



## **Request for Proposals No. DSP-OASP-RFP-2026-004 Update the Stilt House Inventory Project**

**Invitation:** The Department of Public Safety, invites qualified bidders to submit proposals for the update of the Stilt House Inventory Project.

**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](mailto: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 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 Municipality of Bayamón seeks to launch a project focused on the inventory of homes built on stilts within its jurisdiction. This initiative aims to identify the main structural and social vulnerabilities associated with this type of construction in order to develop effective risk mitigation strategies.

Additionally, the project will include training for affected communities, promoting knowledge and providing tools needed to reduce their exposure to risk, improve their resilience, and encourage civic engagement in planning and prevention processes.

## II. **GENERAL OBJECTIVES**

The main objective of this project is to carry out a detailed inventory of stilt homes in the Municipality of Bayamon, in order to identify their structural conditions and assess the risks to which they are exposed.

To collect and manage data, the Survey123 for ArcGIS application will be used, enabling precise georeferencing and efficient systematization of the information.

The effort aims to generate a reliable database that will support the development of risk mitigation strategies, prioritization of interventions, and long-term municipal planning. Additionally, the project includes training for the impacted communities to strengthen their knowledge of local vulnerabilities and improve their resilience to natural disasters.

## III. **SERVICE SPECIFICATIONS**

To update the Stilt House Inventory Project, it is proposed to divide the work into two clearly defined phases. This organization will allow for better planning of activities, optimal use of available resources, and more efficient achievement of the established objectives.

### **Phase 1: Geolocation and Field Data Collection**

**Estimates Completion Window: February 1, 2026 – October 31, 2026 (9 months)**

- a) The contractor shall conduct in-person visits to designated communities to collect and accurately record data related to homes built on stilts. Data collection will be performed using an **existing digital form** provided by the Municipality, designed to capture detailed information and photographic documentation for each structure. The contractor shall ensure that all fields within the form are properly completed, verified for accuracy, and integrated into the project's GIS platform for analysis and reporting.
- b) Capture detailed information on the physical and structural conditions of the houses, including an estimated 3,700 stilt structures — a number that may vary — ensuring comprehensive and reliable documentation.
- c) Use technological tools to geolocate each structure and incorporate high-quality photographs to support and complement the inventory.
- d) Apply the use of GIS tools for the analysis and manipulation of spatial data, as well as for the generation of detailed reports and maps.
- d) Provide technical support in the preparation of queries, reports, and analyses necessary to reinforce the work of the technical team.

- e) Plan and organize logistics for field data collection. This includes task assignment, work area distribution, and supervision of personnel and equipment.
- f) Oversee quality control functions, such as verifying that information is not duplicated, that data and photographs are complete, and that all structures have been inspected, among similar tasks.
- g) Generate reports for data quality control, as well as recommendations to the Municipality regarding the reported cases.

## **Phase 2: Analysis, Systematization, and Presentation of Results**

**Estimated Completion Window: November 1, 2026 – March 31, 2027 (5 months)**

- a) Organize and systematize the information collected in Phase 1, ensuring its integrity, consistency, and suitability for technical analysis and decision-making.
- b) Perform comprehensive analysis of the data, identifying patterns, risks, priority needs, and opportunities for intervention in the evaluated communities.
- c) Design informative products such as thematic maps, interactive dashboards, and reports on stilt houses.
- d) Develop technical recommendations and action strategies, based on the collected evidence, aimed at improving conditions, mitigating risks, and planning future interventions.

## **Phase 3: Reporting & Knowledge Products**

**Estimated Completion Window: April 1, 2027 – June 30, 2027 (3 months)**

- a) Draft and deliver a comprehensive Safe Housing Report summarizing methods, data sources, analysis, findings, and prioritized recommendations.
- b) Draft and deliver a Standard Operating Procedure (SOP) that establishes roles, workflows, data standards, update cycles, and communication/coordination steps with municipal and state partners for ongoing risk monitoring and action.
- c) Produce GIS linked deliverables, referenced in the Report and SOP, including metadata and data dictionaries.
- d) Provide executive summaries and a short slide deck suitable for briefings.
- e) Conduct a handoff/training session to staff to transfer knowledge on report use, SOP application, and data maintenance.
- f) Include a deliverable acceptance checklist (scope covered, quality control, completeness, editables, IP/license).

## **IV. SPECIFIC REQUIREMENTS**

The Municipality of Bayamón invites qualified companies to participate in the Stilt House Inventory Project, which aims to identify and record accurate information about structures built on stilts within the municipality's communities.

**Specific Requirements:**

- a) Guarantee the accuracy, integrity, and quality of the data collected during the inventory process.
- b) Demonstrate knowledge and experience in the use of ArcGIS Pro software for advanced geospatial data management.
- c) Possess excellent verbal and written communication skills for report writing and coordination with the technical team.
- d) Guarantee the accuracy, integrity, and quality of the data collected throughout the process by applying quality assurance exercises (“Data Quality”).
- e) Create, modify, and manage updated, reliable, and well-organized geospatial databases.
- f) Demonstrate proactivity, attention to detail, and the ability to work with minimal supervision.
- g) Organize and prioritize tasks efficiently, ensuring compliance with established deadlines.
- h) Apply GIS tools and technologies for spatial analysis and the production of reports and maps.
- i) Create, modify, and manage geospatial data, maintaining updated and reliable databases.
- j) Provide technical support in queries, reports, and analysis to strengthen the team’s work.
- k) Possess knowledge and experience in the use of ArcGIS Pro software.
- l) Have access to a personal vehicle for transportation to the different communities.
- m) Have an iPad or similar device for digital field data collection.
- n) Proven experience drafting technical reports and SOPs based on GIS analyses.
- o) All deliverables must be completed no later than **June 30, 2027**.

**V. COST**

Proposals must include a detailed budget identifying costs by phase, with separate lines for:

- Labor (role-based rates);
- Equipment and software use;
- Transportation/logistics;
- Data processing and reporting.

The following table format must be used to present the proposed budget.

<b>Phase</b>	<b>Description</b>	<b>Deadline</b>	<b>Proposed Cost</b>
Phase 1	<b>Geolocation and Field Data Collection</b>	October 2026	
Phase 2	<b>Analysis, Systematization, and Presentation of Results</b>	March 2027	
Phase 3	Reporting & SOP	June 2027	
<b>TOTAL</b>			

## 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 signing 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 includes the required government certification for conflict of interest. It should also include details 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](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.
  - 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 grant funds under the Regional Catastrophic Preparedness Grant Program FY2024.
- P. **Intellectual Property & Work Product.** All data, reports, SOPs, maps, and editable source files produced under this RFP shall be the exclusive property of DPS and the Municipality of Bayamón. Contractor shall deliver all editable files upon acceptance and prior to final payment.

## 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%
<b>Total Score</b>	<b>100%</b>

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**

<b><u>ACCEPTANCE FORM</u></b>	
<p><b>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.</b></p> <p>The attached proposal is submitted in response to DSP/PREMB Request for Proposals No. <b>DSP-OASP-RFP-2026-004</b>. 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><b><u>FAILURE TO COMPLETE THIS FORM AND SUBMIT IT WITH YOUR PROPOSAL MAY RESULT IN YOUR PARTICIPATION IN THE PROCESS.</u></b></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.