

**VIRGIN ISLANDS
WATER AND POWER AUTHORITY**

**GEOGRAPHIC INFORMATION SYSTEM
Request for Proposal**



PR-07-22

Request for Proposals

Virgin Islands Water and Power Authority
ST. THOMAS, U.S. VIRGIN ISLANDS

Prepared by System Planning (Transmission & Distribution)
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1. INTRODUCTION

The Virgin Islands Water and Power Authority (“VIWAPA” or “Owner”) is an autonomous government agency with a Governing Board. The Authority has two Power Generating Facilities, Richmond Power Plant, located on St. Croix, and the Randolph Harley Power plant located on St. Thomas.

The Virgin Islands Water and Power Authority is the sole generating facility in the US Virgin Islands and continuous operation is essential. This Request for Proposal invites prospective Offerors to submit proposals for the completion of a Geographic Information System of the VI Water and Power Authority T&D electrical system for the islands of St. Croix, St. Thomas, and St. John.

1.1. RFP SOLICITATION

This Request for Proposal (“RFP”) shall be publicly solicited on www.viwapa.vi, Daily News, The Avis, and through a constructed offerors list. All interested parties can formally request the RFP through VIWAPA’s Contract Administration department at contractservices@viwapa.vi.

1.2. PROJECT LOCATION

The project will take place at the following locations:

- (1) St. Croix, U.S.V.I.**
- (2) St. Thomas, U.S.V.I.**
- (3) St. John, U.S.V.I.**
- (4) Water Island, USVI**
- (5) Hassle Island, USVI**

1.3. PRE-PROPOSAL MEETING

There will be no pre-proposal meeting. The Offeror may conduct site inspections at their own cost to familiarize themselves with the project site, the work area, and to ask any questions before submitting a proposal. After visiting the project sites, each Offeror shall carefully examine the (RFP). Any conflict that exists between the RFP document and project inspection shall be brought to the Owner for resolution. Each Offeror shall fully inform himself prior to the submission of its proposal of all existing conditions and limitations under which the project will be performed and shall include in its proposal a sum to cover all costs of all items necessary to perform the work as set forth in the RFP document. No allowance will be made to any Offeror for claims arising from the existing condition, which could have been ascertained by an examination of the project site and the review of the project documents.

1.4. COMMUNICATION

All correspondence shall be identified by Request for Proposal number and title (as seen on the cover page) and shall be addressed to the Owner's representative at the address below.

Proposals shall be submitted electronically to contractservices@viwapa.vi. Electronic submission is limited to 25 MB file size. A cover letter must be included with your response and addressed to the following individual:

Nicole Aubain, Manager, Contract Administration
Virgin Islands Water & Power Authority
9720 Estate Thomas
St. Thomas, USVI 00802

1.5. SUBMITTAL

All proposals should be in strict accordance to the following and be emailed to contractservices@viwapa.vi.

1. Any exceptions to the requirements stated in this Request for Proposal, especially to the General Contract Terms with federal requirements, shall be listed and explained in the Offeror's proposal.
2. Rates should be submitted for crews, equipment, and any other services in daily rates units. Prices should be submitted on a firm basis without escalation. Payment of invoices will be subject to satisfactory performance and acceptance of work by the Owner or a representative of the Owner. All pricing will be firm for the duration of the contract.
3. The Offeror must submit, with its proposal, a preliminary project schedule as defined in Section 4.11. This schedule shall detail the basic planning steps:
 - i. Project phases
 - ii. The breakdown of phases into tasks
 - iii. Time estimates for each task
 - iv. Resource allocation (Labor, equipment, etc.)
 - v. Critical path of the schedule

The schedule will commence on the date the Notice to Proceed from VIWAPA is issued and end with the acceptance of work issued by VIWAPA. This schedule will be utilized while evaluating proposals and setting dates for outages if a contract is awarded.

4. No telegraphic proposal or telegraphic modifications of proposal will be considered.
5. No misdirected proposal or proposal received after the time specified for receiving will be considered.
6. Each proposal shall adhere to the following conditions:

- i. Addressed the proposal to the Owner at the address given in section 1.4.
 - ii. It is the responsibility of the Offeror to see that its proposal is received on time.
7. The Offeror is required to submit a statement regarding its previous experience in performing comparable work, its business and technical organization, financial resources, and equipment available for use in performing the work.
8. The Offeror is instructed to propose the work competitively where time as well as cost will ensure award of the project. The contractor must be aware that if the job falls behind schedule then they must make up the time by extended working hours, shifts or manpower to the satisfaction of the owner at no additional cost failing which Liquidated Damages will apply.
9. Environmental Protection Plan see Section 4.8 for details on submittal.

1.6. **PROPOSAL SUBMITTAL**

1. Proposal Submittal Requirements

THE AUTHORITY WILL RECEIVE ELECTRONIC PROPOSALS SUBMITTALS FROM OFFERORS UNTIL THE DATE AND TIME AS SPECIFIED IN THE COVER LETTER ACCOMPANYING THIS DOCUMENT. PROPOSALS SHALL BE SUBMITTED TO NICOLE AUBAIN AT 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 CONSIDERED. 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 ten (10) days after the opening of the bids or proposals to review them. Anyone wishing to exercise this option is encouraged to email their request to Contract Administration Division for viewing after the date set for submission.

Inspections will be limited to no more than three (3) persons per appointment. Your email request should be sent to contractservices@viwapa.vi. Once received, you

will be provided with a date and time to review said documents. No walk-ins will be accommodated. Your cooperation in this matter is appreciated.

1.7. OFFER WITHDRAWAL

Offeror may withdraw its proposal, by written request, at any time prior to the scheduled time for proposal opening. No Offeror may withdraw its proposal for a period of one-hundred and eighty- (180) days after the date set for opening thereof, and all proposals shall be subject to acceptance by the Owner during this period.

1.8. PROPOSAL EVALUATION

Proposals will be evaluated based on the following weighted criteria.

Evaluation Criteria	Weight (100)	Bidder 1	Bidder 2	Bidder 3	Bidder 4	Bidder 5	Bidder 6
1. Experience/Ability to Perform Work	20						
2. Compliance with Contract Drawings & Specifications	20						
3. Time for Performance/Delivery	20						
4. Cost	20						
5. Financial Strength	10						
6. Reputation of Company	10						
Total	100	Score 0	Score 0	Score 0	Score 0	Score 0	Score 0

Owner has the right to modify or supplement these criteria at any time.

1.9. OWNER'S RIGHTS

Owner has a right to reject any or all proposals and to waive informality and irregularity in the proposals and bidding.

2. LEGAL REQUIREMENTS

1. ALL PROPOSAL RESPONSES SHALL ADHERE TO THE REQUIREMENTS OF THE AUTHORITY'S PROPOSAL REQUEST AND THE AUTHORITY'S PROFESSIONAL GENERAL CONTRACT TERMS WITH FEDERAL REQUIREMENTS, ATTACHED HERETO AS EXHIBIT A. THOSE REQUIREMENTS IN THE RFP PERTAINING TO THE OFFEROR'S RESPONSIBILITY FOR TAXES, INSURANCE, HIRING OF LOCAL WORKERS AND THE APPLICATION OF LIQUIDATED DAMAGES, ARE OF PARAMOUNT IMPORTANCE TO THE AUTHORITY AND SHALL

APPLY, UNLESS EXPRESSLY WAIVED BY THE AUTHORITY.

THE OFFEROR'S RESPONSE MUST EXPRESSLY STATE THE TERMS AND CONDITIONS OF THE AUTHORITY'S 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 ACCEPTED. THE AUTHORITY RESERVES THE RIGHT DEPENDING ON THE STATED EXCEPTION TO CONSIDER ANY PROPOSAL NON-RESPONSIVE AND NOT SUBJECT TO FURTHER CONSIDERATION.

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, NICOLE AUBAIN.

2. ALL RFP's 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 AN 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 PROPOSAL 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.

2.1. GENERAL CONTRACT REQUIREMENTS

The Authority's 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 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 Conditions to be unresponsive and not subject to further consideration.

2.2. TAXES

The Price proposed by the 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/Contractor'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 V.I.C. § 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 V.I.C. § 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 Contractor 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 Contractor retains the risk of loss for the Materials until the scope of work of the contract is completed; (iii) the Contractor 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 directions from the Virgin Islands Bureau of Internal Revenue, identified as Exhibit B, regarding tax obligations for Contractors working in the Virgin Islands.

2.3. BUSINESS LICENSE

Offeror and its subcontractor(s) 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 an Offeror wish to claim that the scope of the services being provided do not require it to obtain a business license, the 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) of the Offeror and its subcontractors 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, the Offeror must supply the Authority with its taxpayer identification number. Failure by the Offeror to present its license(s) prior to 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.

2.4. LIQUIDATED DAMAGES

The Authority shall assess liquidated damages solely for delay in achieving contract completion. For each day that the project extends beyond the specified contract completion date, for any cause other than excusable causes as defined in Paragraph 13a of the attached General

Contract Terms with federal requirements, the Offeror and its sureties shall be liable to the Authority and shall be assessed a liquidated damage in the amount of \$900.00 per day subject to a maximum of liquidated damages not greater than 15% of the total contract price.

The Authority reserves the right under this clause to forego its claim for liquidated damages for delays and to sue for actual damages incurred as a result of such delays.

2.5. INSURANCE

The Offeror is required to obtain and maintain in effect insurance coverage pursuant to Exhibit A, Clause 20 of the 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.

2.6. 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 regarding the discharge or spilling of prohibited contaminants prohibited by law during the performance of the Contract.

The 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, the 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 the 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.

2.7. FEDERAL FUNDED PROJECTS

A. DUNS NUMBER & SAM SEARCH REQUIREMENTS

The Federal Law requires that all contractors 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 a bid or proposal may be submitted on federal funded projects, Offeror/Bidder 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, Bidders/Offeror 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, contractors 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 contractor shall not be eligible for consideration, nor shall a debarred or suspended contractor be allowed to serve as an individual surety. **Further, the Authority shall not award a contract to a contractor 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 contractors or any of its subcontractors have been debarred or suspended.

The Authority will make semi-annual checks on SAM to verify that all contractors 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 a contractor has been debarred or suspended, any active contract(s) of an excluded contractor will be terminated for default or for convenience under separate provisions of the contract.

B. DAVIS BACON ACT REQUIREMENTS

In instances where Federal funds are utilized for the payment of the Scope of Work, the Contractor shall comply with the Davis Bacon and Related Acts (DBRA). These regulations can be found in-part from the Code of Federal Regulations (Title 29 CFR, parts 1,3,5,6 and 7).

The Davis-Bacon Act requires that all contractors and subcontractors performing work on federal contracts (and contractors or subcontractors performing on federally assisted contracts under the related Acts) in excess of \$2,000 pay their laborers and mechanics not less than the prevailing wage rates and fringe benefits listed in the Davis-Bacon Wage Rate Determination for corresponding classes of laborers and mechanics employed on similar projects in the area. Davis-Bacon labor standards clauses must be included in covered contracts.

Prevailing wages are computed by the Department of Labor (DOL) and are issued in the form of a Federal Wage Decision. This decision includes a Wage Rate Determination for each work classification listed by construction type, for each county where work is performed. Each contractor and subcontractor hired must sign a contract which includes the Federal Wage Decision listing and a Wage Determination for its employees by worker classification.

Attached as Exhibit C to the RFP is a Notice of Federal Guidelines related to the Davis-Bacon Act and its requirements.

C. USE OF SMALL, MINORITY and WOMEN's OWNED ENTERPRISES

The Bidder/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 D) 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. 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.

2.8. CONFLICT OF INTEREST

An Offeror submitting a proposal must certify that it has familiarized itself with the provisions of title 3, chapter 37 of the Virgin Islands Code pertaining to conflicts of interest, and has no interest and will not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of its obligations, if awarded a contract under this RFP/IFB. An Offeror submitting a bid or proposal must certify that:

- no officer, agent, or employees of the Virgin Islands Water and Power Authority or any member of the Authority's Governing Boards has a pecuniary interest in the bid or proposal;
- the bid or proposal is made in good faith without fraud, collusion or connection of any kind with any other Offeror for the same request for proposals or invitation for bid;
- the Offeror is competing solely on its own behalf without connection with or obligation to any undisclosed person or firm.

The Offeror must also describe any contractual or other business relationship with VIWAPA or any of its employees, officers or members of the board, including the value of the contract or business relationship, entered into during the last five (5) calendar years.

Offeror, and any of their subcontractors, shall notify VIWAPA as soon as possible if the proposed scope of work, or any aspect related to the anticipated work raises an actual or potential conflict of interest (as defined at 2 C.F.R. Part 215 and 24 C.F.R. § 85.36 (or 84.42, if applicable)). Offeror and its subcontractors shall explain the actual or potential conflict in writing in sufficient detail so that VIWAPA is able to assess such actual or potential conflict. Offeror and any of its subcontractors shall provide VIWAPA any additional information necessary for VIWAPA to fully assess and address such actual or potential conflict of interest. Offeror and its subcontractors shall accept any reasonable conflict mitigation strategy employed by VIWAPA including but not limited to the use of an independent subcontractor(s) to perform the portion of work that gives rise to the actual or potential conflict. A violation of this requirement may result in the rescinding of a contract award or termination of the contract.

2.10 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.

2.11. 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.

2.12. 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.

2.13. 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.

3. SPECIFIC PROVISIONS

This section includes guidelines and requirements that must be adhered to while performing the work.

3.1. ACCEPTANCE OF WORK

Acceptance shall be made through Owner's assigned personnel. Specifically, the project acceptance will be based upon receipt of the final project report, satisfactory completion of punch list items, demobilization of contractor’s equipment, and documentation related to installed equipment.

3.2. CODES AND STANDARDS

The project shall be performed in accordance with all the Federal and Local Codes and Standards that are deemed applicable to the project. The Codes and Standards utilized shall be the latest edition in effect on the date of preparing the project proposal. The applicable section of the most current version of the codes, standards and regulations listed in this Request for Proposal include, but not are necessarily limited to, standards promulgated by the following agencies and organizations:

AISC: American Institute of Steel Construction
AMCA: Air Movement and Control Association
ANSI: American National Standard Institute
ASME: American Standards of Mechanical Engineers
ASNT: American Association of Non-Destructive Testing
ASTM: American Association of Testing and Material
AWS: American Welding Society
DPNR: Department of Planning and Natural Resources
EPA: Environmental Protection Agency
NEC: National Electric Code
NFPA: National Fire Protection Association
OSHA: Occupational Safety and Health Administration
PFI: Pipe Fabrication Institute
SSPC: Steel Structure Painting Council
UBC: Uniform Building Code
UL: Underwriters' Laboratories
UFC: Uniform Fire Code

Including local (U.S. Virgin Islands) building, plumbing, mechanical, electrical, fire, health department and public safety codes.

Manufacturer's Specifications: All manufactured material, and/or equipment offered by the Offeror and its vendors shall be in accordance with the design criteria and shall be applied, installed, connected, erected, used, cleaned and conditioned in accordance with the manufacturer's specifications and instructions, unless herein specified otherwise.

3.3. CONSTRUCTION UTILITIES

Power: Owner will provide power for the contractor where provisions are available. All temporary connections shall be in accordance with local law and regulations. The Owner will identify service drops available for the Contractor and the Contractor shall provide all temporary cables, switches, connectors, breakers, etc. needed to utilize the available power. Any temporary service drops made to the system will be performed by the contractor providing all

materials and VIWAPA's electricians performing the connections to the owner's system. All service drops are contingent on owner's availability, approval, and discretion. The Contractor is ultimately responsible for provision of all temporary electrical power necessary for equipment and work performance

Water: The Owner shall provide Water for sanitary purposes, mixing concrete, and for other purposes where available. The Owner will identify service drops for the Contractor to utilize and the contractor will provide all temporary piping, meters, hoses, hose bibs, etc. needed to utilize any available water.

Air: The Contractor shall provide a portable compressor for their use where available.

Telephone: The Contractor must furnish a telephone number of his field office and any other communication numbers where he or a responsible representative of his organization may be reached at any time while the work is in progress. The Contractor shall make all arrangements and pay all costs for telephones and other types of communication systems desired.

Toilets: Upon mobilization the Contractor shall provide and maintain portable chemical toilets for workmen employed on the project. Toilets shall be serviced at least twice weekly. Servicing shall include draining the tank, refilling it, and disinfecting the interiors of each toilet unit. Each toilet unit shall be stocked with toilet paper. Toilet facilities shall be maintained during the term of construction period and be removed upon completion of the work. The toilets and their maintenance shall meet the requirements of the federal and local health regulation and ordinance. Any such facilities or maintenance methods failing to meet these requirements shall be corrected immediately.

3.4. COOPERATION WITH OTHERS

The Contractor will coordinate work with the Owner's representative during the project execution. Contractor shall cooperate with other Contractors on-site in order to complete the project in an orderly and timely manner. The project shall NOT interfere with the normal operation of the Authority's plant, transmission and distribution division operations, or equipment. If at any time during the course of the project, any portion of the work cannot be carried out without shutting down equipment, the Contractor shall submit this phase of the work, in writing, to the Project Coordinator to assure proper coordination with operation personnel. This notice for shutting down equipment must be submitted two (2) days in

advance. The Project Coordinator will inform the Contractor when such shutdown can be obtained and its duration.

3.5. HEAVY EQUIPMENT REQUIREMENTS

The Contractor shall be responsible for securing any heavy equipment needed for the job as well as obtaining certified personnel to utilize any heavy equipment.

3.6. ENVIRONMENT PROTECTION

Noise control: The Contractor shall provide adequate protection against objectionable noise levels caused by the operation of construction equipment at all times.

Dust control: The Contractor shall provide adequate protection against raising objectionable dust clouds caused by moving construction equipment, high winds, or any other causes.

Fire Protection: The Contractor shall provide adequate protection against fires during the “Hot Work” performed in this project.

3.7. INCLEMENT WEATHER

Within ten (10) days of the date on the notice to proceed, the Contractor shall submit to the owner a plan, which outlines necessary measures the Contractor proposes to perform, at no additional cost to the Owner, in case of inclement weather. This includes the Hurricane action plan subject to a 72-hour breakdown prior to evacuation of the site.

The Contractor, including subcontractors, will take every practicable precaution to minimize danger to persons, to the work, and to adjacent property, and carefully protect the work and material against damage or injury to personnel due to weather. These precautions shall include closing all openings, removing or securing all loose material, tools or equipment from exposed locations, and removing or securing scaffolding and other temporary work.

3.8. CONSTRUCTION

Work shall be conducted by an experienced, skilled laborer. The contractor must obtain a site manager who has a minimum of five (5) years of experience in construction and OSHA requirements. If in the opinion of the Owner, the Site manager does not meet these requirements, he/she will be removed from site immediately and the contractor will replace with someone with the proper qualifications.

3.9. **MANPOWER AND TIME CHARTS**

The Offeror will submit with the proposal package an estimated manpower and time chart to perform the scope of work. The time chart should consist of a PERT or CPM chart by task showing activities, durations and critical paths. These manpower and time charts shall be used during the outage, with updates at a minimum of once per week. The contractor shall register all vacancies to which he desires to fill with local manpower to the Virgin Islands Department of labor in accordance with ACT 5174 of the Virgin Islands Code. During the installation/construction of the work, the Contractor must furnish the Owner with daily, weekly and monthly status reports. The Contractor shall have his reports type written, and any submitted reports shall have the company letterhead or logo, address, and telephone numbers. The Owner will have the authority to change the chain of work events to suit the equipment availability as not to lengthen the outage or job scope. This job is **turnkey**, and any eventuality must be included into the proposed pricing, including manpower, working shifts and equipment.

3.10. **MATERIAL SAFETY DATA SHEETS**

The Contractor shall be responsible for supplying material safety data sheets (MSDS) for all material brought on site. A copy of all MSDS sheets shall be provided to the Authority's Project Coordinator prior to bringing the material on site.

3.11. **OVERALL PROTECTION**

The Contractor shall provide for the necessary protections of existing facilities, and the work area to prevent nuisance or damage to adjacent property and vehicular traffic from abrasive debris, paint over spray, sandblasting, etc. and shall be solely responsible for any damage resulting there from.

3.12. **PAYMENT ALLOTMENTS**

St. John GPS Inventory (Tagging/Points/Processing)-----	20%
St. Croix GPS Inventory (Tagging/Points/Post Processing)-----	40%
St. Thomas GPS Inventory (Tagging/Points/Point Processing) -----	40%

3.13. **PRE-CONSTRUCTION CONFERENCE**

Upon award of contract, the Owner will schedule a pre-construction conference. This conference should be attended by the Engineer, Resident Project Representative, the Contractor, and Subcontractors (if any). The purpose is to review the project scope, determine the project schedule, and discuss problems that may be encountered.

3.14. QUALITY IN ABSENCE OF DETAILED SPECIFICATIONS

Where the project requires that material or equipment be provided or that construction work be performed, and a detailed specification of such material, equipment or construction work are not set forth, the Contractor shall perform a submittal for the Owner's approval. The material and equipment must be of the best grade in quality and workmanship obtainable in the market, from firms with established, good reputations, and shall follow standard practices in the performance or construction of work. Where not specified, the Contractor shall provide original manufacturer equipment or equal quality products. The work performed shall be in conformity and harmony with the intent to secure the standard of construction and equipment or work as a whole and in part.

3.15. SAFETY

The Contractor shall be responsible for the safety and health conditions on the worksite. The Contractor shall take all necessary precautions and provide all necessary safeguards to prevent personal injury and property damage. The Contractor shall provide protection for all persons including but not limited to his employees and employees of other Contractors or subcontractors, members of the public, and employees, agents and representatives of the Owner, and regulatory agencies that may be on or about the worksite.

The Contractor shall provide and maintain all necessary safety equipment such as barriers, signs, lights, walkways, fire prevention and firefighting equipment. The Contractor shall take such other action as required to fulfil his obligation. The contractor must comply with the Authority's Hot Work, and confined space permit procedure.

All personnel shall wear shoes, PPE and safety equipment at the worksite at all times. The Contractor will dress its personnel to comply with all OSHA standards pertaining to Construction Sites. The Owner's representative is authorized to halt the work if these requirements are not met.

The Contractor shall comply with all applicable federal and local laws, ordinances, rules, and lawful orders of authorities having jurisdiction for the safety of employees and protection of property.

The Contractor shall designate a responsible member of his organization at the site whose duty shall be the prevention of accidents. This responsible person shall have the authority to take immediate action to correct unsafe or hazardous conditions and to enforce safety precautions and programs. The Contractor shall follow the Authority's Lockout & Tag-out Rules & Procedures. The Authority will provide the Contractor with a copy of this manual if necessary.

3.16. SANITATION

The Contractor shall enforce among his employees such regulations regarding cleanliness and the disposal of garbage and waste that shall be conducive to their health and tend to

prevent the inception and spread of contagious and infectious disease among them. The Contractor shall maintain necessary, sanitary conveniences for the use of the workers on the project, properly secluded from public observation. Such facilities shall be made available when the first set of employees arrives at the project site.

3.17. SECURITY

The Contractor is responsible for maintaining proper security at the project site. All stored material and equipment must be secured against unauthorized use. Prior to mobilizing, the Contractor shall submit a list of personnel who will be working on the project to VIWAPA's Project Coordinator.

3.18. SITE CLEAN UP

The Contractor must provide trash receptacles for the disposal of all work-related trash. The work site must be cleaned daily of paper, plastics, beverage containers, etc. Any unwanted work-related trash should be placed in trash-receptacles supplied by the Contractor. Upon completion of work, the Contractor shall remove from the site all rubbish and unusable material resulting from his work. Any demolished material removed from the site is to be properly disposed of, adhering to all governing Environmental and Waste Management regulations.

3.19. SUBCONTRACTORS

The Offeror shall list in its proposal suggested subcontractors proposed for the principal parts of the work and a brief description of the work to be performed by them. The Owner reserves the right to approve the subcontractors. Nothing contained in the contract documents shall create any contractual relation between any subcontractor and the Owner. The selected Offeror shall assume the responsibility to bind every subcontractor by the terms of the contract, and to the drawings and specifications applicable to his work. Regarding payment by the Contractor for work performed by any of its Subcontractors, the Contractor, after invoicing the Authority for Subcontractor work, shall pay each Subcontractor after it receives payment for their services from the Authority. Upon request for any subsequent progress payments, Contractor in order to receive that payment, must present suitable evidence that payment(s) previously made for Subcontractor work was paid to Subcontractor. Contractor, by appropriate agreement with each Subcontractor, shall require each Subcontractor to make payments to their Subcontractor in a similar manner. The Authority shall NOT have any obligation to pay, or see to the payment of, money to Subcontractors, except as may otherwise be required by law. Offeror shall ensure that all subcontractors working in the Virgin Islands are appropriately licensed.

3.20. TIME AND EQUIPMENT RATES

In the event that the Owner requires additional services over and above the contractual scope specified herein, proposals must include applicable daily rates for labor and services.

3.21. UNLOADING AND STORING MATERIAL AND EQUIPMENT

The Offeror shall be responsible for the storage, care, protection and security of such material during the unloading, after the unloading, and throughout the entire construction period.

Limited ground space will be available at the jobsite for the Contractor's general use.

3.22. WARRANTIES

The Offeror warrants for a period of one year to the Owner that material and equipment furnished under the contract will be new and of good quality unless otherwise required or permitted by the contract documents. The Contractor warrants that the work will be free from defects not inherent in the quality required or permitted, and that the work will conform to the requirements of the contract documents. Work not conforming to these requirements, including substitutions not properly approved and authorized, may be considered defective. The Offeror's warranty excludes remedy for damage or defect caused by abuse, modifications not executed by the Contractor, improper or insufficient maintenance, improper operation, or normal wear and tear under normal usage. If required by the Owner, the Contractor shall furnish satisfactory evidence as to the kind and quality of material and equipment.

3.23. WORKMANSHIP

All work is to be accomplished in a workmanlike manner and with first class workmanship. All work shall be free of defects or faults.

4. SCOPE OF WORK

This section contains the scope of the general work to be done. Contractor shall adhere to the specifications in this section unless otherwise stated by the Owner. Any deviations from the scope is to be approved by the Owner.

4.1. INTRODUCTION

To augment performance and reliability, VIWAPA has implemented and is pursuing various projects, including applying a geographic information system (GIS). A GIS is a basis for gathering, managing, and analyzing data. These systems specialize in integrating geographic and spatial information to produce visualizations of the field and its assets. This

unique capability allows a GIS to reveal patterns, relationships, and current and potential situations in locations with various elements.

GIS offers access to real-time information, which facilitates instant access to data and enhances responsiveness to this data. Information can easily be shared across departments within an institution. Because of a GIS's ability to reveal patterns and relationships, it improves transparency and aids in decision making. Asset and resource management is also improved because of the real-time data on the health and status of these elements.

With a GIS project implemented, VIWAPA's Transmission & Distribution Systems will have a modern, interconnected, and more reliable interface for analyzing the electric grid.

4.2. PROJECT OBJECTIVE

The objectives of this project is to collect and properly update the VI Water and Power Authority field equipment so that the following tasks, along with others, may be achieved:

- Asset inventory to improve VIWAPA's disaster recovery practices
- Detailed engineering model to enable proper analysis and reporting
- Populated GIS to track the "as-built" condition of the T & D system
- Implemented Map Viewer to facilitate efficiency of business processes

4.3. SUMMARY

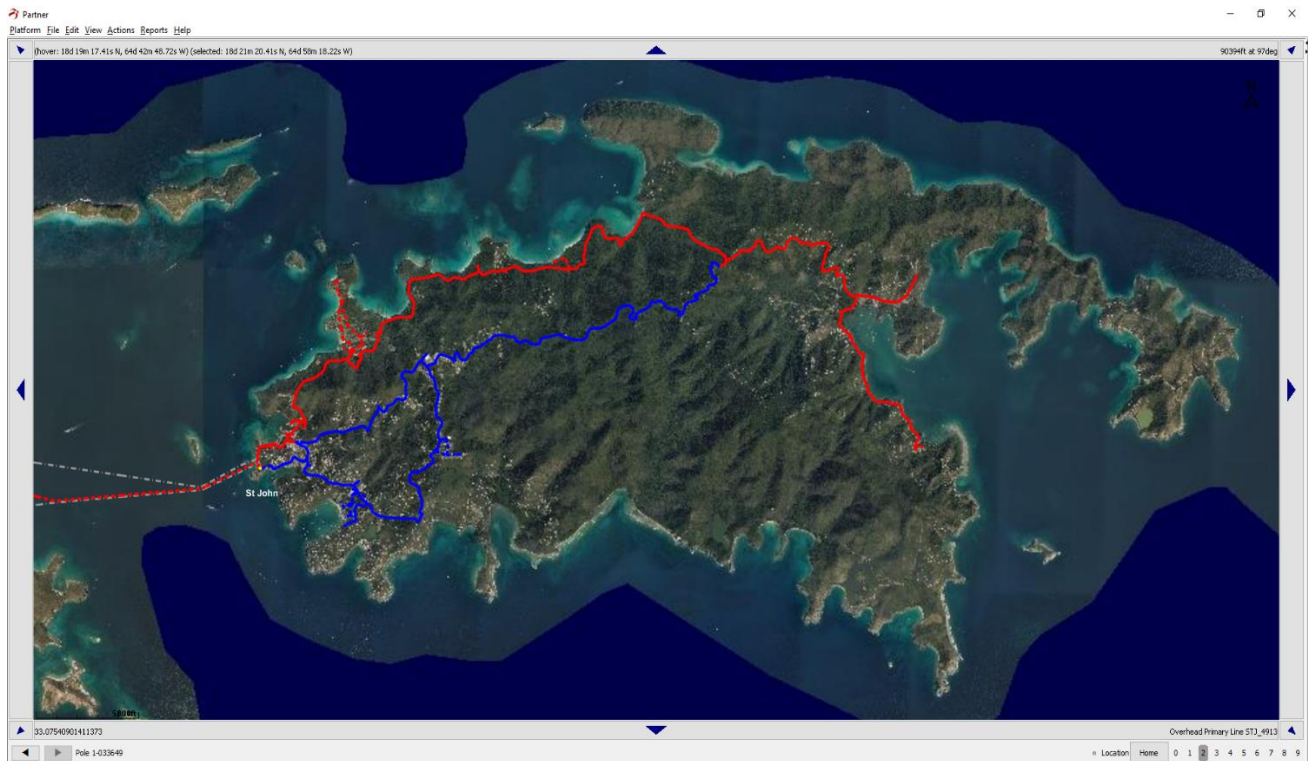
This project aims to use GPS equipment to collect data on various assets on the transmission and distribution grid. These assets include information on poles, meters, transformers, streetlights, manholes, lines, and other elements. In turn, this information will be processed using GIS software to produced a number of specified final products such as an Engineering Model for analysis and Web Maps to review.

4.4. SITES

St. Thomas, US Virgin Islands; General Coordinates: 18.35566849, -64.97172906



St. John, US Virgin Islands, General Coordinates: 18.33076257, -64.79389865



St. Croix, US Virgin Islands; General Coordinates: 17.73691441, -64.77660351



4.5. **DRAWINGS AND REFERENCE DOCUMENTS**

The following list of documents can be found attached to this RFP.

- 1) Naming Convention Standard Sample - (Appendix C)
-standardize naming convention for devices and equipment
- 2) Construction Standards Sample - (Appendix D)
-standardize list to identify construction of poles

4.6. **GENERAL WORK SCOPE**

The scope of this project shall consist of furnishing all permits, equipment, labor, and required materials, on a turnkey basis to collect and process all data in their entirety in a manner that is safe, environmentally sound, and within the laws that govern the Virgin Islands and United States of America.

4.7. **GENERAL WORK SCOPE DETAILS**

The Virgin Islands Water and Power Authority is seeking proposals for the re-surveying and field validation of a Geographic Information Systems (GIS) of the Virgin Islands Water and Power Authority Transmission and Distribution system. The GIS project would include project management, field data collections of the transmission and distribution systems, and engineering processing and validation of the data collected. At the beginning of this project there will be a kick-off meeting where preliminary maps are discussed and reviewed. There may also be a site visit and project walk through.

- a) Contractor is expected to provide detailed plans to outline how the field data collection will be done and what type of GPS tools will be utilized – this work shall include both overhead and underground facilities.
- b) Contractor is expected to provide details on how the field data collection will be processed.
- c) Contractor is expected to provide engineering services to facilitate the field data collection and processing of data.
- d) Deliverables for plans and documents will be submitted in electronic format such as PDF, Word, and Excel. Map deliverables will include conversion of data to WindMil, WindMil Map (ESRI), Partner Software, Shapefiles, Geodatabases with pictures, PDF maps, etc and paper copies if requested.
- e) Contractor is expected to present draft of detailed plans and documents to the VIWAPA's project management team for comments and review prior to final submission.
- f) Contractor shall attend the pre-bid meeting and respond to questions concerning plans, specifications, and estimates prior to bid opening.

- g) Contractor shall prepare contract addenda, if required.
- h) Contractor shall be available for site visits in response to questions arising from the progress of the work.
- i) Contractor shall assist VIWAPA in preparation of contract change orders, if necessary.
- j) Contractor shall participate in the final review of the processed GIS data and assist in the preparation of items in need of work.
- k) Contractor shall present final GIS compiling and conversions in WindMil, WindMil Map, and Partner Software.
- l) Contractor shall provide training on new GIS upgrade.
- m) Contractor shall also provide five (5) printed Arch D maps of each island in Sector/Color by Feeder format.

4.8. SPECIFIC TASKS

I. Tagging

- a. Record/update pole/device Tags and labels
- b. For Composite poles, printed composite pole tag number shall be recorded and pole tag with VIWAPA standard pole tagging number shall be installed and recorded.
- c. Tag Poles/devices and record new tag.
- d. Label phases
- e. Contractor is to obtain **tags** and have it approved by VIWAPA for use.
- f. Label Equipment according to naming conventions provided in Appendix C.
- g. Underground Manholes shall not receive a tag in the field, but shall be tagged in the model according to the naming conventions provided in Appendix C.

II. Use of GPS equipment

- a. Collect GPS data on requested items (within 1ft) (Lat, Long, *elevation*)
- b. Collect attribute data on various assets
- c. Take pictures/videos to support data
- d. Provide real-time progress of data collection (i.e. ESRI Collector web app or similar application)

III. Collect Attributes for requested items

- a. Poles
- b. Meters
- c. Transformers
- d. Streetlights

- e. Devices (Switches, Reclosers, Capacitors, etc)
- f. Electrical Lines
- g. AMI Equipment
- h. Pole Attachments
- i. Electrical manholes
- j. Underground electrical cables, junctions, & devices
- k. Underground communication

IV. Process Data in GIS Software

- a. Setup proper databases that will include timestamp pics
- b. Ensure all items have unique IDs (No duplicates allow)
- c. Match/Validate all asset points/connections/lines/attributes
- d. Determine/Validate source and feeds for electrical connections
- e. Post-process data for validation
- f. Provide database link to geodatabase or similar platform
- g. Assure data properly compiles
- h. Run analytics in software with new processed data

V. Provide Final Product in Various GIS Software

- a. Provide data in the following GIS formats
 - i. ESRI Arc Map (i.e. geodatabases with pic attachments, shapefiles, sql db)
 - ii. Milsoft software (WindMil, WindMil Map, Dispatch)
 - iii. Partner MapViewer with Field Designer
 - iv. Data shall be stored on a server

VI. Project Management

- a. Provide collection and processing method outline
- b. Handle Logistics of collection and processing
- c. Provide timeline and milestones for project completion
- d. Collect and Process GIS data
- e. Schedule regular meetings to provide update and report concerns

Present final product overview and training.

4.9. PROJECT SCHEDULE

Contractor may perform work at multiple locations simultaneously so long as work does not interfere with Owner's ongoing operation and services.

4.10. PROJECT DOCUMENTATION

Contractor is to document the entire project through reports, to include pictures, daily field reports that includes labor and equipment allocations, discussion on various items and pending issues, and JSA's. Any required permits, safety briefings, and final location of any equipment removed from VIWAPA must also be documented. The reports must be typed and emailed; handwritten reports will not be accepted.

Records of all disconnected services and utilities must be kept on site. Reproduction drawings indicating the depth and location of the disconnected points, cable or pipe size and pipe materials must be provided.

4.11. PROJECT DRAWINGS

The drawings, appendices that may be attached to this document are to be used as reference only. The contractor is to provide a detailed plan for each site. Contractor, upon completion of construction shall provide "As-Built" drawings of each site and in format requested for documentation.

5. PROPOSAL FORM

5.1. BASE PROPOSAL FORM

TO: VIRGIN ISLANDS WATER AND POWER AUTHORITY

BASE PROPOSAL

Pursuant to and in compliance with the Request for Proposal relating to project of:

GEOGRAPHIC INFORMATION SYSTEM PROJECT FOR ELECTRICAL TRANSMISSION AND DISTRIBUTION SYSTEM, US VIRGIN ISLANDS, VIRGIN ISLANDS WATER AND POWER AUTHORITY

The undersigned, having carefully read, examined and become familiar with proposed project and the scope of work and with local conditions affecting the performance and costs of the work at the place where the work is to be completed, hereby proposes and agrees to fully perform the work in accordance with the proposed contract documents, including furnishing any and all labor and material, and to do all of the work required to collect, process, and complete said project in accordance with contract documents, for the following firm base price of:

_____ Dollars

\$

SCHEDULE OF RATES

Offeror shall include its Schedule of Rates effective for the project duration with its BASE PROPOSAL.

EXCEPTIONS

The Offeror shall list and explain in its proposal any exceptions to the requirements stated in the Request for Proposal. All exceptions will be reviewed during the evaluation of the RFP's.

5.2. PROPOSAL BASE PRICE BREAKDOWN

The Offeror shall breakdown the base proposal indicated above according to the representation below.

	Pricing			Notes
Deliverable/Service	Quantity	Price per Feature	Price	
Project Setup and Mobilization	All crews/equipment	N/A		Price to cover on-site project kick-off meeting, project setup, and crew mobilization.
Tagging/Phase labeling	~42,000 pts			Tag each pole/underground equipment and document tag number/label phases
Field Inventory	~100,000 pts			GPS pole, meter, underground location and collect requested attributes and phasing with connectivity modeling..
Manholes	700			GPS and Open each electrical manhole and note requested attributes
Pictures	~100,000			Price per picture (meters, transformers, poles, Pad equipment etc)
Transformer/Device Pictures and Transcribe	8,000			High resolution picture of Device nameplate/ transformer nameplate while transcribing the information from the picture into the collection software.
Open Underground Enclosures	1,500			Open dead-front underground devices to verify phasing, connectivity and conductor size.
Daily Crew Rates	Estimate # crews			Detail of crew members, rates
Other Miscellaneous Daily Rates				Other items needed must be noted in 'daily rates'

5.3. QUESTIONNAIRE

(MANDATORY)

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

1. How many years of experience in performing of GIS mapping for a utility has your organization had?

2. List experience your firm has performing GIS work like this scope of work in Caribbean or mountainous terrain.

3. Demonstrate your understanding of the project scope and your firm's plan to complete the work as outlined in the scope and applicable attachments.

4. Provide the professional resume of your intended Project Manager with your proposal.

5. Provide a list and description of all equipment, personnel, and software to be used on the project.

6. Please include industry standard certifications, quantities of each to be used.

7. Describe your approach for GIS processing (i.e. data collection, data integration, data reporting, video capturing, and mode of transportation).

8. Provide the resumes of the key individuals that will work on this contract.

9. Provide background information for your health and safety policy program.

10. Provide MWBE utilization plan for the work in your proposal

11. Specify the electronic format and methodology your company will use for weekly progress reports.

Provide the following reference information regarding your most recent work(s):

Name and address of owner: _____

Name and telephone number of contact person: _____

Equipment: _____
Work Scope: _____
Start Date: _____
Completion Date: _____
Project Cost: _____

Name and address of owner: _____

Name and telephone number of contact person: _____

Equipment: _____
Work Scope: _____
Start Date: _____
Completion Date: _____
Project Cost: _____

Name and address of owner: _____

Name and telephone number of contact person: _____

Equipment: _____
Work Scope: _____
Start Date: _____
Completion Date: _____
Project Cost: _____

Have you personally inspected the site(s) of the proposed work? Describe any anticipated problems with the site and your proposed solutions.

Will you sublet any part of this work? If so, give details.

Is the business a: Sole-Proprietorship, Partnership, Corporation? (circle one)

Please mark (with an X) the included documentation or accepted terms in your proposal.

	YES	NO
Performance bond included	_____	_____
Liquidated damages accepted	_____	_____
Insurance included	_____	_____
General Contract Terms accepted	_____	_____
Payment schedule accepted	_____	_____
Valid VI Business License	_____	_____
Submittals (Project schedule, etc.)	_____	_____

Note: If any marked "NO", please explain:

The names of all persons interested in the foregoing Proposal as principal are:

(NOTE: If Offeror Proposal or other interested person is a corporation, give legal name of corporation, state where incorporated and names of president and secretary; if partnership, give name of firm and names of all individual co-partners composing the firm; if Offeror PROPOSAL or other interested person is an individual, give first and last names in full.)

Licensed in accordance with 27 Virgin Islands Code Section 303 and with license number:

SIGN HERE: _____

Signature of Offeror

(NOTE: If Offeror is a corporation, set forth the legal name of the corporation together with the signature of the officer or officers authorized to sign contracts on behalf of the corporation. If the Offeror is a partnership, set forth the name of the firm together with the signature(s) of the partner or partners authorized to sign contracts on behalf to the partnership.)

Business Address: _____

Telephone Number: _____

Facsimile Number: _____

Date of Proposal: _____

END OF PROPOSAL FORM

6. APPENDICES

6.1. APPENDIX A ATTRIBUTES

I. Poles

- a. Unique pole tag (1-000000 for STT, 2-000000 for STX, 3-000000 for STJ)
- b. Type : wooden, composite, streetlight (concrete, steel)
- c. Serial number (composite Poles)
- d. Height
- e. Class
- f. Birth year
- g. Assembly (see construction standard)
- h. number of electrical connections (secondary wire etc)
- i. grounded?
- j. Guying
- k. Joint use (fiber, cable, other)
- l. Job (WF/Project)-*to be left blank for WAPA*
- m. Install date
- n. Pic (overall, construction, other?)

II. Meters (meterbases)

- a. Unique Identifier (Location ID)
- b. Meter number
- c. Phase
- d. Meter type (form 2s, 16s, etc.)
- e. Primary/secondary
- f. Meter seal number
- g. Job (WF/Project)-*to be left blank for WAPA*
- h. Install date (link from CIS)
- i. Net Meter Equipment
- j. Pic (meter base, meter socket)

III. Transformers

- a. Unique identifier (pole tag)
- b. KVA
- c. Phase Type (single, three)
- d. Identify phase (A, ABC, etc)
- e. Connection type (Wye-Delta, etc)
- f. Identify source
- g. Job (WF/Project)-*to be left blank for WAPA*
- h. Install date
- i. Pic (overall, nameplate)

IV. Streetlights

- a. Unique identifier (pole tag)
- b. Type (LED, halogen, etc)
- c. Size (Watts, etc)
- d. Accessory (photocell, solar panel, etc)
- e. Classification (private, public, highway, etc)
- f. Job (WF/Project)-*to be left blank for WAPA*
- g. Install date
- h. Pic

V. Devices (Fuses, Switches, Reclosers, Capacitors, Fault Indicators, etc, see appendix))

- a. Unique Identifier (see pole tag/naming convention standards)
- b. Identify phase
- c. Electrical connections
- d. Nameplates when applicable
- e. Job (WF/Project) *to be left blank for WAPA*
- f. Install date
- g. Pic (overall, nameplate)

VI. Electrical Lines

- a. Unique Identifier (Windmil generated: STT, STJ,STX prefix for each island)
- b. Conductor size (see appendix)
- c. Phase (A,B,C,ABC, etc)
- d. Voltage (69kV, 34kV, 25kV, 15kV, 7.9kv, etc)
- e. Splices
- f. Connections
- g. Job (WF/Project) *to be left blank for WAPA*
- h. Install date
- i. Pic/video?

VII. AMI EQUIPMENT

- a. Unique Identifier
- b. Sharkfins
- c. Repeaters
- d. Towers
- e. Job (WF/Project) *to be left blank for WAPA*
- f. Install date
- g. Pic

VIII. Pole Attachments

- a. Line attachments (connectors, insulators, etc)
- b. Fiber

- c. Phone
- d. Cable
- e. Cameras
- f. Pics Job
- g. (WF/Project)-*to be left blank for WAPA*
- h. Install date
- i. Pic (overall, nameplate)

IX. Manholes

- a. Unique Identifier
- b. Conductor size
- c. Connections (splices/elbows)
- d. Feeder routing
- e. Phasing
- f. Fibercount
- g. Fibertype
- h. Other
- i. pic

6.2. APPENDIX B TAGGING

I. Poles

- a. Wooden
- b. Composite
- c. Steel

II. Padmount Equipment

- a. Transformers
- b. Switches
- c. Junction boxes

III. AMI Equipment

- a. Sharkfins (on meterbases)
- b. Crossbands (on poles)
- c. VCs (substations/poles)
- d. Repeaters (on pole)
- e. Towers (7)

IV. Electrical Line Phases

- a. Label phases of all main line 3ph risers
- b. Label phases of all lateral/take-off poles or within 2 poles span of such

- c. If there are more than 10 pole spans between previous stated sections- place labels at a midway point or at every 10th pole span

V. General WAPA Equipment

- a. Switches
- b. Capacitors
- c. Reclosers
- d. Devices

VI. Meter status

- a. Net Billing
- b. Net Metering
- c. kW (AC)
- d. other

VII. Sample tags (See Naming Convention SOP)

6.3. APPENDIX C NAMING CONVENTION

See attached sample.

6.4. APPENDIX D CONSTRUCTION STANDARDS

See attached sample.