



**Request for Proposal
Contracting of Professional Services
January 4, 2024
RFP-SP-2023-2024-008-DS**

Description	Inspection Services for Recovery Repair Projects
Deadline	January 26, 2024, until 12:00 PM

In compliance with the principles of sound administration and transparency in the process of selecting and awarding Professional Services contracts, the Department of Health requests Inspection Services for Recovery Repair Projects.

Any proposal submitted must meet at least the following parameters:

The Selected Proponent will provide Inspection Services for several permanent work projects. The Scope of Work for each project is included as Exhibits of this RFP. Inspection services include but are not limited to daily site inspections, certification of deliverable completion, progress reporting, ensuring compliance with contract stipulations by contractors, and providing closeout support for projects. Unless otherwise specified, the Selected Proponent will provide all personal protective equipment (PPE), computers, peripherals to include printers as needed, technical support for computers and peripherals. Transportation and travel time to the different sites of work are not funded:

SCOPE OF WORK

The Selected Proponent will have the following general functions and responsibilities:

1. Work closely with PRDOH and provide staff consisting of at least one licensed (PE or RA) Resident Inspector.
2. Have full knowledge of the following for each project in their portfolio:
 - Construction Documents (Construction Drawings and Specifications).
 - All requirements by the Permits and Endorsements regulatory Agencies per project.
 - Knowledge of contract clauses for all contracts per project.
3. Participate in weekly meetings or any other meeting requested by PRDOH.
4. Record keeping and document control, as specified by PRDOH.
5. Prepare progress reports and presentations as requested.

To clarify any doubts or questions about this, you can send an email to: subastas@salud.pr.gov no later than **January 11, 2024, until 4:00 PM**. The Department will have until **January 19, 2024, until 4:00 PM** to answer any doubts or questions.

The **PRDOH**, through its Secretary or through the personnel designated by him, will review the applications received and determine if any of them is capable of signing a professional services contract with the concerned agency of the Government of Puerto Rico.

Any proposal will be accompanied by the Certificate of Eligibility of the Sole Registre of Bidders (RUL/RUP) issued by the General Services Administration of the Government of Puerto Rico (ASG), through which it accredits its inclusion in the Single Registry of Professional Service Providers, as provided in Law No. 73-2019, as amended, known as the "General Services Administration Act for the Centralization of Government Purchases of Puerto Rico of 2019".



DEPARTAMENTO DE SALUD

The Proponent must submit the proposal accompanied by all the required documentation at the Auction Office located in Building H, Second floor, Office 223. **You must deliver one (1) original, two (2) hard copies and one (1) digital copy on a USB (PDF format), on or before January 26, 2024, until 12:00 PM.**

The selection of the potential contractor will be notified by email.

By submitting a solution pursuant to this notice, the proposer acknowledges that:

- 1. All information submitted is true and verification may be requested.
- 2. The proposal containing any false or incorrect information shall be immediately discarded.
- 3. At its sole discretion, the DoH or its designee may communicate with individuals and / or companies that submit solutions to clarify any doubt or coordinate an interview and presentation in person or virtually, without requiring the presence of the other proposers.
- 4. The purpose of this notice is to disseminate that the Government of Puerto Rico has a need for service that will potentially result in the contracting of professional services.
- 5. As a result of this process, no type of right is generated that would oblige the Government of Puerto Rico to sign a professional services contract.
- 6. It has the power to bind and comply with all parameters and requirements applicable to government contracting of professional services.
- 7. As part of the consideration of the request for proposal, the signing of a non-disclosure agreement may be required.

Calendar and Information

Applicant Unit:	Department of Health (PRDOH)
Contact Information:	Denise Marrero Santana 787-765-2929, ext. 4475
Application Number:	RFP-SP-2023-2024-008-DS
Application Name:	Request for Proposal Inspection Services for Recovery Repair Projects
Service Category (Technology, Management Consulting, Etc.):	Request for Professional Services
Date of Publication of the Application:	January 4, 2024
Deadline for submitting questions:	January 11, 2024, until 4:00 PM
Deadline to answer questions:	January 19, 2024, until 4:00 PM
Submit Proposal at the Auction Office:	Department of Health Auction Office, Building H, Office 223, Second floor.
Deadline for Submission of Proposals:	January 26, 2024, until 12:00 PM
Form Request and Related Documentation request it to:	subastas@salud.pr.gov