



VIRGIN ISLANDS HOUSING FINANCE AUTHORITY

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St. Thomas · U. S. Virgin Islands · 00802-6447
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www.vihfa.gov

INVITATION FOR BIDS for WHISPERING HILLS SUBDIVISION RETAINING WALL

IFB 003-2020-STT

Issue date:

November 25, 2019

Submittal deadline:

January 9, 2020

Contact person:

Afisha M. Hillocks
Procurement/Contract Officer
ahillocks@vihfa.gov

 *Unlocking the Door to Affordable Housing*

VIRGIN ISLANDS HOUSING FINANCE AUTHORITY

IFB 003-2020-STT
INVITATION FOR BIDS
WHISPERING HILLS SUBDIVISION
RETAINING WALL

1.0 PROJECT SUMMARY

The Virgin Islands Housing Finance Authority (“VIHFA”) is soliciting bids from qualified and licensed General Contractors (“Respondent”) for construction of a New Retaining Wall as per the approved Engineering Drawings designed by the Structural Engineer, Paul Ferreras, P.E. for this project located at Estate Donoe “Whispering Hills” on St. Thomas, U.S. Virgin Islands.

2.0 SCOPE OF WORK

Provide a bid for work, as per the Engineered Plans and Specifications on the Bid Sheet provided: Concrete Retaining Wall with Safety Railing on top of the retaining wall and Survey Services to reset existing bound post. Construction Survey Work on an as-needed basis to maintain set points and re-establish as required.

The Respondent shall coordinate with the Virgin Islands Housing Finance Authority for any required progress inspections and final inspections. The VIHFA has approved the engineering drawings. Refer to attached drawings and specifications for concrete mix design.

3.0 TERMS

The VIHFA will contract for a period of ninety (90) calendar days. The VIHFA reserves the right to modify and/or terminate the contract if the successful organization fails to perform in a manner consistent with the terms of the contract. In addition, the VIHFA reserves the right to modify and/or terminate the contract if funding becomes unavailable.

The VIHFA shall also extend the completion date if there are delays caused by acts of God, unavoidable circumstances, or the negligence of the VIHFA or its agents or employees other than the Respondent. The extension shall equal the length of the delay by any of the above factors. However, there shall be no extensions to the completion date without the prior written consent from the VIHFA no less than three (3) calendar days after the delay.

4.0 LIQUIDATED DAMAGES

Should the successful Respondent fail to complete the scope of work according to the terms of the contract, the successful Respondent agrees to pay to the VIHFA, as liquidated damages, \$500.00 for each calendar day or portion thereof that the successful Respondent fails to commence or diligently perform the work in accordance with the contract documents and/or is in violation of the contract. The liquidated damages shall first be deducted from any contract monies due but not yet paid to the successful Respondent, to the extent available.

5.0 USE OF SUBCONTRACTORS

The VIHFA shall have a single Prime Contractor and that Prime Contractor shall be responsible for all deliverables specified in this IFB. This general requirement notwithstanding, Respondent may enter into subcontractor arrangements. However, Respondent shall acknowledge in its IFB total responsibility for the entire contract. If the Respondent intends to subcontract for portions of the work, the Respondent shall identify in its package any subcontractor relationships and include specific designations of the tasks to be performed by the subcontractor. The documentation required of the Prime Contractor is also required for any subcontractor. The Prime Contractor shall be the single point of contact for all subcontract work. Every subcontract shall incorporate and follow the terms of the contract between the Prime Contractor and the VIHFA. Unless provided for in the contract with the VIHFA, the Prime Contractor shall not contract with any other party for any of the services herein contracted without the express prior written approval of the VIHFA.

The Prime Contractor shall be responsible for fulfillment of all terms of contract, timing, and payments to subcontractors regardless of funding provided by the VIHFA.

6.0 CONFLICT OF INTEREST

A Respondent submitting a bid hereby certifies that no officer, agent or employee of VIHFA has a pecuniary interest in this bid or has participated in contract negotiations on behalf of the VIHFA; that the bid 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.

7.0 RESPONDENT'S RESPONSIBILITIES

- Bear all cost related to the preparation and submission of the bid package in response to this IFB solicitation.
- Provide a completed "Base Bid Sheet" with a price guaranteed for 90 days and provide the documentation as specified in this IFB solicitation.
- Be duly licensed in the U.S. Virgin Islands, as a General Contractor and provide proof of a valid USVI business license.
- Pay all taxes and fees as required by the local and federal statutes.
- Maintain compliance with all Permits issued for the project.
- Obtain, maintain and provide a copy of current Liability Insurance for One Million (\$1,000,000.00) Dollars to cover any claims and damages occasioned by executing the scope of work.
- Complete the total project within ninety (90) calendar days, subject to liquidated damages in the amount of \$500.00 for each day after the scheduled completion date.
- Provide acceptable workmanship, according to "Industry Standards" in each Trade or Scope of Work.
- Provide an As-Built Survey Work In-Place and "Guarantee" that your work is without error.
- Provide a 12-month (365 calendar days) construction warranty for new concrete retaining wall.

8.0 VIHFA'S RESPONSIBILITIES

- The VIHFA shall provide an electronic Copy of the Engineering Plans and Specifications.
- Provide assistance, as necessary, in obtaining local permits and in dealing with governmental entities.
- Perform periodic inspections of construction progress to ensure compliance with the project specifications and VIHFA's policies and procedures.
- VIHFA's Construction Manager to hold weekly coordination construction meetings to maintain coordination of the construction work.
- Provide review of all weekly status reports, draft and final project close out report prior to final acceptances of same.
- Review all invoices and ensure payments.

9.0 INVITATION FOR BID SCHEDULE

The following deadlines are associated with this IFB:

IFB SCHEDULE	DATE	TIME
IFB Issue date	November 25, 2019	
Pre-Bid Conference	December 10, 2019	11:00 AM
Final date to submit written questions	December 17, 2019	
IFB Submittal Deadline	January 9, 2020	1:00 PM
IFB Bid Opening	January 9, 2020	1:15 PM

The VIHFA reserves the right to change the IFB Schedule by issuing an Addendum at any time.

10.0 ISSUING AND PROCURING OFFICE

This IFB is being issued for the VIHFA. All general correspondence and inquiries about the IFB should be submitted in writing and sent to:

Afisha M. Hillocks
Procurement/Contract Officer
Virgin Islands Housing Finance Authority
100 Lagoon Complex, Suite 4
St. Croix, VI 00840-3912

OR

Inquiries can be made by e-mail.
Email: ahillocks@vihfa.gov
Mark subject line for email "IFB 003-2020-STT"

From the issue date of this IFB until a determination is made regarding the selection of a Respondent, all contacts concerning this IFB 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 acceptances of all terms, conditions and requirements in this IFB. The issuance of a written addendum by the Procurement/Contract Officer is the **only** official method by which interpretation, clarification or additional information can be given. If the VIHFA amends this IFB, the Procurement/Contract Officer will post such notices on its website, <https://www.vihfa.gov/business/solicitation>. After the questions 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 Procurement/Contract Officer.

The VIHFA will **not** be held responsible if any potential Respondent does not check the website on a regular basis for all addenda. It is the responsibility of the potential Respondents to update all contact information, contact the Procurement/Contract Officer to ensure that they receive all addenda prior to the submittal of the bid package, and/or check VIHFA's website for updates.

11.0 PRE-BID CONFERENCE

The VIHFA will conduct a Pre-bid Conference in its Training Room located at 3202 Demarara Plaza, Suite 200 St. Thomas, U.S. Virgin Islands 00802 at **11:00 a.m.** Atlantic Standard Time (AST) on **December 10, 2019**. **A site tour shall immediately follow the Pre-Bid Conference.**

It is highly recommended that you thoroughly review the requirements of the IFB prior to the Pre-Bid Conference. All prospective Respondents are urged to attend. 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 proposal package or any addenda thereto.

12.0 DELIVERY OF BID PACKAGES

All responses to this IFB are to be submitted no later than **1:00 p.m.** AST on **January 9, 2020**. Submissions must be packaged in a sealed envelope, (1 original, 2 copies). The VIHFA will **not** consider fax or e-mail submission of a bid or mail submissions received after the bid due date and time. Bid Packages must be submitted to:

SEALED BIDS – DO NOT OPEN
Virgin Islands Housing Finance Authority
3202 Demarara Plaza, Suite 200
St. Thomas, VI 00802-6447
IFB 003-2020-STT
Whispering Hills Subdivision Retaining Wall

The envelope must be clearly marked. Failure to clearly mark each bid package with this information may cause the VIHFA to inadvertently open the bid package before official closing date and time. The VIHFA will log all received bid packages with the date and time of receipt.

Bids received after the official deadline will be considered **LATE** and will **not** be opened or considered.

13.0 FORMAT OF BID PACKAGE

To be considered for award, the bid package shall meet the following requirements. Failure to meet the requirements as outlined will disqualify the Respondent.

- A. IFB 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 company 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. It should also state that the bid 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 company has not engaged in any unethical practices within the past five (5) 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. Contract Document Checklist Form** – Complete **Enclosure Document D** and **submit your current Business License**. For this section, Respondent must provide evidence that the company is licensed to provide General Construction Services in the U.S. Virgin Islands. The Business License must be relevant to the Scope of Work for this solicitation.
- F. Respondent’s Qualification Statement Form** – Complete **Enclosure Document E**. For the Reference Section of the form, you must provide a minimum of three (3) non-VIHFA references for the most recent, relevant work comparable to the scope requested in this IFB whom would be willing to discuss your company’s competency and performance. If you currently have more than three (3) references, a client listing with contact information should be provided as well. The VIHFA reserves the right to check references prior to award.
- G. Bid Sheet** – Complete **Enclosure Document F**. All bid pricing must be valid for 90 days from the submission deadline and thereafter until the company withdraws it, a contract is approved and executed, or the procurement is canceled, whichever occurs first.

Each Respondent must adhere to the requirements of this section relative to the bid package content and format in order to simplify the review process and facilitate the maximum degree of comparison. Respondents should ensure that their bid package closely follows the sequence and organizational outline described in this section.

14.0 REQUIRED DOCUMENTS

The successful respondent shall have ten (10) days from the day the notice of selection is received 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) 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 Certificate of Good Standing (valid from July 1st thru June 30th)

Limited Liability Company (LLC)

- Copy of Trade Name Certificate (if applicable)
- Copy of Articles of Organization
- Copy of Operating Agreement
- Copy of Certificate of Good Standing (valid from July 1st thru June 30th)

General Partnerships

- Copy of Trade Name Certificate (if applicable)
- Copy of Partnership Agreement (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. Social Security Number (SSN) or Employer Identification Number (EIN) - The successful Respondent will be required to provide an official copy of their SSN or EIN within ten (10) business days of receiving a notice of selection.

C. General Liability Insurance – The successful Respondent will be required to obtain, maintain and provide proof that it has in place Liability Insurance in an amount no less than One Million (\$1,000,000.00) Dollars within ten (10) business days of receiving a

notice of selection. The Insurance policy shall name the VIHFA as Certificate Holder and an “Additional Insured”:

Virgin Islands Housing Finance Authority
3202 Demarara Plaza, Suite 200
St. Thomas, U. S. Virgin Islands 00802-66447

D. Workers' Compensation Insurance/Certificate of Government Insurance Coverage

– The successful Respondent will be required to obtain and have in place Workers' Compensation Insurance coverage within ten (10) business days of receiving a notice of selection.

Failure to provide the required documents within the stated time period may result in the bids being deemed non-responsive and immediately disqualified with no further consideration for potential award of the contract.

15.0 SELECTION PROCESS

The VIHFA’s Evaluation Committee Panel is responsible for evaluating all respondents’ submittals. The Evaluation Committee Panel will consider the following criteria:

- Respondent is duly organized, validly existing, qualified and licensed to conduct business in the U.S. Virgin Islands.
- Lowest reasonable price and responsive bid package.

16.0 RIGHT TO REJECT BID PACKAGES

The VIHFA reserves the right to reject, without prejudice, any and all bids submitted in response to this solicitation. Further, Bids submitted in response to this solicitation become the property of the VIHFA and the VIHFA may use any idea or concept in a submitted bid, regardless of whether that bid is selected for award.

Enclosures

- | | |
|-------------------------|---|
| 1. Enclosure Document A | IFB Cover Letter |
| 2. Enclosure Document B | Non-Collusive Affidavit |
| 3. Enclosure Document C | Debarment Certification Form |
| 4. Enclosure Document D | Contract Document Checklist Form |
| 5. Enclosure Document E | Respondent’s Qualification Statement Form |
| 6. Enclosure Document F | Bid Sheet |

Attachment

- | | |
|-----------------|---|
| 1. Attachment A | 11 x 17 copy of Engineering Drawings & Specifications for Whispering Hills – Subdivision New Retaining Wall (You may also request a copy via email or download from the website.) |
|-----------------|---|

ENCLOSURE DOCUMENT A
VIRGIN ISLANDS HOUSING FINANCE AUTHORITY
IFB COVER LETTER

BIDDER

Name: _____

Address: _____

Tax Identification #: _____

BIDDER'S CONTACT PERSON

Name: _____

Title: _____

Telephone: _____

Email Address: _____

SCHEDULE OF ADDENDA

(I) or (We) acknowledge receipt of the Addenda to the IFB Package hereinafter named, for the project(s) included in this IFB and declare that (I) or (We) accept these Addenda and that every change is included in this proposal.

Addendum Number _____ Issue Date _____

Addendum Number _____ Issue Date _____

Addendum Number _____ Issue Date _____

Addendum Number _____ Issue Date _____

BIDDER'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:

That he/she is _____ (a partner or officer of the firm of, etc.) the party making the foregoing proposal or proposal cost, that such proposal/bid or proposal cost/bid cost is genuine and not collusive or sham; that said proponent has not colluded, conspired, connived or agreed directly or indirectly, with any proponent or person, to put in a sham proposal cost or to refrain from bidding and has not in any manner directly or indirectly sought by agreement or collusion or communication or conference, with any person, to fix the proposal cost of the affinity or of any other proponent, or to fix any overhead, profit or cost element of said cost proposal, or of that of any other proponent, or to secure any advantage against the Virgin Islands Housing Finance Authority or any person interested in the proposed contract; and that all statements in said proposal or cost proposal are true.

(Name of Respondent, if the Respondent is a Corporation)

(Name of Respondent, if the Respondent is a Limited Liability Corporation)

(Name of the Respondent, if the Respondent is a Sole Proprietor)

Subscribed and sworn to before me on the Island of _____,
this _____ day of _____, 2019, by _____
of legal age, _____
(Trade or Corporation)

and personally known to me.

(SEAL)

Notary Public

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 IFB Response, 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 IFB Response.

Name and Title of Authorized Representative:

Signature

Date

Subscribed and sworn to before me on the Island of _____,
this _____ day of _____, 2019, by _____
of legal age, _____
(Trade or Corporation)

and personally known to me.

(SEAL)

Notary Public

ENCLOSURE DOCUMENT E
VIRGIN ISLANDS HOUSING FINANCE AUTHORITY
RESPONDENT 'S QUALIFICATION STATEMENT

Name of License Holder: _____
Name of Company/DBA (if any): _____
Legal Status: (check one) Corporation LLC Sole Proprietorship Partnership
Business Location (office): _____
Mailing Address: _____
Telephone Number: _____ Fax Number: _____ Email: _____
Website address (if any): _____

Do you have a current USVI Business License? Yes No Number of Years licensed to conduct business in the USVI _____ Type of License(s) _____
_____ Number of Retaining Wall completed in the last 5 Years _____, Average value of these contracts \$ _____
Do you have plan to use Subcontractors? Yes No If yes, company _____

Have you ever failed to complete a project, been fired, sued by one of your clients and/or found in default of contract terms? Yes No If yes, explain on another sheet, if a Performance Bond or other means were used to resolve the issue and the Circumstances and the outcome.

Are there or have there been any; Claims, Arbitration, Judgments or Liens against you? Yes No
If yes, explain on another sheet, the circumstances and outcome.

List three non-VIHFA references that can be contacted for their input concerning your abilities:

- 1) Client Name _____ Contact Number _____
- 2) Client Name _____ Contact Number _____
- 3) Client Name _____ Contact Number _____

List your current projects under contract (Project Title or Clients Name), Value (Contract Value) and Percentage of Completion:

- | | | |
|----------------------|-------------|------------------|
| 1) Client Name _____ | Value _____ | Percentage _____ |
| 2) Client Name _____ | Value _____ | Percentage _____ |
| 3) Client Name _____ | Value _____ | Percentage _____ |

(If you have more contracts, please list on separate sheet)

Proposer shall certify that the above information is true and shall grant permission to the VIHFA to contact the above-named person or otherwise verify the information provided.

Name and Title of Authorized Representative: _____

Signature: _____

ENCLOSURE DOCUMENT F
VIRGIN ISLANDS HOUSING FINANCE AUTHORITY
BID SHEET

WHISPERING HILLS SUBDIVISION RETAINING WALL

THE UNDERSIGNED RESPONDENT PROPOSES TO FURNISH ALL LABOR, TOOLS, MATERIALS, EQUIPMENT, MISC. SUPPLIES AND INCUR ANY OTHER COSTS AS MAY BE REQUIRED TO PERFORM THE SCOPES OF WORK, SUBJECT TO ALL THE CONDITIONS AS SET FORTH IN THE PROJECT SPECIFICATIONS.

SPEC #	SCOPE/ DESCRIPTION OF WORK	BASE BID
1)	Mobilization & General Conditions	\$ _____
2)	Construction Surveying	\$ _____
3)	Contractor Testing	\$ _____
4)	Excavation & Backfilling	\$ _____
5)	Concrete Retaining Wall & Footing	\$ _____

TOTAL BID AMOUNT = \$ _____
(Includes all scopes of work found in IFB)

PLEASE TYPE OR PRINT THEN SIGN AS INSTRUCTED BELOW

(TYPE OR PRINT) NAME OF COMPANY

(TYPE OR PRINT) NAME OF OWNER, PRESIDENT or CEO OF COMPANY BIDDING

(SIGNATURE) NAME OF OWNER, PRESIDENT or CEO OF COMPANY BIDDING

Please check this box if you have been certified as having completed the VIHFA Small Contractors Training Program.