

# **VIRGIN ISLANDS OFFICE OF DISASTER RECOVERY**

Virgin Islands Public Finance Authority  
1AH Estate Diamond  
Christiansted, St. Croix VI 00820  
Phone (340)202-1221



Virgin Islands Public Finance Authority  
5033 Kongens Gade, Government Hill  
St. Thomas, VI 00802  
Phone (340)202-1221

---

## **REQUEST FOR QUALIFICATIONS RFQ 002-2026-STX/STT/STJ**

### **CONSTRUCTION SERVICES**

The Virgin Islands Office of Disaster Recovery (ODR) Community Development Block Grant-Disaster Recovery Program (CDBG-DR) is seeking to prequalify prime construction contractors in the U.S. Virgin Islands (USVI) to support the EnVision Tomorrow Program.

## 1.0 EXECUTIVE SUMMARY

The Virgin Islands Office of Disaster Recovery (ODR), a subsidiary division of the Virgin Islands Public Finance Authority, an independent instrumentality of the Government of the United States Virgin Islands is seeking to develop and maintain a list of prequalified prime construction contractors and vendors to perform, and facilitate the performance of: reconstruction, rehabilitation, demolition, and elevation or other mitigation services in connection with the administration of U.S. Department of Housing and Urban Development (“HUD”) and Community Development Block Grant-Disaster Recovery (“CDBG-DR”).

## 2.0 CONTEXT

Hurricanes Irma and Maria had a devastating impact on the United States Virgin Islands (“U.S. Virgin Islands” or “Territory”). The two back-to-back Category 5 storms in September 2017 caused significant damage to the housing stock and destruction to roads and public facilities. The entire population—over 100,000 residents—were impacted by the devastation brought on by Hurricanes Irma and Maria, with winds of over 185 miles per hour and up to twenty (20) inches of rain in some areas.

As a result of the storms, the United States Virgin Islands is the recipient of Community Development Block Grant – Disaster Recovery funding from HUD and aims to rehabilitate or reconstruct homes damaged by the storms via the EnVIsion Tomorrow Program. The program consists of the Homeowner Rehabilitation & Reconstruction Program (HRRP) and the Rental Rehabilitation & Reconstruction Program (RRRP). The HRRP provides support to homeowners with low- to moderate-income status, while the RRRP focuses on rental units damaged by storms.

CDBG-DR funds will be utilized to pay for services rendered pursuant to this solicitation. Therefore, all work to be undertaken as part of the requested qualifications must be performed in accordance with 24 CFR Part 570; 24 CFR, Part 58, 2 CFR 200 and other applicable Federal requirements.

## 3.0 PURPOSE

The purpose of this RFQ is to identify, develop, and maintain a list of prequalified prime construction contractors to perform, reconstruction, rehabilitation, demolition, and/or elevation/mitigation services in connection with the administration of U.S. Department of Housing and Urban Development (“HUD”) and Community Development Block Grant-Disaster Recovery (“CDBG-DR”) for eligible structures through the EnVIsion Tomorrow Program.

The ODR will utilize the prequalification list for all future Invitation for Bids (IFBs) for the Envision Tomorrow Program. This Prequalified General Contractor List is not a contract. Formal contracts between the awarded contractor and the Virgin Islands Public Finance Authority will still be executed.

- *Contractors successfully pre-qualified under RFQ 002-2025-STX/STT/STJ are advised that their pre-qualification expires on August 20, 2026.*
- *Contractors successfully pre-qualified under RFQ 001-2026-STX/STT/STJ are advised that their pre-qualification expires on March 18, 2027.*
- *To ensure continued eligibility for upcoming opportunities, it is highly recommended that prequalified contractors from RFQ 002-2025 submit the required documentation to seek pre-qualification under RFQ 002-2026-STX/STT/STJ.*

- ***Additionally, contractors that are not currently in good standing with the Program's eligibility criteria will not be eligible for consideration for pre-qualification under RFQ 002-2026-STX/STT/STJ.***

Any questions regarding the RFQ must be sent in writing via email to: [procurements@usvipfa.com](mailto:procurements@usvipfa.com).

#### **4.0 METHOD OF ADDITION TO PREQUALIFICATION LIST**

The number of general contractors to be added to the Prequalified List is without restriction. The process will be open, in that, it will be publicly posted to allow additional general contractors the opportunity to be added to the list. Each submitted application will be reviewed for completeness and to confirm the requirements of the RFQ are met.

Applications will be evaluated to determine the most qualified contractors who meet all requirements of the RFQ. The Territory will consider factors such as those concerning quality, service, capacity, general contractor past work, references, and experience.

ODR reserves the right to request additional information from any or all Respondents for the purpose of clarifying the materials presented in any part of the application. The Respondent recognizes that, at the sole discretion of ODR and based upon the breadth and experience of respondents to this RFQ, ODR may or may not decide to prequalify more than one Vendor. Nothing in this paragraph shall be construed in derogation of ODR's right, in its sole discretion, to cancel this RFQ.

#### **5.0 REQUIRED CONTRACTOR LICENSE**

Respondents **must** provide a copy of their active Virgin Islands General Contractor (GC) license with the RFQ package. Contractors must maintain active licensure throughout the pre-qualification term, which expires one (1) year from the date of award.

#### **6.0 BONDING**

For construction contracts exceeding \$400,000, a performance bond for 100% of the project cost is required, along with a bid bond of at least 5%. The "bid guarantee" shall consist of a firm commitment accompanying a bid as assurance that the Respondent will, upon acceptance of its bid, execute such contractual documents as may be required within the time specified. If the contract cost is less than \$350,000, a performance bond is not required.

#### **7.0 QUALIFICATIONS**

Respondents must be able to provide and supervise residential construction repair, rehabilitation and/or reconstruction services for residential structures. The Vendor must be able to adequately demonstrate their experience in their proposal submittal and have extensive experience in residential home construction. The Respondent must have the administrative infrastructure to effectively manage and support service delivery and fiscal management processes. Additionally, the Respondent should provide detailed information about the experience and qualifications of the Respondent's assigned personnel, considered key to the project's success.

The Respondent must have a valid Unique Entity ID (UEI) number, Employer Identification Number (EIN), and be registered with the System for Award Management (SAM). Prequalification will not be granted to any firm or individual doing business in the Virgin Islands with the Government of the Virgin Islands until evidence is submitted that said firm or individual has a valid Virgin Islands Business License.

Additionally, the Respondent must provide PDF photo documentation for three (3) residential construction projects completed within the past two (2) years. Submissions must include detailed project information such as scope of work, project duration, budget, client testimonials, and references.

## **8.0 HUD GENERAL PROVISIONS**

Because the contract is being funded with HUD funds, the contract shall be governed by general HUD terms and conditions, attached hereto as Attachment 1. Respondent shall represent and certify that the respondent shall adhere to the terms and conditions outlined in the attachment.

## **9.0 PREQUALIFICATION LIST RESCISSION**

The Respondent may be removed from the Prequalified List because of, but not limited to, poor performance, material breaches of contract, substantiated non-payments to subcontractors/valid payment bond claims, substantiated complaints from homeowners that are serious (e.g., violations of policies concerning alcohol, illegal drugs, possession of firearms, disrespectful behavior, theft of personal property, Vendor damage to real property not subject to rehabilitation, etc.), False Claim Act violations, and misrepresentation of experience, violations of permits, illegal disposal of hazardous materials, any major OSHA or several minor OSHA violations, significant injuries to any person during construction caused by failure to follow required safety practices, failure of Respondent to respond to requests for information, failure of Respondent to respond to Invitation for Bids, and/or negative Respondent evaluations/scorecards.

## **10.0 INVITATION FOR BID**

It is ODR's sole discretion whether it is in the best interest to issue an Invitation for Bid (IFB) to the prequalified vendor list. The IFB will be issued to all Respondents on the prequalified list requesting offers by a specified due date and time. Offers from responsible Respondents will be evaluated and a contract award will be made based on the determination which offer provides the best value to the project.

## **11.0 REQUEST FOR PRE-QUALIFICATION SCHEDULE**

The following schedule represents ODR's estimate of the timetable that will be followed in connection with this RFQ:

| <b>RFQ SCHEDULE</b>                 | <b>DATES</b>                |
|-------------------------------------|-----------------------------|
| <b>RFQ Release Date</b>             | July 14, 2026               |
| <b>Pre-Proposal Meeting</b>         | July 20, 2026 at 2:00 PM    |
| <b>Deadline to submit questions</b> | July 27, 2026 by 3:00 PM    |
| <b>Responses to Questions</b>       | August 4, 2026              |
| <b>RFQ Submission Deadline</b>      | August 14, 2026 at 12:00 PM |

Please note that the RFQ timeline includes target dates and may change. ODR reserves the right, at its sole discretion, to adjust this Schedule of Events as it deems necessary. ODR will communicate adjustments to any event in the Schedule of Events in the form of an addendum to this RFQ. If the ODR amends this RFQ, they will email the addenda to all potential Respondents and post it on the ODR website. The ODR will NOT be held responsible if any potential Vendor that does not provide current contact information to receive all addenda.

## **12.0 ISSUING AND PROCURING OFFICE**

This RFQ is being issued by the Virgin Islands Office of Disaster Recovery (ODR), a subsidiary division of the Virgin Islands Public Finance Authority ("PFA"), an independent instrumentality of the Government of the

United States Virgin Islands, by the issuing office listed below. From the issue date of this RFQ until a determination is made regarding the selection of a Vendor, refer all questions concerning this RFQ to [procurements@usvipfa.com](mailto:procurements@usvipfa.com) to the attention of:

Virgin Islands Office of Disaster Recovery (ODR)  
Virgin Islands Public Finance Authority  
ATTN: Adrienne L. Williams-Octalien, Director  
14A & 14C Strand Street Frederiksted, St. Croix VI 00840

Please mark the subject line for the email: “RFQ 002-2026-STX/STT/STJ.”

Any violation of this condition may cause the ODR to reject a respondent’s package. The ODR will NOT be responsible for any oral information given by any employees. Failure to ask questions, request changes, or submit objections shall constitute the acceptance of all terms, conditions, and requirements in this RFQ. The issuance of a written addendum by the ODR is the only official method by which interpretation, clarification, or additional information can be given. If the ODR amends this RFQ, they will email the addenda to all potential Vendors.

The ODR will NOT be held responsible if any potential Respondent that does not provide current contact information to receive all addenda or does not request the RFQ directly from the ODR. The potential Respondents are responsible for updating all contact information and contacting the ODR to ensure that they receive all addenda before the submittal of the RFQ package. The package will be considered non-responsive if all modifications are not incorporated.

### **13.0 PRE-PROPOSAL MEETING**

The ODR will conduct a virtual pre-proposal meeting on Monday, July 20, 2026 at 2:00 pm. Atlantic Standard Time (“AST”).

Participants may join the meeting virtually via Microsoft Teams by clicking below or entering the Meeting ID and Passcode at <https://teams.microsoft.com/meet/236692409495768?p=X1LivzMS2ybB6os5tK>

#### **[Join the meeting now](#)**

Meeting ID: 236 692 409 495 768

Passcode: P9uD6hr6

It is highly recommended that the prospective Respondent thoroughly review the RFQ requirements before the pre-proposal meeting. All prospective Respondents are required to attend the pre-proposal meeting. The deadline for questions on Monday, July 27, 2026 by 3:00 pm.

### **14.0 DELIVERY OF RFQ PACKAGES**

All responses to this RFQ are to be submitted as PDFs by email at [procurements@usvipfa.com](mailto:procurements@usvipfa.com) no later than 12:00 p.m. AST on Friday August 14, 2026. All electronic submissions must include, on the first page, the Company's Name – Solicitation Number – Due Date in the email's subject line. For Example, ABC Company, Inc. – RFQ-002-2026-STX/STT/STJ – March 10, 2026. The email qualification package must be clearly marked. Please note that submissions must be 20 MB or less in size.

***The ODR will not consider submissions by fax, submissions received after the deadline, or submissions sent to the wrong email address.***

## **15.0 FORMAT OF RFQ PACKAGE**

Each Respondent must adhere to the requirements of this section relative to the RFQ package content and format to simplify the review process and facilitate the maximum degree of comparison. Respondents should ensure that the RFQ package follows the sequence and organizational outline described in this section. To be considered for selection, the RFQ package shall meet the following requirements:

**A. RFQ Cover Letter – Complete Enclosure Document A.**

**B. Commitment Statement Letter** – The Commitment Statement letter should be on the company's letterhead with contact information and must be signed by an officer of the organization who is authorized to bind the company contractually to all the commitments made in its submittal. The letter should also include a statement of understanding for the work to be done. It shall be stated that the company will be solely responsible for all aspects of the engagement, including any portion that its subcontractor may perform. It should make a positive commitment to perform the work required as specified to industry standards of workmanship and in a professional manner. The Respondent shall also confirm that the company has not engaged in any unethical practices within the past five (5) years.

**C. Non-Collusive Affidavit** – Complete **Enclosure Document B**. The form must be notarized.

**D. Debarment Certification Form** – Complete **Enclosure Document C**. The form must be notarized.

**E. Corporate Document Checklist Form** – Complete **Enclosure Document D** and submit your current **USVI Business License**. For this section, the Respondent must provide evidence that the company is currently licensed as a General Construction Contractor in USVI.

**F. Vendor's Qualifications Statement Form** – Complete **Enclosure Document E**. The Reference Section of the form shall provide a minimum of three (3) references for the most recent construction projects completed. At a minimum, one of the three (3) references must be for the prime Contractor.

**G. Subcontractor Statement** – All selected subcontractors must Complete **Enclosure Document F**.

**H. Organizational Conflicts of Interest Affidavit** – Complete **Enclosure Document G**. The form must be notarized.

**Each Respondent must adhere to the requirements of this section relative to the RFQ package content and format to simplify the review process and facilitate the maximum degree of comparison. Respondents should ensure that their RFQ package follows the sequence and organizational outline described in this section.**

## **16.0 REQUIRED DOCUMENTS**

Respondents must submit the following documents with their package:

**A. Letter of Good Standing if Corporation or Certificate of Existence if LLC** - The respondent must provide a copy of their Letter of Good Standing or Certificate of Existence. A copy of the receipt demonstrating evidence of filing the company's Annual Report from the Office of Lieutenant Governor on June 30th of the current Year will also be acceptable.

**B. Virgin Islands Business License** - Respondents must submit a hard copy of a valid business license with the package. The Respondent must provide evidence that the company is currently licensed as a General Construction Contractor in the USVI. The Business License must be relevant to the Scope of Work for this solicitation.

**C. Employer Identification Number (EIN) - The Respondent must provide an official copy of their EIN.**

**D. Unique Entity ID - Each respondent must submit a valid UEI that is actively registered on SAM.GOV  
<https://www.sam.gov/SAM/pages/public/index.jsf>**

**E. PDF Photos of three (3) recent residential construction projects – As described in section 7.0.**

Failure to provide the required documents may result in the RFQ package being deemed non-responsive and may be immediately disqualified.

## **17.0 ORGANIZATIONAL CONFLICTS OF INTEREST**

The Offeror shall provide a statement with its offer that describes, in a concise manner, all relevant facts concerning any past, present, or currently planned interest (financial, contractual, organizational, or otherwise) or actual or potential conflicts of interest relating to services to be provided under this solicitation. The Offers shall also provide statements with its offer containing the same information for any consultants or subcontractors identified in its proposal that will be providing services under the solicitation.

Based on the information received from the Offeror and any other information solicited or obtained by the Authority during the procurement process, the Contracting Officer may determine that an organizational conflict of interest exists that would warrant disqualifying the Contractor for award of the Contract unless the organizational conflict of interest can be mitigated to the Contracting Officer's satisfaction. If the conflict of interest cannot be mitigated, the Contracting Officer shall determine if it is in the best interest of the Authority to remove the proposal from further consideration.

Nondisclosure or misrepresentation of an actual or potential organizational conflict of interest at the time of the offer or arising as a result of a modification to the Contract may result in termination of the Contract with no expense to the Authority.

## **18.0 TERMS AND CONDITIONS**

This RFQ is a request for the submission of prequalification but is not itself an offer and shall under no circumstance be construed as an offer.

ODR reserves the right to reject, without prejudice, any and all proposals submitted in response to this solicitation.

ODR reserves the right to modify or withdraw this request at any time.

ODR reserves the right to reject any or all companies or terminate the RFQ process at any time if deemed in its best interest.

Further, proposals submitted in response to this solicitation become the property of the ODR, and the ODR may use any idea or concept in a submitted proposal, regardless of whether that proposal is selected for award.

**ENCLOSURES**

- **Enclosure Document A: RFQ Cover Letter**
- **Enclosure Document B: Non-Collusive Affidavit**
- **Enclosure Document C: Debarment Certification Form**
- **Enclosure Document D: Contractor Document Checklist Form**
- **Enclosure Document E: Respondent's Qualification Statement Form**
- **Enclosure Document F: Subcontractor Indemnification**
- **Enclosure Document F: Organizational Conflict of Interest Affidavit**

**ATTACHMENTS**

- **Attachment 1: HUD Rider**
- **Attachment 2: CFR Part 200 Appendix II, Contract Provisions for Non-Federal Contracts**

## VIRGIN ISLANDS OFFICE OF DISASTER RECOVERY

Virgin Islands Public Finance Authority  
14A & 14C Strand Street  
Frederiksted, St. Croix VI 00840  
Phone (340)202-1221



Virgin Islands Public Finance Authority  
5033 Kongens Gade, Government Hill  
St. Thomas, VI 00802  
Phone (340)202-1221

## RFQ Package Checklist RFQ 002-2026-STX/STT/STJ

To be considered responsive, the proposal package **must** include the following, failure to include any item will disqualify the Respondent.

Respondent: \_\_\_\_\_

- ☐ **RFQ Cover Letter** – Complete **Enclosure Document A**.
- ☐ **Commitment Statement Letter** – The Commitment Statement letter should be on the company's letterhead with contact information and must be signed by an officer of the organization that is authorized to bind the company contractually to all the commitments made in its submittal. The letter shall include a statement of understanding. It shall also state that the company will be solely responsible for all aspects of the engagement, including any portion that its subcontractors may perform. It should make a positive commitment to perform the work required as specified to industry standards of workmanship and in a professional manner. Vendor shall also confirm that the company has not engaged in any unethical practices within the past five (5) years.
- ☐ **Non-Collusive Affidavit** – Complete **Enclosure Document B**. The form must be notarized.
- ☐ **Debarment Certification Form** – Complete **Enclosure Document C**. The form must be notarized.
- ☐ **Corporate Document Checklist Form** – Complete **Enclosure Document D** and submit your current USVI Business License. For this section, Respondent must provide evidence that the company is currently licensed as a General Construction Contractor in the USVI. **The Business License must be relevant to the Purpose of this RFQ.**
- ☐ **Respondent's Qualification Statement Form** – Complete **Enclosure Document E**. In the Reference Section of the form, you must provide three (3) references for the most recent, relevant work comparable to the scope requested in this RFQ. At a minimum, one of the three (3) references must be for the prime Contractor.
- ☐ **Subcontractor Statement** – All selected subcontractors must complete **Enclosure Document F**.
- ☐ **Organizational Conflicts of Interest Affidavit** – Complete **Enclosure Document G**. The form must be notarized.
- ☐ **Letter of Good Standing if Corporation or Certificate of Existence if LLC**
- ☐ **Current USVI Business License**
- ☐ **General Contractor License**
- ☐ **Employer Identification Number (EIN)**
- ☐ **Unique Entity ID (UEI)**
- ☐ **PDF Photos of three (3) recent residential construction projects**

**ENCLOSURE A: RFQ COVER LETTER  
VIRGIN ISLANDS OFFICE OF DISASTER RECOVERY**

---

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Tax Identification #: \_\_\_\_\_

**RESPONDENT'S CONTACT PERSON**

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Telephone: \_\_\_\_\_

**SCHEDULE OF ADDENDA**

(I) or (We) acknowledge receipt of the Addenda to the RFQ Package hereinafter named, for the purpose included in this RFQ and declare that (I) or (We) accept these Addenda and that every change is included in this RFQ.

|                       |            |
|-----------------------|------------|
| Addendum Number _____ | Date _____ |
| Addendum Number _____ | Date _____ |
| Addendum Number _____ | Date _____ |
| Addendum Number _____ | Date _____ |

**RESPONDENT'S AUTHORIZED REPRESENTATIVE**

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ENCLOSURE B: NON-COLLUSIVE AFFIDAVIT  
VIRGIN ISLANDS OFFICE OF DISASTER RECOVERY**

---

\_\_\_\_\_, being first duly sworn, deposes and says:

That he/she is \_\_\_\_\_ (a partner or officer of the firm of, etc.) the party making the foregoing proposal or proposal cost, that such proposal/bid or proposal cost/bid cost is genuine and not collusive or sham; that said proponent has not colluded, conspired, connived or agreed directly or indirectly, with any proponent or person, to put in a sham proposal cost or to refrain from bidding and has not in any manner directly or indirectly sought by agreement or collusion or communication or conference, with any person, to fix the proposal cost of the affinity or of any other proponent, or to fix any overhead, profit or cost element of said cost proposal, or of that of any other proponent, or to secure any advantage against the Virgin Islands Housing Finance Authority or any person interested in the proposed contract; and that all statements in said proposal or cost proposal are true.

\_\_\_\_\_  
(Name of Respondent, if the Respondent is a Corporation)

\_\_\_\_\_  
(Name of Respondent, if the Respondent is a Limited Liability Corporation)

\_\_\_\_\_  
(Name of the Respondent, if the Respondent is a Sole Proprietor)

Subscribed and sworn to before me on the Island of \_\_\_\_\_, this \_\_\_\_\_ day  
of

\_\_\_\_\_, 2026, by \_\_\_\_\_ of legal age,  
\_\_\_\_\_ and personally known  
to me. (Trade or Corporation)

**ENCLOSURE C: DEBARMENT CERTIFICATION FORM  
VIRGIN ISLANDS OFFICE OF DISASTER RECOVERY**

---

- (1) The Respondent certifies, by submission of this solicitation, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in any federal or local programs in the Territory or with any Federal department or agency.
- (2) Signing this Certification without disclosing all pertinent information about a debarment or suspension shall result in rejection of the offer or cancellation of a contract. The ODR may also exercise any other remedy available by law.
- (3) Where the Respondent is unable to certify any of the statements in this certification, such Respondent shall attach an explanation to this solicitation.

Name and Title of Authorized Representative:

\_\_\_\_\_

---

Signature

Date

Subscribed and sworn to before me on the Island of \_\_\_\_\_, this \_\_\_\_\_ day  
of

\_\_\_\_\_ 2026, by \_\_\_\_\_ of legal  
age,

\_\_\_\_\_ and personally, known to me.

(Trade or Corporation)

**ENCLOSURE D: CONTRACTOR DOCUMENT CHECKLIST  
VIRGIN ISLANDS OFFICE OF DISASTER RECOVERY**

---

Name of Respondent: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Office: \_\_\_\_\_ Mobile: \_\_\_\_\_

1. \_\_\_\_ Respondent Corporate Documents

\_\_\_\_ **Corporation**

\_\_\_\_ Copy of Articles of Incorporation & By Laws

\_\_\_\_ Letter of Good Standing from Office of the Lt. Governor/Copy of receipt demonstrating Annual Report is filed.

\_\_\_\_ **LLC**

\_\_\_\_ Copy of Articles of Organization

\_\_\_\_ Copy of Operating Agreement

\_\_\_\_ Certificate of Existence from Office of the Lt. Governor/Copy of receipt demonstrating Annual Report is filed.

\_\_\_\_ **Sole Proprietor**

\_\_\_\_ Copy of Trade Name Certificate

2. \_\_\_\_ Current Business License

Expiration date: \_\_\_\_/\_\_\_\_/20\_\_\_\_

Type of business license: \_\_\_\_\_

3. \_\_\_\_ Employer Identification Number (EIN)/Social Security Number (SSN): \_\_\_\_\_

4. \_\_\_\_ DUNS # \_\_\_\_\_ SAMS # \_\_\_\_\_

5. \_\_\_\_ Insurance Binder

Expiration date: \_\_\_\_/\_\_\_\_/20\_\_\_\_

Type of Insurance: \_\_\_\_ General Liability \_\_\_\_ Automobile \_\_\_\_ Errors and Omissions

6. \_\_\_\_ Workers Compensation Insurance

Expiration date: \_\_\_\_/\_\_\_\_/20\_\_\_\_

-----**For ODR use only**-----

1. \_\_\_\_ Proposed Scope of Work EBID# \_\_\_\_\_ RFP# \_\_\_\_\_ RFQ# \_\_\_\_\_ IFB# \_\_\_\_\_

2. \_\_\_\_ Bids \_\_\_\_ Proposals \_\_\_\_ Signed Evaluation Spreadsheet \_\_\_\_ Recommendation

3. \_\_\_\_ Request for approval from Legal Counsel and Executive Director.

Legal Counsel: \_\_\_\_\_

Date approved: \_\_\_\_/\_\_\_\_/20\_\_\_\_

Adrienne Williams-Octalien, Executive Director: \_\_\_\_\_

Date approved: \_\_\_\_/\_\_\_\_/20\_\_\_\_

Date submitted to BOD for Contract Approval: \_\_\_\_/\_\_\_\_/20\_\_\_\_

Suggested # of Days in Contract \_\_\_\_\_

Mobilization/Payment Terms: \_\_\_\_\_

Outstanding Issues: \_\_\_\_\_

**ENCLOSURE E: RESPONDENT'S QUALIFICATION STATEMENT FORM**  
**VIRGIN ISLANDS OFFICE OF DISASTER RECOVERY**

---

This form gathers information about the Vendors seeking to be added to the Vendor Prequalified List. **Completing this questionnaire does not guarantee being added to the List.** Evaluation of the submittal shall be performed by the prequalification committee. Vendors are cautioned it is their responsibility to ensure ALL information is provided with the Application and all information conforms to the requirements herein. **Any Application that is incomplete and/or does not meet requirements will be denied.**

Name of License Holder: \_\_\_\_\_

Name of Company/DBA (if any): \_\_\_\_\_

Business License No: \_\_\_\_\_ EIN No: \_\_\_\_\_

Unique Entity Identifier (UEI): \_\_\_\_\_

Business Structures: (check one) ☐Corporation ☐LLC ☐Sole Proprietorship ☐Partnership

Business Location (office): \_\_\_\_\_

Mailing Address:

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email: \_\_\_\_\_

Website address (if any): \_\_\_\_\_

---

Do you have a current USVI Business License? ☐Yes ☐No

Number of Years licensed to conduct business in the USVI? \_\_\_\_\_

Type of License(s) \_\_\_\_\_

Do you plan to use Subcontractors? ☐Yes ☐No

If yes, company \_\_\_\_\_

Select the island/s your company is interested in providing service.

St. Croix ☐ St. Thomas ☐ St. John ☐

---

Do you have the financial capacity to support multiple projects simultaneously including upfront and labor cost?

Please elaborate: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Do you have dedicated tradesmen employed by your company? ☐Yes ☐No

How many dedicated administrative staff does your company have? \_\_\_\_\_

Do you have dedicated project managers? ☐Yes ☐No

If yes, how many? \_\_\_\_\_

What is your approach to managing more than 5 homes simultaneously?

Please elaborate: \_\_\_\_\_

\_\_\_\_\_

Do you have a Line of Credit or funding sources available? ☐Yes ☐No

Have you ever failed to complete a project, been fired, sued by one of your clients and/or found in default of contract terms? ☐Yes ☐No

If yes, explain on another sheet, if a Performance Bond or other means were used to resolve the issue and the circumstances and the outcome.

Are there or have there been any Claims, Arbitration, Judgments or Liens against you?

☐Yes ☐No If yes, explain on another sheet, the circumstances and outcome.

---

List all the other names your firm has operated on for the past three years.

- 1) Previous Entity Name \_\_\_\_\_
- 2) Previous Entity Name \_\_\_\_\_
- 3) Previous Entity Name \_\_\_\_\_

List three non-ODR references that can be contacted for their input concerning your abilities:

- 1) Client Name \_\_\_\_\_ Contact Number \_\_\_\_\_
- 2) Client Name \_\_\_\_\_ Contact Number \_\_\_\_\_
- 3) Client Name \_\_\_\_\_ Contact Number \_\_\_\_\_

List your current Projects under Contract (Project Title or Clients Name), Value (Contract Value), Percentage of Completion, and attach photocopies for each project listed:

- 1) Client Name \_\_\_\_\_ Value: \_\_\_\_\_ % \_\_\_\_\_
- 2) Client Name \_\_\_\_\_ Value: \_\_\_\_\_ % \_\_\_\_\_
- 3) Client Name \_\_\_\_\_ Value: \_\_\_\_\_ % \_\_\_\_\_

(If you have more contracts, please list them on a separate sheet)

---

How many years of experience in construction work has your organization had:

- (a) As a General Contractor \_\_\_\_\_
- (b) As a Sub-Contractor \_\_\_\_\_

---

Respondent shall certify that the above information is true and shall grant permission to the ODR to contact the abovenamed person or otherwise verify the information.

**FOR OFFICE OF DISASTER RECOVERY (ODR) USE ONLY:**

Request for Prequalification Application

- ☐ **Approved** \_\_\_\_\_ (date)
- ☐ **Denied** \_\_\_\_\_ (date) Reason(s) Denied:
- ☐ **USVI GENERAL CONTRACTOR** registration not Current-Active.
  - ☐ **SAM**; registration not Active.
  - ☐ **License(s)**; not Active and/or copy not provided with Application.
  - ☐ **Certificate of Insurance**; not provided and/or does not meet minimum limits.

Application Reviewed (Approved/Denied) By: \_\_\_\_\_

**ENCLOSURE F: SUBCONTRACTOR INDEMNIFICATION  
VIRGIN ISLANDS OFFICE OF DISASTER RECOVERY**

---

I have read and understand the RFQ, and the final version submitted

By: \_\_\_\_\_

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

Subcontractor Company Name: \_\_\_\_\_

Title : \_\_\_\_\_

Signature : \_\_\_\_\_

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

**ENCLOSURE G: ORGANIZATIONAL CONFLICTS OF INTEREST  
VIRGIN ISLANDS OFFICE OF DISASTER RECOVERY**

---

\_\_\_\_\_, being first duly sworn, deposes and says:

That he/she is \_\_\_\_\_ (a partner or officer of the firm of, etc.) the party making the foregoing proposal or proposal cost that;

☐ no known organizational conflict of interest(s) exists that would warrant disqualification as described in Section 17.0: Organizational Conflict of Interest.

☐ conflict of interest(s) do exist, and a letter describing those facts is attached as described in Section 17.0: Organizational Conflict of Interest.

\_\_\_\_\_  
(Name of Respondent, if the Respondent is a Corporation)

\_\_\_\_\_  
(Name of Respondent, if the Respondent is a Limited Liability Corporation)

\_\_\_\_\_  
(Name of the Respondent, if the Respondent is a Sole Proprietor)

Subscribed and sworn to before me on the Island of \_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_  
2026, by \_\_\_\_\_ of legal age,  
\_\_\_\_\_ and personally, known to me.

(Trade or Corporation)

## ***Attachment 1***

### ***HUD GENERAL PROVISIONS (“HUD RIDER”)***

Funding for this project is provided by the U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant – Disaster Recovery (CDBG-DR) Program under the auspices of the Virgin Islands Public Finance Authority, Office of Disaster Recovery (ODR). The successful Respondent will be required to abide by the federal rules and regulations including but not limited to Davis Bacon Act and Section 3. HUD funded procurements shall be governed by all HUD terms and conditions and can be found at the following website <https://files.hudexchange.info/resources/documents/CDBG-DR-Crosscutting-Federal-Requirements-Overview.pdf>

In addition, Contractor shall comply with the Federal Labor Standards Provisions set forth in Form HUD-4010, available at <http://www.hud.gov/offices/adm/hudclips/forms/files/4010.pdf>.

## **Title 2 —Grants and Agreements**

### **Subtitle A—Office of Management and Budget Guidance for Federal Financial Assistance**

#### **Chapter II—Office of Management and Budget Guidance**

#### **Part 200—Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards**

**Authority:** 31 U.S.C. 503; 31 U.S.C. 6101-6106; 31 U.S.C. 6307; 31 U.S.C. 7501-7507.

**Source:** 89 FR 30136, Apr. 22, 2024, unless otherwise noted.

#### **Appendix II to Part 200—Contract Provisions for Non-Federal Entity Contracts Under Federal Awards**

In addition to other provisions required by the Federal agency or non-Federal entity, all contracts made by the non-Federal entity under the Federal award must contain provisions covering the following, as applicable.

- (A) Contracts for more than the simplified acquisition threshold, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.
- (B) All contracts in excess of \$10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be effected and the basis for settlement.
- (C) Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of “federally assisted construction contract” in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, “Equal Employment Opportunity” (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and implementing regulations at 41 CFR part 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.”
- (D) Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, “Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction”). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, Contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland “Anti-Kickback” Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

- (E) Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.
- (F) Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of “funding agreement” under 37 CFR § 401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.
- (G) Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended—Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).
- (H) Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see 2 CFR 180.220) must not be made to parties listed on the governmentwide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), “Debarment and Suspension.” SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.
- (I) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

(J) See § 200.323.

(K) See § 200.216.

(L) See § 200.322.

[78 FR 78608, Dec. 26, 2013, as amended at 79 FR 75888, Dec. 19, 2014; 85 FR 49577, Aug. 13, 2020]