

# **Virgin Islands Water and Power Authority**



## **U.S. Virgin Islands Composite Pole Project, Project Management and Design Services**

### **USVI Owner Requirements**

**PR-01-21**

**June 2020**

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**VIRGIN ISLANDS WATER & POWER AUTHORITY**  
**US Virgin Islands Composite Pole Project Management and Design Services**  
**U.S. VIRGIN ISLANDS**

**REQUEST FOR PROPOSAL**

**A. INTRODUCTION:**

The Virgin Islands Water and Power Authority (the “Authority” or “VIWAPA”) is an autonomous agency with its own Governing Board. The utility’s Electricity Distribution System is mostly aerial and comprised of many miles of primary, secondary and service wires; also, hardware and fixtures consisting of transformers, capacitors, switches, insulators, poles and associated accessories.

The Authority is replacing approximately six thousand (6,000) wooden poles with composite poles for the distribution feeders on the Islands of St. Croix, St. John and St. Thomas. This request for proposal is for project management, material and field support services required to facilitate the completion of the Composite Pole Project.

This project will be federally funded in part by FEMA and HUD CDBG-DR Grant funding. In addition to local and other applicable laws and regulations, the successful Offeror will be required to abide by the federal rules, regulations, contract terms, conditions, and provisions applicable to the federal funding provided for this project. The specific funding sources and federal contract terms, conditions, and provisions are referenced in this Request for Proposal. **Successful Offerors must not be debarred from working on federal contracts.**

**RFP Solicitation**

This Request for Proposal (“RFP”) shall be publicly solicited on VI WAPA website, local newspapers, and the office of Disaster Recovery (“ODR”) website. All interested parties must formally request the RFP through VIWAPA’s Contract Administration Department at [contractservices@viwapa.vi](mailto:contractservices@viwapa.vi)

**B. LEGAL REQUIREMENTS:**

1. ALL RESPONSES SHALL ADHERE TO THE REQUIREMENTS OF THE AUTHORITY’S PROPOSAL REQUEST AND THE AUTHORITY’S PROFESSIONAL GENERAL CONTRACT TERMS WITH

FEDERAL TERMS AND CONDITIONS, ATTACHED. THOSE REQUIREMENTS IN THE RFP PERTAINING TO THE OFFEROR'S RESPONSIBILITY FOR TAXES, AND INSURANCE, ARE OF PARAMOUNT IMPORTANCE AND SHALL APPLY, UNLESS EXPRESSLY WAIVED IN WRITING BY THE AUTHORITY.

THE OFFEROR'S RESPONSE MUST EXPRESSLY STATE THE TERMS AND CONDITIONS OF THE AUTHORITY'S PROFESSIONAL GENERAL CONTRACT TERMS WITH FEDERAL REQUIREMENTS TO WHICH THE OFFEROR TAKES EXCEPTION. UNLESS EXPRESSLY ACCEPTED BY THE AUTHORITY IN WRITING, NO EXCEPTION SHALL BE DEEMED GRANTED. THE AUTHORITY RESERVES THE RIGHT DEPENDING ON THE STATED EXCEPTION TO CONSIDER ANY PROPOSAL NON-RESPONSIVE AND NOT SUBJECT TO FURTHER CONSIDERATION.

ALL PROPOSAL RESPONSES SHALL ALSO COMPLY WITH THE TERMS AND CONDITIONS OF THE HUD GENERAL PROVISIONS (HUD RIDER) WHICH APPLY WHEN ANY PORTION OF FUNDING IS DERRIVED FROM FUNDS ISSUED BY HUD. A COPY OF THE HUD GENERAL PROVISIONS IS ATTACHED HERETO AS EXHIBIT B.

ALL QUESTIONS AND INQUIRIES REGARDING ANY MATTER AFFECTING THE PROPOSAL OR RESPONSE MUST EXCLUSIVELY BE DIRECTED, IN WRITING, TO THE AUTHORITY'S MANAGER OF CONTRACT ADMINISTRATION, MS. DELORES DONOVAN.

2. ALL RFPs IN THEIR ENTIRETY ARE QUALIFIED BY THE FOLLOWING GENERAL REQUIREMENTS:

ALL COSTS AND EXPENSES ASSOCIATED WITH DEVELOPING AND/OR SUBMITTING A PROPOSAL IN RESPONSE TO AN RFP AND/OR ANY RELATED ACTIVITY FOLLOWING THE SUBMISSION OF ANY SUCH PROPOSAL SHALL BE BORNE BY THE OFFEROR. WHILE WAPA HAS ENDEAVORED TO SUPPLY USEFUL INFORMATION IN THE RFP, WAPA MAKES NO REPRESENTATION OR WARRANTY, EXPRESSED OR IMPLIED, AS TO THE ACCURACY OR COMPLETENESS OF ANY INFORMATION CONTAINED HEREIN OR OTHERWISE PROVIDED TO ANY OFFEROR BY, OR ON BEHALF OF WAPA. WAPA SHALL HAVE NO LIABILITY RELATING TO OR ARISING FROM ANY SUCH INFORMATION OR THE USE THEREOF. OFFERORS ARE ENCOURAGED TO CONDUCT THEIR OWN INVESTIGATION AND ANALYSIS OF ANY AND ALL INFORMATION CONTAINED HEREIN OR OTHERWISE PROVIDED BY OR ON BEHALF OF WAPA. THE RFP IS NOT AN OFFER OR COMMITMENT AND IS NOT CAPABLE OF BEING ACCEPTED TO FORM A BINDING AGREEMENT. WAPA 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, AND TO ENTER INTO FURTHER DISCUSSION OR INTERVIEWS WITH ANY ONE OR MORE OFFERORS.

**C. GENERAL CONTRACT REQUIREMENTS:**

The Authority's Professional General Contract Terms with federal requirements shall be applicable to all Contracts with the Offeror. The Offeror's response must expressly state those provisions of the Authority's Professional General Contract Terms with federal requirements with which the Offeror does not agree. The Authority reserves the right to reject any exceptions, or consider any exceptions taken to the General Terms and General Contract Requirements to be unresponsive and not subject to further consideration.

#### **D. TAXES:**

The Price proposed by Offeror shall be the total consideration, inclusive of taxes, if applicable. The Offeror, if awarded the Contract, may be subject to gross receipt taxes; excise taxes, import taxes or custom duty, depending on the nature of the scope of work. All taxes are the responsibility of the Offeror unless exempt by law. The Offeror is advised to contact the Virgin Islands Bureau of Internal Revenue (“IRB”), (340) 715-1040, for information on their tax obligations. Neither the Authority, nor its employees or representatives, shall be responsible or liable due to any inquiries or representations regarding the Offeror's tax liability. **To the extent an Offeror claims an exemption from any applicable Virgin Island Tax or custom duty, Offeror must, upon contract execution, present the Authority documented evidence from IRB or other Virgin Islands Government Department establishing that the Offeror is not responsible for taxes.**

Pursuant to 33 VIC § 44(a) (b) of the Virgin Islands Code as amended, the Government of the Virgin Islands and its instrumentalities, agencies and public corporations are required, when making a payment to any person, partnership, firm corporation or other business association that is subject to the payment of gross receipt taxes under the law, to deduct and withhold from such payment, gross receipt taxes as required by law at 33 VIC § 43 (a). Payment for the purposes of withholding is defined by law as:

1. any single payment of at least \$30,000
2. any payment pursuant to a contract providing for a total expenditure of \$225,000 or more.

In Contracts where the Offeror will provide to the Authority, equipment, supplies, materials or parts (the “Materials”) which are to become the property of the Authority and where such Materials are subject to custom duties and/or excise taxes (“Taxes”), those taxes related to importation of the materials will not apply if : (i) the materials are consigned to the Authority at a port other than the Virgin Islands, (ii) such consignment provides that the Offeror retains the risk of loss for the materials until the scope of work of the contract is completed; (iii) the Offeror provides insurance against loss or damage to the materials in the amount of 100% of the value of the materials provided for the benefit of the Authority.

Attached please find further direction from the Virgin Islands Bureau of Internal Revenue, regarding tax obligations for offerors working in the Virgin Islands attached as Exhibit C.

#### **E. BUSINESS LICENSE:**

Offerors and its subcontractors must comply with the licensing laws of the Virgin Islands and obtain all licenses required for the performance of the project. The Offeror is advised to contact the Department of Licensing and Consumer Affairs (“DLCA”) at (340)774-3130 for information on the requirements for obtaining a business license, information on whether their operation requires or does not require a business license, or to obtain a waiver

of the business license requirement. Should Offeror or subcontractor wish to claim that the scope of the services being provided do not require it to obtain a business license, Offeror must present to the Authority documented evidence from DLCA that the Offeror is not required to obtain a business license.

Copies of all necessary and applicable license(s), or copy of a business license waiver shall be obtained by the Offeror and copies presented to the Contracting Officer concurrent with the execution of the Contract. Additionally, Offeror must supply the Authority with its taxpayer identification number. Failure by Offeror to present its license(s) prior to or at execution of the contract or within such other reasonable time as agreed to by the parties may be grounds for the Authority to rescind the Contract.

**At contract execution any Offeror that does not possess the following:**

**a) a business license, or**

**b) a waiver letter from DLCA that a business license is not required, or**

**c) evidence, subject to verification, that an application for a business license has been submitted to DLCA for processing**

**may, at the Authority's sole discretion, have the contract award rescinded.**

**F. INSURANCE:**

The Offeror is required to obtain and maintain in effect insurance coverage pursuant to Clause 14 of the Professional General Contract Terms with Federal Requirements. In addition, the Offeror shall submit proof of insurance coverage to the Manager of Contract Administration upon award of the Contract. Failure to provide the required insurance as requested shall be grounds to rescind the Contract. Offeror shall obtain Errors and Omission Liability Insurance in an amount not less than the contract amount. **Failure to provide the required insurance as requested shall be grounds to rescind the Contract.**

**G. ENVIRONMENTAL RESPONSIBILITY:**

The Offeror shall, in the performance of the Scope of Work, be responsible for complying with any federal or local laws and any Rules, Regulations and Guidelines issued by the U.S. Environmental Protection Agency (EPA), V.I. Department of Planning and Natural Resources (DPNR), and any other Federal or local regulatory agencies with regard to the discharge or spilling of prohibited contaminants prohibited by law during the performance of the Contract.

Offeror shall become familiar with and adhere to the policies and practices of the Authority regarding the discharge or spilling of oil, petroleum products, and any other policies applicable to the work as determined by the Authority.

In addition, Offeror shall be responsible, at its expense, for the clean-up of any and all substances, regulated or not, which it spills or causes to be spilled on the Authority's premises or work sites.

The Offeror shall indemnify the Authority for any and all fines and penalties, assessed to the Authority as a result of Offeror's failure to adhere to EPA, OSHA and DPNR regulations and directives, and shall further pay all the Authority's costs, expenses and attorney's fees, in connection therewith. Additionally, the Offeror shall indemnify the Authority for the cost of cleaning up all spills and discharges if the Authority has performed such work on Offeror's behalf.

## **H. FEDERAL FUNDED PROJECTS**

The Federal Law requires that all offerors performing work on projects involving federal funds must be vetted to determine if they have been suspended or debarred from bidding on Federal Government Projects. Before you can bid on federal funded projects, you need to obtain a Dun & Bradstreet, or D-U-N-S, Number, a unique nine-digit identification number for each physical location of your business. D-U-N-S Number assignment is free for all businesses required to register with the federal government for contracts or grants. When bidding, Offerors must provide their Data Universal Numbering Systems Number (DUNS) at the time of submission of their bid or upon contract execution.

Where federal funds are used for payment of contract services, offerors that are serving an active suspension, or are currently debarred by the Federal Government from the federal procurement process will not be allowed to participate in the Authority's procurement process. Any proposal submitted by an excluded offeror shall not be eligible for consideration, nor shall a debarred or suspended offeror be allowed to serve as an individual surety. Further, the Authority shall not award a contract to an Offeror that subcontracts any portion of the Authority's work to any firm, company, individual or corporation that is serving an active suspension or is currently debarred by the Federal Government. During the procurement process, the Authority will check the System Award Management ("SAM"), a Federal Government owned and operated free website that consolidates the capabilities in Central Contractor Registration (CCR)/FedReg, Online Representations and Certifications Applications (ORCA) and the Excluded Parties List System (EPLS) to determine if offerors or any of its subcontractors have been debarred or suspended.

The Authority will make semi-annual checks on SAM to verify that all offerors that are performing work on federally funded projects of the Authority are in good standing and have not been suspended or debarred. All verification attempts shall be documented. If after contract award or during the performance of any contract, it is found that an Offeror has been debarred or suspended, any active contract(s) of an excluded offeror will be terminated for default or for convenience under separate provisions of the contract.



## **I. UTILIZATION OF SMALL, MINORITY and WOMEN's OWNED ENTERPRISES**

The Offeror will take necessary affirmative steps to assure that minority firms, women's business enterprises, and labor surplus area firms are used in subcontracting when possible. Steps include:

- i. Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
- ii. Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
- iii. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority business, and women's business enterprises;
- iv. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority business, and women's business enterprises; and
- v. Using the services and assistance of the Small Business Administration, and the Minority Business Development Agency of the Department of Commerce.
- vi. For work performed in the Virgin Islands, Offeror shall utilize in the procurement of subcontract for goods and services, the attached listing (Exhibit E) of DBE/SBA business. Offeror shall also ensure similar requirements to small businesses, minority-owned firms, and women's business enterprises are provided in its contracts or subcontracts etc.

## **J. SECTION 3 REQUIREMENTS**

- A. The work to be performed under this contract is subject to the requirements of section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. § 1701u (section 3). The purpose of section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.
- B. The parties to this contract agree to comply with HUD's regulations in 24 C.F.R. part 135, which implement section 3. As evidenced by their execution of this contract,

the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.

- C. The Offeror agrees to send to each labor organization or representative of workers with which the Offeror has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the Contractor's commitments under this section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.
- D. The Offeror agrees to include this section 3 clause in every subcontract subject to compliance with regulations in 24 C.F.R. part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 C.F.R. part 135. The Offeror will not subcontract with any subcontractor where the subcontractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 C.F.R. part 135.
- E. The Offeror will certify that any vacant employment positions, including training positions, that are filled: (1) after the Offeror is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 C.F.R. part 135 require employment opportunities to be directed, were not filled to circumvent the Offeror's obligations under 24 C.F.R. part 135.
- F. Noncompliance with HUD's regulations in 24 C.F.R. part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.

With respect to work performed in connection with section 3 covered Indian housing assistance, section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. § 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible: (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract that are subject to the provisions of section 3 and section 7(b) agree to comply with section 3 to the maximum extent feasible, but not in derogation of compliance with section 7(b).

## K. AFFIRMATIVE ACTION PLAN

In order to comply with **Section 3** and **Executive Order 11246**, the U.S. Department of Housing and Urban Development requires that all offerors develop and implement an

Affirmative Action Plan. This plan is a series of forms and statements, which show specific steps taken by the offeror to promote Equal Opportunity and the utilization of area residents and business in the implementation of this Contract. This plan must be submitted to VIWAPA upon contract execution.

Reference to **Section 3** of the Housing and Urban Development Act of 1968 as amended, 12 U.S.C., 17010 will also be found in an appendix document referenced as the "HUD Riders".

**L. COMMUNICATION WITH AUTHORITY BOARD MEMBERS /  
EMPLOYEES / EVALUATION COMMITTEE MEMBERS**

To preserve the integrity of the procurement process, and unless otherwise instructed, all communication, written or oral, regarding any RFP, IFB and/or solicitation of quotations, must be submitted through the Authority's Contract Services Manager. Any direct contact made by an Offeror with the Authority's Board Members, Officers, Directors, employees or the members of the Authority's Evaluation Committee concerning the procurement in an attempt to influence the procurement is prohibited and may be grounds for disqualification.

**M. CONFIDENTIALITY**

Offerors are advised that any and all materials, information and documentation in any proposal submitted in connection with an RFP or an IFB may become a record of the Authority and may be subject to the provisions of Title 3 V.I.C. § 881, et seq. (Public Records Act). The Public Records Act requires disclosure of public documents upon request of any citizen unless the public document is deemed to be confidential or otherwise exempted by law. To date no court of law has ruled on the application of this law to independent instrumentalities such as the Authority. "Confidential Information" includes all technical business, personnel, taxpayer or other information including customer or client information and details of customer accounts, however, communicated or disclosed to the receiving party or its employees, relating to past, present and future research, development and business activities of the disclosing party and that has been identified as "confidential". Both parties agree: (i) that the receiving party and its employees may disclose Confidential Information to others if required by law or with the prior written consent of the disclosing party; (ii) not to make use of Confidential Information other than for the performance of this Agreement; and (iii) that it will not use such information for its own advantage to the detriment of the disclosing party or its customers. Confidential information shall not include information which: (i) becomes generally available to the public (other than by the acts or omissions of the receiving party or its employees); (ii) was known prior to the date of this Agreement by "or becomes known to" the receiving party or its employees and was not obtained from any person under any obligation of confidentiality to the disclosing party; (iii) is independently developed by the receiving party; or (iv) is required to be disclosed pursuant to legal process or regulation.

## **N. CONTRACT EXECUTION**

The final contract sent to the Offeror for execution must be executed and returned to the Division of Contract Administration within seven (7) business days of receipt. Failure by the Offeror to return the executed contract within the stated time may result in the contract award being rescinded. It is the responsibility of the Offeror to timely advise the Authority of any issues affecting contract execution so that the parties may discuss additional time for execution

**O. NOTICE TO PROCEED:**

The Notice to Proceed contains the commencement date of the contract work. The Notice to Proceed form must be executed and a copy presented to the Manager of Contract Administration prior to the final execution of the contract by the Authority's Contracting Officer.

**P. SCOPE OF WORK:**

The scope of work for this procurement entails the provision of designs for approximately six thousand (6,000) composite poles for the distribution feeders on the Islands of St. Croix, St. Thomas and St. John. The Offeror is required to provide Project Management, Material and Field support in accordance with the detailed scope of work and schedule below.

In this project, the successful offeror will provide designs for an estimated 6,000 composite poles on distribution feeders and provide project management services described in the work scope below on the islands of St. Croix, St. John, and St. Thomas based on the below schedule and anticipated completion dates.

Completion Date	Location				
	STJ	STT-A	STT-B	STX-A	STX-B
July 31 2021	1000	750	750	680	680
July 31 2022				1125	1125
Total	1000	750	750	1805	1805

\*Pole quantity is an estimate. Pole installation assignments will be determined by WAPA based on availability of inventory

Below provides a map by island which illustrates the general are where composite poles are referenced to be installed



**St. John**



**St. Thomas**

Contract Requirements

Issue for Bid

RFP





## St. Croix

The Composite Pole Project will occur, simultaneously, on all three islands. The Offeror will be required to coordinate with VIWAPA personnel, designated contractors and material vendors.

The Scope of work includes the following:

### : PROJECT MANAGEMENT SUPPORT:

- Project Plan Development
- Development of Project Phasing
- Development of Project Scheduling and Coordination
- Work with WAPA and contractor(s) to develop location-based job priority sequence
- Ongoing development - work reporting application to track project
  - Weekly progress as reported by contractor(s)
  - Work units for each labour if required
  - Work reports to compare \$ spent vs % of work completed
- Ongoing development - cloud-based status dashboard for WAPA management
  - Monthly accomplishment reports
  - Weekly accomplishment reports
  - Daily accomplishment reports

Contract Requirements

- Attend regular progress meetings all three islands
- Attend site meetings as required all three islands
- Ongoing development – As-Built process

#### **MATERIAL MANGEMENT SUPPORT:**

- Facilitate coordination between contractors, WAPA procurement and vendors as required
- Ongoing development of detailed Contract Order Forms for project
- Ensure the correct material is specified, ordered and assigned.
- Assist with scheduling, staging, verification and charging out
- Synchronize deliveries with construction schedule, cost centers and storage locations
- Work with shipping companies to ensure material is delivered to the correct island
  
- **DESIGN SUPPORT:** Ongoing development of PLS-POLE structure files from WAPA Framing Standards
- Perform non-Linear PLS-CADD structural analysis on all pole designs
- Perform non-Linear PLS-CADD analysis on all guying and anchoring designs
- Perform non-Linear PLS-CADD analysis on all hardware connections to adhere to pole manufactures guidelines
- Perform non-Linear PLS-CADD analysis to maintain NESC Clearance for all conductors and guy cables
- Submit project designs to WAPA for review
- Ensure designs are compliant with manufacturers guidelines and specifications
- Provide overhead pole cost estimating assistance
- Provide ongoing studies relative to the projects
- Provide procurement support
- Develop triangulated irregular network (*TIN*) dataset from point cloud LiDAR dataset
- Lidar Classification for Poles, Conductors, Vegetation and Buildings
- Work with pole manufacturers to ensure project design continuity
- Develop job packages for individual construction projects:
  - ⇒ Plan view drawings showing pole and anchor location information
  - ⇒ 3D pole framing drawings for each type of construction
  - ⇒ Guying and anchoring information – drawings and specifications
  - ⇒ Staking data for line layout
  - ⇒ Construction data for each pole that includes:
    - Pole location number
    - Pole height, type and class
    - Framing/structure drawing reference
    - Number of anchors
    - Number of guys
    - Number of services to relocate
    - Equipment to relocate i.e.:
      - Transformers
      - Switches



- Capacitor banks etc.
- Solar equipment
- AMI gear
- St. lights
- ⇒ Joint Use attachments – CATV, Telco, Other comm
  - Assist with the coordination of transferring
  - Assist with the coordination of inspections
  - Assist with the approval of attachment hardware
- ⇒ Material lists per project, work order or per pole
- ⇒ Assist with outage coordination and work protection
- ⇒ Work with WAPA to arrange access to private property, right of way or locked gates etc.
- ⇒ Assist with on the job design situations caused by unforeseen constraints.
- ⇒ Pole Damage Management
  - Ongoing development - workflow
  - Ongoing development - damage evaluation procedure
  - Ongoing development - repair/replacement procedure
  - Ongoing development - damage mitigation planning
- **FIELD SUPPORT** :Review pole change instructions
- Assist WAPA with field checking poles
- Make revisions and update GIS as required
- Resolve and include single and three phase plans and discrepancies as required.
- Develop guying strategy for each pole:
  - Anchor locations
  - Develop location specific guying method as required i.e. V guying
  - Guy lead adjustments
  - Push brace integration
- Develop revised pole and anchor drawings as required
- Work with WAPA to resolve landowner conflicts
- Provide As-Built

## **VEGETATION MANAGEMENT SUPPORT:**

### ***Powerline Vegetation Encroachment Analysis and Mapping:***

- Develop and facilitate work flow
- Perform vegetation analysis using PLS-CADD per job
- Develop vegetation analysis results map books
- Provide GIS support as required
- Provide Fulcrum support as required

### ***Direct and Manage WAPA contracted Arborist to facilitate:***

- Endangered species - FEMA compliance

- Tree trimming
- Tree removal
- Danger trees
- Land clearing
- Customer contacts and permissions
- Documentation and project archiving

***WAPA Project Dashboard – Vegetation Management Portal***

- Develop and maintain dashboard for Vegetation Management. This should include reporting and status of Arborist and related tree trimming.

**Reference:**

Exhibit F	VIWAPA Construction Standards
Exhibit G	Composite Pole Installation Information
Exhibit H	Device Installation Guidelines

**Q. PROPOSAL SUBMITTAL:**

All proposals should be in strict accordance with the procurement requirements and be emailed to [contractservices@viwapa.vi](mailto:contractservices@viwapa.vi). A complete copy of all proposals must be submitted electronically in PDF format and transmission must be fully completed as outlines in the procurement invitation letter. A cover letter must be included with the proposal addressed to the individual identified below:

Delores Donovan  
Manager, Contract Administration  
Virgin Islands Water and Power Authority  
9720 Estate Thomas  
3rd floor, Al Cohen's Plaza  
St. Thomas, U.S. Virgin Islands 00802  
[contractservices@viwapa.vi](mailto:contractservices@viwapa.vi)

**1. Proposal Information**

Pricing should be submitted on a firm basis without escalation for a two-year period from the date of the notice to proceed. Pricing shall be inclusive of all taxes and expenses necessary for the contractor to perform the work. Pricing must be submitted as requested with no additions or exceptions. Payment of invoices will be subject to satisfactory performance and acceptance of work by the Authority. Payment terms in

Contract Requirements

Issue for Bid

RFP

the contract are anticipated to be net 90 days. The Authority reserves the right to reject all proposals. Each Offeror is required to familiarize himself with Authority's system. Each offeror is required to familiarize himself with the physical constraints of roads and vehicular traffic, as it would affect this work, and to familiarize himself with the scope of work and ask any questions prior to responding to this Request for Proposal.

## 2. Proposal Submittal

In compliance with the Governor of the Virgin Islands directive to limit public gatherings, the Virgin Islands Water and Power Authority will, until further notice, not be holding public bid openings. Offerors and Bidders will however be provided the opportunity, for a period of up to (10) ten days after the opening of the proposals to review them. Anyone wishing to exercise this option is encouraged to email their request to [contractservices@viwapa.vi](mailto:contractservices@viwapa.vi) for viewing after the date set for submission.

THE AUTHORITY WILL RECEIVE ELECTRONIC PROPOSAL SUBMITTALS FROM THE OFFERORS UNTIL THE DATE AND TIME AS SPECIFIED IN THE COVER LETTER ACCOMPANYING THIS DOCUMENT. PROPOSALS SHALL BE SUBMITTED TO DELORES DONOVAN AT [contractservices@viwapa.vi](mailto:contractservices@viwapa.vi). A COVER LETTER MUST BE INCLUDED WITH YOUR RESPONSE ON OR BEFORE THE DATE AND TIME AS SPECIFIED. PROPOSALS THAT ARE RECEIVED AT THE SPECIFIED TIME AND DATE WILL BE PRINTED

FACSIMILE TRANSMITTALS, OFFERS COMMUNICATED VIA TELEPHONE, MISDIRECTED PROPOSALS AND PROPOSALS RECEIVED AFTER THE TIME SPECIFIED IN THE COVER LETTER WILL NOT BE ACCEPTED OR CONSIDERED

**R. QUESTIONNAIRE (MANDATORY)**

The undersigned guarantees the truth and accuracy of all statements and answers herein contained. Include additional sheets if necessary.

1. How many years has your organization been in business as an Electrical consulting or engineering firm? (circle one). \_\_\_\_\_ Years
2. Within the past five years, how many Pole line design projects equal to or greater than this project has your organization completed? \_\_\_\_\_
3. Have you ever failed to complete work per Contract Specifications or within the time limits of a Contract awarded to you, if so, where and why?  
\_\_\_\_\_  
\_\_\_\_\_
4. Provide three references of similar work previously performed (include name, company, contact information, description of work performed).  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. Will you sublet any part of this work? \_\_\_\_\_ If so, give details.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. Have you included any exceptions with your proposal?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. Provide the professional resume of your intended Project Manager with your proposal?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
8. State the true, exact, correct, and complete name of the partnership, corporation or trade name under which you do business, and the address of the place of business. (If a corporation, state the name of the President and Secretary. If a partnership, state the names of all partners. If trade name, state the names of the individuals who do business under the trade name. It is necessary that this information be furnished.)

9. List experience your firm has design and project management of pole lines with composite poles.
10. Describe your firms to plan to complete the work as outlined in the scope and engineering specifications.
11. Provide a list and description of all personnel to be used on the project.
12. Provide the resumes of the key individuals that will work on this contract.
13. Provide MWBE utilization plan for the work in your proposal.
14. Proposals shall include Section S: Proposal Form, Section V: Basis of Award Form, and Section T: Bid Schedule.

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(Correct Name of Offeror)

The business is a Sole Proprietorship, Partnership, or Corporation. (Circle one)

**S. PROPOSAL FORM:**

Name of the Offeror \_\_\_\_\_ (Individual, Firm or Corporation, as case may be)

Date of Proposal \_\_\_\_\_

To: The Virgin Islands Water and Power Authority  
St. Thomas, Virgin Islands

Pursuant to your Request for Proposal and in compliance with other related Contract Documents, the undersigned does hereby propose provide project management and design services as described for the Composite Pole Installation Project, in strict accordance with the Contract Documents at the cost specified. Offeror is expected to submit a fixed price.

The above-named Offeror affirms and declares:

1. 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.
2. That this Proposal is made without any understanding, agreement or connection with any person, firm, or corporation making a Proposal for the same purposes, and is in all respects fair and without collusion or fraud.
3. That the Offeror is not in arrears to the Virgin Islands Water and Power Authority, upon debt or contract, and is not a defaulter, as surety or otherwise, upon any obligation in the Virgin Islands Water and Power Authority.
4. That no officer or employee or person whose salary is payable in whole or in part from the Virgin Islands Water & Power Authority is, shall be or become interested, directly or indirectly, as a contracting party, partner, stockholder, surety or otherwise, in this Proposal, or in the performance of the Contract, or in the supplies, materials, or equipment and work or labor to which it relates, or in any portion of the profits thereof.
5. That the Offeror has carefully examined the site of the work and that, from his own investigations, he has satisfied himself as to the nature and location of the work, the character, quality, and quantity of materials and 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 anyway, affect the work or its performance.
6. All proposals shall remain firm for a period of Sixty (90) days following the opening bid date.

Contract Requirements

Issue for Bid

RFP

7. The Offeror must adhere to the VIWAPA construction schedule. The Offeror will carefully coordinate his work with the Virgin Islands Water and Power Authority.
8. Work on the Project Contract time begins on the date of issuance of the NOTICE TO PROCEED and shall not exceed two (2) calendar years to completion for the work.

The Offeror agrees to perform the work as specified and indicated in this document for a Lump Sum Amount of \$\_\_\_\_\_

(Offeror must fill in this blank with amount in words and \$ numbers)

**T. BID SCHEDULE**

(Note: Offeror must bid on each item. All entries in the entire Proposal must be made carefully and typed or in ink; prices must be written in both words and figures.)

ITEM		DESCRIPTION	TOTAL COST
1.		Project Management Support Services, territory-wide, as detailed in the scope section	
2.		Material Management Support Services, territory-wide, as detailed in the scope section	
3.		Field Support Services, territory-wide, as detailed in the scope section	
4.		Vegetation Management Support Services, territory-wide, as detailed in the scope section	
5.		Design Support Services, territory-wide, as detailed in the scope section	
TOTAL PROPOSAL PRICE			



## PROPOSAL EVALUATION TEMPLATE

### U. PROPOSAL EVALUATION TEMPLATE

Evaluation Criteria	Evaluation Details	Weight (100)	Offeror 1	Offeror 2	Offeror 3	Offeror 4	Offeror 5
1. Experience	Respondents must demonstrate their experience/qualification and past performance of comparable contracts (similar in scope of work)	20					
2. Demonstrated understanding of Project Scope	Respondents must provide evidence they have the expertise to complete the work according to the engineering specifications.	20					
3. Ability to Perform Work	Respondents must demonstrate they have sufficient personnel, equipment, and other resources to perform the work according to the project schedule.	20					
4. Cost	The relative ranking of respondents pricing proposal compared to other RFP submissions	30					
5. Reputation of Company	Respondents must demonstrate integrity and high quality work through relevant references.	10					
<b>Total</b>		<b>Score</b>	<b>Score</b>	<b>Score</b>	<b>Score</b>	<b>Score</b>	<b>Score</b>
		100	0	0	0	0	0

**V. BASIS OF AWARD:**

Offerors must acknowledge receipt of addendum(s) as follows:

Addendum\_\_\_\_\_

Addendum\_\_\_\_\_

Addendum\_\_\_\_\_

(Insert addendum(s) numbers, name, dates and initial)

The Offeror certifies that the addendum(s) above have been received and that changes covered by the addendum(s) have been taken into account in this Proposal.

(If Offeror is a firm, fill in the following blanks)

Names of Partners

Residence of Partners

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(If Offeror is a Corporation, fill in the following blanks)

Organized under the laws of the State of\_\_\_\_\_

\_\_\_\_\_  
Name and Address of President\_\_\_\_\_

\_\_\_\_\_  
Name and Address of Vice-President \_\_\_\_\_

\_\_\_\_\_  
Name and Address of Secretary\_\_\_\_\_

Contract Requirements

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Name and Address of Treasurer \_\_\_\_\_

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Dated \_\_\_\_\_

\_\_\_\_\_  
(Name of Offeror)

\_\_\_\_\_  
(Address of Offeror)

\_\_\_\_\_  
(City, State, Zip)

\_\_\_\_\_  
(Telephone)

By: \_\_\_\_\_

(Signature) (Title)

Where Offeror is a corporation:

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

(Secretary)

AFFIX  
CORPORATE  
SEAL