



**UNIVERSITY OF THE VIRGIN ISLANDS  
RESEARCH AND TECHNOLOGY PARK**

**RFI 201 - COMPREHENSIVE PROJECT MANAGEMENT AND  
COMMISSIONING SERVICES**

**PROPOSAL RESPONSE REQUIREMENT**

**Contents of RFI**

Please provide the following information:

1. Cover Letter/Introductory Narrative statement to include mailing address, telephone and fax numbers, e-mail address.
2. Summary of your firm's two (2) most recent, or similar experiences with comprehensive project management and commissioning services.
3. Resumes of the principal employees who will be involved in the assignment.
4. References of successful project implementations specifically in an institutional or high technology environment and construction of sustainable buildings.

Respondents must submit five (5) copies of responses to the RFI not later than 4:00 p.m. Atlantic Standard Time, on September 20, 2006, addressed as follows:

**Ms. Denise Kurg  
Project Director  
UVI Research and Technology Park  
UVI St. Croix Campus  
RR1 Box 10000  
Kingshill, VI 00850-9781**

It is the purpose of this RFI to determine if your firm is qualified to undertake such work.

**Selection Process**

Depending upon the number and qualifications of respondents, the RTPark may elect to select directly from the Request for Information or may develop a shortlist of the most qualified firms and invite them for personal interviews and/or final proposals prior to the final selection. The decision as to the process, timing and selection will be based entirely on the judgment of the RTPark's evaluation committee.



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### **SCOPE OF WORK**

The **University Of The Virgin Islands (UVI) Research and Technology Park (RTPark)** is requesting information from interested firms or individuals who are suitably qualified and/or appropriately licensed in the U.S. Virgin Islands to provide comprehensive project management and commissioning services for the construction of a new two storey building of approximately 20,000 gross square feet. The building will be an integrated sustainable design, state of the art, multi-tenant facility, consisting of offices, data communications center, conference room and support facilities. The building will be developed as a cyber smart flexible host space providing tenants with direct, high-speed network access, utilizing fiber optic and other communications options as needed. This building will be located on a 10 acre parcel of land the RTPark leases from UVI on its St. Croix Campus.

**Project Management Expectations:** The RTPark intends to develop a “working partnership” with the selected firm or individual to provide comprehensive Project Management and Commissioning Services. The RTPark seeks to develop a relationship that will be comprised of many elements and tasks that will be critical to the overall project success. Services shall encompass all phases of the project with demonstrated skills, expertise, and references in similar work. It is expected that the selected firm or individual will have a track record completing similar projects on time and on budget, and ultimately, supportive of the programs the project is designed to address.

#### **Comprehensive Project Management and Commissioning Services**

Demonstrate specific abilities in construction project management coupled with proven abilities to provide the required scope of services that shall include, but not be limited to, the following:

- Leading project planning efforts; providing design development oversight
- Developing and managing overall project budget and schedule
- Developing framework for meeting building sustainability goals; conversant with the LEED U.S. Green Building Rating System
- Conducting architectural and engineering and contractor selection processes
- Conducting building construction oversight and management
- Developing financial management and tracking system
- Conducting day-to-day project activities, including participating in community awareness activities
- Conducting construction systems reviews, installations, and inspections
- Conducting building system’s static and performance verifications and testing
- Facilitating the construction contractor’s maintenance planning and operations training