2026-RFP-018

Land Surveying and Civil Engineering Services for the Subdivision of Remainder Parcel K, Estate Nazareth, St. Thomas

Issue Date: 11/13/2026

Questions Deadline: 12/7/2026 12:00 AM (AT)

Response Deadline: 12/14/2026 04:00 PM (AT)

Purchasing

Event Information

Number:	2026-RFP-018
Title:	Land Surveying and Civil Engineering Services for the Subdivision of Remainder Parcel K, Estate Nazareth, St. Thomas
Type:	Request for Proposal - General
Issue Date:	11/13/2026
Question Deadline:	12/7/2026 12:00 AM (AT)
Response Deadline:	12/14/2026 04:00 PM (AT)
Notes:	

2026-RFP-018

Land Surveying and Civil Engineering Services for the Subdivision of Remainder Parcel K, Estate Nazareth, St. Thomas

The Virgin Islands Housing Finance Authority (VIHFA) is soliciting proposals from qualified firms to provide land surveying and civil engineering services for the residential subdivision of Remainder Parcel K of Tract 1, Estate Nazareth, No. 1 Red Hook Quarter, St. Thomas, U.S. Virgin Islands. The selected firm will verify the parcel boundaries and acreage, determine the maximum practical number of single-family lots, prepare at least two alternative subdivision layouts, design the required access and infrastructure, obtain agency approvals, and record the final subdivision plat.

VIHFA will issue the solicitation on **Friday, November 13, 2026, at 4:00 p.m. AST.** A pre-proposal conference will be held on **Thursday, December 3, 2026, at 11:00 a.m. AST at 100 Lagoon Complex Suite 4, Frederiksted, St.Croix.** Written questions are due **Monday, December 7, 2026, at 11:59 p.m. AST**.

Respondents must submit a technical proposal and a separate cost proposal through IonWave by **Monday, December 14, 2026, at 4:00 p.m.** AST. Respondents should review the full RFP for submission requirements and monitor IonWave for updates and addenda. VIHFA will evaluate proposals on a best-value basis using the criteria published in the RFP

Bid Activities

Pre-proposal conference	12/3/2026 11:00:00 AM (AT)
Questions Submittal Deadline	12/7/2026 11:59:00 PM (AT)
Deadline	12/14/2026 4:00:00 PM (AT)

Bid Attachments

Corporate Document Checklist (5).pdf View Online

Corporate Document checklist

2026-RFP-018 Surveying Subdivision if Remainder Parcel K 1.pdf View Online

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Bid Attributes

1	**Introduction** There are attributes, including this one, associated with this proposal. Some are notes and require no response, but most have a required response. **Please select each page on the right-hand side of the blue bar below (at the bottom of this list of attributes) in order to view the next page of Bid Attributes**
2	**Required Documentation** Be sure to upload all required documents and forms to the "Response Attachments" Tab.
3	**Submission Response** The Virgin Islands Housing Finance Authority encourages the submission of responses through our electronic system. An alternative submission method may be considered only for Good Cause and requires prior written approval.
4	**BID Opening** Any bid received later than the specified time, whether delivered in person or by any other method shall be disqualified. Any questions pertaining to the proposal procedures must be submitted electronically via the bidding system. If the electronic bid system is unavailable on the due date, the deadline for submission shall be extended until the next calendar business day, unless the bidder is otherwise notified by the Authority. The time of day for submission shall remain the same.
5	**Section 2** **BID REQUIREMENTS** **The following items require an answer**
6	**Communication Statement** Contact between vendors and Virgin Islands Housing Finance Authority personnel during the proposal process or evaluation process is prohibited. Any attempt by vendors during the proposal process to contact VIHFA personnel may result in disqualification. All communication shall go through the Procurement and Contracts Department during this competitive process. All questions received and the corresponding answers will be distributed to all bidders. No verbal responses will be provided. The deadline for questions about this proposal is stated in the Bid Activities. Response to questions will be posted in the form of an addendum to this proposal. The vendors will be responsible for checking the website for any posted addenda
7	**General Terms and Conditions** The Respondent has downloaded the Request for Proposal and read thoroughly the General Terms and Conditions. Indicate your response below ☐ YES *(Required: Check if applicable)*

8 **Scope of work**

Please download the Scope of Work located in the "Attachments" tab.

(Required: Maximum 4000 characters allowed)

9 **Liens, Unsatisfied Judgments, Disciplinary Actions**

List any and all disciplinary actions, administrative proceedings, malpractice claims or other like proceedings against your company or any of its personnel relating to your firm's services that are current, pending, or occurring in the last five (5) years. If your company has no liens, unsatisfied judgments, or disciplinary actions that have occurred you must state this also

(Required: Maximum 4000 characters allowed)

10 **Conflict of Interest Questionnaire**

Does this vendor have a conflict of interest with the Virgin Islands Housing Finance Authority?

☐ YES ☐ NO

(Required: Check only one)

11 **Anti- Collusion Statement**

I affirm that I am duly authorized to execute this contract; that this company, corporation, firm, partnership or individual has not prepared this bid in collusion with any other Bidder, and that the contents of this bid as to prices, terms or conditions of said bid have not been communicated by the undersigned nor by any employee or agent to any other person engaged in this type of business prior to the official opening of this bid.

☐ YES ☐ NO

(Required: Check only one)

12 **Debarment or Suspension Certification**

Non-Federal entities are prohibited from contracting with or making sub-awards under covered transactions to parties that are suspended or debarred or whose principals are suspended or debarred. Covered transactions include procurement of good or services equal to or in excess of $100,000. Vendors receiving individual awards of $100,000 or more and all sub-recipients must certify that the organizations and its principals are not suspended or debarred.

(I) Certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department of agency under the Federal OMB, A-102, common rule.

Failure to certify will render bidder non-responsive and will not be considered for award.

☐ YES ☐ NO

(Required: Check only one)

13	**No Deviations or Exceptions** I certify that there are no deviations or exceptions from the attached specific terms, conditions, and specifications. ☐ Yes ☐ NO *(Required: Check only one)*

14	**No Financial Interest** I affirm that no Authority employee or member of the Board is directly or indirectly interested herein, or in the furnishing of the service or doing the work to which it relates; or in any portion thereof. Respondent asserts that no Authority employee or member of the Board of Directors shall receive or has received any financial benefit arising out of this RFP or its Contract, if awarded, either directly or indirectly. Further, any fees paid to any person or entity by Respondent for assistance in obtaining the Contract with the Authority must be fully disclosed to the Authority in writing. ☐ YES ☐ NO *(Required: Check only one)*

Supplier Information

Company Name:

Contact Name:

Address:

Phone:

Fax:

Email:

Supplier Notes

I, the undersigned agent for the firm named below, certify that the information concerning all attachments, notifications, certifications, and attributes of this RFP have been reviewed by me and the information and responses furnished are true to the best of my knowledge. The undersigned affirms that this company, corporation, firm, partnership or individual has not prepared this proposal in collusion with any other Respondent, and that the contents of this proposal as to prices, terms or conditions of said proposal have not been communicated by the undersigned nor by any employee or agent to any other person engaged in this type of business prior to the official opening of this proposal. Respondent agrees to comply with all federal, state, and local laws, rules, regulations and ordinances, as applicable. It is further acknowledged that Respondent certifies compliance with all provisions, laws, acts, regulations, etc. as specifically noted above.

Print Name

Signature