

REQUEST FOR PROPOSAL FOR  
PROJECT MANAGEMENT SERVICES

U.S.V.I. SOCCER ASSOCIATION  
SOCCER FIELD BUILDINGS and FURNISHINGS



U.S.V.I SOCCER ASSOCIATION INC.

ST. CROIX, U.S. VIRGIN ISLANDS

**RFP-01-22**

JANUARY 3, 2022

**FIFA**

*For the Game. For the World.*



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U.S.V.I SOCCER ASSOCIATION INC.



## 1.0 INTRODUCTION

### 1.1 General

The U.S.V.I. Soccer Association (hereafter referred to as "USVISA" or VISA) is inviting qualified individuals or firms license to conduct business in the U.S. Virgin Islands for the purpose of entering a contract for Project Management Services (PMS) during the construction of dormitories, gymnasium and other necessary appurtenances to make it fully habitable. The Scope of Work includes the services of an onsite Project Manager (PM) for construction activities and to the assist with the following, but not limited to: development of a Project Management Plan, scheduling, daily/weekly/monthly reports, development and tracking of Key Performance Indicators (KPI), fiscal administration, and assist with engineering / design review of project submittals. The Request for Proposal (RFP) describes the services and deliverables to be provided by the qualified and licensed engineering and or project management firm (hereafter referred to as "Contractor") under contract to U.S.V.I. Soccer Association (also hereafter referred to as "Owner").

The Contractor should have experience and is competent in engineering reviews of designs in the following engineering disciplines of civil, structural, mechanical, electrical, instrumentation and field engineering. The Contractor is responsible to ensure that the construction complies with all specifications/codes and approved design drawings and complete the project on schedule and within budget.

This RFP will be publicly solicited on USVISA website, Online Media, Daily News, and The Avis newspapers.

The construction site is Plot #23-1 on approximately 12.33 acres located in Estate Upper Bethlehem, Christiansted St. Croix Virgin Islands.

The Project will consist of the constructing / installing but not limited to the following:

- 2 Story Dormitory Building approximately 12,398 sq ft
- A total of 17 dormitories, including 15 double rooms and 2 for officials
- Entry lobby
- Gymnasium
- Electrical room
- Elevator
- Sewer line to be connected to city sewer
- Security System
- 1,200 amps main electrical service
- Exterior lighting



## **2.0 GENERAL SCOPE OF WORK**

USVISA requires Project Management Services during the construction as described in the above Project description and to ensure the issuance of full Occupancy Permit by Department of Planning and Natural Resources, Division of Building Permits.

### **A. Scope of Work**

- a) The PM shall attend the pre-bid meeting and respond to questions concerning plans, specifications, and estimates prior to bid opening.
- b) The PM shall prepare contract addenda, if required.
- c) The PM shall review construction proposals received and make recommendation to USVISA for award of civil work contract, electrical, mechanical, and plumbing.
- d) The PM shall attend regularly scheduled construction meetings, including the pre-construction meeting, to respond to questions concerning the plans, specifications, and estimates.
- e) The PM shall be available to be called to the site to address questions arising from the progress of the work
- f) The PM shall assist USVISA with preparation of contract change orders, if necessary.
- g) The PM shall participate in the final walk-through of the constructed project and assist in the preparation of punch list.
- h) The PM shall review and approve as-built drawings, following construction, from mark ups provided by construction company.

B. Additional Scope of Work for Project Management Services include the following requirements:

1. Ensure continual quality assurance/quality control during the project schedule.
2. Assist in the permitting process and resolution of regulatory issues
3. Provide daily and periodic communication/reports, to include inspection reports to USVISA.
4. Secure documentation in electronic medium of construction activity to allow an audit trail through final inspection and closeout.
5. Develop and maintain professional working relationships with the contractor and regulatory agency personnel.



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### C. Start-up of Operations

1. The PM must have all the necessary office supplies and computers, telecommunications equipment, and all other equipment/supplies as necessary to conduct business onsite for the core functions of Project Management support

a) The term of the start-up of operations, including project site, requested by USVISA is for the initial two (2) year term of the anticipated contract, with an option to extend the contract if needed.

b) Costs beyond this term may be considered as part of any contract amendments.

### D. Project Management General Standards - Program Design

1. Manage standard specifications and cost schedules for assigned project.

2. Prepare detailed scope or work and cost estimates for future assigned projects as requested.

3. Recommend ways to organize construction project, to achieve efficiencies and cost savings in construction.

4. Conduct final inspections to ensure quality construction, permits have been obtained, and construction complies with all applicable codes, regulations, and program requirements to support project closeout.

### E. Project Administration Tasks May Include:

1. Assist USVISA in serving as on-site project management representative for completion of construction.

2. Develop detailed final cost estimates for each phase of the project and validate against established Project budget.

3. Assist in the preparation and packaging of construction bid documents, project specific special conditions including, mitigation monitoring plan, contract time, construction phasing, completion and occupancy dates.

4. Prepare and issue Notice of Award and Notice to Proceed

5. Coordinate and conduct project pre-construction conferences.

6. Maintain documentation in shared projects files that include design documents, constructability review comments, estimates, bid documents, contracts, submittals, permits, meeting minutes, correspondence, change orders, pay requests, RFIs, shop drawings, claims, schedules and closeout



7. Attend job-site progress meetings, prepare and distribute meeting minutes and report urgent issues
8. Review and comment on contractor invoices to USVISA (as appropriate)
9. Assist in obtaining Building Permits for plans and, if required,
10. Track and maintain a record of change orders, budgets and expenditures for all contracts of projects
11. Perform other related duties as assigned

#### F. Close-out Services

1. Coordinate with USVISA to ensure timely close-out of projects.
2. Assist USVISA to gather and assemble all financial and administrative documents related to close-out.

#### G. Commencement of Services

1. Selected Respondent must be prepared to commence these services within fifteen (15) days of a Notice to Proceed (NTP) from USVISA.

#### KEY DELIVERABLES

##### H. Project Management Support - Key Deliverables

1. Project Management Plan (PMP): Develop a project management plan to capture the entire project end-to-end, covering all project phases from initiation through planning, execution and closure.
2. Progress Report: Prepare monthly project status reports to include a narrative description of the progress of work and major tasks completed, budget status, schedule overview, change order summary, open and closed deficiencies, key progress photos and significant project issues with recommendations on any unresolved matters
3. Close-Out Report: Prepare and provide a close-out report to USVISA attesting to the project(s) final completion including all open punch list items, deficiencies, labor compliance, final payment, change orders, claims, record and as-built drawings, financial summary, final schedule, warranties, and guaranties.
4. Lessons Learned Report: Provide a lessons learned report highlighting success and challenges, processes per construction project that worked and those that need improvements and recommending improvements strategies to the implementation process.

##### I. Inspection Services - Key Deliverables



1. Initial, interim, final scope definition inspection reports
2. Data and results in a form and format acceptable to USVISA
3. Documents in support of closeout.

## PROPOSAL ENCLOSURES AND REQUIREMENTS

### a. PROPOSAL SUBMITTALS

- i. Any exceptions or clarifications to the requirements stated in this Request for Proposal, shall be listed and explained in the Offeror's proposal.
- ii. The Offeror shall submit, with his proposal, a preliminary payment schedule. This schedule shall detail the basic payment steps.
- iii. The Offeror shall submit with its proposal, a listing of a minimum of three previous project management projects where the Offeror has performed similar work. The list shall include project name, location and contact person.
- iv. The Offeror is required to submit the resume of the person who will be Project Manager on this job.
- v. Contractor Rate Sheet to include hourly rate.
- vi. The Offeror is encouraged to include any other information that may be found useful in evaluating its bid and ability to satisfactorily perform the work.

### b. SITE ASSESSMENT

#### i. PRE-BID CONFERENCE

No Pre-Bid Conference will be scheduled for this project.

#### c. SITE VISIT

- i. Each Offeror shall fully acquaint themselves prior to submitting their proposal of all existing conditions and limitations under which the project will be site conditions performed and shall include in their proposal a sum to cover all costs of all items necessary to perform the work as set forth in the Proposal Documents.
- ii. No allowance will be made to any Offeror for claims arising from the existing condition, which could have been ascertained by an examination of the project site.



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## SPECIAL PROVISIONS

### a. SCOPE OF THE SECTION

i. The special provisions are intended as supplements or modifications to the Instruction to Offerors, or the Scope of Work sections. In the event that items of the sections are overlapping, provisions of this section shall govern.

### b. PRE-CONSTRUCTION CONFERENCE

i. Upon award of Contract, the USVISA will schedule a pre-construction conference. This conference must be attended by the Project Manager and the Construction Contractors', and USVISA 's representatives. The purpose is to review the project scope, determine the project schedule and discuss problems that may be encountered.

### c. PAYMENT SCHEDULE

i. The PM shall propose a payment schedule based on a subdivision of the proposed contract price including an initial mobilization payment, subsequent monthly payments on a Net 30 days and a final payment for successful project completion. Invoices should include a detailed description of services being billed for including but not limited to:

1. Number of Hours worked
2. Hourly rate
3. Description of tasks performed
4. Description of materials used
5. Listing of reports/documentation provided to client
6. Location of where work was performed (i.e. onsite, off-island home office support, etc.)
7. Current amount being invoiced
8. Prior amount invoiced to date
9. Balance remaining of original contract bid price

### d. RATES

i. In the event that the USVISA requires additional services over and above the contractual scope specified herein, proposals shall include applicable rates for labor and services.





#### h. SAFETY

- i. The PM is responsible to comply with OSHA and local Rules and Regulations and is responsibility for his safety on the project site.
- ii. The PM shall follow safe working practices and procedures which it has developed according to the guidelines given in applicable federal and local regulations of the U.S and Virgin Islands. The PM shall take all necessary precautions and provide all necessary safeguards to prevent personal injury and property damage.
- iii. The PM shall ensure all necessary safety equipment such as barriers, signs, lights, walkways, guards and fire prevention and firefighting equipment are provided and maintained and shall take such other action as is required to have the construction contractor fulfill its obligation.

#### NOISE CONTROL

1. The PM shall ensure that the contractor provides adequate protection against objectionable noise levels caused by the operation of construction equipment at all times.

#### j. DUST CONTROL

1. The PM shall ensure that the contractor provides adequate protection against raising objectionable dust clouds caused by moving construction equipment, high winds, or any other cause.

#### k. INCLEMENT WEATHER

1. Within ten (10) days of any forthcoming inclement weather, the PM shall obtain from the contractor a written Hurricane Preparedness Plan which includes a detailed layout of pre and post hurricane preparedness activities to be review by both the PM and the USVISA .
2. The PM will take every practicable precaution to minimize danger to persons, to the Work, the work site and to adjacent property and protect carefully the work and materials against damage or injury to personnel from the weather. These precautions shall include closing all openings, removing or securing all loose materials, tools and/or equipment from exposed locations.

#### l. HARD HAT, SAFETY SHOES AND OTHER SAFETY EQUIPMENT POLICY

1. The Project Manager also has the power to halt the work for safety violations. The Contractor is responsible for securing its own Personal Protective Equipment before commencing work at the project site.



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### **3.0 INSTRUCTIONS TO BIDDERS**

#### **3.1 General**

ALL COSTS AND EXPENSES ASSOCIATED WITH DEVELOPING AND/OR SUBMITTING A PROPOSAL IN RESPONSE TO THE RFP AND/OR ANY RELATED ACTIVITY FOLLOWING THE SUBMISSION OF ANY SUCH PROPOSAL SHALL BE BORNE BY THE RESPONDENT. WHILE USVISA HAS ENDEAVORED TO SUPPLY USEFUL INFORMATION IN THE RFP, USVISA MAKES NO REPRESENTATION OR WARRANTY, EXPRESSED OR IMPLIED, AS TO THE ACCURACY OR COMPLETENESS OF ANY INFORMATION CONTAINED HEREIN OR OTHERWISE PROVIDED TO ANY RESPONDENT BY OR ON BEHALF OF USVISA. USVISA SHALL HAVE NO LIABILITY RELATING TO OR ARISING FROM ANY SUCH INFORMATION OR THE USE THEREOF.

RESPONDENTS ARE ENCOURAGED TO CONDUCT THEIR OWN INVESTIGATION AND ANALYSIS OF ANY AND ALL INFORMATION CONTAINED HEREIN OR OTHERWISE PROVIDED BY OR ON BEHALF OF USVISA. THE RFP IS NOT AN OFFER OR COMMITMENT AND IS NOT CAPABLE OF BEING ACCEPTED TO FORM A BINDING AGREEMENT. USVISA RESERVES THE RIGHT, IN ITS SOLE DISCRETION, TO WITHDRAW OR MODIFY THE RFP AT ANY TIME, TO ACCEPT OR REJECT ANY OR ALL PROPOSALS FOR ANY REASON, TO WAIVE ANY IRREGULARITIES OR INFORMALITIES IN THE PROPOSAL PROCESS OR ANY NONCONFORMANCE WITH THE REQUIREMENTS OF THE RFP/IFB, AND TO ENTER INTO FURTHER DISCUSSION OR INTERVIEWS WITH ANY ONE OR MORE RESPONDENTS

ALL QUESTIONS AND INQUIRES REGARDING AND MATTER AFFECTING THE BID/PROPOSAL OR THE CONTRACTOR'S POTENTIAL RESPONSE MUST EXCLUSIVELY BE DIRECTED TO:

Mr. Lishati-Shumba Bailey  
General Secretary  
USVI Soccer Association  
23-1 Bethlehem  
P. O Box 2346  
Christiansted  
St. Croix, US Virgin Islands. 00851  
Tel: [+1-340-719-9707](tel:+1-340-719-9707)  
Cell: [+1-340-277-1159](tel:+1-340-277-1159)  
Email address: [lbailey@usvisoccerassociation.com](mailto:lbailey@usvisoccerassociation.com)

The RFP is not a commitment to award. No solicitation on behalf of U.S.V.I. Soccer Association (Owner) shall be construed in any manner to be an obligation on the Owner's part to enter into a contract with a prospective contractor or to result in any claim whatsoever against the Owner for reimbursement of costs regardless of whether any company is successful in receiving a contract as a result of this proposal.



### 3.2 Bid Submission and Due Date

Interested contractors may request the RFP-01-22 document by sending an email to [lbailey@usvisoccerassociation.com](mailto:lbailey@usvisoccerassociation.com) or hard copies of this RFP are also available for pickup at Plot #23-1 in Estate Upper Bethlehem.

RFP Questions shall be addressed in writing to [lbailey@usvisoccerassociation.com](mailto:lbailey@usvisoccerassociation.com) on or before 12:00 noon AST on Friday January 21, 2022.

RFP Question Responses will be issued Monday January 24, 2022

Sealed bids delivered via US mail, Courier, Hand Delivered or submitted electronically in PDF Format shall be sent to the attention of Mr. Bailey or emailed to [lbailey@usvisoccerassociation.com](mailto:lbailey@usvisoccerassociation.com) no later than 2:00 pm AST on Friday January 28, 2022. Late proposals will not be accepted for evaluation.

The proposal number RFP-01-22 shall be included in all submitted correspondences and in email subject matter.

The USVISA reserves the right to accept or reject any or all submissions, waive any formalities in the process, or have the work performed by other means. The USVISA also reserves the right to waive any irregularities or informalities in the RFP or any nonconformance with the requirements of the RFP.

All submitted correspondences and emails should display project name in the subject matter

**"RFP-01-22 USVI SOCCER ASSOCIATION PROJECT MANAGER 2022"**

### 3.3 Bidding Documents

Bid documents shall include the following:

All documents included in the RFP package.

Addenda issued by Owner prior to receipt of bids.

- The Bid Form, included with this proposal, properly executed and with all items filled out. Do not change the wording and do not add words to the Bid Form.
- The Questionnaire (List of at least three (3) similar projects with the company address and the contact name with the phone number)
- Any exceptions or clarification to the requirements stated in this Request for Proposal, including exceptions to the General Contract Terms, shall be listed and explained in the proposal.
- A proposed payment schedule.



U.S.V.I SOCCER ASSOCIATION INC.

### 3.4 Pre-Bid Conference

No pre-proposal meeting will take place for this project.

### 3.5 Site Visits

Site visits must be arranged through USVISA;

Mr. Lishati-Shumba Bailey  
General Secretary  
Cell 340.277.1159 or 340.513.8733.

### 3.6 Proposal Content and Format

As a minimum, each Bidder shall submit the following information as part of its Proposal for design, engineering, procurement, construction and commissioning of the Project. Attention will be paid to content. Bidder may present the requested information in whatever form necessary to comply with this and other sections of this Request for Proposal.

- Bidder shall acknowledge receipt of this RFP and all addenda issued by Owner or Owner's Engineer as part of its Proposal (See Bid Form).
- Bidder shall provide a description of the Bidder's understanding of the Scope of Work to be performed as part of the Project. Owner will pay particular attention to compliance with the documents provided as part of this Request for Proposal.
- Prices shall be firm-fixed prices for the base project as defined in the RFP. Alternative or design options shall be listed separately and priced as additions or deducts from the base bid.
- Bidder shall submit a Summary Project Schedule for its portion of the work to be performed as part of the Contract.
- Bidder shall submit a proposed payment schedule identifying major milestones and corresponding payment amounts. The breakdown total shall be equal to the lump sum base bid price.
- Bidder shall provide a detailed list of exceptions and/or clarifications to the RFP.
- Bidder shall provide qualifications and information related to the capabilities of the firm to perform the Work as well as the experience of the selected engineer. As a minimum, Bidder shall:



- Provide an experience list of Bidder's most recently completed projects and those completed within the last five (5) years, with project responsibilities noted. Specific responsibilities and activities performed on the projects shall be described.
- Provide a brief description of its company, number of employees, annual revenue, organizational structure, and capabilities of the organization;
- Provide a brief description of its staff capabilities, including experience level, number of personnel available for this type of Project.
- Summary statement identifying any current or past litigation (judgment against firm) as a result of alleged design criteria error within the last five (5) years.

### 3.7 Bid Conditions

The submission of a Bid will constitute an express representation by the Bidder that he has complied with every requirement of this Section and that the Bid Documents are sufficient in scope and detail to indicate and convey Bidder's understanding of all terms and conditions for performance of the Work.

Any prospective Bidder who discovers ambiguities, inconsistencies, or errors or is in doubt as to the meaning or intent of any part of the Bid Documents shall promptly request an interpretation from the Owner.

Interpretations, corrections, or changes will be made only by Addenda, duly issued.

Only questions answered by formal written Addenda will be binding. Oral and other interpretations or clarifications will be without legal effect.

The Base Bid Price Breakdown form shall be filled out in detail in black ink and signed by the Bidder. The firm-fixed total Bid price shall be stated in words and numerals on the form.

Bids by corporations shall be executed in the corporate name by the president or a vice-president (or other corporate officer accompanied by evidence of USVISA to sign), and the corporate seal shall be affixed and attested by the secretary or an assistant secretary. The corporate address and state of incorporation shall be shown below the signature.

Names of all persons signing shall be printed below their signatures.



The address to which communications regarding the Bids are to be directed shall be shown.

Bids may be modified or withdrawn by an appropriate document duly executed (in the manner that Bid must be executed) and delivered to the place where Bids are to be submitted at any time prior to the time set for receiving Bids.

If a Bidder declines to submit a Proposal, written notice shall be given to Owner a minimum of one (1) week before the date Proposals are due.

If, within 24 hours after Bid submittal, any Bidder files a duly signed written notice with Owner and promptly thereafter demonstrates to the reasonable satisfaction of Owner that there was a material and substantial mistake in the preparation of his Bid, that Bidder may withdraw his Bid. Thereafter, the Bidder will be disqualified from further bidding on the Contract Documents.

In addition to all engineering, equipment, materials, direct labor, indirect costs, home-office costs and profit, the lump-sum price shall include:

- Applicable local, territory and federal taxes, gross receipts, or other fees;
- The cost of all royalties and license fees on Equipment and Materials to be furnished and incorporated in the Work;

### 3.8 Evaluation and Award

Bids will be opened and evaluated privately.

All Bids shall remain open and valid for a period of 90 days after Bids are submitted.

Owner reserves the right to reject any and all Bids and waive any and all irregularities and to negotiate contract terms with the successful Bidder, and the right to disregard all non-conforming, non-responsive or conditional Bids or counterproposals.

Discrepancies between words and figures will be resolved in favor of words. Discrepancies between the indicated sum of any column of figures and the correct sum thereof will be resolved in favor of the correct sum.

All Bidders agree that a rejection of their bid shall be without liability on the part of the Owner nor shall the Bidders seek any recourse of any kind against the Owner because of such rejections. The filing of any Bid shall constitute an agreement of the Bidder to these conditions.



In evaluating Bids, Owner shall consider the qualifications of the Bidders, and whether or not the Bids comply with the prescribed requirements. (Owner may accept Options in any order or combination).

Owner may consider the qualifications and experience of Subcontractors and other persons and organizations proposed for those portions of the Work as identified in the Proposal. Operating costs, maintenance considerations, performance data, and guarantees of Materials and Equipment may also be considered by Owner.

Owner may conduct such investigations as he deems necessary to assist in the evaluation of any Bid and to establish the responsibility, qualifications, and financial ability of the Bidders, proposed Subcontractors, and other persons and organizations to furnish the Work in accordance with the Contract Documents to Owner's satisfaction within the prescribed time.

In determining the lowest cost to the Owner as one of the factors in deciding the award of the Contract, the Owner will consider, in addition to the prices quoted in the Proposals, the following:

When differences in completion time are of significance to the Owner, Bid prices will be compared after adjusting for differences in completion time at a rate based upon loss of income or return on investment.

The award of the Contract, if it is awarded, will be to the most responsive and responsible Bidder whose evaluation by Owner indicates to Owner that the award will be in the best interest of Project and Owner.

After considering the basis of award and evaluation of Bids, if the Contract is to be awarded, Owner within Twenty –one (21) days after the date of evaluation of bids, notify the Successful Bidder of acceptance of his Bid indicating which, if any, Bid Options have been accepted.

Bids will be evaluated on basis of:

- Pricing
- Responsiveness to the bid
- The demonstrated ability to satisfactorily complete work within predetermined period (previous experience) Qualification of subcontractors and personnel who will be assigned to work on the project
- Exceptions to the Owner's requirements

### 3.10 Communication

All correspondence shall be identified by RFP number and title and shall be communicated in writing in either a letter or e-mail as follows:



U.S.V.I. SOCCER ASSOCIATION INC.

Contractual, Commercial and Technical matters:

U.S.V.I. Soccer Association  
Attn: Mr. Lishati-Shumba Bailey  
General Secretary

3.11 Project Schedule and Schedule Guarantees

3.11.1 Project Schedule

January 21, 2022	Last Day for Bid Questions
January 24, 2022	Responses to Bid Questions
January 28, 2022	Bids Due
February 8, 2022	USVISA evaluates bids
February 25, 2022	Earliest award of Contract

3.12 Bid Form

To: U.S.V.I. Soccer Association, herein called "Owner".

3.12.1 Lump Sum Guaranteed Price

\_\_\_\_\_  
(\$\_\_\_\_\_)

Pursuant to and in compliance with the Request for Proposal and the Project Documents contained herein relating to:

U.S.V.I. Soccer Association  
St. Croix, U.S.V.I.

The undersigned, having carefully read, examined and become familiar with the Project Documents and with local conditions affecting the performance and costs of the work at the place where the work is to be completed, hereby proposes and agrees to fully perform the work in accordance with the Contract Documents, including furnishing any and all labor and materials, equipment, tools, supervision, insurance and to do all of the work required to engineer, design, procure construct and complete said Project in accordance with the Contract Documents, for the following Lump Sum Guaranteed Price





U.S.V.I SOCCER ASSOCIATION INC.

Submitted this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

Respectfully submitted,

\_\_\_\_\_  
Bidder Signature

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

SEAL:

Attest: \_\_\_\_\_

Witness: \_\_\_\_\_

Individual trading in own name \_\_\_\_\_

Individual trading under firm name \_\_\_\_\_

Co-partners trading under firm name  
\_\_\_\_\_

Corporation - State of \_\_\_\_\_ Principal Office

President \_\_\_\_\_  
Name Address

Secretary \_\_\_\_\_  
Name Address

Treasurer \_\_\_\_\_  
Name Address



3.13 BID SCHEDULE II – EXCEPTIONS AND CLARIFICATIONS OF CONTRACT DOCUMENTS

Bidder shall state below all exceptions and clarifications, if any, taken to the Contract Documents. Bidder shall identify the section and paragraph to which such exceptions and clarifications refer.

3.14 Indemnification

The selected Bidder will be responsible for complying with rules, regulations and guidelines issued by the DPNR, Occupational Health and Safety Act, and any other Federal or Territorial regulatory agency with regard to the performance of the Work.

b. OFFER

i. **Name of the Offeror:** \_\_\_\_\_

(Individual, Partnership, or Corporation, as case may be)

ii. **Date of Offer:**

i. **The US Virgin Islands Soccer Association**

ii. Pursuant to and in compliance with the Request for Proposals and other Contract Documents relating to the following:

**RFP-01-22 Project Management Services for Soccer Field Buildings and Other Related Infrastructure**

1. The undersigned, having carefully read, examined and having become familiar with the proposed project, scope of work, and local conditions affecting the performance and cost of the work at the proposed work-site; hereby, proposes and agrees to fully perform the work in accordance with the proposed contract documents. This includes furnishing all labor, materials, tools, supervision, equipment, and insurance necessary to complete said project in accordance with the contract documents.
2. The above-named Offeror affirms and declares that:  

The Offeror is of lawful age and that no other person, firm, or corporation has any interest in this Proposal or in the Contract proposed to be entered into.
- iii. This Proposal is made without any understanding, agreement or connection with any other person, firm, or corporation making a Proposal for the same purposes, and is in all respects fair and without collusion or fraud.
- iv. The Offer has carefully examined the site of the work and, from their own investigations, has satisfied himself as to the nature and location of the work; the character, quality, and quantity of materials; the kind and extent of



equipment and other facilities needed for the performance of the work; the general and local condition and all difficulties to be encountered; and all other items which may, in any way, affect the work or its performance.

- v. All proposals shall remain firm for a period of ninety (90) days following the opening proposal date

d. ADDENDA

- i. Addendum No.
- ii. Addendum No.
- iii. Addendum No.
- iv. Addendum No.
- vi. (Insert addendum (a) numbers and initial)
- vii. The Offeror certifies that the above addendum (a) has been received and that changes covered by the addendum (a) have been taken into account in the proposal.

e. ACCEPTANCE

- i. This offer shall be open to acceptance for ninety (90) days from the date of bid opening.

f. CONTRACT DURATION

- i. If this Proposal is accepted, we will complete the Work in ( ) calendar days from Notice to Proceed.

g. PRINCIPALS INVOLVED

- i. (If Offeror is a partnership, fill in the following blanks) Name of Partners
- ii. Partners Address (If Offeror is a corporation, fill in the following blanks)
- iii. Organized under the laws of the State of
- iv. Name and address of President
- v. Name and address of Vice President
- vi. Name and address of Secretary
- vii. Name and address of Treasurer



## OFFEROR'S QUESTIONNAIRE - Mandatory

- ii. The undersigned guarantees the truth and accuracy of all statements and answers herein contained.
- iii. Please use additional sheets to answer the following questions.
- iv. How many years has your organization been in business providing Project or Construction Management Services
- v. Provide a list of at least three (3) PMS contracts your company has performed similar in nature to this scope of work. Supply project names, locations, how it applied to this job, contracted amount, completed amount, and contact person on the owner side for verification for each of the three (3) submittals.
- vi. Have you personally inspected the areas where Project Management Services are planned? Describe any anticipated problems with the sites and your proposed solutions.
- vii. Will you subcontract out any part of this contract? If yes, what parts and who will be the subcontractor(s). Do you plan to employ local personnel or companies?
- viii. What equipment will you purchase for the proposed work?
- ix. Have you included any exceptions with your proposal? If yes, please elaborate
- x. Have you included the professional resume of your intended Project Manager and other key staff with your proposal?
- xi. Please add any relevant information you believe is important to this Proposal Questionnaire that has not been asked in a previous question?
- xii. The business is a Sole Proprietorship, Partnership, or Corporation? (circle one)
- xiii. The physical address of principle place of business is \_\_\_\_\_

**c. Offeror's Signature** \_\_\_\_\_

**END OF BID PROPOSAL**