



**RFP-001-C-2026**

## **VIRGIN ISLANDS WASTE MANAGEMENT AUTHORITY**

The Virgin Islands Waste Management Authority is hereby soliciting proposals for **RFP-001-C-2026 for Harold G. Thompson Waste Water Treatment Plant – UV Disinfection Replacement**

Interested parties and prospective respondents may request the complete RFP Package for their review from the Authority by submitting a request confirmation email with contact information for the respective company to [sdavid@viwma.org](mailto:sdavid@viwma.org) and [mvante@viwma.org](mailto:mvante@viwma.org). All questions pertaining to the scope of services to be rendered should be directed to Ms. Sandra David, Director of Procurement and Property, and Michael Vante, Contract and Inventory Manager, on or before **Tuesday, December 23<sup>rd</sup>, 2025**. Responses to questions will be forwarded in the form of an Addendum to those parties who have confirmed interest by formally requesting the bid package.

Virgin Islands Waste Management Authority  
Procurement and Property Division  
7410 Estate Bovoni, Bay 2  
St. Thomas, VI 00802  
Tel: (340) 715-9170  
[sdavid@viwma.org](mailto:sdavid@viwma.org) or [mvante@viwma.org](mailto:mvante@viwma.org)

**Responses will be submitted electronically in PDF format bearing the respective RFP Number: RFP-001-C-2026 to [sdavid@viwma.org](mailto:sdavid@viwma.org) and [mvante@viwma.org](mailto:mvante@viwma.org) on or before Friday, January 16<sup>th</sup>, 2026, at 12:00 P.M. Atlantic Standard Time.**

The Virgin Islands Waste Management Authority reserves the right to waive any non-substantive informalities, technicalities, or irregularities, or reject any or all qualifications and proposals/bids; or to re-advertise for proposals/bids, and to award or refrain from awarding the contract for the work.

***Hannibal “Mike” Ware***  
***Executive Director***

***It's Our Home! Let's Keep It Clean!***

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## **Request for Proposals (RFP)** for the

# **Harold G. Thompson Wastewater Treatment Plant – UV Disinfection Replacement**

Issued:

December 2025  
Virgin Islands  
Waste Management Authority  
Waste Water Operations Division

# **Harold G. Thompson Wastewater Treatment Plant – UV Disinfection Replacement**

## **SECTION 1: GENERAL BACKGROUND**

The Virgin Islands Waste Management Authority (VIWMA) is issuing this Request for Proposals (RFP) from submitters capable of entering into qualified firms to install a new replacement UV Disinfectant System at its Harold G. Thompson Wastewater Treatment Plant (WWTP), located at PAR 3 BETHLEHEM MIDDLE WORKS & PAR 12-A-A VICORP LAND (see Exhibit A, Vicinity Map). The replacement UV Disinfection System proposed herein is to be installed into the existing Chlorine Contact Basin (see Exhibit B and shall serve as WWTP's primary UV Disinfection mechanism once installed, activated, and brought online. Responder's Proposal shall include a complete all-inclusive Project Cost quote and detailed installation plan(s) to VIWMA, outlining all materials, equipment, and labor, as necessary, to configure the retrofit installation of the new replacement UV Disinfectant System, (e.g., TrojanUVSigna™3000 or equivalent). This RFP document shall provide interested Responders with relevant operational, environmental, and functional requirements necessary to facilitate the preparation and delivery of a responsive Proposal to this RFP. Costs (and sources) for subsequent (post-installation) training and technical support for VIWMA's staff shall also be included in Vendor's Response. This project is funded by a U.S. Department of the Interior ("DOI") Program Grant.

The VIWMA and the successful submitter shall enter into a mutually binding full-service Agreement addressing the topics contained in this document. The VIWMA also reserves the right to modify/expand/decrease the scope of the services in co-ordination with the successful submitter to include additional or reduced terms and conditions. Such additional or reduced terms and conditions may result in additional compensation to the successful submitter or result in a reduction in compensation.

All information provided by the Authority in this RFP is offered in good faith and has been assembled with every effort to be as complete and up to date as possible. Certain elements of the Project are subject to change or modification as necessary, and VIWMA makes no warranties that this RFP is without error. VIWMA assumes no responsibility or liability for the accuracy or use of the information contained in this RFP, or for any claims arising therefrom.

It is understood that the information contained in the RFP and the experience guarantees and innovative approaches demonstrated therein shall be the general basis for selection of a submitter to provide these professional services. The VIWMA shall select the most qualified submitter based on a structured point scoring evaluation. The scoring evaluation shall consider each submitter's ability to perform the required services, experience and technical expertise, ability to make financial and technical guarantees, corporate resources, and in-depth and innovative approaches.

## **SECTION 2:INTRODUCTION**

The Project site is within the Harold Thompson Wastewater Treatment Plant facility, located at PAR 3 BETHLEHEM MIDDLE WORKS & PAR 12-A-A VICORP LAND (see Exhibit A, Vicinity Map). An older system is currently serving as the primary UV Disinfectant system for the WWTP in “Chlorine Contact Basin No. 1 and 2 (see Exhibit B, WWTP Engineering Drawings, east end of the WWTP. The WWTP has an open-channel chlorine contact basin identified as “Chlorine Contact Basin No. 1 and 2 (see Exhibit B, WWTP Engineering Drawings, east end of WWTP). This Chlorine Contact Basin No. 1 and 2 shall be the preferred site location for the new UV Disinfection System proposed by this RFP. The existing disinfection system currently in use at least one shall remain in continuous operation during the installation and testing of the new UV Disinfection system proposed by this RFP. Once this new TrojanUVSigma™ system is installed, tested, and brought online, all components operational and sire is restored the project will be considered complete.

The Authority has done an extensive review of the TrojanUVSigma™ disinfection system and has determined that this UV System offers greater efficiency with a sizable decrease in power consumption in comparison to its existing UV disinfection system now in service. Albeit the TrojanUVSigma™ is the preferred replacement, the Authority would be open to any Vendor’s Proposal of an equivalent alternative UV disinfection system, provided Vendor can reliably demonstrate in its Proposal that all minimum disinfection specifications called out in this RFP, and its attached Exhibits, have been met, and that the performance expectations of any proposed alternative UV Disinfection system are at least equal to or greater than the TrojanUVSigma™ 3000 system.

Exhibits attached to this RFP and included by reference are as follows:

- Exhibit A: Vicinity Map of the Project’s WWTP
- Exhibit B: WWTP’s UV Engineering Drawings
- Exhibit C: TrojanUVSigma™ Disinfection System Drawings
- Exhibit D: Motor Control Center (MCC Room) Electrical Diagram

## **SECTION 3: PPRE-PROPOSAL CONFERENCE & SITE VISIT**

A MANDATORY Pre-Proposal Site Visit (Conference) will be scheduled. Attendees should plan to meet at the Harold Thompson Wastewater Treatment Plant facility, located at PAR 3 BETHLEHEM MIDDLE WORKS & PAR 12-A-A VICORP LAND, at the scheduled time, for a brief Project introduction, followed by a tour of the Project site. Representatives of the Authority will be present to discuss the Project. **Vendors intending to submit an RFP are REQUIRED to attend the Conference and MUST sign in with current contact information. Based on Vendor’s contact information, the Authority will communicate and transmit Addenda, as necessary, in response to questions arising at or out of the Conference.** Oral statements made by Authority representatives at the Conference, or any other time, may not be relied upon and will not be binding on the Authority. The failure of a Vendor or authorized representative to attend the Conference and properly signing in with contact information will render that Vendor ineligible to submit a Proposal. VIWMA shall keep a log of the Conference participants in attendance, as well

as a record of the issues and concerns discussed.

#### **SECTION 4: DETAILED SCOPE OF WORK**

Utilizing the UV Disinfectant System Design Criteria table in this Section, Vendor shall submit a total all-inclusive Project cost covering the acquisition, mobilization, and complete retrofit installation of all UV disinfection system components, as well as all required design and engineering work, materials, electrical wiring, conduit, power supply panels, all (other) ancillary equipment and supplies, tools, labor, and supervision, to fully complete the installation (Scope of Work) in accordance with manufacturer's instructions and build specifications. The aforementioned items are for general reference only, and DO NOT necessarily represent a fully complete list of the Scope of Work items necessary to complete the task.

Scope of Work shall also include the connectivity necessary for UV system integration and testing with the WWTP's existing SCADA system and software replacement project to ensure reliable operation and functionality. Subsequent to installation and operational testing, the new UV System must report within the manufacturer's performance parameters and specifications for UVT percentage, E. coli disinfectant specifications, and energy consumption. The new UV System must adequately disinfect effluent volume up to and including a Peak Daily Instantaneous Flow of 8.2 MGD.

Furthermore, at least one of the older existing systems shall remain intact and operational throughout the installation to allow for continued disinfection. In other words, replace one at a time. In addition to the acquisition and installation cost(s) for this Project, all Vendor-supplied training and technical support costs and expenses for Authority and WWTP personnel should be identified, quoted, and included in Vendor's response to this RFP.

#### **SECTION 4A: SPECIFICATIONS, INSTALLATION REQUIREMENTS, and STANDARDS**

##### **4A-1 Design Criteria and Layout**

This Project is based on the Contractor's procurement and installation of a TrojanUVSigna™ 3000 Disinfection System into the Plant's Chlorine Contact Basin, which is currently dormant and isolated from the Plant's effluent flow. The design criteria and layout for said installation has been provided by the equipment manufacturer, and is attached hereto as Exhibit C. Alternative UV Disinfection systems may be proposed, but any such deviation will require that Respondent submit comparable Engineer-designed criteria and layout information, specific to said alternative equipment and installation, and MUST adhere to the limitations and requirements for "In-Kind Replacement".

It shall be the responsibility of the Contractor to verify all field and design dimensions and elevations provided, stated, or referenced in this RFP, as well as those called out in Exhibit C (or any other Exhibits attached herein). Said responsibility shall extend to any subsequent Engineering design and/or support as may be required prior to or during installation, or as may be determined by the Authority, Trojan Technologies, the Contractor, and/or local permitting requirements. The information contained in Exhibit C is not to be considered a complete and exhaustive list of

specifications and installation requirements for this Project. The Authority is seeking a contractor with previous experience in similar installations possessing the knowledge and resources necessary to complete this project.

#### **4A-2 Permitting**

- **ENVIRONMENTAL:** The Department of Planning and Natural Resources (DPNR) The Division of Environmental Protection and the US Environmental Protection Agency (EPA) will be notified of the project, and any required permitting will be obtained by the Authority.
- **CIVIL, STRUCTURAL, ELECTRICAL, and/or MECHANICAL:** The acquisition and associated costs of all (other) applicable Local Permit Applications, Permits, and Inspections, shall be the responsibility of the Authority. Copies of all such Permits and Inspection Reports shall be submitted to the Contractor upon the Authority's receipt of said Permits and Inspection Reports, or as may otherwise be required during the course of the Project.

#### **4A-3 UV Disinfection System: Equipment, Materials and Location**

Equipment specific, as listed below, outlines a basic overview for Project installation. The following list of procurement items and materials is for general reference only and DOES NOT necessarily represent a complete list of products or equipment requirements. (see Exhibit B, Page C9, and Exhibit C)

1. Location: WWTP Chlorine Contact Basin No.1 and 2, [Channel at east end of WWTP]
2. System: Trojan Technologies "Trojan UVSigna™ 3000" Disinfection System (or equivalent) [Exhibit C]
3. Components: Power Distribution Center (PDC), System Control Center (SCC), Hydraulic System Center (HSC), effluent flow level sensors, (UV lamp) bank proximity sensors, conduits, cable conductors, ethernet / IP connectors Certain Components placed outdoors, or in the effluent flow, shall be made of or housed in Stainless Steel.
4. Functional Requirements: Vendor shall furnish a fully installed UV Disinfection System, complete with support racks, water level detection systems, water elevation controlling weir, etc., as well as all other appurtenances and accessories as required, to bring the UV Disinfection System online, and pre-configured for connection(s) and seamless integration into the Plant's SCADA System.
5. Design Criteria: Proposed UV system must meet or exceed design criteria specifics, as listed in the chart below:

<b>UV DISINFECTANT SYSTEM DESIGN CRITERIA</b>	
Peak Daily Inst. Flow:	8.2 MGD
UV Transmittance (UVT):	65% (minimum)
Total Suspended Solids:	30 mg/l (30 Day Average), grab sample

Disinfection Limit:	200 E.coli per 100 ml, (30-day geometric mean of consecutive daily grab samples)
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#### 4A-4 Channel Modifications

1. The Channel modification specifications for raising the Basin's concrete floor elevation are specific to the Trojan UVSigna™ System, and shall be constructed per dimensions and tolerances called out in Exhibit C. Any alternative UV Disinfection System proposed by Vendor MUST include Engineering-Design and effluent flow specifications specific to the alternative UV System being proposed
2. The newly modified concrete Channel (reduction baffle), integrated with concrete pad for the HSC, shall be constructed per dimensions and tolerances set forth in Exhibit C.
3. The newly installed effluent level controlling weir shall be constructed per dimensions and tolerances specified in Exhibit C.
4. All (staged) reinforcing steel must be covered and stored off the ground in a manner conducive to preventing contamination and rust. Prior to install, Contractor shall make every effort to ensure reinforcing bars are as clean and rust-free as possible. The proper cleaning and de-rusting of steel reinforcing prior to installation is an essential preparation and quality control step toward assurance of a reliable concrete bond.
5. Friction or mechanical-type anchor bolts with adjoining hardware must be of 316 Stainless Steel or coated with an anti-corrosion material to prevent rust or deterioration. The length of anchors must be consistent with the manufacturer's installation instructions for proper embedment.
6. A cable tray must be provided and supported for the protection of lamp cables and hydraulic hoses. This tray must be constructed of Aluminum or Stainless Steel. In addition, certain small sections of the Channel wall must be sawcut and removed to facilitate a cable raceway and shall be covered by removable grating (see Exhibit C).
7. The Authority requires shielding and protection of all existing and new structures, finished materials, and equipment, from concrete splatter and physical damage during the Channel modification process and placement of new concrete and UV System hardware. Said protection(s) shall include installation procedures and logistical planning that will prevent disruptions or shutdowns of WWTP operations.
8. Existing Scum Skimmer and Sluice Gate (with all appurtenances) is to be checked and if necessary replaced with a new (stainless steel) fully functional, complete with all actuating devices and hardware, shall be installed into the Channel at an optimum functional elevation, dictated by the design-height of the new weir and the flow restriction(s) created by the new UV System. Prior to being brought into service, all exposed components of the new Scum Skimmer, gates and piping subject to corrosion shall be painted or seal-coated to enhance corrosion resistance (stainless steel components exempt).

#### **4A-5 Electrical Work**

1. All wiring exposed to the elements must be enclosed in UV light and corrosion resistant conduit with moisture-proof fittings
2. All (new) UV System components and interconnections shall have localized disconnect features, as well as adequate power surge and overcurrent protection devices in place, as set forth and demonstrated in Exhibit C, Page S01.
3. The new TrojanUVSigna System shall have its own dedicated PDC and PDC electrical run, powered from a new circuit breaker to be located in the MCC, Power Section 1-B. Due to the age of the existing electrical hardware and infrastructure of the MCC, it will be necessary for Contractor to have an electrical circuit breaker “bucket” fabricated to utilize said Exhibits E and F for MCC location diagram and MCC Electrical Power Section specifics
4. All ballasts for the new TrojanUVSigna shall be adequately grounded to safeguard against lightning strikes.

#### **4A-6 Integration and Connectivity with SCADA**

1. The vendor shall provide UV components and hardware necessary for successful integration with WWTP’s existing SCADA software system. Vendor shall coordinate with the Authority’s wastewater operator, as necessary, to ensure new UV Disinfection System connectivity with the existing SCADA. This SCADA’s system specifics, as listed below, in general the basic requirements for SCADA connectivity. They are listed here for reference only, and DO NOT necessarily represent a complete list of required components and specifications. (NOTE: Trojan shall provide as part of the system controls an adjustable delay to the flow signal fed to the UV PLC to accommodate for when lamps start to dim after a drop in flow.)

#### **4A-7 Channel Grating**

Grating material(s) shall be constructed of Stainless Steel, Aluminum or Fiber Reinforced Plastic (FRP). Vendor’s pricing in the Pricing Table, shall reflect the combination of open bar grate and solid flat grate style(s), as required and set forth in Exhibit C,. Vendor’s selection of grating material with which to cover the Channels should include consideration of the following list of issues or concerns:

- a) Certified test data and structural calculations
- b) Design Life Span
- c) UV Resistance
- d) Corrosion Resistance
- e) All Loadings (e.g., Live Load, etc.)
- f) Maintenance Requirements



- g) Slip Resistant Finish
- h) All solid flat grating shall prohibit UV disinfection light and sunlight penetration

The vendor shall take particular note at the bottom of the Pricing Table, Section 4.5, an isolated line-item option which is the cost to upgrade the portion specified as open bar grating material to solid flat grating material. This stand-alone cost shall be separate from the all-inclusive Project Cost and should NOT be included in Vendor's overall Project Cost Total. Vendor's Total Project Pricing shall adhere to the required grating specifications as set forth in Exhibit C. The Authority reserves the right to make an award with or without consideration of this line-item option, as the interests of the Authority may require

#### **4A-8 Guardrail and Stairs**

- a) The east Channel's (new) guardrail system and stairs shall replicate (to the greatest extent possible) the appearance, strength, performance, and durability of WWTP's existing guardrails and stairs located on west UV disinfection channel (see Section 3.12).
- b) All anchors and mounting hardware for the new Channel's guardrails and stairs must be constructed of compatible metal(s) of the same strength, performance, durability, finish, and corrosion resistance.

#### **4A-9 Startup & Functionality and Performance Testing**

The newly installed UV Disinfection System shall conform to all manufacturers' functional and disinfection performance requirements and specifications. Initial start-up and performance testing of the UV Disinfection system shall be conducted by person(s) specially trained or manufacturer-certified to evaluate said performance, specific to the particular UV System installed. Documentation of said performance and disinfection rates shall be furnished to the Authority upon completion of testing

#### **4A-10 Continuous Operation of WWTP and Coordination with Staff**

- a) Contractor's construction or installation activities shall not encumber or prevent access by the Owner to any WWTP areas or systems critical to the day-to-day operations or maintenance of the WWTP without the expressed written approval (in advance) of the Authority. Approved parking, staging, and Work areas shall be identified by the Authority at its on-site Pre-Construction Conference. All work area boundaries, as well as restricted areas, shall be binding on the Vendor, its employees, and all sub-contractors involved in the Project.
- b) The contractor(s) shall protect and ensure continuous preservation and operation of the existing disinfection equipment and system during the new UV Disinfection System installation and testing.
- c) WWTP may be involved in other maintenance or upgrade construction projects simultaneous to the UV System installation covered by this RFP. As such, it shall be

incumbent on the Contractor to coordinate its UV System construction and testing activities with other active ongoing WWTP projects as necessary

#### **4A-11 Cleanup**

All Project-related debris removal and cleanup shall be done by the Contractor and/or any of its subcontractors throughout the construction and installation period. The vendor shall be responsible for supplying dumpsters; removal and disposal of all trash and waste; and cleaning the working area at the end of each workday and working with the Authority's staff. Said cleanup shall include the removal of concrete spill or splatter in and around all Work areas. Vendors should ensure that the work is not done, nor equipment parked (or staged), in areas outside of approved work boundaries. The Vendor shall clean areas wherein the construction equipment was placed and shall leave these areas in a condition acceptable to the Authority.

#### **4A-12 Warranties**

Vendor agrees to certain product Warranties as specified in UV manufacturer's statements. In addition, Vendor agrees to the Authority's overall 1-year (one year) Project Warranty requirement which applies to the installation workmanship and functional reliability of the newly installed UV Disinfectant System and its connection components with WWTP's SCADA System.

### **SECTION 5: KEY PERSONNEL & MINIMUM QUALIFICATIONS**

Each proposal shall describe the organizational structure of the proposed team. At a minimum each proposal shall include:

1. An organization chart showing the reporting responsibilities and organization of all Key Personnel, other staff to be assigned and subcontractors.
2. Key Personnel job descriptions and reporting responsibilities, an identification of all individuals performing functions of Key Personnel who meet the minimum qualifications of each key role.
3. Curriculum Vitae (CV) for all key personnel

#### **5.1 Key Personnel Replacement**

Key Personnel are those Contractor personnel considered to be essential to the performance of the contract. No changes in Key Personnel will be made unless the Contractor can demonstrate that the qualifications of prospective replacement personnel are equal to or better than the qualifications of the Key Personnel being replaced. All proposed substitutes shall have qualifications equal to or higher than the qualifications of the person to be replaced. VIWMA reserves the right to re-evaluate the selection of any respondent if one or more key personnel are replaced within the first six months of contract performance. VIWMA shall be notified in writing of any proposed substitution at least thirty (30) days in advance.

Such notification shall include:

- a. An explanation of the circumstances necessitating the substitution.

- b. A complete resume of the proposed substitute.
- c. And any other information requested by VIWMA to facilitate evaluation of Contractor's substitution request. VIWMA reserves the option of reviewing, re-evaluating and rescoring Contractor's response to this solicitation and further reserve the option of invalidating the Contractors' response to this solicitation due to excessive substitutions.

## **5.2 Minimal Professional Qualification Requirements**

This section requires the submitter to provide adequate information to exhibit its qualifications and ability to meet the standards of technical experience and to be considered qualified. The VIWMA, in its sole discretion, shall decide if a submitter meets the standards. Details of each submitter's experience will be assessed at all levels, including the fiscal and the experience and strength of the submitter's parent company, if any.

The submitter must:

1. Have been in business for a minimum of five (5) years prior to the submission of this proposal.
2. Furnish liability and property damage insurance of not less than \$1,000,000.00 combined single limits for bodily injury, wrongful death, and property damage. Proof of coverage must be provided prior to the issuance of the related contract. The VIWMA shall be the additional named insured.
3. Demonstrate successful experience in design and construction projects specific to the design of wastewater processing and handling facilities, including waste water treatment plants, pump stations and any other such wastewater processing and handling facilities the respondent may submit for evaluation.
4. Demonstrate specific experience of providing full-service operations services with public agencies or VIWMA or of entering into design and construction agreements in the Virgin Islands, or in other municipal jurisdictions.
5. Describe submitter's breadth of knowledge and resources which would be brought to bear on the VIWMA project should the submitter be the successful contractor.
6. Demonstrate experience in: facility planning on a specified site; design to meet specifications and objectives of the project; and construction to meet the objectives and budgets agreed to by the owner. The submitter must identify specific projects where such services were provided and the results of such services.
7. Have specific experience which exhibits the submitter's ability to evaluate, recommend and implement corrective and/or affirmative actions to improve the functionality of a service-oriented operation housed in one facility.
8. Have the proven ability to successfully address environmental issues which may affect the progress of the design/build of an existing structure.

## **SECTION 7: USE OF SUBCONTRACTORS**

VIWMA shall have a single prime Contractor as the result of any contract negotiation, and that prime Contractor shall be responsible for all deliverables specified in the RFP and proposal. This general requirement notwithstanding, Respondents may enter into subcontractor arrangements, however, shall acknowledge in their proposals total responsibility for the entire contract.

If the proposer intends to subcontract for portions of the work, the Proposer shall identify in its proposal 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 VIWMA. Unless provided for in the contract with VIWMA, the prime Contractor shall not contract with any other party for any of the services herein contracted without the express prior written approval of VIWMA. The prime Contractor shall be responsible for fulfillment of all terms of contract, timing, and payments to subcontractors regardless of funding provided by VIWMA.

*The prime Contractor should include in the proposal an executed statement from each subcontractor affirming the following: "I have read and understand the RFP and final version of the proposal submitted by (Proposer)."*

## **SECTION 8: CONTRACTOR RESPONSIBILITIES**

### **8.1 Permits and Regulations**

The Contractor shall be responsible for identifying, obtaining, complying, and bearing all costs associated with any environmental or other permits or any regulations required for the design and construction of the facility, or to process or test, measure, treat, or dispose of any emissions, debris or effluents resulting from the Contractor's operations, activities, or equipment. HUD Section 3 compliance may be required.

### **8.2 Record Keeping and Reporting**

The Contractor shall be required to maintain electronic and written records of all documents, correspondence, submittals, applications, and all other computer records of activities related to the contract. The Contractor's records shall be open for VIWMA inspection at any time during the Contractor's normal business hours, and the VIWMA reserves the right to perform spot monitoring of the Contractor's operations. VIWMA may also request copies of any record during the Contractor's normal business hours.

The Contractor shall keep on site at all times copies of the following:

- all permits and licenses shall be posted as required by applicable laws.

Except as noted here, all reports will be provided in written and electronic (digital) form and provided in hard copy and on a computer storage medium, using software approved in writing by the WMA. The Contractor will be required to immediately report any properly contain spills of fuels, lubricants or any hazardous liquids to the VIWMA and Local (DPNR) and Federal Regulatory Agencies (EPA), in accordance with their reporting requirements. The Contractor will

be liable for any fines resulting from such spills and shall be responsible for the mitigation of the area of the spill.

#### **8.4 Health and Safety**

The Contractor shall be responsible for complying with all laws and regulations associated with worker health and safety, for providing workers adequate training in safety and operations, and for maintaining a drug-free workplace. The training shall include training to handle spills of fluids and hazardous materials, fire, explosion, earthquakes, hurricanes, excessively heavy rain events and other natural events or disasters.

#### **8.5 Non-Discrimination**

The Contractor shall be responsible for complying with all laws and regulations associated with fair hiring practices, the creation of a non-discriminatory workplace and appropriate termination procedures.

The Contractor shall make all possible efforts to subcontract, hire and/or retain the services of Virgin Islands based businesses, corporations and individuals. The VI Department of Labor currently holds a listing of individuals seeking employment and should be consulted first to fill any vacant positions both at start up and throughout the life of the contract.

#### **8.6 Business Considerations**

The submitter must discuss its position on such business issues as assumption of risk, repair and replacement of operating equipment, capital improvements and guarantees.

#### **8.7 Contract Agreement**

The WMA will prepare the contract agreement upon successful negotiations with selected submitter. However, a summary of some of the general provisions the WMA will require in any final Professional Services Contract are as follows:

- The contract will be funded, in whole or in part, by FEMA and Community Development Block Grant – Disaster Recovery funds. Therefore, funding and payment of the contract will be based on requirements and availability of the FEMA and CDBG-DR funds by VIWMA. The selected Respondent is responsible for submitting all required documentation for payment to VIWMA. The selected Respondent is responsible for preparation and submittal of an application for payment and invoice, based upon a mutually agreed Schedule of Values (“SOV”). After the notice to proceed is issued, all subsequent contract payments will be based upon work completed. Further, a 10% retainage will be withheld from each payment. The selected Respondent shall allow enough time for the VIWMA to review and process payment requests.
- Each respondent must submit a valid CAGE number that is actively registered on SAM.GOV <https://www.sam.gov/SAM/pages/public/index.jsf>
- The Scope of Services to be rendered by the contractor.

- A provision for liability for the payment of fines and/or civil penalties levied against the contractor and/or the VIWMA by any regulatory agency having jurisdiction, as a result of failure to comply with the terms and conditions of any duly authorized permit, court order, administrative order, law, statute, ordinance, or of this contract, or for failures resulting from the contractor's negligence during the period of the contract.
- A provision for compliance with all applicable laws and regulations regarding the design and construction of the facilities.
- A provision for indemnification of VIWMA, its agents, officers, assigns and employees from any loss or liability for claims, damages, lawsuits resulting from the contractor's negligence and breaches during the period of the contract.
- A provision for comprehensive liability insurance policies including the WMA as an additional insured for bodily injury and/or property damage in an amount of not less than one million dollars (\$1,000,000); a certificate of such insurance shall be submitted to the WMA upon execution of the contract.
- A provision for the contractor's payment of all taxes and charges, including unemployment insurance premiums, excise tax, gross receipt, social security, etc.
- A provision that the contractor shall provide a sufficient number of qualified personnel, including management, administrative, operational, technical, and clerical, who meet relevant legal requirements and industry standard experience regarding design and construction, and are capable and demonstrate experience necessary to design and construct the facility during the contract period.
- A provision that the contractor shall design and construct all facilities so that odor, dust and noise shall be effectively controlled, and that no avoidable disruption of adjacent neighborhoods shall result. Including signage about construction and pedestrian safety.
- A provision for the term of the Contract between the VIWMA and the contractor to be **180 days for design and 365 days for construction.**
- A provision that the contractor shall make all arrangements to provide for the supply and construction/installation of capital equipment as requested and approved by the WMA and as set forth in the design as provided by the contractor. Ownership of the capital equipment will transfer to the WMA at the completion of the project.
- A provision for the termination of the contract if the level of performance is unsatisfactory to VIWMA.

## 8.8 General Federal Grant Requirements & HUD General Provisions

Because the contract is being funded with federal funds, the contract shall be governed by certain federal terms and conditions for federal grants, such as the Office of Management and Budget's ("OMB") applicable circulars and required federal contract clauses per 2 CFR Part 200 Appendix

**II (Appendix I).** Respondent shall provide a description of experience with such grant requirements and affirmatively represent and certify that the respondent shall adhere to any requirements of applicable federal requirements. Any funds disallowed by any federal government entity shall be disallowed from fee or compensation to contractor.

Because the contract is being funded with HUD funds, the contract shall be governed by certain general HUD terms and conditions, attached hereto as HUD-Federal-Cross-Cutting-Measures (**Appendix II**).

### **8.9 Davis Bacon Act (DBA) 1931**

Contractor shall be responsible for maintaining weekly certified payroll records which must include:

- Any wages paid to employees.
- Employee's name
- Last four digits of the employee's Social Security number
- The number of hours worked each day, and number of hours worked for the week.
- Employee's hourly rate of pay.
- Employee's job classification
- Any fringe benefits paid to employees.

During a week of no work, the payroll reporting form must be submitted the usual way with the insertion "NO WORK PERFORMED THIS WEEK" and "FINAL" on the last invoice.

The Act requires that contractors pay the prevailing wage, according to their skills, to their workers; failure to comply shall be reason for withheld payments, contract termination, and debarment from future federal contracts for up to three years.

### **8.10 Conflict of Interest**

A submitter filing a proposal shall certify that no officer, agent or employee of WMA has a pecuniary interest in the proposal or has participated in contract negotiations on behalf of the Submitter; that the proposal is made in good faith without fraud, collusion, or connection of any kind with any other Submitter for the same Request for Proposals; and that the Submitter is competing solely on its own behalf without connection with, or obligation to, any undisclosed person or firm.

A Respondent must also disclose any existing contractual work for the Territorial Government, whether directly or through a parent company, subsidiary company or associated company or independent contractor(s) hired by respondent; identify any potential conflict of interest, and must certify that Respondent nor any parent company, subsidiary company or associated company or contractual/independent contractor(s) hired by respondent has assisted with preparing this RFP.

## **8.11 DBE Program Provisions**

Pursuant to, 40 CFR, Part 33, Subpart C, Disadvantaged Business Enterprise (DBE) respondents that are not DBEs are strongly encouraged to consider partnering, or other joint venture arrangements, with certified DBE firms to achieve the prescribed goals and to give DBE firms the opportunity to participate. Respondents must document good faith efforts to provide meaningful participation by DBE firms. Willful and/or intentional violation of this obligation may result in the imposition of liquidated damages or other appropriate sanctions, including, without limitation, suspension of any future consideration with VIWMA and monetary payments based on the DBE goal shortfall.

## **8.12 Minority & Women-Owned Business Enterprise (M/WBE)**

Respondents that are not M/WBEs are strongly encouraged to consider partnering, or other joint venture arrangements, with certified M/WBE firms to achieve the prescribed goals and to give M/WBE firms the opportunity to participate.

Respondents must document good faith efforts to provide meaningful participation by M/WBE firms. Willful and/or intentional violation of this obligation may result in the imposition of liquidated damages or other appropriate sanctions, including, without limitation, suspension of any future contracts with VIWMA and monetary payments based on the M/WBE goal shortfall.

***VIWMA is interested in having at a minimum 20% of all work to be completed by a DBE Program and/or M/WBE. Respondents must document good faith efforts to provide meaningful participation by these firms. All approved DBE Program Businesses can be identified via the USVI Department of Public Works.***

## **SECTION 9: ELIGIBILITY REQUIREMENTS**

### **9.1 Licensing Requirements**

A contract will not be issued, nor a Notice to Proceed given, to any firm or individual doing business in the Virgin Islands to perform work with the VIWMA until documentary evidence is submitted that said firm or individual has a valid V.I. Engineering Services or General Construction Business License to do similar business in the Virgin Islands. If a contractor does not have the Business License prior to proposal submittal, documentation must be submitted with the proposal showing the Vendor has submitted the required documentation to receive the License from VIDLCA. Submitters must submit a copy of a valid V.I. business license within ten (10) working days after award of the contract. Failure to provide the required documentation within the allotted time frame shall result in vendor disqualification.

All Submitters bidding as Joint-Ventures which do business in the Virgin Islands must be licensed as a Joint-Venture in the Virgin Islands.

### **9.2 Requirements of Legal Entities**

Respondents that are corporations, partnerships, or any other legal entity, domestic or foreign, shall be properly registered to do business in the area in which they are incorporated at the time of the



submission of their responses to this RFP. Such respondents shall attach a certificate of good standing from the Secretary of State in the area in which they are incorporated in their proposals. Upon contract execution, the successful Respondent will show evidence of its applications to obtain any required licenses or certificates required to do business in the USVI.

### **9.3 Required Documents**

The successful respondent will have ten (10) days from the day of notice of selection is received to submit the following documents:

- A. **Corporate Documents** - The successful respondent will be required to provide a copy of their Corporate Documents.
  - a. Provide a Copy of Corporate Documents
    - i. Corporations
      - 1. Copy of Articles of Incorporation
    - ii. Limited Liability Company (LLC)
      - 1. Copy of Articles of Organization
      - 2. Copy of Operating Agreement
    - iii. Sole Proprietor
      - 1. Copy of Trade Name Certificate
- B. **Letter of Good Standing of Corporation or Certificate of Existence if LLC** – The successful respondent will be required to provide a copy of their Letter of Good Standing or Certificate of Existence. A copy of the receipt that demonstrates evidence of filing the company's Annual Report of June 30<sup>th</sup> of the current Year from the Office of Lieutenant Governor will be acceptable as well.
- C. **Workman's Compensation Insurance** – The successful respondent will be required to provide proof of Workman's Compensation Insurance.
- D. **Liability & Property Damage Insurance** - The successful respondent will be required to obtain and have in place Liability Insurance in an amount not less than **\$1,000,000.00** combined single limits for bodily injury, wrongful death, and property damage. Proof of coverage must be provided prior to the issuance of the related contract.
- E. **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.
- F. **CAGE Number** – The successful respondent will be required to submit a Valid CAGE Number that is actively registered on SAM.GOV  
<https://www.sam.gov/SAM/pages/public/index.jsf>
- G. **VI Business License** – The successful respondent will be required to submit proof the said firm or individual has a valid V.I. General Construction Business License to do similar business in the Virgin Islands.

## **9.4 Workers' Compensation**

Within ten (10) working days after notification of proposal acceptance, the successful submitter must provide a copy of their certificate indicating that the firm and its agents are covered by Workmen's Compensation Insurance. THESE DOCUMENTS WILL BE REQUIRED PRIOR TO ISSUANCE OF A CONTRACT. FAILURE TO PROVIDE THE CERTIFICATES WITHIN **TEN (10) WORKING DAYS** AFTER NOTIFICATION OF ACCEPTANCE OF SUBMITTER'S PROPOSAL MAY RESULT IN THE PROPOSAL BEING DEEMED AS NON-RESPONSIVE AND THE SUBMITTER MAY BE IMMEDIATELY DISQUALIFIED WITH NO FURTHER CONSIDERATION GIVEN FOR POTENTIAL AWARDING OF THE CONTRACT.

## **SECTION 10: PROPOSAL SUBMITTAL FORMAT**

The proposal must contain the following:

### **1. Package 1**

1. Respondent's Cover Letter & Executive Summary
2. Required Documents & Enclosure Documents
  - a. Enclosure Documents A,B,C,D,E
  - b. Copy of Corporate Documents (as outlined)
  - c. Certificate of Good Standing
  - d. Copy of Valid VI Business License (or proof of pending approval)
  - e. Copy of Valid Cage Number from Sam.gov
  - f. Workman's Compensation Insurance
  - g. Liability & Property Damage Insurance
  - h. Errors & Omission Insurance
  - i. SSN or EIN Number
  - j. Proof of Bonding
3. Key Personnel
  - a. Organizational Chart (Prime & Sub-Contractors w/ % of work to be completed)
  - b. Staffing & Management Plan (Local & Off-Island)
    1. DBE & M/WBE Engagement
  - c. Qualifications
    1. Evidence of Meeting Professional Qualification Requirements
4. The Proposal
  - a. Project Approach & Methodology
  - b. Contract Management & Quality Control Plan
  - c. Project Schedule
  - d. Contractor Responsibilities
    1. Confirm willingness/ability/method for adherence to Section 9.
5. Past Project Experience
  - a. List of completed projects of similar type and estimated cost of each.
  - b. Current projects underway
    1. Include scope; percentage completed to date and estimated cost of each
  - c. Project References

### **2. Package 2**

1. Cost Proposal Submittal (under separate cover)
  - a. Enclosure Document F

## **SECTION 11: PROPOSAL SUBMITTAL CONTENT**

Except for specialized charts, drawings, or figures, all pages will be 8.5 x 11-inches with 1-inch margins and a minimum of 12-point font. Total proposal length shall not exceed 75 pages, including statement of qualifications, technical and cost proposals.

Supporting material such as corporate brochures and equipment descriptions will not be counted in the 75 pages. The cover page of the proposal must include the title of the proposal and indicate that the proposal is in response to the “Request for Proposals to”

### **Harold G Thompson – UV Disinfection Replacement**

and shall include an individual’s name and title representing the submitter as a point of contact (with addresses, phone and fax numbers, and email addresses), and the name, title, signature, and contact information of someone in the submitter’s organization with the authority to bind the organization (See RFP cover sheet in *Enclosure Document A*).

Normal business hours for the VIWMA Division of Procurement and Property are **8:00 a.m. to 5:00 p.m. Atlantic Standard Time**, (no daylight savings time). Therefore, submitters shall be responsible for delivery of their proposals to the VIWMA Division of Procurement and Property before the date and time set for the closing of this RFP.

*To be considered for award, the bid package shall meet the following requirements. Failure to meet the requirements as outlined may disqualify the respondent.*

Main Package (Labeled “Technical Proposal”) PDF Email attachment to include:

### **11.1 Email/Package 1**

#### ***11.1.1 Respondent’s Cover Letter***

- The cover letter should be on the company’s official business letterhead with contact information and must be signed by an officer of the organization that is authorized to bind the company contractually to all the commitments made in their submittal.
- The letter should acknowledge the receipt of all addenda.
- Should include at a minimum, a commitment by the submitter, if selected, to enter into good faith negotiations with the VIWMA.
- It shall state, if awarded the contract, that the firm will be solely responsible for all aspects of the engagement including any portion that may be performed by its subcontractors, if any.
- Must be submitted with a Board Resolution giving said officer signatory authority.
- 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.
- Confirmation that the firm has not engaged in any unethical practices within the past five (5) years.
- The Proposer must also disclose, and identify, any existing contractual work for the Territorial Government, whether directly or through a parent company, subsidiary company or associated company or independent contractor(s) hired by respondent; identify any potential conflict of interest, and must certify that respondent nor any parent company, subsidiary company or associated company or contractual/independent contractor(s) hired by respondent has assisted with preparing this RFP.

#### ***11.1.1 Executive Summary (separate from Cover Letter)***

- Provide a summary including a description of the respondent's mission, and an explanation of the types of services the respondent provides that relate to this RFP.
- Provide a summary including a description of the respondent's mission, and an explanation of the types of services the respondent provides that relate to this RFP.
- A summary of the Respondent's qualifications.
- A brief statement of the Respondent's understanding of the scope of work to be performed.
- Ability to meet the overall requirements in the timeframes requested by VIWMA.
- A brief statement reflecting the Respondent's understanding of the scope of work to be performed.
- Confirmation that the Respondent has any appropriate state business license(s) required for this proposal, or, if allowed by law, will obtain such business license.
- Confirmation that the Respondent has not had a record of substandard work within the past five (5) years.
- Confirmation that the Respondent has not engaged in any unethical practices within the past five (5) years.
- Confirmation that, if awarded a contract, the Respondent acknowledges its complete responsibility for the entire contract, including payment of all charges resulting from the contract.
- Confirmation that Respondent has adequate financial resources for performance or can obtain such resources as required during performance.
- Has a written agreement with any person or subcontractor listed in the proposed project staff or team.
- Provide a brief statement describing the adequacy of the Respondent's financial capacity

to handle the requirements of this RFP.

- Any other information that the Respondent feels appropriate.
- Briefly describe any significant changes to the management and/or structure of the respondent that are related to the work contained in this RFP, including any mergers that occurred in the last five (5) years.
- The name, address, telephone, fax, and email of the respondent should be included. The Respondent shall provide its office locations, number of full-time employees, date of incorporation, and number of years providing A/E Services; noting years related to CDBG-DR, FEMA and other disaster recovery services.

#### **11.1.2 Required Documents & Enclosure Documents**

- **RFP Cover Letter** – Complete **Enclosure Document A**.
- **Non-Collusive Affidavit** – Complete **Enclosure Document B**. The form must be notarized.
- **Debarment Certification Form** – Complete **Enclosure Document C**. The form must be notarized.
- **Contractor's Qualifications Statement Form** – Complete **Enclosure Document D**. For the Reference Section of the form, provide three (3) references for the most recent, relevant work comparable to the scope requested in this RFP and who would be willing to discuss your company's competency and performance must be provided. If you currently have more than three (3) references, a client listing with contact information should be provided as well. At a minimum, one of the three (3) references must be for the prime Contractor.
- **Contract Document Checklist Form** – Complete **Enclosure Document E** and submit your current Business License. For this section, Respondent must provide evidence that the company is licensed to provide the requested services. The Business License must be relevant to the Scope of Work for this solicitation.
- **Base Bid Sheet** - Complete **Enclosure Document F** and submit a total cost for all requested services.
- **Corporate Documents**- Provide corporate documents as outlined in Section 10.3

#### **11.1.3 Key Personnel**

##### ***11.1.3A Organizational Chart***

- Respondent shall submit an organizational chart detailing the identity of each staff member who shall perform the services required under this contract. Specifically identify people currently employed by the Respondent who will serve in key roles listed in the organizational chart.
- In addition, for any staffing functions for which specific roles have not been provided in this RFP, the respondent should submit a list, describe, and discuss.
- Address the need for specific roles to perform certain functions and provide an

organizational chart that shows how and by whom these functions will be performed.

#### ***11.1.3.B Staffing Plan***

- The Respondent should demonstrate their ability to adequately staff and scale each functional area to maintain agreed upon service levels from initial start-up and throughout the life of the Program.
- The Respondent's staffing plan shall specifically include the required number of personnel, role and responsibilities of each person on the project, their planned level of effort, their anticipated duration of involvement, and their on-site availability.
- Staffing plan shall include a plan for HUD Section 3 Compliance, Equal Employment Opportunity and Minority and Women Owned Business Enterprise (M/WBE) utilization and Disadvantaged Business Enterprises.
- Clearly identify the number of staff that will need to be hired, the process for hiring them, and how they will be trained. Indicate if any work will be subcontracted to other partners.

#### ***11.1.3C Qualifications***

- Provide a summary of the types of services the Respondent offers that relate to this RFP.
- Provide specific details on any previous experience with related disaster recovery services.
- Proposals must demonstrate that the respondent has each of the necessary minimum qualifications listed in this RFP and is able to carry out each of the specific Tasks and Deliverables identified in this RFP.
- Respondents should provide detailed information about the experience and qualifications of its staff who are considered key to the success of the project.
- Respondents should demonstrate that all proposed staff have the requisite necessary experience and knowledge to successfully implement and perform the tasks and services under this RFP.
- Provide the resumes of the key staff that will perform the work and any other documentation that demonstrates their qualifications, including degrees, licenses, certifications, and years of relevant experience.
- If the respondent will be subcontracting or partnering for any portion of the work, please also summarize the qualifications and experience of the subcontractor/partner's relevant staff and attach any contracts or agreements pertaining to the proposal.
- Any subcontractor included in the Proposal must have agreed in writing to being included in the Respondent's proposed project staff or team. Any such written agreement must be produced to VIWMA upon request. Any financial terms and personally identifying information (i.e., social security number) may be redacted from the production to VIWMA.

#### ***11.1.4 Proposal***

Provide a synopsis of your approach to managing the outlined scope of work, proposed schedule for staff and overall management style for achieving the Scope of Work. Proposal content shall include:

a full product title and description of the proposed UV Disinfection System. If Vendor's proposed UV Disinfection System is different than the preferred TrojanUVSigna, Vendor's Response shall include at a minimum, the following product information and specifications:

1. Manufacturer's published performance specifications and UV disinfection rates for its

- UV System.
2. Manufacturer's Engineer-Design installation specifications specific to Chlorine Contact Basin No.2.
  3. Overall maintenance routines, maintenance costs, and longevity projections for said alternative

In addition, Vendor's Submittal shall include specific product information, as well as technical and/or

performance specifications for the following Project components to be included or replaced:

1. Mud Valves
2. Sluice Gate
3. Scum Skimmer
4. Grating (as per Exhibit C)
5. Guardrail and Stairs ( if necessary to match or closely match existing)
6. Grounding Rod(s) (or grounding mechanism(s) for ballast

#### ***11.1.4D Approach & Methodology***

- Describe the Respondent's understanding of the nature of the Scope of Services and how its Proposal will best meet the needs of VIWMA.
- Explain how the respondent will achieve the goals, objectives, tasks, and deliverables outlined.
- Provide any relevant recommendations to improve the process flow to increase processing speed and efficiency, and to avoid waste, fraud, and abuse.
- Proposals should address a Respondent's anticipated approach and capability to coordinate with other providers performing services for the project.
- Proposals must demonstrate knowledge of local communities and community specific needs, including experience with writing complete specifications as they relate to concrete, masonry and underground structures similar to the standard structures in the Territory.
- Describe the proposed mechanisms for delivering services.
- Describe the Respondent's strategy for ensuring collaborative, consistent and productive communication with VIWMA and other Project contractors.
- Describe the strategy for recruiting and hiring any subcontractors that are essential to the Project's success but have not yet been identified. Additionally, describe how the Proposer will work with and assist in managing the selected subcontractors.
- If the Respondent intends to subcontract for portions of the work, the Respondent shall identify in its proposal any subcontractor relationships and include specific designations of the tasks to be performed by the 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 VIWMA.
- Describe the strategy for preventing fraud and abuse, and for complying with state and federal guidelines.

#### ***11.1.4F Contract Management Plan & Quality Assurance / Quality Control Plan***

The Contract Management Plan & Quality Assurance/Quality Control Plan should address the following topics:

- A listing of the specific individuals assigned to the Management Team and to Technical Support who the submitter will assign to the contract during the design phase and provide the résumés and experience of those individuals.
- A detailed staffing plan indicating the type and quantity of the various positions the submitter feels is necessary to provide the services required.
- The details of the incorporation of the design parameters into the project design.
- Specifically identify any additional services which should be provided but which exceed the scope of services requested herein.
- Changes or limitations to the general provisions listed in the draft agreement.
- The Respondent shall provide detailed information on its management plan for the services and its quality assurance / quality control procedures associated with the scope of work.
- Outline procedures for ensuring compliance with all federal and state requirements, including but not limited to PA and HMGP eligibility requirements, hiring and contracting requirements, federal and state labor standards, and M/WBE compliance.

#### ***11.1.4E Project Installation Schedule***

- All proposals must include a project schedule in Gantt chart or similar format showing key project milestones for the duration of the project. The schedule should start with the Notice to Proceed as the effective date, and include equipment procurement, commencement of UV System installation, anticipated date of bringing the new UV Disinfection System online for testing and completion through acceptance of the working product.
  - This schedule will include at a minimum sufficient time to obtain permits and provide designs with WMA reviews and approvals. The VIWMA will assist in securing the necessary permits in a timely manner providing all legally required submittals have been met.

#### **11.1.5 Project Experience**

- Provide at least three (3) examples of current and/or past experiences for the Respondent and for any partners or subcontractors. At a minimum, the past experiences must include the experiences related to the references provided on Enclosure Document D, including one of the three (3) experiences must be for the prime Contractor. Each experience should include the client's name, main point of contact, title, and a description of the services provided.

### **11.2 E-Mail/Package 2 - Cost Proposal Submittal**

Proposals in response to this RFP will consist of two separate emailed pdf submissions, **one providing methodology, approach and technical details** and **a separate email providing cost information**. One pdf copy of the cost proposal shall be submitted in a separate email. The email and submission containing the cost proposal shall be stated so in the subject of the email and on the outside of the proposal. The cost proposal shall include the following:

**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, or a contract is approved and



executed, or the procurement is canceled, whichever occurs first. **A final, total cost for all required and proposed services must be properly identified on the bid sheet.** The Respondent may also provide a comprehensive write-up regarding project cost. This will be used to establish a baseline for negotiation with bidders who have been deemed acceptable based on the criteria of this solicitation.

Each respondent must adhere to the requirements of this section relative to the proposal package content and format to simplify the review process and facilitate the maximum degree of comparison. Respondents may be subject to a best and final offer process should the responses preclude comparability. Respondents should ensure that their proposal package closely follows the sequence and organizational outline described in this section.

## **SECTION 12: COMPLETENESS OF PROPOSAL**

All proposals (and all copies) must be complete by the RFP submission deadline. Minor non-substantive corrections may be accepted, if in the opinion of the WMA they are warranted, after the submission deadline.

## **SECTION 13: CONSIDERATION OF PROPOSAL**

The VIWMA Executive Director shall represent and act for VIWMA in all matters pertaining to the scope of services and contract in conjunction therewith. **This RFP does not commit the VIWMA to the award of a Contract, nor pay any costs incurred in the preparation, submission of proposals or VIWMA requests for revisions of the proposal in anticipation of a contract. VIWMA reserves the right to reject any or all proposals, and to disregard any informality and/or irregularity in the proposal when, in its opinion, the best interest of the VIWMA will be served by such action.** The WMA may require the submitter selected to participate in negotiations by providing price, technical, or other revisions of their proposals as may result from or be required by negotiations. Proposals failing to provide some of the items required shall not be rejected per se but any deviations from the scope must be clearly noted. Submission to the WMA of any type of proposal in response to this RFP indicates acceptance of these terms.

In responding to this RFP, all Vendors accept full responsibility for a thorough and complete understanding of this RFP in its entirety, which may require Vendors to make inquiries of VIWMA, to gain said understanding. VIWMA reserves the right to disqualify any Vendor whose Proposal demonstrates, in the sole opinion and discretion of the Authority, less than full understanding of the nature and requirements of this Project. This right extends to and includes cancellation of the Award of the Project, if said Award has been made. Such disqualification and/or cancellation will be promptly communicated to the Vendor in writing, and shall be at no fault, cost, or liability to the Authority.

## **SECTION 14: WITHDRAWAL OF PROPOSAL**

A proposal may be withdrawn at any time prior to the time specified as the closing time for acceptance of proposals. However, no proposal shall be withdrawn or canceled for a period of

thirty (30) days after said closing time for acceptance of proposals nor shall the successful provider withdraw or cancel or modify his proposal, except at the request of WMA after having been notified that said proposal has been accepted by VIWMA. Submitters agree to hold their offer, including pricing, firm for at least **180 days** after the proposal submission deadline.

## **SECTION 15: CONTRACT TIME PERIOD**

This RFP is for the solicitation of proposals to install a new replacement UV Disinfectant System at the Harold G. Thompson Wastewater Treatment Plant on St. Croix, VI. The initial term of the contract will be **180 days for design and 365 days for construction.**

## **SECTION 16: PROPOSAL EVALUATION/SELECTION PROCESS**

VIWMA will evaluate all Proposals that are received in a proper and timely manner to determine whether they meet the submission requirements. Awards are made to the most responsive bidder that provides the proposal that is most advantageous to VIWMA, considering such factors as the Bidder's ability to perform the work the Bidders' past experience, time of delivery, etc. and not solely the lowest price.

VIWMA, at its sole discretion, will determine which Proposal best satisfies its requirements. All Proposals deemed to be responsive to the requirements of this RFP will be evaluated and scored for technical qualities and price. Proposals that are materially deficient in meeting the submission requirements of this RFP or have omitted material documents may be eliminated from consideration at the sole discretion of VIWMA. The evaluation process will include separate technical and price evaluations and will be conducted as set forth herein.

VIWMA reserves the right to award contracts based on initial proposals received, without discussion; therefore, the Respondent's initial proposal should contain its best technical and price terms.

The Selection Committee will consist of VIWMA officials and others, as deemed appropriate by VIWMA, and will be responsible for the recommendation of the selection of the Contractor. The final approval of the selection of the Contractor and the fees to be paid shall be made by the WMA Governing Board.

### **Proposal Selection Criteria**

The following criteria will be used by the VIWMA's Selection Committee in evaluating proposals submitted in response to this RFP.

<b><u>Evaluation Factors</u></b>	<b><u>Total Points</u></b>
<b>Technical</b>	
Qualifications	10
Responsiveness, Project Approach & Resource Availability	25
Architectural & Engineering Conceptual Design	25
Previous Project Experience	20
<b>Pricing</b>	
Pricing	20
<b>Total</b>	<b>100</b>

## **SECTION 17: ABBREVIATIONS INTRODUCTIONS, ACRONYMS & DEFINITIONS**

- Modifications to original RFP publication: (Addenda), (Addendum)
- Mandatory pre-proposal site visit: (Conference)
- Document stipulating construction requirements and Vendor compensation: (Agreement)
- Virgin Island Waste Management Board of Directors: (Board)
- The Authority: (VIWMA), (Owner), (Operator), (Engineer), (Engineering)
- Wastewater Treatment Plant: (WWTP), (Treatment Plant), (Plant)
- Virgin Islands Department of Planning & Natural Resources: (DPNR)
- Safety Data Sheets: (SDS)
- Supervisory Control and Data Acquisition: (SCADA)
- VIWMA or Vendor(s) engaging in a construction Agreement: (Party), (Parties)
- Personal Protection Equipment: (PPE)
- All-inclusive work related to this RFP: (Project), (Work)
- Written response to this RFP: (Proposal)
- Quality Control Plan: (QCP)
- Request for Proposal: (RFP)
- Ultraviolet: (UV)
- Ultraviolet or UV Transmittance: (UVT)
- Entities responding to this RFP: (Vendor), (Vendors), (Contractor), (Contractors)
- Bonding, Insurance, Documentation, etc. : (Vendor Requirements)
- Chlorine Contact Basin: (Channel), (Disinfection Basin)

## **SECTION 18 : ENCLOSURES & APPENDICES**

**Enclosure Document A** : RFP Cover Letter

**Enclosure Document B** : Non-Collusion Affidavit

**Enclosure Document C** : Debarment Certification Form

**Enclosure Document D** : Respondent's Qualification Statement

**Enclosure Document E**: Contract Document Checklist

**Enclosure Document F**: Base Bid Sheet

## ENCLOSURE DOCUMENT A

### VIRGIN ISLANDS WASTE MANAGEMENT AUTHORITY RFP COVER LETTER

#### RESPONDENT

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Tax Identification Number: \_\_\_\_\_

#### RESPONDENT'S CONTACT PERSON

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_

#### REQUEST FOR PROPOSAL INFORMATION

RFP Number: \_\_\_\_\_

RFP Project Name: \_\_\_\_\_

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

Addendum Number \_\_\_\_\_ Date \_\_\_\_\_

Addendum Number \_\_\_\_\_ Date \_\_\_\_\_

Addendum Number \_\_\_\_\_ Date \_\_\_\_\_

Addendum Number \_\_\_\_\_ Date \_\_\_\_\_

Addendum Number \_\_\_\_\_ Date \_\_\_\_\_

#### RESPONDENT'S AUTHORIZED REPRESENTATIVE

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## ENCLOSURE DOCUMENT B

### VIRGIN ISLANDS WASTE MANAGEMENT AUTHORITY Non-Collusion Affidavit

\_\_\_\_\_, being first duly sworn, deposes and says  
that (1) he/she is [owner, partner, officer, representative, or agent] of: \_\_\_\_\_  
\_\_\_\_\_, the bidder that has submitted the attached bid;

(2) He/She is duly informed respecting the preparation and contents of the attached bid and of all pertinent circumstances respecting such bid;

(3) Such bid is genuine and is not a collusive or sham bid

(4) Neither the said bidder nor any of its officers, partners, owners, agents, representative, ex-employee or parties in interest, including the affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other bidder, firm or person to submit a collusive or sham bid in connection with the contract for which the attached bid has been submitted or to refrain from bidding in connection with such contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other bidder, firm or person to fix the price or prices in the attached bid or of any other bidder, or to fix any overhead, profit or cost element of the bid price or the bid price of any other bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against The Virgin Islands Waste Management Authority or any person interested in the proposed contract, and

(5) The price or prices quoted in the attached bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

\_\_\_\_\_  
(Name of Respondent, Name of Corporation, LLC, or Sole Proprietor)

Subscribed and sworn to before me on/in the Island/State of \_\_\_\_\_, this  
\_\_\_\_\_ day of \_\_\_\_\_ 2023, by \_\_\_\_\_ of legal age,  
\_\_\_\_\_ and personally known to me.

(Trade or Corporation)

(Seal)

\_\_\_\_\_  
Notary Public

**ENCLOSURE DOCUMENT C**  
**VIRGIN ISLANDS WASTE MANAGEMENT AUTHORITY**  
**DEBARMENT CERTIFICATION FORM**

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**Certification Regarding Debarment, Suspension and Ineligibility**

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(1) The Respondent certifies, by submission of this solicitation, 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 VIWMA may also exercise any other remedy available by law.

(3) Where the Respondent is unable to certify any of the statements in this certification, such Respondent shall attach an explanation to this solicitation.

Name of Authorized Representative: \_\_\_\_\_

Title of Authorized Representative: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Subscribed and sworn to before me on/in the Island/State of \_\_\_\_\_, this  
\_\_\_\_\_ day of \_\_\_\_\_, 2023, by \_\_\_\_\_ of legal age, \_\_\_\_\_  
\_\_\_\_\_ and personally, known to me.  
(Trade or Corporation)

(SEAL)

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Notary Public

**ENCLOSURE DOCUMENT D**  
**VIRGIN ISLANDS WASTE MANAGEMENT AUTHORITY**  
**RESPONDENT QUALIFICATIONS 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): \_\_\_\_\_

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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 Design/Builds completed in the last 5 Years \_\_\_\_\_, Average value of these  
Contracts \$: \_\_\_\_\_  
Do you have a plan to use Subcontractors? ☐Yes ☐No If yes, company: \_\_\_\_\_

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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.

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List three non-VIWMA 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: \_\_\_\_\_ % \_\_\_\_\_  
2)Client Name: \_\_\_\_\_ Value: \_\_\_\_\_ % \_\_\_\_\_  
3)Client Name: \_\_\_\_\_ Value: \_\_\_\_\_ % \_\_\_\_\_

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

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

**ENCLOSURE DOCUMENT E**  
**VIRGIN ISLANDS WASTE MANAGEMENT AUTHORITY**  
**CONTRACT DOCUMENT CHECKLIST**

Name of Business: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
EIN Number: \_\_\_\_\_  
CAGE Number: \_\_\_\_\_

- |                                                                              |                                  |
|------------------------------------------------------------------------------|----------------------------------|
| <input type="checkbox"/> Current USVI Business License                       | Expiration Date ____/____/20____ |
| <input type="checkbox"/> Government Insurance Coverage/Workman's Comp.       | Expiration Date ____/____/20____ |
| <input type="checkbox"/> Insurance                                           |                                  |
| <input type="checkbox"/> Certificate of General Liability & Endorsement      | Expiration Date ____/____/20____ |
| <input type="checkbox"/> Proof of Automobile Insurance                       | Expiration Date ____/____/20____ |
| <input type="checkbox"/> Certificate of Professional Liability & Endorsement | Expiration Date ____/____/20____ |
| <input type="checkbox"/> Errors & Omissions Insurance                        | Expiration Date ____/____/20____ |
| <input type="checkbox"/> Malpractice Insurance                               | Expiration Date ____/____/20____ |

The Insurance Policy shall name the VIWMA as a Certificate Holder and an Additional Insured via an endorsement as followed:

**Virgin Island Waste Management Authority**  
**7410 Estate Bovoni, Bay 2**  
**St. Thomas, USVI 00802**

**Business Formation Documents**

*For all business entities, please submit a Trade Name Certificate (if applicable) in addition to the following:*

- |                                              |                                                                             |
|----------------------------------------------|-----------------------------------------------------------------------------|
| <input type="checkbox"/> Corporation         | <input type="checkbox"/> Articles of Incorporation & By Laws                |
|                                              | <input type="checkbox"/> Certificate of Resolution                          |
|                                              | <input type="checkbox"/> Certificate of Authority/ Good Standing            |
| <input type="checkbox"/> LLC                 | <input type="checkbox"/> Articles of Organization                           |
|                                              | <input type="checkbox"/> Certificate of Authority/ Good Standing            |
| <input type="checkbox"/> General Partnership | <input type="checkbox"/> Partnership Agreement                              |
|                                              | <input type="checkbox"/> Certificate of Authority/ Good Standing            |
| <input type="checkbox"/> LP, LLP, LLLP       | <input type="checkbox"/> Certificate of Limited Partnership or Statement of |
| Qualifications                               | <input type="checkbox"/> Certificate of Authority/ Good Standing            |
| <input type="checkbox"/> Sole Proprietorship | <input type="checkbox"/> Tradename Certificate                              |



# ENCLOSURE DOCUMENT F

## VIRGIN ISLANDS WASTE MANAGEMENT AUTHORITY

### BASE BID SHEET

(The vendor must complete this page and submit with Proposal)

All Vendors submitting Proposals to the District for this UV Disinfection Project must complete and submit the following Project line-item cost breakdown as part of their Proposal. All prices submitted must be honored and valid for 90 (ninety) calendar days subsequent to the date Proposals are due.

<u>DESCRIPTION</u>	<u>PRICE</u>
UV System: [Design], Procure, Install, Start-up, Testing	\$
Grating, (to include Guardrail and Stairs): Open Bar Grating Material and Solid Flat Grating Material where required [as per Exhibit C].	\$
Scum Skimmer: Remove existing unit, Procure and Relocate new	\$
Sluice Gate Procure and Replace price shall include removal and disposal of existing Sluice Gate	\$
Mud Valves: Procure and install three (3) new Mud Valves (Stainless Steel or Cast Iron); price shall include removal and disposal of existing Mud Valves	\$
<b>TOTAL</b>	\$
Line-Item Option: Upgrade Open Bar Grating Material to Solid Flat Grating Material	\$

The aggregate sum (TOTAL) in the table above should reflect Vendor's all-inclusive total cost of the Project as stated on the line below. Do not include Line-Item Option in the Project Total. If the Project's total cost in the table above is not in agreement with the written figures below, the lesser of the two Project cost totals shall prevail and serve as the official Proposal cost quote for Vendor's Proposal.

\$

Project Total Cost (words)

(Figures)

(Signature): Vendor or Authorized Representative