



GOBIERNO DE PUERTO RICO
DEPARTAMENTO DE RECREACIÓN Y DEPORTES

**Engineering and Design Services
Sports and Recreation Department
RFP-002-2022**

**date issued:
August 9, 2022**

**site visit:
August 22, 1:00 p.m.**

**Proposal submission deadline:
September 7, 2022**

Need for the services

The Puerto Rico Sports and Recreation Department, known for its acronym DRD in Spanish, was created under the provisions of Organic Law Num 8, as amended. The DRD is the executive agency responsible for the sports and recreation activities in Puerto Rico. The Agency oversees its facilities across the Island and is accountable for its maintenance and reconstruction. Sports and recreation facilities must be renewed and maintained according to the standards of the specific sports in a given facility.

In September 2017, Puerto Rico experienced the effects and devastation of Hurricane María. As a result, the Federal Emergency Management Agency (FEMA) assigned Public Assistance Funding to the Government of Puerto Rico so that communities could recover from the disaster. The Department, as a sub-recipient, is reconstructing facilities that experienced damage caused by Hurricane María, disaster 4339. The DRD has an urgency to reconstruct its sports and recreational facilities.

Purpose

The purpose of this RFP is to solicit proposals from qualified Engineering firms to conduct preliminary engineering analysis, surveys and reports, preliminary and final designs, bid documents, and other required tasks. Interested firm must explain in detail how will they be able to provide the services and achieve the expected results.

Definitions

For the purpose of this RFP, the following definitions apply:

A proposal is a formal written request in response to this RFP.

A proponent is a qualified individual, partnership, corporation, or business not currently debarred in federal, state, and/or Local jurisdictions.

An RFP or solicitation is the document published by the Agency, that establishes the requirements and solicits proposals to meet the needs of the Agency.

Eligible applicants

The Sports and Recreation Department is seeking an Engineering and Design firm to conduct design and engineering services. The professionals providing services must be familiar with FEMA EHP requirements. Furthermore, in order to respond to this RFP, we are seeking engineers that

are experienced in reporting complex findings, such as determining environmental and historic preservation requirements as per FEMA regulations.

Qualified firms

A qualified firm must have a licensed PE as the lead proponent and be responsible for the project. For the professional qualifications, the proponent must have at least an undergraduate degree in Engineering (B.S.) and a valid license to practice the profession in Puerto Rico.

Number of contracts

A contract will be granted to one (1) qualified Engineering firm whose proposal, in accordance with this RFP, is the most advantageous to the Government. Likewise, DRD reserves the right to modify the contract(s) of the selected respondent(s) to extend the original duration, as further explained in this RFP, or to extent the scale of the scope to include work under subsequent plans as long as it is related to the services requested herein. Award of the contract(s) will be made to the qualified firm(s) whose proposal is the most advantageous to the Government, price and other criteria to be considered.

No obligation to contract / rejection of proposals / cancellation of RFP

DRD reserves the right to accept or reject, in whole or in part, all Proposals submitted and/or cancel this RFP and/or reissue this RFP or another version of this RFP, at any time prior to the execution of a contract, if it determines, in its absolute discretion, that doing so is in its best interests or the best interests of the impacted communities or the Government of Puerto Rico. If any or all proposals are rejected, DRD reserves the right to re-solicit proposals.

RFP and proposal as part of agreement

This RFP, as well as any related solicitation documents such as addendum, and the selected respondent's proposal will become part of any contract between DRD and the respondent. If the terms of the RFP and related documents or proposal conflict with the contract, the contract terms will prevail.

Additional services requested are presented along this RFP

The provider of services must ensure that all work performed, pursuant to this RFP, is eligible for United States Department of Housing and Urban Development (HUD) and United States Federal Emergency Management Agency (FEMA) Public Assistance grant funding and performed in

accordance with HUD, FEMA and other applicable Federal and GPR regulations, policies and guidance including, but not limited to, Davis-Bacon Act (40 U.S.C. 276a to 276a-7) and Clean Air Act (42 U.S.C. 1857(h)). Qualified designers and engineers shall possess all required Federal and Government licensing. This may include, without limitation, the programs known as FEMA Public Assistance, FEMA Hazard Mitigation Grant Program, Private Property Debris Removal (PPDR), HUD Community Development Block Grant Program, HUD Community Development Block Grant Program—Disaster Relief, HHS Social Services Block Grant Program, DOT, FHA, FTA, FAA Grant Programs, Department of the Interior Grant Programs, USDA Emergency Watershed Protection Program, USDA Emergency Forest Restoration Program, among others.

Professional service provider sole registry certificate

The Respondent must be registered within the General Services Administration's Professional Service Provider Sole Registry (RUP). The Respondent must present a Certificate of Registry issued by the General Services Administration. certification required by law. All certifications must be current, that is, issued within thirty (30) days from the date the successful Proponents sign the awarded contract.

Ownership of proposals

All documents, including Proposals submitted to DRD, become the property of DRD. Selection or rejection of a Proposal does not affect this provision.

Waiver of informalities DRD reserves the right to waive any informality and/or irregularity in a proposal or offer if it determines that doing so is in its best interest.

Confidentiality of proposal DRD shall have no obligation to treat any information submitted in connection with a Proposal as proprietary or confidential unless (i) the Respondent so identifies such information in its Proposal as proprietary or confidential, and (ii) DRD determines that the information is proprietary or a trade secret and legitimately requires such treatment or that it must otherwise be protected from publication according to law DRD obligations with respect to protection and disclosure of such information shall always be subject to applicable law.

Scope of the requested services for Parque Atlético Osvaldo Rivera

The DRD wants to adapt Parque Atlético Osvaldo Rivera, to meet international standards for competitive track and field events (see appendix I). These standards are established by the

International Association of Athletic Federations (IAAF). This is the sole organization that sets competitive facilities standards. The facility is located in Coamo, at 140 José I. Quintón St. Num. 146, Coamo, P.R. 00769. Coordinates are: 18.0750, -66.3614.

The Department intends to develop and improved project to renovate Parque Osvaldo Rivera into a facility for competitive events. With the Owners approval (DRD), the selected firm will proceed to develop an improved project that will be submitted to COR3 for approval. Once approved, the firm rendering the services will develop the final design and all plans, sketches, permits, and documentation needed to submit the Project to ASG for bid.

Determine the feasibility of expanding the dimensions of Parque Atlético Osvaldo Rivera to meet international standards for competitive track and field events. These are established by the International Association of Athletic Federations (IAAF). This is the sole organization that sets competitive facilities standards. The facility is located in Coamo. A site visit with the owner will take place and authority will be given to start.

- Engineering study and assessment (evaluate , plan , set milestones);
- Review the approved scope of work;
- Develop an improved project for COR3 submission and FEMA approval;
- Develop scope of work, final design, cost estimates, obtain permits;
- Prepare bid documents for submission to ASG;

Proposal Evaluation and selection criteria:

Proposals will be evaluated taking into consideration the proponent's fulfillment of all established requirements as stated in this RFP. These are costs, experience, and technical capacity. Each proposal will be reviewed to determine its responses. An evaluation committee designated by the Department will assess the responses presented on each proposal.

All proponents are required to provide the following information:

1. **Commitment and understanding of project requirements (20% %)** Include a letter, no more than two pages in length demonstrating understanding on the requirements of the RFP. Also state that the firm has the availability to conduct the project in a timely manner. The proposer must state that is qualified to conduct HEP compliance. This letter must be signed by a duly authorized official of the appropriate firm.

2. **Proposer qualifications** (20%) Explain the firms experience, organizational and human resource capacity. Also, academic, professional, certificates, licenses, other qualifications of project personnel conducting A&E study.
3. **Ability of the proposer to meet the terms of the RFP** (20%) and should include one (1) project sample (with contact information for lead staff of such project) completed over the past two years, that will confirm the proposer's expertise in A&E studies. Examples must be specific to key staff and near completion at the time of submitting the RFP.
4. **SCHEDULE:** (20%) Provide a comprehensive description of proven methods and plans for carrying out the feasibility study in a timely manner, Proposer shall submit a detailed timeline (not more than 30 calendar days), containing dates and schedule for the project including but not limited to, start date, proposed end date, project acceptance.
5. **ADDITIONAL ITEMS:** (5%) Include all other pertinent information regarding this RFP, particularly any information that the proposer feels addresses professional qualifications, organizational capacity, and experience with FEMA A&E studies.
6. **MINORITY/WOB: (5%):** If you are registered minority business or women owned business, please provide your certification.

Rates:

The proposer shall submit a total base fee (estimated total fee for services) tied to the project phases and an hourly rate schedule. Provide a detailed budget that includes professional services to be rendered, by hour and by personnel (if needed). Also include your budget for essential services to be contracted, such as surveys, analysis, etc. We will not reimburse for per diem, or other expenses.

Proposal submission instructions:

1. In order to submit a proposal, you must be registered in the ASG RUP. Submit ASG certification.
2. The submission deadline is September 7, 2022, not later than 4:00 p.m. The proposal must be delivered in person (or by a designated person) at the DRD Central Office. Our offices are located at 1000 Los Angeles St, San Juan, PR 00902.
3. Submit (3) original copies of the proposal and all documentation. The original copy must have an original signature.. Also, include a pen drive containing all the submitted information and documentation.

4. The proposals shall be clear, precise, and include sufficient detail to sustain the proposed work. Proponents shall assume that the DRD has no prior knowledge of their experience or best practices and that qualifications and past performance.
5. Proposal reviewers will only take into consideration information presented in the proposal.
6. The proposal can be prepared using English or Spanish language.
7. Use double space, Calibri, Arial, or Times Roman fonts, font size must be 12.

Timeline

Key Activity	Target Date
Publication of RFP	August 9, 2022
Site visit: Parque Atlético Osvaldo Rivera,	August 22, 2022, 1:00 p.m. at Parque Atlético
Questions	Aug 21 – 25 email: infraestructura@drd.pr.gov
Addendum response to clarify questions	August 30, 2022, by COB
Deadline to Submit Proposals	September 7 , 2022 2:00 p.m. – DRD Infrastructure
Notice of Award Expected	September 22, 2022
Execution of contract	September 27, 2022
October 1, 2022 Begin work	Begin work (or once its registered)

Collection and use of personal information

Respondents are solely responsible for familiarizing and ensuring that complying with applicable laws to the collection and dissemination of information, including résumés and other personal information concerning employees and employees of any subcontractors. If this RFP requires Respondents to provide DRD with personal information of employees who have been included as resources in Proposal to this RFP, respondents will ensure that they have obtained written consent from each of those employees before forwarding such personal information to DRD.

Such written consents are to specify that the personal information may be forwarded to DRD for the purposes of responding to this RFP and used by DRD for the purposes established in the RFP. DRD may, at any time, request the original consents or copies of the original consents from Respondents, and upon such request being made, Respondents will immediately supply such originals or copies to DRD.

Conflict of interest

Respondents must ensure that all actions related to their response are consistent with the Authority's Guidelines for the Evaluation of Conflicts of Interest and Unfair Advantages in the Procurement of Public-Private Partnership Contracts (the "Ethics Guidelines") and other applicable ethics regulations. Prospective Respondents should review the Ethics Guidelines, which are available for download on the Authority's website: <http://www.p3.pr.gov>. The Respondent shall notify DRD as soon as possible if this contract or any aspect related to the anticipated work under this contract raises an actual or potential conflict of interest (as defined at 2 C.F.R. Part 215 and 24 C.F.R. § 85.36 (2013) (or 84.42 (2013), if applicable).

Non-discrimination clause:

The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The contractor will take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided.

Blackout period and prohibited communications:

During a competitive procurement process in which any respondent, bidder, or its agent or representative, is prohibited from communicating with any DRD employee or DRD contractor involved in any step in the procurement process about this procurement. The blackout period applies not only to DRD employees, but also to any current contractor of DRD. "Involvement" in the procurement process includes but may not be limited to project management, design, development, implementation, procurement management, development of specifications, and evaluation of proposals for a particular procurement. This solicitation designates the contact

person (RFP Coordinator) and all communications to and from potential Contractors and/or their representatives during the blackout period must be in accordance with this RFP's defined method of communication with the RFP Coordinator. The blackout period begins on the date that DRD first issued a Public Notice of Intent to Issue this RFP. The blackout period will end when a contract is signed by both parties. In the event a prospective Contractor may also be a current DRD contractor, DRD employees and the prospective Respondent may contact each other with respect to their existing contract and duties only. Under no circumstances DRD employees or current contractors may discuss this RFP or corresponding procurement process or status. Any bidder, Respondent, or DRD contractor who violates the blackout period may be excluded from the awarding contract and/or may be liable to DRD in damages and/or subject to any other remedy allowed under law, including but not limited to a ban in participating in any procurements issued by or for DRD, or any entity of the Government of Puerto Rico, for a period of ten (10) years, if it is determined that such action results in violation of the Anticorruption Code, Puerto Rico Act 2-2018.

Communications with other representatives of the Government of Puerto Rico or relevant entities of Federal Government regarding any matter related to the contents of this RFP are prohibited during the submission and selection processes. Failure to comply with these communications restrictions will result in rejection of the Respondent's proposal.

Proposal withdrawal:

A Respondent may withdraw a proposal at any time up to the date and time that the contract is awarded. The withdrawal must be submitted in writing to the RFP Coordinator. Absent a full withdrawal, respondent must certify in the transmittal letter that its Proposal, including the submitted cost proposal and pricing, will be valid for one hundred twenty (120) days from DRD's receipt.

Respondent's errors and omissions:

DRD reserves the right to reject a submission that contains an error or omission.

Expenses

Respondents are solely responsible for their own expenses in preparing a proposal and for subsequent negotiations with DRD, if any. DRD will not be liable to any respondent for any claims, costs, or damages incurred by the respondent in preparing the proposal, loss of anticipated profit in connection with any final agreement, or any other matter whatsoever.

System Award Management

A contract or subcontract must not be made to parties listed on the governmentwide exclusions in the System for Award Management (SAM). SAM Exclusions is the list maintained by the General Services Administration that contains the names of parties that are debarred, suspended, or otherwise excluded, or declared ineligible under statutory or regulatory authority other than Executive Order 12549.48 SAM Exclusions can be accessed at www.sam.gov.

Invoices

All invoices must contain the following language: “We certify under penalty of nullity that no public servant (of the Government of Puerto Rico or indicate the name of the agency that issues the purchase order) will derive or obtain any benefit or profit of any kind from the contractual relationship on the basis of this invoice. If such benefit or profit exists, the required waiver has been obtained prior to entering the Agreement. The only consideration to be received in exchange for the delivery of goods or for services provided is the agreed-upon price that has been negotiated with an authorized representative of the (agency that issues the purchase order). The total amount shown on this invoice is true and correct. The services have been rendered, and no payment has been received in respect thereof”.

Agreement:

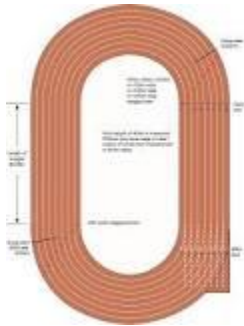
By submitting a Proposal in response to this RFP, the proponent agrees to follow and abide by the procedures, terms, conditions, and instructions. The award of this RFP will be made on a “best value” basis from proposals that comply with all requirements.

The original copy must have an original signature.

Appendix I: IAAF Specifications

The dimensions for an athletic track and field facility are established by the International Association of Athletic Federations (IAAF). This Association is the sole organization that sets competitive facilities standards.

IAAF Specifications (source: <https://www.worldathletics.org>)



Length:

A standard athletic track is 400 meters long, with two curves and two parallel straights, whose radii are equal. Typically, the interior area of the track accommodates all throwing events and a standard 68 by 105-meter soccer field. The track comprises two semi-circles with a radius of 36.5 meters each. The semicircles are joined by two straights measuring 84.39 meters in length.

Width

The standard oval track of 400 meters has a minimum width of 72 meters. According to the International Association of Athletics Federations, or IAAF, the standard athletics track includes an oval track with a minimum of four lanes and safety zones measuring at least 1 meter inside and outside. The lanes must be 1.22 meters wide and marked with 5 cm wide white lines.

Start of 100 meters

The 100-meter race is run on the «straight» side of the athletic track. The 100 meters are measured from the edge of the finish line to the finish line in a straight line, without a curve. According to the IAAF, the straight race has a minimum starting area of 3 meters, with a minimum deviation of 17 meters. The IAAF (International Association of Athletics Federations). It sets the standards and dimensions for athletic tracks used in elite and world competitions.

Athletics is a collection of sports competitions based on the universal human athletic skills of running, jumping, and throwing. Occurring within the central space of an oval athletic track or on the track itself, the competitions that make up the events are some of the oldest sports in history and remain the central competitions of the Summer Olympic Games. Track and field events are divided into three main categories: track events (running), field events (throwing and jumping), and combined events (single-athlete decathlons held in multiple events).

Appendix II: Approved Scope of Work for Parque Osvaldo Rivera

Notice that this scope of work is based on the existing DI to restore facilities back to pre-disaster design, capacity and function within the existing footprint. This scope must be used and evaluated as a way of comparison.

Bleachers Structure:

- A. Remove and replace 1 each of aluminum jalousies window, 4 FT long x 3 FT wide
- B. Remove and replace 1 each of pre-engineered metal deck awning canopy, 110 FT long x 45 FT wide
- C. Replace 1 each of pre-engineered metal deck awning canopy, 110 FT long x 45 FT wide
- D. Remove and replace 1 each of metal roof trim work, 10 FT long x 4 FT wide

Community Center Building:

- E. Remove and replace 630 SF of community center building metal deck roof, type B Ga. 22
- F. Repaint 1,500 SF of exterior concrete walls and floor
- G. Remove and replace 1 each of metal and glass casement window, 4 FT long x 4 FT high
- H. Remove and replace 8.5 SF of gazebo ceramic tile roof, 3 inch by 3 inch tiles

Fences & Gate:

- I. Remove and replace 1 each of galvanized steel tubing gate, 8 FT long x 4 FT wide

- J. Remove and replace 110 FT long of 6 FT high galvanized steel tubing fence above concrete low wall
- K. Remove and replace 470 FT long of 6 FT high metal chain-link fence with top rail
- L. Remove and replace 230 FT long of 4 FT high metal chain-link fence with top rail

Lighting:

- M. Remove and replace 2 each of standard ceiling mounted light fixtures, metal halide, 400 Watt
- N. Remove and replace 1 each of the community center wall-mounted HID lighting fixtures, 400 Watt
- O. Remove and replace 5 each metal light pole, 20 FT high
- P. Remove and replace 6 each of pole-mounted HID lighting fixtures, 400 Watt

Site Work:

- Q. Reseal and stripe 19,550 SF of the parking area, 170 FT long x 115 FT wide
- R. Remove and replace 1 each of the metal track rules sign, 2.5 FT long x 1.5 FT wide
- S. Remove and replace 1 each of electrical substation including transformer and transclosure, 100 kW
- T. Remove and replace 200 SF of buckled concrete slab

Track and Field Site:

- U. Resurface 45,000 SF of urethane rubber system running track surface
- U. Remove and replace 1 each, 2 CY concrete bench

Project Notes:

1. Estimates for work to be completed were provided by the applicant with limited CEF factors applied.
2. GPS coordinates have been checked for accuracy.
3. Applicant will comply with the local, commonwealth, and federal procurement laws, regulations, and procedures

Appendix III: EHP requirements

A condition of Hazard Mitigation Assistance is the requirement to comply with all applicable environmental and historic preservation laws and regulations. Consequently, an environmental planning and historic preservation (EHP) review must be conducted by the proponent. Make sure to use the FEMA guidelines: https://www.fema.gov/grants/tools/environmental-historic/preparation-resources_to_determine_environmental_and_historic_preservation_requirements, as per regulatory state governmental agencies and Federal Government.

Repair to Pre-Disaster Condition

Structures typically include:

- Roads and Bridges
- Water Control Facilities
- Utilities
- Parks and Recreational Areas
- Buildings and Equipment

Typical environmental and historic preservation laws and executive orders that may apply include the National Historic Preservation Act, Clean Air Act, and Floodplains Executive Order. Typical concerns may include historical impacts, air pollution, and redevelopment within a floodplain (if applicable).

Modification, Expansion & Mitigation

Projects involving modification or expansion of existing structures can trigger an environmental and historic preservation review. Such activities include projects that improve a facility, or repair or expand a facility which implement mitigation measures aimed towards reducing damage in future events. Activities involving demolition also trigger a review for environmental and historic preservation considerations.

Typical environmental and historic preservation laws and executive orders that may apply include the Clean Air Act, Clean Water Act, National Historic Preservation Act, and Floodplains, Wetlands and Seismic Retrofit Executive Orders. Common concerns may include increased air emissions, disruption to historic integrity or function, water discharges and structural soundness (if in an seismically prone region).

New Construction & Ground Disturbance

Any activities that involve ground disturbance or new construction will trigger a review for environmental and historic preservation considerations. Typical activities usually include:

- Construction of new facilities
- Relocating facilities to a new location
- Mitigation measures such as flood control and vegetation management
- Construction of group temporary housing facilities

Common environmental and historic preservation laws and executive orders include the Endangered Species Act; Floodplains, Wetlands, and Environmental Justice Executive Orders; The National Historic Preservation Act; Farmland Protection Policy Act; Clean Air Act; Comprehensive Environmental Response, Compensation, and Recovery Act; and Resource Conservation and Recovery Act.