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September 14, 2020

**V.I. ECONOMIC DEVELOPMENT AUTHORITY (USVIEDA)
RESPONSES TO CLARIFICATION QUESTIONS
REQUEST FOR PROPOSAL
No. 002-2020
A&E SERVICES FOR FLEMING BUILDING**

QUESTIONS AND ANSWERS

1. **Question:** Our firm works in many states and deals with historic preservation agencies in other states for approval; since this is a federally funded project may we substitute one of them? Our sub has had many approval for projects in the Virgin Islands when working for DPW and VIWMA; can we submit those also?

Response:

- (a) Letters of reference can be submitted from any state historic preservation office, however, they cannot be substituted for the requirement of a letter from the Virgin Islands State Historic Preservation Office (“VISHPO”).
- (b) If you worked with a subcontractor that has completed projects under the guidance of VISHPO and your firm’s name was a party to that VISHPO application/approval, that letter may be submitted provided your firm is indicated as a party in the VISHPO reference letter. Further, if you have a subcontractor agreement, and the subcontractor has completed VISHPO projects, that subcontractor’s VISHPO reference letter along with the subcontractor agreement may be submitted for consideration.

RFP Requirement on Reference Letters: Three (3) letters minimum with at least one (1) letter of reference from a project completed with Virgin Islands State Historic Preservation Office approval (including a notarized written consent from each authorized representative, which must include: name, telephone number, and email address).

Provide a description of a minimum of three (3) comparable projects indicating dollar value, date of project completion, including names, addresses, and phone numbers of references. At least one (1) of the comparable projects must have had Virgin Islands State Historic Preservation Office, a division within the Department of Planning & Natural Resources, (<https://dprn.vi.gov/vi-state-historic-preservation/>) approval, number, and email address).

2. **Question:** Because of the COVID-19 pandemic, we understood that electronic would be available but see no instructions for that in the document, can you elaborate? Additionally if we have to deliver a physical copy and a thumb drive, can they be delivered to your office(s)?

Response:

Electronic delivery of bid packages is not available.

Bid packages with thumb drives should be delivered via mail courier to the USVIEDA office in Frederiksted, St. Croix as indicated in the RFP. The office is open Monday – Thursday: 8:00am – 4:00pm and Friday 8:00am – 3:00pm.

RFP Requirement on Submission of Proposal: To be eligible for consideration, the completed proposals must be submitted on a USB flash drive with one (1) hard copy of the drive's contents. All submissions must be sent via mail courier. Sealed packages must be addressed to:

Wayne Biggs, Jr.
Interim Chief Executive Officer
Virgin Islands Economic Development Authority
116 King Street
St. Croix, VI 00840

Bidders shall be responsible for the delivery of their proposals to EDPC before the date and time set for the closing of acceptance of proposals. Proposals received after the official deadline will be considered LATE and will NOT be considered for evaluation.