

**REQUEST FOR QUALIFICATIONS FOR CONSULTING
ARCHITECTURAL/ENGINEERING SERVICES
CYRIL E. KING AIRPORT
ST. THOMAS, U.S. VIRGIN ISLANDS**

The Virgin Islands Port Authority (VIPA) is hereby soliciting Statements of Qualifications (RFQ) from qualified Architectural/Engineering firms for the purpose of entering into a multi-year contract for Consulting/Engineering Services for the Cyril E. King Airport (CEKA). Statements of Qualifications must be received by the VIPA at the Purchasing Department, Purchasing Building, Cyril E. King Airport, St. Thomas, U.S. Virgin Islands, not later than 2:00 p.m. AST, Monday, August 21, 2017.

SCOPE OF SERVICES

The primary objective of the request is to contract with the qualified proposer to provide consulting services for airport and airfield work. The qualified firm must have extensive experience in airport and airfield work. Elements of the work and experience will include but not be limited to:

1. Preparation of design and construction plans and specifications and an engineer's construction cost estimate;
2. Runway, taxiway and apron pavement design;
3. Planning for storm water management and design of drainage structures;
4. Planning and design of airport buildings, related facilities and support equipment;
5. Preparations for land acquisition; and
6. Airport master plan modifications and land use development.

Prospective consultants must have a thorough knowledge of FAA Regulations and Standards; applicable territorial codes and regulations; and the application process for federal assistance. Consultants must meet the minimum qualification standards specified below and be in compliance with Title VI of the Civil Rights Act of 1964. Additionally, consultants must be able to acquire a Virgin Islands business license and register at least one (1) of their professionals prior to execution of a contract.

SELECTION PROCEDURES

The basis for selection of prospective consultants shall include:

1. Professional experience;
2. Demonstrated competence in the services to be provided;
3. Specialized experience of the firm;
4. Education and experience of the principal and responsible personnel to be assigned;
5. Stability of the work force;
6. Staffing capability, current workload and record of meeting schedules on similar projects;
7. The nature, quality and relevance of recently completed work;
8. Quality control procedures; and
9. Accessibility to VIPA's liaison personnel.

VIPA will create a Bid Evaluation Committee to review the Statements of Qualifications. Based on the Committee's review, those firms judged to be best qualified to provide the required services will be short-listed to three (3) to be interviewed. Interviews will be conducted at VIPA's Administrative Offices at the Cyril E. King Airport, St. Thomas, USVI. A combination of the evaluation of the Statements of Qualifications and the interviews will be used for the final rankings of the firms. The final ranking will be submitted to VIPA's Governing Board for approval. Upon approval of the ranking, contract negotiations will begin with the highest ranked firm. Should the negotiations fail to result in a contract, VIPA will then move on to negotiations with the next highest ranked firm.

The contract method of payment will be Lump Sum. All Statements and materials contained therein, including the ideas and concepts on which the proposals are based, will become the property of VIPA.

The Authority encourages responses from Disadvantaged Business Enterprises (DBE) and local firms as individual entities and as multi-party entities. Any contract to be awarded as a result of this Request for Qualifications will be awarded without discrimination based on race, color, religion, sex or national origin.

The Authority reserves the right to impose additional or alternative selection criteria, as it deems necessary.

QUALIFICATIONS FORMAT

The responses to this Request for Qualifications must be presented in the format outlined below. Six (6) complete copies must be submitted. Failure to follow this format may be cause for disqualification of the proposal.

1. **LETTER OF TRANSMITTAL:** Letters of transmittal shall be brief and include the submitting firm's name, address and telephone number; type of services for which the firm is qualified; names of principals of the firm; names of key personnel who will be assigned to this contract; number of staff available for assignment to this project; outside consultants and associates to be retained; and location of the office where the work is to be performed. If the work is to be shared among firms and offices at different locations, indicate where each office is located and what work is to be performed at each location. Indicate whether the firm is a joint venture, individual, partnership or corporation. The transmittal letter must grant VIPA the authority to contact any of the firm's previous clients.
2. **TABLE OF CONTENTS:** Indicate the materials included in the package.
3. **ORGANIZATIONAL CHART:** Show the proposed relationships between key personnel and support staff who are expected to participate in the execution of this contract. Identify which aspects of the work each entity, division and person will be responsible for performing. Aspects of the work should correspond generally to the work described herein.
4. **U.S. GENERAL SERVICES ADMINISTRATION STANDARD FORM SF330:** A completed SF330 which addresses the qualifications and experience of the firm and individual employees must be submitted as part of the package.
5. **QUALITY CONTROL:** Describe, in detail, the quality control procedures that will be used in assuring the accuracy and adequacy of the work to be performed by each consultant and sub-consultant firm identified.
6. **LITIGATION:** Provide a summary statement identifying any current or past litigation (judgments against the firm) as a result of alleged design criteria error within the last ten (10) years.
7. **ADDITIONAL INFORMATION:** Promotional or informational literature may be submitted, but under no circumstances will any information contained in such material be accepted in lieu of the requirements stated in items 1 through 6 above.

QUALIFICATIONS SUBMITTAL

Statements of Qualifications that do not contain all six (6) required sections listed above; do not have the required six (6) copies; are received after the stated deadline; or are submitted to the wrong address may be rejected from further consideration by the VIPA. The VIPA will not be responsible for lost or mishandled mail.

All Statements of Qualifications must be received by 2:00 p.m. AST (local time) on Monday, August 21, 2017. Submittals must be clearly identified on the exterior as "CEKA Consultant Services" and must be sent to:

**Purchasing Supervisor
Virgin Islands Port Authority
P.O. Box 301707
St. Thomas, U.S. Virgin Islands 00803-1707**

Packages may be hand delivered to the Purchasing Department at the Purchasing Building at the Cyril E. King Airport.

The Virgin Islands Port Authority reserves the right to reject any and all proposals, to negotiate changes in the scope of work or services to be provided and to otherwise waive technicalities. The Authority shall not be held liable for any costs incurred in connection with the preparation and submission of the proposal package.

EVALUATION AND AWARD

A Bid Evaluation Committee will review and evaluate all proposals. After review and evaluation, the firms will be rated and rank ordered based on the points associated with each criteria. The top three (3) firms will be invited for an oral presentation. The Selection Committee will rate the three (3) firms and recommend the list to the VIPA Governing Board for approval. Upon approval by the Governing Board, negotiations with the top firm will proceed for a period of 30 days. If unsuccessful, VIPA will then proceed to negotiate with the second rated firm.

**APPENDIX A
REQUEST FOR QUALIFICATIONS FOR CONSULTING
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It has been the practice of the Virgin Islands Port Authority to engage the services of a consultant on the basis of the following general scope of work.

ARCHITECTURAL/ENGINEERING SERVICES

This category includes the basic Architectural/Engineering (A/E) services normally required for airport development projects. It involves services generally of an architectural, civil, geotechnical, structural, mechanical and electrical engineering nature. In addition, there may be some services outside those normally considered basic.

The basic services are usually conducted in the four distinct and sequential phases summarized below:

1. **PRELIMINARY PHASE:** This phase involves those activities required for defining the scope of a project and establishing preliminary requirements. Some examples of such activities within this phase of a project include:
 - a. Conferring with the VIPA on project requirements, finances, schedules and other pertinent matters. Meeting with the FAA and other concerned agencies and parties on matters affecting the project.
 - b. Planning, procuring and/or preparing necessary surveys, geotechnical engineering investigations, field investigations and architectural and engineering studies required for preliminary design considerations.
 - c. Developing design schematics, sketches, environmental and aesthetic considerations, project recommendations and preliminary layouts and cost estimates.

2. **DESIGN PHASE:** This phase includes all activities required to undertake and accomplish a full and complete project design. Examples include:
 - a. Conducting and attending meetings and design conferences to obtain information and to coordinate or resolve design matters.

- b. Collecting engineering data and undertaking field investigations; performing geotechnical engineering studies; and architectural, engineering and special environmental studies.
 - c. Preparing necessary engineering reports and recommendations.
 - d. Preparing detailed plans, specifications and cost estimates and providing an electronic copy of these documents.
 - e. Printing and providing necessary copies of engineering drawings and contract specifications.
3. **BIDDING AND/OR NEGOTIATION PHASE:** These activities are sometimes considered as part of the construction phase. They involve assisting the VIPA in advertising and securing bids, negotiating for services, analyzing bid results, furnishing recommendations on award of contracts and preparing contract documents.
4. **CONSTRUCTION PHASE:** This phase includes all basic services rendered after award of a construction contract, including, but not limited to, the following activities:
- a. Providing consultation and advice to the VIPA during all phases of construction.
 - b. Representing the VIPA at pre-construction conferences.
 - c. Inspecting work in progress periodically and providing appropriate reports to the VIPA.
 - d. Reviewing and approving shop and erection drawings submitted by contractors for compliance with design concepts.
 - e. Reviewing, analyzing and approving laboratory and mill test reports of materials and equipment.
 - f. Preparing and negotiating change orders and supplemental agreements.
 - g. Observing or reviewing performance tests required by specifications.
 - h. Evaluating periodic payment applications and certifying the amounts owed to contractors; and assisting the VIPA in the preparation of documentation for amounts reimbursable from grant projects.

- i. Performing a final inspection and submitting report of the completed project to the VIPA.
- j. Reviewing as-built drawings and providing the VIPA with final as-built drawings in electronic (AutoCAD, etc.) format.

SPECIAL SERVICES

The development of some projects may involve activities or studies outside the scope of the basic design services routinely performed by the consultant. These special services may vary greatly in scope, complexity and timing and may involve a number of different disciplines and fields of expertise.

Consultants performing special services may be employed directly by the VIPA to implement one or more phases of a project or may be employed by the principal consultant via a sub contractual agreement. In certain instances, these services may be performed by the principal consultant. Some examples of special services that might be required for airport projects include:

1. Soils investigation, including core sampling, borings, laboratory tests, related analysis and reports.
2. Detailed mill, shop and/or laboratory inspections of materials or equipment.
3. Land surveys and topographic maps.
4. Field and/or construction surveys.
5. Photogrammetric surveys.
6. On site construction inspection and/or contract administration involving the services of a full time resident engineer, inspector or manager during construction phase of a project. This differs from the periodic inspection responsibilities included as a part of the Basic Services.
7. Special environmental studies and analysis.
8. Expert witness testimony in litigation involving specific projects.
9. Project feasibility studies.
10. Public information and community involvement surveys, studies and activities.
11. Preparation of as-constructed plans.

12. Assisting the VIPA in the preparation of necessary applications for Territorial and Federal grants or funding.
13. Preparation of or updating the Airport Layout Plan (ALP).
14. Preparation of property maps.
15. Construction management services.
16. Preparation of quality control plans and construction safety plans.
17. Preparation of final reports.
18. Planning services, including studies under the broad heading of airport system and master planning, airport noise compatibility planning (FAR Part 150 studies) and environmental assessments and related studies.

**APPENDIX B
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WORK ITEMS

1. Taxiway A and Taxiway C Terminal Apron Intersection Rehabilitation
2. Taxiway A Redesign
3. Runway 10-28 Seal Coat and Re-Striping
4. Runway 10-28 Safety Area Study Update
5. Pavement Condition Index Update and PCN Calculations
6. Terminal Apron Pavement Repairs/Rehabilitation
7. GA Apron West Rehabilitation
8. GA Apron Third Taxiway Bridge
9. Utility Upgrades

POSSIBLE FUTURE WORK ITEMS

1. Taxiways P-608 Seal Coat and Re-Striping
2. Old Sewage Pond Redevelopment
3. Terminal Building Enhancement
4. Terminal Apron Expansion to accommodate Loading Bridges

VIRGIN ISLANDS PORT AUTHORITY

P.O. BOX 301707

ST. THOMAS, U.S. VIRGIN ISLANDS 00803-1707



REQUEST FOR QUALIFICATIONS

ARCHITECTURAL/ENGINEERING SERVICES

CYRIL E. KING AIRPORT

ST. THOMAS, U.S. VIRGIN ISLANDS

July, 2017

**VIRGIN ISLANDS PORT AUTHORITY
REQUEST FOR QUALIFICATIONS FOR CONSULTING
ARCHITECTURAL/ENGINEERING SERVICES
CYRIL E. KING AIRPORT
ST. THOMAS, U.S. VIRGIN ISLANDS**

Statements of Qualification for general engineering and architectural services will be received by the Virgin Islands Port Authority, Purchasing Department, Purchasing Building, Cyril E. King Airport, St. Thomas, U.S. Virgin Islands, until 2:00 P.M., Monday, August 21, 2017. Information regarding the RFQ submittal, selection process and potential projects to be undertaken during the course of the resulting contract are available from:

Purchasing Department
Purchasing Building
Cyril E. King Airport
St. Thomas, U.S. Virgin Islands
(340) 774-1629

Purchasing Department
Purchasing Building
Henry E. Rohlsen Airport
St. Croix, U.S. Virgin Islands
(340) 778-2830

David Mapp
Executive Director

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Name, physical address and mailing address of prospective Qualifier receiving RFQ Package:

Name of individual receiving package: _____

Name of company: _____

Physical address of company: _____

Mailing address of company: _____

Telephone Number (s): _____

Fax Number (s): _____

E-mail address: _____

ADDRESS, FAX NUMBERS AND E-MAIL ARE ESSENTIAL FOR THE DISTRIBUTION OF ADDENDUM. PLEASE COMPLETE ALL OF THE REQUESTED INFORMATION.

The Qualifier is a : Sole Proprietorship () Partnership () Corporation ()

or: _____

RFQ Package Received by: _____

(Please print name)

Signature

Date: _____

CONTRACTUAL REQUIREMENTS

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

- (1) **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.
- (2) **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.
- (3) **Certificate of Issuance or Renewal of Trade Name** (if applicable) issued by the Virgin Islands Office of the Lt. Governor, Division of Corporations and Trademarks, if applicable.
- (4) **Articles of Incorporation or Organization**, as applicable; or documents governing operation.
- (5) **Certificate of Liability Insurance** indicating proof of coverage of **Professional Liability Insurance, and General Liability/Public Liability Insurance**. The Contractor must provide a **Certificate of Liability Insurance** and **Declaration/Endorsement** pages indicating that the Virgin Islands Port Authority is a “certificate holder” and an “additional insured” on the **General Liability/Public Liability Insurance and Commercial Automobile Liability Insurance Policies**. The Professional Liability Insurance must cover the services to be provided under the contract naming the Virgin Islands Port Authority as a Certificate Holder.
- (6) Certificate of Government Insurance/Copy of Certificate providing firm/agents are covered by Workers’ Compensation Employee’s Liability.

Please note the above-referenced documents are subject to modification at the Authority’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.