

**GOVERNMENT OF  
THE VIRGIN ISLANDS OF THE UNITED STATES**

**Request for Proposal – Negotiation  
Professional Services**

To: .....

Date: May 3, 2017

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RFP No. 015-2017 (P)

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Pursuant to 31 V.I.C. 239 (a) (4) and Rules and Regulations thereunder issued, the Government of the Virgin Islands, Department of Property and Procurement will receive proposals for the work described below. Proposals will be received no later than **Friday, June 2, 2017 @ 4:00 o'clock p.m.** Atlantic Standard Time.

**SCOPE OF SERVICES: SEE ATTACHED**

## NEGOTIATED PROCEDURES:

The Commissioner of the Department of Property and Procurement will appoint a Selection Committee to assist in the evaluation and selection of the Contractor. Accordingly current data on qualifications and performance should be submitted with proposals. After reviewing the qualifications and proposals the Committee will select for discussions from the firm/s or person/s considered not less than three (3), in order of preference, **deemed to be most highly qualified to provide the services herein required**. Discussions will be conducted successively and severally with the firm/s or individual/s so selected the anticipated concepts and the relative utility alternative methods of approach for furnishing the services hereunder.

## FACTORS FOR DISCUSSIONS

Selection criteria will include (i) Professional qualification, registration and general reputation of the operator; (ii) the extent to which the operator specializes in and demonstrates their capabilities in performing services in accordance with the scope of services; (iii) familiarity with the location(s) in which services will be performed; (iv) quality of performance/experience on other similar projects.

## NEGOTIATION:

The Selection Committee shall recommend to the Commissioner **the highest qualified firm or person with whom a contract shall be negotiated**. The Commissioner, with the assistance of the Selection Committee, shall attempt to negotiate a contract with such firm or person.

Should the Commissioner be unable to negotiate a satisfactory contract with the firm considered to be the most qualified, at a price he determines to be fair and reasonable to the Government, negotiations with that firm will be formally terminated. Negotiations will then commence with the second most qualified, the third most qualified or additional firms, in order of preference, their competence and qualification, and shall continue until an agreement is reached.

Lloyd T. Bough, Jr.  
Commissioner Nominee  
Department of Property and Procurement

## INSTRUCTION TO PROPOSALS

### A. NOTICE

**RFP-015-2017 (P) Qualified Operator to provide Water Transportation Services from the Austin Babe Monsanto Marine Terminal servicing Water Island, Charlotte Amalie Harbor and Havensight/Yacht Haven Grand in St. Thomas, U.S. Virgin Islands**

Information provided in the scope of work is to be used only for purposes of preparing a proposal. It is further expected that each bidder will read the scope of work thoroughly, for failure to meet certain specified conditions may invalidate the proposal.

The Government of the Virgin Islands, herein after referred to as GVI, reserves the right to reject any or all proposals or any portion thereof and to accept the proposal deemed most advantageous to GVI. Price shall not be the sole criterion of awarding this project. Scope and quality of work proposed and the ability of the bidder to complete this type of project shall also be considered.

Applicants are requested to submit proposals on the basis of the scope of work. Alternative proposals recommending new features and technology other than that requested in the scope of work will receive consideration providing such new features and/or technology is clearly explained. Any exceptions to the requirements requested herein must be clearly noted in writing and be included as part of the proposal.

The information contained herein is believed to be accurate, but is not to be considered in any way as a warranty. Request for additional information clarifying the Scope of Services should be directed in writing to Commissioner Nominee Mr. Lloyd T. Bough, Jr. at [lloyd.bough@dpp.vi.gov](mailto:lloyd.bough@dpp.vi.gov) or Deputy Commissioner of Procurement Ms. Latisha Blyden at [latisha.blyden@dpp.vi.gov](mailto:latisha.blyden@dpp.vi.gov). Requests will be forwarded to Mr. Dennis Chance, Deputy Commissioner, Department of Public Works.

### B. STATEMENT OF PURPOSE

**RFP-015-2017 (P) Qualified Operator to provide Water Transportation Services from the Austin Babe Monsanto Marine Terminal servicing Water Island, Charlotte Amalie Harbor and Havensight/Yacht Haven Grand in St. Thomas, U.S. Virgin Islands**

**C. PROPOSE SCOPE OF SERVICES**

**See Attached**

**D. TIMETABLE**

1. Last day for requests for written clarification will be **Monday, May 15, 2017 @ 4:00 p.m.** Atlantic Standard Time.
2. Proposals will be accepted at the Department of Property & Procurement, no later than **Friday, June 2, 2017 @ 4:00 p. m.** Atlantic Standard Time.

**E. SUBMISSION OF PROPOSAL**

All interested parties shall submit *one* (1) original and *five* (5) copy sets of proposals, which are to be delivered to the Department of Property and Procurement no later than **Friday, June 2, 2017 @ 4:00 p. m.** Atlantic Standard Time.

They shall be addressed to:

Lloyd T. Bough, Jr.  
Commissioner Nominee  
Property & Procurement  
8201 Subbase, 3rd Floor  
St. Thomas, Virgin Islands 00802

**THE SEALED ENVELOPE CONTAINING THE PROPOSAL MUST HAVE THE FOLLOWING INFORMATION WRITTEN ON THE OUTSIDE OF THE ENVELOPE OR PACKAGE:**

**SEALED PROPOSALS-DO NOT OPEN**

**RFP-015-2017 (P)**

(Name of Bidder)

(Mailing Address of Bidder)

(Telephone Number of Bidder)

(Fax Number of Bidder)

Where proposals are sent by mail, the bidder shall be responsible for their delivery to Department of Property & Procurement before the date and time set for the closing of acceptance of proposals.

**F. WITHDRAWALS OF PROPOSAL**

A proposal may be withdrawn at any time prior to the time specified as the closing time for acceptance of proposals. However, no proposal shall be withdrawn or canceled for a period of thirty (30) days after said closing time for acceptance of proposals nor shall the successful provider withdraw, cancel or modify the proposal, except at the request of GVI after having been notified that said proposal has been accepted by GVI.

**G. INTERPRETATION OF SPECIFICATIONS**

If any person contemplating submitting a proposal requires clarification of any part of the scope of work, he/she may submit to the GVI a written request for an interpretation thereof to **Commissioner Nominee of the Department of Property and Procurement Lloyd T. Bough, Jr.** GVI will not respond to questions received after the above established date. The person submitting the request will be responsible for its prompt delivery. Any interpretation of the scope of work will be made in writing to all prospective providers. Oral explanations will not be binding.

**H. CONSIDERATION OF PROPOSAL**

The Commissioner of Property and Procurement shall represent and act for GVI in all matters pertaining to the scope of work and contract in conjunction therewith. **This RFP does not commit GVI to the award of a contract, nor pay of any cost incurred in the preparation and submission of proposals in anticipation of a contract. GVI reserves the right to reject any or all proposals and to disregard any informality and/or irregularity in the proposal when, in its opinion, the best interest of GVI will be served by such action.** Proposals failing to provide some of the items in the scope of work shall not be rejected per se but any deviations from the scope must be clearly noted.

**I. ACCEPTANCE OF PROPOSALS**

GVI will notify in writing acceptance of one of the proposals. Failure to provide any supplementary documentation to comply with the respondent's proposal may be grounds for disqualification.

## J. CONTENTS OF PROPOSAL

The following is a list of information to be included in the written proposal. Failure to comply with all the requirements as outlined, may disqualify the applicant.

1. Introductory letter about the applicant:
  - a. Name, address, email and telephone numbers.
  - b. Type of service for which individual/firm is qualified.
2. Organization:
  - a. Names/addresses of Principals of Firm.
  - b. Names of key personnel with experience of each and length of time in organization.
  - c. Number of staff available for project. (Local & Off-Territory)
  - d. Copy of Articles of Incorporation
  - e. Copy of Certificate of Resolution
  - f. Copy of valid Business License
3. Outside consultants that will be retained for this project and percentage of work to be sub-contracted.
4. Project experience:
  - a. List of completed projects and estimated cost of each.
  - b. Current projects underway; scope; percentage completed to date and estimated cost of each.
5. Project References: (including a notarized written consent from the authorized representative which must include: name; telephone number; email address and facsimile number).
6. Project Approach:
  - a. Describe how you will approach this project and availability to perform the services requested.
7. Cost: The Cost Proposal (*one* (1) original and *four* (4) copy sets) must be submitted in a separate sealed envelope.

**K. CONFLICT OF INTEREST**

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

**L. LICENSE REQUIREMENT**

An award will not be made to any firm or individual doing business in the Virgin Islands to perform work with the Government of the Virgin Islands until evidence is submitted that the said firm or individual has a valid V.I. Business License to do business in the Virgin Islands. Bidders must submit hard copy of a valid V.I. Business License within ten (10) business days after award. All Bidders bidding as Joint Ventures must be licensed as a Joint Venture in the Virgin Islands.

**M. REQUIRED DOCUMENTS**

1. **PUBLIC LIABILITY:** The successful bidder will be required to obtain and have in place public liability insurance and other insurance necessary as requested in this proposal package. Insurance policy(ies) shall name the Government of the Virgin Islands as "**Additional Insured**". The public liability insurance shall have a minimum limit of not less than **one hundred thousand (\$100,000.00) dollars** for any one occurrence for death or personal injury and **one hundred thousand (\$100,000.00) dollars** for any one occurrence for property damage. Bidder must provide public liability insurance within ten (10) business days after award.
2. **WORKERS' COMPENSATION:** Within ten (10) business days after award of contract, the successful bidder must submit a copy of their certificate verifying his firm and agents are covered by Workers' Compensation Insurance.
3. **FAILURE TO PROVIDE CERTIFICATES WITHIN THE STATED TIME PERIOD MAY RESULT IN THE PROPOSAL DEEMED NON-RESPONSIVE AND MAY BE IMMEDIATELY DISQUALIFIED WITH NO FURTHER CONSIDERATION GIVEN FOR POTENTIAL AWARDING OF THE CONTRACT.**

**N. REQUIREMENTS FOR CORPORATION**

1. ARTICLES OF INCORPORATION
2. CERTIFICATE OF CORPORATE RESOLUTION
3. CERTIFICATE OF GOOD STANDING

THESE ARE REQUIRED PRIOR TO AWARD OF CONTRACT.

# **Harbor Transportation Service Charlotte Amalie Harbor St. Thomas U.S. Virgin Islands**

## **Introduction**

The Virgin Islands Department of Public Works (VIDPW) seeks proposals from a qualified operator to operate a water transportation service between Charlotte Amalie, Havensight, Little Krum Bay St. Thomas, and Water Island. The Service will provide residents, and visitors with direct, convenient access to the downtown Charlotte Amalie area at a minimum on cruise ship days.

The proposer must provide a service plan in accordance with the 'Scope of Service' below. Proposals must include at the minimum the information outlined in the 'Proposal Requirements' below.

The following four (4) landings will be utilized to support the implementation of the Harbor Transportation Service (See Proposed Route Map)

**LANDING (A).**Austin "Babe "Monsanto Marine Terminal Little Krum Bay aka (Crown Bay)

**LANDING (B)** (Philips Landing) Water Island

**LANDING (C)** West Downtown

**LANDING (D).**East Down Town

**LANDING (E).**Havensight, /Yacht Haven Grand

The successful operator will enter into an Operating Agreement with Government of the Virgin Islands (GVI) for a term of three (3) years from the execution date with an option to extend for an additional two (2) years at the sole discretion of GVI

# Scope of Service

Operators must satisfy the following requirements:

1. Provide and maintain all equipment and staff necessary to meet service requirements for the applicable route(s) including vessels and safety and other required equipment.
2. Vessels must meet all Federal and local GVI requirements including United States Coast Guard (USCG) and Virgin Islands Department of Planning and Natural Resource (VIDPNR) rules, regulations, and policies.
3. Vessels must be capable of safely and reliably operating the proposed route (s) and traversing (1) Little Krum Bay, (2) Baye de Grigri, (3) Little Clearing hole and (3) Charlotte Amalie Harbor under typical environmental conditions of the region.
4. Vessels should hold a minimum of 140 passengers.
5. Vessels must be Americans with Disabilities Act (ADA) compliant.

# Objectives

Proposals must demonstrate the bidders' ability to: Operate a safe and reliable Harbor Transportation Service;

- Operate safe and reliable service;
- And the capacity to effectively service the propose routes.

# Routes

The following indicates the one-way sequence of landings to be served by each Route is described below; the sequence will be reversed on the return trip, to the original starting point.

1. **Port to Port, East Loop Route:** Landing (A) Austin "Babe" Monsanto **Port to Port, East Loop Route:** Landing (A) Austin "Babe" Monsanto Marine Terminal in Little Krum Bay aka Crown Bay to Philips Landing (B) Water Island, West Downtown Landing (C) East Downtown to Landing (D), and Havensight/Yacht Haven Grand Landing (E).

- 2. Port to Port, West Loop Route:** Landing (E), Havensight to Landing (D), Downtown East, to Landing (C) West Downtown, Landing (B) Philip Landing Water Island, Landing (A) Austin “Babe” Monsanto Marine Terminal in Little Krum Bay aka Crown Bay.

## Proposal Requirements

Proposals must include all requirements outlined in this request including an operational plan detailing proposed execution of the Scope of Services

### General Requirements

- Maintain compliance with Legal Requirements, Government or Private Entity permitting and or licensing requirements.
- The performance of the Scope of Services is subject to all required approvals, which must be obtained prior to entering into the Operating Agreement. The Operator, at its sole cost and expense, assumes the responsibility for obtaining the appropriate approval necessary for entering into the Operating Agreement and performing the Scope of Service.
- Harbor Transportation operator selected to provide harbor transportation service as described in this Request for Proposal shall be required to obtain a current Business License Issued by the Virgin Islands Department of Licensing and Consumer Affairs
- Provide detailed fare structure in accordance with each landed segments to include but not limited to round trip cost.

## Harbor Transportation Service Requirements

- Description of the type(s) and number of vessel(s) that would be used to provide the Harbor Transportation Service,
- The rated capacity of the vessel;
- Provisions for accommodating persons with disabilities in accordance with Americans with Disabilities Act (ADA).
- Perform minor shore improvements, in support of service(i.e. shelter, ticket)

## Operator Qualifications

Operators should provide the following items as part of their proposal for consideration:

- Description of experience in operating a Harbor Transportation Service.
- List of how many full time, part time, and contract staff in your organization
- Anticipated resources you will assign to this project (total number, role, title, experience)
- Operations management methodology

## Proposal Evaluation Criteria

The Government of the Virgin Islands will evaluate all proposals based on the following criteria. To ensure consideration for this Request for Proposal, your proposal should be complete and include all of the following criteria:

- **Overall proposal suitability:** proposed solution(s) must meet the scope and needs included herein and be presented in a clear and organized manner
- **Organizational Experience:** Bidders will be evaluated on their experience as it relates to the RFP

Bidders will be evaluated on the economic cost of their solution(s) base on the work to be performed in accordance with the service scope.

Bidder must also provide descriptions and documentation of staff technical expertise and experience.

## Selection Criteria

RFP will first be evaluated by selection committee members as to being qualified or not qualified for further consideration. The following evaluation criteria will be used to evaluate, rate, and rank those proposals from which have been determined to be experienced and capable:

1. **Experience** - The operator's demonstrated experience in work of this scope. **(Maximum 35 points)**

2. **Capabilities** - The operator's facilities, personnel, financial resources, and other capabilities to complete this work successfully. **(Maximum 40 points)**
3. **References** - The operator's references. **(Maximum 25 points)**
4. **Price** - ***Only*** the fare schedule of the selected firm shall be opened. This cost shall be negotiable based on the operating expenditures and profit margins.