

ROYALE SYSTEMS, LLC

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REQUEST FOR QUOTES

ARCHITECTURAL DESIGN SERVICES FOR FUEL TANK PAD, RETAINING WALL AND GENERATOR PAD

1. INTRODUCTION

Royale Systems, LLC ("Subgrantee") has received federal funds from the U.S. Department of Housing and Urban Development (HUD) under the Economic Resilience and Revitalization (ERR) Program administered by the Virgin Islands Housing Finance Authority (VIHFA). In accordance with 2 CFR Part 200 Subpart D (Procurement Standards), VIHFA's Procurement Policy, and all other applicable federal and territorial regulations, Royale Systems is soliciting quotes from qualified design firms to provide professional design and construction services for the project described herein.

All procurement activities under this solicitation shall comply with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Part 200), including mandatory contract provisions per Appendix II, and relevant HUD and VIHFA requirements.

2. PROJECT OVERVIEW

The architectural design services will support the development of infrastructure for fuel storage and power generation of the Tower Site hardening located on Flag Hill on St. Thomas, VI. The scope includes:

- A fuel tank pad with a dyked spill containment enclosure for a 5,000-gallon fuel tank.
- A retaining wall to support the fuel tank installation.
- A generator pad for two (2) 150 kW generators.

3. SCOPE OF WORK

3.1 Fuel Tank Pad with Dyked Spill Enclosure

- Site Assessment & Survey Coordination
- Design of a Concrete Pad suitable for a 5,000-gallon fuel tank, including load calculations.
- Design of Spill Containment Dyke, compliant with environmental and fire safety regulations.
- Preparation of Construction Drawings and Specifications
- Design of Fuel Tank Electrical Grounding
- Permit Support Documentation

3.2 Retaining Wall Supporting Fuel Tank

- Site Grading and Soil Analysis Coordination
- Design of Retaining Wall including structural stability, drainage, and erosion control.
- Integration with Fuel Tank Pad Design
- Material Specifications and Structural Details
- Construction Drawings and Elevations
- Compliance with Local Building Codes

3.3 Generator Pad for Two (2) 150 kW Generators

- Design of Concrete Generator Housing with vibration isolation and anchoring systems.
- Electrical Conduit Pathways Coordination
- Noise and Emission Mitigation Considerations
- Construction Drawings and Technical Specifications
- Electrical Grounding System for Generator

4. DELIVERABLES

The selected contractor will be required to provide the following information:

- Site Plan and Layout Drawings
- Architectural and Structural Drawings
- Permit and Regulatory Compliance Documentation
- Coordination Reports with Engineering Disciplines

5. PROPOSAL REQUIREMENTS

Please include the following in your quote:

- Company profile and relevant experience
- Proposed timeline and milestones

- Fee structure and payment terms
- Key personnel and qualifications
- References from similar projects

6. SUBMISSION INSTRUCTIONS

RFP Release Date: October 6, 2025

Site Visit Scheduling Deadline: October 14, 2025

Site Visit Date: October 8 – October 15, 2025

Deadline for Submission of Questions: October 16, 2025

Deadline for Submission: Midnight October 20, 2025

Submission Format: Submit one (1) electronic PDF via email to royalesystems@outlook.com and one (1) hard copy to:

Royale Systems, LLC

Attn: Procurement Office

8252 Subbase Road, Suite #5

St. Thomas, VI 00802

7. EVALUATION CRITERIA

Quotes will be evaluated based on:

- Relevant experience and qualifications
- Cost competitiveness
- Timeline and deliverability
- Compliance with scope and requirements

8. FEDERAL AND LOCAL COMPLIANCE REQUIREMENTS

All work must comply with:

- VIHFA Procurement Policy
- 2 CFR Part 200, including Appendix II
- HUD ERR Program requirements
- Territorial building codes
- Davis-Bacon Act
- Section 3 of the Housing and Urban Development Act of 1968
- Conflict of Interest provisions (2 CFR §200.318)
- SAM.gov contractor eligibility verification
- Environmental review and permitting obligations

9. TERMS & CONDITIONS

- Royale Systems reserves the right to cancel this solicitation, reject any or all proposals, and negotiate terms with the successful proposer.
- All preparation costs are the sole responsibility of the proposer.
- The final contract will be Royale Systems' standard professional services agreement incorporating this RFP, the selected proposal, and required federal clauses.
- Any contract resulting from this RFP is contingent on the continued availability of HUD funds.