

REQUEST FOR PROPOSAL #2018-ODS001

Project Management for Comprehensive Disaster Recovery

INTRODUCTION:

The Puerto Rico Department of Education (PRDE) is the Central Government of Puerto Rico's agency responsible for managing state-operated schools, as well as its education system and curricula. As a result of the passing of hurricanes Irma and María through Puerto Rico, the PRDE sustained significant damages to facilities and operations throughout its jurisdictional area with all or portions of its facilities covered by one or more of the following Presidential Declarations: EM-3391, EM-3384, DR-4336, and DR-4339. The affected facilities operate as critical, and all believed to be eligible for Public Assistance funding under the Stafford Act. The PRDE is reviewing all options available to it under the Federal Public Assistance Program, including funding for emergency protective measures and permanent repair/replacement of eligible facilities.

The DEPR is searching for a qualified Project Manager to oversee the work that is required. The search for a qualified Project Manager is being conducted by means of this Request of Proposal ("RFP") invitation to all qualified proposers.

SCOPE OF WORK:

Work under this contract is expected to include, but not be limited to the following:

- Provide assistance to the PRDE with regard to disaster response & recovery efforts and compliance with applicable local, Commonwealth, and Federal laws, regulations, executive orders, and FEMA requirements.
- Assistance in management of PRDE Staff, Contractors, and Consultants in administration and execution of FEMA PA eligible projects.
- Collaborate with PRDE staff and other PRDE consultants on project formulation, including damage assessments; information gathering; project development; preparation of project worksheets and other project submittals to the Federal Emergency Management Agency (FEMA) or Commonwealth equivalent.
- Design Services or assistance in securing design services to include the following activities:
 - Assist the PRDE in reviewing proposed projects and determine options associated with moving forward with project completion to help identify the best procurement method for each specific project.
 - Procure professional services for projects according to agreed upon method and Commonwealth procurement code.
 - Planning, procuring (2 CFR 200 compliant), and/or preparing necessary topographic surveys, environmental studies, and geotechnical investigations required for preliminary design considerations.

- Prepare preliminary project construction cost estimates or other required cost/price analyses.
- At the PRDE's request, prepare conceptual repair estimates that may assist with FEMA funding obligation. Such estimates may include the cost to implement an exact replacement, repair versus replace comparisons, etc.
- Construction Management Activities or assistance in securing contractors or construction administration support to include the following activities:
 - Prepare preliminary project construction cost estimate or other required cost/price analyses.
 - Preparing bid packages (to include all PRDE procurement requirements as well as all FEMA or other necessary regulatory agency guidelines) and assist with the bid process to include all activities involved through internal PRDE processes.
 - Provide or Assist in Securing Construction Administration Services, including the monitoring and management of construction progress, to assist in the inspection of projects that are underway. Ensure compliance with all applicable FEMA requirements for inspection of work being performed.
 - Review pay applications to ensure all applicable information is obtained to satisfy all applicable requirements to include but not limited to PRDE and FEMA requirements.
 - Assist with the Project Close-out process to ensure all requirements of the project are satisfied and the project is complete.
 - At PRDE's request, prepare conceptual repair estimates that may assist with FEMA funding obligation. Such estimates may include the cost to implement an exact replacement, repair versus replace comparisons, etc.

CONTRACTOR EXPECTATIONS:

A. PROJECT MANAGEMENT:

The PM will assist with project worksheet development/review, damage assessment, scope alignment, reimbursement requests, close out, general grant management, dispute resolution and appeals (if necessary). The PM is to maintain the project status and budgets, coordinate all efforts with FEMA/Commonwealth and attend meetings on behalf of the PRDE as their authorized representative, if so requested. The PM will assist with project worksheet development/review, damage assessment, scope alignment, reimbursement requests, close out, general grant management, dispute resolution and appeals (if necessary).

The contractor will be required to track all of their hours and costs to facilitate reimbursement by local and/or federal grants, when applicable. Timesheets will include specific descriptions of tasks performed and results achieved.

Any contract resulting from this RFQ may be terminated by either party, **with or without cause**, by providing thirty (30) days written notice to the other party. Termination may be for convenience.

B. INSURANCE REQUIREMENTS

The successful proposer will be required to include the DEPR as additional insured on the following insurance policies with the following minimum coverage:

1. Commercial General Liability including Premises, Products and Completed Liabilities: \$1,000,000 per occurrence, general aggregate and Products and Operations Completion. (all policies must include Amendment-Aggregate per Project).
2. Employer's Liability: \$1,000,000 per accident, per employee, per sickness and aggregate.
3. Endorsements to include: DEPR, and or any subsidiary, affiliated or related entity.
4. All policies must be underwritten by an insurance company authorized by the Office of the Insurance Commissioner or Puerto Rico to do business in Puerto Rico, A.M.Best classification of not less than A- (Excellent) and Financial Size Category VI.
5. Hold Harmless Agreement in favor of DEPR
6. 60 Days Notice of Cancellation
7. Waiver of Subrogation
8. Including the DEPR as an additional
9. Coverage shall either be occurrence based or maintained for the duration of the resulting contractual agreement and for two years following completion of services provided.

C. COMPLIANCE WITH LOCAL, STATE, AND FEDERAL REQUIREMENTS

Each proposer must be in compliance with all local, state and federal requirements and be prepared to implement projects that comply with these requirements.

PROPOSAL FORMAT:

Proposers must respond in the format delineated below.

The following information shall be labeled to identify the required information. Failure to submit this information will render your proposal non-responsive.

A. QUALIFICATIONS OF THE FIRM

Provide a description and history of the firm focusing on previous Federal and State Public Assistance (PA) program experience and applicability of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended, Federal Regulations (including 44 CFR 206 and the standards at 2 CFR 200.

The qualifications of the firm must include, at a minimum, the following:

- Extensive knowledge, experience and technical competence in dealing with Federal regulations, including but not limited to the Robert T. Stafford Disaster Relief and Emergency Assistance Act.
- Experience managing design and construction projects of similar size and scope of the DEPR.
- Relevant experience performing all responsibilities listed under the Scope of Work section of this RFP.
- Experience obtaining FEMA funding or reimbursement of costs related the development/management of design and construction projects.
- Experience in the formulation, execution and closeout of FEMA Public Assistance, emergency protective measures and Permanent Work Project Worksheets ("PW's).
- Bilingual personnel

B. QUALIFICATIONS OF STAFF

A listing of the names, resumés and relevant project experience of the proposed Project Management Team that would be assigned to the projects.

C. PAST PERFORMANCE REFERENCES

Provide a minimum of three references for which the proposer has performed services in the past that are similar to the requirements under this RFP. Provide a description of the project, the reference contact name, title e-mail address, telephone numbers, date of the contract period of performance, and any prior assessments they have completed of proposer's work. In addition, provide any additional evidence of consistently successful experience on past projects.

D. TECHNICAL APPROACH

Provide a description of proposer's approach to the project, to include start-up procedures, process to prepare PW's and accompanying documentation, project management and quality control procedures.

E. COST PROPOSAL

An hourly rate schedule for the delivery of services, by category (Project executive, Project Manager, subject matter expert, Project Accountant, Closeout Specialist, others, etc.) of the personnel that will be assigned to the Project Management Team. All hourly rates shall include overhead and proposer's profit.

Any other prior authorized reimbursable expenses (such as travel and lodging) will be billed at cost without mark-up. The DEPR will not reimburse costs related to office materials, photocopies, scanners, stamps, messengers, fax transmissions, telephone calls or similar costs.

GENERAL EVALUATION OF PROPOSALS:

All proposals will be evaluated in accordance to the criteria included in this RFP. During the evaluation of the proposals, the PRDE, at its sole discretion, may contact individual proposers to clarify aspects of the proposals.

The PRDE, at its sole discretion, may reject any proposal that does not meet the requirements of this RFP or that is not in compliance with any applicable local, state or federal laws, rules or regulations.

The PRDE reserves the right to reject any proposal for any reason that it deems to be in the best interests of the school district.

The PRDE's decision is final. The selected proposer will enter into an agreement with the PRDE.

This RFP may be cancelled by the PRDE for convenience, including for lack of funds or, if in the PRDE's sole discretion, none of the proposals meet its requirements or fulfill its needs of project management.

The PRDE will notify the chosen proposer and the parties will proceed to enter into a written agreement, subject to compliance with all applicable laws and regulations.

SELECTION CRITERIA AND PROPOSAL EVALUATION METHOD:

The following weighted criteria will be utilized to determine the consultant that provides the best value and to select the consultant to be awarded this contract:

Qualifications of the Firm	20
Qualifications of Staff	20
Relevant Past Performance	20
Technical Approach	20
Cost Proposal	20
<hr/>	
TOTAL	100

QUESTIONS:

Any questions regarding this RFP or the evaluation of proposals must be submitted on or before February 7, 2018 in writing via electronic mail to the following address: preguntas@de.pr.gov.

Responses will be issued by close of business on February 12, 2018.

COMMUNICATIONS BEFORE AWARD:

Except for questions and clarifications submitted on or before the date indicated in the Questions section of this RFP, it is forbidden for any potential proposer to contact the DEPR, its employees or representatives. Any contact or attempt at contact will result in disqualification of proposer.

GENERAL INSTRUCTIONS AND DEADLINE:

Proposals will be accepted in any of the following formats: (a) original (three paper (3) copies); (b) a digital copy in pen drive (USB); or (c) by email to the following address: propuestas@de.pr.gov.

Proposals must include any attachments.

Paper documents submitted in original should be in a binder and must be duly marked with the title of this RFP. Proposals submitted by email or by pen drive (USB) should include the title of this RFP in the subject field and in the file name.

Proposals shall be delivered on or before 4:30 PM February 19, 2018 at the following address:

Attention: Lcda. Gretel Cathiard

Departamento Legal
Departamento de Educación
Calle Federico Costa
#150 Hato Rey, San Juan
Puerto Rico, 00919

Email: propuestas@de.pr.gov