



**Request for Proposal  
Contracting of Professional Services  
July 3, 2024  
RFP-SP-2023-2024-031-DS**

Description	Construction Management & Inspection Services for the New Maunabo Diagnostic and Treatment Center Project
Deadline	<b>July 22, 2024, until 12:00 PM</b>

In compliance with the principles of good stewardship and transparency in the selection and award process for Professional Services contracts, the Department of Health is seeking Professional Services to establish contracts to Construction Management & Inspection Services for the New Maunabo Diagnostic and Treatment Center Project. Any proposal submitted must meet at least the following parameters:

**PROJECT OVERVIEW**

The Selected Proponent will provide Inspection Services for the construction of the new CDT of Maunabo. The Project includes all phases of a new construction. 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.

The selected (successful) proponent will be provided with the design drawings, specifications, full scope of work and any other document for this construction project.

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.

**1. SCOPE OF WORK**

**1.1. General Responsibilities**

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:
  - Construction Documents (Construction Drawings and Specifications).
  - All requirements by the Permits and Endorsements regulatory Agencies
  - Knowledge of contract clauses for all contracts
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.



## **1.2. Project Responsibilities**

The Selected Proponent must provide the following services:

### **Resident Inspector**

1. A Resident Inspector will inspect and certify all phases of construction and deliverables completed by the project contractor.
2. An inspector will be a licensed architect or licensed engineer.
3. The inspector assistant will be a professional licensed engineer or architect, engineer in training (EIT) or architect in training (AIT) that will assist the Resident Inspector in performing the inspection services under their supervision (as needed).
4. The inspector will also review and certify the project punch list and final acceptance inspection.
5. Inspector must provide a final certification in writing that all work was completed according to the SOW, drawings, and specifications, with picture evidence of before and after.
6. Review contractor invoices and certify that they reflect work completed vs schedule and make recommendations for payment.
7. Review and management of project-specific construction schedules. Ensure contractors are providing deliverables on-schedule and notifying PRDOH when they are not.
8. Analysis of contractor's critical paths, including identification of long lead items, and recommendations to PRDOH based on improvement opportunities.
9. Serve as Owner Representative on-site.
10. Inspector will provide daily field reports that document daily sight inspections with progress photos and descriptions of detailed work completed that day to include but not limited to weather, any unforeseen condition, safety issues, etc.
11. Submit monthly executive summaries of all projects detailing all important aspects of each project and its milestone status.
12. Conduct a daily safety report based on OSHA guidelines and submit reports to PRDOH on a weekly or monthly basis, as determined by project.
13. Participate in weekly construction progress meetings and meeting minute documentation and filing.
14. Review of deferred submittals and advise PRDOH as needed.
15. Identification of project risks and develop management plans to address those risks.
16. Development and maintenance of request for information (RFI) log, files, and material submittals. RFI must not exceed 10 workdays without an answer.
17. Timely response with options and recommended solutions regarding construction and/or contractor issues and conflicts.
18. Documentation of pre-construction site conditions.
19. Direct coordination on-site with contractor supervisor and team.
20. Oversight of contractor safety program.
21. Oversight of contractor's quality assurance and quality control program.



22. Documentation of non-compliant issues.
23. Tracking of quantities of products and materials as they are incorporated into the project, and percentage of project progress.
24. Constructability and contractibility reviews and analyses, recommendations to PRDOH.
25. Note: The Resident Inspector does not have the authority to make any unauthorized commitments on behalf of PRDOH nor to stop any work (except due to a safety concern).
  - Any out-of-scope item must be discussed with, and approved by, PRDOH via RFI.

#### **Post-construction**

26. Assist PRDOH and Disaster Claims Management Office to establish and implement procedures for warranty per project.
27. Ensure Operation and Maintenance (O&M) and repair manuals are completed and accurate.

#### **Compliance**

28. Review of contractor work for compliance with contract documents.
29. Ensure all FEMA Environmental and Historical Protection (EHP) Project Conditions and followed and adhered to per project.
30. Ensure all federal and state laws, regulations, and executive orders pertaining to the contracts and subcontractors are adhered to in each project, including labor laws, Section 3, etc.

#### **Contractor Invoice Review**

31. Review contractor applications for payment and submit recommendations to PRDOH.
32. Review and certification of project completion percentages to compare with and approve contractor invoices.
33. Review of contractor and subcontractor certified payrolls.

#### **Closeout**

34. Participate in project closeout process and transfer of documents.
35. Transfer all project documentation and well-organized files to PRDOH for archiving.
36. Conduct lessons learned meeting at the completion of each project with PRDOH team.
37. When requested by the Department of Health, submit a certification signed by a licensed professional (engineer or architect) that the work was carried out in accordance with current and applicable codes.

#### **Other:**

38. Participate in other meetings as necessary.
39. Additional services if required by PRDOH.

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To clarify any doubts or questions about this, you can send an email to: [subastas@salud.pr.gov](mailto:subastas@salud.pr.gov) no later than **July 11, 2024, until 4:00 PM**. The Department will have until **July 16, 2024, until 4:00 PM** to answer any doubts or questions.



GOVERNMENT OF PUERTO RICO  
Department of Health  
Auction Office

**Site Walkthrough (compulsory): July 9, 2024, at 10:30 a.m. at Luis Muñoz, Ave. John F. Kennedy, CDT Maunabo, Please RSVP to [subastas@salud.pr.gov](mailto:subastas@salud.pr.gov) on or before Monday, July 8, 2024, by 3:00pm.**

The PRDOHe, 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".

The Proponent must submit the proposal accompanied by all the required documentation at the Auction Office located in Building J, Second floor. **You must deliver one (1) original, two (2) hard copies and one (1) digital copy on a USB (PDF format), on or before July 22, 2024, by 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 PRDOHe 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**

<b>Applicant Unit:</b>	Department of Health (PRDOHe)
<b>Contact Information:</b>	Denise Marrero Santana 787-765-2929, ext. 4475/3450
<b>Application Number:</b>	<b>RFP-SP-2023-2024-031-DS</b>
<b>Application Name:</b>	Construction Management & Inspection Services for the New Maunabo Diagnostic and Treatment Center Project
<b>Service Category (Technology, Management Consulting, Etc.):</b>	Request for Professional Services
<b>Date of Publication of the Application:</b>	July 3, 2024
<b>Compulsory Virtual Discussion Meeting:</b>	July 9, 2024, 10:30 a.m. at Luis Muñoz, Ave. John F. Kennedy, CDT Maunabo, <b>Please RSVP to <a href="mailto:subastas@salud.pr.gov">subastas@salud.pr.gov</a> on or before Monday, July 8, 2024, by 3:00pm.</b>
<b>Deadline for submitting questions:</b>	July 11, 2024, until 4:00 PM
<b>Deadline to answer questions:</b>	July 16, 2024, until 4:00 PM
<b>Submit Proposal at the Auction Office:</b>	Department of Health Auction Office, Building J, Second floor.
<b>Deadline for Submission of Proposals:</b>	July 22, 2024, until 12:00 PM
<b>Form Request and Related Documentation request it to:</b>	<a href="mailto:subastas@salud.pr.gov">subastas@salud.pr.gov</a>