

REQUEST FOR PROPOSAL (RFP)

CONSTRUCTION PROJECT MANAGER SERVICES

RFP 002-CPM- 2025

ISSUE DATE:
DECEMBER 1, 2025

PROPOSAL DUE DATE:
DECEMBER 31, 2025



St. Thomas
Federal Credit Union
STTFCU™

“UNITED IN GROWTH, BOUNDLESS IN VISION”

TABLE OF CONTENTS

- 1. INTRODUCTION***
- 2. PROJECT OVERVIEW***
- 3. SCOPE OF SERVICES***
- 4. QUALIFICATIONS REQUIRED***
- 5. PROPOSAL REQUIREMENTS***
- 6. EVALUATION CRITERIA***
- 7. SUBMISSION INSTRUCTIONS***
- 8. SELECTION PROCESS***
- 9. CONTRACT TERMS AND CONDITIONS***

1. INTRODUCTION

St. Thomas Federal Credit Union ("STTFCU") or Owner, a federally chartered credit union operating under the laws of the U.S. Virgin Islands, is soliciting proposals from qualified individuals to provide professional Construction Project Management services for the oversight and management of the construction of STTFCU's New Operation Facility. This Request for Proposal ("RFP") outlines the requirements, selection process, and documentation necessary to submit a proposal for consideration.

STTFCU seeks to engage a Construction Project Manager who will serve as the Owner's representative throughout the construction phase of the project, ensuring that the project is completed on time, within budget, and to the specified quality standards. The Construction Project Manager will work closely with STTFCU's leadership team, the General Contractor, Architect of Record, and other stakeholders to facilitate effective communication and project coordination.

2. PROJECT OVERVIEW

2.1. Project Description

STTFCU is constructing a new banking facility to serve as its Operation Facility. The project involves the construction of a modern banking facility designed to meet the current and future needs of STTFCU and its members. The facility will include banking operations areas, administrative offices, meeting spaces, and other amenities necessary for a full-service credit union.

2.2. Project Timeline and Schedule

The construction project is anticipated to span approximately 24 months from commencement to completion, subject to adjustments due to permitting requirements, weather conditions, force majeure events, or other circumstances beyond the parties' reasonable control. The Construction Project Manager's engagement will coincide with this timeline, with services commencing upon contract execution and continuing through project closeout.

Preliminary Schedule:

- Site Preparation: Month 1 – Month 3
- Foundation & Structural Work: Month 4 – Month 9
- Building Envelope: Month 10 – Month 14
- Interior Build-Out: Month 15 – Month 20
- Systems Installation: Month 18 – Month 21
- Inspections & Testing: Month 22 – Month 23
- Final Completion & Closeout: Month 24

2.3. Project Stakeholders

Key stakeholders in the project include:

- St. Thomas Federal Credit Union (Owner)
- Architect of Record
- General Contractor
- Regulatory agencies
- Subcontractors and suppliers

3. SCOPE OF SERVICES

The Construction Project Manager shall provide professional services for Construction Oversight Management on the construction of STTFCU's New Operation Facility. The position requires a minimum commitment of TWENTY-FIVE (25) HOURS PER WEEK, with physical presence required on-site in St. Thomas, U.S. Virgin Islands, with additional hours as necessary to fulfill the scope of services, for the duration of the 24-month project period or until final project completion, whichever occurs later. The scope of services includes, but is not limited to, the following:

3.1. Project Planning and Management

1. Review and analyze project plans, specifications, and contract documents to ensure completeness and constructability.
2. Develop and maintain comprehensive project schedules, identifying critical path activities and potential schedule impacts.
3. Monitor project progress against established schedules and provide recommendations for schedule recovery when necessary.
4. Coordinate with architects, engineers, and other professionals to ensure project specifications are met.
5. Prepare contingency plans to address potential delays or issues.
6. Create and set goals and project timelines to assist in controlling the scheduling of the project.

3.2. Construction Oversight and Quality Control

1. Conduct weekly reviews of progress made on the project to be checked against the established schedule.
2. Provide Weekly Progress Reports with photographs documenting the progress of the job and how it relates to the established project schedule.
3. Conduct regular site inspections to monitor work quality and adherence to safety protocols.
4. Implement and oversee quality control measures to ensure construction work meets specified standards.
5. Identify and document any deficiencies or non-conforming work and ensure timely corrective actions.

6. Perform inspection of the project and identify issues, and prepare notification for "defective rejected work" as well as creation of comprehensive Punch List documents for work that needs to be addressed.

3.3. Cost Management and Control

1. Review and evaluate contractor payment applications to ensure accuracy and compliance with contract documents.
2. Monitor project expenditures against the approved budget and identify potential cost overruns.
3. Provide input and suggestions garnered from years of experience and expertise during discussions related to cost control, budget, value engineering, and maintaining project schedule.
4. Perform material quantification take-offs and establish fair market costs for materials and labor work that may be established as additional work that may have to be done on the project.
5. Review and analyze proposed change orders for reasonableness and impact on project cost and schedule.
6. Endeavor to keep the cost of additional work and change orders controlled and kept to a minimum through creative approaches to resolving issues on the project.

3.4. Communication and Coordination

1. Facilitate regular project meetings with the General Contractor, Architect of Record, and STTFCU representatives.
2. Prepare and distribute meeting minutes, action items, and follow-up documentation.
3. Maintain definitive and precise communication skills for interaction and discussions with the General Contractor and Architect of Records within the confines of the established project parameters and goals.
4. Serve as the primary point of contact between STTFCU and the construction team.
5. Provide regular updates to STTFCU leadership on project status, issues, and resolutions.
6. Facilitate stakeholder meetings and ensure their concerns and feedback are addressed.

3.5. Risk Management

1. Identify potential project risks and develop mitigation strategies.
2. Monitor and report on safety compliance and ensure adherence to applicable regulations.
3. Conduct risk assessments and recommend safety protocols as needed.
4. Maintain a risk register and update it regularly to reflect current project status.
5. Anticipate and address potential issues before they impact the project schedule or budget.

3.6.Contract Administration

1. Review and interpret construction contracts and agreements established for the project.
2. Monitor compliance with contract terms and conditions by all parties.
3. Review and process contract modifications, change orders, and other contractual documents.
4. Maintain comprehensive project documentation, including correspondence, submittals, RFIs, and change orders.
5. Interact and consult with the project's Architects and Engineers to establish clarification of Requests for Information and Requests for Clarifications and assessing submittals for alternative materials to be used on the project.

3.7.Regulatory Compliance

1. Ensure compliance with local and current International Building and Fire Codes.
2. Maintain knowledge of and ensure compliance with U.S. Virgin Islands Department of Planning and Natural Resources (DPNR), Virgin Islands Fire Service (VIFS), and other applicable territorial agency requirements for inspections, construction processes, zoning requirements, and coastal zone management regulations.
3. Monitor and verify that all required permits and approvals are obtained in a timely manner.
4. Ensure compliance with all applicable federal, territorial (U.S. Virgin Islands), and local regulations, including but not limited to building codes, environmental regulations, and workplace safety requirements.

3.8.Project Closeout

1. Coordinate and oversee the project closeout process, including punch list completion, systems testing, and commissioning.
2. Review and verify completion of all punch list items.
3. Coordinate the collection and delivery of all project closeout documents, including warranties, as-built drawings, operation and maintenance manuals, and other required documentation.
4. Facilitate the issuance of Substantial Completion and Final Completion Documentation and manage the Close Out of project process.
5. Assist with the transition from construction to occupancy.

4. QUALIFICATIONS REQUIRED

The Construction Project Manager shall possess the following qualifications and capabilities:

4.1. Education and Experience

1. Bachelor's degree in Construction Management, Civil Engineering, Architecture, or related field.
2. Minimum of twelve (12) years of experience in the field of Construction Oversight and Management.
3. Demonstrated experience managing similar commercial or financial institution construction projects.
4. Professional certifications such as Project Management Professional (PMP), Certified Construction Manager (CCM), or equivalent are preferred. All required professional licenses must be valid in the U.S. Virgin Islands or eligible for reciprocity.

4.2. Knowledge and Skills

1. Comprehensive and experienced knowledge in the oversight and management of a construction project already under construction.
2. Comprehensive and experienced knowledge in the reading and interpreting of complex construction drawings and specifications.
3. Knowledge of local and current International Building and Fire Codes.
4. Knowledge of local DPNR and Fire Department requirements for inspections, construction processes, and zoning requirements.
5. Strong knowledge of construction processes, materials, and legal regulations.
6. Proficiency in project management software and tools to assist in the daily processing, management reporting, and review of documentation for the project.
7. The ability to create scheduled plans and develop Project Scopes and Scopes for the supplying of construction services for any added work that may be required for the project.

4.3. Abilities and Competencies

1. The ability to monitor the progress of the project and prepare and submit Progress Reports to the Owner.
2. The ability to communicate effectively and clearly to be able to oversee and control the project, control meetings, and communicate with the General Contractor and Sub-Contractors to resolve issues that may arise on the project for positive and progressive resolutions.
3. The ability to monitor the progress of the project effectively and designate tasks to set deadlines and keep the project on track.
4. The ability to review and assess the contractor's progress and management and review and evaluate the amount being requested on the contractor's payment request documents.
5. Must ensure that the owner's desires and requirements for the project are implemented within the scopes and parameters of the project.
6. The ability to work collaboratively with the General Contractor, Sub-contractors, and other third parties involved in the project, to create a team whose combined goal is to produce a quality product for an optimum cost.

7. The ability to participate in arbitrating of issues between General Contractor, Architect of Record, Owner, and any other third parties.
8. The ability to write comprehensive reports.
9. The ability to review materials submitted for approval to determine if they meet the Owner's requirements for the project.
10. Must be a team player with a congenial personality that can diffuse conflict and bring team members together on the same page and not assist in creating strife and discontent within the project.

5. PROPOSAL REQUIREMENTS

Proposals submitted in response to this RFP must include the following components:

5.1. Cover Letter

A cover letter introducing the individual, expressing interest in the project, and summarizing key qualifications and experience. The cover letter must be signed by the individual.

5.2. Qualifications and Experience

1. Detailed resume of the individual or key personnel who will be assigned to the project, highlighting relevant experience in construction project management.
2. A list of local projects on which the required services have been rendered in the past, including project name, location, size, value, duration, and client contact information.
3. Description of experience with financial institution or similar commercial construction projects.
4. Copies of relevant professional licenses, certifications, and credentials.

5.3. Project Approach and Methodology

1. A detailed description of the proposed approach to providing the required services.
2. Methodology for project planning, monitoring, and control.
3. Approach to quality assurance and quality control.
4. Strategies for cost management and schedule adherence.
5. Communication and reporting protocols.
6. Risk management approach.

5.4. References

A minimum of three (3) professional references from clients for whom similar services have been provided within the past five (5) years.

References should include:

1. Client name and contact information
2. Project description
3. Project duration and value
4. Scope of services provided
5. Results achieved

5.5. Fee Proposal

1. Proposed hourly rate for the establishment of a Weekly Cost for providing these services, with the Twenty-Five (25) Hours per week services as noted in the Scope of Services.
2. Identification of any reimbursable expenses that may be incurred in the performance of the services.
3. Any proposed alternative fee structures or incentives.

5.6. Additional Information

1. Proof of professional liability insurance.
2. Statement of availability and commitment to provide the required 25 hours per week for the 24-month project duration.
3. Any additional information that may be relevant to the evaluation of the proposal.

6. EVALUATION CRITERIA

Proposals will be evaluated based on the following criteria:

1. **Qualifications and Experience (35%):** Assessment of the individual's qualifications, experience, and demonstrated success in providing similar services for comparable projects.
2. **Project Approach and Methodology (25%):** Evaluation of the proposed approach, methodology, and strategies for delivering the required services effectively and efficiently.
3. **References and Past Performance (15%):** Review of references and documented performance on previous projects of similar scope and complexity.
4. **Fee Proposal (15%):** Reasonableness and competitiveness of the proposed fee structure.
5. **Quality of Proposal (10%):** Overall quality, completeness, and clarity of the proposal submission.

STTFUCU reserves the right to request interviews with selected respondents as part of the evaluation process. The interview will be an opportunity for the respondent to present their qualifications, approach, and address any questions or concerns raised during the initial evaluation.

7. SUBMISSION INSTRUCTIONS

7.1. Proposal Format

1. Proposals must be submitted in both printed and electronic formats.
2. Printed proposals must be bound and clearly labeled with the respondent's name and "STTFUCU Construction Project Manager RFP Response."
3. Electronic proposals must be submitted in PDF format on a USB drive or via email.
4. Proposals should be organized according to the sections outlined in the Proposal Requirements.
5. All pages must be numbered consecutively.

7.2. Submission Deadline

1. Proposals must be received no later than 5:00 PM Atlantic Standard Time (AST) on December 31, 2025.
2. Late submissions may be rejected at STTFUCU's discretion.

7.3. Submission Address

Proposals should be delivered to:

St. Thomas Federal Credit Union
Attn: Keisha L. Richards
5027 Norre Gade
St. Thomas, VI 00802
Email: rfpvendor@sttfcu.net

7.4. Questions and Clarifications

1. All questions regarding this RFP must be submitted in writing to rfpvendor@sttfcu.net no later than December 12, 2025.
2. Responses to questions will be provided to all known potential respondents by December 19, 2025.
3. No oral interpretations or clarifications will be binding.

8. SELECTION PROCESS

The selection process will proceed as follows:

1. **Initial Review:** All proposals will be reviewed for completeness and compliance with the RFP requirements.
2. **Evaluation:** The evaluation committee will review and score all compliant proposals based on the established evaluation criteria.

3. **Interviews:** Selected respondents may be invited to participate in an interview to further discuss their qualifications and approach.
4. **Reference Checks:** References provided by the top-ranked respondents will be contacted and verified.
5. **Final Selection:** Based on the evaluation results, interviews, and reference checks, STTFCU will select the most qualified respondent.
6. **Contract Negotiation:** STTFCU will enter into contract negotiations with the selected respondent. If an agreement cannot be reached, STTFCU reserves the right to negotiate with the next highest-ranked respondent.
7. **Contract Award:** Upon successful negotiation, a contract will be awarded to the selected respondent.

The anticipated timeline for the selection process is as follows:

- RFP Issuance: December 1, 2025
- Questions Due: December 12, 2025
- Responses to Questions: December 19, 2025
- Proposal Submission Deadline: December 31, 2025
- Initial Evaluation Completion: January 9, 2026
- Interviews (if necessary): January 23, 2026
- Final Selection: February 2, 2026
- Contract Negotiation and Award: February 9, 2026

9. CONTRACT TERMS AND CONDITIONS

9.1. Contract Duration

The contract shall be for a fixed term of twenty-four (24) months, commencing on the date of contract execution. STTFCU reserves the right to extend the contract term if necessary to complete the project.

9.2. Compensation

1. Compensation shall be based on the agreed-upon hourly rate for twenty-five (25) hours per week, payable in U.S. dollars, subject to withholding as required by USVI tax laws.
2. Invoices shall be submitted monthly and shall include detailed documentation of hours worked and services provided.
3. Payment terms shall be net thirty (30) days from receipt of an approved invoice.

9.3. Reimbursable Expenses

Any Reimbursable Costs shall be negotiated in discussions of contract and services if the person is successful and chosen for the job. Any agreed reimbursable costs will have to be approved by STTFCU first, and receipts shall be submitted to justify and validate reimbursements.

9.4. Performance Standards

The Construction Project Manager shall perform all services in accordance with the highest professional standards and in compliance with all applicable laws, regulations, and industry best practices.

9.5. Confidentiality

The Construction Project Manager shall maintain the confidentiality of all project-related information and shall not disclose any confidential information to third parties without STTFCU's prior written consent. This confidentiality obligation shall survive the termination or expiration of this contract for a period of five (5) years.

9.6. Termination

1. STTFCU may terminate the contract for convenience upon thirty (30) days' written notice to the Construction Project Manager.
2. STTFCU may terminate the contract for cause immediately upon written notice if the Construction Project Manager fails to perform in accordance with the contract requirements.
3. The Construction Project Manager may terminate the contract for cause if STTFCU fails to fulfill its obligations under the contract, provided that the Construction Project Manager has given STTFCU thirty (30) days' written notice to cure the default.

9.7. Insurance Requirements

The Construction Project Manager shall maintain the following insurance coverage throughout the contract term:

1. Professional Liability Insurance: Minimum coverage of \$1,000,000 per occurrence and \$2,000,000 aggregate.
2. Commercial General Liability Insurance: Minimum coverage of \$1,000,000 per occurrence and \$2,000,000 aggregate.
3. Automobile Liability Insurance: Minimum coverage of \$1,000,000 combined single limit.
4. Workers' Compensation Insurance: As required by applicable law.

All insurance policies shall name St. Thomas Federal Credit Union (STTFCU) and its officers, directors, and employees as additional insureds and shall provide that STTFCU will be notified at least thirty (30) days in advance of any cancellation or material change in coverage. All insurance policies must be issued by insurers licensed to do business in the U.S. Virgin Islands with a minimum A.M. Best rating of A-VII.

9.8. Independent Contractor Status

The Construction Project Manager shall perform services as an independent contractor and not as an employee of STTFCU. The Construction Project Manager shall be responsible for all taxes, insurance, and other obligations associated with independent contractor status, including compliance with USVI business licensing requirements and Department of Labor regulations.

9.9. Ownership of Documents

All documents, reports, drawings, specifications, and other materials produced by the Construction Project Manager in the performance of services under the contract shall become the property of STTFCU upon payment for the services rendered.

9.10. Dispute Resolution

Any disputes arising under the contract shall be resolved through good faith negotiation between the parties. If negotiation fails to resolve the dispute within 30 days, the parties shall submit the dispute to mediation under the rules of the American Arbitration Association before pursuing litigation. The venue for any legal proceedings shall be the U.S. Virgin Islands Superior Court.

9.11. Governing Law

The contract shall be governed by and construed in accordance with the laws of the U.S. Virgin Islands, without regard to its conflict of laws principles.

9.12. Assignment

The Construction Project Manager shall not assign or subcontract any portion of the services without STTFCU's prior written consent. Any attempted assignment or subcontracting without such consent shall be void and of no effect.

9.13. Performance Reviews

Regular performance reviews will be conducted at least quarterly to assess progress and address any issues. The Construction Project Manager shall participate in these reviews and implement any agreed-upon corrective actions within timeframes specified by STTFCU. All reviews shall be documented in writing and signed by both parties.

10. ATTACHMENT

The following attachment is incorporated into this RFP:

- Attachment A: Sample Request for Proposal Submission Form

RESERVATION OF RIGHTS

STTFCU reserves the right to:

1. Reject any or all proposals received in response to this RFP.
2. Cancel or modify this RFP at any time.
3. Request additional information or clarification from respondents.
4. Waive minor irregularities in proposals or procedures.
5. Negotiate with any, all, or none of the respondents.
6. Award a contract without further discussion or negotiation if a proposal is deemed most advantageous to STTFCU.
7. Terminate negotiations if acceptable progress, in STTFCU's opinion, is not being made.

This RFP does not commit STTFCU to award a contract or to pay any costs incurred in the preparation of a proposal in response to this RFP.

Sample Request for Proposal Submission Form

Please complete all sections in detail. Incomplete submissions may result in disqualification.

Submission Deadline: _____

Submit To: rfpvendor@sttfcu.net

Respondent Information

Provide complete contact details for your organization.

- **Applicant Name:** _____
 - **Tax ID / EIN:** _____
 - **DUNS Number :** _____
 - **Address:** _____
 - **Phone:** _____
 - **Alternate Phone:** _____
 - **Email:** _____
-

Qualifications

List relevant experience, certifications, and licenses. Attach additional pages if necessary.

- **Relevant Experience:** _____
 - **Key Personnel & Roles:** _____
 - **Certifications/Licenses:** _____
 - **Insurance Coverage:** _____
 - **Years in Business:** _____
 - **Portfolio / Case Studies Link:** _____
-

Fee Proposal

Provide detailed fee structure. Include hourly rate, estimated weekly cost, and any reimbursable expenses.

Description	Amount (USD)
Hourly Rate	
Estimated Weekly Cost	
Reimbursable Expenses	
Optional Services Pricing	

Discounts for Early Payment: _____

References

Provide at least three professional references.

	Reference #1	Reference #2	Reference #3
CONTACT INFORMATION			
EMAIL			
PROJECT DETAIL			
BUDGET			
DURATION			

Additional Information

Include any other relevant details:

- **Availability for Kick-off Meeting:** _____
- **Compliance Certifications (ISO, SOC, etc.):** _____

Checklist

- ☐ Completed Form
- ☐ Fee Proposal Breakdown
- ☐ Certifications & Licenses
- ☐ Insurance Certificates
- ☐ References

Confidentiality Statement

All information provided will be treated as confidential and used solely for evaluation purposes.

Signature

Authorized Signatory: _____

Title: _____

Date: _____

Digital Signature: ☐ Yes ☐ No