

AVISO PÚBLICO

SOLICITUD DE PROPUESTAS

Servicios Profesionales Especializados

Adopción de Códigos de Construcción

RFP-DDEC-OGPe-2026-05

El Departamento de Desarrollo Económico y Comercio (DDEC), en coordinación con la Oficina de Gerencia de Permisos (OGPe), invita a firmas y entidades cualificadas a someter propuestas para la provisión de Servicios Profesionales Especializados en apoyo a la Iniciativa de Adopción de los Códigos de Construcción de Puerto Rico, bajo el Proyecto FEMA HMGP 4339-0002.

El propósito de esta Solicitud de Propuestas (RFP, por sus siglas en inglés) es contratar servicios profesionales para apoyar la planificación, coordinación, revisión regulatoria y legal, cumplimiento administrativo y ejecución de las actividades necesarias para la adopción e implementación de los Códigos de Construcción de Puerto Rico, alineados con los Model Codes del International Code Council (ICC), promoviendo la seguridad pública, la resiliencia y la consistencia regulatoria en toda la Isla.

Los servicios requeridos incluyen, sin limitarse a:

- Gerencia y coordinación del proceso de adopción de códigos
- Revisión regulatoria, legal y administrativa
- Cumplimiento con requisitos federales y estatales, incluyendo FEMA/HMGP
- Apoyo en procesos de adquisición y cumplimiento contractual
- Monitoreo, informes y apoyo a la divulgación pública y participación de partes interesadas

Disponibilidad del RFP:

Los documentos oficiales del RFP estarán disponibles a partir del 20 de febrero de 2026 y podrán solicitarse vía correo electrónico a: codigosdeconstruccion@ddec.pr.gov

Fechas clave:

- Fecha límite para someter preguntas: 27 de febrero de 2026
- Publicación de respuestas y adendas: 4 de marzo de 2026
- Fecha límite para someter propuestas: 8 de marzo de 2026, hasta las 11:59 p.m. (hora de Puerto Rico)

Las propuestas deberán someterse electrónicamente, conforme a los requisitos establecidos en el RFP. No se aceptarán propuestas incompletas o sometidas fuera del término establecido.

El DDEC y OGPe se reservan el derecho de aceptar o rechazar cualquiera o todas las propuestas, así como de modificar el calendario mediante adenda escrita, conforme a las leyes y reglamentos aplicables.

Sebastián Negrón Reichard
Secretario



PUBLIC NOTICE

REQUEST FOR PROPOSALS

Specialized Professional Services

Construction Code Adoption

RFP-DDEC-OGPe 2026-05

The Puerto Rico Department of Economic Development and Commerce (DDEC), in coordination with the Office of Permits Management (OGPe), invites qualified firms and entities to submit proposals for the provision of Specialized Professional Services in support of the Puerto Rico Construction Code Adoption Initiative, under FEMA HMGP Project 4339-0002.

The purpose of this Request for Proposals (RFP) is to procure professional services to support the planning, coordination, regulatory and legal review, administrative compliance, and execution of activities required for the adoption and implementation of Puerto Rico's Construction Codes, aligned with the International Code Council (ICC) Model Codes, promoting public safety, resilience, and regulatory consistency throughout the Island.

Required services include, but are not limited to:

- Management and coordination of the construction code adoption process
- Regulatory, legal, and administrative review
- Compliance with federal and Commonwealth requirements, including FEMA/HMGP
- Procurement support and contractual compliance
- Monitoring, reporting, and support for public outreach and stakeholder engagement

RFP Availability:

Official RFP documents will be available starting February 20, 2026, and may be requested via email at: codigosdeconstruccion@ddec.pr.gov

Key Dates:

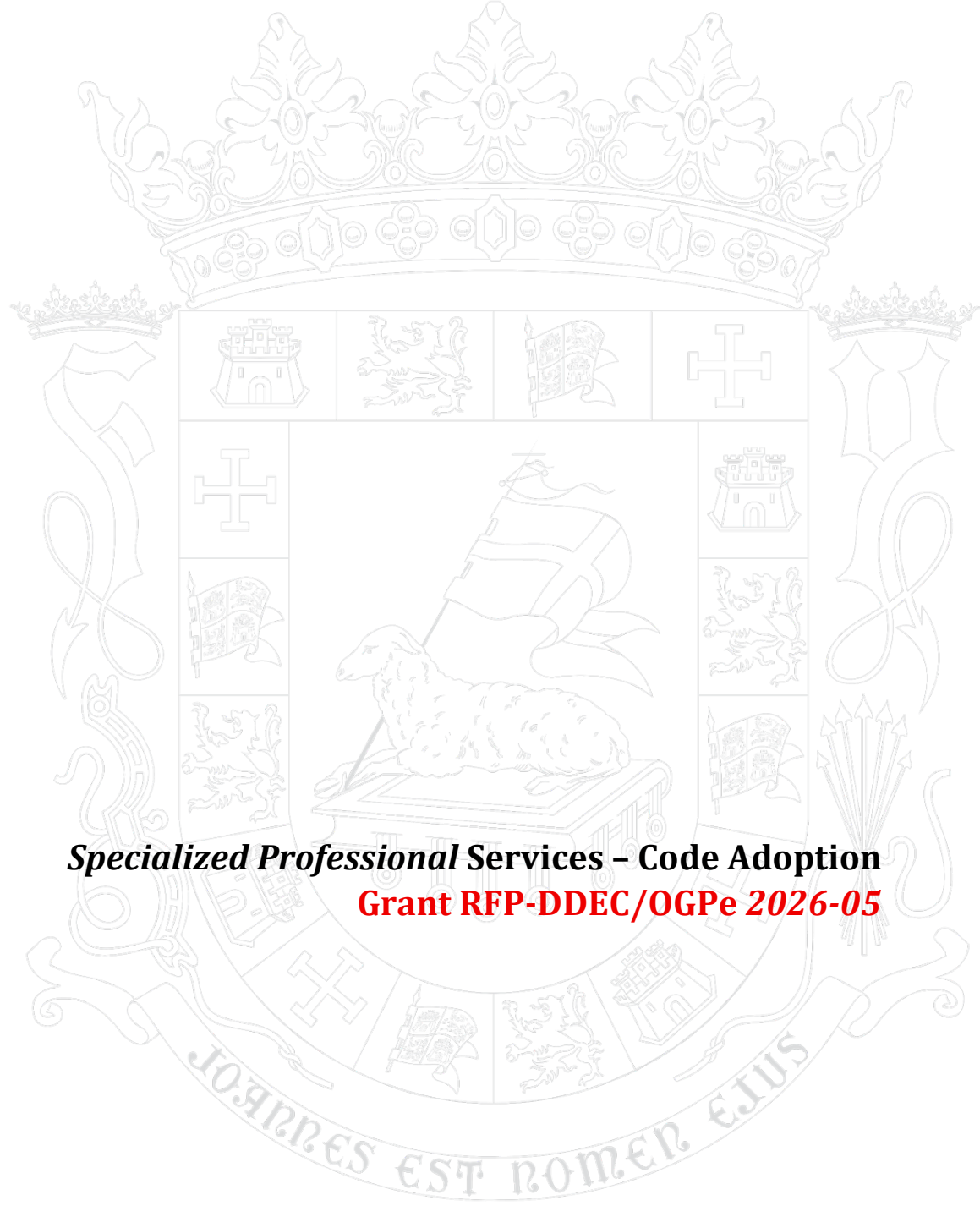
- Deadline to submit questions: February 27, 2026
- Publication of responses and addenda: March 4, 2026
- Proposal submission deadline: March 8, 2026, by 11:59 p.m. (Puerto Rico time)
-

Proposals must be submitted electronically, in accordance with the requirements set forth in the RFP. Incomplete proposals or proposals submitted after the deadline will not be considered.

DDEC and OGPe reserve the right to accept or reject any or all proposals and to modify the schedule through written addenda, in accordance with applicable laws and regulations.

Sebastián Negrón Reichard
Secretary





Specialized Professional Services – Code Adoption
Grant RFP-DDEC/OGPe 2026-05



DEPARTAMENTO DE

DESARROLLO
ECONÓMICO Y COMERCIO

GOBIERNO DE PUERTO RICO

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1 Introduction and Background

1.1 Overview of the Office of Permits Management of Puerto Rico

The Office of Permits Management of Puerto Rico (OGPe) is a government instrumentality consolidated under the **Department of Economic Development and Commerce (DDEC)** responsible for the centralized administration, evaluation, and issuance of permits, licenses, and authorizations required for development, construction, and operational activities throughout Puerto Rico. Established under Act No. 161 of 2009, as amended, OGPe serves as a key instrument of the Government of Puerto Rico to promote orderly development, regulatory compliance, and efficient permitting processes.

Through its integrated permitting framework and coordination with regulatory agencies and municipalities, OGPe facilitates economic development and infrastructure projects while safeguarding public safety, environmental protection, and land use planning. As the central authority for permits management, OGPe streamlines processes enhance transparency, and ensure regulatory certainty to support sustainable growth and timely project execution across the Island.

1.2 Legal Basis and Authority

This Request for Proposals (**RFP No. DDEC OGPe-2026-05**) is issued under the authority conferred by Act No. 161-2009, as amended, known as the *Puerto Rico Permits Reform Act*, which establishes the legal, organizational, and operational framework of the Office of Permits Management of Puerto Rico (OGPe). Said Act grants OGPe the authority to administer, manage, and oversee permitting processes and to procure professional services necessary to fulfill its statutory responsibilities.

This procurement is conducted in accordance with all applicable laws, regulations, and executive instruments governing the contracting of professional services by public entities of the Government of Puerto Rico, including Executive Order 2021-029, Circular Letter No. 013-2021 issued by the Office of the Comptroller of Puerto Rico, and the applicable internal procedures adopted by OGPe for the evaluation and selection of professional services providers, including those applicable to contracts in excess of \$250,000 or of lesser amounts when so determined by the agency, consistent with applicable legal and administrative requirements.

1.3 Institutional Context and Strategic Transformation

The Puerto Rico Permits Management Office (OGPe) is undergoing a comprehensive institutional transformation focused on modernizing the Commonwealth's permitting and

construction code framework, strengthening regulatory compliance, and enhancing transparency and efficiency across permitting and code enforcement processes.

As part of this strategic effort, OGPe is advancing the formal review, adoption, and implementation of updated Puerto Rico Construction Codes, aligned with the 2018 Puerto Rico Codes family and the International Code Council (ICC) Model Codes, under HMGP Project 4339-0002 (Code Adoption Grant). This initiative supports Puerto Rico's broader disaster mitigation, resilience, and recovery objectives by ensuring that construction standards reflect current best practices and hazard mitigation requirements.

OGPe seeks to strengthen and professionalize its institutional communications, public education, and stakeholder engagement capacity to support this transformation. Effective communication and outreach are essential to ensure awareness, understanding, and compliance among municipalities, design professionals, contractors, government agencies, legislators, and the public throughout the adoption and implementation process.

Through this initiative, OGPe seeks to project its role as the central regulatory authority for permitting and construction code administration in Puerto Rico, serving as a model of regulatory integrity, technical rigor, transparency, and public accountability. This effort reinforces OGPe's mission to protect public safety, promote resilient development, and ensure consistent application of construction standards across the Commonwealth.

In this context, the services procured under this RFP serve as a strategic support mechanism for advancing OGPe's institutional modernization, strengthening coordination among key stakeholders, building public confidence in the adoption code process, and facilitating collaboration across municipal, legislative, professional, and community sectors. These services are critical to ensuring a structured, compliant, and sustainable transition to the most updated construction codes in Puerto Rico.

1.4 Alignment with OGPe's Strategic Priorities

The strategy resulting from this RFP must align with the strategic priorities of the Puerto Rico Permits Management Office (OGPe), as the Commonwealth entity responsible for the administration, implementation, and enforcement of Puerto Rico's construction codes and permitting framework. The proposed approach must support OGPe's mission to ensure public safety, regulatory consistency, and effective implementation of the construction codes across Puerto Rico.

Specifically, the proposed services must align with the following OGPe priorities:

- Modernization and effective administration of construction codes: Supporting the structured review, alignment, adoption, and implementation of Puerto Rico's construction codes with the most current International Code Council

(ICC) Model Codes, while incorporating amendments responsive to local conditions and hazards.

- **Risk reduction and public safety:**
Advancing hazard mitigation objectives through the adoption of updated construction codes that reduce disaster-related risks, enhance structural resilience, and protect life, property, and critical infrastructure throughout Puerto Rico.
- **Regulatory clarity and consistency:**
Strengthening the regulatory framework governing construction permitting and code enforcement by identifying gaps, overlaps, and inefficiencies, and supporting improvements that promote uniform application across state agencies and municipalities.
- **Institutional coordination and compliance:**
Enhancing coordination among OGPe, the Construction Codes Core Committee, municipal officials, and other stakeholders, while ensuring compliance with applicable federal grant requirements (including FEMA and HMGP), Commonwealth laws, and administrative procedures.

All strategies, methodologies, and deliverables proposed under this RFP must be consistent with OGPe's statutory authority, operational responsibilities, and its role as the central authority for construction code administration in Puerto Rico.

1.5 Purpose of this RFP

Through this RFP the OGPe seeks to establish a strategic partnership with a qualified and experienced professional services firm to provide specialized professional services in support of the Hazard Mitigation Grant Program (HMGP) Project 4339-0002 – Puerto Rico Construction Code Adoption Initiative.

The purpose of this RFP is to provide professional services to support the planning, management, regulatory review, compliance oversight, and implementation activities necessary for the formal review, adoption, and implementation of Puerto Rico's updated construction codes, based on the 2018 Puerto Rico Codes family and aligned with the most current ICC Model Codes. These services are essential to ensure a compliant, transparent, and technically sound code adoption process that strengthens permitting consistency and public safety.

The selected firm shall submit a comprehensive, integrated, and results-oriented proposal that fully addresses all service areas and functional requirements described in this RFP, including:

- Project management and coordination of code adoption activities

- Regulatory, legal, and administrative review and compliance support
- Procurement and federal grant compliance assistance
- Monitoring, reporting, and documentation in accordance with HMGP and FEMA requirements
- Stakeholder engagement, public education, and outreach support related to code adoption

The period of performance shall extend from the award of contract through October 30, 2026, consistent with grant conditions and OGPe priorities.

Proposals that are partial, fragmented, or that fail to demonstrate full compliance with the Scope of Work, grant requirements, and OGPe's institutional responsibilities shall be deemed non-responsive and will not be considered for award.

1.6 Coordination with Partner Entities

To ensure consistency and alignment of activities related to the adoption of Puerto Rico's construction codes, all proposed strategies, actions, and deliverables shall be designed and implemented in coordination with the following entities:

- Puerto Rico Code Committee.
- Municipal Building Officials.
- Local authorities and state agencies related to infrastructure, planning, and safety.
- Legislative representatives involved in construction regulations.
- Other relevant public and private sector stakeholders, as needed.

The awarded contractor must demonstrate the ability to collaborate effectively and coordinate efforts across multiple entities and jurisdictions, ensuring coherence, complementarity, and avoidance of duplication of activities. This will reinforce the project's objectives, including institutional efficiency, transparency in processes, informed public engagement, and the uniform implementation of updated codes throughout Puerto Rico.

2 Purpose and Strategic Objectives

2.1 Purpose

As stated above, this RFP seeks qualified and experienced firms capable of providing specialized professional services in project management, regulatory and legal compliance, procurement and grant compliance support, and implementation assistance to support the OGPe in the execution of HMGP Project 4339-0002 – Puerto Rico Construction Code Adoption Initiative.

The purpose of these services is to strengthen OGPe’s institutional capacity to manage, review, adopt, and implement updated construction codes, aligned with the most current International Code Council (ICC) Model Codes, while ensuring full compliance with federal grant requirements, Commonwealth laws, and administrative procedures.

The selected contractor shall work in close coordination with OGPe, including but not limited to the Office of the Building Official, the Construction Codes Core Committee, and the HMGP Project Grant Administration, as well as other relevant agencies and stakeholders, to plan, manage, and support a structured, transparent, and technically sound code adoption process that advances hazard mitigation, regulatory consistency, and public safety across Puerto Rico.

2.2 Strategic Objectives

OGPe’s strategic efforts for the Code Adoption Grant shall be guided by the following core objectives:

1. Strengthen institutional capacity and operational efficiency in code adoption and permitting processes
 - Streamline internal workflows and coordination across OGPe, municipal building officials, and other stakeholders.
 - Enhance project management practices to ensure timely and compliant code review, alignment, and implementation.
 - Develop standardized tools and templates for regulatory analysis, compliance monitoring, and reporting.
2. Promote transparency, stakeholder engagement, and public awareness
 - Conduct public outreach campaigns and meetings to inform citizens, municipalities, and legislators about updated construction codes.
 - Foster collaboration and feedback mechanisms with technical experts, municipal authorities, and the Construction Code Committee.
 - Provide clear, accessible educational materials and training to support compliance with updated codes.
3. Ensure regulatory, legal, and grant compliance
 - Align all code adoption activities with federal (FEMA/HMGP), Commonwealth, and local laws and regulations.
 - Support the development and review of regulatory and statutory revisions to remove redundancies and gaps.
 - Establish monitoring, reporting, and documentation frameworks to meet audit and oversight requirements.

2.3 Expected Outcomes

The successful implementation of this RFP is expected to result in measurable outcomes, including but not limited to:

- Alignment of Puerto Rico’s 2018 construction codes with the latest ICC Model Codes, adapted for local conditions.
- Comprehensive regulatory and gap analysis reports supporting legal and administrative compliance.
- Improved stakeholder engagement and public awareness regarding updated codes, measured through outreach events, feedback, and participation metrics.
- Standardized project management, monitoring, and reporting tools to ensure transparency and accountability.
- Enhanced compliance with grant requirements and reduction of duplicative or inefficient processes in code adoption.

2.4 Guiding Principles for Implementation

All strategies, activities, and deliverables implemented under this RFP shall adhere to the following guiding principles:

- **Integration:** All tasks and deliverables shall form part of a unified, cohesive framework that aligns with the overall objectives and scope of the Code Adoption Grant.
- **Transparency:** Activities shall reflect the highest ethical and professional standards, ensuring clarity, accuracy, and accountability.
- **Data-Driven Decision Making:** Planning, monitoring, and reporting shall be grounded in measurable indicators and analytics, including performance metrics (KPIs).
- **Accessibility and Inclusion:** Outputs and services shall be designed to ensure equitable access and inclusion, considering linguistic, cultural, and regional diversity across Puerto Rico.
- **Innovation:** The proposal shall demonstrate the application of innovative tools and methodologies, such as digital platforms for public outreach, data management for code compliance, and AI-assisted analysis of regulatory frameworks.
- **Sustainability and Resilience:** Activities shall promote long-term resilience of infrastructure and communities through adherence to updated safety and construction standards.
- **Collaboration:** All efforts shall foster effective coordination among OGPe, municipal officials, technical experts, and other relevant stakeholders.

3 Scope of Work / Statement of Work

3.1 General Description

We seek to procure Specialized Professional Services to support the adoption, revision, and implementation of Puerto Rico's updated construction codes, based on the 2018 PR CODES family and aligned with the International Code Council (ICC) Model Codes. The objective is to ensure a structured, compliant, transparent, and technically sound code adoption process, supported by project management, regulatory analysis, compliance oversight, and implementation support. This request for proposal (RFP) is framed and bounded by the services required as part of the HMGP Project 4339-0002 (CODE ADOPTION grant), according to its Scope of Work, Conditions of Approval, and Period of and must comply with all applicable federal, Commonwealth, and local laws, including procurement and administrative procedure requirements.

3.2 Service Domains (Work Areas)

The Scope of Work is organized into five primary service domains. Each domain includes:

- A description of required services.
- The expected deliverables.
- A Bidder Response Guide to orient the structure of the proposer's submission.

Note: The deliveries listed under each service domain are provided for reference and expectation-setting purposes only. They illustrate the type and scope of outputs that OGPe anticipates after contract award. Proposers are not required to submit these deliverables as part of their proposal. Instead, their technical submission should focus on demonstrating the capacity, methodology, and organizational approach to effectively produce such outputs once engaged by OGPe.

Proposers must clearly indicate how service domains will integrate with one another to ensure narrative and operational consistency across the project's overall objectives. Proposers must describe how activities under each domain will align with related initiatives led by OGPe, the Construction Code Committee, and other partner agencies.

3.2.1 Project Management for Code Alignment

The contractor shall develop and execute an integrated **project management framework** that ensures the alignment of Puerto Rico's 2018 Codes with current ICC Model Codes, including amendments addressing local conditions.

Required Services:

- Coordinate technical meetings with subject matter experts.
- Conduct comparative analysis between existing Puerto Rico Codes and ICC Model Codes.
- Coordinate with stakeholders and incorporate feedback.
- Identify regional and environmental considerations relevant to code adoption.

Expected Deliverables:

- Project management plan and timeline.
- ICC vs. Puerto Rico Codes comparative analysis report.
- Meeting summaries and stakeholder input matrices.
- Consolidated recommendations for code alignment.

Bidder Response Guide:

Proposers shall:

1. Describe relevant experience and expertise in project management for regulatory or code alignment initiatives.
2. Provide examples of projects where similar code or regulatory alignment services were successfully implemented.
3. Explain the methodology, tools, and processes to achieve the objectives and deliverables outlined in this domain.
4. Demonstrate familiarity with OGPe's institutional context, legal framework, and coordination requirements with grant-funded activities.

3.2.2 Regulatory Review and Improvement

The contractor must conduct a structured review of statutes, regulations, and administrative rules affecting construction codes and permitting processes in Puerto Rico.

Required Services:

- Inventory all applicable statutes and regulations.
- Identify overlaps, duplications, and inefficiencies.
- Benchmark best practices from other jurisdictions.
- Conduct gap analysis and provide improvement recommendations.
- Support drafting proposed statutory or regulatory revisions.

Expected Deliverables:

- Regulatory inventory and gap analysis report.

- Best practices comparison memorandum.
- Draft statutory/regulatory revision language (as applicable).
- Public consultation plan and summary of comments.

Bidder Response Guide:
Proposers shall:

1. Describe experience and expertise in regulatory review, gap analysis, or legal compliance initiatives.
2. Provide examples of projects where regulatory assessments and improvements were successfully implemented.
3. Explain the methodology, tools, and processes for conducting regulatory reviews and drafting proposed revisions.

3.2.3 Legal and administrative Compliance

The contractor shall ensure that all proposed code and regulatory changes comply with applicable federal, Commonwealth, and local laws.

Required Services:

- Review proposed codes and amendments for legal compliance.
- Streamline administrative code sections as needed.
- Oversee public notice-and-comment processes.
- Ensure compliance with the Puerto Rico Administrative Procedure Act.

Expected Deliverables:

- Legal compliance assessment memorandum.
- Revised administrative provisions.
- Documentation of public notice and comment processes.

Bidder Response Guide:
Proposers shall:

1. Describe experience and expertise in legal and administrative compliance, preferably in public-sector code adoption or permitting projects.
2. Provide examples demonstrating compliance with federal, Commonwealth, or local legal requirements.
3. Explain the methodology and processes for ensuring legal and administrative compliance, including documentation for audit purposes.

3.2.4 Procurement and Grant Compliance Support

The contractor shall provide technical and advisory assistance related to procurement and grant compliance under the HMGP Project 4339-0002.

Required Services:

- Provide guidance on federal procurement and grant requirements.
- Support preparation of RFPs, contracts, and evaluation documentation.
- Assist in proposal evaluation and contract negotiations.
- Develop contractor monitoring and corrective action frameworks.

Expected Deliverables:

- Procurement compliance checklist.
- RFP and contract support documentation.
- Evaluation and award justification templates.
- Contractor performance monitoring framework.

Bidder Response Guide:

Proposers shall:

1. Describe experience and expertise in procurement compliance and grant management.
2. Provide examples of projects demonstrating procurement and contract oversight in federally funded programs.
3. Explain methodology, tools, and approaches to ensure procurement compliance and proper monitoring of contractors.

3.2.5 Implementation, Monitoring, and Reporting Support

The contractor shall support the execution of code adoption initiatives through structured planning, monitoring, reporting, and stakeholder engagement.

Required Services:

- Develop detailed implementation work plans.
- Track budgets and monitor grant expenditures.
- Monitor FEMA/HMGP compliance (as applicable).
- Develop performance metrics, risk assessments, and mitigation strategies.
- Conduct public outreach and stakeholder engagement activities.

Expected Deliverables:

- Implementation of work plan and budget tracking tools.
- Periodic progress and compliance reports.
- Performance metrics and evaluation report.
- Risk assessment and mitigation plan.
- Outreach and communications materials.

Bidder Response Guide:
Proposers shall:

1. Describe experience and expertise in project implementation, monitoring, and stakeholder engagement.
2. Provide examples of projects demonstrating successful planning, reporting, and public engagement.
3. Explain methodology, tools, and processes for monitoring, reporting, and evaluating project performance.

3.3 Integration Requirement

All proposals must address the five service domains described above and present an integrated strategy demonstrating how these services will operate cohesively to support OGPe's Code Adoption objectives.

Proposals that do not clearly demonstrate inter-domain integration, measurable outcomes, and narrative alignment with OGPe priorities may receive lower technical evaluation scores.

3.4 Project Management and Coordination Requirement

The selected contractor shall designate a **Project Manager** who will serve as the primary point of contact with OGPe and the Construction Code Committee. The Project Manager will be responsible for ensuring timely coordination, quality control, and the delivery of all required reports and materials.

The Project Manager shall:

- Oversee planning, execution, and performance monitoring across all service domains.
- Maintain continuous communication with OGPe's designated Contract Officer and Auxiliary Secretary's office.
- Facilitate approval workflows, ensuring compliance with internal review protocols.
- Coordinate subcontracted partners and vendors as necessary to meet established timelines.

The Project Manager must possess demonstrable experience managing complex regulatory or code adoption projects of similar scale, preferably within the public sector or economic development context.

4 Performance, Coordination, and Service Standard

4.1 Performance and Coordination Principles

Proposers are expected to design and implement their service approach in accordance with the following principles:

- **Performance Reporting:**
Clear monthly and quarterly performance reports that document progress against the approved work plan, milestones, performance indicators, and grant requirements, including FEMA/HMGP reporting obligations where applicable.
- **Continuous Coordination:**
Ongoing coordination mechanisms with OGPe, including the Auxiliary Secretary's Office, the OGPe Building Official, the Puerto Rico Construction Code Committee, and the HMGP Project 4339-0002 Grant Administrator, to ensure consistency, alignment, and timely decision-making across all activities.
- **Flexibility and Adaptability:**
Capacity to adjust priorities, sequencing of tasks, and timelines in response to regulatory developments, stakeholder feedback, grant conditions, or policy directives issued by OGPe or relevant oversight entities.
- **Capacity Building and Knowledge Transfer:**
Commitment to strengthening OGPe's institutional capacity through the preparation of manuals, implementation guides, templates, and documented processes that enable continuity beyond the contract period.

4.2 Service Standards and Availability

Proposals must clearly describe how service delivery will meet the following standards:

- **Availability:**
Coverage during regular business hours, with extended availability to address urgent, time-sensitive, or grant-critical matters when required.
- **Responsiveness:**
Timely acknowledgment and resolution of OGPe requests, comments, or required revisions, consistent with project timelines and approval cycles.
- **Coordination:**
Structured internal controls and workflows to support document management,

version control, approvals, and timely information sharing with OGPe and partner entities.

4.3 Transparency and Accountability

Proposers shall describe how transparency and accountability will be embedded throughout project execution. This includes:

- Clear documentation of deliverables and decision points.
- Progress tracking against approved milestones and schedules.
- Traceable records suitable for audits, grant monitoring, and oversight reviews.
- Internal quality control mechanisms ensuring accuracy, consistency, and compliance.

4.4 Deliverable Review and Continuous Improvement

Proposals shall explain how deliverables will be reviewed, validated, approved, and tracked. OGPe encourages the inclusion of:

- Quality assurance and peer review processes.
- Feedback loops with OGPe and the Construction Code Committee.
- Continuous improvement mechanisms incorporating best practices, lessons learned and emerging technologies relevant to regulatory modernization and adoption.

5 Mandatory Requirements and Proposal Submission

5.1 Mandatory Requirements

- Mandatory Requirements (Tables 1 and 2).
- Evaluation Process and Scoring.
- Proposal Format and Submission Instructions.
- Cost Plan Requirements.
- Communications, Schedule, and Annex A.

Table 1 – Organizational Documents

Description / Documentation Needed	
RUP – Registro Único de Proponentes	Copy of valid registration issued by the Puerto Rico General Services Administration (ASG).
Certification of Legal Entity / Corporate Structure	Official certification identifying owners, officers, or members of the proposing entity.
Shareholder or Partner List	List of shareholders or partners and their ownership percentage within the proposing entity.
Employer Identification Number (EIN)	Copy of the Employer Identification Number (IRS Form SS-4 confirmation letter).
Good Standing Certificate	Issued by the Puerto Rico Department of State confirming the entity is active and in good standing.
Certificate of Existence or Authorization to Do Business in Puerto Rico	For non-local entities, provide certificate authorizing the entity to conduct business in Puerto Rico.
Merchant Registration Certificate	Issued by the Puerto Rico Department of Treasury (Hacienda).
Partnership Authorization Letter / Corporate Resolution	For partnerships: letter or resolution designating the authorized signatory. For corporations: certified Board of Directors resolution with corporate seal authorizing participation and contract execution.
Financial Statements	Year-end audited, reviewed, or compiled financial statements for the most recent two (2) years, issued by a Certified Public Accountant (CPA) in accordance with U.S. GAAP. Must include Balance Sheet, Statement of Operations, Statement of Cash Flows, and Notes. If the Proposer has not been in business within the year prior to the submission date, it must provide, for each Principal, Stockholder, Partner, or Member with 25% or more ownership (and those providing capital or guarantees): (1) audited, reviewed, or compiled financial statements for the last two years, prepared by a CPA under US GAAP. The financial statements must include Balance Sheet, Statement of Operations, Statement of Cash Flows, and notes to the financial statements; (2) a sworn statement dated within sixty (60) days before submission identifying all Principals, Stockholders, Partners, Members and their business participation; and (3) copies of income tax returns for the last two years.

Table 2 – Certifications and Affidavits

Requirement	Description / Documentation Needed
Sworn Statement of Compliance with Act No. 2-2018	Use the standard format provided in Annex A; must be signed and notarized.
Conflict of Interest Certification	Statement declaring the absence of any actual or potential conflict of interest with PRDEDC or other Government of Puerto Rico agencies. Use standard format provided as Annex Annex
Criminal and Ethical Background Declaration	Sworn statement that neither the proposer nor its principals have any criminal record or pending ethical proceedings.
Sales and Use Tax (IVU) Debt Certification – Model SC-2927	Issued by the Puerto Rico Department of Treasury.
Income Tax Filing Certification – Model SC-6088	Issued by the Puerto Rico Department of Treasury.
Debt Certification – Model SC-6096	Issued by the Puerto Rico Department of Treasury.
Sales and Use Tax Return Filing Certification – Model SC-2942	Issued by the Puerto Rico Department of Treasury.
Employer Registration and Unemployment/Disability Insurance Certification	Issued by the Puerto Rico Department of Labor and Human Resources.
Chauffeurs’ Social Security Fund Certification	Issued by the Puerto Rico Chauffeurs’ Social Security Fund Administration.
State Insurance Fund Corporation (CFSE) Debt Certification – Form CFSE-3047	Issued by the Puerto Rico State Insurance Fund Corporation.
ASUME Compliance Certification	Corporate or individual certification of compliance issued by the Puerto Rico Child Support Administration (ASUME).
Municipal Tax (CRIM) Certification	Certification of filing and debt status for both personal and real property taxes, issued by the Municipal Revenue Collection Center (CRIM).
General Debt Certification (All Concepts)	Comprehensive debt certification covering all tax obligations, issued by the corresponding Puerto Rico government agencies.

6 Proposal Evaluation and Scoring Criteria

6.1 Evaluation Criteria

Proposals will be evaluated in accordance with the criteria outlined below. Award will be made to the proposer whose submission is determined to be responsive and responsible, and which represents the best overall value to the Puerto Rico Office of Permit Management (OGPe), considering technical merit, relevant experience, regulatory and compliance capability, project management capacity, and cost.

The total possible score is **100 points**

Table 3 – Evaluation Criteria and Scoring Weights

Evaluation Factor	Description	Score (%)
Technical Approach and Understanding of the Scope	Evaluates the clarity and feasibility of the proposed strategy and execution framework. This criterion assesses the proposer’s overall technical approach, understanding of PRDEDC’s objectives and strategic priorities, integration across domains, and capacity to adapt to evolving economic and institutional contexts.	25
Relevant Experience and Qualifications	Assesses the proposer’s track record and demonstrates experience in managing comparable projects. Evaluation considers the quality, scale, and relevance of previous work, client references, documented results, experience with a focus on public-sector projects involving building codes, regulatory reform, permitting systems, federally funded programs, and regulatory or code adoption processes.	10
Regulatory, Legal, and Compliance Capability	Evaluates the qualifications and structure of the proposed team, including capacity to support regulatory, legal, and compliance requirements related to construction code adoption and implementation, including compliance with applicable laws, procurement and grant oversight, and the preparation of clear, auditable documentation. Also considers certifications, awards, direct participation in the project, available infrastructure, technology, and identified subcontractors or partners, if applicable.	40
Cost Proposal and Budget Justification	Reviews the overall cost structure, clarity, and reasonableness of the financial proposal relative to the proposed scope of work. Evaluation emphasizes cost-effectiveness, scalability, and demonstrated value for PRDEDC.	15
Project Management and Capacity to Perform	Evaluates the integration of technologies, approaches and services not specifically required but beneficial to PRDEDC’s objectives	10
Total		100%

6.2 Technical Approach and Understanding of the Scope (25)

Demonstrated understanding of the objectives and requirements of the Construction Code Adoption and Alignment Initiative, including activities funded under HMGP Project 4339-0002, and the comprehensive scope of services described in this RFP.

Evaluation will consider:

- Clarity, completeness, and coherence of the proposed technical approach.
- Demonstrated understanding of construction code adoption and alignment processes, including comparison and alignment with current ICC Model Codes.
- Sounds of the proposed methodology, work plan, schedule, and sequencing of tasks
- Effectiveness of proposed coordination strategies with OGPe, the OGPe Building Official, the Puerto Rico Construction Code Committee, and other relevant government agencies.
- Identification of potential risks and the adequacy of proposed mitigation strategies.

6.3 Relevant Experience and qualifications (10)

Demonstrated experience with projects of similar scope and complexity, with particular emphasis on:

- Public-sector projects involving building codes, regulatory reform, or permitting systems.
- Experience with federally funded or grant-funded programs, including compliance, reporting, and audit requirements.
- Experience supporting regulatory reviews, code adoption processes, or administrative rulemaking initiatives.

6.4 Regulatory, Legal, and Compliance Capability (40)

Demonstrated ability to support the regulatory, legal, and compliance requirements associated with construction code adoption and implementation initiatives.

Evaluation will consider:

- Experience ensuring compliance with applicable federal, Commonwealth, and local laws and regulations.
- Familiarity with the Puerto Rico Administrative Procedure Act, including public notice-and-comment requirements.

- Experience with procurement compliance, contract support, and federal or Commonwealth grant oversight.
- Ability to produce clear, defensible documentation suitable for audits, monitoring, and oversight reviews.

This criterion carries significant weight due to the regulatory, legal, and grant-compliance nature of the services required under this RFP.

6.5 Cost Proposal and Budget Justification (15)

Reasonableness, completeness, and transparency of the proposed Cost Plan.

Evaluation will consider:

- Consistency of the proposed budget with the Scope of Work and the proposed staffing and resource allocation.
- Clarity in the identification of labor categories, hourly rates, and estimated level of effort.
- Adequacy of cost justification for direct and indirect costs.
- Overall cost-effectiveness and alignment with Code Adoption Grant budget constraints.

6.6 Project Management and Capacity to Perform (10)

Demonstrated capacity to manage and successfully deliver the project within the proposed schedule, budget, and compliance framework.

Evaluation will include:

- Adequacy of the proposed project management structure, controls, and governance.
- Staffing capacity and availability over the entire period of performance.
- Reporting, monitoring, and quality control mechanisms.
- Ability to meet documentation, reporting, and administrative requirements associated with OGPe operations and grant-funded activities.

6.7 Receipt of Proposals

Proposals shall be evaluated based on the proposer's demonstrated capacity to manage and successfully deliver the required services within the proposed schedule, budget, and applicable compliance frameworks, in coordination with the Office of Permits Management (OGPe).

The evaluation will include, but is not limited to, the following factors:

- Adequacy of the proposed project management structure, internal controls, and governance model to support OGPe-led initiatives.
- Demonstrated staffing capacity, technical expertise, and availability throughout the entire period of performance.
- Effectiveness of proposed reporting, monitoring, and quality assurance/quality control mechanisms.
- Demonstrated ability to meet OGPe’s documentation, reporting, and administrative requirements, including those associated with federally funded and grant-funded activities (including FEMA/HMGP, where applicable).
- Experience coordinating with regulatory bodies, code committees, and public-sector stakeholders relevant to OGPe’s statutory responsibilities.

6.8 Confidentiality and Proprietary Information

All materials submitted in response to this RFP shall become the property of the Puerto Rico Department of Economic Development and Commerce (PRDEDC). Proposers must clearly identify and appropriately mark any portion of their submission that contains proprietary, trade secret, or confidential information.

PRDEDC and OGPe will handle such information with due care and in accordance with applicable Commonwealth and federal laws and regulations, including public records and transparency requirements. However, neither PRDEDC nor OGPe can guarantee the confidentiality of any information that is not clearly identified as confidential or that is subject to disclosure under applicable law.

7 RFP Acquisition

7.1 RFP Documents Acquisition

All documents pertaining to this procurement process will be made available by the Office of Permits Management (OGPe), under the Puerto Rico Department of Economic Development and Commerce (PRDEDC), and will be distributed via email upon request to codigosdeconstruccion@ddec.pr.gov

Requests for RFP documents and general procurement inquiries will be addressed during official business hours, which are 8:00am to 4:30pm.

PRDEDC, in coordination with OGPe, reserves the right to amend this RFP at any time. Any amendment shall be made in the form of a written addendum. Copies of each addendum shall be

distributed electronically and/or made available to all individuals and entities that formally requested the RFP documents.

All procurement-related documents, including this RFP and any addenda issued by PRDEDC and OGPe, will be at permisos.pr.gov, e.g., <http://www.desarrollo.pr.gov> under the section for RFPs. Prospective proposers are responsible for regularly monitoring this website for updates, notices, or addenda related to this procurement.

Only firms or individuals that have formally requested and obtained the official RFP documents through codigosdeconstruccion@ddec.pr.gov will be considered registered proposers and eligible to participate in any pre-bid meeting, if applicable. Upon requesting the RFP, proposers will be formally registered and will receive any applicable pre-bid meeting access information prior to the scheduled session.

8 Contact & Schedule

8.1 Official Contact

All communications, inquiries, and submissions related to this RFP must be directed exclusively to the official contact designated by the Office of Permitting Management (OGPe):

Name: Lissette Rodríguez Tomasini
Title: Confidential Auxiliary Director/Deputy Building Official
Email: codigosdeconstruccion@ddec.pr.gov

8.2 RFP Schedule and Key Dates

The following table summarizes the anticipated schedule for this procurement process. OGPe reserves the right to modify these dates through a written addendum.

Table 4 – Key Dates

Milestone	Description	Date
RFP Issuance Date	Official Releasing of the Request for Proposals.	<i>February 20, 2026</i>
Deadline to Submit Questions	Written inquiries due by 11:59 p.m., San Juan, PR.	<i>February 27, 2026</i>
Publication of Addenda / Responses	PRDEDC issues written clarifications and responses.	<i>March 4, 2026</i>
Proposal Submission Deadline	Proposals due electronically by 11:59 p.m., San Juan, PR.	<i>March 18, 2026</i>
Evaluation Period	Administrative, technical, presentation, and financial review	<i>March 6, 2026</i>
Notice of Award	Notification of selected proposer.	<i>March 18, 2026</i>

OGPe/DDEC reserves the right to adjust this schedule as necessary.

9 Annex A

Mandatory Requirements Checklist

Request for Proposals – **RFP-DDEC OGPe-2026-05**

Office of Permits Management (OGPe) – Department of Economic Development and Commerce (DDEC), Puerto Rico

Submitted proposals must include the following documents in the order listed below. All forms provided as part of this RFP must be duly completed and incorporated within the proposal package. The OGPe/DDEC reserves the right to reject any proposal that fails to meet these mandatory requirements in full.

Initials	Required Document
	RUP – <i>Registro Único de Proponentes</i>
	Certification of Legal Entity / Corporate Structure
	Shareholder or Partner List
	Employer Identification Number (EIN) – (IRS Form SS-4 confirmation letter).
	Good Standing Certificate
	Certificate of Existence or Authorization to Do Business in Puerto Rico
	Merchant Registration Certificate
	Partnership Authorization Letter / Corporate Resolution
	Financial Statements
	Sworn Statement of Compliance with Act No. 2-2018 (Anticorruption Code)
	Conflict of Interest Certification
	Criminal and Ethical Background Declaration
	Sales and Use Tax (IVU) Debt Certification – Model SC-2927
	Income Tax Filing Certification – Model SC-6088
	Debt Certification – Model SC-6096

Initials	Required Document
	Sales and Use Tax Return Filing Certification – Model SC-2942
	Employer Registration and Unemployment/Disability Insurance Certification
	Chauffeurs' Certification
	State Insurance Fund Corporation (CFSE) Debt Certification – Form CFSE-3047
	ASUME Compliance Certification
	Municipal Tax (CRIM) Certification
	General Debt Certification (All Concepts)

Proposer's Signature

Date

Proposer's Printed Name