

**INSULAR ABC 'S INITIATIVE
DEFERRED MAINTENANCE REDUCTION PROGRAM
St. Croix School District
Monday, December 7, 2015**

REQUEST FOR PROPOSAL FOR STRUCTURAL DESIGN SERVICES

**DMRP-RFP – STX-001; STRUCURAL DESIGN FOR CHARLES EMANUEL & JUANITA
GARDINE ELEMENTARY SCHOOLS**

To engage and retain a locally licensed Structural Engineer to thoroughly Investigate, Document, Develop and Prepare Design & Construction Documents and Specifications to address the structural deficiencies and conditions at the above two schools as identified and cited in the Insular ABC's Initiative Phase III Task Findings and Recommendations prepared by Martin & Chock, Inc. in the Structural Summary Report dated October 2015:

Specifically the structural design shall include the following buildings and conditions:

Charles Emanuel Elementary School: Building No. 2 – CIP Beam & Slab -Roof
Charles Emanuel Elementary School: Building No. 7 - CIP Beam & Slab –Roof
Charles Emanuel Elementary School: Building No. 7 - CIP Beam & Slab
Juanita Gardine Elementary School: Building No. 12-CIP Column - Floor

These facilities have been cited with a range of structural and non-structural deficiencies classified as posing a high Critical Health and Safety Risk to all of the facility's occupants and users. The objective is to eliminate all such structural deficiencies and risk currently in these structures.

1. The selected licensed structural engineer (individual or firm) shall document all field conditions, surveys, design all concrete repair details, design all pre-stressing tendon repair details and prepare all project required specifications.
2. The selected individual or firm shall be responsible to perform limited Contract Administrative Services as it pertains to the review, inspection and certification of all work performed for compliance and conformance with the approved project design and specifications documents.
3. The selected individual or firm shall perform all further and necessary investigative work to determine the total extent of the structural deficiencies as highlighted in the above cited Structural Summary Report but shall not rely only upon that document as the only basis for developing the requisite design and construction specifications for the project.
4. Provide a draft set of project design and specifications documents for the owner's review and input prior to completion of the work effort.

5. Attached hereto please find a copy of all relevant and pertinent Owner Exhibits associated with these buildings and facilities, including but not limited to Photographs, Report Excerpts, Preliminary Scopes of Work, Etc..

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6. Furnish ten (10) Complete Sets of all final Project Design & Specifications Documents
7. Proposer shall prepare an Engineer's Estimate of Probable Itemize Cost of all work contemplated within each of the schools and buildings as itemized above.
8. Engineer's proposals shall include provisions For Photographic Record and Documentation of conditions Before, During and After construction; Periodic Inspections During Construction and Final Certification of Completed Work in accordance with project Specifications.
9. A Mandatory Pre-Proposal Site Visit will be conducted as follows:

Site Visit: Charles Emanuel Elementary School
DATE: Thursday, December 17, 2015
TIME: 10:30 A.M

Site Visit: Juanita Gardine Elementary School
DATE: Thursday, December 17, 2015
TIME: 1:00 P.M

10. Proposal Closing Date: Tuesday, December 22nd, 2015

11. Closing Time: 4:00 PM Atlantic Standard Time

12. The Proposal shall consist of a Qualification Statement, which shall contain the following at minimum:
1. Firm Name, Mailing Address, Telephone, E-mail and Fax Number;
 2. Year Established and any Former Names;
 3. Types of Services for which firm is Qualified;
 4. Name of Principals of the Firm and States in which Firm/Principal is Registered (A principal of the firm must be registered in the U.S. Virgin Islands);
 5. Names of key personnel who will be assigned to this project and their resume of education and experience;
 6. Office staff available for this assignment and their qualification;
 7. Sub-consultants proposed for this assignment and their qualifications;
 8. Current workload: Scope, Cost, Percent completed, Both as Prime and Subcontractor;
 9. List of selected completed projects, their scope and cost, and name, telephone number of owner's representative we can contact;
 10. Narrative description of your approach to this project, your anticipated projected schedule and any unique or unusual circumstances you anticipate with this project.

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PLEASE SUBMIT FIVE (5) COPIES OF YOUR PROPOSAL.
PROPOSALS SHALL BE SUBMITTED IN A SEALED ENVELOPE ADDRESSED
AS FOLLOWS:

**Mr. Anthony D. Thomas, Director Of Procurement
Division of Procurement
Department of Education
1834 Kongens Gade,
St. Thomas, U.S. Virgin Islands**

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CONTRACTUAL REQUIREMENTS

All bid proposals and subsequent contract and supporting documents (if selected) must reflect the legal name of entity. Supporting documents that must be submitted prior to contract execution and within the time established by the Government shall include, but not be limited to, the following:

- (1) **Certificate of Resolution**, as to the authorized negotiator and signer of a contract.
- (2) Current **Virgin Islands Business License** issued to the legal name of record of the entity by the Government of the Virgin Islands, Department of Licensing and Consumer Affairs.
- (3) Current original **Certificate(s) of Good Standing/Existence**, in legal name of the Contractor by the Virgin Islands Office of the Lt. Governor, Division of Corporations and Trademarks.
- (4) Certificate of Issuance or Renewal of Trade Name issued by the Virgin Islands Office of the Lt. Governor, Division of Corporations and Trademarks, if applicable.
- (5) **Articles of Incorporation or Organization**, as applicable; or documents governing operation.
- (6) **Certificate of Liability Insurance** indicating proof of coverage of **Professional Liability Insurance** and **General Liability/Public Liability Insurance** - each of no less than [One Hundred Thousand Dollars and Zero Cents (\$100,000.00)] for any one occurrence. The Contractor must provide a **Certificate of Liability Insurance** and **Declaration/Endorsement** pages that indicating that the Government of the Virgin Islands, Department of Education, is as “**certificate holder**” and an “**additional insured**” on the **General Liability/Public Liability Insurance**. The Professional Liability Insurance must cover the services to be provided under the contract.
- (7) Certificate of Government Insurance/Copy of Certificate providing firm/agents are covered by Workers’ Compensation Employee’s Liability.

Please note the above-referenced documents are subject to modification at the Government’s discretion.

Any silence, absence, or omission from the contract specifications concerning any point shall be regarded as meaning that only the best commercial practices are to prevail.

All contractual documents including insurance certificates/policies must be kept updated and maintained throughout the term of the contract



Helber Hastert & Fee

Charles Emanuel Elementary

Date: 3/8/2013



CHARLES EMANUEL ELEMENTARY SCHOOL BUILDINGS 2 AND 7

Existing Conditions:

Buildings 2 and 7 (Classroom Buildings) are two-story building framed in reinforced concrete and concrete masonry unit (CMU). The second floor and roof framing consists of reinforced concrete slabs and beams. Reinforced concrete columns carry the gravity load down to the foundation. The beams and columns create frames that are typically infilled by CMU walls at the perimeter of the building. At the second floor, the slab typically cantilevers beyond the perimeter of the building to create an awning. At the roof, the slab also creates a short overhang with an approximately 6-inch high concrete upturn/curb at the edge.

Several spalls (open and closed) were observed at the underside of the second floor and roof slab. In some cases, bottom reinforcing bars were found exposed. The largest and most extensive spalls on the underside of the slab were found in the stairwell areas. At these locations, loss of cross section at the bottom reinforcing bars was observed.

Large cracks and open/closed spalls were also observed at the edge of the slab at the second floor (awning) and roof (overhang). At the second floor, the edge spalls were located at locations typically coinciding with roof downspouts (in some cases the downspout is missing allowing rainwater to drain directly through the penetration in the roof slab and on to the second floor awning slab). At the roof, damage to the edge of the slab also coincided with the location of downspouts and overflow scuppers. All cracked and spalled concrete on the underside and edges of the second floor and roof slabs were identified as a life safety concern since they constitute a falling hazard to the building occupants.

Recommended Scope of Work:

- 01 Conduct a survey of all cracks and spalls (open and closed) at both buildings.
- 02 Fill all cracks and patch all spalls on the underside and edges of the concrete roof slab per approved concrete repair procedures. Replacement/addition of reinforcing bars may be required over portions of the slab where more than 20% the cross section of the existing reinforcing bars has been corroded.
- 03 A licensed structural engineer shall conduct all surveys, design all concrete repair details, and prepare all required specifications.

CHARLES EMANUEL ELEMENTARY SCHOOL BUILDINGS 2 AND 7

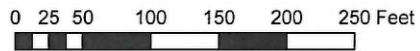




Helber Hastert & Fee

Juanita Gardine Elementary

Date: 3/8/2013



JUANITA GARDINE ELEMENARY BUILDING 12

Existing Conditions:

Building 12 (Gymnasium) is a single-story building framed with structural steel rigid frames supporting a cold-formed steel gable roof. The building envelope consists of concrete masonry unit (CMU) walls. On the south and east sides of the building, a cast-in-place reinforce concrete walkway exists as an extension of the building. The walkway is framed by a concrete slab supported by concrete beams in turn supported on 12-inch square concrete columns. A portion of the walkway on the east side of the building connects the Gymnasium with a storage/gymnasium office located on an immediately adjacent classroom building. The walkway framing at this location is separated from the adjacent classroom building by an expansion/joint.

It was observed that the walkway columns on the south side of the building have extensive cracking. No loss of cross section was observed at these columns. Miscellaneous spalls were also observed on the concrete beams at this location.

On the east side of the building, on the other hand, the concrete columns were observed to have cracked and spalled. Reinforcing was exposed at two locations and a severe loss of cross section was identified at one of the columns. Because of the severe loss of cross section and reinforcing, these columns were tagged a health and safety concern. Various cracks and spalls of different size and extent were also observed on the concrete beams and slabs within this portion of the walkway.

Recommended Scope of Work:

- 01 At the walkway on the south side of the building, fill all cracks and patch all spalls in concrete columns, beams, and slabs per approved concrete repair procedures.
- 02 At the walkway on the east side of the building, shore walkway concrete beams as required at locations where the concrete columns have experienced a loss in cross section due to severe spalling.
- 03 At the walkway on the east side of the building, replace all concrete columns where loss of cross section has occurred: Demolish existing column from top of foundation to underside of concrete beam. Install vertical reinforcing dowels at top of foundation and at bottom of concrete beam. Use adhesive rated for exterior exposure to install reinforcing dowels. Install new column longitudinal and transverse reinforcing bars (longitudinal reinforcing bars to lap with vertical reinforcing dowels). Provide adequate clear cover to all reinforcing dowels and bars. Form and cast new concrete column.
- 04 At the walkway on the south side of the building, fill all cracks and patch all spalls in concrete beams and slabs per approved concrete repair procedures.
- 05 A licensed structural engineer shall design all concrete repair/replacement details and prepare all required specifications.

JUANITA GARDINE ELEMENARY BUILDING 12

