



Request for Proposals No. DSP-OASP-RFP-2026-007

Vetiver Cover-Crop Implementation to support Flood/Erosion Control, Including Outreach and Community Capacity-Building under Regional Catastrophic Program

Invitation: The Department of Public Safety, also known as DPS, invites qualified bidders to submit proposals for the Vetiver Cover-Crop Implementation to support Flood/Erosion Control, Including Outreach and Community Capacity-Building under RCPGP

Issue Date: This Request for Proposals is issued on **May 11, 2026**.

Deadline: Proposals must be submitted **on or before 4:00 pm on June 4, 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

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. 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 May 20, 2026**.

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I. BACKGROUND

The Municipality of Bayamón is implementing a multi-year initiative under the Regional Catastrophic Preparedness Grant Program (RCPGP) to strengthen catastrophic preparedness and community resilience in vulnerable areas. The overall initiative includes multiple components designed to reduce risk exposure, enhance local readiness, and support community-driven mitigation strategies.

This Request for Proposals (RFP) is limited to the environmental mitigation component related to the procurement, installation, and establishment care of an approved cover-crop vegetation (Vetiver) in designated public areas, and the delivery of associated community exercises and outreach activities coordinated with the Municipality's Office of Ornato.

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 community engagement through targeted education and training activities and the implementation of nature-based mitigation measures through the installation of approved cover-crop vegetation (Vetiver) in designated public areas to help stabilize soils and reduce stormwater runoff impacts. Each component is structured to strengthen local preparedness, support informed decision-making, and contribute to long-term risk reduction and community resilience planning.

This Request for Proposals (RFP) specifically addresses one of the project's implementation areas: the procurement and planning installation, and post installation maintenance care of approved cover crop vegetation in designated public areas. These plantings will support environmental resilience by reducing surface runoff, stabilizing soils, and contributing to the overall effectiveness of the municipality's green infrastructure strategy. Additionally, the project includes community exercises that provide hands-on training for residents in the planting and maintenance of vetiver for erosion and flood control.

As part of this initiative, the project includes a structured community training component consisting of fifteen (15) training sessions, each serving approximately thirty (30) participants, for an estimated total reach of four hundred fifty (450) community participants. These trainings will be delivered in coordination with the Municipality's Department of Ornato and integrated into field activities related to planting and environmental mitigation.

III. SERVICE SPECIFICATIONS

The selected contractor shall be responsible for providing all labor, supervision, and coordination necessary to complete the procurement, installation, and establishment care of the approved cover-crop vegetation (Vetiver) in designated public areas of the Municipality of Bayamón. The contractor shall provide all required tools and work equipment necessary

to perform the services. **This RFP does not authorize the purchase of equipment or construction-related items;** all tools and work equipment must be contractor-furnished.

A. Vegetation Procurement and Installation

1. The contractor shall procure, install and provide maintenance and upkeep of approximately 12,000 total units of cover crop species Vetiver.
2. All Vetiver units shall be healthy, of nursery quality, and suitable for erosion control and stormwater mitigation functions.
3. The contractor shall deliver, handle and install all plant materials in accordance with the species cultural requirements and spacing/placement criteria provided or approved by municipal technical staff.
4. The contractor shall ensure proper care during delivery and installation to support successful establishment and shall provide maintenance (e.g., watering, replacement of failed units as approved) throughout the project period, through approximately June 2027.
5. Procurement compliance: If the Contractor is not the direct vendor of the vegetation, any third-party purchase must follow fair and open competition practices. The Contractor shall obtain and document price quotes and vendor selection rationale and submit an itemized purchase request (units, cost, vendor info, and quotes) to the Municipality for prior written approval before purchase. Purchases made without prior written approval may be deemed non-reimbursable.

B. Phased Implementation Plan

The contractor shall carry out the work in the following phases:

Phase 1 – Diagnostic

Estimated Completion Window: *April-July 2026*

- Formation of data collection teams in coordination with the Office of Ornato
- Identification and documentation of approved planting sites and baseline conditions relevant to cover-crop installation (e.g., slope/erosion indicators, drainage patterns, and surface runoff observations).
- Preliminary runoff/drainage observations by zone to support placement and spacing recommendations for cover-crop vegetation.
- Technical review by qualified personnel (e.g., Agronomist, or equivalent) to establish site-specific placement and spacing guidance for the selected cover-crop vegetation.

Phase 2 – Establishment and Execution

Estimated Completion Window: *July-December 2026*

- Procurement and delivery of approved vegetative material.
- Coordination of planting activities and on-site supervision/instruction during installation efforts, in collaboration with municipal personnel.

- Documentation of installation activities by site/zone (quantities installed, dates, and photo documentation)

Phase 3 – Post-Installation Support

Estimated Completion Window: January- June 2027

- Post-installation maintenance and survival monitoring for installed cover-crop vegetation (e.g., watering and replacement of failed units **as approved**), documented through a maintenance/survival log submitted with progress reporting.
- Conduct scheduled follow-up site visits and document site conditions, issues identified, and corrective actions taken (as applicable).
- Coordinate post-installation maintenance activities with the Municipality’s Office of Ornato and comply with the approved schedule through the end of the contract period.

Phase 4 – Community Exercises (runs in parallel with Phases 2-3)

Estimated Completion Window: July 2026–June 2027

Training and community exercises will be coordinated with the Office of Ornato and conducted post-installation care activities.

- The Contractor shall be responsible for outreach and participant recruitment in coordination with the Municipality’s Office of Ornato to ensure attendance targets are met.
- The Contractor shall develop, produce, and disseminate outreach and educational materials (e.g., flyers, handouts, visual guides, and social media-ready graphics/posts), subject to Municipal review and approval prior to distribution.
- Outreach efforts shall include coordination with community-based organizations and other local partners to promote participation and support dissemination of approved materials.
- Provide hands-on demonstrations and step-by-step instruction to community participants during planting and post-installation care activities, including proper planting techniques, spacing/placement as directed by municipal technical staff, root establishment, soil stabilization, and erosion prevention.
- Facilitate practical exercises where participants plant cover-crop units on site and practice basic post-installation care activities (e.g., watering and simple monitoring), under the Contractor’s supervision and in coordination with the Office of Ornato.
- Be offered at times accessible to residents (weekday evenings or weekends).
- Include documentation of participation (sign-in sheets, photos, and short evaluation surveys).
- Implement a minimum of **fifteen (15)** community training sessions, each accommodating approximately **thirty (30)** participants, with an estimated duration of **thirty (30) minutes to one (1) hour** per session, for a total estimated participation of **four hundred fifty (450)** residents.

- Deliver a final Exercise Report summarizing activities, number of participants, lessons learned, and recommendations for scaling these practices across additional communities.
- The Contractor shall document outreach activities and provide copies/screenshots of distributed materials and a brief outreach summary as part of progress reporting.
- **All printed or digital materials must include the acknowledgement statement required by the funding agency (FEMA/DHS), as provided by the Municipality.**
- **All printed or digital materials must relate solely to the subject and purpose approved by the RCPGP.**
- Printed or digital materials may not include municipal or government promotions, nor may they display the DHS/FEMA logo.

C. Coordination and Communication

1. All work must be coordinated with the Municipality's Office of Ornato and designated technical representatives.
2. The contractor shall maintain open communication with the project manager and participate in scheduled coordination or progress meetings.
3. Any modifications to scope, schedule, or methods must be approved in writing by the Municipality.
4. The contractor shall adhere to the phase windows listed above and complete all deliverables **no later than Junio 30, 2027**. Any adjustment must be requested in writing and approved by the Municipality and DSP.

D. Deliverables

1. Final planting summary report including:
 - Total quantities installed per site
 - Planting dates and timeline adherence
 - Photographic documentation (before, during, after)
 - GIS-based maps indicating planting zones (if applicable)
 - Post Installation maintenance and care recommendations
2. Community Exercise Report:
 - Copies of attendance lists per session
 - Brief session evaluations and photos
 - Summary of skills covered (planting, maintenance, erosion control)
 - Lessons learned and recommendations to scale to additional communities
 - Copies or samples of all educational and outreach materials distributed to participants

IV. SPECIFIC REQUIREMENTS

Proponents responding to this RFP must meet the following minimum qualifications and documentation standards. The contractor must demonstrate a minimum of two (2) years of verifiable experience in ecological restoration, or other relevant vegetation infrastructure projects. Previous experience with public or governmental clients is required, and proposers must submit at least three (3) references from completed projects of comparable scale.

The selected 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. All team members assigned to this project must possess appropriate training or credentials in landscape installation, horticulture, or agronomy. Supervisory staff must have demonstrated experience managing multi-site vegetation installation activities.

Contractors must carry adequate insurance, including general liability and workers’ compensation coverage, and submit proof of such coverage with their proposal. The proposer must have the capacity to procure, deliver, and install all specified vegetation within the project timeline and to guarantee plant quality and survival during the establishment period.

Field work must be conducted in coordination with the Municipal Office of Ornato, following the approved planting calendar and assigned working hours. All proposals must include a complete work plan detailing timeline, team structure, equipment, logistics, planting methodology, and quality control measures. The selected contractor will be expected to participate in progress meetings, respond to requests for site visits, and comply with any additional documentation or reporting requirements requested by the Municipality.

V. COST

The proposal should include the cost per phase.

Costs for Phase 4 – Community Exercises must reflect the delivery of **fifteen (15)** training sessions, each serving approximately **thirty (30)** participants, with an estimated duration of **thirty (30) minutes to one (1) hour** per session, including outreach support, educational materials, documentation, and reporting.”

Phase	Description	Estimated Completion Window	Estimated Cost (USD)
Phase 1 – Diagnostic	Site verification, baseline observations, and technical placement/spacing guidance	April-June 2026	\$
Phase 2 – Establishment/Execution	Procurement, delivery, installation, and site/zone documentation	July-December 2026	\$
Phase 3 – Post Installation Support	Post-installation maintenance and survival monitoring; community education support	January-June 2027	\$
Phase 4 – Community Exercises	Trainings/workshops, outreach, documentation, and Exercise Report	July 2026-June 2027	\$
	All final reports submitted	No later than June 30, 2027	

VI. TERMS AND CONDITIONS

- A. **Protection of captured data.** Due to the nature and responsibility of DSP, the selected company or individual is required to sign a formal contract.
- B. **Independent contractor.** The nature of the relationship between DSP 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 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 shall not be liable for any costs not specified in the invoice and contract.
- E. DSP 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 2 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 DSP, 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 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 DSP 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 Regional Catastrophic Preparedness Grant Program (RCPGP).

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 2 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. The proposal must also include an implementation plan outlining the project timeline by phase, consistent with Section III and ensuring completion by June 30, 2027, a well as a summary of the community engagement approach, including outreach activities, participant targets, and documentation methods.
- 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 June 4, 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 DSP. In the event of disputes over the time and date of receipt of a proposal, the date and time of receipt marked by the DSP 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 DPS to award a contract. DPS 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 DPS for clarification purposes.

DPS reserves the right, where necessary, to modify the objectives, scope, and specifications of the RFP prior to the final evaluation of proposals. DSP 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 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, 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 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 DSP's scope.

XIV. REJECTION OF OFFERS

DSP 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 to award a contract. DSP reserves the right to postpone the date of receipt or ultimately cancel all or part of this call.

XV. ACCEPTANCE FORM

<u>ACCEPTANCE FORM</u>	
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.	
The attached proposal is submitted in response to DSP/OASP Request for Proposals No. DSP-OASP-RFP-2026-007 . 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.	
Company:	Address:
Telephone:	Fax:
Website address:	Unique Entity ID Number or SAM-UEI Number
Name of Authorized Representative:	Title:
Cell phone:	Email:
Signature:	Date:
<u>FAILURE TO COMPLETE THIS FORM AND SUBMIT IT WITH YOUR PROPOSAL MAY RESULT IN YOUR PARTICIPATION IN THE PROCESS.</u>	

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/OASP. The information contained in this RFP may only be distributed with the written permission of DSP/OASP. In addition, no press releases, public announcements, or references to this request may be made without the prior written consent of DSP/OASP, which may be denied at its sole discretion.