



GOBIERNO DE PUERTO RICO
DEPARTAMENTO DE SEGURIDAD PÚBLICA

ALEXIS TORRES RIOS
SECRETARIO
MARCOS CONCEPCION TIRADO
COMISIONADO

GOVERNMENT OF PUERTO RICO
PUERTO RICO DEPARTMENT OF PUBLIC SAFETY
PUERTO RICO FIRE BUREAU

Federal Emergency Management Agency (FEMA)
Public Assistance (PA) Program (FEMA-PA)

REQUEST FOR QUALIFICATIONS (RFQ) FOR ARCHITECTURE, ENGINEERING,
AND OTHER PROFESSIONAL AND TECHNICAL SERVICES

The Puerto Rico Department of Safety, Puerto Rico, is requesting Qualified Professional Services Proposals from interested firms and individuals to provide professional services such as: Architecture, Engineering, Land Use Surveying, Environmental, Geotechnical, Permits, Appraisal, and other technical services, to be offered to the Puerto Rico Firefighters Corps, thru the Federal Emergency Management Agency Public Assistance Program (FEMA-PA) program and will accept competitive proposals for Professional Services to assist the Puerto Rico Fire Bureau on the disaster recovery activities related to hurricanes Irma and María. This Request for Qualifications will ultimately lead to contract(s) that will meet local, State and Federal FEMA-PR responsibilities and regulations. We invite Proposers to submit a detailed services cost proposal. The Proposers will be evaluated in terms of their capability, rates, and previous experience carrying out such activities with FEMA-PA Program.

The procedures for the selection of this firms will be in accordance with the procurement requirements of the Federal Emergency Management Agency Public Assistance Program (FEMA-PA) funds guidelines, 2CFR-200 requirements, and corresponding point system identified in the Request for Qualifications package. That package also identifies the scope of services to be performed by the selected firms. The Puerto Rico Department of Safety shall select those qualified respondents who should accomplish the highest score in the evaluation process. Applicants must show to the complete satisfaction of the Puerto Rico Department of Safety that it has the necessary experience and ability to provide the services specified herein in a satisfactory manner. The Puerto Rico Department of Safety reserves the right to reject any proposal which the Proposer fails to satisfy any qualifications requirements that the Agency considers FEMA-PA program regulations standards are not accomplished and shall limit the Proposer ability to complete the work described therein on an eventual contract.

These services are needed for budgets, scopes of work, environmental compliance, draft specifications, preliminary and final design plans, bid documents, construction works, and necessary interim and final inspections required by the Puerto Rico



Department of Safety among other FEMA-PA program requirement activities. These services are being solicited to assist the FEMA-PA Program Management Team in its application and project implementation of a contract, if awarded. The submission requirements and deadline for this RFQ are included in the attached document.

The Puerto Rico Department of Safety reserves the right to negotiate with all professionals or firms submitting proposals, per the Uniform Grant and Contract Management Standards. The Interested parties are invited to secure a request for qualifications package from, Puerto Rico Fire Bureau at *Calle Loiza Esquina Doncella 2432, San Juan, Puerto Rico*. Packages may be obtained from the Puerto Rico Department of Safety upon presential request or by email at jfigueroa@dsp.pr.gov and 787-461-3500.

Proposals must be submitted in sealed envelopes, in original, within the next thirty (30) calendar days from the date of publication of this announcement. Proposals whose postmark meets the indicated date will be accepted. They can also deliver them to this office located at the, Calle Loiza Esquina Doncella 2432. Proposals via facsimile or email will not be accepted. They can be sent by mail to the following address: P O Box 13325 San Juan, PR 00908-3325. For additional information, you can contact Lieutenant Joel Figueroa, at 787-461-3500.

Published on Tuesday, August 31, 2022.

Deadline: Monday, August 16, 2022.



Marcos Concepción Tirado
Commissioner

Alexis Torres Ríos
Secretary



Rafael Riviere
Under Secretary





GOBIERNO DE PUERTO RICO
DEPARTAMENTO DE SEGURIDAD PÚBLICA

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GOVERNMENT OF PUERTO RICO
PUERTO RICO DEPARTMENT OF PUBLIC SAFETY
PUERTO RICO FIRE BUREAU

Federal Emergency Management Agency (FEMA)
Public Assistance (PA) Program (FEMA-PA)

REQUEST FOR QUALIFICATIONS FOR ARCHITECTURE, ENGINEERING,
AND OTHER PROFESSIONAL AND TECHNICAL SERVICES
(RFQ)

Due Date: September 16, 2022

CAPITAL CENTER II | 235 AVE ARTERIAL HOSTOS STE 103 | HATO REY PR 00918

787.903.5602

www.dsp.pr.gov



DEPARTMENT OF PUBLIC SAFETY
PUERTO RICO FIRE BUREAU

REQUEST FOR QUALIFICATIONS FOR ARCHITECTURE, ENGINEERING,
AND OTHER PROFESSIONAL AND TECHNICAL SERVICES FOR FEDERAL
EMERGENCY MANAGEMENT AGENCY PUBLIC ASSISTANCE PROGRAM (FEMA-PA)

I. GENERAL

On September 20, 2017, the day Hurricane María made impact, the Government of Puerto Rico requested an expedited presidential declaration for all 78 municipalities throughout Puerto Rico.

The COR3 has been designated by the Government of Puerto Rico as the agency responsible for administering and coordinating FEMA funds to help in the recovery from disasters caused by the impact of the hurricanes; this includes long-term recovery, restoration of housing, economic infrastructure, and revitalization. Under the commitment to administer the Funds in an efficient and transparent manner, FEMA evaluated all government recovery and reconstruction assessments on the Island, after receiving multi-sector recommendations. The Program is responsible to assure the execution of recovery projects and the provision of related services.

As part of this effort, FEMA granted the Puerto Rico Fire Bureau (PRFB) with an amount of funds to help in the recovery process of several of its facilities. The Puerto Rico Department of Public Safety (PRDPS) committed to collaborate with the agencies PRFC with the aim to achieve such important goal. In that order, the PRDPS is requesting professional services to help in the management of the grants in compliance with FEMA guidelines.

The Puerto Rico Department of Public Safety, Puerto Rico, is soliciting Qualified Professional Services Proposals from interested firms and individuals to provide professional services such as: Architecture, Engineering, Land Use Surveying, Environmental, Geotechnical, Permits, and other technical services, thru the FEMA Public Assistance Program, and will accept competitive proposals for Professional Services to assist on the disaster recovery activities related to hurricanes Irma and Maria. This Request for Qualifications will ultimately lead to contract(s) that will meet State and Federal FEMA responsibilities and regulations. We invite Proposers to submit a detailed services cost proposal. The Proposers will be evaluated in terms of their capability, rates, and previous experience carrying out such activities within Puerto Rico state agencies, public corporations, or any of the 78 municipalities.

The procedures for the selection of this firm will be in accordance with the procurement requirements of the FEMA Public Assistance Program funds guidelines



in accordance with the selection criteria and corresponding point system identified in the Request for Qualifications (RFQ) package. That package also identifies the scope of services to be performed by the selected firm.

The Puerto Rico Department of Public Safety shall select those qualified respondents who should obtain the highest score in the evaluation process for each technical area as described.

Proposers must show to the complete satisfaction of the Puerto Rico Department of Public Safety that has the necessary experience and ability to provide the services specified herein in a satisfactory manner. The Puerto Rico Department of Public Safety reserves the right to reject any offer if a Proposer fails to satisfy the Puerto Rico Department of Public Safety that is properly qualified to carry out the obligations of the contract and to complete the work described therein.

Enclosed is a copy of a Request for Qualifications for architecture, engineering, and other technical services.

These services are needed for planning phases, budgets and costs estimating, scopes of work, draft specifications, preliminary and final design plans, bid documents, construction works, and necessary interim and final inspections required by the Department of Public Safety among other Public Assistance Program activities. These services are being solicited to assist the Public Assistance Program Management Team in its application and project implementation of a contract, if awarded. The submission requirements and deadline for this are included in the attached document.

Any further request proposal will be in accordance with accordance with 200CFR318. In that order every contracting process as the result of this RFQ will be processed thru de Puerto Rico General Services Administration, in accordance with the Act 73-2019. However, the Puerto Rico Department of Public Safety reserves the right to negotiate with all professionals or firms submitting proposals, per the Uniform Grant and Contract Management Standards. The Puerto Rico Department of Public Safety may award multiple contracts as a result of this solicitation. The Puerto Rico Department of Public Safety is an Affirmative Action/Equal Opportunity Employer. Historically Underutilized Businesses (HUBs) are encouraged to submit proposals. Section 3 Residents, Minority Business Enterprises, Small Business Enterprises, Women Business Enterprises, and labor surplus area firms are encouraged to submit proposals.

Among other specified herein, please submit a statement of qualifications to the following Attachments:

- Scope of Services
- Score Sheet Required Contract Provisions
- Conflict of Interest Questionnaire
- Disclosure of Lobbying
- Certification Regarding Lobbying
- Required Contract Provisions



Interested parties are invited to secure a request for qualifications package from the Department of Federal Funds Management of the *Puerto Rico Department of Public Safety*. Packages may be obtained from the *Puerto Rico Fire Bureau* upon presential request or by email at jfigueroa@dsp.pr.gov and 787-461-3500.

II. SCOPE OF SERVICES ACTIVITIES

A. Architectural and Engineering Services

The Puerto Rico Department of Public Safety is seeking to enter into an architectural and engineering services contract with one, or more, state registered engineers or engineering firms. The following outlines this request for qualifications:

1. Public works construction including but not limited to infrastructure improvement projects.
2. Federally funded construction projects (HUD preferably).
3. Familiarity with projects involving earthen and significant natural drainage structures.
4. Projects located in this general region of the state.
5. Experience on Puerto Rico's municipal system.

Scope of A & E Services

The services contract will encompass all application and project related architectural and engineering services to the Puerto Rico Department of Public Safety under its CDBG-DR Program, including but not limited to the following:

1. Program Planning Phase. Assist with the development of grant applications, and project planning process as necessary.
2. Post Grant Award Services. The following post funding services will be required by the Puerto Rico Department of Public Safety:
 - a. Engineering Cost Analysis
 - b. Initial Engineering and Design Support
 - c. Engineering and Final Design Support
 - d. Permits Management
 - e. Bid and Award Support
 - f. Construction Oversight; and,
 - g. Specialized Services

Please specify actual tasks to be performed under each of these categories. The Department of Public Safety will score and rank all eligible respondents with the highest scoring respondent. If a contract cannot be reached, then the Puerto Rico Department of Public Safety will move down the list until a contract can be agreed upon. All proposal shall include:



- a. Brief statement of the firm's understanding of the scope of the work to be performed.
- b. Confirmation that the firm meets the appropriate state licensing requirements to practice as an engineer in Puerto Rico. Pre-funding services are not eligible for Public Assistance Program reimbursement and must be paid with local or other FEMA-PA funds.
- c. Confirmation that the firm has not had a record of substandard work within the last five years.
- d. Confirmation that the firm has not engaged in any unethical practices within the last five years.
- e. Any other information that the firm feels appropriate to support their understanding.
- f. Company profile.
- g. Set forth all experience and qualifications as they relate to the proposed project in terms of technical scope, tasks involved, deliverable products, and other elements of the work as they relate to the evaluation criteria and all requirements of this including the following:
 - Experience with public works construction including but not limited to disaster recovery projects.
 - Experience with federally funded construction projects.
 - A list of past local government clients, as well as resumes of all engineers/architects/surveyors that will or may be assigned to this project if you receive the engineering services contract award; and,
 - Furnish a minimum of five (5) references.

Evaluation Criteria

The qualified firm will determine by the Selection Committee to the most responsive proposal to the requirements of the services to be provided. The Selection Committee reserves the right to reject all proposals and to waive all technicalities. While price is a consideration, the Selection Committee reserves the right to consider other aspects including but not limited to the following:

- Approach and Methodology to the Scope of Work
- Consultant Experience - Qualifications and relevant experience of consultant and subconsultant personnel
- Capacity to Perform and Key Staff
- Past Performance - Satisfactory past performance with the Puerto Rico Department of Public Safety
- BONUS - OFFICE LOCATION – A bonus will be given to small firms or professionals located within the Puerto Rico Department of Public Safety



B. Land Surveying Services

Scope of Services

On-call professional land surveying services under this agreement may include, but are not limited to the following activities conducted to industry standards:

1. Aerial photogrammetry
2. Boundary and right-of-way surveys
3. Topographic surveys, including cross sections
4. Alignment surveys of streets, street improvements, or utility lines
5. Establishment of reference points for existing monumentation
6. Establishment of new monumentation for horizontal (CCS 83 Zone II) and vertical (NAVD 88) control
7. Preparation of Corner Records or Records of Survey
8. Preparation of Legal Descriptions and Plats
9. Settlement monitoring
10. Construction staking or verification of Contractor-provided construction staking

Additional requirements are as follows:

1. The Consultant's survey crew should be available within a 48-hour notice.
2. The Consultant's survey crew should be experienced with the tasks listed above.
3. The Consultant's survey party should be a Professional Land Surveyor registered in Puerto Rico or a Registered Professional Civil Engineer authorized to practice land surveying in Puerto Rico. The Public Assistance Program reserves the right to reject any proposal.
4. The Consultant shall be available for periodic meetings to discuss issues related to task orders.
5. All supplies, such as, but not limited to, stakes, flagging, nails, spikes, ties, paint, etc. shall be included in the hourly rate for the survey party.
6. The Consultant must be adequately insured for liability and property damage pursuant to the conditions of the Agreement.
7. The Consultant's survey crew shall be able to provide proper traffic control in accordance with Puerto Rico codes in effect or as required by the Puerto Rico Department of Public Safety when carrying out their functions and duties.
8. All survey work shall be performed and delivered in U.S. Survey Feet or as required by the Puerto Rico Department of Public Safety.
9. Plans and Maps shall be submitted in AutoCAD Civil 3D format in use by the Puerto Rico Department of Public Safety at the time of issuance of the task order, and any estimates, schedules, or reports shall be submitted in Microsoft Office format.
10. All deliverables shall be signed and sealed.



Evaluation Criteria

The qualified firm will determine by the Selection Committee to the most responsive proposal to the requirements of the services to be provided. The Selection Committee reserves the right to reject all proposals and to waive all technicalities. While price is a consideration, the Selection Committee reserves the right to consider other aspects including but not limited to the following:

- Approach and Methodology to the Scope of Work
- Consultant Experience - Qualifications and relevant experience of consultant and subconsultant personnel
- Firm's Capabilities - Demonstrated capability on similar or related projects
Equipment available/used by the Consultant Approach to maintaining quality of work and cost control Commitment to availability of personnel assigned to the contract for task order work on short notice.
- Past Performance - Satisfactory past performance with the Puerto Rico Department of Public Safety.
- Bonus: Will be given to small firms or professionals located within the Puerto Rico Department of Public Safety.

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C. Geotechnical Engineering Services

Scope of Geotechnical Services

1. Geotechnical Engineering services shall perform soil borings and analyze the soils in the area of new construction. The locations and depths of these test borings are based on a preliminary design of the proposed structures. Proposals are being solicited based on boring depths indicated on attached boring map.
2. Provide a Geotechnical Report, signed and sealed by a Puerto Rico licensed professional civil engineer, or geologist which presents findings of subsurface exploration and provides geotechnical recommendations regarding the design and construction of proposed new building foundations, floor slabs, and pavements for the project.
3. The report shall indicate the seismic site class, allowable soil bearing pressure, lateral soil pressure (active, passive, and at rest), and associate backfill requirement to obtain these pressures.

Evaluation Criteria: Selection Process

The qualified firm will determine by the Selection Committee to the most responsive proposal to the requirements of the services to be provided. The Selection Committee reserves the right to reject all proposals and to waive all technicalities. While price is a consideration, the Selection Committee reserves the right to consider other aspects including but not limited to the following:

- Approach and Methodology to the Scope of Work
- Technical ability and qualifications of personnel
- Performance of Previous Contracts or Services.
- Ability, capacity, and skill of the Contractor to perform the work.
- Bonus –Local, minority owned business

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D. Environmental Services

Scope of Environmental Services

The Puerto Rico Department of Public Safety is seeking a qualified and experienced firm or consultant(s) to complete the broad level environmental review process in accordance with 24 CFR Part 58 and all associated laws and authorities. The environmental review process consists of the actions that a responsible entity must take to determine compliance with this part. The environmental review process should begin as soon as a recipient determines the projected use of HUD assistance.

1. Determine what level of review is required:
 - Exempt Activities
 - Categorical Exclusions Not Subject to §58.5
 - Categorical Exclusions Subject to §58.5
 - Environmental Assessments
 - Environmental Impact Statement Determination
2. Complete programmatic reviews, consisting of broad-level review and site-specific reviews. Site Specific Environmental Review Checklist.
3. Collect data.
4. As warranted, provide for County to initiate contracts with outside sources, e.g. State Historic Preservation Officer and Tribal Historical Preservation Officer.
5. As warranted, provide documentation to CDBG-DR Program Manager, and affected parties, obtain assessments, and obtain Clearance reports.
6. Prepare for the Puerto Rico Department of Public Safety to public or disseminate public notices when applicable based upon level of review.
7. Respond to any requests for information or additional documentation as may be required by the CDBG-DR Program Manager Environmental Officer.
8. Serve as Technical Advisor to the Puerto Rico Department of Public Safety and CDBG-DR Program Manager.
9. Prepare all necessary environmental reporting forms required by the CDBG-DR Program Manager in compliance with the program action plan for this grant award.

Project Deliverables and Requirements

1. Unspecified Site Strategy for Housing Related Activities Subject to 24 CFR Part 58
2. Site Specific Environmental Review Checklists
3. Environmental Site Assessment Reports
4. Housing Site Rehabilitation Agreements



5. Reports, letters and documentation to satisfy the requirements of 24 CFR Part 58 and the associated laws and authorities, e.g., such as Section 7 pertaining to Threatened and Endangered Species and Section 106 Historical Preservation.
6. Risk Assessment Reports

Evaluation Criteria

The qualified firm will determine by the Selection Committee to the most responsive proposal to the requirements of the services to be provided. The Selection Committee reserves the right to reject all proposals and to waive all technicalities. While price is a consideration, the Selection Committee reserves the right to consider other aspects including but not limited to the following:

- Approach and Methodology to the Scope of Work
- Experience with 24 CFR Part 58 Review
- Consultant Firm Capabilities and Qualifications
- Quality and Experience of Staff
- References
- Bonus – Minority Owned Local Business

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E. Archaeology Services

The Puerto Rico Department of Public Safety is seeking consultant services to provide a qualified professional archeologist to implement the review of proposed projects for impacts to archaeological resources during the land development process for housing and non-housing CDBG-DR projects. The Consultant will closely work with the CDBG-DR Grant Administrator/Project Manager to:

1. Review subdivision preliminary plans, final plats, and other site development applications to assess their impacts to archaeological resources.
2. Provide a summary of findings on potential impacts to archaeological resources for inclusion in staff reports.
3. Provide recommendations for further study, evaluation, and preservation, as necessary.
4. Provide documentation to be included in staff reports and attend meetings as necessary for the Puerto Rico Historic Preservation Office.
5. Review and make recommendations as necessary to enhance the existing review process for archaeological resources.

Contractors will be expected to have a thorough knowledge of laws and regulations that apply to conducting archaeological studies and historic preservation. Below is a sample listing:

- *Puerto Rico Historic Preservation Office Organic Act (Act No. 183-2000)*
- National Historic Preservation Act of 1966
- Department of Transportation Act of 1966
- National Environmental Policy Act of 1969
- Archaeological and Historic Preservation Act of 1974
- Archaeological Resources Protection Act of 1979
- Historic Preservation; 36 CFR 800
- Curation of Federally Owned and Administrated Archaeological Collections; 36 CFR 79.

Scope of Archeology Services

1. Review existing and submitted information including the Puerto Rico Institute of Culture Inventory of Historic Properties records, GIS system and databases, archival materials, historic maps, reports, and project information submitted by applicants and perform site visits as needed to assess archeological sensitivity of proposed project areas.
2. Determine whether archeological identification and evaluation investigations are warranted for a given project and provide written recommendations



regarding the necessary level of effort, with supporting justification, as applicable.

3. Review and prepare written comments on draft and revised archeological reports to ensure adherence to the requirements of the Puerto Rico Institute of Culture and the *Puerto Rico Historic Preservation Office* Standards and National Guidelines for historic preservation.
4. Develop defensible recommendations on the need for further work or other appropriate treatment measures for identified archeological sites that may be impacted by a proposed project.
5. Develop recommendations on suitable measures to avoid, reduce, or mitigate any adverse impacts on archeological resources, in consultation with the CDBG-DR Program Manager, the Puerto Rico Department of Public Safety and their consultants.
6. Prepare written summaries, findings, and other documentation necessary to support the Puerto Rico Department of Public Safety findings and attend meetings as necessary to present those views.
7. Provide guidance and technical assistance to the Puerto Rico Department of Public Safety on archeology review requirements, process, and the appropriate treatment of archeological resources.
8. Provide additional guidance, support, and technical expertise to the Puerto Rico Department of Public Safety regarding its policies, procedures, and best practices for the stewardship of its archeological heritage, as requested/directed by the CDBG-DR Project Manager.

Evaluation Criteria

The qualified firm will determine by the Selection Committee to the most responsive proposal to the requirements of the services to be provided. The Selection Committee reserves the right to reject all proposals and to waive all technicalities. While price is a consideration, the Selection Committee reserves the right to consider other aspects including but not limited to the following:

- Approach to the work to be performed
- Experience and Performances
- Technical ability and qualifications of personnel
- Price
- Bonus – Minority Owned Local Business

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III. PROPOSAL FORMAT

Submitters must respond in the format delineated below. The following information shall be tabbed to identify the required information. Failure to submit this information will render your proposal non-responsive.

1. **Qualifications of the Proposer** - The Respondent shall provide a narrative of the proposer's qualities and capabilities that demonstrates how the proposer will work with the Public Assistance Program to fulfill the requirements of this project. Describe the proposer's methods of providing the services outlined within the Scope of Services. Only experience with local governments will be considered. Proposer qualifications must include, at minimum, the following:
 - A. **Relevant Experience** – Recent experience demonstrating current capacity and current expertise in assisting local governments in obtaining reimbursement from state and federal agencies following disaster events.
 - B. **Past Performance on Similar Projects** - Provide at least three (3) references for which the proposer has performed disaster grant management and administrative services as prime contractor that are like the requirements in the Scope of Services. Provide the reference contact name, address, e-mail address, telephone numbers and date of the contract.
 - C. **Project Approach** – Describe the approach and methodology it will use to accomplish the work herein. The project approach shall include information on schedule and availability where applicable.
2. **Qualifications of Staff** - Describe the composition and structure of the proposer and include the names and qualifications of all key staff that would be providing services under this contract. Key project staff for this specific project, whether employees of the Proposer, must be identified and described and have experience, working for the Proposer, in the requirements described within the Scope of Work.

Key Staff – The Respondent shall include a list of the proposed staff that will perform the work required if awarded this contract and a summary of staff qualifications. Provide resumes of staff likely to be assigned to this project. An organizational chart and management plan should be included in this section. The Respondent shall also include minimum qualifications for each class of employee of the project team and identify his/her role on the team. Include in this section the location of the main office and the location of the office proposed to work on this project.
3. **Project Understanding and Technical Approach** - Provide a description of the submitter's approach and methodology to the project, and proposed services.



4. **Cost Proposal** - Each submitter must complete and submit the Cost Proposal Form included herein. The Cost Proposal will be evaluated on the hourly rates submitted on the cost proposal form for the key staff positions listed above. The Cost Proposal also shall reflect an estimate of the percentage of work to be completed by each position. The proposed hourly rates are inclusive of all costs associated with the disaster recovery assistance provided to the Puerto Rico Department of Public Safety. The Puerto Rico Department of Public Safety will not reimburse the consultant for travel, lodging, food, overhead, operational, or other related costs either for its own employees or for its subcontractors.

Handwritten signature

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IV. DEADLINE FOR SUBMISSION

The Interested parties are invited to secure a request for qualifications package as follows:

Puerto Rico Department of Safety
PUERTO RICO FIRE BUREAU
Attn: Joel Figueroa
Department of Federal Programs Management
Calle Loiza Esquina Doncella 2432
Info: 787-725-3444 ext. 1702
jfigueroa@dsp.pr.gov

Proposals must be submitted in sealed envelopes, in one (1) original and two (2) copies, within the next thirty (30) calendar days from the date of publication of this announcement. Proposals whose postmark meets the indicated date will be accepted. They can also deliver them to this office located at Calle Loiza Esquina Doncella 2432. Proposals via facsimile or email will not be accepted. They can be sent by mail to the following address: *P O Box 13325 San Juan, PR 00908-3325.*

Submissions must be received by the Puerto Rico Department of Public Safety at the above address by 3:00 p.m. on Friday, September 16, 2022.

For additional information, you can contact Lieutenant Joel Figueroa, at 787-461-3500.

Contracting with small and minority businesses, women's business enterprises, and labor surplus area firms. Small and minority businesses, women's business enterprises, and labor surplus area firms are encouraged to participate in this RFQ. If the awarded vendor is a prime contractor and may use subcontractors, the following affirmative steps are required of the prime contractor:

1. Placing qualified small and minority businesses and women's business enterprises on solicitation lists.
2. Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources.
3. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises.
4. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises.
5. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration (SBA) and the Minority Business Development Agency (MBDA) of the Department of Commerce.



V. REQUIRED FORMAT

The following attached forms must be completed and submitted with your proposal. Your proposal must not exceed thirty (30) pages. The following forms do not count toward the thirty (30) page limit.

- A. A cover front page detailing the following:

GOVERNMENT OF PUERTO RICO
PUERTO RICO DEPARTMENT OF PUBLIC SAFETY
PUERTO RICO FIRE BUREAU

Request for Qualifications

Federal Emergency Management Agency's (FEMA)
Public Assistance (PA) Program (FEMA-PA)

Company _____ Date _____

- B. A Request for Qualification Submission Form detailing the following:

GOVERNMENT OF PUERTO RICO
PUERTO RICO DEPARTMENT OF PUBLIC SAFETY
PUERTO RICO FIRE BUREAU

REQUEST FOR QUALIFICATIONS SUBMISSION FORM
RFQ ____

Company _____
Address _____
Contact Person _____
Telephone Number _____
Email _____

By signature hereon, Proposer acknowledges and agrees that (1) this is a solicitation for Interest and is not a contract or an offer to contract; (2) the submission of Responses by Proposer in response to this will not create a contract between the Puerto Rico Department of Public Safety and Proposer; (3) Neither the Puerto Rico Department of Public Safety or the Committee, or any of their representatives, have made a representation or warranty, written or oral, that one or more contracts with the Puerto Rico Department of Public Safety will be awarded under this RFQ; and (4) Proposer shall bear, as its sole risk and responsibility, any cost which arises from Proposer's preparation of a response to this.



By signature hereon, Proposer offers and agrees to furnish to the Puerto Rico Department of Public Safety all the products and/or services more particularly described in its Responses, and to comply with all terms, conditions and requirements set forth in the RFQ documents and contained herein.

By signature hereon, Proposer affirms that they have not given, nor intends to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant, elected officials, leadership, or staff of the Puerto Rico Department of Public Safety or partner organizations in connection with the submitted Responses.

By signature hereon, the Proposer hereby certifies that neither the Proposer nor the firm, corporation, partnership, or anyone acting for such firm, corporation, or institution has violated the antitrust laws of this state, or the Federal antitrust laws, nor communicated directly or indirectly the Responses made to any competitor or any other person engaged in such line of business.

By signature hereon, Proposer represents and warrants that:

Proposer is a reputable company regularly engaged in providing products and/or services necessary to meet the terms, conditions, and requirements of the RFQ.

Proposer has the necessary experience, knowledge, abilities, skills, and resources to satisfactorily perform the terms, conditions, and requirements of the RFQ.

By signature hereon, Proposer certifies that the individual signing this document and the documents made part of the RFQ is authorized to sign such documents on behalf of the company and to bind the company under any agreements or other contractual arrangements, which may result from the submission of the Response.

By signature hereon, Proposer affirms that no compensation has been received for participation in the preparation of the specifications for this RFQ.

By signature hereon, Proposer affirms that it has not violated any of the noted No-Lobbying provisions or specification contained in this RFQ.

By signature hereon, Proposer agrees to defend, indemnify, and hold harmless the Puerto Rico Department of Public Safety and the Committee, all of their officers, agents and employees from and against all claims, actions, suits, demands, proceedings, costs, damages, and liabilities, arising out of, connected with, or resulting from any acts or omissions of Proposer or any agent, employee, subcontractor, or supplier of Proposer in the execution or performance of any agreements or other contractual arrangements which may result from the submission of these Responses.

Submitted and certified this ___ day of _____.

BY:



Signature Date: _____

Name (Printed): _____

Title: _____

Signature: _____

- C. Resumes of the personnel assigned to the project, including organizational structure.
- D. A statement substantiating the ability to carry out the scope of work requested within the proposed timeline.
- E. Scope of Services
- F. Cost Proposal - Proposed fee structure, including billing rates, hourly rates, reimbursable expenses, etc.
- G. At least one (1) example of work experience with state agencies, public corporations, or any of the 78 Puerto Rico municipalities.
- H. A Proposal Signature Page detailing the following statement and information:

"I certify that this Proposal is made without prior understanding, agreement or connection with any corporation, firm or person submitting a bid for the same materials, supplies, or equipment, and is in all respect fair and without collusion or fraud. I understand that collusive bidding is a violation of State and Federal law and can result in fines, prison sentences, and civil damage awards. I agree to abide by all conditions of this Proposal and certify that I am authorized to sign this Proposal for the Proposer.

Authorized Signature:

Date: _____, 2022

Name:

Title:

Company Name:

Address:

Email:

Phone:

- I. Act 2-2018 Anti-Corruption Sworn Certification
- J. Conflict of Interest
- K. Anti-Lobbying Certification.
- L. Limited Denial of Participation Suspension or Debarment Status Affidavit



- END OF DOCUMENT -

