attached to the remaining staircase utilizing a bolted on heavy-duty galvanized steel or heavy-duty aluminum framing system designed to maintain its rigidity with the detachable canvas attached during a minimum of 50 MPH sustained wind loading. The detachable canvas will be made of water & fire resistant composite materials that will also be mildew resistant and will have reinforced seams for long lasting use.

Thorough Training to remove and reinstall the Canvas Cover will be coordinated and provided to VIDE's Division of Maintenance through a minimum of Two (2) Training Sessions at this School's location. A listing signed by all VIDE personnel who participated in both Training Sessions will be transmitted to the VIDE Project Manager.

All Materials being considered by the Contractor for constructing the proposed canvas roofing canopy and framing systems shall be transmitted to the VIDE Project Manager via cut-sheets and shop-drawings as one or more Submittals for VIDE's Signature Approval(s) prior to the Contractor's ordering/purchasing of said materials for installation. Shop Drawings will delineate all sizes & materials and both the overall installation and a step-by-step approach in removing and reinstalling the canvas cover.

It is understood herein that the Bid Alternate costs does not include any work efforts detailed within the above Base Bid costs.

NOTES related to both the Base & Alternate Bid:

The existing remaining Staircase's center walls, landings, stairs, & railings shall remain in-place and will be fully protected during all phases of the selective demolition work efforts. Therefore, before and after pictures documenting before and after conditions of said remaining staircases are required to be transmitted to the VIDE Project Manager.

All disturbed wall areas of the staircase & adjacent Building to include the remaining stairs and landings or where any other parts of the demolished Three (3) Concrete Staircase Covers touched or impacted the remaining structure during the demolish work efforts in whatsoever manner shall be refinished to a smooth surface and painted with 2 coats of paint to match existing wall, ceiling, or floor finish.

The selected vendor shall prepare all documents and drawings stamped by a professional engineer or architect required to obtain both the VIDE Project Manager's Approval and a DPNR Demolition Permit and the related permitting costs for both the drawings, specifications, and permit shall be borne by the selected vendor. Moreover, all concrete crushing to reduce the material size of the concrete refuse to meet VIWMA's landfill requirements including any shipping (on or off-island), hauling, and tipping permitting fees for all refuse disposal requirements to effectively adhere to the USVI Law shall be included within the overall provided bid pricing. Lastly, all documentation generated regarding disposal of any refuse shall be provided via a jump-drive to the VIDE Project Manager at the conclusion of said activities.

Remove all fixtures (lighting or otherwise) & related conduits and properly dispose of said material in compliance to VI Code. Properly relocate any and all existing working site lighting and staircase lighting as is required. Thereafter, cap all remaining electrical, water, and other piping at the peripheral edge boundary of the work area contracted herein. And, this work effort does include any and all particular utilities that are required to be rerouted for a continuation of the functionality of staircases and all other surrounding buildings & facilities.

All refuse materials generated by this work shall be fully documented by quantity and costs for disposal from the work site to final location for proper disposal as is required under the laws of the U.S. Virgin Islands.

This Project’s Staging Area can be located directly adjacent to the worksite and, said location shall be approved by the VIDE Project Manager. And, if this work effort is performed while the school is in session, both the worksite and staging area(s) will be fenced off and signage will be installed for safety of the students & school administrators in compliance to OSHA regulations.

At the end of each day during the overall work effort, the worksites shall be properly secured and tools removed and stored.

B. BACKGROUND

Virgin Islands Department of Education

The Commissioner of Education heads the Virgin Islands Department of Education, including the Virgin Islands Public School System. The Territory of the United States Virgin Islands is divided into two (2) school districts – the St. Thomas-St. John school district and the St. Croix school district. The two (2) school districts are managed and directed by Insular Superintendents with the day-to-day operations of each school district being managed with district offices on St. Thomas and St. Croix. The following contains additional information concerning the two (2) school districts:

ST. THOMAS/ST. JOHN SCHOOL DISTRICT	Number
Schools	12
Elementary Schools	7
Middle Schools	2
Junior High School	1
High Schools	2
Programs	3
Day Adult Program	1
Skill Center	1
Alternative Ed Program	1
Total Schools and Programs	15
Number of Students	5,375

ST. CROIX SCHOOL DISTRICT	
Schools	13
Elementary Schools	8
High Schools	2
Junior High	3
Programs	3
Adult Ed	1
Alternative Ed	1
Career and Technical Ed	1
Total Schools and Programs	16
Number of Students	5,382
<u>BOTH DISTRICTS</u>	
TOTAL NUMBER OF VIDE REGULAR K-12 SCHOOLS	25
TOTAL NUMBER OF PROGRAMS	6
TOTAL NUMBER OF STUDENTS	10,757
TOTAL NUMBER OF TEACHERS/ADMINISTRATORS	1,124

On the island of St. John, one (1) school serve the elementary and middle school student population. The senior high school students from the island of St. John are served by schools on the island of St. Thomas.

The Division of Operations has been designated and will serve as the DOE liaison on this project.

C. ADMINISTRATIVE STRUCTURE

Honorable Racquel Berry Benjamin, Commissioner heads the Virgin Islands Department of Education. The Department has two (2) school districts, the St. Thomas-St. John School District, and the St. Croix School District that are managed and directed by Insular Superintendents. The official physical and mailing to be used for any correspondence or delivery of paper reports address for the DOE is as follows:

Khadila D. Joseph
 Director of Procurement
 Virgin Islands Department of Education
 1834 Kongens Gade
 St. Thomas, US Virgin Islands 00802-6742

D. CONTRACT TYPE

The contract awarded under this RFP will be design build professional service contract. No payments in advance or in anticipation of services or supplies to be provided under the contract shall be made by the Government.

E. CONTRACT TERMS

Unless otherwise agreed pursuant to negotiations, the term of the contract awarded under

this RFP shall be for a period of one (1) year. Base Bid Services shall be completed with 150 Calendar days upon receipt of the executed Contract and Purchase Order.

F. SELECTION OF CONTRACTOR

A contract shall be negotiated with a proposer deemed to be the most qualified and responsive to this solicitation. Such a proposer is one, which has financial, technical, and other resources that indicate an ability to perform the services required by this solicitation. A number of factors may influence the Government's decision in selecting the provider. These factors include, but are not limited to, proposer's ability to deliver requested services in a timely manner; reputation, qualifications, experience, familiarity, and specialty in providing similar services; quality of supporting resources; and responsibility status.

The proposer shall also meet the following requirements:

- (1) Provide description of the proposer's organization.
- (2) Provide history and background of organization.
- (3) Provide previous experience including years of experience describing the type of experience required for the project.
- (4) Demonstrate ability and capability to deliver on all aspects as described in Section II.
 - Proposers should present their vision of how they propose meeting DOE's needs and identify the overall approach to the project, define the scope of their offered services, and how they propose to meet the *Scope of Services and Deliverables* as defined in this RFP.
- (5) Provide at least three (3) professional references (project references).
- (6) Demonstrate the ability to perform services on-site in DOE's facilities.

H. INCURRED COSTS

The Government of the Virgin Islands is not liable for any cost incurred by the proposer prior to the signing of a contract by all Parties.

I. LATE PROPOSALS

Any Proposal received after the exact time specified for receipt will not be considered.

J. GIFTS FROM CONSULTANT

The Government's officers, employees, or agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or potential contractors. To the extent permissible under local laws, rules, or regulations, such standards shall provide for appropriate penalties, sanctions, or other disciplinary actions to be applied for violations of such standards.

K. LICENSES, FEES & TAXES

1. The selected contractor shall be responsible for paying all applicable taxes and fees, including but not limited to, excise tax, local income tax, and payroll and withholding taxes for its employees. The contractor shall hold Government harmless for all claims arising from payment of such taxes and fees.

2. The selected contractor shall obtain and post as required, all licenses, insurances, permits, and certificates as required by federal and local laws, rules and regulations, and policies.

L. PROPOSAL FORMAT

Each proposal must also meet the following minimum requirements:

Part I: Narrative

- 1) Table of Contents

This section must contain a table of contents. All major parts of the proposal must be identified by page numbers.

- 2) Executive Summary/Proposal Overview

This section must describe the salient features of the proposal. It must contain an overview of the proposer's company background and qualifications, and must condense and highlight the contents of the proposal to provide a broad understanding of the entire proposal. The Executive Summary should include conclusions and generalized recommendations. Pricing information must not be included in the Executive Summary.

- 3) Required Parts and Documents

The proposal must include components of Section I. F.

- 4) Technical Response

Demonstrate ability and capacity to provide services described in Section II. In this section, proposers should present their vision of how they propose meeting the Government's needs and identify the overall approach to the project, define the scope of their offered services, and how they propose to meet the *Scope of Services* as defined in this RFP.

Part II: Cost Proposal

The Bidder's cost proposal shall be signed by the Contractor and provided in a separate sealed envelope labeled "**Cost Proposal**" within the overall Bidder's Bid Package specifying the proposed compensation as a **Total Lump Sum** separately for the Base Bid, the Bid Add/Delete and the Bid Add Alternate for the overall complete Project for the services to be provided under this RFP within the attached Bid Sheet as described in Section II below and Section I - A above.

M. FEDERAL FUNDING/DEBARMENT CERTIFICATION

The selected contractor certifies that it is eligible to receive contract awards using federally appropriated funds and that it has not been suspended or debarred from entering into contracts with any federal agency. The Contractor shall include this

provision in each of its subcontracts hereunder and shall furnish its subcontractors with the current "LIST OF PARTIES EXCLUDED FROM FEDERAL PROCUREMENT OR NON PROCUREMENT".

II. SCOPE OF SERVICES

Overview:

See Part I, Section 'A' above.

- 1) The BASE BID:** At the Joseph Gomez Elementary School, the Staircase Concrete Cover to be demolished is approximately $(22'-10" \times 12'-8.5" \times 8") + (22'-10" \times 6" \times 2")^2 + (11'-8.5" \times 6" \times 2")^2$. Therefore, the selective demolition work at this school equates to approximately 7.5 CY of Concrete. This area is the concrete roof slab that covers the staircase which is highlighted in Red on the attached Gomez School Layout.

Additionally, the remaining center wall that supports the Staircase Concrete Cover shall be capped and waterproofed with a Painted New Concrete Cap as described within "I. A. *The BASE BID*" detailed herein above. At the Joseph Gomez Elementary School, the Concrete Cap to be installed is approximately $8'-6" \times 1'-6" \times 4"$. Therefore, the New Concrete Cap at this school equates to approximately 0.16 CY of Concrete.

The Bidder/Contractor is required to verify all dimensions, quantities, and existing buildings, existing utilities, and existing site conditions to cover all impact costs to the complete Project at this School before providing a Final All-In Cost to perform this overall work effort.

- 2) The BID ADD ALTERNATE (if additional funding becomes available):** Upon completion of the all selective demolition work and installation of the new concrete cap as stipulated & defined herein for the Based Bid work efforts, and upon VIDE establishment of additional funding, the installation of a detachable light blue canvas cover that shelters the complete staircase from rain will be provided as described within "I. A. *The BID ADD ALTERNATE...*" detailed herein above. For this School, said New Detachable Canvas Covers will not be less than approximately 300 SF.

The Bidder/Contractor is required to verify all dimensions, quantities, and existing building, existing utilities, and existing site conditions to cover all impact costs to the complete Project before providing a Final All-In Cost to perform this overall work effort.

Notes:

- A.** This is a Design-Build Project. The selected contractor shall provide Professional Architectural / Engineering (A/E) Services performed by a locally Licensed Architect or Engineer and Selective Demolition Services performed by a Licensed Contractor who has performed similar services within the U.S. Virgin Islands in the past for the Government of the Virgin Islands (GVI).

- B.** The selected contractor will adhere to all VIDE's and P&P's procurement standard Bid form requirements as established for the GVI's standard general construction contracts.
- C.** The Contractor's Bid will shall be disqualified if the itemized Bid Sheet is not fully completed for all items.
- D.** The quantities expressed within the provided Bid Sheet are not necessarily exact, and the items noted within the provided Bid Sheet do not necessarily make up all the work required for the complete overall Project herein contemplated for final functionality of the finish work product. The Bid items noted within the provided Bid form will be used in establishing if the cost being submitted by the Bidders are within the current acceptable pricing being observed within the USVI construction market. Additionally, Bid items noted within the provided Bid form will ensure that all Bidders are bidding the same quantifications provided within the Bid Sheet. Nevertheless, all Contractors will be responsible for submitting a Total Lump Sum for both the Base Bid and the Bid Add Alternate for the overall complete Project as supported within the attached Bid Sheet.
- E.** It is each Bidders' responsibility to establish the exact quantities based on both the provided documentation issued for the Bid process and all necessary site visits needed by the Bidder to meet the objective in providing a Total Lump Sum for the Base Bid, the Bid Add/Delete, and the Bid Add Alternate for the overall complete Project.
- F.** Itemized Unit Pricing submitted within the Bid Sheet for this work shall include the Contractor's Overhead & Administration, Taxes, and Profit along with all costs for Materials, Equipment, and Manpower necessary to facilitate proper, safe, and timely completion of the overall Project.
- G.** The Unit Prices submitted by the Bidder on the itemized Bid Sheet will be utilized by GVI for any credits or debits to the overall Project; which, if necessary, shall be addressed through one or more Change Orders to the Contract for the Project.
- H.** Any Contractor's justified requested Project Time Extensions shall be thoughtfully considered and, if approved by the Commissioner of Education, shall be addressed through one or more Change Orders to the Contract for the Project.

Deliverables:

- A.** Certified payrolls in compliance to the **Davis Bacon Act** shall be provided with all Pay Request for this Project.
- B.** Please see attached "**EXHIBIT "C" - FEDERAL RIDERS**" for all other applicable requirements under this RFP.
- C.** Emailed copies of all submitted and approved Permits for this work and an approval Letter from the VI Waste Management Authority to allow all refuse to be placed at the STT Landfill.
- D.** Emailed copies of all trucking tickets for refuse removed from the site that will detail quantities of refuse and final destination of refuse for establishing the required Chain of Custody for all removed materials from this site.
- E.** Before, during, and after digital pictures to document all work efforts on site.
- F.** Material Submittals and Shop Drawings as is required to secure final approvals of the VIDE Project Manager.

- G. Provide all requested supporting documentation for any and all Pay Request and Letter of Justifications for any Change Order as required by the GVI.

III. NON-PERFORMANCE BY SELECTED CONTRACTOR

In the event of the selected contractor's non-performance under the subsequent contract and/or the violation or breach of the contract terms, the Government shall have the right to pursue all administrative, contractual, and legal remedies against the contractor and shall have the right to seek all sanctions and penalties as may be appropriate. Further, either party shall have the right to terminate the contract with or without cause upon the agreed upon written notice to the other party specifying the date of termination.

IV. CONTRACTUAL REQUIREMENTS

All bid proposals and subsequent contract and supporting documents must reflect the legal name of entity. Supporting documents that must be submitted prior to contract execution and within the time established by the Government shall include, but not be limited to, the following:

- (1) Certificate of Resolution, as to the authorized negotiator and signer of a contract.
- (2) Current Virgin Islands Business License issued to the legal name of record of the entity by the Government of the Virgin Islands, Department of Licensing and Consumer Affairs; and if applicable, copy of current business license issued by state, city or county in which the foreign corporation is operating.
- (3) One (1) current Certificate(s) of Good Standing/Existence, in legal name of the Contractor by the Virgin Islands Office of the Lt. Governor, Division of Corporations and Trademarks; and if company is not locally formed, an original Certificate of Good Standing, Certificate of Existence, or Certificate of Status from the state of registration.
- (4) Certificate of Issuance or Renewal of Trade Name issued by the Virgin Islands Office of the Lt. Governor, Division of Corporations and Trademarks, if applicable.
- (5) Articles of Incorporation or Organization, as applicable; or documents governing operation.
- (6) Certificate of Liability Insurance indicating proof of coverage of Professional Liability Insurance and General Liability/Public Liability Insurance - each of no less than [One Million Dollars and Zero Cents (\$1,000,000.00)] for any one occurrence. The Contractor must provide a Certificate of Liability Insurance and Declaration/Endorsement pages that indicating that the Government of the Virgin Islands, Department of Education, is as "certificate holder" and an "additional insured" on the General Liability/Public Liability Insurance. The Professional Liability Insurance must cover the services to be provided under the contract.
- (7) Certificate of Government Insurance/Copy of Certificate providing firm/agents are covered by Workers' Compensation Employee's Liability.
- (8) System for Award Management (SAM) certifying the Contractor's' eligibility to receive contract awards appropriated with federal funds; www.sam.gov.

Please note the above-referenced documents are subject to modification at the Government's discretion.

Any silence, absence, or omission from the contract specifications concerning any point shall be regarded as meaning that only the best commercial practices are to prevail.

All contractual documents including insurance certificates/policies must be kept updated and maintained throughout the term of the contract.

V. ATTACHMENTS

- a) *Exhibit 'C'*, Federal Riders to be adhered to as applicable under the contract; and
- b) *Joseph Gomez Elementary School Layout Map*, showing location of major work efforts.

REQUEST FOR PROPOSAL (RFP)

**TO SECURE DESIGN-BUILD SERVICES FOR THE
CONCRETE STAIRCASE ROOFING DEMOLITION & CONCRETE REPAIR PROJECT
BOTH AT THE JOSEPH GOMEZ ELEMENTARY SCHOOL, STT, USVI**

BID SHEET

Item No.	<u>Base Bid Item Descriptions</u>	Quant.	Unit Price	Cost of Overall Work
1.	For One (1) School Site location, mobilization for safety measures, construction signage, site signage, protective barriers around work areas, and protective measures for the remaining Staircases center walls, landings, stairs, and railings.	1 LS	\$	\$
2.	Engineering Services necessary to secure Demolition Permit for the work effort.	1 LS	\$	\$
3.	Remove and legally dispose of the existing concrete staircase roofing above a total of One (1) staircase within this School.	7.5 CY	\$	\$
4.	Install One (1) New Concrete Cap onto the remaining Staircase's Center Wall. Waterproof and paint (2-coats) onto said new concrete cap to match existing staircase center wall.	0.2 CY	\$	\$
5.	Remove all fixtures (lighting or otherwise) & related conduits and properly dispose of said material in compliance to VI Code. Thereafter, cap all remaining electrical, water, and other piping at the peripheral edge boundary of the work area contracted herein. And, this work effort does include any and all particular utilities that are required to be rerouted for a continuation of the functionality of both the Three (3) Staircases and all other surrounding facilities.	1 LS	\$	\$
6.	All disturbed areas of the remaining staircase & adjacent Building to include the remaining Staircase's center wall, landings, stairs, and railings or where any other parts of the demolition work efforts touched or impacted the existing school facilities before or during the demolish work in whatsoever manner shall be refinished to a smooth surface and painted with 2 coats of paint to match existing wall finish.	291 SF	\$	\$
7.	Project close-out and clean-up.	1 LS	\$	\$
	BASE BID COST:			\$
	BIDDER'S TOTAL BASE BID COSTS:			\$

Item No.	<u>Add Alternate Bid Item Descriptions</u> <u>(if additional funding becomes available)</u>	Quant.	Unit Price	Cost of Overall Work
i.	For One (1) School Site location, mobilization for safety measures, construction signage, site signage, protective barriers around work areas, and protective measures for the remaining Staircase center wall, landings, stairs, and railings.	1 LS	\$	\$
ii.	Total Costs for the installation of a detachable light blue canvas cover that shelters from the rain the One (1) Staircase at the School Site location. This new canvas cover will not extend beyond the original covered area of the previous Concrete Staircase Cover that is to be demolished under the Base Bid specified above. Said Canvas Cover will be attached to the remaining staircase utilizing a bolted on heavy-duty galvanized steel or a heavy-duty aluminum framing system designed to maintain its rigidity with the detachable canvas attached during a minimum of 50 MPH sustained wind loading. The detachable canvas will be made of water & fire resistant composite materials that will also be mildew resistant and will have reinforced seams for long lasting use.	300 SF	\$	\$
iii.	Thorough Training to remove and reinstall the Canvas Cover will be provided to VIDE's Division of Maintenance through a minimum of Two (2) Training Sessions at the School location. A listing signed by all VIDE personnel who participated in said Trainings will be transmitted to the VIDE Project Manager.	2 EA	\$	\$
iv.	Project close-out and clean-up.	1 LS	\$	\$
	ADD ALTERNATE BID COST:			\$
	BIDDER'S TOTAL ADD ALTERNATE BID COSTS:			\$

