



**GOBIERNO DE PUERTO RICO**  
DEPARTAMENTO DEL TRABAJO Y RECURSOS HUMANOS  
Secretaría Auxiliar de Asuntos Gerenciales



***Request for Proposal (RFP)***  
***Architectural & Engineering Study (A & E)***  
**Aibonito Institute**  
**Barrio Robles, Aibonito, Puerto Rico**

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**Office of Security Services and Infrastructure**  
**Office of the Assistant Secretary for Management Affairs**

**Submission Deadline: November 15, 2021**  
**RFP No. 21-RFP-003-DTRH**

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## **I. Introduction**

The purpose of this Request for Proposal is to procure professional services for an Architectural and Engineering Study (A&E Study). The A&E Study will measure and quantify the amount of damages to the infrastructure and premises caused by the passing of Hurricane María, specifically in regards to Building No. 2 of the Aibonito Institute of the Auxiliary Secretary for Employment Promotion Training (SAAPE). The Building is located in the Robles neighborhood of the municipality of Aibonito, PR.

The Proponent selected must carry out an expert evaluation of the structural damage of the aforementioned facilities and issue a report with the corresponding recommendations.

The A&E Study must provide the Puerto Rico Department of Labor and Human Resources (PRDLHR) with a technical evaluation of all the structural damage sustained by the facilities in order to assist and facilitate the design of the repair/restoration/recovery solutions, in compliance to the Federal Emergency Management Agency's (FEMA) Public Assistance Alternative Procedures (PAAP) permanent work project.

## **II. General Facility Information**

**Facility Type:** Building

**Building Type:** Other Government Office

**Facility:** Aibonito SAAPE Institute

### **Facility Description:**

The Aibonito Institute was constructed circa 1958 and ***consists of eight (8) separate building structures***, in addition to a one-story, approximately 1,360 SF, reinforced concrete structure (Administrator's residence), abandoned prior to the Hurricane Maria disaster, and a three-story reinforced concrete residential building, also abandoned prior to the mentioned disaster. Five of the buildings are one-story, reinforced concrete walls and floors with galvanized corrugated metal panels over steel frames. Three of the buildings are one and two story reinforced concrete walls and floors with concrete roof slab structures. The Administration's building precast roof structure is covered with galvanized corrugated metal panels as a waterproofing method.

Site amenities include a basketball court and parking area. Interior finishes generally consist of acoustical ceiling panels, 2x4 fluorescent light fixtures (4 tubes), concrete and plaster

walls, painted, aluminum jalousie windows, A/C units, wood and metal doors, terrazzo and ceramic tile flooring.

Hurricane Maria winds and rainwater intrusion from damaged roof systems and around door frames, windows and vents caused damage to building structures at the PRDLHR Institute located in Aibonito, Puerto Rico.

**Approx. Year Built:** 1958

**GPS Latitude/Longitude:** 18.13402, -66.26043

### **III. Building No. 2 Damages**

1. Building Exterior, 3,900 SF of Galvanized aluminum corrugated panels roof, 130 FT long x 30 FT wide, Force winds / driven rain damages.
2. Building Exterior, 1 each of Wood door, 80 IN long x 36 IN wide, Force winds / driven rain damages.
3. Building Exterior, 1 each of Electrical EMT 1/2in conduit, 1 circuit 120v AMW THHN #12, 130 FT long, Force winds / driven rain damages.
4. Building Exterior, 3,040 SF of Exterior paint, 260 FT long x 60 FT wide x 9.5 FT high, Force winds / driven rain damages.
5. Building Interior, 1,000 SF of Northwest corner Restrooms area and portion of workshop classroom, structural failure/cracks observed both in concrete slab, walls and ceiling due to earth movement caused by heavy water runoff at foundation.

### **IV. General Scope of Work & Deliverables**

1. Technical evaluation of the damages suffered by the structure of the Building No. 2 of the SAAPE Aibonito Institute caused by Hurricane Maria, as described in Section III of this RFP.
2. Render an A&E Study with detailed findings and recommendations which will aid in providing solutions to proceed to repair, restore or consider a demolition of the structure.
3. Facilitate in the design of recovery solutions based on the A&E Study produced.

**V. Proposal specifications**

The proposals shall be clear, concise, and include sufficient detail for an effective evaluation, and for substantiating the validity of stated assertions. Proposals shall not simply rephrase or restate the Government's requirements, but rather shall provide a convincing rationale to address how the Proponent intends to meet the requirements. Proponents shall assume that the PRDLHR has no prior knowledge of their experience or best practices, and that qualifications and past performance reviews will be based only on the information presented in the Proponent's proposal.

**VI. Proposal due date**

Proposals must be submitted no later than **Monday, November 15, 2021 before 12:00 am.**

Proposals not submitted by the stated closing date and time shall be rejected.

**VII. Submission of Proposals**

The proposals should be sent to the following email address before the proposal due date: **[rfp@trabajo.pr.gov](mailto:rfp@trabajo.pr.gov)**.

It is the Respondent's responsibility to ensure that the proposal is received prior to the deadline.

Respondents must furnish all information necessary to enable the PRDLHR to evaluate the proposal.

Proponents are invited to submit written questions and requests for clarifications on the subject of the RFP. The questions or requests for clarifications must be received at **[rfpquestions@trabajo.pr.gov](mailto:rfpquestions@trabajo.pr.gov)** on or before **Friday, November 12, 2021.**

**VIII. Evaluation of Proposals Submitted**

Proposals that are timely submitted will be reviewed and evaluated. The PRDLHR will not necessarily award a contract resulting from this RFP to the Respondent offering the lowest cost. Instead, the PRDLHR will award the contract to the Proponent, whose proposal it believes will provide the best value to the agency and the State.

**IX. Costs of Preparing the Proposal**

The costs of preparation and delivery of the proposal are solely the responsibility of the Proponent.

**X. Ownership of Submitted Proposal**

All materials submitted in response to this RFP shall become the property of the PRDLHR. Selection or rejection of a proposal does not affect this provision.

**XI. Contract term**

The term of the contract is expected to begin on or before December 1<sup>st</sup>, 2021.

**XII. Contract amount**

The estimated cost amount for the A&E services to be completed for this project will be notify to the winning Proponent.

The PRDLHR will require the successful Proponent to execute a Not-to-Exceed Contract. The use of the phrase “not-to-exceed” in this context means that the Proponent will agree to a not-to-exceed cap on the total value of the contract, referred to as a “price limitation”. The price limitation is the maximum amount payable to the selected contractor over the life of the contract.

**XIII. Professional Service Provider Sole Registry Certificate**

The Respondent must be registered within the General Services Administration’s Professional Service Provider Sole Registry (RUP). The Respondent must present a Certificate of Registry issued by the General Services Administration. The Respondent may find documentation and instructions by visiting: [https://asg.pr.gov/Boletines%20Informativos/BI%20ASG%202021-03%20-%20RUP%20\(English\).pdf](https://asg.pr.gov/Boletines%20Informativos/BI%20ASG%202021-03%20-%20RUP%20(English).pdf).

**XIV. Certifications**

State law provides that Contractors awarded a contract with the Government of Puerto Rico shall furnish the following Certifications:

***Request for Proposal (RFP) A & E Study  
(Architectural & Engineering)***

***Aibonito Institute***

***Barrio Robles, Aibonito, Puerto Rico***

- Original certifications evidencing the Respondent has complied with its responsibility in the filing of tax returns and payments of its taxes, including Sale and Use taxes as applicable to the State.
- Certificate of Merchant's Registration issued by Puerto Rico's Department of the Treasury.
- Child Support Administration (ASUME) Certification.
- Unemployment Insurance and Disability Insurance's Certification for Employer Registration and Debt issued by the Workplace Safety Bureau, the Tax Division, and the Collection Unit of PRDLHR.
- Driver Insurance's Certification for Employer Registration and Debt issued by the People with Non-Occupational Disabilities and Driver's Insurance Bureau of the PRDLHR.
- No Debt Certification and a copy of current policy issued by the State Insurance Fund.
- Certification of Existence or Certification of Authorization to do business in PR.
- Certify that is not in the on the Federal Government's Excluded Parties List, 2 CFR part 180, 2 CFR 1200.220.
- Any other certification required by law.

All certifications must be current, that is, issued within thirty (30) days from the date the successful Proponents signs the awarded contract.

**XV. Rejection of Proposals; Cancellation of RFP**

Issuance of this RFP does not constitute a commitment to award a contract. The PRDLHR reserves the right to accept or reject, in whole or part, and without further explanation, any or all proposals submitted and/or cancel this RFP and reissue it or another version of it, if the PRDLHR deems that doing so is in the best interest of the Government.

Additionally, the Government reserves the right to make investigations as it deems necessary as to the qualifications or perceived conflicts of interest of any and all Proponents submitting proposals in response to this RFP. Any appearance of a conflict of interest shall constitute sufficient cause for the outright rejection of a proposal(s). In the event that any or all proposals are rejected, the Government reserves the right to re-solicit proposals.