



**REQUEST FOR PROPOSALS (“RFP”)
FOR THE ACQUISITION OF GRANT AND PROGRAM MANAGEMENT
PROFESSIONAL SERVICES FOR COMMUNITY DEVELOPMENT
BLOCK GRANTS (“CDBG”)**

ADDENDUM NO. 2

#	Questions	Answer
1	Section 2.1 states: “The selected grant management and program management services firm(s) will support PRPA in administering and delivering federal programs such as CDBG-DR, CDBG-MIT, as well as any other future funding opportunities related to CDBG grants” Can you please clarify and confirm if CDBG-DR programs, such as the Non-Federal Match Program (NFM) and others are also included in the Scope of Services of this RFP? Or is it only limited to active projects under CDBG-MIT and future CDBG grants?	This RFP is specifically designed to apply to projects funded through CDBG programs. This includes projects that have already been approved under the CDBG MIT program, as well as any future CDBG grants that may be awarded. However, it is important to clarify that the scope of this RFP does not include non-federal matching funds.
2	Please note that Section 4.B (Project Design Development) scope is similar to that included in Section 4.C (Risk Management). Can you please clarify and confirm if this scope is correct and/or provide an Addendum with the scope of services and responsibilities for the design management tasks anticipated for these project(s).	Refer to Addendum 1 issued on this date.
3	Can you please confirm if the project(s) are expected to be implemented through a design-build delivery method? If so, will an Architectural and Engineering (A/E) firm be contracted to provide all professional services related to the development of the design-build RFP package, including but not limited to planning and feasibility studies, preliminary design, environmental review, and design and construction management. If an A&E Firm is contracted, can you please confirm and advise that to avoid duplication of tasks the Grant and Program Management role will function as an oversight entity, acting as the Owner’s representative to ensure the project meets its mitigation objectives and complies with grant requirements.	At this time, the project(s) are envisioned to be implemented using a design-build method. However, this approach may be subject to change in the future, and we remain open to modifications or adjustments should the need arise. Additionally, it is important to confirm that while there will be A/E involvement, the oversight will not extend to supervising technical aspects. Instead, the focus will be strictly on overseeing the grants-related components of the project.

#	Questions	Answer
4	<p>With regards to Section 4.E (Procurement Services) and consistent with Question no. 3, we would like to confirm if PRPA’s expectations are for the Grant and Program Manager to (1) support the PRPA during the procurement of the A/E Firm and to (2) collaborate with the A/E Firm in efforts related to the procurement of the design-build contractor once the project(s) reach said stage.</p>	<p>Yes, the Grant and Program Manager is expected to work in collaboration with the PRPA during the procurement of the A/E Firm. Additionally, the Grant and Program Manager will also support efforts in collaboration with the A/E Firm to procure the design-build contractor once the project(s) reach that stage. It is essential that throughout this process, the Grant and Program Manager provides support to ensure full compliance with the requirements of the CDBG program. While the roles of the Grant and Program Manager and the A/E Firm are distinct, both parties will collaborate to facilitate a seamless procurement process.</p>
5	<p>Can you please clarify and confirm if PRPA’s expectations are for the Grant and Program Manager to develop and/or review construction cost estimates and perform reviews of A/E documents (e.g. drawings, specifications, etc.). We understand this is a professional service typically performed by the A/E Firm. Furthermore, in complex infrastructure projects such as piers and wharfs, it is generally not appropriate for a non-licensed A/E firm to supervise or perform quality reviews of design products developed by a Licensed Professional Engineer (PE) or A/E firm. Can you please confirm if it is PRPA’s interest for Proponents to include Licensed PEs as Subject Matter Experts (SMEs) in their Key Personnel positions?</p>	<p>The Grant and Program Manager may review construction cost estimates as part of its responsibilities. In cases where Independent Cost Estimates (ICE) are required, these may be provided by the A/E Firm. However, the Grant and Program Manager is not expected to perform quality reviews of design products developed by a Licensed Professional Engineer (PE) or A/E Firm, as we recognize that this is a professional service typically performed by the A/E Firm. With respect to the inclusion of Licensed PEs as Subject Matter Experts (SMEs), PRPA’s interest is for the Grant and Program Manager to provide SMEs for circumstances that are outside the scope of work (SOW) of the A/E Firm. In such cases, it may be appropriate to include Licensed PEs as part of the Key Personnel to ensure technical expertise is available for specific areas not covered by the A/E Firm.</p>

#	Questions	Answer
6	<p>Can you please clarify and confirm if PRPA's expectations are for the Grant and Program Manager to manage all construction activities, including certification of invoices, change orders, etc? We understand that these construction management activities are typically considered professional service performed by the A/E Firm during the design and construction phase of the project(s).</p>	<p>The Grant and Program Manager is responsible for overseeing the compliance aspects related to the CDBG program and grant requirements during construction activities. This might include ensuring that program requirements are met, such as certifying invoices, processing change orders, and handling other grant-specific administrative tasks. However, the technical aspects of construction management, such as overseeing design and construction quality, will remain under the purview of the A/E Firm. The A/E Firm will provide professional services for technical reviews and manage construction during the design and construction phases, while the Grant and Program Manager will focus on ensuring compliance with the grant and CDBG program requirements, as well as handling administrative oversight.</p>
7	<p>Can you clarify if PRPA's intent with the task described in Section 4.I is for the Proponent to provide Grant Management and Program Management support during the construction in collaboration with the contracted A/E Firm and the selected Design-Build Contractor?</p>	<p>PRPA's intent is for the Preferred Proponent to provide Grant Management and Program Management support during the construction phase, working in collaboration with the contracted A/E Firm and the selected Design-Build Contractor. The scope of work (SOW) for the Grant and Program Manager is specifically focused on ensuring compliance with CDBG program requirements, while the A/E Firm handles the technical aspects of the project.</p>
8	<p>Can you please clarify if Proponents shall consider the no. of positions of their Key Personnel based on the two (2) major reconstruction projects referenced in Section 2.1 of the RFP? or shall proponents determine the no. of positions on a per project basis? Please advise.</p>	<p>Proponents are expected to assess the number of positions required to adequately meet PRPA's needs and fulfill the objectives outlined in the RFP. While the two (2) major projects referenced in the RFP should be considered, the number of positions should be determined based on the overall scope and complexity of the projects. Proponents must ensure that sufficient personnel are proposed to effectively achieve project goals, while also providing the hourly rates for each individual proposed.</p>
9	<p>Can PRPA confirm these activities should be part of the approach presented for each task? (Descriptions included in Section 4. Scope of Services for Task B. Project Design Implementation and C. Risk Management are practically the same. Pg.12)</p>	<p>Refer to Addendum 1 issued on this date. The complete SOW shall be incorporated into the approach proposed for each task.</p>

#	Questions	Answer
10	Will the Contractor be responsible in overseeing compliance of the Grants Managements only or all of the tasks contained in the Scope of Work. Risk Management and D. Monitoring and Compliance (Pg.13-14)	The Contractor will be responsible for overseeing compliance for all tasks outlined in the Scope of Work, including Grants Management, Risk Management, and Monitoring and Compliance.
11	Please clarify whether the Contractor is expected to subcontract with a Construction Inspection Contractor or if PRPA is contracting with an inspector separately? If the Construction Inspection Contractor is in violation of rules and regulations or has an unresolved finding through the monitoring process, does the fiscal responsibility ultimately fall with the Contractor or with the Construction Inspection Contractor? I. Project Implementation, Construction and Closeout. (Pg.17)	PRPA may contract a Construction Inspection Contractor independently. If the Construction Inspection Contractor violates any rules or regulations or has any unresolved findings, these will be managed in accordance with the applicable dispute resolution regulations.
12	Will this information be received by email? (Certifications described on Certifications Affidavit were not part of the RFP Package. Should we receive these by email? Submit an executed copy of the Certification Affidavit. Proposer must submit with his response to this RFP Certifications Exhibit which includes the following certifications: Non-Conflict of Interest Certification, Non-Conflict of Interest on Existing or Pending Contracts with PRPA, Limited Denial of Participation (LDP)/Suspension or Debarment Status Affidavit, Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion, Non-Collusive Affidavit, Anti-Lobbying Certification, and Sworn Statement Under Act 2-2018, duly completed and notarized, if applicable. Documents authorized by a Notary Public outside of Puerto Rico's jurisdiction shall be authenticated and include an official certificate or apostille from the Secretary of State, County Clerk or corresponding entity of the State government) (Pg. 21)	Refer to pages 36-37 of the RFP
13	Is there a grant allocation amount from which Contractors can base their pricing? Will there be a Not To Exceed (NTE) amount? Price Proposal (6.4) (Pg. 25)	The grant allocation amount will be established as part of the project funding process.

#	Questions	Answer
14	<p>Does Bonding requirements detailed in Page 44, Section 18, Bonding Requirements are subject to this contract? (Applicable to construction and facility improvement contracts exceeding \$100,000) The CONTRACTOR shall comply with 2 C.F.R. § 200.326 minimum bonding requirements: 1) A bid guarantee from each bidder equivalent to five percent (5%) of the bid price. The “bid guarantee” shall consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of his or her bid, execute such contractual documents as may be required within the time specified. 2) A performance bond on the part of the CONTRACTOR for one hundred percent (100%) of the CONTRACT price. A “performance bond” is one executed in connection with a contract to secure fulfillment of all the CONTRACTOR’s obligations under such contract. 3) A payment bond on the part of the CONTRACTOR for one hundred percent (100%) of the CONTRACT price. A “payment bond” is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract.law of all persons supplying labor and material in the execution of the work provided for in the contract.) (Pg. 44)</p>	<p>No bonding requirement is applicable to this RFP</p>
15	<p>The tasks for the Project Design Development and Risk Management are the same. (Page 12-13). Please clarify.</p>	<p>Refer to Addendum 1 issued on this date.</p>
16	<p>Please clarify whether the staff will be working fully remotely. If not, indicate where the staff will be reporting to. (Sec. 3.3)</p>	<p>Currently, there are no specific requirements regarding staff working arrangements. The selected firm may direct their staff based on their working arrangements, provided that specific tasks are accomplished. Furthermore, in-person meetings may be scheduled as necessary to enhance collaboration and ensure effective communication among team members.</p>

#	Questions	Answer
17	The RFP does not specify minimum required personnel, experience or qualifications, and expected working hours. Could you please provide details. (Sec.3.3)	It is expected that the selected firm will have staff with relevant experience, particularly in managing federal funds and Community Development Block Grant (CDBG) programs. There are no defined minimum requirements; however, the Selected Proponent shall ensure that it has sufficient personnel to effectively complete all tasks outlined in the Scope of Work. The firm's ability to allocate the appropriate number of qualified staff will be crucial in achieving the project objectives.
18	Given the statement below (Sec.3.2 Addenda) could the PRPA send courtesy emails to prospective proponents advising that an amendment has been published? "The PRPA reserves the right to amend this RFP at any time. Any amendments to the RFP will be issued as written Addenda which will be published for all prospective Proposers to download at the PRPA Website (http://www.prpa.pr.gov/). Addenda will become a part of this RFP. All prospective Proposers shall be responsible for monitoring the website to retrieve Addenda. The PRPA assumes no obligation for notifying Proponents of document uploads to the website."	PRPA may send courtesy emails to prospective proponents; however, as outlined in the RFP, all prospective proponents are responsible for regularly monitoring the website to obtain any Addenda.
19	Can you please clarify whether the tasks outlined under "Task I: Project Implementation, Construction, and Closeout" are primarily oversight-related or if they involve direct construction management responsibilities?	Refer to questions #6 and #7
20	Will the selected contractor be expected to manage daily construction activities, or will this be the responsibility of an appointed Project Manager within the PRPA? (Sec. 4.I) (Pg.17)	Refer to question #6 and #7
21	Has the Puerto Rico Ports Authority (PRPA) already hired or planned to hire a dedicated Project Manager to oversee daily project management activities? If a Project Manager has been or will be hired by the PRPA, could you provide details on their expected scope of work and their interaction with the contractor's project management team? (Sec. 4.H) (Pg. 16)	A project manager is included as part of the key staff required in the RFP. For further details, please refer to responses to questions #4 through #7.
22	Given the complexity and scale of the projects, is there an expectation or requirement for the contractor to provide a full-time, dedicated project management team on-site? (Sec. 6.3) (Pg.24)	The expectation is that the necessary personnel will be provided to accomplish the tasks and meet the project objectives.

#	Questions	Answer
23	What specific qualifications and experience are expected for the project management team members, particularly if they are to be involved in daily oversight or direct management of construction activities? (Sec. 6.2) (Pg.21)	Refer to question #17, and questions #4 through #7
24	Considering the project management activities specified under "Task I: Project Implementation, Construction, and Closeout," are there any positions within the project management team that are expected to be filled by licensed professionals (e.g., engineers, architects) who must comply with Act 173? (Sec. 4.I) (pg.17)	Refer to questions #4 through #7.
25	To properly plan for resource allocation, could you provide more detailed information on the anticipated workload and the level of involvement expected from the contractor in managing the project on a day-to-day basis?	The contractor's involvement will be based on the level of effort required to successfully complete the tasks and achieve the project objectives. While the specific workload may vary depending on the project phase, it is expected that the contractor will provide sufficient resources to manage the day-to-day activities necessary to meet deadlines and ensure the project's success.
26	Is there a requirement for assigning at least one resource per position?	No, there is no requirement to assign at least one resource per position. Proponents are encouraged to allocate their resources as they see fit to maximize efficiency. However, a clear explanation of the resource allocation strategy should be included as part of the proposed approach.
27	In the eventuality that not all resources will be required, how will the costs be evaluated with respect to the number of resources proposed, considering some proposers might suggest different amounts of resources and positions. (Cost Proposal) (pg.57)	The price evaluation will be conducted on an hourly rate basis for the proposed resources. While proposers may suggest varying numbers of resources and positions, the hourly rates will be the primary focus for cost comparison. Additionally, the number of resources dedicated to the project will be evaluated as part of the technical approach to ensure alignment with the project's needs
28	Can you clarify the role and level of involvement of the Central Office for Recovery, Reconstruction, and Resiliency (COR3) in this project as outlined in the Section 9.5, page 32 of this RFP? (Sec. 9.5) (Pg.32)	There will be no involvement from COR3. The statement will read: " <i>PRPA reserves the right to cancel any contract awarded pursuant to this RFP with 30 days' notice if an actual conflict of interest, or the appearance of such a conflict, is not resolved to PRPA's satisfaction.</i> "
29	Please clarify what type of "training" does the grant and program management services require as per mentioned in the Scope of Services section page 11 of the RFP? (Sec. 4) (Pg.11)	The "training" mentioned in the Scope of Services shall focus on the CDBG program and will be delivered on an as-needed basis. This training aims to ensure that all relevant PRPA personnel are knowledgeable about the requirements and best practices related to the CDBG program.

Request for Proposal (RFP)
 Puerto Rico Ports Authority

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30	Please provide the locations and descriptions of the two major projects, including the type of facility, so that we can determine the appropriate quantity of resources and the necessary qualifications/experience. (Sec. 2.1) (Pg.6)	PRPA currently has two major projects under the CDBG-MIT program: the reconstruction of the Army Terminal in Puerto Nuevo and the paving works at Aguadilla Airport, which includes terminal renovations. Please note that the number of projects may increase in the future, depending on the availability of grants within the CDBG program and the evolving needs of the PRPA. At this time, specific details regarding the scope of work and budget for each project are being finalized and will be communicated to the selected proponent as part of the contract agreement
31	Since the services listed in the scope of work do not fall under construction or facility improvement, can PRPA confirm that the bonding requirements listed in Section 18 of the RFP do not apply to this RFP? (Item 18) (Pg.44)	Refer to question #14

#	Questions	Answer
32	<p>If bonds are considered required under this RFP, We are kindly requesting that PRPA waives all of the Bonding requirements as the Federal procurement regulations in 2 CFR §200.325 only recommends bonding requirements for construction or facility improvements contracts. 2 CFR 200.325 states the following:</p> <p>§ 200.325 Bonding requirements. For construction or facility improvement contracts or subcontracts exceeding the Simplified Acquisition Threshold, the Federal awarding agency or pass-through entity may accept the bonding policy and requirements of the non-Federal entity provided that the Federal awarding agency or passthrough entity has made a determination that the Federal interest is adequately protected. If such a determination has not been made, the minimum requirements must be as follows:</p> <p>a) A bid guarantee from each bidder equivalent to five (5%) percent of the bid price. The “bid guarantee” must consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of the bid, execute such contractual documents as may be required within the time specified.</p> <p>b) A performance bond on the part of the contractor for 100 percent of the contract price. A “performance bond” is one executed in connection with a contract to secure fulfillment of all the contractor’s obligations under such contract.</p> <p>c) A payment bond on the part of the contractor for 100 percent of the contract price. A “payment bond” is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract. (Item 18) (Pg.44)</p>	Refer to question #14
33	Can PRPA provide the list of projects that would be included under the resulting contract?	Refer to question #30.
34	Can PRPA provide a description of the projects that will be completed under this contract and the respective scope of work and budget of each project.?	Refer to question #30

#	Questions	Answer
35	Can PRPA confirm the total budget for the projects that will be managed as part of the resulting contract? (Item 2.1) (Pg.6)	Refer to question #30. The total budget for these projects will also be confirmed during this process.
36	Can PRPA confirm whether proposed hourly rates are expected to remain firm throughout the duration of the contract or if PRPA consider allowing annual price adjustments based on the latest yearly percentage increase of the Consumer Price Index for All Urban Consumers (CPI-U) (All Items) as published by the Bureau of Labor Statistics, U.S. Department of Labor, or other similar index? (Item 6.4) (Pg. 25)	The hourly rates are expected to remain fixed throughout the duration of the contract.
37	On page 12, Section B. Project Design Development: The scope of work of this section is very similar to that of Section C: Risk Management. Please confirm if the scope of work is correct as stated. (Section B under item 4) (Pg.12)	Refer to Addendum 1 issued on this date.
38	On the cost proposal table, how should respondent account for positions where it may not require a full-time key staff for the complete duration of the contract?	The positions listed in the cost proposal are not necessarily intended to be full-time for the entire duration of the contract. Instead, the staffing and time allocation should reflect the personnel and hours required to complete the assigned tasks during the contract period. Respondents should account for the necessary time commitment based on the specific needs of each task.
39	How many hours per month/year constitute a full-time employee/key staff for the purpose of the cost table?	There is no specific monthly or yearly hour requirement designated for a full-time employee or key staff in the cost table. The contract will be based on an hourly rate, allowing for flexibility in staffing. Proposers should determine the appropriate number of hours and staff necessary to complete the assigned tasks and meet project objectives.
40	How will PRPA calculate the total bid cost based on the cost proposal table?	The cost proposal will be evaluated based on the hourly rate per individual and the number of personnel proposed to complete the tasks.
41	Are the hourly rates to be provided inclusive of expenses and travel-related costs that may be necessary to fulfill the scope of work? If not, will expenses and travel costs be invoiced separately? (Cost Proposal Form) (Pg. 57)	Hourly rates will not include expenses and travel-related costs. If needed, these expenses will be addressed separately in the contract.

#	Questions	Answer
42	Information requested in this section is to be provided via Exhibit B, Statement of Qualifications. Can PRPA please provide Exhibit B? Certifications Affidavit. This section says “Submit an executed copy of the Certification Affidavit”; however, there is no affidavit included with the RFP. Can PRPA provide the required Certification Affidavit? (Sec. 6.1) (Pg.20)	Proponents shall provide the information requested in Section 6.1 of the RFP as part of their proposals. The RFP does not include an Exhibit B and proponents shall disregard such reference. Refer to question #12.
43	Is the cost proposal a separate document or included in the main proposal? (Sec. 6.4) (Pg.25)	The cost proposal is a separate document. The form is included in the RFP documents. Refer to page 57 of the RFP
44	The SOW requirements for B. Project Design Development and C. Risk Management are duplicative. Can PRPA provide the correct requirements for B and/or C? (Sec. 4) (Pg.12-13)	Refer to Addendum 1 issued on this date.
45	The RFP states, “The Work Approach responses shall not exceed fifteen (15) pages.” Can PRPA confirm that the 15-page limit is specific to the Proposed Work Approach (Section 6.3, bullet 2) and not the entirety of Section 6.3, which contains Proposed Key Personnel and Team Organization, inclusive of resumes? (Sec. 6.3) (Pg. 25)	The 15-page limit pertains solely to the proposed work approach. Resumes of the proposed key personnel and the team organization will be excluded from this limit.
46	The RFP indicates 30 points will be awarded for the price proposal. What criteria will the Port Authority use for evaluation of the requested rates and award of the 30 points? (Cost Proposal) (Pg.57)	Refer to questions #27 and #40. PRPA will take into account the hourly rate for each staff member, with the lowest price receiving the maximum points for this criterion.
47	The RFP states “The documents and other records submitted to the PRPA are part of the public record and subject to public disclosure; accordingly, information submitted should be expected to be subject to public availability.” Can PRPA confirm if vendors should provide a redacted copy of their proposals that PRPA can release in response to any public record requests? (Sec. 9.4) (Pg.31)	Yes, PRPA confirms that vendors should submit both an original copy of their proposals and a redacted version. The redacted copy will allow PRPA to respond appropriately to any public record requests while protecting sensitive information.
48	The RFP states “Key Personnel. Provide a chronological resume for each of the Key Personnel proposed. In addition, provide the time commitment for each key personnel. Indicate the level of their commitment to other projects and identify the project(s).” Are Proponents allowed to define which staff and positions are considered Key Personnel, or are all 11 positions listed in this section considered Key Personnel? (Sec. .3) (Pg.24)	The positions required are the ones stated in the RFP. However, proponents are encouraged to detail how are they going to use their resources.

All requirements and provisions of the RFP Documents shall remain in full force and effect. Each Proposer shall refer in its Proposal to all Addenda to the RFP documents.

The PRPA has uploaded a copy of this Addendum for all prospective Proposers to download at the PRPA Website. The Authority reserves the right to make future changes to the RFP and its schedule. Proposers are responsible for monitoring the PRPA Website (<http://www.prpa.pr.gov/>) for updates to the RFP timeline and other important information.

Dated: September 13, 2024

APPROVED BY:


Romel Pedraza, PE
Deputy Executive Director