



Request for Proposals No. DSP-OASP-RFP-2026-003
Flood Analysis and Stormwater Infrastructure Assessment (MS4 Mapping Component)
for the Municipality of Bayamón

Invitation: The Department of Public Safety, invites qualified bidders to submit proposals for the Municipality of Bayamón Flood Analysis and Stormwater Infrastructure Assessment (MS4 Mapping Component).

Issue Date: This Request for Proposals is issued on **February 13, 2026**.

Deadline: Proposals must be submitted **on or before 4:00 pm on March 16, 2026**.

Contact Person: All questions and concerns regarding this request for proposals, including any requests for information and clarification, must be made in writing to the contact person listed below, who will respond to them within the term provided below. Information obtained from other sources is neither official nor reliable. Per the Administrative Order DSP-2024-003, requests for clarifications or questions related to an RFP will be responded to in writing to all Proponents.

Comité de Evaluación Propuestas
Department of Public Safety
Telephone: (787)793-1211 ext. 1026
Email: propuestas@dsp.pr.gov

Submission of Proposals: Proposals must be submitted by email on the stated closing date. The email must clearly state the name and address of the proposer, The RFP number, and the project name. Proposals should be sent to the following e-mail address:
[**propuestas@dsp.pr.gov**](mailto:propuestas@dsp.pr.gov)

Faxed or hand-delivered Proposals will not be accepted or evaluated.

Questions: Questions to clarify doubts about the application process and requirements, the proposal process, or the specifications contained therein, must be submitted in writing, to [**propuestas@dsp.pr.gov**](mailto:propuestas@dsp.pr.gov). Phone calls will not be accepted. Questions or meeting requests will only be accepted to clarify doubts about the application process and requirements, the proposal process, or the specifications contained therein.

Technical information regarding additional costs may be requested for clarification purposes but will not change the original proposal received or the specifications of the requests for proposals. Any questions or concerns must be submitted in writing to the email provided **on or before February 25, 2026**.

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I. BACKGROUND

The Department of Public Safety was created by Act 20 of April 10, 2017, has the duty and obligation to protect people in emergency or disaster situations and, to this end, provide the fastest and most effective assistance necessary for protection before, during and after them, ensuring the protection of life and property. It also manages the efficient recovery and stabilization of services and resources needed by citizens, industries, businesses, and government entities.

The objective of this project is to conduct a comprehensive census of homes built on stilts in vulnerable areas and to carry out detailed inspections of locations prone to flooding and landslides. The goal is to identify, document, and prioritize structural vulnerabilities and risks to life and property. This effort will include the collection and validation of Geographic Information Systems (GIS) data, including stormwater infrastructure such as drains, culverts, channels, and pump stations, to support the development of a validated MS4 map. Findings and recommendations will be compiled into a “Dignified or Safe Housing Report,” and a community-driven Strategic Action Plan will be developed with robust community engagement, guiding mitigation actions and urban resilience efforts.

II. GENERAL OBJECTIVES

The Municipality of Bayamón is implementing a multi-year initiative focused on enhancing its capacity to prepare for and respond to catastrophic events, particularly in communities that are structurally vulnerable and prone to flooding. This initiative, developed under the framework of the Regional Catastrophic Preparedness Grant Program (RCPGP), seeks to strengthen local emergency preparedness systems, reduce risk exposure in high-impact zones, and promote sustainable, community-driven resilience strategies.

The project incorporates several interrelated components designed to support this mission. These include conducting a comprehensive census and risk assessment of stilt houses, evaluating flood-prone areas, engaging the community through targeted education and training activities, and implementing nature-based mitigation measures such as reforestation and the installation of ground cover to stabilize terrain and improve stormwater absorption. Each component is structured to gather meaningful local data, improve decision-making, and contribute to long-term risk reduction and emergency management planning.

This Request for Proposals (RFP) seeks proposals from qualified environmental contractors to carry out field data collection, GIS mapping, and dry-weather discharge testing necessary to complete a Flood Analysis and Stormwater Infrastructure Assessment (MS4 mapping) for urbanized areas of the municipality. The goal is to produce a fully functional, regulatory-compliant map that accurately reflects the existing stormwater infrastructure, supporting the municipality’s mitigation planning and environmental compliance.

III. SERVICE SPECIFICATIONS

The selected contractor will be responsible for providing all technical services, fieldwork, equipment, and personnel required to complete the Municipality of Bayamón Flood Analysis and Stormwater Infrastructure Assessment (MS4 Mapping Component), in compliance with the 2016 NPDES MS4 Permit. The scope of services includes the collection, validation, and

GIS integration of stormwater infrastructure data across urbanized areas of Bayamón. The work shall be performed in full coordination with the Municipality's Environmental Office and technical personnel.

Phased Implementation Plan:

Phase 1 – Field Data Collection and Mapping - Estimated Completion Window: March 1, 2026 – December 31, 2026; 10-month duration

This phase will include the coordination and planning necessary to initiate the project. The contractor shall conduct preparatory meetings with municipal staff to confirm objectives, data standards, and survey boundaries. A field team will then be deployed to identify, record, and map stormwater infrastructure elements within the municipality's urbanized areas. Fieldwork will include the collection of accurate GPS/GIS data, photographs, and descriptive information for the following:

1. Stormwater headwalls or drainage structures and their receiving water bodies.
2. Water bodies identified by name and impairment status according to the most recent Puerto Rico 303(d) list.
3. Stormwater sewer inlets, lines, interconnections, and drainage structures, including location, diameter, material, and condition.
4. Stormwater manholes and open channels.
5. Flood control pump stations.
6. Interconnections with other MS4 sewer systems.
7. Delineations of catchment areas based on elevation and flow direction.

Surveys will be performed using GPS devices, cameras (photo/video), and tablets or mobile GIS software, referencing existing street maps and aerial imagery.

Phase 2 – Dry-Weather Discharge Sampling and Laboratory Analysis -Estimated Completion Window: December 1, 2026 – June 31, 2027; 7 months duration

During this phase, the contractor shall identify discharge points occurring under dry-weather conditions. Water samples will be collected in the field following NPDES-compliant protocols and analyzed in an accredited laboratory for the following parameters:

- Potassium
- Turbidity
- Surfactants
- Total Chlorine
- Ammonia
- pH
- Conductivity
- Salinity
- Temperature
- Dissolved Oxygen

All sampling activities shall include proper chain-of-custody documentation, field logs, and quality-assurance procedures. Laboratory results will be verified, cataloged, and prepared for integration into the GIS database.

Phase 3 – GIS Integration, Quality Control, and Reporting -Estimated Completion

Window: December 1, 2026 – June 30, 2027; 7 months duration

The final phase will consist of data compilation, validation, and integration of all field and laboratory results into the Municipality's GIS platform. The contractor shall develop a fully functional, regulatory-compliant MS4 map that accurately represents the stormwater infrastructure and flow networks.

Deliverables will include:

- GIS shapefiles and metadata compatible with municipal systems.
- Analytical summaries and visual maps identifying drainage conditions and discharge sources.
- A comprehensive technical report detailing methodologies, results, and recommendations for improved flood mitigation and stormwater management.

All final products shall be submitted in both digital and printed formats, meeting municipal and regulatory standards. The contractor shall adhere to the phase windows above and complete all deliverables no later than June 30, 2027. Any adjustment must be requested in writing and approved by the Municipality and DSP.

IV. SPECIFIC REQUIREMENTS

The Scope of Work for this project is divided into distinct phases. Contractors are expected to complete and submit deliverables for each phase as they are finalized. All finalized materials will be subject to review and approval by the Municipality of Bayamón, and revisions may be requested as necessary.

Proposers must meet the following minimum qualifications and documentation standards:

1. Professional Experience:

The contractor must demonstrate at least three (3) years of experience in stormwater infrastructure mapping, MS4 system surveying, environmental field sampling, and Geographic Information System (GIS) analysis. Experience with National Pollutant Discharge Elimination System (NPDES) MS4 Permit requirements is preferred.

2. Team Qualifications:

The proposed team must include environmental professionals trained in water quality sampling and GIS specialists with demonstrated proficiency in field data collection, spatial analysis, and stormwater system mapping. All personnel involved in sample collection must be trained in proper chain-of-custody and field sampling techniques.

3. Technical Capabilities:

The contractor must have access to the equipment and software required for the successful execution of this project. This includes:

- GPS-enabled field devices
- Cameras for photographic and video documentation
- Tablets or laptops with GIS software (e.g., ArcGIS, QGIS)
- Sampling kits for in-field measurements and laboratory coordination

4. Registrations and Legal Standing:

The contractor must be registered in the Puerto Rico General Services Administration's Single Registry of Professionals (Registro Único de Proveedores – RUP) and be in good standing with the Puerto Rico Department of State.

5. Insurance Coverage:

The contractor must carry adequate insurance, including general liability and workers' compensation. Proof of coverage must be submitted with the proposal.

6. References:

A minimum of three (3) references from previous clients for similar work must be included in the proposal. These should include contact information, brief project descriptions, and outcomes.

7. Work Plan and Coordination:

The proposal must include a detailed work plan describing the timeline for each phase, staffing structure, methodology for fieldwork and data validation, and how coordination with municipal staff will be handled. The selected contractor will be expected to attend project meetings, provide weekly updates, and deliver all required documentation in digital and physical formats.

8. Data Ownership and Confidentiality:

All data collected and produced under this contract shall become the property of the Municipality of Bayamón. The contractor must maintain data confidentiality and adhere to municipal protocols for data handling and submission.

V. COST

The proposal must include a detailed cost breakdown for the entire scope of services, including:

- Labor (by personnel role and hourly or daily rate)
- Equipment used (including GIS, GPS, sampling tools, and lab analysis)
- Transportation and field logistics

- Data processing and reporting
- Any subcontracted services (e.g., laboratory testing)

The following table format must be used to present the proposed budget. All deadlines are placeholders to be completed by the Municipality:

Phase	Description	Deadline	Proposed Cost
Phase 1	Field survey and GPS/GIS data collection	November 30, 2026	
Phase 2	Laboratory testing of dry-weather discharges	May 31, 2027	
Phase 3	GIS integration, mapping, and final report preparation	Junio 30, 2027	
TOTAL			

VI. TERMS AND CONDITIONS

- A. **Protection of captured data.** Due to the nature and responsibility of DSP/PREMB, the selected company or individual is required to sign a formal contract.
- B. **Independent contractor.** The nature of the relationship between DSP/PREMB and the successful supplier will always be treated as an independent contractor. Upon the signing of the contract, **NO** subcontracting will be allowed.
- C. **Expense.** Travel and mileage expenses and all miscellaneous expenses, including travel, printing and other expenses shall be the responsibility of the consultant.
- D. **Billing and payment.** The services will be detailed in an original formal invoice that must be presented at the end of each phase. The invoice must be signed and include the required government certification for conflict of interest. It should also include a detail of all tasks, jobs, and activities performed per day and the number of hours incurred per activity. DSP/PREMB will make the monthly payment within 30 days of the date of receipt of the invoice if it meets all requirements, including being registered in the PRIFAS system that is accessed through the Virtual Collection of the Department of Finance. All payments are subject to applicable government contributions and withholdings. Any tax relief from the Department of Finance must be included in the proposal. DSP/PREMB shall not be liable for any costs not specified in the invoice and contract.
- E. DSP/PREMB shall not be liable for any costs not specified in the invoice and contract.
- F. **Qualifications of the proponents.** Proposers must have the following qualifications:
 1. A minimum of 3 years of experience in Federal Government funded projects, grants, and government contracts;
 2. Detailed resume with relevant related experience, education, certifications, etc.;
 3. Ability to meet goals and objectives and meet terms;
 4. If the proposer is a company, it should describe its organization, size, structure, practice areas, and office location. Indicate, if applicable, whether the enterprise is a small or minority-owned enterprise. Also include a copy of the Equal Opportunity/Affirmative Action Policy if the company has one.
 5. **A Unique Entity ID number;**

6. Be registered in www.sam.gov and not appear on the "List of excluded persons/entities" maintained by the Office of the Inspector General on said portal.
 7. Possess a current license and be in good standing with the Puerto Rico Department of State.
 8. It must be registered in the Single Registry of Professionals (RUP), of the General Services Administration (ASG), through its <https://rup.asg.pr.gov> portal;
 9. Excellent reputation in the community.
 10. Experience with government.
 11. Adequate insurance coverage, covering all personnel who will be designated to provide the services subject to this request.
 12. You must not have a conflict of interest with the parties to the contract.
 13. Have done similar work and present evidence.
- G. **Personnel.** The provider will work primarily with the Program Manager of the project.
- H. **Conflict of Interest Disclosure.** Proposers must attest that they have no interest and will not acquire any interest that may conflict with the performance of the services required. Any pre-existing relationship(s) must be disclosed and could be considered a potential conflict of interest.
- I. **Non-discrimination.** The successful provider will not discriminate against any employee or applicant for employment, 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.
- J. **Prohibition of tipping.** No employee of PREMB, the Committee shall, directly or indirectly, solicit, accept or receive a gift that has a value of twenty-five dollars or more, whether in the form of money, service, loan, travel, entertainment, hospitality, thing or promise, or in any other form, under circumstances in which it could reasonably be inferred that the gift was intended to influence the employee, or could reasonably be expected to influence the employee, the performance of his or her official duties, or intended to be a reward for any official action on the part of the employee.
- K. DSP/PREMB reserves the right to cancel or modify the specifications of the request for proposal prior to the final evaluation. In such cases, all proponents who have requested or received copies of the RFP specifications shall be notified of such cancellation or modification.
- L. All proposals received must be signed by a duly authorized representative of the supplier. Any accessory or attachment required in the specifications must be attached to each proposal form. Proposals that do not meet the terms of the call specifications or that do not include all requirements, documents, forms, and certifications, will be considered non-responsive and will be rejected. Any correction or erasure in the documents must be initiated by the proposer or representative on both the originals and the copies.
- M. The award of the contract and its execution will not be final until the approval of the contract is received signed by the Commissioner of PREMB and the Secretary of the Department of Public Safety and the signed contract is registered at the Office of the Comptroller of Puerto Rico. No supplier shall acquire any right or privilege with respect to goods or services until written notice is given to it that the auction has been awarded to it and the process of formalization and registration of the contract has been completed.
- N. **Budget.** The DPS has strict budget controls and needs a proactive person or company to provide quality professional services.
- O. **Recognition of federal funds.** The funds to be used to pay for services under this contract are awarded by DHS, in particular FEMA-4339-DR-PR grant funds under the Hazard Mitigation Grant Program.

VII. PROPOSAL FORMAT

Individuals or businesses that meet all prequalification requirements may respond to this RFP. Proposals should include complete and accurate information on each of the following topics:

- A. **Experience.** Describe previous experience with government-funded programs and provide evidence of related previous work. A minimum of 3 years of experience is required.
- B. **Company/individual information. Provide contact information,** a brief history of you or your company; ownership, organizational structure, office location, the top five (5) customers; and at least three (3) business references with contact information, including telephone and email. Also, if applicable, indicate whether the business or individual is a woman or minority/business enterprise (M/WBE) as defined by the Minority and Women's Business Development Division.
- C. **Disclosure. Provide information on past or pending sanctions of the individual or company** through any regulatory body or professional organization; disclose the circumstances and status of any disciplinary action taken or pending against the individual or company during the past three (3) years.
- D. **Conflict of interest.** The individual or companies responding to this RFP attest that there are no interests 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.
- E. **Qualifications and Experience.** Conforming qualifications set out in the Specific Requirements section. Relevant experience with government agencies and according to the required years.
- F. **Signature.** Include the certificate that the person signing the proposal has the right to represent the company and is authorized to sign the proposal.
- G. **Proof of insurance coverage.** The proposal should include proof of insurance coverage for general commercial liability and professional insurance coverage, including errors and omissions.
- H. **Late proposals.** Proposals must be received **no later than 4:00 p.m. on March 16, 2026.** Proposals received after that time and date, or **without all the required information detailed above, may be rejected,** and returned to the proposing party, at the discretion of the PREMB. In the event of disputes over the time and date of receipt of a proposal, the date and time of receipt marked by the PREMB shall prevail.
- I. **Expense.** All proponents are solely responsible for their own time and expenses in preparing their proposal, including costs incurred during subsequent submissions and negotiations.
- J. **Documentation.** All bidders must have the following documents at the time of the award notification:
 1. ASG Certificate of Eligibility, (Single Provider Registry (RUP))
 2. If the proposing company or individual is foreign, provide Department of State Registration and comply with ASG's Single Supplier Registry (RUP).
 3. PYMES certification, if applicable,
 4. Affidavit under Act No. 2 of 2018,
 5. Corporate resolution of the representative of the company authorized to sign the contract,
 6. Letter from authorized distributor, if applicable, and
 7. Exclusive supplier letter, if applicable.

K. **Style.** The following format, sequence and instructions should be followed to provide consistency in the proposer's response and ensure that each proposal receives full consideration.

1. All pages must be listed consecutively,
2. Include a cover page,
3. Acceptance form completed in all its parts and signed,
4. Table of contents including page numbers,
5. A summary (one or two pages) of the key features of the proposal,
6. The body of the proposal, including prices and other service specifications.
7. Prices, goods and services must be described in detail, broken down and specified.
8. Proponents of more than one alternative must submit each of them separately. Each of the alternatives must meet the requirements of this request for proposal.

VIII. EVALUATION

Proposals will be evaluated based on the following criteria and scoring:

Criteria	Maximum Score
1. Proposer Qualifications	-/>35%
2. Services Dimensions	-/>45%
3. Cost proposal	-/>20%
Total Score	100%

The Proposal Review Committee will also consider federal compliance criteria outlined in the original RFP, including ethical standing, registration status, and eligibility.

The issuance of this RFP and receipt of proposals do not bind DSP/PREMB to award a contract. DSP/PREMB reserves the right to postpone the date of receipt or ultimately cancel all or part of this Request for Proposal without notice. Additional technical or cost action information may be requested for clarification purposes. The received information will not have the effect of changing the submitted original proposal, but it may lead to further negotiations between the potential proponents. Interviews and/or meetings are optional and may or may not be conducted at DPS's discretion.

IX. CHANGES TO PROPOSALS

The proposer may modify or withdraw his proposal before the established closing date and time by submitting a clear, detailed written notice. When the closing date and time arrive, all proposals are unalterable. The proposer will not change the proposal in any way unless requested by the DSP/PREMB for clarification purposes.

DSP/PREMB reserves the right, where necessary, to modify the objectives, scope, and specifications of the RFP prior to the final evaluation of proposals. DSP/PREMB shall promptly notify all potential proponents who have requested or received copies of the specifications of such amendment. If the objectives, scope, and specifications are modified, any proposer from

whom a proposal has been received prior to giving such notice of amendment shall have the right to withdraw the submitted proposal and resubmit it.

X. PRICE STABILITY

The prices set forth in the proposal will remain unchanged during the term of the Contract.

XI. SUBCONTRACTING

DSP/PREMB may consent for the outsourcing of the services or products that are the subject of this request for proposal and that are likely to be subcontracted. For outsourcing to be considered, the proposer shall specify and detail in its proposal each and any of the services whose outsourcing is proposed.

XII. DELAY IN NEGOTIATION

If it is not possible to negotiate a written contract within thirty (30) days of the award notice, DSP/PREMB, in its sole discretion and at any time, may determine to terminate negotiations with the successful bidder and negotiate a contract with the next qualified proponent or may elect to terminate the request for proposal process without signing a contract with any of the proponents.

XIII. NOTIFICATION

DSP/PREMB reserves the right to reject any proposal because of any of the selection criteria set forth in the RFP, for near-expiring federal funds, for fiscal crisis, for any state or federal law or regulation affecting the *procurement* procedure, and for any other reason beyond PREMB's scope.

XIV. REJECTION OF OFFERS

DSP/PREMB reserves the right to reject any proposal that does not meet the specifications described in the RFP.

The issuance of this call and receipt of proposals does not bind DSP/PREMB to award a contract. DSP/PREMB reserves the right to postpone the date of receipt, or ultimately cancel all or part of this call.

Confidentiality: The contents of this RFP is considered confidential information. The person or company receiving it shall not disclose to anyone any information related to this request, or any information obtained in subsequent communications related to the request, except for its employees directly connected with the response to it, no information contained in this RFP shall be duplicated, used, or disclosed without the prior written consent of DSP/PREMB.

The information in this RFP may only be distributed with written permission from DSP/PREMB. In addition, no press releases, public announcements, or any other reference to this request may be made without the prior written consent of DSP/PREMB, whose consent may be withheld for any reason solely at DSP/PREMB's discretion.

XV. ACCEPTANCE FORM

<u>ACCEPTANCE FORM</u>	
<p>This form must be completed and signed by a person duly authorized by the proposer and submitted electronically along with the original proposal via email, in accordance with the instructions set forth in this RFP.</p> <p>The attached proposal is submitted in response to DSP/PREMB Request for Proposals No. DSP-OASP-RFP-2026-003. I accept that I agree to all terms and conditions contained therein, and I agree that any inconsistency in our proposal shall be deemed to have not been written and as if it did not exist. I certify that we have read and reviewed the RFP, including all sections thereof, and that we have conducted prudent and reasonable research to prepare the proposal. We agree to comply with everything outlined in our proposal.</p>	
Company:	Address:
Telephone:	Fax:
Website address:	Unique Entity ID Number or SAM-UEI Number
Name of Authorized Representative:	Title:
Cell phone:	Email:
Signature:	Date:
<p><u>FAILURE TO COMPLETE THIS FORM AND SUBMIT IT WITH YOUR PROPOSAL MAY RESULT IN YOUR PARTICIPATION IN THE PROCESS.</u></p>	

Confidentiality: The contents of this Request for Proposals (RFP) are considered confidential information. Any person or company receiving this RFP shall not disclose any information related to this request or to any subsequent communications associated with it, except to employees who are directly involved in preparing the response. No information contained in this RFP may be duplicated, used, or disclosed without the prior written consent of DSP/PREMB. The information contained in this RFP may only be distributed with the written permission of DSP/PREMB. In addition, no press releases, public announcements, or references to this request may be made without the prior written consent of DSP/PREMB, which may be denied at its sole discretion.