



RFP 08-2022A - Pre-Proposal Conference Agenda

Architectural & Engineering Design Services *Castle Coakley*

Date/Time: Thursday, October 6, 2022, 9:00am AST

Location: 155 Estate Castle Coakley, Christiansted, VI 00820

The purpose of this Pre-Proposal Conference is to discuss the Request for Proposals (RFP), issued on September 26, 2022, for Architectural & Engineering Services for the Castle Coakley St. Croix Animal Welfare Center project.

The goal of this Conference is to answer any questions regarding the RFP, provide an understanding of the contract structure, as well as a brief overview of the proposal submission requirements and evaluation criteria, design standards, and present the scope of work for the Castle Coakley project.

A copy of the meeting minutes will be posted on the St. Croix Animal Welfare Center website. The notes are not intended to reiterate everything discussed in the meeting, but identify those points that may affect bidder's understanding of the solicitation.

No oral statement made by St. Croix Animal Welfare Center's Representatives during the conference will have the effect of amending the solicitation. In the event that discussions during the conference indicate a need to change the solicitation, an amendment to the RFP will be issued in writing and posted to the St. Croix Animal Welfare Center's website. All amendments must be acknowledged by the time/date proposals are due and such acknowledgement must be included in proposal submissions.

Introductions

- **Managing Director: Andreas Gloggenhser, executivedirector@stcroixawc.org**
- President: Emily Weston
- Medical Director: Dr. Ric Berlinski
- Board Member: Mike Meluskey

Key Dates

- **Last Day for Written Clarification – Monday, October 17, 2022**
 - Questions should be submitted via email to Andreas Gloggenhser at executivedirector@stcroicawc.org Questions and answers published online on St. Croix Animal Welfare Center's website.
- **Proposals Due by Wednesday, October 26, 2022 at 5:00PM AST**

Proposal Submittal Requirements and Evaluation Factors

- **Contents of Proposal**
 1. Organization
 2. Sub-Contractors
 3. Project Experience
 4. Implementation Approach
 5. References
 6. Proof of Sam.Gov Registration
 7. Cost Proposal (submitted as separate file)
 8. Acknowledgement of Addenda

- **Evaluation Criteria**

Proposals will be evaluated according to the following criteria in descending order:

30 points - Project Experience

25 points - Implementation Approach

20 points - Organization/Qualifications

15 points - Cost

10 points - References

For a total possible 100 points

Minority & Women-Owned Business Enterprise (M/WBE) Goals

Sub-Contractor Plan and the degree to which a proposal meets the Minority and Women Business Enterprise goals of the project will be evaluated under the Organization/Qualification criteria listed above.

Addenda

Addenda and other relevant materials regarding this RFP will be continuously published online in the RFP Package for Download section on the St. Croix Animal Welfare Center website at <https://stcroixawc.org/missioncoakley/>

Contracting, Funding, Compliance

- If awarded, the selected contractor must be prepared to execute the contract for services within 10 days of notice of award, including providing all required supporting documents
- Fixed-price contract, independent contractor
- Project is funded in part by the FEMA Public Assistance grant program, under the guidelines and regulations of the Stafford Act, and is subject to federal audit and compliance. A&E contract as well as any subsequent construction contracts shall include Federal Clauses, terms, and conditions required by 2CFR Appendix II to Part 200
- Compliance with applicable federal and local laws/regulations
- Contractor may not be suspended or debarred from entering into contracts with any federal agency, per the Excluded Parties List in Sam.Gov

Project Description

- Project Summary
- Parcel Review/Facility Component Siting
- Retrofitting Existing Structures and New Construction
- Scope of Work

Design Standards

- IBC 2021
- ICC 500
- ASCE 7-16
- Americans with Disabilities Act (ADA)
- USVI Preservation Guidelines

Questions and Answers