



**Request for Proposals – DSP-NPPR–RFP-2023-004  
Environmental, Architectural and Engineering Services  
Develop Scope of Work (SOW)**

**Environmental, Architectural and Engineering Services for the Puerto Rico Police Bureau/Public Safety Department – Review Project and Develop a Final Scope of Work (SOW) to repair the “Unidad Marítima (FURA) de Vega Baja”.**

**Invitation:** The Puerto Rico Police Bureau / Department of Public Safety, invites qualified bidders to submit responses to its Request for Proposal (RFP) of an Environmental, Architectural and Engineering Services to review project and develop a final SOW to repair “Unidad Marítima (FURA) de Vega Baja” (hereinafter FURAVB).

**Date of Issue:** This Request for Proposal is issued on **August 23, 2023**.

**Deadline:** All proposals must be submitted **before Thursday, September 28, 2023, at 4:00 p.m.**

**Contact:** Any questions pertaining to this RFP, or any request for information and clarification must be made in writing to the address provided. An answer will be provided in a timely manner. All questions and answers will be documented and distributed equally to all proponents.

**Brenda I. Martínez Poupart**  
**Federal Funds Development and Compliance Officer**  
**Department of Public Safety**  
235 Arterial Hostos Avenue, Capital Center II, Torre Norte 14th Floor  
San Juan, Puerto Rico 00918  
**Email: [bmartinez@dsp.gpr.gov](mailto:bmartinez@dsp.gpr.gov)**

**Submission of Proposal:** All interested parties shall submit one (1) original and three (3) copy sets of the proposal, which are to be delivered to the Department of Public Safety, no later than **Thursday, September 28, 2023, @ 4:00 p. m.** They shall be addressed to:

**Brenda I. Martínez Poupart**  
**Federal Funds Development and Compliance Officer**  
**Department of Public Safety**  
235 Arterial Hostos Avenue, Capital Center II, Torre Norte 14th Floor  
San Juan, Puerto Rico 00918



**THE SEALED ENVELOPE CONTAINING THE PROPOSAL MUST HAVE THE FOLLOWING INFORMATION WRITTEN ON THE OUTSIDE OF THE ENVELOPE OR PACKAGE:**

Where proposals are sent by mail, the bidder shall be responsible for their delivery to:

**Brenda I. Martínez Poupart**  
**Federal Funds Development and Compliance Officer**  
**Department of Public Safety**  
235 Arterial Hostos Avenue, Capital Center II, Torre Norte 14th Floor  
San Juan, Puerto Rico 00918

before the date and time set for the closing of acceptance of proposals.

SEALED PROPOSAL - DO NOT OPEN  
DSP-NPPR-RFP-2023-004  
(Name of Bidder)  
(Mailing Address of Bidder and Email address)  
(Telephone Number of Bidder)

All proposals must be received no later than **4:00 pm on Thursday, September 28, 2023**. Proposal must be sealed and clearly marked **“Request for Proposal – DSP-NPPR-RFP-2023-004”**, including the name of bidder, mailing address, email address, telephone number and fax number of the Proponent. *Proposals received after that time and date, or without all the required information will be rejected and will not be considered.*

**Questions:** Questions regarding this process or the requirements must be in writing and forwarded only via email to: [bmartinez@dsp.pr.gov](mailto:bmartinez@dsp.pr.gov), on or before **Tuesday, September 27, 2023** to allow enough time to respond before the submittal deadline.



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## I. INTRODUCTION

The Puerto Rico Police Bureau (PRPB) and the Department of Public Safety (DPS) were created by Law 20 of April 10, 2017. The PRPB has the duty and obligation to protect people and property, maintain and preserve public order, observe and seek the most absolute protection of the civil rights of the citizen, prevent, discover, investigate and prosecute crime and, within the sphere of its powers, compel obedience to the laws, municipal ordinances, and regulations that are promulgated in accordance with them. The PRPB/DPS seeks qualified Environmental, Architectural and Engineering Services to review the Federal Emergency Management Agency (FEMA) project and develop a final scope of work to repair the Maritime Unit of the Puerto Rico Joint Forces of Rapid Action (FURA in its Spanish acronym), Vega Baja, Puerto Rico Division, hereinafter referred to as FURAVB.

The main purpose of this project is the repair of “FURAVB”, and providing FEMA a complete and final Scope of Work, which includes the repair of the fence adjacent to the sea and the erosion caused by the Hurricane Maria disaster, in addition to all other structural/hazard damages.

## II. OBJECTIVES

The specific objectives for this Request for Proposal are to determine the service proposals of an Environmental, Architectural and Engineering Services, with the most competitive and cost effective offer, responsible and capable of carrying out the work that is required.

Obtain the Professional Services of an Environmental, Architectural and Engineering Services to develop the final Scope of Work to repair “FURAVB”. The PRPB / DPS proposed initiatives are the following:

- Review and evaluate the FEMA project
- Proposed repair alternatives
- Environmental studies and permits
- Final Scope of Work (plans, specifications and construction permit)

## III. SERVICE SPECIFICATIONS

The PRPB/DPS is looking for an Environmental, Architectural and Engineering Services proposal from suppliers to, but not limited to, the following general requirements:

1. Review and evaluate the FEMA project to repair “FURAVB”.
2. Seek, evaluate and propose efficient and sustainable repair solutions.
3. Ensure that all repairs comply with applicable laws and regulations.



4. Request and obtain approval of all necessary permits to begin repairing the facilities.
5. Submit a final Scope of Work (SOW) for the “FURAVB” project, which includes Method of Repair (MOR).
6. Participate in Project Staff meetings, when requested.

Service Specifications inherent to the **Environmental, Architectural and Engineering Services:**

1. Excellent leadership and team building skills.
2. Communication skills developed.
3. Analysis capacity.
4. Organized and Structured skills.
5. Being able to devise and propose solutions.
6. Diagnose, identify and evaluate the degree of risk or impact on the environment.
7. Able to plan, design or devise environmental management system.
8. Ability to identify and contribute to solving environmental challenges.
9. Design, plan and implement measures to prevent, control or remedy environmental hazards.
10. Provide all information and/or documentation required by the PRPB/DPS team.
11. Professional Licensed

The contractor must demonstrate experience and success in working with the development and creation of Methods of Repair (MOR) and Scopes of Work (SOW).

**Deliverables:**

The SOW must include the Method of Repair (MOR), which contain the following information:

- Provide specific use and services offered in these facilities of the FURA Maritime Unit located in Vega Baja, Puerto Rico.
- Provide additional images of the site of the backfill area.
- Confirm if the Gabion wall system is the MOR for the 492 CY of Backfill, 6FT deep?
  - If not, provide the method of repair. Nature based engineering solutions welcome.
- Provide start/end coordinates and an aerial image delimiting the area for the each of the following components:
  - Area for the replacement of the 492 CY of Backfill, 6FT deep.
  - All chain link fences at site.
  - Area where the gabion retain wall system will be installed.
- Provide detail step-by-step methodology and dimensions of proposed work and considering the mitigation for construction and installation for the gabions wall.



- Provide the description and list of material to be use for the construction and installation of the gabions wall.
- Number of days/week/months of work.
- Provide a detailed construction cost estimate.
- Will the construction take place during daylight hours only?
- Are there any conservation measures or other protective measures identifies for this project? (e.g. protective measure for any debris that could fell into the water during the repair process). Conservation measures for ESA listed species, particularly the Sea Turtle.
- Has a staging area for equipment, material excavated, and others been identified? If yes, provide coordinates and dimensions.
- Is there a Storm Water Pollution Prevention Plan (SWPPP) for this project?
  - Is yes, provide the Best Management Practices (BMP).
- Does this project involve excavation?
  - If yes, provide the specific coordinates.
- Does any component of the proposed scope of work have hazardous material? If yes, specify the action to be taken in order to mitigate contamination. Must test for Lead and Asbestos.
- Provide the total acres for activities including those that will result in ground disturbance.
- Are all actions proposed within the existing footprint?
  - If no, provide the specific location and square feet that falls outside the footprint, as well as the ground disturbance dimensions.
- Construction Schedule: Please include a construction schedule with the duration of the project's major phases of in-water work (e.g., number of days, weeks, or months; daytime only or 24-hour operation; seasonal restrictions). Any work in or near water will require that the special considerations regarding ESA species be followed as stated by USFWS.
- Is there any plans or studies related to the activities described in the (MOR) already completed by the Applicant?
  - If so, please upload it to Grants Manager.

Those tangibles and resulting work products that will be delivered to PRPB/DPS, will be considered deliverables. These should contain supporting documents, such as meeting minutes and attendance, detailed presentations, and reports, including specific situations and clarifications. Any other information or documentation that has been used as established in the reports may also be included. The reports should also establish each one of the resources that participated in its development.

All deliverables and resulting work products from this contract will become the property of the PRPB/DPS. The Proposer shall certify the accurateness of its deliverables to PRPB/DPS.



The Proposer shall be responsible for completing the activities outlined in this Scope of Services.

**a. Delivery Schedule**

The Supplier shall be responsible for completing the activities outlined in this Scope of Work and provide a Progress Report monthly, including any monitoring conducted regarding ESA listed species.

**b. Contract term**

**The contract term would be up to 12 months not withstanding events outside the control of the contractor such as natural or manmade disasters, changes in government regulations, unforeseen soil conditions or geotechnical issues or supply chain disruptions.** The Supplier shall be responsible for completing the activities outlined in this Scope of Work during this period.

**Requirements:**

The Supplier shall have or will secure, at its own expense, all personnel required to perform the services under the contract. PRPB/DPS expects the selected supplier to provide competent and fully qualified staff that are authorized or permitted under federal, state, and local law to perform the scope of work under the contract. The PRPB/DPS reserves the right to request the removal of any staff not performing to standard. All personnel assigned to this project must possess a valid driver's license from a United States state or territory and subject to PRPB/DPS background check.

**IV. PRICING**

Must include the detailed cost for each requirement.

**V. TERMS AND CONDITIONS**

- A. **Protection of Data.** Due to the nature and responsibility of PRPB/DPS, the selected provider is required to sign a formal written contract.
- B. **Contractor.** The nature of the relationship between PRPB/DPS and the successful provider will always be addressed as an independent contractor. Sub-contracting is allowed under the contract.
- C. **Expenses.** Travel and mileage expenses and all miscellaneous expenses, including travel, printing and other expenses will be the supplier's responsibility, as well as any cost not specified in the proposal.



- D. **Billing and payments.** The services will be detailed in an original formal invoice that must be presented within 20 days after the end of the activity. Invoices must be signed and include the government conflict of interest certification. It should also include details of all the services provided. The PRPB/DPS will make the monthly payment within 30 days from the date of receipt of the invoice if it complies with all the requirements, including being registered in the Puerto Rico Infrastructure Financing Authority (PRIFAS) system that is accessed through the Virtual Puerto Rico Department of the Treasury (Hacienda in its Spanish acronym). All payments are subject to government contributions and withholdings, if applicable. Any tax relief from Hacienda must be submitted with the first invoice. The PRPB/DPS will not be responsible for any cost not specified in the invoice and in the contract. The invoice must clearly identify the project for which the work is being carried out.
- E. **Qualifications of proponents.** The proposers must have the following qualifications:
1. Must have an active SAM Unique Entity ID.
  2. Must be registered at [www.sam.gov](http://www.sam.gov) and not appear on the "List of excluded persons / entities" maintained by the Office of the Inspector General on said portal.
  3. Must be registered and be in good standing with the Department of State of Puerto Rico.
  4. Negative Criminal Record Certificate.
  5. Must be registered in the Professional Service Unique Register (RUP, for its acronym in Spanish) from the General Services Administration (ASG, for its acronym in Spanish), through its portal <https://rup.asg.pr.gov/>; or evidence of request status.
  6. Adequate insurance coverage, covering all the personnel that will be designated to provide the services that are the object of this request.
  7. Must not have a conflict of interest with the parties reviewing and awarding the contract.
  8. Any other qualification that in the opinion of the PRPB/DPS is necessary for the total fulfillment of the requested services.
- F. **Vendor Conduct Code.** The successful provider will agree to follow and abide by Act No. 2 of January 4, 2018, as amended, known as the "New Anti-Corruption Code of Puerto Rico".
- G. **Disclosure of Conflict of Interest.** Proposers must attest that they have no interest and will not acquire any interest that may conflict with the





performance of the required services. Any pre-existing relationship (s) must be disclosed and could be considered a potential conflict of interest.

- H. **No Discrimination.** The successful provider will not discriminate against any employee or job applicant, or any individual receiving services, based on race, creed, color, sex, sexual preference, national origin, physical disability, age, height, weight, marital status, veteran status, religious belief, or political belief.
- I. **Prohibitions of Tips.** The employee or member of the Department shall not, directly or indirectly, request, accept or receive a gift that is worth twenty-five dollars or more, whether in the form of money, service, loan, travel, entertainment, hospitality, thing or promise, or in any other way. Under circumstances where it could reasonably be inferred that the gift was intended to influence the employee, or could reasonably be expected to influence the employee, in the performance of his official duties or with intended to be a reward for any official action by the employee.
- J. The PRPB/DPS reserves the right, when necessary, to cancel the request for proposal before the final evaluation. PRPB/DPS will notify all those who have requested or received copies of the request for proposal specifications of such cancellation.
- K. All proposals received must be signed by an authorized representative of the provider. All proposals must be unconditional and complete. Any accessories or attachments required in the specifications must be attached to each proposal form. Proposals that do not comply with the terms of the specifications of the call or that do not include all the requirements, documents, forms, and certifications, will be considered non-responsive and will be rejected. Any correction or deletion in the documents with liquid paper, dye, or any other means, must be initialized by the proponent or representative in originals and copies.
- L. The award of the contract and its execution will not be final until the approval of the Secretary of the PRPB/DPS is received and until it is registered in the Office of the Comptroller of Puerto Rico. Vendors will not acquire the right or privilege with respect to goods or services until they are given written notice that the auction has been awarded to them and the execution, formalization and registration of the contract has been completed.
- M. **Budget.** The PRPB/DPS has strict controls for budget management and needs a proactive provider that provides quality professional services.



PRPB/DPS reserves the right to negotiate the final terms and conditions, including prices, with the finalist provider.

- N. **Recognition of Federal Funds.** The funds to be used to pay for the goods or services purchased under this contract are for the Public Assistance Grant Program (DR - 4339 - Project 93756 / PW 09921) provided by FEMA.
- O. **Proposal Ownership and Use.** Submitted proposals become property of PRPB/DPS. They will be received and held in confidence by PRPB/DPS subject to provisions of the “Freedom of Information and Protection of Privacy Act”. Proposal will only be used in connection with the RFP evaluation and Contract process and information or documentation related to it must not be disclosed or used with any other purpose. By submitting its proposal, proponent agrees to hold in confidence all information supplied by the PRPB/DPS in relation to this RFP.

## VI. PROPOSAL SUBMISSION REQUIREMENTS

Proposers who complete all prequalification requirements can respond to this Request for Proposals. Provide a statement of qualifications and capability to perform the services sought by the RFP, including a description of relevant experience with projects that are similar in nature, size, and scope to the management of federal funds. The proposal must identify the applicant’s qualifications by education level, skill set (described in detail), experience level, and job title. A resume should be included in the proposal. Experience with like projects should be cited.

Complete and acceptable proposal responses will include brief and thorough responses to each of the following:

- a. **Experience.** Proposal responses should describe your experience with similar projects.
- b. **Personal/Company Information.** The proposal should provide the proponent contact information, and may include a brief history of the business, ownership, experience, location(s), clients, and references. If applicable, indicate it is a woman or minority/owned business enterprise (M/WBE) as defined by the Division of Minority and Women's Business Development.
- c. **Disclosure.** A Company with past or pending sanctions through any regulatory bodies or professional organizations must disclose the circumstances and status of any disciplinary action taken or pending against the firm during the past three (3) years.
- d. **Conflict of Interest.** A Company responding to this RFP attest there is no interest and will not acquire any interest which would conflict with the



- performance of services required. Any preexisting relationship(s) must be disclosed and could be considered a potential conflict of interest.
- e. **Price Format.** The PRPB/DPS will not be liable for any costs not specifically detailed in your proposal.
  - f. **Copies.** Your bid response should include one (1) original hard copy that must be delivered by hand along with three (3) copy sets.
  - g. **Signature.** If a company should include an attestation that the person signing the proposal is entitled to represent the firm and authorized to sign bid proposals.
  - h. **Late Bids.** Proposals will be marked with their receipt date and time. Only complete proposals received and marked on, or before the closing date will be considered to have been received on time. Responses received after closing time, or without all the required information detailed above, will be rejected, and will not be considered. In the event of a dispute, proposal receipt time as recorded at PRPB/DPS location will prevail whether accurate or not.
  - i. **Expenses.** All bid participants are solely responsible for their own time and expenses in preparing a response to this RFP including any costs incurred during subsequent presentations and negotiations. If PRPB/DPS elects to reject all of any of the proposals, or for any reason this RFP is cancelled or deemed invalid, PRPB/DPS will not be liable to any proponent for such expenses, costs or any other related claim or matter whatsoever. By submitting the proposal, proponent waives any claim for loss of profit if no Contract is made with proponent. Proponent, then, agrees it will not claim any damages to PRPB/DPS for whatever reason, relating to the Contract or competitive process more than the amount of expenses incurred.
  - j. **Changes to Proposal.** By submission of a clear and detailed written notice, a proponent may amend or withdraw its proposal prior to closing date and time. Upon closing date and time, all proposals become irrevocable. The proponent shall not change the proposal in any way after the closing date and time unless requested by PRPB/DPS to do so for clarification purposes.

## VII. EVALUATION

Proposals submitted will be evaluated as per the following selection criteria:

- A. Received at the location indicated on the invitation on or before the specified closing time.
- B. Accuracy and completeness of the information provided in the proposal.
- C. Must meet the requirements and format of the RFP.
- D. Must meet the established criteria for experience in this RFP.
- E. Services included.
- F. Competitiveness of costs.



- G. Experience in providing the requested service.
- H. Ability to accomplish goals and objectives in requested terms.
- I. Evidence of active SAM Unique Entity ID, (if the total cost of the proposal exceeds \$ 25,000).
- J. Registration at [www.sam.gov](http://www.sam.gov) and status, if applicable.
- K. Evidence of registration at <https://rup.asg.pr.gov/> or evidence of request status.
- L. Evidence of insurance policy.
- M. Good Standing Certificate from the Puerto Rico Department of State.
- N. Valid identification.
- O. Local reputation, including conducting business with the highest ethics and any potential or present sanctions or conflicts of interest.
- P. Ability to comply with all PRPB/DPS compliance requirements, including all qualification requirements; and
- Q. Any other criteria than PRPB/DPS judgment helps to make a better evaluation during the selection process.

The publication of this Request for Proposal and receipt of proposals do not commit PRPB/DPS to award a contract. PRPB/DPS reserves its right to postpone the date of receipt or, ultimately, cancel all or part of this Request for Proposal without prior notice. Additional technical or cost information may be requested for clarification purposes but will in no way change the original proposal received but may lead to additional negotiations between potential proponents. Interviews or meetings are optional and may or may not be conducted at the discretion of PRPB/DPS.

## VIII. PROPOSAL FORMAT

Proposals must be clear, succinct, and not exceed 15 pages of 8 1/2" x 11" paper of no less than 12-point font. Responses must follow the format outlined herein. The PRPB/DPS may reject as non-responsive, at its sole discretion, any proposal or any part thereof that is incomplete, inadequate in its response, or departs, in any substantive way from the required format.

Proposal responses shall be organized in the following manner.

Sections should be tabbed to identify the location of the required information.

- a. **Cover Letter/Letter of Intent** – shall be addressed to PRPB/DSP. It must contain the following:
  - i. Identification of organization, including name, address, and telephone number.
  - ii. Name, title, address, and telephone number of contact person during period of proposal



- iii. Evaluation.
- iv. A statement to the effect that the proposal shall remain valid for a period of not less than 90 calendar days from the date of submittal.
- v. Signature of a person authorized to bind the Firm to the terms of the proposal.

**b. Experience and Capacity**

Describe the types of services the respondent offers that relate to this RFP. Provide specific details on any previous experience with grant management programs and projects. Identify engagement and or staff experience with entities comparable to the PRPB/DPS for which the respondent provides or has provided similar services within the last years.

Provide a summary of the Supplier's technical expertise that describes the respondent's unique capabilities. This narrative should highlight the Respondent's ability to provide Grant Management Services. Provide biographical summaries for Key Individual and their proposed roles. Resumes can be attached as an appendix and will not count toward the page limit of the proposal.

**c. Approach and Methodology**

This section shall include, in narrative, outline, and/or graph form the offer's approach to accomplishing the tasks outlined in the Scope of Services section of this RFP. A description of each task and deliverable and the schedule for accomplishing each shall be included.

Provide examples of how the proposed approach has achieved success in specific, relevant projects for public or private sector organizations like PRPB/DPS. The example should contain enough information for the evaluator to ascertain the success of the projects accomplished by the Supplier.

**d. References**

Provide a list of municipalities/counties that your firm has partnered with for these types of services. Any city/county from the submitted list may be randomly selected and contacted as part of the Respondent's evaluation process.

Each client listed should include the following information:

- i. Name of Organization and Contact
- ii. Title of Contact
- iii. Address (delivery and email)
- iv. Telephone Numbers



**e. Estimated cost and price**

Respondents should submit a proposal setting forth the defined costs for service and positions. The costs must include the hourly rates of all team members, the applicable overhead, and all nonlabor related other direct costs. Suppliers can provide a list of assumptions and qualifications to provide context for the estimation. On the other hand, respondents are required to submit their price proposal considering the estimated cost and a reasonable mark-up but based mainly on results. Respondents shall clearly describe the pricing model proposed and provide a clear explanation of how it correlates to the performance and results.

**f. Changes to Proposal**

By submission of a clear and detailed written notice, a proponent may amend or withdraw its proposal prior to closing date and time. Upon closing date and time, all proposals become irrevocable. The proponent shall not change the proposal in any way after the closing date and time unless requested by PRPB/DPS to do so for clarification purposes.

**IX. NOTIFICATION**

The final decision on the successful bidder is expected to be made within one (1) month from the closing date for receipt of proposals but may take longer depending on the approval process of different agencies as required by the law, orders, bulletins and regulations. PRPB/DPS reserves the right to reject any proposal for any reason it deems meritorious.

**X. FIRM PRICING**

Prices will be firm for the entire Contract period unless this RFP specifically states otherwise.

**XI. SUB-CONTRACTING**

Unless otherwise stated or without PRPB/DPS written consent, using a sub-contractor is unacceptable, including joint submissions by proponents having no formal corporate links.



## XII. NEGOTIATION DELAY

If a written Contract cannot be negotiated within thirty (30) days of notification of successful proponent, the PRPB/DPS may, at its sole discretion at any time, thereafter, terminate negotiations with successful proponent and either negotiate a Contract with the next qualified proponent or choose to terminate the RFP process and not enter a Contract with any of the proponents.

## XIII. REJECTION OF BIDS

**The PRPB/DPS reserves the right to reject any proposal for any reason.** Issuance of this RFP and receipt of proposals does not commit the PRPB/DPS toward a contract. The PRPB/DPS reserves the right to postpone receipt date, or to ultimately cancel all or part of this RFP with limited notice. Additional technical or cost information may be requested for clarification purposes, but in no way, will change the original proposal received, but may lead to further negotiations between potential business partners. Interviews are optional and may or may not be conducted.

***Confidentiality:*** *The content of this Request for Proposal is considered confidential information. The person or company that receives it must not disclose to anyone, except for its employees directly related to the response to it, any information related to this request, or any information obtained in subsequent communications related to the request. No information contained in this Request for Proposals will be duplicated, used, or disclosed without the prior written consent of PRPB/DPS. The information in this Request for Proposals may only be distributed with the written permission of PRPB/DPS. In addition, press releases, public announcements, or any other reference to this request may not be made without the prior written consent of PRPB/DPS, whose consent may be withheld for any reason solely at the discretion of PRPB/DPS.*

