



Division of Environmental Protection

Request for Proposals (RFP) for Legal Services

RFP No. 2026-001

RFP Posting: Wednesday, February 25, 2026

RFP Submission Deadline: March 25, 2026, at 5:00 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 professional legal advice related to regulatory compliance, permitting, 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 federal and territorial solid and hazardous waste regulations, including compliance with the Resource Conservation and Recovery Act (RCRA) and Virgin Islands waste management laws.

Prepare draft amendments to the current rules and regulations Solid and Hazardous Waste Rules and Regulations and Solid Waste VI Code (Title 19 Chapter 56) to conform with updated federal regulations concerning Solid and Hazardous Waste including waste with special designation that address new regulations including:

- a) Extended Producer Responsibilities (EPR)
- b) Establish a permitting fee schedule for special and hazardous waste management
- c) Establish sustainable materials management data reporting

- 2. Permit Review & Legal Consultation:** Assisting in the development, and review of permits issued under HWP authority.

- a) Prepare a code review that identifies the deficiencies within DPNR's authority to enforce the VI Code and Regulations that may affect the legality of the rules and regulations. Advise on all pertinent Virgin Islands laws regarding public hearings for citing/permitting new solid waste disposal facilities
- b) Update and develop Solid and Hazardous Waste permit for templates and correspondence for the generation, storage, and transportation of special and hazardous waste.

- 3. Stakeholder Engagement & Public Outreach: Assisting in townhalls and roundtables with businesses, local government entities, and federal agencies.**

Prepare rules and regulations and guidance documents for Solid Waste public hearings by performing the following:



- a. Preparing documents in final draft and making necessary copies for distribution at the public hearings.
- b. Provide Hazardous Waste Program with a digital copy of the final draft of the rules and regulations and the guidance document; and
- c. Prepare a PowerPoint Presentation for public hearings.

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 or 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 legal staff (e.g., partners, associates, paralegals, and/or legal assistants).
- 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 (1) year with two (2) six (6) month 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 Wednesday, March 25, 2026, at 5 p.m. to Jozette J. Walker, Assistant Commissioner at jozette.walker@dpr.vi.gov with the following subject: "DEPHW – RFP No. 2026-001 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](#) – please contact vendormanagement@dpr.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	February 25, 2026
Final date to submit questions & requests for additional information	March 16, 2026
Response Date	March 20, 2026
Proposal Deadline	March 25, 2026, at 5:00 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.