

**Request for Proposals  
Construction Inspection Services  
Recovery Projects  
FEMA Public Assistance Program  
Puerto Rico Ports Authority (PRPA)  
RFP PRPA-FEMA-PA-2025-001**

**ADDENDUM NO. 1**

**TO ALL PROPOSERS:**

This Addendum forms part of the RFP documents for the Construction Inspection Services Proposal for Recovery Projects under FEMA PA Program (RFP PRPA-FEMA-PA-2025-001). Proposer shall acknowledge receipt of this Addendum in Exhibit A – Proposal Checklist and/or in the Cover Letter. Failure to do so may subject Proposer to disqualification.

Submissions remain due February 16, 2026, and must be submitted electronically in accordance with Section 5.4 of the RFP.

**A. General**

1. This Addendum sets forth the administrative clarifications and corrections made to the RFP to ensure accuracy and consistency (see Section B – Administrative Corrections).
2. This Addendum provides PRPA's responses to questions submitted by prospective Proposers during the inquiry period regarding this RFP. See Attachment 1.

**B. Administrative Corrections**

1. **Table of Contents:** Correct numbering for Addenda from 4.1 to 4.2 (and shift subsequent items accordingly).
2. **Section 1 – Definitions/Acronyms:** Removed duplicate entries and/or consolidated duplicated definitions.
3. **Section 4 – Numbering:** Corrected duplicated subsection numbering for 4.1 (RFP Documents Acquisition) and 4.2 (Addenda).
4. **Section 4.4 – Pre-Proposal Virtual Meeting:** Corrected an invalid cross-reference; update reference to Section 4.3 (as applicable).
5. **Section 4.4 – Pre-Proposal Virtual Meeting:** Corrected the sentence “The objective of the Pre-Proposal Conference is to explain the RFP process and the Scope of Work of the services being sought.”
6. **Section 4.11 – Confidentiality of Proposals:** Corrected grammatical/wording issue in the sentence beginning with “If the Respondent decides”
7. **Section 4.11 – Confidentiality of Proposals:** Removed duplicated acronym formatting “(RFP) (RFP)” to a single “(RFP)”.
8. **Section 6.1.1 – Organizational Documentation:** Corrected invalid cross-referenced; updated to: “Refer to Section 5.3 for further details”
9. **Section 6.1.2 – Conflicts of Interest:** Corrected exhibit naming and references,



including Exhibit B – Non-Conflict of Interests Certification (as applicable).

- 10. **Section 6.2.4 – References:** Corrected possessive grammar (changed “client” to “client’s” where applicable).
- 11. **Section 8.2 – Evaluation:** Corrected an invalid cross-reference; update reference to Section 5 (as applicable).
- 12. **Section 8.2 – Proposal Scoring:** Updated table labeling/formatting to bold the header “Maximum Points – 100 Points” (formatting clarification only; no change in scoring).
- 13. **Section 9.1 – Reconsideration:** Corrected grammatical wording, including the phrase “mentioned term” (revised for clarity).
- 14. **Standardize Exhibit B title everywhere to one official name:** Exhibit B – Non-Conflict of Interests Certification.

**END OF ADDENDUM NO. 1**

February 02, 2026  
San Juan, Puerto Rico

*RIP*  
Romel Pedraza, PE  
Assistant Executive Director for  
Planning, Engineering, Construction  
and Environmental Affairs

## **ADDENDUM NO. 1**

### **Attachment 1**

**Request for Proposals**  
**Construction Inspection Services**  
**Recovery Projects**  
**FEMA Public Assistance Program**  
**Puerto Rico Ports Authority (PRPA)**  
**RFP PRPA-FEMA-PA-2025-001**

<b>Answers to Questions and Requests for Clarifications</b>						
<b>No.</b>	<b>Question</b>	<b>Proposer</b>	<b>Submission Date</b>	<b>RFP Section</b>	<b>RFP Page No.</b>	<b>Answer</b>
1	Shortlisting Across Multiple Facility Types & Regions Please confirm whether a firm may be shortlisted in multiple facility types and regions simultaneously, and whether PRPA anticipates issuing concurrent task orders to the same firm across regions, subject to capacity and performance.	CSA Architects & Engineers, LLP	1/23/26	2.4.1	11-12	PRPA may shortlist a Proposer in more than one facility type and/or region, provided the Proposer meets the RFP requirements and demonstrates adequate qualifications and capacity. PRPA may issue concurrent task orders across regions and/or facility types based on project readiness, program priorities, and Proposer performance/capacity. Proposers should propose staffing and management approaches that support simultaneous assignments as needed.
2	Inspector Independence vs. A/E Phase 3 Services Given that A/E Designers may perform limited Phase 3 construction services, please clarify how PRPA will resolve conflicting interpretations or field determinations between the Inspector and the A/E during construction.	CSA Architects & Engineers, LLP	1/23/26	3.0	13	Construction inspection services under this RFP are intended to be independent from A/E design services. In the event of differing interpretations or field determinations between the Inspector and the A/E, PRPA will coordinate resolution through the appropriate PRPA project management and technical review channels. PRPA will also prepare and/or provide a Roles and Responsibilities Matrix to further clarify coordination protocols, decision-making authority, and escalation procedures among PRPA, the Inspector, the A/E, and the Contractor. Final direction regarding contract interpretation, field decisions, and acceptance will be issued by PRPA, in accordance with the applicable construction contract, permitting requirements, and FEMA/COR3 compliance.
3	OGPe Inspector Designation Timing Please confirm whether the Contrato de Designación y Aceptación del Inspector de Obras must be executed prior to Notice to Proceed, or whether it may be completed post-award and prior to field mobilization on a per-project basis.	CSA Architects & Engineers, LLP	1/23/26	3.1.1(3)	14	Execution of OGPe-related designation documents will be handled on a project-by-project basis and aligned with the construction schedule and permitting requirements. The selected firm should be prepared to execute such documents following award and prior to mobilization/field activities, as applicable and required for each project.
4	FEMA Eligibility Determinations Please confirm that the Inspector's role in eligibility analysis, scope variance identification, and documentation is strictly technical and advisory, with final eligibility determinations remaining with PRPA, COR3, and FEMA.	CSA Architects & Engineers, LLP	1/23/26	3.1.2 and 3.1.3	15-16	Confirmed. The Inspector's role is technical and advisory, including documentation support, field verification, and reporting. Final determinations regarding FEMA eligibility, scope eligibility, and funding approval remain with PRPA and the applicable oversight entities (including COR3 and FEMA), consistent with FEMA PA program requirements.
5	Scope Alignment Requests (SARs) Will PRPA provide a standard SAR template and workflow, or should Inspectors assume responsibility for developing SAR documentation consistent with FEMA PA and COR3 requirements?	CSA Architects & Engineers, LLP	1/23/26	3.1.2(3)	15	PRPA, supported by the DRP Program Manager, will lead and coordinate the development of the SAR template and workflow in alignment with FEMA/COR3 requirements. Inspectors should be prepared to support SAR development by providing technical documentation, field verification, photographs, measurements, cost and schedule impacts, and narrative justification, as requested by PRPA. If a standard template is required, PRPA will provide direction during task order execution.

No.	Question	Proposer	Submission Date	RFP Section	RFP Page No.	Answer
6	Conflicts of Interest – Program-Adjacent Roles Please clarify whether prior or parallel experience providing non-design, non-construction advisory services to PRPA tenants or affiliates—unrelated to the projects listed in this RFP—would be considered a disqualifying conflict of interest.	CSA Architects & Engineers, LLP	1/23/26	4.1	24	Potential conflicts of interest will be evaluated based on the specific facts and circumstances, including whether the prior or ongoing role could impair objectivity, create unfair competitive advantage, or otherwise conflict with the requirements of the RFP. Proposers should disclose all potentially relevant relationships, engagements, or interests as part of their proposal submission in accordance with the RFP's conflict of interest requirements.
7	Audit Support Beyond Physical Closeout Is Inspector participation in post-closeout FEMA or COR3 audits expected to be included within the original task order scope, or handled through separate amendments or follow-on task orders?	CSA Architects & Engineers, LLP	1/23/26	3.1.3	16	Audit support requirements will be defined in the applicable task order(s). To the extent audit support is required beyond physical completion/closeout activities, PRPA may address such support through additional task order scope, amendments, or other contractual mechanisms as appropriate.
8	Anticipated Volume of Task Orders Does PRPA anticipate issuing any estimated range of task orders per region or facility type, or should Proposers assume assignments will be strictly project-readiness driven without volume expectations?	MFS Construction, LLC	1/23/26	Section 2.4 and Attachment 1	11-12 (Section 2.4)	PRPA does not guarantee any minimum volume of task orders. Task orders will be issued based on project readiness, funding/authorization status, procurement schedules, and program priorities. Proposers should not assume any guaranteed volume of assignments.
9	Inspection Staffing Ratios Are there any anticipated staffing ratios or thresholds (e.g., Inspector-to-project or Inspector-to-construction value) PRPA expects Proposers to assume when developing staffing plans?	CSA Architects & Engineers, LLP	1/23/26	3.6 and 6.3	19, 29	PRPA has not established fixed staffing ratios. Proposers should propose staffing plans that are adequate to meet the RFP scope and ensure timely coverage of assigned projects, considering project complexity, geographic distribution, and schedule requirements.
10	Digital Platforms and Systems Will PRPA require use of a specific document management or reporting platform, or may Proposers use their own systems provided all deliverables meet PRPA formatting and metadata standards?	CSA Architects & Engineers, LLP	1/23/26	3.2	16	PRPA may require use of PRPA-designated systems for official submissions and recordkeeping. Proposers may use internal systems for their own management provided that all deliverables meet PRPA requirements, formats, and submission procedures as established in the RFP and task orders.
11	Allowable Cost Categories Please confirm whether intra-island travel, inter-island transportation, and off-hours inspections are considered allowable and reimbursable costs under FEMA PA when properly documented and approved.	CSA Architects & Engineers, LLP	1/23/26	3.5	18	<p>Allowability and reimbursement of costs under the FEMA Public Assistance (PA) Program are subject to FEMA and COR3 requirements, including applicable cost allowability standards, documentation, and approvals. PRPA reserves the right to verify cost reasonableness and request supporting documentation in accordance with 2 CFR § 200.404–200.405.</p> <p>Proposers should assume that travel and off-hours inspections may be required depending on project needs, operational constraints, and construction schedules. Any cost treatment (including travel-related expenses and work performed outside normal business hours) will be addressed in the applicable task order(s) and must be supported by complete and accurate documentation and PRPA approval, consistent with FEMA PA requirements.</p> <p>Compensation for services rendered under this RFP will be based on the approved hourly rates and the actual verified hours worked, as supported by PRPA-approved timesheets, progress reports, and project records. Hourly rates shall be fully burdened and inclusive of all labor, fringe benefits, overhead, administrative support, and profit components, unless otherwise specified in Exhibit L.</p>

No.	Question	Proposer	Submission Date	RFP Section	RFP Page No.	Answer
1	Contract Document: Please provide the draft professional services contract template associated with this solicitation to support the contract review process.	CPM PR, LLC / CPM Consertus Puerto Rico	1/23/26	-	-	PRPA will proceed in accordance with the RFP requirements. A standard contract template/model, incorporating the applicable RFP requirements and general terms and conditions, will be provided to the shortlisted firm(s) during the negotiation phase. PRPA reserves the right to negotiate and finalize contract language in accordance with applicable laws, regulations, and PRPA policies.
2	Shortlisting and Assignment Method: Please clarify the anticipated number of firms that PRPA intends to shortlist and whether work assignments will be issued by region, project grouping, or another PRPA-defined structure.	CPM PR, LLC / CPM Consertus Puerto Rico	1/23/26	2.4.1	11	PRPA anticipates shortlisting multiple qualified firms to ensure capacity and flexibility to support the recovery portfolio. The number of shortlisted firms and the assignment structure will be based on PRPA's operational needs and may include assignment by region, facility type, project grouping, or other PRPA-defined structure. Task orders will be issued based on project readiness and program priorities.
3	Minimum Work Allocation: Please confirm whether PRPA can reconsider establishing a minimum quantity of work, minimum task order value, or guaranteed assignment for selected firms.	CPM PR, LLC / CPM Consertus Puerto Rico	1/23/26	2.4.1	12	PRPA does not guarantee any minimum quantity of work, minimum task order value, or guaranteed assignment. Task orders will be issued at PRPA's discretion based on project needs, readiness, and available funding/authorizations.
4	4a. Inspection Frequency: Please clarify whether PRPA has established minimum or standard inspection frequencies per project.	CPM PR, LLC / CPM Consertus Puerto Rico	1/23/26	3.1.1	14	PRPA has not established a universal minimum inspection frequency applicable to all projects. Inspection frequency will depend on project scope, schedule, contractor activities, and compliance requirements, and will be coordinated through PRPA and defined in task orders and/or project-specific requirements.
	4b. Work Hours: Please clarify whether inspections may be required outside standard working hours, including nights, weekends, or holidays.	CPM PR, LLC / CPM Consertus Puerto Rico	1/23/26	3.1.1	14	Yes. Depending on construction schedules and operational constraints, inspections may be required outside standard working hours, including nights, weekends, or holidays. Proposers should plan staffing availability accordingly.
5	5a. Testing Definitions: Please identify the party responsible for defining material, system, and performance testing requirements.	CPM PR, LLC / CPM Consertus Puerto Rico	1/23/26	3.1.2	15	Testing requirements will generally be defined through the construction contract documents (plans/specifications), applicable codes/standards, permitting requirements, and PRPA direction. Inspectors will be responsible for verifying compliance with those requirements and documenting results as required.
	5b. Testing Procurement: Please clarify who will procure required testing and laboratory services.	CPM PR, LLC / CPM Consertus Puerto Rico	1/23/26	3.1.2	15	Testing and laboratory procurement will be addressed on a project-by-project basis and defined in the applicable construction contract and/or task order. Proposers should assume the Inspector will coordinate and document testing activities as required, but procurement responsibility may vary depending on project delivery structure.
	5c. Required Witnessing: Please identify which specific tests the inspector will be required to witness under PRPA/FEMA PA requirements.	CPM PR, LLC / CPM Consertus Puerto Rico	1/23/26	3.1.2	15	Specific tests to be witnessed will be established per project based on construction activities, code/permitting requirements, and contract specifications. Inspectors should anticipate witnessing and documenting critical tests (e.g., structural, geotechnical, concrete/asphalt, electrical/mechanical systems), as applicable.
6	SAR and SOW/DI Adjustments: Please clarify the level of support expected from construction inspection personnel regarding Scope Alignment Requests and SOW/DI adjustments.	CPM PR, LLC / CPM Consertus Puerto Rico	1/23/26	3.1.2	15	Inspectors will provide technical support, including field verification, documentation, photographs, measurements, and narrative summaries to support SARs and scope documentation updates as requested by PRPA. Inspectors will not make final eligibility or funding determinations.

No.	Question	Proposer	Submission Date	RFP Section	RFP Page No.	Answer
7	Schedule Monitoring: Please clarify the inspector's responsibilities regarding schedule monitoring and delay tracking.	CPM PR, LLC / CPM Consortus Puerto Rico	1/23/26	3.1.2	15	Inspectors are expected to monitor progress relative to the approved construction schedule, document observed delays or schedule risks, and report findings to PRPA in accordance with reporting requirements. Detailed schedule analysis requirements, if applicable, will be defined by PRPA in task orders.
8	Audit Support: Please confirm that inspector responsibilities for grant audit meetings are limited to providing technical documentation such as certifications, as-built verification, change documentation, and OGPe-required inspection reports.	CPM PR, LLC / CPM Consortus Puerto Rico	1/23/26	3.1.3	16	Generally confirmed. Inspector support for audits is primarily technical and documentation-based, including certifications, inspection records, as-built verification, change documentation, and permitting/OGPe-related inspection documentation. Any additional audit support needs will be defined in task orders.
9	Digital Management System: Please identify the digital management system required for document uploads and specify metadata standards and submissions rate.	CPM PR, LLC / CPM Consortus Puerto Rico	1/23/26	3.2	16	PRPA will provide direction on required submission platforms and file naming/metadata standards. Proposers should be prepared to upload documents electronically in accordance with PRPA requirements. Submission frequency will be defined in the task order and may include weekly and/or monthly reporting cycles depending on project activity.
10	Monthly Reports: Please confirm whether consolidated monthly reports will be accepted for teams supporting multiple projects or whether separate reports are required per project.	CPM PR, LLC / CPM Consortus Puerto Rico	1/23/26	3.2.2	17	Reporting requirements will be established by PRPA. As a general rule, PRPA requires that monthly reporting be prepared and submitted on an individual project basis, ensuring that all project-specific data, documentation, and compliance requirements are clearly captured and traceable. PRPA may, at its sole discretion, allow consolidated reporting formats for firms supporting multiple projects, provided that each project's information is clearly segregated and presented in a PRPA-approved format. PRPA reserves the right to require separate project-specific reports depending on project needs.
11	Construction Start Forecast: Please provide anticipated sequencing of projects construction, including estimated start and completion dates.	CPM PR, LLC / CPM Consortus Puerto Rico	1/23/26	3.3 and Attachments 1 & 2	18	Project sequencing and construction start dates will depend on design completion, permitting, funding obligation, and procurement timelines. Proposers should refer to Attachment 1 (Project List) and Attachment 2 (SOW Summary) for the current portfolio overview. PRPA will issue task orders as projects become construction-ready.
12	Staffing Requirements: Please clarify whether PRPA has established minimum staffing levels per project, region, or overall program.	CPM PR, LLC / CPM Consortus Puerto Rico	1/23/26	3.6	19-20	PRPA has not established fixed minimum staffing levels. Proposers should propose staffing sufficient to meet the scope, ensure responsiveness, and provide adequate coverage for assigned projects.
13	Subcontractor Approval: Please outline PRPA's subcontractor approval procedure, documentation, and expected timeline.	CPM PR, LLC / CPM Consortus Puerto Rico	1/23/26	3.7	20	Subcontractor approval requirements will follow the RFP terms and PRPA contracting procedures. Proposers should identify proposed subcontractors in their submissions and provide required documentation (licenses, qualifications, certifications, and any other requested compliance information). PRPA will review subcontractor information during evaluation and/or contracting and may require additional documentation prior to authorization.



**PORTS**  
AUTHORITY

GOVERNMENT OF PUERTO RICO

**REQUEST FOR PROPOSALS  
FOR  
CONSTRUCTION INSPECTION SERVICES**

**TO RECOVERY PROJECTS  
FEDERALLY FUNDED UNDER THE  
FEMA PUBLIC ASSISTANCE PROGRAM**

**RFP PRPA-FEMA-PA-2025-001**

**PUERTO RICO PORTS AUTHORITY (PRPA)**

**DECEMBER 18, 2025**  
RFP Issued

**FEBRUARY 16, 2026**  
Proposal Due Date

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## **Attachments**

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All Attachments from this RFP are available at <http://www.prpa.pr.gov/> and incorporated herein by Reference.

- 1**      Project List, by Facility Type and Region
- 2**      Scope of Work Summary, by Project
- 3**      PRPA Procurement Regulation
- 4**      Insurance Requirements
- 5**      Form for Submission of Questions and Requests for Clarifications

## **Exhibits**

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All Exhibits from this RFP are available at <http://www.prpa.pr.gov/> and incorporated herein by Reference.

- A**      Proposal Checklist
- B**      Non-Conflict of Interests Certification
- C**      Non-Conflict of Interest on Existing or Pending Contracts Certification
- D**      Limited Denial of Participation Affidavit
- E**      Non-Collusive Affidavit
- F**      Sworn Statement Under Act 2-2018
- G**      Anti-Lobbying Certification
- H**      Federal Clauses Certification
- I**      Statement of Qualifications
- J**      List of Comparable Projects
- K**      Reference Information
- L**      Cost Form

## 1. Definition/Acronyms

The following terms shall have the meanings indicated below, which shall be applicable to both their singular and plural forms:

- **Addendum or Addenda** – A written or graphic document issued by PRPA prior to the Proposal Due Date that modifies or interprets this RFP by means of additions, deletions, clarifications, or corrections.
- **Applicant or Subrecipient** – Refers to the entity receiving and administering federal grant funds under the oversight of a Recipient (COR3). For this RFP, PRPA is both the Applicant and Subrecipient.
- **Architect/Engineer (A/E)** – Refers to a duly licensed design professional or firm responsible for architectural and engineering design services associated with a project.
- **Authorized Representative** – The individual legally empowered to bind the Proposer to obligations related to this RFP and any resulting Contract(s).
- **Award Notice** – The written notification issued by PRPA to inform a Proposer of its selection for Contract award.
- **Awarded Firm or Selected Proposer** – The Proposer formally selected by PRPA for contract execution following successful negotiations.
- **Bid Appeals Board** – The administrative body authorized to resolve disputes or protests arising from PRPA procurement or bid award processes.
- **Bid Board** – The committee designated and nominated by the PRPA Executive Director to receive, analyze, evaluate, and issue recommendations for procurement of equipment, materials, and services.
- **Central Office for Recovery, Reconstruction and Resiliency (COR3) or Recipient** – The agency of the Government of Puerto Rico designated by the Governor as the Recipient of federal disaster recovery funds and the entity responsible for overseeing and coordinating subrecipients such as PRPA.
- **CDBG-DR** – Refers to HUD's Community Development Block Grant Disaster Recovery Programs, which provide supplemental funding to support long-term recovery, resilience, and risk reduction.
- **Contract(s)** – The formal agreement(s) executed between PRPA and the Selected Proposer(s) to perform the services described in this RFP.
- **Davis-Bacon Act** – The federal law requiring payment of prevailing wages and benefits to laborers and mechanics on federally funded or assisted construction projects.
- **Disaster Recovery Program (DRP) or PRPA DRP** – Refers to the Puerto Rico Ports Authority (PRPA) Recovery Program that outlines the use of federal and local funds allocated to repair, reconstruct, and strengthen Puerto Rico's airport and maritime infrastructure.
- **Environmental and Historic Preservation (EHP)** – The review process required by FEMA and HUD to ensure compliance with environmental and cultural resource laws such as NEPA, NHPA, and the Endangered Species Act.
- **Evaluation Committee** – The internal PRPA body designated by the Executive Director to review, evaluate, and score proposals and recommend award determinations in accordance with PRPA Regulation No. 8981.
- **Federal Emergency Management Agency (FEMA)** – The U.S. federal agency responsible for administering the Public Assistance (PA) and Hazard Mitigation Grant

Programs (HMGP) under the Robert T. Stafford Disaster Relief and Emergency Assistance Act.

- **Federal Government** – The Government of the United States of America and any of its agencies, departments, corporations, or instrumentalities.
- **Government Entity or Government Entities** – Any department, agency, public corporation, board, or instrumentality of the Government of Puerto Rico's Executive Branch, existing or future.
- **Hazard Mitigation Grant Program (HMGP)** – FEMA's program authorized under Section 404 of the Stafford Act to reduce long-term risk to people and property from future natural disasters.
- **HUD (U.S. Department of Housing and Urban Development)** – The federal agency responsible for administering the Community Development Block Grant Disaster Recovery (CDBG-DR) Programs.
- **Key Personnel or Key Individuals** – Personnel identified in the Proposal who will play a critical role in the delivery of the services and cannot be substituted without prior written approval from PRPA.
- **Local Parties** – Subcontractors, professionals, or service providers with a business presence in Puerto Rico and relevant experience in similar federally funded projects.
- **National Historic Preservation Act (NHPA)** – Federal legislation establishing requirements for protecting historic and cultural properties affected by federally funded projects.
- **Notice to Proceed (NTP)** – The written authorization issued by PRPA allowing the Selected Proposer to begin performance of the contracted services.
- **PAPPG (Public Assistance Program and Policy Guide)** – FEMA's official policy manual governing eligibility, documentation, and compliance requirements for the Public Assistance Program.
- **Phased Contracting** – PRPA's method of engaging shortlisted firms for specific projects as they reach construction readiness, through sequential negotiation and issuance of task orders or contracts.
- **Proposer / Offeror / Respondent** – Used interchangeably throughout this RFP to refer to any (i) legal entity, (ii) joint venture, (iii) partnership, or (iv) consortium of firms or organizations that submits a response to this RFP and is not presently suspended, debarred, or otherwise prohibited from contracting with the Puerto Rico Ports Authority (PRPA), the Government of Puerto Rico, or the Federal Government.
- **Public Assistance (PA) Program** – FEMA's program that provides supplemental grants to government entities and eligible nonprofits for response and recovery activities following a major disaster or emergency.
- **Public Interest** – Any government action directed toward protecting and benefiting citizens at large, ensuring that essential services and infrastructure are provided efficiently and equitably.
- **Puerto Rico Ports Authority (PRPA) or Authority** – The public corporation of the Government of Puerto Rico created under Act No. 125 of May 7, 1942, as amended, responsible for developing, operating, and overseeing all seaports and airports in Puerto Rico.
- **Qualified Respondent** – A Proposer deemed responsive and responsible, whose submission meets all mandatory requirements and achieves a technical score equal to or above the minimum threshold established in this RFP.

- **RFP or Request for Proposals** – This solicitation document, including all attachments, exhibits, addenda, and modifications issued by PRPA.
- **Scope of Work (SOW)** – The detailed description of tasks, deliverables, and performance requirements forming part of the Contract(s) between PRPA and the Selected Proposer.
- **Shortlisting** – The process of ranking and prequalifying the most qualified Proposers by facility type and region prior to project-specific negotiations and task order awards, as described in Section 2.4.1 of this RFP.
- **Team Member** – Any partner, consultant, subconsultant, or subcontractor included as part of a Proposer's submission.
- **Work Completed (WC)** – Tasks or portions of work already performed and verified as complete prior to the date of this RFP or during project execution.
- **Work To Be Completed (WTBC)** – Remaining tasks identified under FEMA's approved scope that are yet to be executed.
- **2 CFR Part 200 (Uniform Guidance)** – Refers to the Code of Federal Regulations establishing uniform administrative requirements, cost principles, and audit requirements for federal awards to non-federal entities.

This RFP may reference manuals, guidelines or PRPA regulations with additional applicable terms. Please refer to said referenced materials for definitions.

## **2. Overview, Purpose, and Intent**

The Puerto Rico Ports Authority (PRPA) is a public corporation and instrumentality of the Government of Puerto Rico responsible for the development, operation, and oversight of all seaports and airports throughout Puerto Rico. The PRPA was established under Act No. 125 of May 7, 1942, as amended, known as the “Puerto Rico Ports Authority Act.”

The purpose of this solicitation is to engage a qualified firm to provide Construction Inspection Services for FEMA Public Assistance (PA)-funded recovery projects administered by PRPA. The intent is to ensure that all inspection, documentation, and quality assurance efforts are performed in accordance with Federal and Commonwealth requirements, and that projects are completed in compliance with FEMA PA, COR3, and PRPA standards for efficiency, transparency, and resilience.

### **2.1. Background**

The Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended (Stafford Act), Title 42 of the United States Code (U.S.C.) §5121 et seq., authorizes the President of the United States to declare an emergency or major disaster at the request of a State Governor. Under this authority, the Federal Emergency Management Agency (FEMA) administers the Public Assistance (PA) Program, which provides grants to State Agencies, Municipalities, and Private Nonprofit (PNP) organizations to assist communities in responding to and recovering from major disasters.

#### **DR-4339-PR – Hurricane María**

On September 20, 2017, Puerto Rico was severely impacted by Hurricane María, which caused catastrophic damage to the island’s infrastructure. In response, President Donald J. Trump approved a Major Disaster Declaration (DR-4339-PR) on the same date, authorizing Individual Assistance, Public Assistance, and Hazard Mitigation programs across all 78 municipalities in Puerto Rico.

#### **DR-4473-PR – Earthquakes:**

On January 6, 2020, a magnitude 5.8 earthquake struck the southwestern region of Puerto Rico, followed on January 7, 2020, by a magnitude 6.4 event that caused extensive structural damage to public and private facilities. The Government of Puerto Rico declared a state of emergency, mobilized the National Guard, and initiated recovery efforts. Subsequently, on January 16, 2020, a Major Disaster Declaration (DR-4473-PR) was approved, authorizing Federal assistance to support the Commonwealth and local governments in recovery operations beginning December 28, 2019.

**DR-4671-PR – Hurricane Fiona** (Major Disaster Declaration of September 18, 2022) is also included under this RFP, covering additional damages deemed eligible for assistance under FEMA’s PA Program.

In response to these events, the Puerto Rico Ports Authority (PRPA) is collaborating closely with the Central Office for Recovery, Reconstruction and Resiliency (COR3) to ensure that the Commonwealth’s disaster recovery efforts are executed with efficiency, accountability, and transparency, while advancing opportunities to rebuild infrastructure that is stronger, safer, and more resilient against future disasters.

## **2.2. Purpose and Intent**

The Puerto Rico Ports Authority (PRPA), acting under the powers granted by Act No. 125 of May 7, 1942, as amended, and in accordance with Regulation No. 8981 for Bids and Requests for Proposals, is soliciting Proposals from qualified, licensed, and accredited professionals or firms (“Inspector” or “Consultant”) to provide Construction Inspection Services for projects administered by PRPA under local and federally funded programs. These programs include, without limitation, the FEMA Public Assistance (PA) Program and the Community Development Block Grant – Disaster Recovery (CDBG-DR) Non-Federal Match (NFM) Program associated with the disaster declarations listed herein.

The intent of this RFP is to engage qualified professional firms capable of performing comprehensive Construction Inspection Services for the repair, rehabilitation, reconstruction, and improvement of PRPA facilities and infrastructure throughout Puerto Rico. These services are critical to ensuring that all work is executed in full compliance with approved plans, specifications, permits, and applicable Federal and Commonwealth regulations, as well as PRPA’s construction standards, quality assurance protocols, and reporting requirements.

While a limited number of PRPA projects are currently under construction (and therefore excluded from this RFP), the majority of recovery projects remain in various stages of Architectural and Engineering (A/E) design development. Each project is progressing toward the construction bidding and procurement phase, which will culminate in field construction and implementation. As these projects advance from design to construction, the need for coordinated and comprehensive inspection, documentation, and compliance verification becomes essential to ensure alignment with FEMA PA, HUD CDBG-DR, and other applicable Federal program requirements, as well as PRPA’s own quality and oversight standards.

The purpose of these services is to provide consistent and effective inspection, monitoring, and verification of construction activities associated with the approved Scopes of Work (SOWs), including the repair, rehabilitation, or new construction of PRPA’s ports, airports, and related support facilities. Projects may be funded through local, Federal, or other eligible programs, and the inspection services will play a key role in confirming funding eligibility, verifying adherence to approved design and construction documents, and ensuring compliance with all permitting, environmental, and regulatory obligations. These services will also support PRPA and its Program Manager, A/E Designers, and Construction Contractors during project implementation and grant closeout, ensuring that all work is properly documented, auditable, and consistent with the FEMA-approved scopes of work, the Public Assistance Program and Policy Guide (PAPPG), and the applicable provisions of 2 CFR Part 200 (Uniform Guidance).

## **2.3. Geographic Coverage**

The Construction Inspection Services solicited under this RFP will support PRPA’s recovery and reconstruction efforts across airport and port facilities throughout Puerto Rico. Additional detail regarding the facilities and projects included in this procurement is provided in Attachment 1 – Project List, by Facility Type and Region, and Attachment 2 – Scope of Work Summary, by Project. Proposers are required to review these attachments to fully understand the geographic distribution, operational context, and project-specific considerations associated with this solicitation.

The following section summarizes the geographic and operational coverage, organized by facility type and region.

### **2.3.1. Airports Facilities**

PRPA operates and manages multiple regional airports across Puerto Rico and the offshore islands. These facilities support commercial, cargo, and general aviation activities that are critical to regional connectivity and emergency response.

#### **1. Metropolitan Region**

- **Isla Grande Airport (Fernando Luis Ribas Dominicci Airport)** – includes terminal, hangars, and administrative buildings.

#### **2. Northern & Western Region**

- **Arecibo Airport** – regional airport facilities and supporting infrastructure.
- **Aguadilla Airport (Rafael Hernández Airport)** – main cargo and commercial aviation hub in the west.
- **Mayagüez Airport (Eugenio María de Hostos Airport)** – regional airport serving western municipalities.

#### **3. Southern Region**

- **Ponce Airport (Mercedita International Airport)** – regional airport serving southern Puerto Rico.

#### **4. Eastern and Offshore Islands Region**

- **Ceiba Airport (José Aponte de la Torre Airport)** – primary air connection to Vieques and Culebra.
- **Humacao Airport** – regional general aviation airport on the east coast.
- **Vieques Airport (Antonio Rivera Rodríguez Airport)** – regional airport serving island municipalities.
- **Culebra Airport (Benjamin Rivera Noriega Airport)** – regional airport serving island municipalities.

### **2.3.2. Ports and Maritime Facilities**

PRPA manages all commercial and passenger port operations across Puerto Rico, including cargo terminals, ferry systems, and cruise ship piers. The following summarizes the primary sectors by coastal region.

#### **1. Metropolitan and Northern Region**

- **Puerta de Tierra:** Piers 9–14 and 14 Extension.
- **Puerto Nuevo:** Preferential cargo area and Avenue C.

- **Arecibo Piers:** Preferential port area serving regional cargo.

## 2. Southern Region

- **Guayanilla, Guánica, Peñuelas, Yabucoa, and Guayama:** Industrial and bulk cargo piers under PRPA's jurisdiction.

### 2.4. Procurement and Award

PRPA reserves the right, without limitation, to:

- Award multiple contracts and/or select more than one qualified firm;
- Cancel or reissue this solicitation at any time prior to contract execution if deemed in the best interest of PRPA and the public;
- Modify the contract(s) awarded to extend the duration or expand the scope of services related to this RFP, consistent with the needs of PRPA's ongoing recovery program; and
- Terminate any awarded contract and seek alternative contracting arrangements should a selected firm fail to meet PRPA's performance or compliance expectations.

Awards will be made to the Qualified Respondent(s) whose Proposal is determined to be most advantageous to the Government, considering price, qualifications, experience, technical approach, and compliance with this RFP. All work performed under the resulting contract(s) must remain eligible for Federal funding through FEMA, HUD, or other applicable agencies, and comply with all relevant Federal and Commonwealth statutes, including but not limited to the Davis-Bacon Act (40 U.S.C. 276a–276a-7) and the Clean Air Act (42 U.S.C. 1857(h)).

#### 2.4.1. Shortlisting, Ranking, and Phased Contracting by Facility Type and Region

To ensure the efficient and timely implementation of PRPA's recovery program across multiple project sites, the PRPA intends to organize and evaluate Proposals according to Facility Type and Geographic Region.

Following the evaluation and scoring process described in Section 7, PRPA will first shortlist and rank the most qualified Proposers within each facility grouping and region, based on their final composite Proposal Score.

The shortlisted firms will constitute a pre-qualified pool from which PRPA may engage inspection services as projects advance to construction.

When specific projects within a facility grouping and region reach or are nearing the construction phase, PRPA will initiate negotiations with the highest-ranked (first-ranked) firm in the corresponding shortlist to:

- Confirm the project-specific scope of services,
- Define the staffing plan and level of effort, and

- Agree on a cost-effective and reasonable service budget consistent with federal cost principles (2 CFR § 200.404–200.405).

Upon successful negotiation, PRPA will issue a Notice of Award and execute a Task Order or Contract for the specific project scope, followed by a Notice to Proceed (NTP) to commence services.

If PRPA is unable to reach a satisfactory agreement with the first-ranked firm, negotiations will be terminated and PRPA will initiate discussions with the next-ranked firm on the same shortlist. This process will continue sequentially until PRPA and a qualified firm reach an agreement.

This phased negotiation and contracting approach will allow PRPA to:

- Align inspection services with project readiness and funding availability,
- Ensure that firms are deployed efficiently across the Authority's infrastructure portfolio, and
- Maintain competition and cost reasonableness at every contracting stage.

Nothing in this section shall be construed as a guarantee of award or assignment of any minimum quantity of work to any firm. PRPA reserves full discretion to negotiate, contract, or reissue new RFPs as it deems in the public interest.

PRPA's intent is to establish non-exclusive agreements with qualified firms to ensure inspection coverage across multiple facilities and geographic areas. Execution of a contract does not guarantee assignment of work, as projects will be activated based on readiness, funding availability, and performance.

## **2.5. Procurement Standards**

This RFP is published pursuant to the provisions and authorities granted in Act 125-1942, as well as the Puerto Rico Port Authority Regulations for the Solicitation of Auctions and Request for Proposals, Regulation Number 8981, dated July 7, 2017, as amended. A copy is included as Attachment 3 (PRPA Procurement Regulation).

Likewise, as services requested in this RFP will be funded in whole, or in part, with federal funds, the PRPA is required to comply with the Uniform Administrative Requirements, Cost Principles, and Audit Requirement for federal awards as detailed (2 CFR Part 200). According to Section §200.317, "When procuring property and services under a federal award, a state must follow the same policies and procedures it uses for procurements from its non-Federal funds. The state will comply with § 200.322: "Procurement of recovered materials" and ensure that every purchase order or other contract includes any clauses required by section § 200.326 "Contract(s) provisions". Also, Federal financial assistance awards are governed by the Uniform Administrative Requirements at either 44 CFR Part 13, for state, local and Indian Tribal governments.

Given that Projects under consideration involve funding from FEMA, the FEMA Procurement Guidance will be part of the Contract(s) between the PRPA and the Selected Proposer(s). In addition, the Selected Proposer(s) shall make sure whether compliance Federal Labor Standards Provisions set forth as required. The Selected Proposer(s) shall flow these terms and conditions

down to all subconsultants directly servicing the contract or purchase order. These general provisions may be updated from time to time. It is the sole responsibility of the contracted firm to be aware of any changes hereto, to implement such changes when effective, and to flow such changes down to its subconsultants, if any.

### **3. Scope of Services**

PRPA seeks an independent Construction Inspection Services provider (the “Inspector”) to perform field inspection, compliance verification, documentation, certifications, pay-quantity verification, and closeout support for projects funded with local and federal sources, including FEMA PA and CDBG-DR.

The Inspector is an independent third-party and shall not perform design, redesign, construction, project management, grant management, or contract administration activities. The Inspector's work must fully coordinate with, but remain operationally distinct from:

- Program Manager (Gvelop LLC) — responsible for Program Management, Project Formulation, Grant Management, and Owner's Representation support.
- A/E Designers (various) — responsible for design development, bid support, and construction oversight limited to Phase 3 services (submittal review, design clarifications, inspections, oversight).

All inspection services shall verify conformance with approved drawings, specifications, permits, codes, and FEMA-approved Scope(s) of Work and shall comply with PRPA, OGPe, PAPPG, and 2 CFR 200 requirements.

The Inspector may assist PRPA during bidding **only** to clarify inspection and testing needs, without altering contract documents or performing design services.

#### **3.1. Services**

Construction Inspection Services are divided into three phases:

- **Phase 1:** Pre-Construction
- **Phase 2:** Construction
- **Phase 3:** Post-Construction / Closeout

These services apply to all projects listed in **Attachment 1 (Project List, by Facility Type and Region)** and **Attachment 2 (Scope of Work Summary, by Project)** and shall ensure seamless coordination with PRPA, the Program Manager, the A/E Designer, the Construction Contractor, and funding agencies.

##### **3.1.1. Phase 1 – Pre-Construction**

**Purpose:** Establish inspection readiness, compliance framework, and reporting protocols prior to mobilization.

**Minimum Tasks and Duties:**

1. Compliance Framework & Planning
  - o Review drawings, specifications, permits, FEMA SOW, EHP/HMP items, and funding conditions to establish and align the inspection scope with the FEMA-approved SOW.
  - o Develop a Project-Specific Inspection Plan, defining:
    1. inspection procedures & frequency
    2. test witnessing protocols
    3. documentation & reporting templates
    4. photo & log standards
    5. communication & escalation procedures
  - o Ensure alignment with Program Manager's grant and project compliance oversight and A/E Designer's construction-phase services.
2. Coordination
  - o Coordinate with PRPA, the Program Manager, the A/E Designer, and the Construction Contractor to set inspection procedures, cadence, and formats.
3. Designation / Accreditation
  - o Prepare and submit to PRPA and OGPe the Contrato de Designación y Aceptación del Inspector de Obras prior to mobilization.
4. Baseline Records & Records Management Setup
  - o Produce Baseline Site Conditions Records (dated photos/notes) to support later quantity and conformance verification.
  - o Establish records management (digital file structure, naming, metadata, retention) consistent with PRPA, PAPPG, and 2 CFR 200.

**3.1.2. Phase 2 – Construction**

**Purpose:** To perform comprehensive on-site inspection, compliance verification, and documentation during construction, ensuring that all work conforms to approved drawings, specifications, permits, and applicable Federal, Commonwealth, and PRPA requirements. The Inspector shall serve as PRPA's field representative, maintaining continuous oversight and detailed reporting throughout the construction phase.

**Minimum Tasks and Duties:**

1. Field Inspection and Compliance Verification
  - o Conduct systematic on-site inspections to confirm that construction work complies with approved drawings, technical specifications, permits, codes, and funding program conditions (including FEMA PA and CDBG-DR requirements).
  - o Monitor the quality of materials, workmanship, and installation methods to verify adherence to industry standards and project documents.
  - o Observe and document site safety practices and environmental protection measures, reporting any noncompliance observed.

- Witness and document all required material, system, and performance tests to confirm that results meet contractual and regulatory criteria.
- Maintain a field log and photographic record of daily progress, inspections, and observations in accordance with PRPA and OGPe reporting standards.

2. Reporting, Documentation, and Notifications

- Prepare and submit Daily, Weekly, and Monthly Inspection Reports consistent with OGPe, PRPA, and PAPPG requirements, documenting compliance status, observed deficiencies, and corrective actions.
- Maintain comprehensive logs of nonconformance reports (NCRs), corrective action notices, and resolutions, ensuring all findings are closed in a timely manner.
- Provide written notification to PRPA and the Program Manager of any observed nonconformance, potential code or permit violation, or conditions that could affect compliance, safety, or project integrity.
- Coordinate with PRPA, the A/E Designer, and the Construction Contractor to ensure all deviations or changes are appropriately documented and approved prior to implementation.

3. Progress Verification, Payment Support, and Change Documentation

- Verify installed quantities and percent completion to support Payment Applications in collaboration with the A/E Designer.
- Monitor schedule progress and identify potential delays.
- Track field changes, impacts, and variances using photos, logs, and test results.
- Support PRPA and the Program Manager in preparing:
  1. Scope Alignment Requests (SARs)
  2. Updated SOWs / DI adjustments
- Submit a Monthly Pay Verification Package summarizing verified quantities and observations.

### **3.1.3. Phase 3 – Post-Construction / Closeout**

**Purpose:** To verify that all construction work has been completed in full accordance with approved drawings, specifications, permits, and the FEMA-approved Scope of Work (SOW); to reconcile actual work performed versus approved funding; and to compile all necessary documentation for PRPA's final project closeout and audit readiness.

#### **Minimum Tasks and Duties:**

1. Final Inspections and Certification

- Participate in substantial and final walkthroughs with PRPA, the Program Manager, the A/E Designer, and the Construction Contractor.
- Verify that all punch list items have been completed and deficiencies corrected in accordance with project specifications.
- Certify that construction was completed in compliance with approved drawings, permits, applicable codes, and the FEMA-approved SOW.
- Prepare a Final Inspection and Compliance Report summarizing observations, verification results, and certification of completion.

2. Grant Closeout and Documentation Support

- Assist PRPA and the Program Manager in preparing and organizing all grant closeout documentation required under the FEMA PA Program and COR3 guidelines, including:
  - Reconciliation of the FEMA-approved SOW against the Work Completed (WC), identifying any scope variances, quantities, or items requiring funding adjustments.
  - Compilation and validation of as-built quantities, inspection logs, test results, photo documentation, change-order justifications, and final certifications.
  - Preparation of the Final Inspection & Compliance Summary Report supporting PRPA's submission to FEMA, COR3, and other funding agencies.
- Support PRPA in obtaining Permisos de Uso Final, Certificates of Completion, and any other closeout approvals required by OGPe or federal entities.
- Participate in final site inspections, closeout reviews, and audit meetings with PRPA, the Program Manager, COR3, and FEMA, providing technical clarifications and supporting documentation as needed.

3. FEMA Grant Reconciliation and Audit Readiness

- Collaborate with PRPA and the Program Manager to reconcile the FEMA-approved SOW against the final Work Completed (WC).
- Perform variance and eligibility analyses for all scope items to ensure compliance with FEMA PA funding criteria and applicable federal regulations (2 CFR 200, PAPPG).
- Assist in preparing a comprehensive audit-ready documentation package, including all final inspection reports, certifications, photographic records, and correspondence necessary for FEMA's and COR3's grant closeout validation.

### **3.2. Deliverables**

All deliverables produced under this Contract shall become the property of the Puerto Rico Ports Authority (PRPA) and must be complete, legible, and audit-ready in accordance with PRPA, OGPe, FEMA Public Assistance Program and Policy Guide (PAPPG), and 2 CFR 200 requirements.

All submittals shall be uploaded to PRPA's designated digital management system, following PRPA's established file-naming conventions, metadata standards, and submission cadence.

#### **3.2.1. Phase 1 – Pre-Construction (Inspection Readiness Package)**

Deliverables under this phase establish the foundation for inspection oversight, compliance verification, and documentation management prior to the start of construction. The Inspection Readiness Package shall include, at minimum:

1. Inspection Scope of Work (SOW) and Compliance Matrix: Align inspection scope to the FEMA-approved SOW, referencing applicable permits, Environmental and Historic Preservation (EHP) conditions, Section 406 mitigation measures, and required approvals.

2. Project-Specific Inspection Plan: Detail inspection procedures, frequency, test witnessing requirements, documentation formats, photo protocols, communication hierarchy, and escalation paths.
3. OGPe Designation Documentation: Provide the executed Contrato de Designación y Aceptación del Inspector de Obras and any required professional certifications.
4. Baseline Site Conditions Record: Include dated photographs and field notes documenting existing conditions prior to construction mobilization to establish a basis for verification of quantities and conformance.
5. Records Management Setup: Describe the digital file structure, folder hierarchy, metadata tagging, and document retention approach consistent with PRPA, PAPPG, and 2 CFR 200 requirements.

### **3.2.2. Phase 2 – Construction (Monthly Inspection Reports Package)**

Deliverables under this phase document ongoing construction activities, field compliance verification, and progress reporting. The **Monthly Inspection Reports Package** shall include, at minimum:

1. Daily Inspection Logs: Record daily labor and equipment on site, work locations, inspections performed, safety observations, nonconformance items, and supporting photo documentation.
2. Weekly Progress Summaries: Summarize progress against the baseline schedule, identify milestones achieved, outline a three-week look-ahead, and highlight risks and required corrective actions.
3. Monthly Inspection Report with Pay-Quantity Verification: Provide a narrative summary of progress, verified quantities for payment, a photo index, test results summary, submittal and RFI status, and any pending corrective actions.
4. Nonconformance and Corrective-Action Tracking: Maintain logs of deficiencies, issue corrective-action notices, and document verification of closure.
5. Test and Materials Verification Logs: Provide detailed product data, test results, certifications, and field observations verifying compliance with approved documents and permits.
6. Change Documentation: Record field observations, Construction Contractor proposals, and inspection-based notes on scope, cost, and schedule impacts. Maintain all Scope Alignment Requests (SARs) and updated Scopes of Work (SOWs) for PRPA's review and approval.

### **3.2.3. Phase 3 – Post-Construction / Closeout (Closeout Package)**

Deliverables for this phase finalize project documentation, confirm compliance, and support PRPA in funding agency closeout and audit processes. The Closeout Package shall include, at minimum:

1. Substantial Completion Report and Punch List: Document final walkthrough findings, corrective measures, and verification of completion.
2. Final Inspection Report and Certification: Confirm that construction was completed in accordance with the approved SOW, permits, codes, and funding requirements, noting any outstanding items.
3. Permitting and Use Documentation: Provide all documentation required to obtain Permisos de Uso Final, Certificates of Completion, and other approvals from OGPe or relevant authorities.
4. Final Records and Audit Package: Compile approvals, permits, warranties, test reports, as-built verifications, photographic archives, pay-quantity verification, and all funding agency forms required for audit.
5. FEMA PA Closeout Reconciliation Bundle: Include a Scope of Work vs. Work Completed (SOW/WC) Matrix, variance and eligibility memorandum, and a Final Inspection and Compliance Summary Report tailored for FEMA and COR3 review and grant reconciliation.

### **3.3. Delivery Schedule**

Services commence at Notice to Proceed and continue through substantial completion and closeout. Phase deliverables are submitted per PRPA format/cadence and remain in effect through delivery of an audit-ready closeout package. Service timelines align with the approved project schedule, PRPA directives, and funding-agency requirements.

### **3.4. Contract Term**

Initial term two (2) years, with PRPA options for annual extensions up to two (2) additional years until projects reach closeout. PRPA may re-bid at any time; the Selected Proposer may compete in any subsequent solicitation.

### **3.5. Payment Terms**

Invoices shall reflect approved milestones and deliverables with required backup (monthly reports, timesheets, photo evidence, expense plan, projections). An authorized PRPA representative will review/certify invoices; PRPA reserves the right to audit. Ineligible activities under FEMA PA shall not be invoiced in accordance with 2 CFR §200.403–200.405 (allowable and reasonable costs).

### **3.6. Key Personnel Requirements**

The Proposer shall identify and commit the Key Personnel who will be responsible for performing the Construction Inspection Services required under this RFP. These individuals shall possess the qualifications, experience, and professional licenses necessary to execute their duties in accordance with applicable Federal, Commonwealth, and PRPA regulations. Replacement or reassignment of any Key Personnel shall require prior written approval from PRPA.

At a minimum, the following Key Personnel shall be required:

#### **1. Project Inspector (“Inspector de Obra”)**

The Project Inspector shall serve as the primary on-site representative responsible for ensuring that all construction work complies with approved project drawings, specifications, and applicable regulatory requirements, as established by the Reglamento Conjunto para la Evaluación y Expedición de Permisos Relacionados al Desarrollo y Uso de Terrenos (OGPe).

This position must be filled by a Puerto Rico-licensed Architect or Engineer, duly accredited as an OGPe Inspector Autorizado, or by a licensed professional eligible for such designation under Puerto Rico law.

Core responsibilities include, but are not limited to:

- Overseeing daily on-site activities and verifying that construction is performed in accordance with approved plans, specifications, and permits.
- Monitoring compliance with the Puerto Rico Building Code, applicable Federal codes and standards, and relevant FEMA PA and CDBG-DR requirements.
- Preparing and submitting daily, weekly, and monthly inspection reports documenting work progress, compliance status, and any observed deficiencies.
- Certifying project compliance to PRPA and OGPe, and issuing written notifications when work deviates from the approved plans or violates applicable laws or regulations.
- Maintaining detailed project records, photographic evidence, and field logs to support audit readiness and funding documentation.
- Assuming professional responsibility and liability for the inspection services performed, in accordance with the governing regulations of OGPe and the Reglamento Conjunto.

The Project Inspector shall have a minimum of five (5) years of relevant experience in construction inspection, quality control, or code compliance for infrastructure or building projects, preferably within Puerto Rico. A bachelor's degree in Engineering, Architecture, or Construction Management is required. Familiarity with FEMA Public Assistance (PA) Sections 406 and 428 and PRPA construction standards is highly desirable.

#### **2. Construction Supervisor / Construction Manager**

The Construction Supervisor or Manager shall oversee the overall coordination and performance of the inspection team, ensuring consistency across inspection activities and alignment with project schedules and reporting requirements. This role provides direct technical support to PRPA and serves as a liaison among the Project Inspector(s), A/E Designers, Construction Contractors, and the Program Manager.

**Primary responsibilities include:**

- Coordinating and supervising multiple project inspections and personnel assignments.
- Reviewing inspection reports and ensuring compliance with OGPe, PRPA, and Federal program documentation standards.
- Monitoring the Construction Contractor performance, schedule adherence, and implementation of corrective measures.
- Supporting PRPA in technical meetings, progress reviews, and coordination with funding and regulatory agencies.
- Ensuring that non-conformance reports, corrective actions, and safety observations are tracked to closure.

This position shall be staffed by an individual with a minimum of eight (8) years of experience in construction management, inspection supervision, or engineering oversight for infrastructure or facility projects. A bachelor's degree in Engineering, Architecture, or Construction Management is required; a master's degree or professional certification (e.g., PMP, PE, RA, CCM) is preferred.

### **3. Supporting Personnel**

Depending on the size and complexity of the assignment, the inspection team may include additional personnel such as Assistant Inspectors, Quality Control Specialists, Safety Officers, and Administrative Support Staff. These individuals shall work under the supervision of the Project Inspector or Construction Supervisor and perform inspection, documentation, and compliance verification activities consistent with PRPA and Federal requirements.

All additional staff assignments require prior written authorization from PRPA before mobilization.

#### **Availability Requirement:**

The Selected Proposer shall ensure that all Key Personnel identified in the Proposal are available to begin work within two (2) weeks of Contract execution or Notice to Proceed (NTP).

#### **Professional Standards:**

All Key Personnel must maintain required licenses, insurance, OGPe accreditation, continuing education, and ethical compliance throughout the duration of the Contract. PRPA reserves the right to require the removal or replacement of any personnel not performing to standard.

### **3.7. Subcontracting / Teaming**

Identify each team member and role. PRPA may accept/reject team member changes in the Government's best interest.

### **3.8. FEMA PA Program Grant Requirements**

The Selected Proposer shall adhere to FEMA PA requirements and remain current on relevant laws, policies, and guidance. Ineligible tasks under FEMA PA are not billable.

### **3.9. General Provisions and Clauses**

Given the involvement of federal funds with COR3 as Recipient and FEMA as federal oversight agency, the Selected Proposer shall comply with all applicable requirements listed in Exhibit H – Federal Clauses Certification.

### **3.10. Insurance Requirements**

See Attachment 4 (Insurance Requirements) for minimum policies and coverages required prior to award.

## **4. RFP Instructions**

This RFP shall be governed by the procedures described in the following sections.

### **4.1. RFP Documents Acquisition**

The RFP documents are available for download by qualified firms at the PRPA Website (<http://www.prpa.pr.gov/>). To download the documents, Proposers must go to the Website, where all procurement documents will be published. RFP Documents will be available from the RFP Issuance date. There will be no cost to download the RFP Documents.

### **4.2. Addenda**

The PRPA reserves the right to amend this RFP at any time. Any amendments prior to the receipt of the Proposals will be issued by an Addendum. The PRPA will post copies of each Addendum for all prospective Proposers to download at the PRPA Website (<http://www.prpa.pr.gov/>). All prospective Proposers must monitor PRPA's Website to retrieve any Addenda.

### **4.3. RFP Timeline**

A summary schedule of major activities as associated with this RFP is presented in the table below. The dates, times, and activities are subject to change and may be revised through the issuance of Addenda by the PRPA.

<b>Event</b>	<b>Time and Date</b>
Public Notice	<b>December 18, 2025</b>
RFP Documents Availability	<b>December 18, 2025</b>
Pre-Proposal Virtual Meeting	<b>Monday, January 12, 2026, at 3:00 pm (AST)</b>
Submission of Questions and Request for Clarifications	<b>On or before Friday, January 23, 2026, no later than 11:59 PM Atlantic Standard Time (AST)</b>

Responses to Questions and Request for Clarifications	<b>February 2, 2026</b>
Proposal Due Date (Electronic Submission Only)	On or before <b>February 16, 2026</b> , no later than 11:59 PM Atlantic Standard Time (AST)
Proposal Evaluation Period (Expected)	TBD
Notice of Award (Expected)	TBD
Executed Contract (Expected)	TBD

Proposers are responsible for monitoring the PRPA Website (<http://www.prpa.pr.gov/>) for updates to the RFP timeline and other important information.

#### **4.4. Pre-Proposal Virtual Meeting**

The PRPA will hold a Pre-Proposal conference (virtual meeting) on the date and time indicated in **Section 4.3**. Prospective Proposers should confirm attendance on the date established in said section. The objective of the Pre-Proposal Conference is to explain the RFP process and Scope of Work of the services being sought.

#### **4.5. Submission of Inquiries**

Each prospective Proposer may submit questions or requests for clarifications regarding the intent of this RFP, its attachments, and/or its exhibits. Proposers shall submit all questions in writing through the electronic address specified in Section 4.5 by the deadline established in Section 4.2. Inquiries shall be submitted by prospective Proposers using the document titled Form for Submission of Inquiries included as Attachment 5. Questions shall be clearly labeled and shall cite the Section(s) and page number in this RFP or other document that forms the basis of the question. Questions may be submitted in English or Spanish. The PRPA reserves the right to not answer questions they deem as unrelated to the RFP or its intent. Responses to Proposers' questions will be distributed as an Addendum to this RFP on or before the date established in Section 4.3 and will be posted on PRPA Website (<http://www.prpa.pr.gov/>).

#### **4.6. Correspondence and Communications**

Inquiries and communications regarding the RFP must be submitted to the PRPA by electronic mail to [rpfemapa@prpa.pr.gov](mailto:rpfemapa@prpa.pr.gov).

#### **4.7. Prohibited Communications**

Verbal communications regarding the contents of this RFP are prohibited during the submission and selection processes. Failure to adhere to this requirement may result in the rejection of submitted Proposals. The blackout period is a specified period during a competitive procurement process in which any Respondent, bidder, or its agent or representative, is prohibited from

communicating with any PRPA employee or contractor involved in any step in the procurement process about this procurement. The blackout period applies not only to PRPA employees, but also to any current contractor of PRPA. "Involvement" in the procurement process includes but may not be limited to project management, design, development, implementation, procurement management, development of specifications, and evaluation of proposals for a particular procurement. This solicitation designates the contact person (RFP Coordinator) and all communications to and from potential Respondents and/or their representatives during the blackout period must be in accordance with this RFP's defined method of communication with the RFP Coordinator.

#### **4.8. Representation for Proposal Submission**

No individual, or firm, is assured of obtaining any work because of this RFP process. The PRPA further reserves the right, without limitations, to make such investigations as it deems necessary as to the qualifications or perceived conflicts of interest of any and all firms submitting Proposals in response to this RFP. The mere appearance of a conflict of interest, as defined at 2 C.F.R. Part 215 and 24 C.F.R. 85.36 (2013) (or 84.42 (2013), if applicable), shall constitute sufficient cause for the outright rejection of a Proposal. In the event that any or all Proposals are rejected, the PRPA reserves the right, without limitations, to re-solicit Proposals.

By submitting a Proposal, the Proposer shall comply with all applicable Federal and state laws and regulations. This RFP, its award, and any derivative contract are subject to a grant agreement between the Government of Puerto Rico or the PRPA, and FEMA; and the availability of the allocated FEMA funds.

Proposer acknowledges and agrees that any suspension, cancellation, or termination of the FEMA funding allocation(s) will result in the immediate suspension, cancellation, or termination of this RFP, award, or executed contract, upon PRPA's notice.

Issuance of this RFP does not constitute a commitment by the Government of Puerto Rico and/or the PRPA to award a Contract(s).

#### **4.9. No Obligation to Contract(s)/ Rejection of Proposal/ Cancellation of RFP**

Issuance of this RFP does not constitute a commitment by PRPA to award a contract. None of the participants in this RFP process have any acquired proprietary rights. The execution of a contract will be subject to all approvals required by law, including the FOMB if applicable. PRPA will not have any binding obligation, duties, or commitments to the Selected Respondent(s) until and unless a contract has been duly executed and delivered by PRPA after approval by the appropriate governmental authorities. If PRPA is unable to negotiate a mutually satisfactory agreement with the Selected Respondent(s), it may, in its sole discretion, negotiate with the next highest-ranked Respondent(s) or cancel and reissue a new RFP.

PRPA reserves the right to accept or reject, in whole or in part, all Proposals submitted and/or cancel this RFP and/or reissue this RFP or another version of this RFP, at any time prior to the execution of a contract, if it determines, in its absolute discretion, that doing so is in its best

interests or the best interests of the impacted communities or the Government of Puerto Rico. If any or all proposals are rejected, PRPA reserves the right to re-solicit proposals

#### **4.10. Ownership of Proposals**

All materials submitted in response to this RFP shall become the property of the PRPA and will not be returned. Selection or rejection of a Proposal does not affect this provision.

#### **4.11. Confidentiality of Proposals**

PRPA shall have no obligation to treat any information submitted in connection with a Proposal as proprietary or confidential unless (i) the Respondent so identifies such information in its Proposal as proprietary or confidential, and (ii) PRPA determines that the information is proprietary or a trade secret and legitimately requires such treatment or that it must otherwise be protected from publication according to law. PRPA obligations with respect to protection and disclosure of such information shall always be subject to applicable law. If the Respondent decides to identify any information in its Proposal as proprietary or confidential, it shall limit such designation to only those particular portions of the Proposal that actually constitute proprietary information, trade secrets, or other confidential matters or data. Identification of the entire Proposal or entire sections of the Proposal or other overly broad designations as confidential or proprietary are strongly discouraged and may result in the Proposal being deemed unresponsive. PRPA shall have the right to use all portions of the Proposal, other than those portions identified and marked as confidential or proprietary, as it considers necessary or desirable in connection with this RFP; and, by the submission of the Proposal, the Respondent thereby grants to PRPA an unrestricted license to use such unrestricted portions of the Proposal.

This Request for Proposal (RFP) also contains confidential and proprietary information that is the property of the Puerto Rico Port Authority (PRPA) which is provided for the sole purpose of permitting the recipient to respond to the RFP. The recipient agrees to maintain such information as confidential and not to copy or disclose the RFP information to any person outside the group directly responsible for responding to its contents. The contents of this document may not be used for any purpose other than preparation of a response or proposal to this RFP.

#### **4.12. Conflict of Interest Restrictions**

To preserve the integrity, independence, and objectivity of Construction Inspection Services, PRPA strictly prohibits participation in this RFP by any contractor or firm that is currently contracted by PRPA—or by any PRPA tenant, operator, or affiliated entity—to perform Architectural/Engineering (A/E) Design, Project Formulation, Program or Grant Management, and/or Construction Services related to the recovery projects included herein.

Proposals submitted by such firms, or by teams including such firms as subcontractors, will be deemed non-responsive and will not be considered for evaluation. This restriction applies to all existing contracts and any pending procurements where services have been initiated or awarded.

All Proposers must certify compliance through Exhibit B – Non-Conflict of Interests Certification, Exhibit C – Non-Conflict of Interest on Existing or Pending Contracts Certification, and Exhibit F – Sworn Statement Under Act 2-2018, duly completed and notarized, if applicable.

## **5. General Proposal Requirements**

All proposals shall comply with the general requirements stated in the following sections.

### **5.1. Proposal Format**

To ensure uniformity to specific requirements and prompt reference among all Electronic Proposals, the format of the Electronic Proposals shall adhere to the following parameters:

- Electronic Proposal documents shall be typewritten on standard 8" x 11" pages. Pages shall have a one-inch margin. Written content of the Proposal must be set at one and one-half (1.5) line spacing.
- Larger paper (up to 11" x 17") and smaller fonts are permissible for charts, diagrams, spreadsheets, etc.
- The documents must be submitted in PDF Format (searchable PDF Format is recommended). Multiple PDFs may be merged into one single document. Also, multiple files may be uploaded in a Zip File.
- The Electronic Proposal and its Exhibits shall be drafted in the English language, excluding certifications and/or documents issued by the Government of Puerto Rico in the Spanish language.
- All documents that need a signature as part of the Electronic Proposal shall be signed in blue or black ink. Documents consisting of more than one page that require signature shall contain the initials of the Proposer's Authorized Representative at the right-top corner of every page.
- Electronic documents must be sealed with the Proposer's Corporate Seal when applicable.
- Electronic Proposals' cover pages shall include the Proposer's name, contact information, and mailing address, the RFP submission date, and the RFP title. The responses shall be addressed to:
  - **Attn. Romel Pedraza, PE**  
**Assistant Executive Director for**  
**Planning, Engineering and Construction**
- Electronic Proposal documents shall be organized as per the Proposal Checklist included as **Exhibit A**.

- All blanks on Exhibits and any other document must be completed by the Proposer. In fields that don't apply to certain Proposers, N/A (not applicable) shall be written. If filled in handwriting, documents, must be completed in print type using blue color ink.
- Below each signature, full name of each signatory must be included.

## **5.2. Proposal Sections**

Proposals shall incorporate the following sections in the order provided. The forms included as part of the RFP must be completed and incorporated as part of the Proposal. In each section, Proposers must meet all of the general, technical and cost requirements included in the RFP. PRPA reserves the right to reject any proposal that does not fully satisfy these requirements.

### **5.2.1. Cover Page (1 page)**

### **5.2.2. Cover Letter (maximum 2 pages)**

### **5.2.3. Qualifications, Experience, and Capabilities (maximum 10 pages, excluding required forms)**

### **5.2.4. Work Approach and Organization (maximum 6 pages, excluding required forms)**

### **5.2.5. Cost Proposal (maximum 2 pages, excluding required forms)**

## **5.3. Proposal Execution**

The Proposals must be properly executed by an authorized representative of the Proposer. To constitute proper execution, the Proposal shall be in strict compliance with the following:

- Individuals: Proposals submitted by Individuals shall be signed by them. If the Proposal is signed by an authorized representative, a power of attorney, dated and executed by the individual, shall be attached to the Proposal as evidence of the representative's authority to sign the Proposal and to bind the Proposer thereto.
- Partnerships: Proposals submitted by a partnership shall be signed on the partnership's behalf by at least one general partner or by an authorized representative of the partnership. If authorized representative signs the Proposal, a power of attorney, dated and executed by all partners of the Proposer, shall be attached to the Proposal as evidence of the representative's authority to sign the Proposal and to bind the Proposer.
- Corporations: Proposals submitted by corporations shall state the correct name of the corporation and must be signed by an authorized officer, whose authority to bind the corporation must be evidenced by the corresponding corporate resolution. The title or

position occupied by the corporate officer executing the Proposal shall appear below the signature.

- **Joint Venture:** Proposals submitted by a joint venture shall be signed by all members of the joint venture. If the Proposal is signed by only one member of the joint venture entity, the Proposal shall be accompanied with a copy of the joint venture agreement evidencing that the Proposal is signed by a member with authority to bind the joint venture. The joint venture agreement shall be executed before the date and time specified for proposal submission.

#### **5.4. Proposal Submission Procedure**

Proposals are to be submitted on the Proposals Due Date stated in Section 4.3 of this RFP. Proposals submitted after the prescribed deadline will not be allowed. Submissions of Proposals in response to the RFP will only be accepted by electronic means to the following email address and subject line:

<b>To:</b>	<b>Subject Line:</b>
<a href="mailto:rfpfemapa@prpa.pr.gov">rfpfemapa@prpa.pr.gov</a>	Construction Inspection Services Proposal for Recovery Projects under FEMA PA Program (RFP PRPA-FEMA-2025-001)

The Proposer is solely responsible for the submission of their Electronic Proposal on or before the date established in Section 4.3. Proposers are advised that the PRPA will neither require nor accept physical proposal submissions, whether by courier, FedEx, UPS, DHL, personal delivery, or similar physical means. If Proposals are submitted in both electronic and in paper formats, the PRPA will only consider the electronic format for evaluation.

### **6. Technical and Cost Proposal Requirements**

Proposals shall comply with the technical information specified in the following sections.

#### **6.1. Mandatory Requirements**

Proposers shall comply with the following Mandatory Requirements in order for their Proposals to be evaluated on their technical and cost aspects. Mandatory Requirements will be scored as either "Pass" or "Fail". If the Proposal meets all Mandatory Requirements of this RFP, the Proposal will "Pass" the Mandatory Requirements evaluation. If the Proposal does not meet all Mandatory Requirements of this RFP, the Proposal will "Fail" the Mandatory Requirements evaluation. Failure to comply with the Mandatory Requirements of this RFP will result in the disqualification of the Proposer. Mandatory Requirements for this RFP are as follows:

- 6.1.1. Organizational Documentation:** The Proposer, in its Proposal, must submit organizational documents, which will vary by the Proposer's type of organization. Such documents may include (but are not limited to) Certificates of Incorporation, Partnership Agreements, Joint Venture Agreements, Certificates of Good Standing, and Joint Venture Agreements. Refer to Section 5.3 for further details. The Proposer

must provide organizational documentation of any of its Team Members and/or First Tier Subcontractor/s.

**6.1.2. Conflicts of Interest:** For compliance with this Mandatory Requirement the Proposer must submit with his response to this RFP the following Bs:

- **Exhibit B – Non-Conflict of Interests Certification**
- **Exhibit C – Non-Conflict of Interest on Existing or Pending Contract(s) Certification**
- **Exhibit D – Limited Denial of Participation Affidavit,**
- **Exhibit E – Non-Collusive Affidavit**
- **Exhibit F – Sworn Statement Under Act 2-2018, duly completed and notarized, if applicable.**
- **Exhibit G – Anti-Lobbying Certification**
- **Exhibit H – Federal Clauses Certification**

All documents authorized by a Notary Public outside of Puerto Rico 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.

## **6.2. Qualifications and Experience**

Proposer shall comply with each of the following requirements in order to qualify for the next phase of the evaluation of the Proposal. However, PRPA reserves the right to waive minor irregularities and minor instances of non-compliance. The Proposer shall demonstrate the reputation and the managerial, organizational, financial, and technical capability to perform Project Inspection Services under this RFP. The Qualifications, Experience, and Capabilities section carries a maximum of 60 points.

**6.2.1. Statement of Qualifications:** Proposers shall provide the information requested herein as part of **Exhibit I – Statement of Qualifications**. The Proposer must demonstrate their qualifications, past performance, and record of integrity for the provision of similar Services in the form of a company profile. The Proposer must also provide an organizational chart showing the corporate structure and lines of responsibility and authority in the performance of the Services. This part will have a maximum score of 20 points.

**6.2.2. Comparable Project Experience:** The Proposer must demonstrate that it has the experience in projects of similar size and complexity. The Proposer must provide a list of three (3) projects, within the past ten (10) years, in which the Proposer has performed similar Services. These Projects, and their data, will be provided by the Proposer in **Exhibit J – List of Comparable Projects**. This part will have a maximum score of 15 points.

**6.2.3. Financial Capabilities:** The Proposer shall demonstrate that it possesses sufficient financial stability and resources to perform the professional services contemplated under the Contract(s). Considering that this engagement involves professional services and not direct construction work, PRPA seeks only reasonable

assurance of the Proposer's financial capacity to sustain project operations, payroll, and administrative obligations throughout the contract term.

Accordingly, each Proposer shall include in its Proposal one or more of the following forms of evidence, dated within sixty (60) days before the Proposal submission date:

- A letter or certification from a bank or financial institution confirming the Proposer's good standing and describing available account balances, average deposits, or an existing line of credit (if applicable), including basic terms and conditions; or
- A certification from a bank or financial institution expressing willingness to provide a line of credit or financial accommodation sufficient to support working capital needs for the proposed services if the Contract is awarded; or
- A signed statement from an authorized officer of the Proposer confirming that sufficient cash reserves or working capital will be available to fund performance under this RFP.

Financial information provided shall be treated as confidential and used solely for determining the Proposer's financial capability. PRPA reserves the right to request supplemental documentation if clarification is required.

This subsection will have a maximum score of twenty (20) points.

**6.2.4. References:** Each Proposer shall provide at least three (3) past or current clients references for the Services. Proposers will provide for each reference the client's name, contact person, phone, email address and description of services provided in their Proposals in **Exhibit K – Reference Information**. The Proposers may provide additional references to the minimum required. This part of the Proposer's Qualifications will have a maximum score of 5 points.

### **6.3. Work Approach and Organization**

Each Proposer shall prepare and submit a Work Approach and Organization document as part of its Proposal. This section will have a maximum score of forty (40) points and must clearly demonstrate the Proposer's capacity to effectively organize, manage, and execute Construction Inspection Services for PRPA's recovery projects across multiple facility types and geographic regions. The approach should emphasize efficiency, transparency, quality assurance, and compliance with applicable Federal and Commonwealth requirements.

Proposers may submit their Proposal for one (1) specific Facility Type or Region groupings, for multiple Facility Types or Regions, or for all PRPA facilities and geographic regions included in this RFP. Each Proposer shall clearly identify in both their Cover Letter and Work Approach and Organization the specific Facility Type(s) (e.g., Airports, Ports and Maritime Facilities) and Region(s) (as defined in Section 2.3) for which they seek consideration.

PRPA intends to shortlist and rank firms by facility type and region, consistent with the shortlisting and phased contracting process described in Section 2.4.1. This approach allows PRPA to engage firms strategically as projects within each facility group and region reach construction readiness.

The Work Approach shall describe how the Proposer will mobilize and scale inspection personnel and resources, establish coordination protocols with PRPA, the Program Manager, the A/E Designers, and the Construction Contractors, and ensure effective quality control and compliance oversight as projects within their proposed facility type(s) and region(s) transition into the construction phase. The description should demonstrate the Proposer's ability to manage multiple concurrent assignments, maintain consistency in inspection and documentation standards, and support PRPA's grant management and closeout objectives.

### **6.3.1. Work Approach (Maximum 10 Points)**

The Proposer shall provide a comprehensive description of its overall management and technical approach for delivering the required Services under this RFP. The narrative should include:

- How the Proposer will plan, organize, and manage inspection assignments across the facility type(s) and region(s) selected, ensuring effective resource utilization and continuity of service.
- Strategies to ensure maximum effectiveness, efficiency, transparency, and positive outcomes, including communication and coordination protocols with PRPA, COR3, FEMA, and the Program Manager, the A/E Designer and/or the Construction Contractor.
- Methods to maintain quality assurance, schedule adherence, and regulatory compliance under FEMA Public Assistance (PA) and CDBG-DR programs, in accordance with 2 CFR Part 200 and PAPPG.
- Use of technology or data management systems to enhance field reporting, documentation accuracy, and audit readiness.
- Any unique methodologies or specialized capabilities that differentiate the firm and add value to PRPA's construction inspection oversight efforts.

Proposers are encouraged to establish Key Performance Metrics within their Work Approach—such as reporting cadence, response times, and deliverable milestones—tied to the proposed project management framework.

### **6.3.2. Proposed Key Personnel and Team Organization (Maximum 20 Points)**

The Proposer shall present an organizational structure and staffing plan that clearly demonstrates the team's capacity and readiness to deliver inspection services for the selected facility type(s) and region(s). The submission must include:

- Identification of Key Personnel and their specific roles, responsibilities, and proposed regional assignments.

- A clear explanation of how staffing resources will be organized, mobilized, and scaled under the shortlisting and phased contracting framework as PRPA activates new projects in each facility type and region.
- Evidence of the Proposer's experience, availability, and technical capacity to provide direct, on-site inspection and compliance support within the identified region(s).
- Description of internal communication, supervision, and quality-control protocols across regional teams to ensure consistent standards and performance.

Each Proposer must complete **Exhibit I – Statement of Qualifications** for all proposed Key Personnel and include details on education, professional licenses, certifications, years of experience, and relevant project history. Refer to Section 3.6 for detailed Key Personnel requirements and role definitions.

#### **6.3.3. Understanding of Applicable Federal and Puerto Rico Regulations (Maximum 10 Points)**

The Proposer shall demonstrate a strong understanding of, and commitment to, compliance with all Federal and Puerto Rico laws, regulations, and policies applicable to the Services, including:

- FEMA Public Assistance (PA), Hazard Mitigation (HMGP), and CDBG-DR requirements.
- PAPPG, 2 CFR Part 200, Davis-Bacon Act, Clean Air Act, and related federal cross-cutting regulations.
- Puerto Rico permitting, safety, and construction codes, including OGPe Inspector and Permit requirements.

The response should also highlight:

- The team's prior experience supporting federally funded infrastructure recovery projects in Puerto Rico.
- Knowledge of the scale and complexity of the island's recovery efforts following Hurricanes Irma and María, the 2020 Earthquakes, and Hurricane Fiona.
- Institutional controls and procedures that ensure transparency, documentation integrity, and audit compliance.

#### **6.4. Cost Proposal**

Each Proposer shall submit a Cost Proposal using **Exhibit L – Cost Form**. The purpose of the Cost Proposal is to establish the Hourly Rate Schedule for all Key Personnel and resource classifications deemed necessary to render the Services described in this RFP. These rates will

serve as the basis for future negotiations of project-specific task orders or contracts, in accordance with the shortlisting and phased contracting process described in Section 2.4.1.

**Cost Proposal Requirements:**

- The Proposer shall submit a detailed Hourly Rate Schedule identifying all Key Personnel categories and corresponding hourly rates, consistent with PRPA's procurement and federal grant requirements.
- Compensation for services rendered under this RFP will be based on the approved hourly rates and the actual verified hours worked, as documented through PRPA-approved timesheets, progress reports, and project records.
- Hourly rates shall be inclusive of all labor, fringe, overhead, administrative support, and profit components unless otherwise specified in Exhibit L.
- PRPA reserves the right to adjust resource allocations, authorized hours, or personnel assignments based on project needs, funding availability, or performance. No minimum quantity of hours or work is guaranteed under this solicitation or any resulting contract.
- All hourly rates and cost multipliers submitted in Exhibit L shall remain valid for a minimum of one hundred eighty (180) days from the Proposal Due Date and may be used as the basis for future negotiations and task order assignments under the phased contracting process.

**Negotiation of Service Fees:**

- Following the shortlisting and ranking of qualified firms (per Section 2.4.1), PRPA will initiate scope and cost negotiations with the highest-ranked firm within each facility grouping and region when projects are ready to enter or near the construction phase.
- These negotiations will rely on the Hourly Rate Schedule submitted with the Proposer's Cost Proposal and will be used to determine the specific staffing plan, level of effort, and service budget for each assigned project.
- If PRPA cannot reach a satisfactory agreement with the first-ranked firm, negotiations will be terminated and initiated with the next-ranked firm, continuing sequentially until an agreement is reached.
- Prior to contract execution, PRPA will perform a cost and price analysis to verify that all negotiated fees are cost-reasonable and allowable under 2 CFR § 200.404–200.405.

The Cost Proposal will have a maximum score of forty (40) points, as defined in the evaluation criteria.

**7. Preference for Local Participation, M/WBE and/or DBE Businesses**

In support of equitable economic participation and local capacity building, the Puerto Rico Ports Authority (PRPA) will grant a preference of up to ten (10) points within the evaluation criteria for Proposers demonstrating meaningful inclusion of Local, Minority and/or Women-Owned Business Enterprises (M/WBE), and Disadvantaged Business Enterprises (DBE) in their proposed teams. Proposers shall include within their Proposal a clear explanation of how they are incorporating Small Businesses, M/WBE, and/or DBE firms as part of their project team. This explanation shall describe:

- The specific roles and responsibilities of each Local, M/WBE, or DBE firm within the engagement;
- The estimated percentage or dollar value of work to be subcontracted or performed by these firms;
- The value added by each participating Local or M/WBE/DBE firm to the overall project execution; and
- The Key Personnel from these firms, including their anticipated level of involvement in daily coordination and interaction with PRPA.

All firms proposed as part of the Proposer's team—including Local, M/WBE, or DBE partners—must be identified and described in this section of the Proposal. Proposers seeking the M/WBE and/or DBE preference shall also provide a copy of their current certification(s) to verify their status under applicable Federal or Commonwealth programs.

Preference points will be awarded based on the degree of participation, substantiated commitments, and demonstrated integration of qualified Local, M/WBE, and/or DBE firms within the proposed project team.

## **8. Proposal Evaluation and Selection Criteria**

Proposals will be evaluated by the PRPA as described in the following sections.

### **8.1. Evaluation Committee**

An Evaluation Committee will be appointed by the PRPA. The Evaluation Committee may rely on specialized advisers, Selected Proposer(s), and/or subject-matter experts to complete the evaluation and rating of the different sections of this RFP, as well as make final recommendations to the PRPA Bid Board.

### **8.1. Evaluation**

The Evaluation Committee shall conduct a comprehensive, fair, and impartial evaluation of Proposals received in response to this RFP.

Following the submittal of Proposals, the Evaluation Committee will meet to evaluate each Proposal based on the criteria stated in this RFP. Initial evaluation will consider the Proposal Requirements stated in Section 5 of this RFP. Those Proposer's whose Proposals meet the Proposal Requirements will be evaluated by the Evaluation Committee for Qualifications and Experience, Work Approach and Team Organization, and Cost Proposal requirements. A score to each evaluation criteria will be assigned by the Evaluation Committee. **To be considered**

**“Qualified Proposers”, Proposers need to obtain a score greater than or equal to 70 points combined in the evaluation of their Qualifications and Experience, and their Work Approach and Team Organization.**

After completing this stage of the evaluation process the Evaluation Committee will determine if it is necessary to invite the Proposers to provide an Oral Presentation. In the instances that an Oral Presentation is not required and/or after the Oral Presentations are completed, the Evaluation Committee will evaluate the Cost Proposals submitted by the Proposers who obtain a score greater than or equal to 70 points combined in their Qualifications and Experience, and their Work Approach and Team Organization. The Evaluation Committee may request clarifications to Proposers to assist in gaining additional understanding of the Proposals. A response to a clarification request must be to clarify or explain portions of the already submitted Proposal and may not contain new information not included in the original Proposal.

## **8.2. Proposal Scoring**

The table below presents the maximum points for the Mandatory, Technical, and Cost Proposal requirements. For details regarding the distribution of points across each Technical component, refer to the corresponding sections of this RFP. The scoring framework also accounts for up to ten (10) Preference Points for Local Participation and certified Minority/Women-Owned Business Enterprises (M/WBE) and/or Disadvantaged Business Enterprises (DBE).

<b>Criteria</b>	<b>Maximum Points</b>
Mandatory Requirements	Pass/Fail
Qualifications, Experience, and Capabilities	60 Points
Work Approach and Organization	40 Points
<b>Maximum Technical Points:</b>	<b>100 Points</b>
Cost Proposal	40 Points
<b>Total Proposal Score:</b>	<b>140 Points</b>
Preference of 5 points M/WBE	5 Points
Preference of 5 points DBE	5 Points
<b>Maximum Total Proposal Score (including Preference)</b>	<b>150 Points</b>

Proposals will be evaluated using a Best Value methodology. Evaluations will consider both the technical merit and the cost competitiveness of each Proposal. Technical proposals will be scored first, assessing the Proposer's qualifications, relevant experience, and work approach in accordance with the criteria established in this RFP.

After completing the technical evaluation, the Evaluation Committee will review and score the Cost Proposals of all Qualified Proposers (those achieving a technical score of at least 70 points, excluding preference points).

Since Cost Proposals under this RFP are based on Hourly Fee Schedules for Key Personnel, cost evaluation will be performed by comparing the aggregate weighted average hourly rate proposed by each firm across all required labor categories identified in Exhibit L – Cost Form.

Cost scores will be assigned according to the following formula:

**Cost Proposal Points**

$$= \frac{\text{Lowest Evaluated Average Hourly Rate}}{\text{Proposer's Evaluated Average Hourly Rate}} \times [\text{Maximum Cost Proposal Points}]$$

This formula ensures that the Proposer offering the lowest evaluated cost receives the maximum number of cost points, and all other Proposers receive proportionally fewer points based on the relative difference in their evaluated rates.

PRPA reserves the right to verify all rate calculations and may normalize rates across similar labor categories or apply weighting factors based on expected utilization of Key Personnel categories to ensure a fair and consistent comparison among Proposers.

**8.3. Negotiations**

The Evaluation Committee may recommend discussion and negotiations with “Qualified Proposers”. Negotiations are exchanges between the PRPA and Proposers that are undertaken with the intent of allowing the Proposers to revise their Cost Proposals. The primary objective of discussions is to maximize the PRPA’s ability to obtain the best possible offers, based on the requirements set forth in the RFP.

The PRPA may (but is not obligated to) select one or more Qualified Proposers to be invited to one or more finalist meetings. The purpose of such meetings will be to clarify any aspects of the Qualified Proposer’s Proposal, clarify any doubts as to the requirements of the RFP and/or confirm that the terms of the envisioned contract are understood by the Qualified Proposers to ensure compliance with the specifications. No statement made or action taken by the PRPA during these discussions or negotiations shall bind the PRPA in any manner. After each interview or meeting with any Qualified Proposers, the Evaluation Committee may require the Qualified Proposers to submit a written confirmation of any clarification of the Proposal discussed at the meeting.

**8.4. Selection and Award**

The Evaluation Committee shall evaluate and score all Proposals in accordance with the criteria and weighting factors established in this RFP. Upon completion of evaluations, the Committee shall recommend a list of Qualified Proposers ranked in descending order based on their total composite score.

Consistent with the process described in Section 2.4.1 (Shortlisting, Ranking, and Phased Contracting by Facility Type and Region), PRPA will first shortlist and rank the most qualified Proposers by facility type and geographic region. As specific projects within each grouping advance toward the construction phase, PRPA will initiate scope and fee negotiations with the highest-ranked firm on the corresponding shortlist.

If PRPA is unable to reach a satisfactory agreement with the first-ranked firm, negotiations will be terminated, and PRPA will proceed sequentially to the next-ranked firm until a cost-effective and reasonable agreement is achieved.

Following the final recommendation of the Evaluation Committee, the PRPA Board of Directors will issue a resolution to award or cancel. Any resolution to award shall include a formal determination that the negotiated costs are fair and reasonable, consistent with 2 CFR § 200.404–200.405 and applicable FEMA Public Assistance procurement requirements.

### **8.5. Rejection of Proposals and Cancellation of RFP**

The PRPA reserves the right, without limitations, to accept or reject, in whole or part, any or all Proposals submitted and/or to cancel this solicitation and reissue this RFP or another version of it, if it deems that doing so is in the best interest of the Public Interest, the Government of Puerto Rico, the PRPA or the impacted communities.

## **9. Reconsideration and Judicial Review**

### **9.1. Reconsideration**

Any person, party or entity that considers itself having been adversely affected by an award determination of the PRPA, made in relation to this RFP, may file a petition for reconsideration (“Protest”) before the PRPA Bids Appeals Board within the twenty (20) days from the date on which a copy of the Award Notice is duly notified in accordance with Article XIX of the Regulation 8981, and the Puerto Rico Uniform Administrative Procedure Act, Act No. 38-2017, 3 LPRA § 9659, as amended. A Protest must be in writing, shall be submitted with two (2) copies, and contain the following:

- The procurement title and/or number under which the Protest is made.
- Name and address of the allegedly aggrieved party.
- A summary of the Bids presented in the Auction and a true and concise narrative of the important and pertinent facts.
- A detailed description of the specific grounds for the Protest, including a brief and concise statement of the errors and all supporting documentation.
- A discussion of the errors stated, including the applicable provisions of law and jurisprudence.
- The specific ruling or relief requested.
- A protest bond that shall serve as security for any damages that the protest may cause to the Authority, and which shall consist of fifteen percent (15%) of the Proposal amount, which shall not be reimbursable. The bond shall be posted in cash, certified check, money order or a bond issued by a company approved by the Office of the Commissioner of Insurance of Puerto Rico.

The Protest shall be addressed to:

Bid Appeals Board  
PO Box 362829  
San Juan, P.R. 00936-2829

A copy of the Protest shall be sent to the PRPA Bid Board and to all Proposers participating in the RFP. The Protest must include a certification that the Bid Board and Proposers that

participated in the RFP were notified by certified mail with return receipt, within the term established to submit the motion for reconsideration.

A request for reconsideration or other petition for review that fails to comply with Applicable Law may be dismissed or denied without further consideration.

The Bids Appeals Board shall consider the motion for reconsideration within thirty (30) calendar days from the date of filing thereof. If the Bid Appeals Board does not resolve, address, or otherwise resolve the Protest, the period for seeking judicial review will begin to run after the mentioned term.

#### **9.2. Judicial Review**

Any party adversely affected by a final decision or order by the Bid Appeals Board may seek judicial review before the Puerto Rico Court of Appeals within twenty (20) days from the date in which a copy of the notice of the final decision or order of the Bid Appeals Board was filed by U.S. postal mail.

The mere filing of a petition for reconsideration before the PRPA Bid Appeals Board or filing of a judicial review petition before the Puerto Rico Court of Appeals will not have the effect of halting the contested award.

**END OF RFP**