



Request for Proposal

Contracting of Professional Services

May 21, 2025

RFP-SP-2022-2024-026-PAVILIONS-DH

Description	Inspection Services for Demolition Project Pavilions and Accessory Buildings, San Juan, Puerto Rico FEMA DISASTER 4339
Deadline	June 10, 2025, until 2:00 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 Load Study and Design Services. Generators for the Selected Diagnostic and Treatment Centers (FEMA Mitigation Project). Any proposal submitted must meet at least the following parameters:

PROJECT OVERVIEW

The Selected Proponent will provide weekly Inspection Services for a maximum period of performance of 7 months for a demolition project. Inspection services include but are not limited to weekly 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

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) Weekly Inspector.

2. Have full knowledge of the following for each project in their portfolio:
 1. Construction Documents (Construction Drawings and Specifications).
 2. All requirements by the Permits and Endorsements regulatory Agencies per project.
 3. 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.

1.2. Project Responsibilities

The Selected Proponent must provide the following services:

Inspector

1. Will inspect and certify all phases of construction and deliverables completed by the project contractor.
2. Inspector will be a licensed architect or licensed engineer.
3. The inspector must have EPA's Construction General Permit (CGP) Site Inspector Training certificate. It will be the responsibility of the inspector to conduct inspections and the collection, and record keeping of the documentation necessary to comply with the EPA's Storm Water Pollution and Prevention Plan.
4. 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).
5. Inspector will also review and certify project punchlist and final acceptance inspection.
6. Inspector must provide a final certification in writing that all work was completed according to the SOW and specifications, with picture evidence of before and after.
7. Review contractor invoices and certify that they reflect work completed vs schedule and make recommendations for payment.
8. Review and management of project-specific construction schedules. Ensure contractors are providing deliverables on-schedule and notifying PRDOH when they are not.
9. Analysis of contractor's critical paths, including identification of long lead items, and recommendations to PRDOH based on improvement opportunities.
10. Serve as Owner Representative on-site.

11. Inspector will provide weekly field reports that document weekly 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.
12. Submit monthly executive summaries of all projects detailing all important aspects of each project and its milestone status.
13. Conduct a weekly safety report based on OSHA guidelines and submit report to PRDOH on a weekly basis.
14. Participate in weekly construction progress meetings and meeting minute documentation and filing.
15. Review of deferred submittals and advise PRDOH as needed.
16. Identification of project risks and develop management plans to address those risks.
17. Development and maintenance of request for information (RFI) log, files, and material submittals. RFI must not exceed 10 workdays without an answer.
18. Timely response with options and recommended solutions regarding construction and/or contractor issues and conflicts.
19. Documentation of pre-construction site conditions.
20. Direct coordination on-site with contractor supervisor and team.
21. Oversight of contractor safety program.
22. Oversight of contractor's quality assurance and quality control program.
23. Documentation of non-compliant issues.
24. Tracking of quantities of products and materials as they are incorporated into the project, and the percentage of project progress.
25. Constructability and contractibility reviews and analyses, recommendations to PRDOH.
26. Note: The 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.

Compliance

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

Contractor Invoice Review

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

Closeout

33. Participate in project closeout process and transfer of documents.
34. Transfer all project documentation and well-organized files to PRDOH for archiving.
35. Conduct lessons learned meeting at the completion of each project with PRDOH team.
36. 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:

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

Other Responsibilities

Proponent is responsible for acquiring all certificates and permits required for the activities and deliverables included in this RFP. All related costs must be included in the Proposal and Cost Estimate to be reimbursed.

To clarify any doubts or questions about this, you can send an email to: subastas@salud.pr.gov no later than **May 29, 2025, until 4:00 PM**. The Department will have until **June 04, 2025, until 5:00 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 Register 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 New Building of the Health Department, Ground floor. **You must deliver one (1) original, two (2) hard copies and one (1) digital copy on a USB (PDF format), on or before Tuesday, June 10, 2025, until 2:00 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

Applicant Unit:	Department of Health (PRDOHe)
Contact Information:	Carlos Padilla Cruz- Auction Manager 787-765-2929, ext. 3450
Application Number:	RFP-SP-2024-2025-025-DS-LAJAS- RIO GRANDE
Application Name:	Inspection Services for Demolition Project Pavilions and Accessory Buildings, San Juan, Puerto Rico FEMA DISASTER 4339
Service Category (Technology, Management Consulting, Etc.):	Request for Professional Services
Date of Publication of the Application:	May 23, 2025
Deadline for submitting questions:	May 29, 2025, until 4:00 PM
Deadline to answer questions:	June 04, 2025, until 5:00 PM
Submit Proposal at the Auction Office:	Department of Health Auction Office, Health Department Building (new site), Ground floor.
Deadline for Submission of Proposals:	Tuesday, June 10, 2025, until 2:00 PM
Form Request and Related Documentation request it to:	subastas@salud.pr.gov

Dates subject to change