

**INSULAR ABC'S INITIATIVE  
DEFERRED MAINTENANCE REDUCTION PROGRAM  
St. Thomas / St. John School District**

TO: ALL BIDDERS

FROM: DIRECTOR OF PROCUREMENT / VIDEOE

SUBJECT: **ADDENDUM NO: DMRP-RFP-STTJ-001-1**

Re: **DMRP-RFP-STTJ-001 "Structural Design For Ulla Muller elementary School"**

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The following serves as Addendum #1 to the bid documents and shall become part of the contract documents. The following information amends, modifies or supplements the Bidding Documents for the above referenced project to the extent noted. Any provisions of the Bid Document not referred to in the Addendum remain in effect as shown and described.

- New Bid Form Schedule attached. (3 Pages)

**End of Addendum # 1**

Please confirm receipt by signing and returning this page.

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Date: \_\_\_\_\_

**INSULAR ABC'S INITIATIVE  
DEFERRED MAINTENANCE REDUCTION PROGRAM  
St. Thomas / St. John School District  
December 15, 2015**

**ADDENDUM 1**

**DMRP-RFP-STTJ-001: Structural Design For Ulla F. Muller Elementary School**

To: All prospective proposers  
From: DMRP Program Manager  
Subject: Addendum 1  
Re: Request for Proposal for Structural Design Services

DMRP-RFP – STTJ-001; Structural Design for Ulla F. Muller Elementary School

The following serves as Addendum 1 to the RFP and shall become part of the RFP documents. The following information amends, modifies, or supplements the RFP documents for the above referenced project to the extent noted. Any provisions of the RFP documents not referred to in the Addendum remain in effect as shown and described. This addendum includes a list of items defining the Scope of Professional Design Services and line items for proposed Timeframe and Cost.

In developing the design specifications and cost estimate for structural repairs at Ulla Muller Elementary School, the services of a qualified Architectural and Engineering (A/E) Firm with specific experience in the development of modern educational facilities within the U.S. Virgin Islands are sought through GVI usual competitive bid process (via this RFP process). In order to develop preliminary costs, as a comparison during this bid process for the required Professional A/E Services sought herewith, pricing and anticipated timeframe is required for the following items:

1. Existing conditions findings and evaluation report
  - 1.1. Site Visit Exploratory Investigation
    - 1.1.1. Conduct Site Visit to all affected structures
    - 1.1.2. Photograph all special or unique circumstances
    - 1.1.3. Perform exploratory investigative activities
  - 1.2. Documentation of Existing Conditions
    - 1.2.1. Prepare written documentation of all conditions
    - 1.2.2. Identify Location of all Structural Deficiencies
  - 1.3. \*Findings, Assessment & Evaluation
    - 1.3.1. Identify all special circumstances
    - 1.3.2. Apply applicable codes to identified deficiencies
  - 1.4. \*Report & Recommendations
    - 1.4.1. Prepare a written report including documentation of all existing conditions and proposed action for addressing concerns
    - 1.4.2. DELIVERABLE: submit report for owner review
2. Preliminary design

AMMEDMENT 1 - REQUEST FOR PROPOSAL NO. DMRP-RFP-STTJ-001 FOR  
STRUCTURAL INVESTIGATION, ASSESSMENT AND DESIGN SERVICES

PAGE 2

- 2.1. Prepare detailed drawings in AutoCAD\*\* and specifications applicable to each unique condition
- 2.2. Prepare generic and general written specifications applicable to the scope and nature of this type Government of the Virgin Islands Project
- 2.3. Provide no less than one week for Owner's review in proposed schedule
3. Final submittal for design, cost estimate,
  - 3.1. Final Design 7 Contract Documents
    - 3.1.1. Revise documents based on Owner's comments; Furnish 10-sets of complete project plans and specifications
    - 3.1.2. Furnish two (2) Compact Disc containing all Project Contract Documents and AutoCAD\*\* files
  - 3.2. Engineer's Probable Cost Estimate
    - 3.2.1. Submit Three (3) copies of Engineer's Estimate of Construction Cost in Excel format
    - 3.2.2. Include Engineer's Estimate on Project Compact Disc.
4. \*\*\*Permitting (Filing & Securing Building Permits)
  - 4.1. Prepare and file all applicable permit application forms for VIDO's Signature
  - 4.2. Submit and secure all applicable permits (Building, Demolition, Etc.) required for the project
5. Contract Administration Services
  - 5.1. Prepare and Maintain a Record of the Progress of all construction activities
  - 5.2. Keep a Record of Before, During and After Construction Progress Photographs
  - 5.3. Submit a Monthly Report of all Work In Progress
  - 5.4. Conduct Weekly Project Inspections & report any discrepancies found
  - 5.5. Respond To Request for Information (RFI's) when required.
  - 5.6. Issue Change Directives if and when required
  - 5.7. Review and make recommendations on Product Substitutions if and when required
  - 5.8. Review and Certify Contractor's Applications for Payment if and when required
6. Project Closeout and Certification
  - 6.1. Prepare Engineer's Certification of Project Conformance & Compliance with Approved Plans & Specifications
  - 6.2. Prepare & Submit Three (3) Bound Copies of all applicable Closeout Documents
  - 6.3. Furnish two (2) Compact Disc containing all Project Contract Documents and AutoCAD files including as-built plans and design specification files
  - 6.4. Review and Attest if and when required all "As Built Documents", Warranties, submitted by General Contractor

Task	Duration (in weeks)	Task Cost
1.0 Existing conditions findings and evaluation report		
2.0 Preliminary Design		
3.0 Final Design and Cost Estimate		
4.0 Permitting		
5.0 Contract Administration Services		
6.0 Project Closeout and Certification		
<b>TOTAL</b>		
<b>Cost for Design, Permitting, and Site Inspection/Overhead:</b>		

AMMEDMENT 1 - REQUEST FOR PROPOSAL NO. DMRP-RFP-STTJ-001 FOR  
STRUCTURAL INVESTIGATION, ASSESSMENT AND DESIGN SERVICES

PAGE 3

Engineer's Total Time for Engagement (Task Nos. 1.0 Thru 7.0)

Engineer's Fees for Performing Task No. 8

Engineer's Standard Percentage Fee for Task Nos. 9.0 & 10.0

\*Task Nos. 3.0 & 4.0 may only be required for at schools with special circumstances; ie. Ulla Muller ES.

\*\*All AutoCAD drawings to meet USACE standards as defined in A/E/C CAD Standard Release 6.0 (August 2015)

\*\*\* Owner/GVI will pay for all Building Permit Application and Permitting Fees

End of Addendum 1

Brian Turnbull, DMRP Program Manager

Please confirm receipt by signing &  
emailing this sheet back to Division of  
Procurement: [procurement@sttj.k12.vi](mailto:procurement@sttj.k12.vi)  
and copy bturnbull@hhf.com

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Date: \_\_\_\_\_

**INSULAR ABC'S INITIATIVE  
DEFERRED MAINTENANCE REDUCTION PROGRAM  
St. Thomas / St. John School District**

TO: ALL BIDDERS

FROM: DIRECTOR OF PROCUREMENT / VIDEOE

SUBJECT: **ADDENDUM NO: DMRP-RFP-STTJ-002 –(a) & 2(b)**

Re: **DMRP-RFP-STTJ-002 “Structural Design For Addelita Cancryn Junior High School & Joseph Sibilly Elementary School”**

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The following serves as Addendum #1 to the bid documents and shall become part of the contract documents. The following information amends, modifies or supplements the Bidding Documents for the above referenced project to the extent noted. Any provisions of the Bid Document not referred to in the Addendum remain in effect as shown and described.

- New Bid Form Schedule attached. (3 Pages)

**End of Addendum # 1**

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Company: \_\_\_\_\_

Date: \_\_\_\_\_

**INSULAR ABC'S INITIATIVE  
DEFERRED MAINTENANCE REDUCTION PROGRAM  
St. Thomas / St. John School District  
December 15, 2015**

**ADDENDUM I**

**DMRP-RFP-STTJ-02(a): Structural design For Addelita Cancryn Junior High School**

To: All prospective proposers  
From: DMRP Program Manager  
Subject: Addendum 1  
Re: Request for Proposal for Structural Design Services

DMRP-RFP – STTJ-002(a); Structural Design for Addelita Cancryn Junior High School

The following serves as Addendum 1 to the RFP and shall become part of the RFP documents. The following information amends, modifies, or supplements the RFP documents for the above referenced project to the extent noted. Any provisions of the RFP documents not referred to in the Addendum remain in effect as shown and described. This addendum includes a list of items defining the Scope of Professional Design Services and line items for proposed Timeframe and Cost.

In developing the design specifications and cost estimate for structural repairs at Addelita Cancryn Junior High School, the services of a qualified Architectural and Engineering (A/E) Firm with specific experience in the development of modern educational facilities within the U.S. Virgin Islands are sought through GVI usual competitive bid process (via this RFP process). In order to develop preliminary costs, as a comparison during this bid process for the required Professional A/E Services sought herewith, pricing and anticipated timeframe is required for the following items:

1. Existing conditions findings and evaluation report
  - 1.1. Site Visit Exploratory Investigation
    - 1.1.1. Conduct Site Visit to all affected structures
    - 1.1.2. Photograph all special or unique circumstances
    - 1.1.3. Perform exploratory investigative activities
  - 1.2. Documentation of Existing Conditions
    - 1.2.1. Prepare written documentation of all conditions
    - 1.2.2. Identify Location of all Structural Deficiencies
  - 1.3. \*Findings, Assessment & Evaluation
    - 1.3.1. Identify all special circumstances
    - 1.3.2. Apply applicable codes to identified deficiencies
  - 1.4. \*Report & Recommendations
    - 1.4.1. Prepare a written report including documentation of all existing conditions and proposed action for addressing concerns
    - 1.4.2. DELIVERABLE: submit report for owner review
2. Preliminary design

AMMEDMENT 1 - REQUEST FOR PROPOSAL NO. DMRP-RFP-STTJ-002(a) FOR  
STRUCTURAL INVESTIGATION, ASSESSMENT AND DESIGN SERVICES

PAGE 2

- 2.1. Prepare detailed drawings in AutoCAD\*\* and specifications applicable to each unique condition
- 2.2. Prepare generic and general written specifications applicable to the scope and nature of this type Government of the Virgin Islands Project
- 2.3. Provide no less than one week for Owner's review in proposed schedule
3. Final submittal for design, cost estimate,
  - 3.1. Final Design 7 Contract Documents
    - 3.1.1. Revise documents based on Owner's comments; Furnish 10-sets of complete project plans and specifications
    - 3.1.2. Furnish two (2) Compact Disc containing all Project Contract Documents and AutoCAD\*\* files
  - 3.2. Engineer's Probable Cost Estimate
    - 3.2.1. Submit Three (3) copies of Engineer's Estimate of Construction Cost in Excel format
    - 3.2.2. Include Engineer's Estimate on Project Compact Disc.
4. \*\*\*Permitting (Filing & Securing Building Permits)
  - 4.1. Prepare and file all applicable permit application forms for VIDOE's Signature
  - 4.2. Submit and secure all applicable permits (Building, Demolition, Etc.) required for the project
5. Contract Administration Services
  - 5.1. Prepare and Maintain a Record of the Progress of all construction activities
  - 5.2. Keep a Record of Before, During and After Construction Progress Photographs
  - 5.3. Submit a Monthly Report of all Work In Progress
  - 5.4. Conduct Weekly Project Inspections & report any discrepancies found
  - 5.5. Respond To Request for Information (RFI's) when required.
  - 5.6. Issue Change Directives if and when required
  - 5.7. Review and make recommendations on Product Substitutions if and when required
  - 5.8. Review and Certify Contractor's Applications for Payment if and when required
6. Project Closeout and Certification
  - 6.1. Prepare Engineer's Certification of Project Conformance & Compliance with Approved Plans & Specifications
  - 6.2. Prepare & Submit Three (3) Bound Copies of all applicable Closeout Documents
  - 6.3. Furnish two (2) Compact Disc containing all Project Contract Documents and AutoCAD files including as-built plans and design specification files
  - 6.4. Review and Attest if and when required all "As Built Documents", Warranties, submitted by General Contractor

Task	Duration (in weeks)	Task Cost
1.0 Existing conditions findings and evaluation report		
2.0 Preliminary Design		
3.0 Final Design and Cost Estimate		
4.0 Permitting		
5.0 Contract Administration Services		
6.0 Project Closeout and Certification		
<b>TOTAL</b>		
<b>Cost for Design, Permitting, and Site Inspection/Overhead:</b>		

AMMEDMENT 1 - REQUEST FOR PROPOSAL NO. DMRP-RFP-STTJ-002(a) FOR  
STRUCTURAL INVESTIGATION, ASSESSMENT AND DESIGN SERVICES  
PAGE 3

Engineer's Total Time for Engagement (Task Nos. 1.0 Thru 7.0)

Engineer's Fees for Performing Task No. 8

Engineer's Standard Percentage Fee for Task Nos. 9.0 & 10.0

\*Task Nos. 3.0 & 4.0 may only be required for at schools with special circumstances; ie. Ulla Muller ES.

\*\*All AutoCAD drawings to meet USACE standards as defined in A/E/C CAD Standard Release 6.0 (August 2015)

\*\*\* Owner/GVI will pay for all Building Permit Application and Permitting Fees

End of Addendum 1

Brian Turnbull, DMRP Program Manager

Please confirm receipt by signing &  
emailing this sheet back to Division of  
Procurement: [procurement@sttj.k12.vi](mailto:procurement@sttj.k12.vi)  
and copy bturnbull@hhf.com

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Date: \_\_\_\_\_



**INSULAR ABC'S INITIATIVE  
DEFERRED MAINTENANCE REDUCTION PROGRAM  
St. Thomas / St. John School District  
December 15, 2015**

**ADDENDUM I**

**DMRP-RFP-STTJ-002(b): Structural Design For Joseph Sibilly Elementary School**

To: All prospective proposers  
From: DMRP Program Manager  
Subject: Addendum 1  
Re: Request for Proposal for Structural Design Services

DMRP-RFP – STTJ-002(b); Structural Design for Joseph Sibilly Elementary School

The following serves as Addendum 1 to the RFP and shall become part of the RFP documents. The following information amends, modifies, or supplements the RFP documents for the above referenced project to the extent noted. Any provisions of the RFP documents not referred to in the Addendum remain in effect as shown and described. This addendum includes a list of items defining the Scope of Professional Design Services and line items for proposed Timeframe and Cost.

In developing the design specifications and cost estimate for structural repairs at Joseph Sibilly Elementary School, the services of a qualified Architectural and Engineering (A/E) Firm with specific experience in the development of modern educational facilities within the U.S. Virgin Islands are sought through GVI usual competitive bid process (via this RFP process). In order to develop preliminary costs, as a comparison during this bid process for the required Professional A/E Services sought herewith, pricing and anticipated timeframe is required for the following items:

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    - 1.2.2. Identify Location of all Structural Deficiencies
  - 1.3. \*Findings, Assessment & Evaluation
    - 1.3.1. Identify all special circumstances
    - 1.3.2. Apply applicable codes to identified deficiencies
  - 1.4. \*Report & Recommendations
    - 1.4.1. Prepare a written report including documentation of all existing conditions and proposed action for addressing concerns
    - 1.4.2. DELIVERABLE: submit report for owner review
2. Preliminary design

AMMEDMENT 1 - REQUEST FOR PROPOSAL NO. DMRP-RFP-STTJ-002(b) FOR  
STRUCTURAL INVESTIGATION, ASSESSMENT AND DESIGN SERVICES

PAGE 2

- 2.1. Prepare detailed drawings in AutoCAD\*\* and specifications applicable to each unique condition
- 2.2. Prepare generic and general written specifications applicable to the scope and nature of this type Government of the Virgin Islands Project
- 2.3. Provide no less than one week for Owner's review in proposed schedule
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6. Project Closeout and Certification
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  - 6.4. Review and Attest if and when required all "As Built Documents", Warranties, submitted by General Contractor

Task	Duration (in weeks)	Task Cost
1.0 Existing conditions findings and evaluation report		
2.0 Preliminary Design		
3.0 Final Design and Cost Estimate		
4.0 Permitting		
5.0 Contract Administration Services		
6.0 Project Closeout and Certification		
<b>TOTAL</b>		
<b>Cost for Design, Permitting, and Site Inspection/Overhead:</b>		

AMMEDMENT 1 - REQUEST FOR PROPOSAL NO. DMRP-RFP-STTJ-002(b) FOR  
STRUCTURAL INVESTIGATION, ASSESSMENT AND DESIGN SERVICES  
PAGE 3

Engineer's Total Time for Engagement (Task Nos. 1.0 Thru 7.0)

Engineer's Fees for Performing Task No. 8

Engineer's Standard Percentage Fee for Task Nos. 9.0 & 10.0

\*Task Nos. 3.0 & 4.0 may only be required for at schools with special circumstances; ie. Ulla Muller ES.

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\*\*\* Owner/GVI will pay for all Building Permit Application and Permitting Fees

End of Addendum 1

Brian Turnbull, DMRP Program Manager

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And copy bturnbull@hhf.com

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Company: \_\_\_\_\_

Date: \_\_\_\_\_

**INSULAR ABC'S INITIATIVE  
DEFERRED MAINTENANCE REDUCTION PROGRAM  
St. Thomas / St. John School District**

TO: ALL BIDDERS

FROM: DIRECTOR OF PROCUREMENT / VIDEOE

SUBJECT: **ADDENDUM No: DMRP-RFP-STTJ-003-1**

Re: **DMRP-RFP-STTJ-003 "Structural Design For Charlotte Amalie High School"**

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The following serves as Addendum #1 to the bid documents and shall become part of the contract documents. The following information amends, modifies or supplements the Bidding Documents for the above referenced project to the extent noted. Any provisions of the Bid Document not referred to in the Addendum remain in effect as shown and described.

- New Bid Form Schedule attached. (3 Pages)

**End of Addendum # 1**

Please confirm receipt by signing and returning this page.

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Date: \_\_\_\_\_

**INSULAR ABC'S INITIATIVE  
DEFERRED MAINTENANCE REDUCTION PROGRAM  
St. Thomas / St. John School District  
December 15, 2015**

**ADDENDUM I**

**DMRP-RFP-STTJ-003: Structural Design For Charlotte Amalie High School**

To: All prospective proposers  
From: DMRP Program Manager  
Subject: Addendum 1  
Re: Request for Proposal for Structural Design Services

DMRP-RFP – STTJ-003; Structural Design for Charlotte Amalie High School

The following serves as Addendum 1 to the RFP and shall become part of the RFP documents. The following information amends, modifies, or supplements the RFP documents for the above referenced project to the extent noted. Any provisions of the RFP documents not referred to in the Addendum remain in effect as shown and described. This addendum includes a list of items defining the Scope of Professional Design Services and line items for proposed Timeframe and Cost.

In developing the design specifications and cost estimate for structural repairs at Charlotte Amalie High School, the services of a qualified Architectural and Engineering (A/E) Firm with specific experience in the development of modern educational facilities within the U.S. Virgin Islands are sought through GVI usual competitive bid process (via this RFP process). In order to develop preliminary costs, as a comparison during this bid process for the required Professional A/E Services sought herewith, pricing and anticipated timeframe is required for the following items:

1. Existing conditions findings and evaluation report
  - 1.1. Site Visit Exploratory Investigation
    - 1.1.1. Conduct Site Visit to all affected structures
    - 1.1.2. Photograph all special or unique circumstances
    - 1.1.3. Perform exploratory investigative activities
  - 1.2. Documentation of Existing Conditions
    - 1.2.1. Prepare written documentation of all conditions
    - 1.2.2. Identify Location of all Structural Deficiencies
  - 1.3. \*Findings, Assessment & Evaluation
    - 1.3.1. Identify all special circumstances
    - 1.3.2. Apply applicable codes to identified deficiencies
  - 1.4. \*Report & Recommendations
    - 1.4.1. Prepare a written report including documentation of all existing conditions and proposed action for addressing concerns
    - 1.4.2. DELIVERABLE: submit report for owner review
2. Preliminary design
  - 2.1. Prepare detailed drawings in AutoCAD\*\* and specifications applicable to each unique condition

AMMEDMENT 1 - REQUEST FOR PROPOSAL NO. DMRP-RFP-STTJ-003 FOR  
STRUCTURAL INVESTIGATION, ASSESSMENT AND DESIGN SERVICES  
PAGE 2

- 2.2. Prepare generic and general written specifications applicable to the scope and nature of this type Government of the Virgin Islands Project
- 2.3. Provide no less than one week for Owner's review in proposed schedule
3. Final submittal for design, cost estimate,
  - 3.1. Final Design 7 Contract Documents
    - 3.1.1. Revise documents based on Owner's comments; Furnish 10-sets of complete project plans and specifications
    - 3.1.2. Furnish two (2) Compact Disc containing all Project Contract Documents and AutoCAD\*\* files
  - 3.2. Engineer's Probable Cost Estimate
    - 3.2.1. Submit Three (3) copies of Engineer's Estimate of Construction Cost in Excel format
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  - 4.1. Prepare and file all applicable permit application forms for VIDOE's Signature
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5. Contract Administration Services
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Task	Duration (in weeks)	Task Cost
1.0 Existing conditions findings and evaluation report		
2.0 Preliminary Design		
3.0 Final Design and Cost Estimate		
4.0 Permitting		
5.0 Contract Administration Services		
6.0 Project Closeout and Certification		
<b>TOTAL</b>		
<b>Cost for Design, Permitting, and Site Inspection/Overhead:</b>		

Engineer's Total Time for Engagement (Task Nos. 1.0 Thru 7.0)

Engineer's Fees for Performing Task No. 8

AMMEDMENT 1 - REQUEST FOR PROPOSAL NO. DMRP-RFP-STTJ-003 FOR  
STRUCTURAL INVESTIGATION, ASSESSMENT AND DESIGN SERVICES  
PAGE 3

Engineer's Standard Percentage Fee for Task Nos. 9.0 & 10.0

\*Task Nos. 3.0 & 4.0 may only be required for at schools with special circumstances; ie. Ulla Muller ES.

\*\*All AutoCAD drawings to meet USACE standards as defined in A/E/C CAD Standard Release 6.0 (August 2015)

\*\*\* Owner/GVI will pay for all Building Permit Application and Permitting Fees

End of Addendum 1

Brian Turnbull, DMRP Program Manager

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Company: \_\_\_\_\_

Date: \_\_\_\_\_

**INSULAR ABC'S INITIATIVE  
DEFERRED MAINTENANCE REDUCTION PROGRAM  
St. Thomas / St. John School District**

TO: ALL BIDDERS

FROM: DIRECTOR OF PROCUREMENT / VIDEOE

SUBJECT: **ADDENDUM NO: DMRP-RFP-STX-001-1(a) & 1(b)**

Re: **DMRP-RFP-STX-001 "Structural Design For Charles Emanuel & Juanita Gardine  
Elementary Schools"**

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**INSULAR ABC'S INITIATIVE  
DEFERRED MAINTENANCE REDUCTION PROGRAM  
St. Thomas / St. John School District  
December 15, 2015**

**ADDENDUM I**

**DMRP-RFP-STX-001(a): Structural Design For Charles Emanuel  
Elementary School**

To: All prospective proposers  
From: DMRP Program Manager  
Subject: Addendum 1  
Re: Request for Proposal for Structural Design Services

DMRP-RFP – STX-001(a); Structural Design for Charles Emanuel Elementary School

The following serves as Addendum 1 to the RFP and shall become part of the RFP documents. The following information amends, modifies, or supplements the RFP documents for the above referenced project to the extent noted. Any provisions of the RFP documents not referred to in the Addendum remain in effect as shown and described. This addendum includes a list of items defining the Scope of Professional Design Services and line items for proposed Timeframe and Cost.

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    - 1.2.1. Prepare written documentation of all conditions
    - 1.2.2. Identify Location of all Structural Deficiencies
  - 1.3. \*Findings, Assessment & Evaluation
    - 1.3.1. Identify all special circumstances
    - 1.3.2. Apply applicable codes to identified deficiencies
  - 1.4. \*Report & Recommendations
    - 1.4.1. Prepare a written report including documentation of all existing conditions and proposed action for addressing concerns
    - 1.4.2. DELIVERABLE: submit report for owner review
2. Preliminary design

**AMMEDMENT 1 - REQUEST FOR PROPOSAL NO. DMRP-RFP-STX-001(a) FOR  
STRUCTURAL INVESTIGATION, ASSESSMENT AND DESIGN SERVICES**

**PAGE 2**

- 2.1. Prepare detailed drawings in AutoCAD\*\* and specifications applicable to each unique condition
- 2.2. Prepare generic and general written specifications applicable to the scope and nature of this type Government of the Virgin Islands Project
- 2.3. Provide no less than one week for Owner's review in proposed schedule
3. Final submittal for design, cost estimate,
  - 3.1. Final Design 7 Contract Documents
    - 3.1.1. Revise documents based on Owner's comments; Furnish 10-sets of complete project plans and specifications
    - 3.1.2. Furnish two (2) Compact Disc containing all Project Contract Documents and AutoCAD\*\* files
  - 3.2. Engineer's Probable Cost Estimate
    - 3.2.1. Submit Three (3) copies of Engineer's Estimate of Construction Cost in Excel format
    - 3.2.2. Include Engineer's Estimate on Project Compact Disc.
4. \*\*\*Permitting (Filing & Securing Building Permits)
  - 4.1. Prepare and file all applicable permit application forms for VIDOE's Signature
  - 4.2. Submit and secure all applicable permits (Building, Demolition, Etc.) required for the project
5. Contract Administration Services
  - 5.1. Prepare and Maintain a Record of the Progress of all construction activities
  - 5.2. Keep a Record of Before, During and After Construction Progress Photographs
  - 5.3. Submit a Monthly Report of all Work In Progress
  - 5.4. Conduct Weekly Project Inspections & report any discrepancies found
  - 5.5. Respond To Request for Information (RFI's) when required.
  - 5.6. Issue Change Directives if and when required
  - 5.7. Review and make recommendations on Product Substitutions if and when required
  - 5.8. Review and Certify Contractor's Applications for Payment if and when required
6. Project Closeout and Certification
  - 6.1. Prepare Engineer's Certification of Project Conformance & Compliance with Approved Plans & Specifications
  - 6.2. Prepare & Submit Three (3) Bound Copies of all applicable Closeout Documents
  - 6.3. Furnish two (2) Compact Disc containing all Project Contract Documents and AutoCAD files including as-built plans and design specification files
  - 6.4. Review and Attest if and when required all "As Built Documents", Warranties, submitted by General Contractor

Task	Duration (in weeks)	Task Cost
1.0 Existing conditions findings and evaluation report		
2.0 Preliminary Design		
3.0 Final Design and Cost Estimate		
4.0 Permitting		
5.0 Contract Administration Services		
6.0 Project Closeout and Certification		
<b>TOTAL</b>		
<b>Cost for Design, Permitting, and Site Inspection/Overhead:</b>		

AMMEDMENT 1 - REQUEST FOR PROPOSAL NO. DMRP-RFP-STX-001(a) FOR  
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PAGE 3

Engineer's Total Time for Engagement (Task Nos. 1.0 Thru 7.0)

Engineer's Fees for Performing Task No. 8

Engineer's Standard Percentage Fee for Task Nos. 9.0 & 10.0

\*Task Nos. 3.0 & 4.0 may only be required for at schools with special circumstances; ie. Ulla Muller ES.

\*\*All AutoCAD drawings to meet USACE standards as defined in A/E/C CAD Standard Release 6.0 (August 2015)

\*\*\* Owner/GVI will pay for all Building Permit Application and Permitting Fees

End of Addendum 1

Brian Turnbull, DMRP Program Manager

Please confirm receipt by signing &  
emailing this sheet back to Division of  
Procurement: [procurement@sttj.k12.vi](mailto:procurement@sttj.k12.vi)  
and copy [bturnbull@hhf.com](mailto:bturnbull@hhf.com)

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Date: \_\_\_\_\_

**INSULAR ABC'S INITIATIVE  
DEFERRED MAINTENANCE REDUCTION PROGRAM  
St. Thomas / St. John School District  
December 15, 2015**

**ADDENDUM 1**

**DMRP-RFP-STX-001(b) Structural Design For Juanita Gardine Elementary School**

To: All prospective proposers  
From: DMRP Program Manager  
Subject: Addendum 1  
Re: Request for Proposal for Structural Design Services

DMRP-RFP – STX-001(b); Structural Design for Juanita Gardine Elementary School

The following serves as Addendum 1 to the RFP and shall become part of the RFP documents. The following information amends, modifies, or supplements the RFP documents for the above referenced project to the extent noted. Any provisions of the RFP documents not referred to in the Addendum remain in effect as shown and described. This addendum includes a list of items defining the Scope of Professional Design Services and line items for proposed Timeframe and Cost.

In developing the design specifications and cost estimate for structural repairs at Juanita Gardine Elementary School, the services of a qualified Architectural and Engineering (A/E) Firm with specific experience in the development of modern educational facilities within the U.S. Virgin Islands are sought through GVI usual competitive bid process (via this RFP process). In order to develop preliminary costs, as a comparison during this bid process for the required Professional A/E Services sought herewith, pricing and anticipated timeframe is required for the following items:

1. Existing conditions findings and evaluation report
  - 1.1. Site Visit Exploratory Investigation
    - 1.1.1. Conduct Site Visit to all affected structures
    - 1.1.2. Photograph all special or unique circumstances
    - 1.1.3. Perform exploratory investigative activities
  - 1.2. Documentation of Existing Conditions
    - 1.2.1. Prepare written documentation of all conditions
    - 1.2.2. Identify Location of all Structural Deficiencies
  - 1.3. \*Findings, Assessment & Evaluation
    - 1.3.1. Identify all special circumstances
    - 1.3.2. Apply applicable codes to identified deficiencies
  - 1.4. \*Report & Recommendations
    - 1.4.1. Prepare a written report including documentation of all existing conditions and proposed action for addressing concerns
    - 1.4.2. DELIVERABLE: submit report for owner review
2. Preliminary design

AMMEDMENT 1 - REQUEST FOR PROPOSAL NO. DMRP-RFP-STX-001(b) FOR  
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<b>TOTAL</b>		
<b>Cost for Design, Permitting, and Site Inspection/Overhead:</b>		

AMMEDMENT 1 - REQUEST FOR PROPOSAL NO. DMRP-RFP-STX-001(b) FOR  
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\*\*\* Owner/GVI will pay for all Building Permit Application and Permitting Fees

End of Addendum 1

Brian Turnbull, DMRP Program Manager

Please confirm receipt by signing &  
emailing this sheet back to Division of  
Procurement: [procurement@sttj.k12.vi](mailto:procurement@sttj.k12.vi)  
and copy bturnbull@hhf.com

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Date: \_\_\_\_\_