



CORAL BAY COMMUNITY COUNCIL

Mail: 9901 Estate Emmaus, St. John, VI 00830
8-1 Estate Emmaus, Coral Bay, St. John, U.S. Virgin Islands
CBCC@CoralBayCommunityCouncil.org Phone 340-776-2099
www.CoralBayCommunityCouncil.org

Request for Qualifications and Quotation (RFQQ) - December 11, 2020

Coral Bay Community Facilities Concept Design

The Coral Bay Community Council (CBCC) is requesting proposals for professional design services to develop “design concept” drawings to assist in visualizing and planning for the next steps in developing specific community facilities in Coral Bay. CBCC will own the drawings produced under this contract, which will be provided in an editable electronic format, as well as on paper. CBCC may choose one or more consultants to perform this work. The consultant(s) will be engaged to provide design services on a time and materials basis.

CBCC will receive proposals for the Community Facility Concept Design contract services until **5:00 PM AST on Monday, December 28, 2020** by email to bids@coralbaycommunitycouncil.org.

RFQQ is available for download from CBCC’s website, www.coralbaycommunitycouncil.org, on the home page under “Request for Qualifications and Quotation.”

Scope of Work

Consultant(s) will develop design concept drawings to assist with planning and obtaining funds for next steps in the planning process for community facilities in Coral Bay. CBCC has a list of concepts for multi-use community facilities that would improve the quality of life for St. John residents that were identified through CBCC’s community facilities planning work to date (for more detail see: <https://coralbaycommunitycouncil.org/community-facilities/community-input/>).

The specific concepts to be drawn are yet to be chosen, but may include:

- Community center/hurricane shelter
- Solid waste convenience center
- Welcome center at Guy Benjamin School
- Walking trail of historical ruins in Coral Bay
- Emergency services center
- Small docks and marine facilities throughout Coral Bay
- Sports and recreation park

The goal is to obtain consultant services to develop visuals to accompany written descriptions developed by CBCC in order to clearly present the concept and represent the community vision for each concept; more than one alternative may be designed for each concept to allow for a range of options.

Cost Range: It is anticipated that each concept drawing project will cost from \$1,000 to \$5000 depending on complexity. CBCC anticipates that the proposals presented will indicate the feasibility of these cost estimates in practice.

Deliverables: One (1) to three (3) design concept drawings for up to (5) concepts. Deadlines for each concept, and selection of concepts to be drawn and number of drawings per concept to be agreed upon with selected consultant(s).

Proposal Contents

(No more than 3 pages total, excluding resumes and sample work products)

1. **Contact Information.** Name, address, principal place of business, telephone number, and email address of the legal entity or the individual with whom the contract would be written, and identification of the contact person for this RFQQ.
2. **Qualifications and Relevant Project Experience.** Brief description of qualifications and professional credentials for staff who will perform the work. Resumes for project staff should be attached to the proposal. Describe involvement in similar projects. Please include at least one example of relevant past work.
3. **Rates:** Hourly billing rates for specific staff that would work on the project. If travel time or meeting time is billed at a different rate than design work, please specify. If willing to discount your rates to help support this CBCC grant-funded project accomplish more, show discount from your regular charged rates, which will be considered as an in-kind contribution.
4. **Example Project Description and Cost Elements:** If you were asked to provide a design concept drawing for a community center that would seat at least 100 people and have an area for use as hurricane shelter, be built on flat land, with surrounding recreation and parking areas, what would you anticipate charging for such an effort? Please describe your approach (including what software/design programs you would use) and all T&M components (including any labor, travel, printing, other expenses).
5. **Other information:** Any other relevant information that will enable an accurate assessment of your firm's capabilities.

Include as attachments to your email (not included in max page count):

- Resumes for Staff
- Sample Work Product(s)

The selected contractor must agree to follow federal and granting agency contracting regulations. A completed W-9 form will be required from the selected contractor.

Email proposal to bids@coralbaycommunitycouncil.org by **5:00PM AST on Monday, December 28, 2020.**

RFQQ Schedule

RFQQ Schedule	
Activity	Date
RFQQ Available	December 12, 2020
Proposal Submittal Deadline	Monday, December 28, 2020, 5:00PM AST

Initial Selection planned by January 8th, 2021, with start shortly thereafter.

Questions

Questions concerning this RFQQ are to be submitted in writing (by email) and directed to:

Jane Israel
Community Programs Associate
bids@coralbaycommunitycouncil.org

*CBCC is an Equal Opportunity Employer and has a Drug Free Workplace Policy.
CBCC encourages women and minority contractors to apply.*