



UNIVERSITY OF THE VIRGIN ISLANDS
REQUEST FOR QUALIFICATIONS
TO CONDUCT A
RESEARCH AND TECHNOLOGY PARK FEASIBILITY ANALYSIS
AND
FORMULATE A DEVELOPMENT STRATEGY

The University of the Virgin Islands (located in the United States Virgin Islands) is seeking Qualification Statements and Letters of Interest from eligible firms to conduct a Research and Technology Park Feasibility Analysis and formulate a Development Strategy. Three firms will be selected to make presentations at the University as the basis for making a final selection.

THE UNIVERSITY

The University of the Virgin Islands, established in 1962, is a publicly supported, land-grant, HBCU, liberal arts University serving the Virgin Islands and the Eastern Caribbean region. There are two campuses, the main campus consisting of 175 acres (which will expand to 375 acres as a result of a pending purchase), and a second campus on the island of St. Croix consisting of 125 acres. Student enrollment is 2,700 (head count) and 2,000 (FTE) across both campuses.

SCOPE OF WORK

The retained consultant will provide the following services:

A. Conduct a Feasibility Analysis which will, among other things:

1. Identify and evaluate Unique Selling Propositions of the United States Virgin Islands relative to the establishment and operation of a University-Related Research and Technology Park on the islands of St. Thomas and St. Croix.
2. Evaluate the competitive environment and define how the U. S. Virgin Islands and the University can be best positioned to successfully enter the Research and Technology Park business.
3. Identify and evaluate the most favorable research-related, or technology-based opportunities for which the territory and the University seem best suited and around which the Park should develop its niche and focus.
4. Evaluate the advantages and disadvantages of potential sites on two separate islands to determine the location of a Park on each, and determine the best fit between island location and specialities which should be located on each of the two sites.
5. Evaluate market potential and drawing power, and conduct a five-year cost-benefit

analysis of the proposed venture utilizing two or more sets of assumptions.

B. Formulate a Development Strategy to define the strategic parameters for Park development to include:

- a) The Project concept and Statement of the Park's Philosophy
- b) The Park's Mission and Major Goals
- c) An Area Analysis - The Territory
- 4) Location Analysis
- e) Organization and Management
- f) Marketing the Park
- g) Patterns for Park Development and Leasing
- h) Community Linkages: Relationship with IDC, Park Tenants and IDC beneficiaries, etc.
- i) Park Financing and Financial Analysis
- j) An Action Plan for Park Development

SELECTION PROCESS

UVI intends to make its selection from among eligible firms that submit qualification statements along with a letter of interest. Firms wishing to be considered for selection must submit eight (8) copies of their qualification statement together with eight (8) copies of a letter of interest, not to exceed four (4) typewritten pages, describing why their team/firm is particularly well qualified to perform the proposed services at this time. The letter of interest and qualification statements should, at a minimum, address the following UVI concerns most usually associated with the selection of consulting teams/firms:

- 1) Professional qualifications necessary for all segments of project requirements and the ability to satisfactorily perform all of the required services;
- 2) Specialized experience as a firm and technical competence of proposed key members in the type of work required;
- 3) Capacity to accomplish the work in the required time from resources within the individual firm or through a subcontract relationship;
- 4) Potential conflicts of interests, if any;
- 5) Past experience and satisfactory performance on contracts with current or former clients, in terms of quality of work, budget performance, and compliance with performance requirements and schedules;
- 6) Knowledge of locality and region;

- 7) Consulting rates and pricing parameters for services similar to those being requested.

TERMS AND CONDITIONS

1. UVI reserves the right to accept and/or reject any and all qualification statements;
2. Submissions must be signed by an authorized officer of the company submitting the qualification statement and letter of interest;
3. Interested firms must submit eight (8) copies of their proposal including qualification statement and letter of interest;
4. Respondents must submit qualifications of the key personnel to be assigned to this project, including length of time with the firm, education, and experience on similar assignments;
5. Respondents must include Research Park Feasibility Study experience and, provide a list of the types of projects worked on during the past five to ten years;
6. Submissions must be received no later than Tuesday, August 15, 2000.

SUBMISSIONS, INQUIRIES AND CONTACT INFORMATION

Copies of the Qualifications Statement, together with the letters of interest, must be submitted no later than 5:00 p.m. local time on Tuesday, August 15, 2000 at the address listed below. Any inquiries must also be submitted in writing to:

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