



GOVERNMENT OF PUERTO RICO
PUERTO RICO INDUSTRIAL DEVELOPMENT COMPANY

September 16, 2021

**REQUEST FOR PROPOSAL
HAZARD MITIGATION PROGRAM, DESIGN & PERMITTING SERVICES FOR
EXISTING INDUSTRIAL BUILDINGS AND PARKS REPAIRS
AT MULTIPLE PRIDCO BUILDINGS AND PARKS,
ISLAND WIDE, PR**

GENERAL NATURE OF SERVICES

The Puerto Rico Industrial Development Company (PRIDCO) is soliciting design firms (Consultants) with expertise in appropriate hazard mitigation, industrial buildings design and permitting for multiple PRIDCO Industrial Parks located Island wide in Puerto Rico (hereinafter “the Project”). The selected Consultant must have the ability to provide the full-range of services or to team with sub consultants necessary to complete the hazard mitigation program (HMP), design & permitting for the repair of multiple industrial buildings and parks including but not limiting to: roof impermeabilization, windows, interior and exterior doors, frontal and perimeter fences, interior and exterior painting, lighting, exhaust fans, among others.

The selection process shall include review of proposals for Hazard Mitigation Program, Design & Permitting Services by the PRIDCO Selection Committee.

**OPEN INVITATION TO SUBMIT A PROPOSAL FOR THE AFOREMENTIONED
SERVICES**

Point of Contact to submit proposals:

Santiago R. García Meléndez, PE
Project Manager
PRIDCO’s Executive Director Office

Physical address to submit sealed proposals:

PRIDCO’s Property Management Office
Office 303; 355 FD Roosevelt Avenue
Hato Rey, PR 00918

Due Date: THURSDAY, OCTOBER 21, 2021, AT 4:00 PM.

Proposals general requirements:

PRIDCO will **only** accept proposal that are presented in a timely manner during the term herein conceded and comply with the following general requirements:

- **Proposal shall be presented in two separate sealed envelopes: one will contain the financial proposal, and the other will contain the professional service proposals.**
- **Each Sealed Proposal Envelope shall properly identify proponents name, address, project and region for which proposal is submitted.**
- **Each proposal shall be signed by the identified and authorized representative, dated and submitted as correct and binding.**
- **Proposals shall contain 1 original and 2 copies, and a digital copy via USB or CD.**

BACKGROUND:

PRIDCO's multiple industrial parks and buildings ("the properties") were developed since 1950's and have been used over the years as an asset for industrials who may rent industrial properties under a discounted rent fee with the objective of promoting Puerto Rico's Industrial development and sustainability. The properties are identified in PRIDCO's files hereto attached as Exhibit A. Properties vary from structures, buildings, streets, and diverse infrastructure.

The Hurricane María, identified by FEMA as Event DR-4339, impacted the island of Puerto Rico, producing heavy rains, high winds and wind-borne debris, causing severe damages to the properties, leading FEMA and PRIDCO to grant and receive federal emergency funds to repair approximately 400 industrial properties (See Exhibit B).

The properties and their associated infrastructure have been identified as necessary to maintain commerce and support the growth of the economy in Puerto Rico. It's for said reason, that PRIDCO has been granted federal funds to lead the task of repairing the properties and bring them to complying with federal standards and conditions, as prior to the Hurricane María considering the Hazard Mitigation Plan (hereinafter, HMP), and a design with a resilient approach.

Due to the time constrain and high importance of PRIDCO's properties and their impact on the economy, Proponent's attention to schedules and due dates will be considered and have a high impact during the evaluation. Proposals shall evidence knowledge and capability to meet all applicable federal and local related codes and regulations.

Regions to be serviced as result of the services requested through this RFP, are herein attached as Exhibit C. PRIDCO will provide access to building drawings and all other necessary and related documents to facilitate the professional services requested. All as deemed necessary and complying with the confidentiality requirements set along the RFP.

SCOPE OF SERVICES:

PRIDCO is formally requesting proposals for repairment of the properties, as defined above, under the HMP approved by FEMA, after damages caused by Hurricane María. This request includes services related to Architect/Engineer (Design) and the Permits for the repairs of multiple properties that include, but not limiting to, industrial buildings and parks; roof impermeabilization, windows, interior and exterior doors, frontal and perimeter fences, interior and exterior painting, lighting, exhaust fans, among others, probable cost opinion, and technical advisory services at multiple properties island wide (hereinafter, the Project). The design and construction of the Project will abide by all applicable and related local and federal Acts, Codes and Regulations.

Acceptable Proponents shall possess knowledge of FEMA Regulation 428 (Public Assistance Alternative Procedures Guide for Permanent Work), FEMA Hazard Mitigation Grants 404 and 406; and other applicable regulations.

Detailed services to be provided to PRIDCO:

EXISTING CONDITIONS AND HMP ASSESSMENTS, DESIGN & PERMITTING SERVICES

1. Prepare a preliminary project approach schedule for the building assessment of the existing conditions, repairments approved under the HMP, the construction design for the repairments and recommendations, and the permit process. Establish key milestone and dates for the different phases

(Existing Conditions and HMP, design, permitting). PRIDCO will review the schedule for approval.

2. Proponent shall consider a staggered approach for the properties assessment. PRIDCO will provide a recommended priority list for Proponent’s review. PRIDCO’s intent is to Bid/Repair around 4 to 5 projects (PW’s) per region at a time.
 - a. The projects per region are as follow:

Buildings:

Region	Total PWs (Projects)	Category (See Exhibit A)	Total Damages (DIs) (Properties)	Minimum Damages in a Project per region	Maximum Damages in a Project per region
North	19	E	58	1	7
South	20	E	60	1	6
East	23	E	98	1	12
Metro	21	E	76	1	18
West	19	E	62	1	8
TOTAL	102	-----	354	-----	-----

Industrial Parks:

Region	Total PWs (Projects)	Category (See Exhibit B)	Total Damages (DIs) (Properties)
North	1	C	17
South	1	C	18
East	1	C	10
Metro	1	C	8
Total	4	-----	53

3. Lead the assessment process of the damages in PRIDCO’s identified properties, as approved for repairment under the HMP but including existing conditions. Conduct all permit process at all levels.
4. Review of documentation for each property, including but not limited to:
 - a. DDD – Damage Description and Dimensions
 - b. Lead and Asbestos Checklist
 - c. HMP Scope and Subgrant Conditions
 - d. EHP – Environmental Historical Preservation
 - e. REC – Record of Environmental Consideration
5. Validate that all reports presented to PRIDCO are accurate and correct or identify any possible deviations to be incorporated to the scope of work.
6. Verify the land surveying measurements, if applicable.
7. Review existing site conditions, and other previously developed plans, if available.
8. Prepare As-Built drawings before and after the completion of the project, if applicable.
9. **Identify and incorporate current and any future FEMA/COR3/PRIDCO specific requirements enacted by an entity with jurisdiction.**
10. PRIDCO will provide to the Proponent the construction existing condition documents for the properties subject to the project.
11. Prepare the Design necessary according to the normal industry standards containing details and specifications associated to the property repairments

as approved under the HMP, and the recommendations provided (per Applicable Code Standards).

12. Prepare the Design necessary according to the normal industry standards containing details and specifications associated to the property existing conditions, including the possible deterioration of the original findings under the DDD.
13. Conduct the process and obtain all permits required for the repair project, including federal and state permits, including filing fees.
14. **Proponents shall secure that all projects will comply with NEPA (National Environmental Policy Act), SHPO (State Historic Preservation Office) and ICP (*Instituto Cultura Puertorriqueña*).**
15. Proponent shall conduct an evaluation for the Determination of Substantial Damage in Public Structures Located in Floodplain Areas, as required by the Puerto Rico Planning Board Planning on Regulation No. 13 and the National Flood Insurance Program Regulation.
16. Prepare a probable cost opinion for PRIDCO's review and budget allocation, of the recommendations submitted. The probable cost opinion shall be prepared in the latest CSI/CSC MasterFormat 2004/2010. The cost estimate should be detailed and itemized, not based on a lump sum.
17. Services during the construction pre-bid and bid process: answering questions, clarifying doubts of all the parties, drafting of any report for the federal or local government as required by PRIDCO; and attendance to the construction pre-bid process.
18. **Building Assessments:** Building assessment is the process in which the accuracy of the reports performed by FEMA/PRIDCO is verified.
 - a. *Description of services to be rendered:* This process requires a civil and a mechanical/electrical engineer that will visit the property to evaluate its condition, validate the conditions through reports, make recommendations, and prepare a repair estimate of the project (s). Also, during the process the engineers shall consider any structural or environmental issue for PRIDCO's attention and a resiliency approach in their recommendations.
 - i. The assessment report shall address (if apply per property):
 1. Existing Conditions
 2. Metals
 - a. Structural Framing
 - b. Steel Joist and Decking
 - c. Railings

- d. Grating
 - e. Others
 3. Waterproofing System and Siding
 4. Roof Specialties and Accessories
 5. Openings
 - a. Metal Doors and Frames
 - b. Wood Doors and Frames
 - c. Metal Windows
 - d. Others
 6. Finishes
 - a. Plastering
 - b. Ceilings
 - c. Flooring
 - d. Wall Coverings
 - e. Others
 7. Specialties
 8. Equipment
 - a. Rolling Doors
 - b. Others
 9. Plumbing/Mechanical
 - a. Air Vents
 - b. Others
 10. Electrical
 11. Utilities
 12. Structural
 13. Exterior/Site
 - a. Paving
 - b. Curbs, Gutters, Sidewalks, and Driveways
 - c. Fences and Gates
 - d. Stormwater System
 - e. Sanitary Sewer System
 - f. Water System
- b. The services will include the following:
- i. Coordinate with PRIDCO's Project Manager the property assignment.
 - ii. Review the existing property documentation.
 - iii. Visit the property to perform the observations and estimates.



- iv. Prepare reports using PRIDCO's templates or similar approved.
- c. PRIDCO will provide a list (see Exhibits A and B) of the properties for assessments for proponent to prepare report for PRIDCO's consideration and further construction process.
- d. The Proponent shall assign a project manager to be the coordinator between PRIDCO and the engineers that will lead the assessments. Proponent shall coordinate meetings between PRIDCO and the project manager, at least once a week.
- e. PRIDCO shall receive the assessment report promptly after the task has been assigned and considering the complexity of the project. Reports shall be signed by a professional licensed engineer in Puerto Rico with the proper competency in the discipline. The Proponent will be responsible of distributing the task among the other engineers once PRIDCO has assigned the project to Proponent. Proponent is responsible and will comply with the Project Milestones. PRIDCO reserves the right to establish projects priority order.

PROJECT SCOPE (GENERAL)

1. The Proponent shall refer to the DDD report prepared by FEMA, revised by PRIDCO, and approved by COR3, regarding to the specific damage of the properties as the result of Hurricane Maria. Example of the DDD report will be illustrated during presentation by PRIDCO for Proponent's reference.
2. Proponent's expertise and experience, it will perform all necessary studies to complete the HMP assessment and correspondent reviews and recommendations, with the objective of returning the properties to their original conditions as prior to Hurricane María. Proponent shall comply with actual codes and consider a resilient approach. The assessment will include, but not be limited to, roof impermeabilization, windows, interior and exterior doors, frontal and perimeter fences, interior and exterior painting, lighting, exhaust fans, etc.
3. The assessment shall include the review and update of PRIDCO typical details and specifications to comply with FEMA section 406, HMP and their Hazard Mitigation Recommendations.
4. The design shall consider the existing site topography in order to propose the best way to manage storm water runoffs, if applicable.
5. The proponent shall assist PRIDCO in the Pre-Bid and Bidding process.

6. Pre-Bid and Bid Assistance.
 - a. PRIDCO and Construction Management firm(s) will prepare Construction Bids following PRIDCO's internal and the General Services Administration (GSA) procedures (known in Spanish as *ASG - Administración de Servicios Generales*).
 - b. Answering questions, clarifying doubts of all the parties, drafting of any report for the federal or local government as required by PRIDCO; and attendance to the construction pre-bid process.

OTHER SERVICES REQUESTED

1. This project includes 53 Industrial Parks owned by the PRIDCO (See Exhibit B), which are buildings leased for manufacturing and/or commercial activities island wide. The Parks consist of asphalt roads, storm and sewer systems, drainage swales, luminaires, sidewalks, curbs and signage.
2. Based on the designer expertise and experience, the Proponent shall perform all necessary studies to complete the HMP assessment and correspondent reviews and recommendations, to return the properties to its original conditions prior to Hurricane María, complying with actual codes and considering a resilient approach. The assessment will include, but not be limited to Lighting fixture, Lighting poles, Sidewalks, Signage, Drainage swales, Storm drain system, gratings, guardrails, culverts, bridges, earthen berms, electrical enclosures, meter covers, and others, as applied.
3. The assessment shall include the review and update of PRIDCO typical details and specifications to comply with FEMA section 406, HMP and their Hazard Mitigation Recommendations.
4. The design shall include the repair of the damages complying with actual codes and considering a resilient approach. Damages can vary from Park to Park, although the scope may be similar.
5. The design shall consider the existing site topography in order to propose the best way to manage storm water runoffs, if applicable.
6. The designer shall assist the Owner in the Pre-Bid and Bidding process.
7. Pre-Bid and Bid Assistance.
 - a. PRIDCO and Construction Management firm(s) will prepare Construction Bids following PRIDCO's internal and the General Services Administration (GSA) procedures (known in Spanish as *ASG - Administración de Servicios Generales*).

- b. Answering questions, clarifying doubts of all the parties, drafting of any report for the federal or local government as required by PRIDCO, and attendance to the construction pre-bid process.

DESIGN MILESTONES

Noted below are the key Design Milestones associated with the Project. Proponent will be required to provide all services necessary to support these milestones:

Hazard Mitigation Program and Design Development

Existing Conditions and HMP Assessments, and Design Development Deliverables Issued:

DESCRIPTION	DURATION	RESPONSIBLE FOR
<i>Existing Conditions and HMP Assessments - Site Visits</i>	<i>To Be Determined by Proponent</i>	<i>Proponent</i>
<i>Existing Conditions and HMP Assessments – Review and Recommendations</i>	<i>To Be Determined by Proponent</i>	<i>Proponent</i>
<i>PRIDCO’s Approval</i>	<i>To Be Determined by Proponent</i>	<i>PRIDCO</i>
<i>COR3/FEMA Approval</i>	<i>To Be Determined by Proponent</i>	<i>COR3/FEMA</i>
<i>Evaluation for the Determination of Substantial Damage in Public Structures Located in Floodplain Areas</i>	<i>To Be Determined by Proponent</i>	<i>Proponent</i>
<i>Typical Details and Specifications – Review and Recommendations</i>	<i>To Be Determined by Proponent</i>	<i>Proponent</i>
<i>Drawings</i>	<i>To Be Determined by Proponent</i>	<i>Proponent</i>
<i>Construction Drawings and Specs (100%)</i>	<i>To Be Determined by Proponent</i>	<i>Proponent</i>

Permitting Development

Permitting Development Deliverables Issued:

DESCRIPTION	DURATION	RESPONSIBLE FOR
<i>Lead and Asbestos Certification</i>	<i>To Be Determined by Proponent</i>	<i>Proponent</i>
<i>Exclusiones Categorias (DEC)</i>	<i>To Be Determined by Proponent</i>	<i>Proponent</i>
<i>ICP Endorsement (Inst. Cult. Puertorriqueña) (SRI)</i>	<i>To Be Determined by Proponent</i>	<i>Proponent</i>
<i>Recommendations</i>	<i>To Be Determined by Proponent</i>	<i>Proponent</i>
<i>SHPO</i>	<i>To Be Determined by Proponent</i>	<i>Proponent</i>
<i>SWPPP, NOI and NOT (If necessary)</i>	<i>To Be Determined by Proponent</i>	<i>Proponent / Contractor</i>
<i>Others as required by agencies</i>	<i>To Be Determined by Proponent</i>	<i>TBD</i>
<i>Construction Permits (If necessary)</i>	<i>To Be Determined by Proponent</i>	<i>Proponent / Contractor</i>

Noted below are the key Construction Milestones associated with the Project. You will be required to provide all services necessary to support these milestones in coordination with the Construction Manager(s):

Construction: (For the 1st Project Group per region)

<i>Bid Process Commencement</i>	<i>02/2022</i>
<i>Permit Completion</i>	<i>02/2022</i>
<i>Notice of Award</i>	<i>05/2022</i>
<i>Notice to Proceed</i>	<i>06/2022</i>
<i>Final Inspection</i>	<i>11/2022</i>
<i>Final Completion</i>	<i>11/2022</i>
<i>Project Closeout</i>	<i>12/2022</i>

- ***Dates are a preliminary estimation and are subject to change in accordance to PRIDCO or Region's Construction Manager's Master Schedule***

SERVICES REQUESTED:

Proposal shall include the services to be provided during the implementation of the project, Proponent shall consider that it will be providing the following services in compliance with regulations 41 CFR part 60-1.3, 2 CFR part 200, 29 CFR 5 (b) (29 CFR compliance, if applicable):

A. During construction period:

1. Proponent shall monitor progress of the work and keep informed off the status of the project. Proponent shall represent the Client in forwarding all instructions to the contractors, consultants, vendors and suppliers.
2. Proponent shall be present at the project site as required and advise PRIDCO as to the progress and quality of the work, proponent shall keep PRIDCO informed of defects and deficiencies in the work and recommend rejection of work that does not conform to the contract documents.
3. Proponent shall review and approve or take other appropriate action upon the contractor's submittals such as shop drawings, product data and samples.
4. Proponent shall participate in determining amounts owed to the contractor and suppliers and evaluate the contractor's Applications and Certificates of Payment (AIA Form G-702 or similar approved by PRIDCO).
5. Prepare sketches to solve problems due to actual field conditions encountered.
6. Prepare recommendations for monthly application for payment.
7. Upon substantial completion of the work, Proponent shall participate in the punch-list process. Including recommendations concerning final payments.
8. Review for compliance with design concepts, shop and erection drawings submitted by the contractor.
9. Attend weekly meetings and prepare observation report for the visit.
10. Prepare submittals log and drawings log.
11. Monthly project report.

B. During the Existing Conditions and HMP Assessments, Design and Permitting process:

A preliminary project schedule shall be rendered which delineates the HMP, design and permitting, proponent's approach. Illustration of key milestone dates for the different phases (HMP, design, permitting) shall be rendered for PRIDCO's review.

1. This part requires, Proponent to review of documentation for each property, including but not limited to:
 - a. DDD – Damage Description and Dimensions
 - b. Lead and Asbestos Checklist
 - c. HMP Scope and Subgrant Conditions
 - d. EHP – Environmental Historical Preservation
 - e. REC – Record of Environmental Consideration
2. Prepare the necessary typical details and specifications associated with the Existing conditions and HMP recommendations (per Applicable Code Standards) suitable for the bidding phase of the project.
3. Present the strategy and schedule to obtain all permits required for the project including federal and state permits. Also include the filing fee.
4. Prepare a probable cost opinion for the PRIDCO's review and budget. The probable cost opinion shall be prepared in the latest CSI/CSC Master Format 2004/2010. The cost estimate should be detailed, not based as a lump sum.
5. Provide assistance and services to PRIDCO's during all the construction bid process. Including helping in clarifying issues, helping clear doubts, answering questions regarding any document, process, or technical matters.
6. Provide Building Assessments:

The building assessment is a process to verify the accuracy of the reports performed by FEMA/PRIDCO. During this process proponent is required to use civil and a mechanical/electrical engineer who will visit the property and evaluate its condition, validate the conditions thru reports, make recommendations in a report seal by a licensed engineer, and prepare a repair estimate for the project (s). Also, during the process the engineers shall consider any structural or environmental issue for PRIDCO's attention and a resiliency approach in their recommendations. During this process, PRIDCO requires

proponent to coordinate with PRIDCO's Project Manager for the property assignment.

7. Proponent shall include the following in its proposal and present how it will achieve each of the followings:
 - a. Review the existing property documentation and will present a report on its findings.
 - b. Will visit the property to perform the observations and estimates.
 - c. Prepare reports using PRIDCO's templates or similar approved formats
 - d. PRIDCO will assign a list (see Exhibits A and B) of the properties to be assessed by the Consultant.
 - e. The consultant shall assign a Project Manager to be the coordinator between PRIDCO and the engineers to prepare the assessments. Project Manager and PRIDCO will hold a weekly meeting, Consultant shall provide an assessment report during the weekly meeting for task previously signed. Reports shall be signed by a professional engineer with the proper competency according to the discipline. The range of tasks to be assigned to the engineer shall be assigned by the Consultant, in order to comply with Project Milestones.
 - f. The assessment shall include the review and update of PRIDCO typical details and specifications to comply with FEMA section 406, HMP and their Hazard Mitigation Recommendations.

C. Design assessment services:

1. The design shall include the repair of the existing damages and the ones approved by FEMA on the DDD, complying with actual codes and considering a resilient approach. Damages can vary from Park to Park, and property to property, although the scope may be similar.
2. The design shall consider the existing site topography in order to propose the best way to manage storm water runoffs, if applicable.
3. Project Designer will assist PRIDCO with the Construction Bids process, following the internal GSA – General Services Administration (*ASG, for its Spanish acronym*) procedure.

D. Proponent's services during construction:

During the actual implementation of the project the Proponent shall perform the following services:

1. Proponent shall be present at the project site as required and advise PRIDCO as to the progress and quality of the work, Proponent shall keep PRIDCO informed of defects and deficiencies in the work and recommend rejection of work that does not conform to the contract documents.
2. Proponent shall review and approve or take other appropriate action upon the contractor's submittals such as shop drawings, product data and samples.
3. Shall certify amounts owed to the contractor and suppliers, after review of services rendered and evaluate the contractor's Applications and Certificates of Payment (AIA Form G-702).
4. Prepare sketches to solve problems due to actual field conditions encountered.
5. Upon substantial completion of the work, Proponent shall participate in the punch-list process, including recommendations concerning final payments.
6. Review for compliance with design concepts, shop and erection drawings submitted by the contractor.
7. Attend weekly meetings and prepare observation report for the meeting.
8. Prepare submittals log and drawings log.
9. Monthly project report.
10. Proof of liability insurance and work compensation will be required of the selected designer as specified under General Terms and Conditions Section.

PROPOSAL CONTENT AND FORMAT:

Based on the PRIDCO's understanding of the scope of services for the project, your written proposal should include at a minimum the following information:

1. Transmittal letter

- a. The proposal shall be transmitted with a cover letter describing the Proponent's interest and commitment to participate in presenting a proposal to be considered to render the services described in the request for proposal. The letter shall state the term for which it will stand and the term. It should clearly state the name, title, address, telephone number and e-mail address of the individual presenting the proposal and to whom correspondence should be directed during the Proponent's selection process. The person presenting the proposal, person with legal capacity and authorized to negotiate with PRIDCO shall be the one presenting and signing this letter and the proposal.

Address the cover letter as follows:

Javier J. Bayón Torres
Executive Director
Puerto Rico Industrial Development Company
P. O. Box 362350
San Juan, PR 00936-2350

2. Provide a general description of Proponent and any sub-consultants. Must include curriculum vitae or resumes of the personnel to be used.
3. Proponent's understanding of the scope of services required for the project plus any refinements your firm feels are warranted.
4. Relevant proponent's experience including dates of past projects and who on the project team had direct involvement in the project, and illustrative samples. Providing recommendation letters is optional.
5. Relevant proponent experience shall evidence knowledge of FEMA regulation 428 (Public Assistance Alternative Procedures Guide for Permanent Work), FEMA Hazard Mitigation Grants: 404 and 406, and other applicable regulations.
6. Provide detail description of proponent's approach to the project. Proponent shall highlight any innovative ideas it may have to reduce costs or produce a better product.
7. Proponent's understanding of the issues which may impact the project schedule or cost.
8. Proponent's knowledge and adherence to compliance with the administrative cost principal stated at the 2 CFR 200, all rules and regulations applicable to FEMA's grant funded projects. Proponent's acknowledgement that the

Federal government has no obligation under this RFP or agreement resulting from it. Proponent shall state that it will abide by the program fraud and false or fraudulent statements.

9. Proponents' knowledge and certification of providing services adhered to what regulation of the 41 CFR Sec. 60-1.3 states.
10. Proponent's full name, address and all contact information. Proponents point of contact person, its name and all contact information.
11. Reports of PRIDCO's properties assessments shall be sealed by a Licensed Engineer in Puerto Rico.
12. Any objections or exceptions to requirements in the RFP shall be presented within 7 calendar days of the issue of this document.
13. Proposed fee schedule itemized for each service in the HMP Assessment and Recommendation, each service in the Design & Permitting Phases. Each proposed fee shall be itemized per hour, per service, with estimate of the time for each of the activities to be performed. The cost per hour shall be a flat fee including travel expenses, computers, software, mobile devices, personal protection equipment as industry requirements and any other tool to provide the service requested. **The consultant shall provide a list of civil and mechanical/electrical engineering assessment service for each of the regions included in Exhibits A and B that it is presenting proposal for consideration. Each region shall be submitted in a separate proposal package complying with all the RFP requirements.**

PRIDCO'S RESPONSIBILITIES

PRIDCO will provide selected proponent with access to building plans, conceptual drawings, records, studies, plans and other available documents relating to the project to facilitate the rendering of services.

GENERAL TERMS AND CONDITIONS:

A. Proponent

The Proponent is Not an Employee of PRIDCO. It is understood that the selected Proponent will not be considered in any manner as an employee of PRIDCO, but solely as an independent Consultant. PRIDCO will not, under any circumstances, be liable to the proponents or consultants(s) or any person or persons acting for or under it for any death, injury, or property damage received

or claimed, unless such liability arises by virtue of negligence by PRIDCO, their respective officers, agents, or employees.

B. Indemnification and Hold Harmless

Proponent shall relieve PRIDCO and other related agencies and public corporations, its directors, officers, employees, agents, representatives, assignees, and the Government of Puerto Rico, from any responsibility and for all loses, causes of action, claims, property and personal damages, liabilities and expenses (including attorney's fees) arising as a consequence of, or related to negligent actions or fault of the proponent or consultant in the performance of its obligations under this RFP.

Staff hired by the Proponent to carry out its obligations under the resulting Agreement for the services requested by this RFP shall be under the jurisdiction and legal responsibility of the Proponent, who shall assume all of the risks, costs and responsibilities for their actions, supervision, compensation and discounts required by law. If any acts or situation of harm to third parties arise, Proponent expressly relieves PRIDCO and the Government of Puerto Rico from any claim, lawsuit, suit, or proceedings that arises or may arise in relation thereto.

If the Proponent should subcontract all or any portion of the work to be performed under the resultant agreement, the Proponent shall require each Sub-Consultant to indemnify, hold harmless and defend PRIDCO, it's Board, officers, officials, employees and agents in accordance with the terms of the preceding paragraphs.

C. Assignment and Sub-Contracting

It is prohibited to assign or sub-contract the whole or any portion of the Work without PRIDCO's prior consent in writing. This requirement will be strictly applied and any disregard of it by the Proponent will be treated as a ground for immediate termination of the contract without prejudice to any other remedies and/or indemnifications.

D. Non-disclosure agreement:

PRIDCO shall provide selected Proponent all documents, reports or materials that Proponent may need and are necessary to render the services object of te resulting Agreement for the services of this RFP, except those in Proponent possession due to its profession.

All the work produced as part of the contracted services, compelled in writing or any other method of conservation by the Proponent shall be privileged and confidential, and may not be reported or revealed to any third party unless previous written consent is released by PRIDCO; neither said work or information must be included as part of the Proponent's credentials, unless previous written consent is given by the PRIDCO.

All documents, reports, or materials that PRIDCO delivers, or information given to Proponent is strictly confidential, except for documents, reports, material or information that:

- i. Is of public domain, or that PRIDCO has authorized its publication or disclosure in writing;
- ii. Were in legitimate possession of Proponent before PRIDCO disclosed the same and which has no restriction of disclosure
- iii. Be legitimately reported to the Proponent by a third party, and does not have any restriction on its disclosure; and
- iv. Have to be reported upon request of law, order or other legal requirements issued by competent authority.

CONSULTANT may not disclose confidential information to third parties and shall only discuss it with PRIDCO's directors, officers, employees or authorized agents. The services provided under this Agreement are provided so that PRIDCO can exercise the functions and powers assigned to it by its enabling legislation as part of the Executive Branch and, accordingly, management and work by the Proponent under the resulting Agreement, are granted the same privileges, protections and immunities that cover PRIDCO's efforts, including and without limitations, the Executive Privilege, the Privilege of Deliberative Process and the Attorney-Client Privilege, as they are applicable.

Information concerning the business of PRIDCO which becomes accessible, or known, to the Contractor, its employees or sub-contractors including, but not limited to, financial information, customers, customer lists, business plans, operational plans, data and computer programs, manufacturing processes, engineering/technical data, design process, pricing, research and development, strategic plans, and operating data shall be considered Confidential and Proprietary information of PRIDCO and must not be disclosed to individuals outside of your organization without the prior written approval from PRIDCO.

E. Insurance Requirements

Throughout the life of this resulting Agreement, Proponent acknowledges it shall pay for and maintain in full force and effect, with an insurance company(s) (Company) admitted by the Puerto Rico Insurance Commissioner to do business in the Commonwealth of Puerto Rico, the following policies of insurance:

- **PROFESSIONAL ERRORS AND OMISSIONS**, Not less than \$500,000 per Occurrence. / \$2,000,000 Aggregate. (2 yr. discovery and reporting tail period coverage). Certificate of Insurance only required.
- **COMMERCIAL (BUSINESS) AUTOMOBILE LIABILITY** insurance, endorsed for “any auto” with combined single limits of liability of not less than \$1,000,000 per occurrence.
- **WORKERS' COMPENSATION** Insurance as required under the Puerto Rico Labor Code, and Employers Liability Insurance with limits not less than \$1,000,000 per accident/injury/disease.
- **COMPREHENSIVE GENERAL LIABILITY** insurance, \$1,000,000 combine single limit. (Including Contractor All Risk Insurance and Third Party Liability Insurance) This shall include the **Environmental Insurance** of Proponent and shall include a PRIDCO endorsement.

F. Additional Conditions:

- A. Any Advisor, Consultant or Professional who drafted, or assisted PRIDCO in the preparation, identification or provided assessment related to the specification for the Project object of this RFP; will be

excluded from participation in the Construction Phase as bidders or related personnel.

- B. Specifications on this RFP are not describing a specific brand or firm that will be part of the design and specifications in the Project. No specific product by brand is requested though the life of the services herein requested. Nonetheless, materials shall comply with all federal and industry requirements. When during the process, it is not possible to create specifications that adequately describe the product, "similar to" or "equivalent to" shall be used. None of our specifications for services are limiting the open competition.
- C. The Proponent shall be registered in the System for Award Management (SAM) as required to receive funds from the US federal government. The Proponent shall provide evidence of compliance with this Federal requirement and be in good standing (no active exclusions and debts).

RIGHT OF REJECTION

PRIDCO and the Government of Puerto Rico reserves the right to cancel the RFP Bidding process at any moment for local or federal government convenience or due to funds availability.

PRODUCT OWNERSHIP

Any documents, drawings or reports as well as the intellectual services resulting from any contract will be property of PRIDCO. All drawings documents, all construction specifications, and any other documents shall be delivered in hard copy, compact disc (CD), USB or cloud access. According to the documents in questions the documents shall be editable AutoCAD format (.dwg) or editable MS Word format (.doc).

LICENSING REQUIREMENTS

Any professional or business licenses required to render the requested services, if selected, will be at the sole cost and responsibility of the Proponent. Proponent shall

include all professional licenses, Board memberships and any other required by its profession for the required services under this RFP.

PROPOSAL DEVELOPMENT COSTS

The cost of preparing and submitting a proposal is the sole responsibility of the proponent and shall not be chargeable in any manner to the PRIDCO.

ADDITIONAL INFORMATION

PRIDCO's contact person will be:

Santiago R. García Meléndez, PE
PRIDCO's Project Manager
Executive Director Office
santiago.garcia@pridco.pr.gov

SELECTION

Proposal Evaluation Criteria and Procedures

A. Evaluation Criteria

Proposal will be received by Mrs. Maria Diaz from PRIDCO's Properties Management Office, Room 303, on October 21, 2021, no later than 4:00 pm.

An evaluation committee, comprised of PRIDCO's members, will review, and evaluate technical proposals against the following criteria:

- Understanding of PRIDCO's Goals: Does the Proponent understand the Project parameters?
- Staff: Do qualifications of key personnel assigned to the Project coincide with Project's requirements? Do assigned personnel have all required education, experience, and professional qualifications? Do assigned personnel have relevant experience complying with Public Policy for Federal and State projects?

- Specific Management Approach: How does the Proponent intend to achieve the PRIDCO's budget and time goals for the Project? How will the Proponent apply its management techniques and resources? Discuss such factors as:
 - Project management and team organization
 - Quality control
 - Schedule control
 - Budget control (experience of cost estimator)
 - Relations with sub-consultants
- Experience: Has the Proponent demonstrated the ability to successfully provide services for projects of a similar complexity and size? Does the Proponent have experience with public services projects?
- Organization: Are the qualifications of the Proponent's personnel suitable for the Project; and does the Proponent's organizational structure show sufficient depth for its present workload?
- Reputation: Are the Proponent's references from past clients and associates favorable; and does the Proponent show financial and operational stability?
- Services Offered: Does Proponent offer the breadth and quality of services required for the Project?
- Pre-Construction Bid Services: Does Proponent have ability to provide pre-construction services, including estimating, scheduling, constructability review, bidding strategies, and value engineering?
- Relevant Design & Permitting Experience
- Financial capability to guarantee negotiated cost and bear expenses above that cost.

B. Consultant Selection Procedures

- At completion of the proposal review process, Proponents will be ranked, and the three (3) most highly qualified Proponents will conform a "short list" per region. The short list will be integrated by the best qualified proponents. Price will be considered but will not constitute the sole item to be considered nor will it grant automatic selection of a Proponent.
- Proponents on the short list will be asked to formally present their proposal to PRIDCO, and respond to interviewer questions. Following presentation/interviews, the evaluation committee will complete its ranking. Final selection will be made based on a combination of

qualifications and cost, with the emphasis on qualifications. PRIDCO is not looking for the lowest bidder, rather a business partner. The evaluation committee will make a recommendation to the PRIDCO's Board for final decision. The presentation and interview session will not exceed one hour per Proponent.

- After thorough evaluation by Committee, all proponents that submitted proposals will be notified of the awarded proponents, according to the schedule below.
- Following successful negotiations with the selected Proponent, a contract will be drafted and then referred to the PRIDCO's Board for final approval.

SCHEDULE

PRIDCO believes the Proponent selection schedule will be as follows:

RFP Issued: Thursday, September 16, 2021 (To accessed the document electronically please access: <http://www.pridco.pr.gov/real-estate/Pages/MitigationDesign.aspx>)

Virtual Project Scope Presentation (Mandatory): Thursday, September 30, 2021, at 10:00 A.M. The Project Scope Presentation will be held virtually via Microsoft Team. (To join the meeting please access the following link: <https://qrco.de/bcO8SF>) **Attendance to the Virtual Project Scope Presentation is Mandatory.**

Questions Due: Thursday, October 7, 2021, no later than 4:00 pm

Response to Questions/Answers Sent: Thursday, October 14, 2021, no later than 4:00 pm

Proposals due: Thursday, October 21, 2021, no later than **4:00 pm** at PRIDCO's Properties Management Office, 355 F.D. Roosevelt Avenue, Room 303, Hato Rey PR 00918

Selection/Short-list: Thursday, October 28, 2021

Consultant Short-list Interviews: Tuesday, November 2, 2021, and Wednesday, November 3, 2021

Revised Proposals: Friday, November 5, 2021, no later than 4:00 pm

Recommendation for Selection will be: Friday, November 12, 2021

QUESTIONS

Questions must be delivered by electronic mail. All requests for interpretation shall be brought to the attention of PRIDCO in writing no later than Question Due date, indicated above. Questions should be addressed to:

Santiago R. García Meléndez, PE
Project Manager
Executive Director Office
santiago.garcia@pridco.pr.gov

EXHIBITS:

- A. EXHIBIT A - PRIDCO'S INDUSTRIAL BUILDINGS (CATEGORY E)**
- B. EXHIBIT B - PRIDCO'S INDUSTRIAL PARKS (CATEGORY C)**
- C. EXHIBIT C - PRIDCO REGIONS AND DAMAGES BY TYPE OF BUILDING**
- D. HUD PROVISIONS**