



## **Division of Environmental Protection**

### **Request for Proposals (RFP) for Legal Services**

RFP No. 2025-002

RFP Posting: Wednesday, April 30, 2025

RFP Submission Deadline: Friday, May 30, 2025, at 5 p.m.





## 1. INTRODUCTION

The Government of the Virgin Islands through its Department of Property & Procurement, on behalf of the Department of Planning & Natural Resources (DPNR) - Division of Environmental Protection (EP), is seeking qualified legal services to support the Hazardous Waste and Solid Waste Management Program (HW&SWMP). The selected firm or attorney will provide expert legal advice related to regulatory compliance, enforcement actions, permitting, litigation support, policy development, and stakeholder engagement.

## 2. SCOPE OF SERVICES

The legal services provider shall assist the HW&SWP with:

1. **Regulatory Compliance & Legal Review:** Advising on federal and territorial solid and hazardous waste regulations, including compliance with the Resource Conservation and Recovery Act (RCRA) and Virgin Islands waste management laws.
2. **Permit Review & Legal Consultation:** Assisting in the development, review, and enforcement of permits issued under HWP authority.
3. **Enforcement Actions:** Supporting legal actions, drafting notices of violation (NOVs), administrative orders, consent agreements, and representing DPNR in hearings.
4. **Litigation Support:** Providing legal representation in environmental lawsuits or administrative proceedings.
5. **Stakeholder Engagement & Public Outreach:** Assisting in negotiations with businesses, local government entities, and federal agencies.

## 3. QUALIFICATIONS

Eligible applicants must meet the following criteria:

- Member of the USVI Bar Association licensed to practice law in the U.S. Virgin Islands.
- Minimum of five (5) years of practice experience in environmental law, with expertise in solid and hazardous waste regulations.
- Experience representing governmental agencies or regulatory bodies is preferred.
- Demonstrated ability to manage complex legal cases and regulatory matters.

## 4. PROPOSAL REQUIREMENTS

Interested firms or attorneys must submit a responsive RFP submission that shall consist of the following:



- 1.1 Title Page & Table of Contents**
- 1.2 Company Profile** (if applicable), including legal name, address, and organizational structure.
- 1.3 Letter of Interest on Company Letterhead**  
Provide a summary of interest, outlining the relevant experience and qualifications for the services anticipated by the RFP.
- 1.4 Legal Expertise & Experience**
  - a) Provide an overview of the firm/individual, including organizational structure and a brief history of experience working on projects of similar scope. (1 page)
  - b) Resume/ Curriculum Vitae (1 page)
  - c) Describe the experience, expertise, and capabilities to perform the services anticipated by the RFP. (3 pages maximum)
  - d) If a firm, identify key personnel that would be assigned to this project and identify each member's education, certifications, experience, qualifications, and the role each would serve on project. Indicate degree of availability of each identified individual for this project (5 pages maximum)
- 1.5 Comparable Projects and References (6 pages maximum)** Provide at least three (3) examples where the respondent has provided legal services similar to those being anticipated by the Department within the past ten (10) years. For each example, include the following:
  - a) Describe the type of work performed.
  - b) Describe the budget and time required to complete it and whether the project was completed within budget and schedule.
  - c) Any information or exhibits from a comparable project effort that proves your capabilities.
  - d) Name of the project manager and the personnel who worked on each project with a brief description of their responsibilities.
- 1.6 Public Outreach and Engagement Approach (2 pages maximum)**  
Describe the public outreach and engagement approach that will be utilized throughout the completion of the anticipated scope of services and the team member(s) tasked with this responsibility.
- 1.7 Project Methodology and Schedule**
  - a) Describe the methodology to complete the anticipated scope of services effectively.
  - b) Provide a schedule for completion of anticipated scope of service including project milestones and key points where public outreach and engagement will be provided.
- 1.8 Cost Proposal**  
Provide a breakdown of all fee structures, rates, expenses, billing cycle frequency, and miscellaneous services as a unit price as well as an extended price. Labor and materials must be broken down separately.
  - a) **Labor Costs**
    - i. **Fee Structure:** Specify whether fees are hourly, fixed, or retainer based.



- ii. **Hourly Rates:** List the hourly rates for different levels of legal staff (e.g., partners, associates, paralegals, and legal assistant).
- iii. **Estimated Hours:** Provide an estimate of the hours required for the project or service.
- iv. **Billing Cycle:** Detail the frequency of billing (e.g., monthly, quarterly) and payment terms.

**b) Materials Costs**

- i. **Expenses:** Itemize any additional costs, such as travel, photocopying, and administrative expenses.
- ii. **Supplies:** Include costs for any necessary supplies or materials relevant to the legal services.
- iii. **Disbursements:** Specify any third-party costs that may be passed on to the Department.

## 5. EVALUATION CRITERIA

Proposals will be evaluated based on the following:

1. **Legal Expertise & Experience (30%)**
2. **Understanding of Environmental Regulations (25%)**
3. **Project Methodology & Work Plan (20%)**
4. **Cost Proposal (15%)**
5. **References & Past Performance (10%)**

## 6. TERMS & CONDITIONS

- DPNR reserves the right to accept or reject any proposal.
- The selected firm will be required to enter into a formal contract.
- The contract term will be one year with two (2) possible renewal options.
- All submitted proposals become the property of the GVI and are subject to public disclosure laws.

## 7. PROPOSAL DEADLINE

All proposals must be submitted by Friday, May 30, 2025, at 5 p.m. to Jozette J. Walker, Assistant Commissioner at [jozette.walker@dpnr.vi.gov](mailto:jozette.walker@dpnr.vi.gov) with the following subject: "DEPHW – RFP No. 2025-002 Legal Services - Environmental Protection (Attorney/Firm Name in parentheses)."



## 8. SUBMISSION REQUIREMENTS

In order to be considered for this opportunity, qualified respondents must have:

**8.1** Active registration as a GVI vendor via [GVIBUY](https://gvibuy.com) – please contact [vendormanagement@dpp.vi.gov](mailto:vendormanagement@dpp.vi.gov) for assistance with the platform or SAM.gov requirements.

**8.2** A response to each of the Evaluation Criteria described in Section 5.

## 9. RFP TIMELINE SCHEDULE

| Activity   | Date                   |
|--|------------------------|
| RFP Posting  | April 30, 2025         |
| Final date to submit questions & requests for additional information | May 14, 2025           |
| Response Date  | May 21, 2025           |
| Proposal Deadline  | May 30, 2025 at 5 p.m. |

### 9.1 Acceptance of Responses

An acceptable response to the RFP shall fully address the submission requirements, to be considered responsive by the respondent, and be submitted on time to the proper address. Any response that does not comply with the instructions provided shall not be accepted.

### 9.2 Review and Selection Process

The proposals will be reviewed against the mandatory criteria; responses not meeting all mandatory criteria will not be considered for review. A selection will then be made notifying the most responsive and responsible bidder.