# UNIVERSITY OF THE VIRGIN ISLANDS

## REQUEST FOR PROPOSALS (RFP)
## CONSTRUCTION / CAPITAL PROJECT

## RFP 2027-026

## ROOF REPLACEMENT AND SOLAR POWER INSTALLATION FOR UVI ADMINISTRATION BUILDING (ACC) AND ELRIDGE W. BLAKE SPORTS & FITNESS CENTER

| | |
|---|---|
| **ISSUE DATE** | 11/20/2026 |
| **PROPOSAL DUE DATE/TIME** | 12/14/2026 \| 2:00 PM (AST) |
| **PROCUREMENT CONTACT** | UVI Purchasing Department |
| **EMAIL** | bids@uvi.edu |
| **PROJECT LOCATION** | Orville E. Kean (OEK) Campus, St. Thomas, U.S. Virgin Islands |
| | |

## 1. NOTICE TO PROPOSERS

The University of the Virgin Islands (UVI or University) invites qualified, licensed, and responsible contractors to submit electronic proposals for the construction project described in this Request for Proposals. The selected contractor shall furnish all labor, supervision, materials, equipment, tools, transportation, permits, testing, temporary facilities, safety measures, closeout documentation, and other items necessary for a complete and operational project unless expressly excluded.

**Project Name:** Roof Replacement and Solar Power Installation for UVI Administration Building (ACC) & Elridge W. Blake Sports and f itness Center

**RFP Number:** RFP 2027-02600**Campus / Site:** Orville E. Kean (OEK) Campus, St. Thomas - Administration Building (ACC) & Elridge W. Blake Sports and Fitness Center

**Estimated Construction Budget:** Not Disclosed

**Contract Type:** Fixed-Price, Line-Item Award; UVI may award all, some, or none of the listed work components.

**Anticipated Notice to Proceed: February** 2027

**Required Substantial Completion:** Contractor to propose completion duration; final requirement to be established by UVI

**Required Final Completion:** Contractor shall propose a completion duration. Final project schedule and completion requirements will be established by UVI in coordination with University operational requirements.

**Federal Award / Grant No.:** NA

UVI reserves the right to reject any or all proposals, waive informalities or minor irregularities, request clarification, negotiate as permitted, and make an award in the best interest of the University, subject to applicable law, policy, and funding requirements.

## 2. PROCUREMENT SCHEDULE

| Milestone | Date / Time |
|---|---|
| RFP Issued | 8/14/2026 |
| Pre-Proposal Conference | Not anticipated unless later established by addendum |
| Site Visit | December 2-3, 2026 |
| Deadline for Written Questions | December 10, 2026 |
| Responses/Addendum Issued | December 11, 2026 |
| Proposal Due | 12/14/2026 \| 2:00 PM (AST) |
| Evaluation Period | January 8-22, 2027 |
| Interviews/Presentations, if required | Not anticipated; UVI reserves the right to conduct clarifications/interviews |
| Notice of Intent/Award | TBA |
| Anticipated Notice to Proceed | February 2027 |

Dates are subject to change by written addendum.

## 3. PROCUREMENT CONTACT / COMMUNICATIONS

All communications concerning this RFP shall be directed only to the Procurement Contact identified below. Proposers shall not contact members of the evaluation committee, University leadership, project consultants, or other University employees regarding this solicitation except as expressly authorized.

**Procurement Contact:** UVI Purchasing Department

**Bid Submission Email:** bids@uvi.edu

Questions must be submitted in writing by the deadline stated in the Procurement Schedule. Oral explanations or instructions are not binding. Only written addenda issued by UVI may modify the solicitation.

## 4. UNIVERSITY AND PROJECT BACKGROUND

The University of the Virgin Islands is undertaking Roof Replacement and Solar Power Installation project at the Administration Building (ACC) and Elridge W. Blake Sports and Fitness Center located on its Orville E. Kean Campus in St. Thomas. Required demolition, reconstruction, and installation. The project is intended to seek a turnkey solution that will improve facility resilience, reduce energy consumption, lower operating costs, and advanc e the University's sustainability goals through renewable energy generation.

## 5. PROJECT OBJECTIVES

- Replace existing roofing systems that have reached the end of their service lif e.
- Improve building protection against severe weather and hurricane events.
- Install renewable solar energy systems to offset the electrical consumption
- Enhance energy efficiency and operational sustainability.
- Extend the useful lif e of both facilities.
- Improve campus resiliency during utility service disruptions.

## 6. SCOPE OF WORK

A. Roof Replacement

The Contractor shall furnish all labor, materials, equipment, and services necessary to:

1. Perform a complete assessment of existing roof conditions
2. Remove and properly dispose of all existing roof materials.
3. Inspect roof decking and supporting structural members.
4. Repair or replace deteriorated roof components identified during construction.
5. Install a completely new roofing assembly, including:
    * Roofing Membrance or metal roofing system
* Flashings
* Roof curbs
* Expansion Joints
* Waterproofing systems
* Drainage improvements
* Gutters and downspouts, where applicable.
6. Upgrade insulation systems to improve the building's energy performance.
7. Ensure all roofing systems are designed to withstand hurricane-force winds common to the U.S. Virgin Islands

B. SolarPhotovoltaic System Installation

The Contractor shall:

1. Design, furnish, and install roof-mounted solar photovoltaic systems for both facilities.
2. Conduct structural assessments to verify roof capacity for solarloading.
3.Provide all required components including:

* Solar PV Modules
* Inverters
* Racking and mounting systems
* Electrical Infrastructure
* Safety disconnects
*Surge protection equipment

C. Engineering and Permitting

The Contractor shall:

· Provide all required architectural and engineering services.

· Prepare permit applications and supporting documentation.

· Provide signed and sealed drawings by a Professional Engineer licensed in the U.S. Virgin Islands.

· Perform wind-load and structural calculations.

· Obtain all permits and approvals required for construction.

## 6.1 Deliverables

Design Phase

· Existing Conditions Assessment Report

· Roof Evaluation Report

· Structural Assessment Report

· Solar PV Design Documents

· Project Schedule

· Permit Submittals

## Construction Phase

· Weekly Progress Reports

· Quality Assurance Reports

· Safety Reports

· Construction Schedules

· Inspection Documentation

## Closeout Phase

· As-Built Drawings

· Operations and Maintenance Manuals

· Solar Monitoring System Documentation

· Equipment Warranties

· Roof Warranties

· Final Commissioning Report

· Training for University Personnel

## 6.2 Proposal Requirements

**Technical Proposal**

Proposals shall include:

· Company Profile

· Relevant Experience

· Project Team and Resumes

· Proposed Roofing System

· Solar PV System Description

· Construction Approach

· Safety Plan

· Quality Control Plan

· Project Schedule

**Cost Proposal**

Provide a detailed cost breakdown for:

**Administration Building**

· Roof Replacement

· Solar PV Installation

· Structural Repairs (if required)

**Elridge W. Blake Sports and Fitness Center**

· Roof Replacement

· Solar PV Installation

· Structural Repairs (if required)

Additional Costs

· Design and Engineering

· Permits

· Utility Coordination

· Contingency Costs

· Total Lump Sum Proposal

## 7. CONTRACT DOCUMENTS / TECHNICAL ATTACHMENTS – Contact bids@uvi.edu for Attachments

- Attachment A - Detailed Scope of Work / Technical Specifications (incorporated from Section 6 and issued as a standalone attachment if desired)
- Attachment B - Not Applicable; Facilities confirmed no drawings/plans are required for this project
- Attachment C - Proposal Form / Bid Schedule
- Attachment D - Required Certifications and Representations
- Attachment E - Insurance Requirements
- Attachment F - Sample Construction Agreement / General Conditions, if used
- Attachment G - Applicable Davis-Bacon Wage Determination, if applicable
- Attachment H - UVI Wage Rate Requirements, if applicable
- Attachment I - Federal Funding Terms and Conditions, if applicable
- Attachment J - Required Federal Labor Standards Clauses, if applicable
- Attachment K - Addenda Acknowledgment Form

## 8. MINIMUM QUALIFICATIONS

- Valid business and contractor licenses required to perform the Work in the U.S. Virgin Islands.
- Demonstrated successful experience in commercial roofing projects.
- Demonstrate successful experience in Commercial Solar PV Installations
- At least three completed projects of similar scope within the last f ive years.
- Experience working on occupied educational or institutional facilities.
- Adequate financial capacity, staffing, equipment, supervision, and management resources to complete the Work.
- Ability to meet the proposed and ultimately contracted project schedule.
- Acceptable safety records and documented safety practices.
- Eligibility to contract with UVI and, when applicable, to participate in federally funded transactions.

## 9. PRE-PROPOSAL CONFERENCE AND SITE VISIT

A site visit is strongly recommended. Because the Work involves existing conditions and field dimensions, proposers are responsible for familiarizing themselves with the site, access, existing wall assemblies, door openings, adjacent occupied areas, and other observable constraints. Failure to inspect the site does not relieve the Contractor of responsibility for conditions that reasonably could have been observed or identified.

## 10. PROPOSAL SUBMISSION REQUIREMENTS

1. Cover Letter and authorized signature.
2. Executive Summary and understanding of the project.
3. Firm profile, licenses, registrations, and organizational structure.
4. Relevant construction experience and at least three comparable projects.
5. Project team, key personnel resumes, roles, and availability.
6. Technical approach, construction methodology, logistics, weatherproofing approach, occupied space protection, and quality control plan.
7. Project schedule showing anticipated mobilization and calendar days to substantial and final completion.
8. Safety plan / safety performance information.
9. Subcontracting plan and identification of major subcontractors, if known.
10. Cost Proposal using UVI's required Proposal/Bid Form.
11. Evidence of bonding capacity sufficient to provide the required Performance and Payment Bonds.
12. Insurance evidence.

13. At least three references for comparable work.
14. Required federal certifications, representations, and debarment status, if applicable.
15. Davis-Bacon compliance acknowledgment and proposed payroll compliance contact, if applicable.
16. Exceptions/deviations to the RFP or proposed contract terms.
17. Acknowledgment of all addenda.
18. Completed Proposal/Bid Form and all required certifications.

## 11. COST PROPOSAL / BID FORM

The cost proposal shall identify a firm fixed price for each line item/work component and a Total Proposed Price for all Work. Each line-item price shall include all labor, materials, equipment, supervision, transportation, overhead, profit, applicable taxes, permits, disposal, safety measures, and incidentals necessary to complete the applicable work component. UVI reserves the right to award all, some, or none of the line items, individually or in combination, based on available funding, project priorities, and the best interests of the University. UVI may require a schedule of values after award.

| Item | Awardable Work Component | Amount |
|---|---|---|
| 1 | Mobilization, temporary barriers, site protection, demolition and debris disposal | $_____ |
| 2 | Exterior wall reconstruction, including structural framing, plywood sheathing, WRB/waterproofing, Durock/cementitious panels and associated f finishes | $_____ |
| 3 | Interior wall restoration, including gypsum board, Level 4 finish, trim/baseboards/chair rails and related work | $_____ |
| 4 | Door opening reframing, solid wood doors, frames, hardware and trim | $_____ |
| 5 | Interior and exterior painting | $_____ |
| 6 | Final cleanup, punch list and closeout | $_____ |
| | TOTAL PROPOSED PRICE – ALL WORK | $_____ |

**Proposed completion period:**_____calendar days from Notice to Proceed.

Basis of Award: UVI reserves the right to award the entire Scope of Work, one or more-line items/work components, or any combination thereof, based on available funding, project priorities, price, responsiveness, and the best interests of the University. Proposers shall provide a price for each line of items. Each line-item price shall include all labor, materials, equipment, supervision, overhead, profit, applicable taxes, and other costs necessary to complete that work component. The Total Proposed Price shall equal the sum of all line items. UVI is not obligated to award all line items.

## 12. BID SECURITY, PERFORMANCE AND PAYMENT BONDS

The successful Contractor shall be required to furnish Performance and Payment Bonds prior to commencement of the Work. Each bond shall be issued by a surety authorized to conduct business in the U.S. Virgin Islands and acceptable to UVI.
The Performance Bond and Payment Bond shall each be in the amount of one hundred percent (100%) of the awarded contract amount. If UVI awards only a portion of the proposed Work, the required bonds shall be based on the value of the Work actually awarded.
**Performance Bond:** 100% of Awarded Contract Amount
**Payment Bond:** 100% of Awarded Contract Amount

## 13. INSURANCE REQUIREMENTS

The successful Contractor shall maintain insurance coverage meeting UVI's requirements throughout the performance of the Contract. At a minimum, the Contractor shall maintain Commercial General Liability insurance with limits of not less than $1,000,000 per occurrence, together with Workers' Compensation, Employer's Liability, Automobile Liability, and other coverage required by UVI or applicable law.

## 14. EVALUATION AND AWARD

UVI intends to award the responsible proposer whose proposal is determined to provide the best value to the University based on the published criteria. UVI may verify references, request clarifications, conduct interviews, if necessary, request best and final offers where permitted, and evaluate responsibility. UVI may evaluate the overall proposal and individual line-item pricing when determining the award.

### 14.1 Evaluation Criteria

| Criteria | Weight |
|---|---|
| Relevant Experience | 25% |
| Technical Approach | 25% |
| Qualifications of Project Team | 15% |
| Schedule | 10% |
| Cost Proposal | 20% |
| Local Participation | 5% |

Total 100%

## 15. RESPONSIVENESS AND RESPONSIBILITY

UVI may reject a proposal that is incomplete, materially conditional, unsigned, late, nonresponsive to mandatory requirements, or submitted by a proposer determined not responsible. Responsibility may include financial capacity, integrity, experience, past performance, licensing, safety, compliance, and ability to perform.

## 16. DAVIS-BACON AND OTHER PREVAILING WAGE REQUIREMENTS

When applicable to the Project, the Contractor and all covered subcontractors shall comply with the Davis-Bacon and Related Acts (DBRA), applicable prevailing-wage requirements, and all related federal, funding-agency, and contractual labor standards requirements. The applicable UVI Wage Rate Requirements, U.S. Department of Labor Wage Determination(s), mandatory labor standards clauses, and funding-agency requirements shall be incorporated into this solicitation and resulting Contract as attachments and shall constitute part of the Contract Documents.

The Contractor shall be responsible for compliance by all tiers of covered subcontractors, including applicable requirements for prevailing wages and fringe benefits, worker classifications, weekly payment, certified payrolls, jobsite postings, recordkeeping, subcontractor flow-down, and corrective action. Failure to comply may result in withholding of payment, wage restitution, corrective action, termination, referral, or other remedies available to UVI.

## 17. FEDERAL FUNDING REQUIREMENTS

If federal funds are used, all clauses required by the specific award and applicable regulations shall be incorporated. As applicable, requirements may address debarment/suspension, Equal Employment Opportunity, Contract Work Hours and Safety Standards Act, Clean Air Act/Federal Water Pollution Control Act, Byrd Anti-Lobbying, domestic preference requirements, procurement of recovered materials, access to records, termination, and other funding-agency provisions. The grant/award terms control where more stringent.

## 18. DEBARMENT/SUSPENSION

The University of the Virgin Islands will not knowingly award a contract to a contractor that is suspended, debarred, proposed for debarment, declared ineligible, or otherwise excluded from participation in contracting or federally funded transactions by any federal, territorial, or other governmental authority, as applicable.

By submitting a proposal, the Proposer certifies that, to the best of its knowledge and belief, the Proposer, its principals, and any proposed subcontractors are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions; have disclosed applicable convictions, civil judgments, indictments, or charges affecting responsibility or integrity; and will promptly notify UVI if eligibility status changes.

For federally funded projects, UVI may verify eligibility through SAM.gov or other applicable governmental databases. The successful Contractor shall not enter into a covered subcontract or other covered transaction with an ineligible party and shall immediately notify UVI of any change in status.

## 19. EQUAL OPPORTUNITY AND NONDISCRIMINATION

The Contractor shall comply with all applicable federal and territorial laws, regulations, executive orders, and University requirements relating to equal employment opportunity, nondiscrimination, affirmative action, and accessibility.

The Contractor shall not discriminate against any employee, applicant for employment, subcontractor, supplier, or other person in connection with performance of the Contract on the basis of any status protected by applicable law.

When applicable to the funding source or Contract, the Contractor shall comply with mandatory federal EEO construction contract clauses and shall flow required equal opportunity and nondiscrimination provisions to applicable subcontracts and purchase orders. Violation may constitute a material breach and may result in corrective action, withholding, termination, referral, or other remedies.

## 20. SUBCONTRACTORS

The proposer shall identify major subcontractors as required. UVI's acceptance of a subcontractor does not relieve the prime Contractor of responsibility for performance, safety, schedule, quality, payment, labor compliance, or other contract obligations.

## 21. CONTRACT ADMINISTRATION AND MONITORING

UVI will monitor the Contractor's performance throughout the Contract to ensure that the Work is performed in accordance with the Scope of Work, Contract Documents, approved project schedule, applicable laws and regulations, funding requirements, and other contractual obligations. UVI may designate a Project Manager, Contract Administrator, Facilities Management representative, Procurement representative, or other authorized representative(s) to administer and monitor the Contract. No representative may modify the Contract unless expressly authorized by UVI.

### 21.1 Performance Monitoring

- Review of progress against the approved schedule, milestones, and completion dates.
- Progress meetings, site inspections, and verification of completed work.
- Review of materials, submittals, installation methods, inspections, and quality -control documentation.

- Verification of compliance with plans/specifications, permits, codes, safety requirements, and campus coordination requirements.
- Review of applications for payment, schedules of values, supporting documentation, and certified payrolls when applicable.
- Verification that licenses, insurance, bonds, certifications, and required documentation remain current.
- Review and documentation of change orders, schedule changes, RFIs, deficiencies, corrective actions, punch-list completion, warranties, and closeout documentation.

### 21.2 Contractor Cooperation and Records

The Contractor shall cooperate fully with UVI's contract administration and monitoring activities and provide timely access to the site, personnel, records, reports, payroll information, invoices, schedules, submittals, and other documentation reasonably required to verify performance and compliance. Records shall be retained for the period required by UVI, applicable law, and any applicable funding source.

### 21.3 Progress Meetings and Reporting

The Contractor shall participate in progress meetings as established by UVI and provide updated schedules, progress/status information, and project documentation required by the Contract Documents. Reports shall identify completed work, upcoming activities, schedule impacts, outstanding decisions, change orders, safety matters, risks, and other issues that may affect successful completion.

### 21.4 Corrective Action and Noncompliance

When UVI identifies deficient performance, nonconforming work, missing documentation, regulatory noncompliance, schedule deficiencies, or other failures, UVI may issue written notice requiring corrective action. Failure to timely correct deficiencies may result in rejection of work, withholding of payment, replacement or re-performance, termination, or other remedies.

### 21.5 No Waiver of Contractor Responsibility

UVI's monitoring, inspection, review, approval, payment, or acceptance of any portion of the Work does not relieve the Contractor of responsibility for the accuracy, quality, completeness, safety, compliance, or satisfactory performance of the Work and does not waive UVI's rights concerning defective or nonconforming work.

* Maintain site safety and compliance with OSHA Requirements

* Coordinate work to minimize disruptions to University operations.

* Protect existing facilities, equipment, and landscaping.

* Maintain a clean and orderly construction site.

*Conduct regular coordination meetings with University representatives.

## 22. CHANGE MANAGEMENT / CHANGE ORDERS

No change to scope, price, or time is authorized unless approved in writing by an authorized UVI official in accordance with the Contract. The Contractor proceeds with unauthorized work at its own risk. Change of proposals shall include detailed labor, material, equipment, subcontractor, overhead, profit, schedule, and supporting documentation. Only Procurement or other specifically authorized UVI officials may execute contractual modifications.

## 23. INVOICING AND PAYMENT

Invoices/payment applications shall be submitted in the form required by UVI and supported by an approved schedule of values, progress documentation, required releases, updated schedule, certified payrolls when applicable, and other contract documents. UVI may withhold payment for defective work, missing documentation, unresolved labor compliance issues, or other contractual deficiencies. No advance deposit is authorized unless expressly approved in the resulting Contract.

## 24. LIQUIDATED DAMAGES / DELAY

UVI may establish liquidated damages before issuance if required based on project schedule and operational impact.

## 25. WARRANTIES

The Contractor shall provide:

* Minimum 20-year roofing system warranty.
* Minimum 10-year workmanship warranty.
* Minimum 25-years solar panel performance warranty.
* Minimum 10-year inverter warranty.
* Manufacturer warranties for all installed equipment and materials.

## 26. PUBLIC RECORDS / CONFIDENTIALITY

Proposals and procurement records may be subject to applicable public records requirements. Proposers shall clearly identify information claimed to be confidential or proprietary and state the legal basis for the claim. UVI does not guarantee that marked information will be exempt f rom disclosure.

## 27. CONFLICTS OF INTEREST / ETHICS

Proposers shall disclose actual or potential conflicts of interest and comply with applicable University, territorial, and federal ethics requirements. No gratuity, kickback, or improper inducement may be offered or accepted in connection with this procurement.

## 28. PROTESTS

Any bidder or proposer wishing to protest a solicitation, evaluation, proposed award, or other procurement action must submit the protest in writing to the University of the Virgin Islands Purchasing Department. The protest must identify the solicitation by number and title, identify the procurement of action being protested, state the factual and legal basis, and include supporting documentation. Protests concerning solicitation of terms should be submitted before the proposal deadline whenever practicable.

**University:** University of the Virgin Islands

**Office:** Purchasing Department / Chief Procurement Officer

**Email:** bids@uvi.edu

**Subject:** PROCUREMENT PROTEST – 2027-026 – Roof Replacement and Solar Power Installation for UVI Administration Building and Elridge W. Blake Sports and Fitness Center

The filing of a protest does not automatically stay in the procurement process. For procurements funded with federal, grant, FEMA, or other restricted funds, additional protest requirements imposed by the funding source shall also apply, and more restrictive requirements shall govern.

## 29. RESERVATION OF RIGHTS

- Reject any or all proposals.
- Cancel, amend, postpone, or reissue the solicitation.
- Waive minor informalities or irregularities where permitted.
- Request clarifications or additional information.
- Verify the information submitted.
- Negotiate as permitted by applicable procurement requirements.
- Award all, part, or none of the Work.
- Award based on best value and the University's interests, subject to the stated evaluation method.
- Reject proposals f rom nonresponsible or nonresponsive proposers.

## 30. PROPOSER CERTIFICATION

By signing below, the proposer certifies that it has examined the RFP and attachments; acknowledges all addenda; has independently evaluated the conditions affecting the Work; agrees to the proposal for the stated validity period; and certifies that the information submitted is true and complete.

Legal Name of Proposer: _____

Authorized Representative: _____

Title: _____

Signature: _____

Date: _____

Address: _____

Telephone: _____

Email: _____

VI Business License No.: _____

Contractor License No.: _____

SAM.gov UEI (if applicable): _____