



*St. Croix Foundation  
for Community Development*

## **RFP 06-2021A - Pre-Proposal Conference Agenda**

### **Architectural & Engineering Design Services *Alexander Theater Safe Room/Building Retrofit Project***

**Date/Time:** Wednesday, July 28, 2021, 2:30pm AST

**Location:** 1023 Market Street, Christiansted, VI 00820 or  
<https://us02web.zoom.us/j/83600454588?pwd=OU1ra0lSm1MSGFrYWtuQTc5RjFldz09>,  
Meeting ID: 836 0045 4588m Passcode: 532622

The purpose of this Pre-Proposal Conference is to discuss the Request for Proposals (RFP), issued on July 21, 2021, for Architectural & Engineering Services for the Alexander Theater Safe Room/Building Retrofit 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 Alexander Theater Safe Room/Building Retrofit Project.

A copy of the meeting minutes will be posted on the St. Croix Foundation 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 Foundation 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 Foundation website. All amendments must be acknowledged by the time/date proposals are due and such acknowledgement must be included in proposal submissions.

## **Introductions**

- **Project Manager: Haley Cutler, [hcutler@stxfoundation.org](mailto:hcutler@stxfoundation.org)**
- President: Deanna James
- Fiscal Officer: Jennifer Carbon
- Operations Coordinator
- AmeriCorps VISTA Member

## **Key Dates**

- **Last Day for Written Clarification – Tuesday, August 3, 2021**
  - Questions should be submitted via email to Haley Cutler at [hcutler@stxfoundation.org](mailto:hcutler@stxfoundation.org). Questions and answers published online on St. Croix Foundation website.
- **Proposals Due by Friday, August 20, 2021 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

Bidders with bona fide preferred bidder status will be granted 5 bonus points.

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

## **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 Foundation website at

<https://www.stxfoundation.org/community-revitalization/the-new-alexander-theatre/>.

## **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 by the FEMA Hazard Mitigation 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
  - Multi-functional design – performing arts center, convening space, disaster safe room
- Parcel Review/Facility Component Siting
- HMGP Hardening
- Type of Hazard to Mitigate: Wind and Seismic
- Scope of Work

## **Design Standards**

- IBC 2021
- ICC 500
- FEMA P-361
- ASCE 7-16
- Americans with Disabilities Act (ADA)
- USVI Preservation Guidelines

## **Questions and Answers**