

VIRGIN ISLANDS PORT AUTHORITY



REQUEST FOR PROPOSALS

DESIGN-BUILD OF FOUR (4) – 200 TON CHILLER UNITS FOR THE CYRIL E. KING AIRPORT (CEKA) TERMINAL

RFP ISSUE DATE	12-22-17
PRE-PROPOSAL MEETING / SITE VISIT	1-11-18
QUESTIONS DUE	1-16-18
PRPOSAL DUE DATE	1-26-18

Engineering Division
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I. PURPOSE

The purpose of this Request for Proposals (RFP) is to solicit proposals from qualified design-build firms to provide design and construction services for the complete replacement of the existing HVAC chiller system at the Cyril E. King Airport (CEKA) Terminal.

II. GENERAL SCOPE OF SERVICES

- A.** The successful Respondent(s) (“the Consultant”) shall work at the direction of the Authority’s Director or his designee on this project.
- B.** The Consultant must possess subject matter expertise.
- C.** Design and construction of a new HVAC roof mounted chiller system to include four (4) 200-ton Trane units or approved equal and all necessary appurtenances for a fully functional and automated system. System shall include, but not be limited to the following:
- New chillers shall be mounted on a structural platform above the roof surface. *(New location of chillers will be in the vicinity of existing chillers. Exact location to be coordinated with and approved by VIPA.)*
 - New chiller units shall include a special corrosion resistant coating adept to the extreme salt environment. All tubing and fins shall be copper.
 - Furnish and install one (1) new 30HP chiller pump and salvage a recently installed 30HP chiller pump and reconfigure to work with this new system.
 - Rigging for chiller installation.
 - Extend existing 8-inch water line and all other associated piping to connect to new chillers.
 - Furnish and install pipe supports for new chilled water piping.
 - Furnish and install insulation on new chilled water piping.
 - Furnish and install new electrical feeders for new chillers from existing MCC.
 - Perform water balance for new equipment installed.
 - Provide as-built drawings of the design (in PDF and AutoCAD, latest version).
 - All equipment specified shall be latest version and most energy efficient.
- D.** The new chillers shall be installed on a steel platform above the roof meeting the following minimum criteria:
- Structural steel work in accordance with AISC Standards.
 - All steel shall be galvanized. All galvanized steel to be cut or welded shall be recoated with a zinc rich compound.
 - Structural steel platform shall be approximately 45 ft x 75 ft and shall include the following:

- Galvanized catwalk grating (1/4-inch x 1-inch)
 - Perimeter safety rails
 - Access ladders
- Any and all breaches in roofing membrane to facilitate construction/installation of steel platform shall be properly sealed to ensure water-tightness.
- E.** Demolition and legal disposal of the two (2) existing 400-ton roof mounted chiller units including associated support structures. Penetrations in roofing membrane as a result of the removal of the existing chillers and support structures shall be properly sealed to ensure water-tightness.
- F.** All design documents shall be signed and sealed by a USVI registered engineer. All design documents shall be permitted by the jurisdictional authority prior to commencing construction.

III. AWARD OF CONTRACT

The selected Proposer agrees, if approved as a provider of the services herein, Proposer will enter into a written contract with the Virgin Islands Port Authority for such service prior to rendering any services. In the event Proposer fails to enter into such Contract, Proposer's approval of such award will be revoked by VIPA. The Contract will contain, among other things, the General and Specific Terms and Conditions and Scope of Services contained herein.

The Contract awarded under this RFP will be for professional services and cost reimbursement. No payments in advance or in anticipation of services or supplies to be provided under the Contract shall be made by the Authority. Unless otherwise agreed pursuant to negotiations, the term of the Contract awarded under this RFP will be for a period of one (1) year.

IV. SUBMITTAL INFORMATION

Sealed Proposals: No proposals received after the scheduled closing time for filing will be considered. The responsibility for submitting a response to this RFP, on or before the stated date, time, and location will be solely and strictly the responsibility of the Proposer.

Respondents will deliver one (1) original and three (3) copies of the sealed Proposal along with an electronic copy (flash drive or CD) to the following address:

Virgin Islands Port Authority
 Cyril E. King Airport, Administration Bldg.
 Attn.: Executive Director c/o Director of Engineering
 St. Thomas 8074 Lindberg Bay St. Thomas, V.I. 00802

Proposals shall be due and delivered no later than **2:00 P.M., January 26, 2018**. Each Proposal should be marked on the outside of the envelope with “**CEKA CHILLER REPLACEMENT RFP RESPONSE**”.

- Clearly mark the envelope with contractor’s name and address.
- Direct purchasing and procurement questions regarding the RFP to Armechia Martin, Management Assistant at VIPA’s address or e-mail ammartin@viport.com.

The Authority reserves the right to waive any informality, to reject any and all Proposals, to evaluate all Proposals, or any portion thereof and to accept the proposal which in its opinion may be in the best interest of the Authority. The Authority reserves the right to modify the contract after its award and further reserves the right to make multiple contract awards under this RFP.

***Proposers may not contact any Department Managers or Supervisors to discuss the bid process or bid opportunities except: 1.) through the Management Assistant named herein. This policy shall be strictly enforced and the VIPA reserves the right to reject the submittal of any bidder violating this provision.**

1) QUESTIONS AND ADDENDA

All questions regarding this Request for Proposals should be submitted in writing via the following delivery channels:

Hand Delivery:

Virgin Islands Port Authority
Cyril E. King Airport, Administration Bldg.
Attn.: Executive Director c/o Director of Engineering
St. Thomas 8074 Lindberg Bay St. Thomas, V.I. 00802

Mail Delivery:

Virgin Islands Port Authority
Cyril E. King Airport, Administrative Bldg.
Attn.: Executive Director c/o Director of Engineering
P.O. Box 301707, St. Thomas Virgin Islands 00803

Electronic Delivery:

ammartin@viport.com

2) VENDOR INFORMATION

All submissions shall include a completed Vendor Information Form, current copy of a business license and a completed W-9 form.

V. PROPOSAL REQUIREMENTS

Proposals should address the following questions or requests for information:

A. **Professional Qualifications:**

The successful Respondent must establish its qualifications to satisfactorily perform the work. The following information is required:

- 1) Number of years the Respondent firm has been in existence.
- 2) Identify individuals who will be assigned to the project on a day-to-day basis. Provide their background, directly related experiences and past successes. Include an organization chart.
- 3) A description of prior design and construction experience in providing similar services.
- 4) A list of clients, for whom Respondent has provided similar services, and scale, including dates of performance. List clients' organizational names, contact names, addresses, and telephone numbers.
- 5) A full description of any and all sub-consultants who will work on the project, should Respondent be awarded the Agreement.
- 6) System must be constructed by a licensed and insured Contractor. Contractor must be able to secure USVI Business license. If already in possession of valid local business license, please provide a copy with the response to this RFP. If not, the successful Contractor will be required to secure a local business license upon execution of a contract with VIPA. All local jurisdictional construction permits will require a local business license.
- 7) A payment and performance bond for the full construction cost of the project will be required.
- 8) System must be designed by a licensed professional engineer (P.E.). Engineer of Record registered in the USVI. Design Firm must be able to secure valid Business and Professional Licensure within the United States Virgin Islands (USVI). If already in possession of valid local

Business and Professional Licensure, please provide copies with the response to this RFP. If not, the successful Designer will be required to secure a local business and professional license upon execution of a contract with VIPA. All local jurisdictional permits required are the responsibility of the Design-Build firm and will require local Business and Professional Licensure.

B. Relevant Experience:

Please provide a narrative detailing the following:

- 1) A description of all prior professional experience in designing and constructing HVAC systems with specific focus in the service areas listed in the Scope of Services.

C. Schedule:

The Respondent shall submit a detailed schedule as a part of the response to this RFP. The schedule shall “break-out” specific milestones, to include but not limited to the following:

- Design Timeline
- Permitting Timeline
- Construction Timeline

Respondent is advised that VIPA wants a fully completed and operational “turn-key” project as quickly as feasibly possible. VIPA will assess liquidated damages at a rate of \$1,000/day for every day system is not operational beyond completion date submitted by Respondent and accepted by VIPA as mutually agreed terms of the contract.

D. Costs:

VIPA is seeking a price to (1) design, (2) permit and (3) construct the scope of services as outlined in this RFP. Cost shall be presented as a breakdown for each of the three (3) categories listed. Cost provided must be inclusive of all cost, foreseen and unforeseen; to design, permit and construct a fully operational system. In addition, all permit fees (local and federal) will be the responsibility of the Respondent.

E. Warranties / Guarantees:

All materials used on the project shall comply with the Federal Buy American requirements. Copies of all manufacturer warranties shall be provided to VIPA upon completion of the project.

VI. PROPOSAL SUBMISSION

Responses to this RFP must be according to the requirements set forth in this section, both for content and sequence. Failure to adhere to these requirements or inclusion of conditions, limitations or misrepresentations in a response may be cause for rejection of the submittal.

Cover Letter

There shall be a maximum one-page cover letter and introduction, and shall include the name and address of the organization submitting the proposal, together with the name, address and telephone number of the contact person who will be authorized to make representations for the organization, the firm's federal tax ID number and a list of subcontractors, if applicable. The cover letter shall also include a statement that the proposal is valid for sixty (60) days after receipt.

The Proposal

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.

Technical Response

Demonstrate ability and capacity to provide services described in the Scope of Services. In this section, proposers should present their vision of how they propose meeting the Authority'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. As necessary, indicate any additional or optional tasks.

References

A minimum of three (3) references from programs of similar scope and magnitude, for which the Proposer has provided services similar to the services requested herein within the past three (3) years. VIPA reserves the right to contact these references.

VII. EVALUATION CRITERIA AND RATING

VIPA's Executive Director will appoint a Selection Committee to evaluate the proposals received. For the purpose of scoring proposals each of the committee members will evaluate each proposal based upon the criterial listed below. In order to assist the evaluation committee, outside expertise may be sought, including but not limited to technical advisors.

<u>Evaluation Factor</u>	<u>Point Value</u>
Professional Qualifications	20
Relevant Industry Experience	20
Schedule	25
Cost	30
References	5

VIII. CLARIFYING PROPOSAL DURING EVALUATION PERIOD

During the evaluation process, VIPA has the right to require any clarifications or change it needs in order to understand the respondent’s view and approach to the project and scope of work. Oral presentations by the bidder/s may also be utilized. Any changes to the proposal will be made before executing the Contract and will become part of the final contract.

IX. CANCELLATION

VIPA reserves the right to modify, revise, or cancel this RFP. Receipt and evaluation of proposals or the completion of interviews do not obligate VIPA to award a contract(s).

X. PAYMENTS

The successful Proposer of this RFP shall submit monthly invoices to:

Virgin Islands Port Authority
 Administrative Building
 Attn.: Engineering Department
 P.O. Box 301707, St. Thomas Virgin Islands 00803

XI. INSURANCE

Insurance Requirements: The policies shall be maintained with insurer(s) and in a form satisfactory to the Authority, and the successful Contractor/Vendor shall submit a Certificate of Commercial General Liability Insurance and Declaration/Endorsement pages naming the Virgin Islands Port Authority as an additional insured and certificate holder on the commercial general liability policy to the Procurement Manger.

- A. Commercial General Liability: Public Liability and property Damage
 - i. Combined Single Limit -\$2,000,000 per occurrence and annual aggregate per location

- ii. Coverage shall include personal Injury, Blanket Contractual (specifically covering Contractor for liability, loss, cost and damage, including attorney’s fees, assumed by Contractor under the provisions of the Indemnity set forth above), Broad Form Property Damage, Independent Contractors, Products and Completed Operations (including coverage for the additional insured, whether by endorsement or renewal of coverage, and after final completion of the Contract for the term equal to the statues of limitations under the U.S. Virgin Islands) and, in the case of construction, Explosion, Collapse and Underground Hazard (XCU) coverage for any subsurface activities.
- iii. A combination of primary and excess policies may be utilized to fulfil these insurance requirements. Policies must be on an occurrence based form, with deductibles agreeable to the Authority.

B. Worker’s Compensation

United States Virgin Islands Statutory Limits. The Contractor shall maintain a current, valid certificate of workers’ compensation insurance on file with the Authority for the entire period during which work is performed under the Contract.

C. Professional Liability Professional Liability Insurance

Consultant and any sub-consultant shall maintain insurance covering losses rendered by Professional Services (Errors or Omissions) that arise from the operations described under the ‘Scope of Services’ section.

Per Claim Limit:	\$1,000,000
Aggregate Limit:	\$2,000,000

If coverage is written on a Claims-made basis, the Consultant warrants that any retroactive date applicable to coverage under the insurance policy precedes the effective date of the Agreement and that continuous coverage will be maintained, or an Extended Discovery Period will be purchased for a period of one (1) year beginning when the work under the Agreement is completed.

XII. GIFTS FROM CONSULTANTS

VIPA’s officers, employees, or agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from Contractors or potential Proponents. 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.

XIII. LICENSES, FEES & TAXES

The Consultant 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 the Authority harmless for all claims arising from payment of such taxes and fees.

The Consultant shall obtain and post as required, all license, permits, and certificates as required by federal and local laws, rules and regulations, and policies.

An award will not be made to any firm or individual doing business in the Virgin Islands to perform work with the Virgin Islands Port Authority until evidence is submitted that said firm or individual has a valid Virgin Islands Business License to do business in the Virgin Islands **AND/OR** copy of a current business license issued by state, city or country in which the foreign company is operating, or certification that the company is exempt from the licensing process.

All Bidders bidding as Joint Ventures must be licensed as a Joint Venture.