

GOVERNMENT HOSPITALS & HEALTH FACILITIES CORPORATION
TERRITORIAL HOSPITAL REDEVELOPMENT TEAM



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RFP-001-THRT-C-024 (P)- Pre-Proposal Conference Agenda

DATE: November 8, 2023
TIME: 10:00 AM
LOCATION: Microsoft Teams

I. Welcome and Introductions:

- a. Procurement Contract Administrator, Anika Johnson
- b. The Hospital Redevelopment Team Project Executive Director- Darryl Smalls, P.E.
- c. JFLH representatives Jason Moore and Collette Whyte
- d. Potential Proposers on conference call

II. General Information: The purpose of this Pre-Proposal Conference is to provide an “informal” forum for potential Proposers to ask questions and gain clarification on the requirements identified in the Request for Proposal. **NOTE:** Pre-Proposal Conference will include questions from potential Proposers to this RFP (not subcontractors or vendors of potential Proposers).

- a. All answers by THRT representatives to potential Proposer’s questions are considered **Informal** and non-binding to the Government of the Virgin Islands.
- b. All potential Proposers requiring a **Formal** answer to their questions, or request for clarification must submit their question in writing to ebids.proposalsTHRT@thrtvi.org in accordance with Section A of the RFP.
 - i. All Formal answers to written Proposers questions, or request for clarification shall be via the issuance of an Amendment to the RFP by THRT.
 - ii. Subcontractors and vendors with questions shall submit through a Potential Proposer and not directly to THRT.

III. Schedule:

- a. Mandatory Site Visit Attendance on Either Date is Required:
 1. Wednesday, November 8, 2023 following the Pre-Proposal Conference
 2. Thursday, November 9, 2023 from 10:00 a.m. to 11:00 a.m.
- b. Deadline for Request for Clarification: Monday, November 13, 2023 (12:00 p.m. AST)
- c. Proposal Due Date and Time: Monday, December 4, 2023, at 2:00 pm (AST)

IV. Overview of RFP Documents:

- a. RFP- Section Review (Factors for Discussion, Section D, M, and P)
- b. RFP Appendices Review
- c. RFP- Scope Review (Section C.)

V. Proposer Questions, and Clarification:

- a. When asking a question, please state the following information: Your name, company, section of the RFP and then the proposed question.

VI. Closing Remarks

- a. Procurement Contract Administrator, Anika Johnson

“Together We Are Stronger”