



Project Management Services

Building Resilient Infrastructure in Communities (BRIC)

EMN-2022-BR-008

Request for Quotes

RFQ Issuance Date: February 21, 2025

RFQ Deadline: March 5, 2025

RFQ Number: RFQ-BRIC-001-2025

Please submit one (1) electronic copy to rfp@ogp.pr.gov.

Documents will only be received electronically.

Telephone inquires will not be accepted.

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Confidentiality Clause:

All information, data, documents, and materials provided or disclosed by the Puerto Rico Office of Management and Budget (OMB) during the Request for Quotes (RFQ) process, including but not limited to the RFQ document itself, evaluation criteria, and any subsequent discussions or communications, shall be treated as confidential and proprietary.

Proponents shall not disclose, reproduce, distribute, or use any of the confidential information for any purpose other than preparing their submission in response to this RFQ. This obligation of confidentiality shall remain in effect indefinitely, even if the Proponent's submission is not selected, or the RFQ process is terminated.

Proponents shall take all necessary measures to prevent the unauthorized disclosure of confidential information and shall ensure that their employees, agents, or subcontractors adhere to this confidentiality clause.

The OMB reserves the right to request the return or destruction of any confidential information provided to the Proponents at any time during or after the RFQ process.

By submitting a submission in response to this RFQ, Respondents acknowledge and agree to abide by the terms and conditions of this confidentiality clause.

1. Objective

The Puerto Rico Office of Management and Budget (OMB) seeks a Respondent which can provide Project Management Services, as defined in Section 3.1 of this RFQ, for the following program:

- Building Resilient Infrastructure in Communities (BRIC)
 - EMN-2022-BR-008
 - \$2,000,000

The Respondent is Expected to:

- Work with the OMB and any other personnel on all matters that may arise in connection with the engagement as per the terms of this RFQ and the contract to be executed between the parties;
- Collaborate with firm which will be in charge of the overall design and implementation of the PR BRIC Readiness Program.
- Comply with applicable federal, state, Commonwealth and foreign laws and regulations governing projects initiated or supported by the Commonwealth and/or the US Government.

2. Background

2.1. Federal Services and Resources Planning Office

The OMB has the responsibility of ensuring compliance and adequate management of federal funds by government agencies. Currently, federal funds represent 40% of PR's FY2023 Consolidated Budget. The OMB aims to mitigate the macroeconomic impact of changes in PR's demographics and expedite the path to recovery of the economy and infrastructure after significant disruptive events.

To carry out these objectives, the OMB established the Federal Services and Resources Planning Office (FSRPO). This new division provides guidance and technical assistance to agencies and municipalities with the management of their federal funds and programs. Through these initiatives, the FSRPO addresses prevalent issues as well assess and manage risks in areas such as compliance, unspent funds, and losses of opportunities. The main goal of the FSRPO is to design and implement

a government-wide framework that ensures the maximization of grants by its recipients.

2.2. Building Resilient Infrastructure in Communities (BRIC) – Federal Emergency Management Agency (FEMA)

The purpose of the Building Resilient Infrastructure and Communities (BRIC) grant program is to provide grants to States and Indian Tribal government or territory that, in turn, provide Subawards to local governments for cost-effective mitigation activities. On the 21st of November of 2023, the Central Office for Recovery, Reconstruction and Resiliency (COR3) received a notice from FEMA indicating that their application for financial assistance submitted under the Fiscal Year 2022 Building Resilient Infrastructure and Communities funding opportunity had been approved.

As the subrecipient, the OMB will work in collaboration with COR3 to provide Capability and Capacity Building (C&CB) as well as Technical Assistance (TA) to Municipalities, State Government, and Participating Private Non-Profits (PNPs) to address the lack of knowledge across the different sectors on the island on the full cycle of grants management (from pre- to post- award), compliance and timeliness requirements of grants, project development, hazard mitigation opportunities, and overall disaster readiness. The initiative will also include developing a Partner database to facilitate the development of partnerships with the POCs of State Government, Municipalities, and participating PNPs, enabling partnerships among PR BRIC Readiness participants for future fundings rounds, and additional funding opportunities.

3. Scope of Work

3.1. Scope of Work (SOW)

The Government Parties are hereby seeking **quotes** from duly qualified Respondents that can provide professional services in connection with the **PR BRIC Readiness Program**, and any other similar endeavor as reasonably required by the Government Parties.:

- Provide Project Management Services for the OMB, including, but not limited to the following tasks:
 - Strategy development and Implementation for the PR BRIC Readiness Program, ensuring adherence to program milestones.
 - Serve as the primary liaison between PROMB, COR3, the Project Implementation Firm, and other stakeholders.
 - Facilitate inter-agency coordination to ensure alignment with government-wide capacity-building and technical assistance efforts.
 - Assist in the coordination of Capability and Capacity Building Activities to the personnel of municipalities, state agencies, and private non-profits organizations.
 - Provide support in the design of training strategy and materials with Input from COR3, and the Puerto Rico Emergency Management Bureau.
 - Ensure Federal Government Regulations and Applicability.
 - Providing guidance on compliance with federal government regulations, including FEMA guidelines and other relevant federal statutes.
 - Support the Government Parties with the preparation of necessary documentation and applications for federal funding and support according with Puerto Rico regulations.
 - Support the Government Parties in the development of BRIC Database and Grant Readiness Information
 - Compiling and organizing relevant data on potential projects, funding opportunities, and eligibility requirements.
 - Provide assistance for database training and support to users
 - Provide assistance in the preparation of Reimbursement Requests for Eligible and Reasonable Expenses and support to facilitate the approval and processing of claims.

- o Provide support to requirements from the client from day-to-day operations.

4. RFQ Process

4.1. RFQ Schedule/Timeline Target Dates

Description	Date
Release of RFQ	February 21, 2025
Deadline for Written Questions	February 26, 2025
Responses to Questions Provided	February 28, 2025
RFQ Submission Due	March 5, 2025

RFQ Timeline and target dates may change subject to the sole discretion of the OMB.

4.2. Questions and Responses

Prospective Respondents may submit questions regarding this RFQ by email to **rfp@ogp.pr.gov** with “BRIC Project Management RFQ” in the email’s subject line. Any correspondence questions that do not comply with this requirement or are sent to any other email address will not receive a response. When submitting questions, please specify which section of the RFQ you are referencing and quote the language that prompted the question. The OMB reserves the right to group similar questions when providing answers.

4.3. Blackout Period and Prohibited Communications

The Blackout Period is a specified period during a procurement process in which any Respondent, bidder, or its employees, agents, or representatives is prohibited from communicating with any OMB employee or any OMB contractor involved in any step in the procurement process about this procurement. The Blackout Period applies not only to the OMB employees but also to any current contractors of the OMB. “Involvement” in the procurement process includes but may not be limited to project management, design, development, implementation, procurement management, development of specifications, and evaluation of submissions for a particular procurement. This solicitation designates the contact person, and all communications to and from potential Respondents and/or their representatives during the blackout period must be in accordance with this RFQ’s defined method of communication with

the RFQ Coordinator. The Blackout Period begins when the OMB first issued a Public Notice of Intent to Issue this RFQ. The blackout period will end when both parties sign a contract.

If a prospective Respondent is a current OMB contractor, OMB employees and the prospective Respondent may contact each other concerning their existing contract and duties only. Under no circumstances can OMB employees or current contractors discuss this RFQ or any procurement processes that are executed as a result of the RFQ.

Any bidder, Respondent, or OMB contractor who violates the Blackout Period may be excluded from the awarding contract and/or may be liable to OMB in damages and/or subject to any other remedy allowed under law, including but not limited to a ban in participating in any procurements issued by or for OMB, or any entity of the Government of Puerto Rico, for a period of ten (10) years, if it is determined that such action results in violation of the Anticorruption Code, Puerto Rico Act 2-2018.

Communications with other representatives of the Government of Puerto Rico or relevant entities of the Federal Government regarding any matter related to the contents of this RFQ are prohibited during the submission and evaluation processes.

Failure to comply with these communication restrictions will result in the rejection of the Respondent's submission.

4.4. Submission Deadline

Submissions should be submitted via email by **11:59 pm on Tuesday, March 5 of 2025**. It is the sole responsibility of the submitting Respondent to ensure that its submission is received before the deadline. Submitting Respondents shall bear all risks associated with delays in delivery. Any submissions received after the scheduled closing date and time for receipt may not be accepted at OMB discretion.

4.5. Changes to Submissions

Should a Respondent choose to amend its submitted submission, it may only do so by submitting, before the deadline, an entire revised submission marked as "Amended Submission." The OMB will consider submitted amended submissions to replace and supersede all earlier versions.

4.6. Evaluation Criteria

Submissions will be evaluated in accordance with the following evaluation criteria:

- Compliance with Submission Structure
 - Formatting requirements Margins
 - Font Size
 - Number of pages
 - Required components
- Qualifications and Experience
- Work Approach and Organization
- Proposed Personnel and Experience
- Cost Proposal
- Local Parties

4.7. Evaluation Process

The OMB will evaluate submissions according to the criteria specified in Section 4.6 and Section 5. The OMB may select one Respondent or select a combination of Respondents (with or without interviews) or conduct interviews with Respondents consisting of those Respondents reasonably likely, in the opinion of the OMB, to be awarded the contract. Any interview may include discussions about services offered, conflicts of interest with other clients, fees/compensation amount or structure. Interviews may take place through written correspondence, telephone, video conference, and/or face-to-face interviews at OMB's sole discretion.

The OMB reserves the right not to convene interviews or discussions and to make an award based on initial submissions received. References may be contacted at any point in the evaluation process.

If a Respondent is selected in response to this RFQ, the OMB will negotiate a contract for execution. If a satisfactory contract cannot be negotiated, the OMB may, at its sole discretion, begin contract negotiations with the next qualified Respondent. Respondents are further notified that the OMB may disqualify any Respondent with whom the OMB cannot satisfactorily negotiate a contract.

5. Submission Structure and Requirements

5.1. Submission Format

Submissions are to be no longer than 18 pages in length. Exhibits and resumes will not count towards the 18-page limit. Submission font size shall not be less than 11 points, and pages shall have a 1-inch margin. Tables, charts, and other exhibit documents need not follow these size and margin guidelines but must be clearly legible.

5.2. Structure

1. **Cover Page (1 page):** Identify the name of the RFQ, the Respondent name, the point of contact of the Respondent and associated contact information, and the date of submittal.
2. **Transmittal Letter (maximum of 2 pages):** Provide a brief overview of the key elements of the submission. Include a statement certifying that they have read and understood the requirements outlined in this RFQ (and any addenda that may be released) and agree to comply with those requirements. This letter should be signed by an official with legal authority to bind the Respondent. The Respondent shall briefly describe their experience with such requirements and affirmatively represent and certify that they will adhere to any applicable federal and state requirements.
3. **Respondent's Qualifications and Experience (with the elements specified in the Qualifications and Experience section) (maximum of 4 pages):** Describe the history and experience of the entity (or practice area, if solo practitioner) as it relates to the proposed scope of work. The Respondent must provide availability, qualifications, roles, and responsibilities for all team members. This requirement includes, but is not limited to, the Respondent's anticipated subcontractors or teaming partners (if applicable).
4. **Proposed Work Approach and Organization (maximum of 5 pages):** Respondent explains how it plans to meet the tasks specified in the Scope of Work section. This section must include:
 - o A list of subcontractors, if any, and their respective roles and responsibilities separated by task.

5. **Cost Proposal (maximum of 2 pages):** The Respondent must provide a detailed pricing proposal. The Respondent should describe any fixed fees or hourly billing rates, fees, or other compensation that the Respondent may seek from the OMB for services, inclusive of staff time, equipment, materials, travel, administrative/clerical, overhead, and other out-of-pocket expenses, if applicable.
 - o If a teaming arrangement is proposed, teaming partner or subcontractor costs should be broken out separately.

6. **Other Matters Deemed Relevant by Respondent (If Applicable - maximum of 2 pages):** Respondents may submit additional information they consider necessary and appropriate for the consideration of the OMB, relative to the requirements of this RFQ. For example, if the firm has experience with Solar Technology.

7. **Local Parties (maximum of 2 pages):** To promote and foster the participation of local parties in providing professional services and local expertise, explain their expected role and how they will add value to the work and team proposed. Should the Respondent involve local parties, they should identify local parties involved and provide further information on the expected level of participation in the activities and interactions included as part of the proposed work approach.

For the purposes of this RFP, Local parties will be defined as duly registered domestic entities which are duly registered as such with the Department of State. Points may vary depending on the amount of participation that the entities will have in the implementation of the project. Points may be deducted for the bonus scoring if a significant portion of the activities are to be conducted by foreign entities.

6. Grant Terms and Conditions

6.1. Conflict of Interest

Respondents are required to review all applicable conflict of interest laws. You may not contact or receive information outside of this RQP process. If it is discovered that the Respondent contacted and received information from anyone other than the email address specified above and under the process specified herein regarding this solicitation, the OMB may, in its sole discretion, disqualify your submission from further consideration. All contact regarding this RFQ or any matter relating to it must be in writing and may be emailed to **rfp@ogp.pr.gov** with the words “PR BRIC Readiness RFQ” in the email’s subject line.

6.2. Contract Conditions

Should a procurement process be executed in response to the RFQ, the contents of the submission prepared by the Respondent, with any amendment approved by the OMB, will become part of the agreement that could be executed with such Respondent as a result of this RFQ process.

The contract will include those clauses required when contracting services similar to those procured under this RFQ and those included in contracts with the Government, such as contractual provisions requiring:

- Sole Registry of Professional Services Providers Certification (“RUP”, for its Spanish acronym), issued by ASG pursuant to the Regulation for Sole Registry of Professional Services Providers, Regulation No. 9302E, issued on August 26, 2021.
- All data generated and systems used during the rendering of the Project Management Services, must comply with the public policies of data and technology issued by the Puerto Rico Innovation and Technology Service (“PRITS”), pursuant to Act No. 75-2019.
- Original certifications demonstrating that respondent has complied with its responsibility in the filing of tax returns and payment of its taxes, including sale and use tax as applicable, to the Commonwealth of Puerto Rico, to the US Government, and to the state or jurisdiction where its base of operations resides, to the extent applicable.
- Registration on www.sam.gov with an active status and assigned a Unique Entity Identifier (UEI).

- Respondents should not be debarred or suspended by the federal government.
- Respondents should not be registered on the Office of the Inspector General's list of excluded individuals/entities.
- Commercial Registration Certification, issued by the Puerto Rico Department of Treasury (i.e., 'Departamento de Hacienda').
- Certification of Compliance issued by the Puerto Rico Child Support Administration ("ASUME"). Corporations must file their request for said certification with the Employer Unit of ASUME. The same indicates that the employer complies with the orders issued in his name as employer to retain the salary of employees as a result of amounts owed for child support.
- Sworn statement, signed by the President or Chief Executive Office authorized to act on behalf of respondent, indicating that respondent, its subsidiaries, affiliates and/or parent companies, and their respective shareholders, directors, partners, officers, executives, or principals have neither been convicted nor has probable cause for their arrest been found against any of them, nor are they being investigated under any administrative, judicial or legislative procedure, whether within or outside of Puerto Rico, or any other legal provision penalizing crimes against the treasury and the public trust, and that the person signing the statement has not been investigated, arrested, convicted, or found guilty or sentenced as a result of said criminal conduct.
- Certification of Employer Registration and of Debt in Respect of Unemployment Insurance and Disability Insurance issued by the Workplace Safety Bureau, Tax Division, Collection Unit of the Puerto Rico Department of Labor and Human Resources. The same shall indicate that the contractor does not have a debt with the Disability Insurance and Unemployment Insurance Programs. If the person is not an employer, it shall indicate that the person is not registered as an Employer and therefore does not have any debt.
- Certification of Employer Registration and of Debt in Respect of Driver's Insurance issued by the Persons with Non-Occupational Disabilities and Driver's Insurance Bureau of the Department of Labor and Human Resources. The same shall indicate that the contractor does not have a debt with the Non-Occupational Disability Insurance and Driver's Insurance Programs. If the person is not an employer, it shall indicate that the person is not registered as an Employer and therefore does not have any debt.
- No debt Certification and copy of current policy issued by the Puerto Rico State Insurance Fund.
- Certification of Existence or Certification of Authorization to do business in Puerto Rico. The Certification of Existence indicates that the applicant is

incorporated under the laws of Puerto Rico and is issued by Puerto Rico's State Department. The Certification of authorization to do business in Puerto Rico applies to foreign companies. It indicates that the applicant is authorized to do business in Puerto Rico and is issued by the Puerto Rico State Department. The certification indicates the date of issuance and authorization to do business in Puerto Rico.

7. Disclosures

7.1. Reservation of Rights

This RFQ is a solicitation for quotes only. It is not intended as an offer to enter into a contract or a promise to engage in any formal bidding or negotiations. At its sole discretion, the OMB may accept or reject any or all submissions in response to this RFQ. The OMB shall not be liable for any costs incurred by the Respondent in connection with the preparation of any submission and/or any other action undertaken by the Respondent. The OMB reserves the right to waive inconsequential disparities in a submission. The OMB has the right to amend the RFQ, in whole or in part, by written addendum at any time. The OMB is responsible only for what is expressly stated in the solicitation document and any authorized written addenda. Such an addendum shall be made available to each Respondent, whose records indicate the OMB has received this RFQ. Should such an addendum require additional information not previously requested, failure to address the requirements of such an addendum may result in the submission being found non-responsive and not being considered, as determined in the sole discretion of the OMB. The OMB is not responsible for and shall not be bound by any representations otherwise made by any individual acting or purporting to act on its behalf.

7.2. Confidentiality and Public Records

Responses to this RFQ shall become the exclusive property of the OMB. Should any procurement process be executed as a result of the RFQ, the Respondent's submission will become a matter of public record when contract negotiations are complete, and an agreement is executed by the OMB. Exceptions to disclosure may be available to those parts or portions of submissions that are justifiably and reasonably defined as business or trade secrets and marked by the Respondent as "Trade Secret," "Confidential," or "Proprietary." The OMB shall not, in any way, be liable

or responsible for disclosing any such record or any parts thereof if disclosure is required or permitted by law.