



GOVERNMENT OF PUERTO RICO

Puerto Rico Planning Board

**Request for Proposals (RFP) under HMGP-4339-0001-PR
Code Enforcement Permit Management Office Staff RFP No.: 2019-0001-RFP-02
February 28, 2019**

Addendum and Answers to Questions Received by deadline February 23, 2019

Potential Proponent	Question No.	Question (as submitted)	Received on	Answer
A	1	Does the PRPB see a conflict in awarding to the same Proponent both Code Enforcement RFPs (2019-0001-RFP-01 & 2019-0001-RFP-02)?	2/27/2019	Yes. The 2019-0001-01 awardee will have a role as contract manager for all identified contracting needs under the Grant. Hence, a conflict of interest would arise if a company has a dual role as manager of all vendors, and as vendor at the same time.
A	2	Will the architects or engineers require licensure in Puerto Rico?	2/27/2019	All engineers/architects identified or proposed under the RFP must be licensed in Puerto Rico.
A	3	Please provide description on how will the cases be assigned to the Proponent?	2/27/2019	All cases are received and processed via the digital platform, Single Business Portal ("SBP"), for initial processing. The Licenses and Certifications Division Manager will assign inspections directly to the

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				Specialized Health and Safety Inspectors, based on need. All other cases will be referred by the Division Managers to the Permits and Certifications Supervisors for assignment.
A	4	If the contract is awarded to more than one Proponent, will this be based on geographical presence?	2/27/2019	If the PRPB awards to more than one proponent, then it will negotiate an objective basis with the companies to distribute the work based on each company's resources.
A	5	How will the Proponent know which applications will require a field inspection?	2/27/2019	Managers will determine need and assign cases for field inspections. Inspections are mandatory for the Specialized Health and Safety Inspectors within the Licenses and Certifications Division. Inspections for Uses and Occupancy rely on field reports from the Inspector Specialized Health and Safety Inspectors. Field Inspections for other divisions (Uses, Environmental Compliance, Buildability, etc.) are rare and usually assigned by the Manager of the Division.
A	6	Please describe process of assigning cases to the Proponent? This will be	2/27/2019	Please refer to question #3, above.

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		helpful in further defining the staffing process.		
A	7	Please define what a field Inspection is and entails?	2/27/2019	A field Inspections entails a site visit and inspection of the project, including its site and surroundings, building, specific project's space/use (office, retail space, residence, etc.). Please refer to Inspection Report document included as Attachment A: Inspection Forms.
A	8	Please provide qualifications for Health and Safety Inspectors.	2/27/2019	High School Diploma and valid driver's license. Ability to read and write reports. Reasonable computer and mathematical skills. Some experience in inspections preferred. Basic understanding of plan review is preferred.
A	9	Please provide definition of drawing revision	2/27/2019	Plan (drawing) review, in this context, is limited to basic assessment of compliance with OGPe requirements and to determine inconsistencies with case descriptions and project submittals. Plan review is limited to verification of project requirements and specifications and does not suggest peer or formal review or any other

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				evaluation other than standard requirements as specified by the <i>Reglamento Conjunto</i> .
A	10	Will the assigned resources (5 full time qualified licensed engineers or architects) be physically assigned to the PRPB and/or OGPe?	2/27/2019	All of the staff under this RFP will report to OGPe directly. Supervisors are not required to be physically assigned to OGPe, because SBP allows for remote access., but is highly recommended due to the nature of the job. Supervisors are expected to be available for meetings with OGPe management at any time. Also, all staff needs to be available for on-going training and other program related activities as requested.
A	11	Please define "Proponent Representative"	2/27/2019	In general, a principal member refers to someone with decision-making authority. For stock corporations, this includes directors and executives; for non-stock corporations or companies, this includes members, directors and executives; and for partnerships, this includes partners and executives.
B	12	If the offeror has bid on the Project Management Services for Code	2/27/2019	No. Please refer to question #1, above.

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		Enforcement Grant proposal (2019-0001-RFP-01) and is awarded the work, can they also be selected to do the OGPe contract?		
B	13	Section XIII. Subcontractors states, "Information required of the respondent to the RFP shall also be required of each subcontractor." Please confirm that subcontractors need to submit the following: a. Two (2) years financial statements or equivalent financial records b. Documentation verifying, they are not debarred or suspended from doing work with the federal government or the Government of Puerto Rico c. Reference Forms d. Conflict of Interest Questionnaire e. Nepotism Statement f. Non-Collusion Statement g. Federal Grant Terms and Clauses	2/27/2019	Yes, major Subcontractors need to submit the required documents.
B	14	Section IV. Scope of Work and Services, Paragraph A. Overview of Services states, in part, that proponents must hold all applicable licenses and/or certifications to	2/27/2019	Yes. This is acceptable.

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		evaluate residential and commercial code compliance in Puerto Rico. The referenced footnote 1 states that OGPe will provide training for technicians and inspectors on building codes, regulations and amendments. This implies that at least certifications for technicians and inspectors could come after OGPe-provided training. Please confirm if this is acceptable.		
B	15	Other than education and professional licenses identified in this RFP, request that OGP-e identify any certifications, if any, required to evaluate residential and/or commercial code compliance in Puerto Rico.	2/27/2019	No additional certification and/or training is required. OGPe will provide training for technicians and inspectors on building codes, regulations and amendments. Certifications for Fire Inspections and/or Health Inspector are preferred but not required.
B	16	Section IV. Scope of Work and Services, Paragraph B. General Services, last bullet references Section IV.B.3 for licensed engineers and architects. This section does not exist. Could OGPe confirm that the correct reference is IV.C.3 or identify the correct reference.	2/27/2019	The reference had an inadvertent typographical error. The correct reference should read IV.C.3 .
B	17	Section IV. Scope of Work and Services, Paragraph B. General Services, last bullet requires the proponent to provide five full-time	2/27/2019	Only five (5) licensed engineers/architects are required. They will serve all service categories in supervisory

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		<p>qualified licensed engineers or architects. This is the only section that appears to identify a specific number and type of personnel. Please clarify if these five engineers/architects will serve all of the four service categories, including Specialized Health and Safety Inspections, Environmental Compliance, Permits and Certifications Supervisors, and Permits and Certifications, or if five are required to service each of the service categories.</p>		<p>capacity. They are expected to serve as liaisons between OGPe management and outsourced staff. All will be cross-trained in all disciplines and will be assigned to specific regions and/or divisions as determined by need.</p>
B	18	<p>Section C, Services for Permits and Categories, sections (1 [Specialized Health and Safety Inspection] and 2 [Environmental Compliance] section (b [deliverables])). Please define what can be anticipated in a “case load”.</p>	2/27/2019	<p>OGPe evaluates an average of 8,000 cases per month, divided as follows:</p> <ul style="list-style-type: none"> - Health and Safety Licenses and Certifications / 1,500 licenses and/or certifications - Environmental Compliance / 2,500 certifications and/or permits - Buildability / 2,500 consults and/or permits - Uses / 1,500 permits <p>Technical review processes vary per permit or certification; requirements are permit-</p>

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				specific. In addition to the technical review, some (licenses and/or certifications) require specialized inspection, thus increasing the time required for process completion, from initial submission via SBP to final determination (denied, approved or archived). Please note that OGPe is expecting a considerable increase in submissions based on FEMA funded reconstruction and CDBG based construction; and code enforcement efforts.
B	19	Will OGPe please confirm that the geographic area covered by services requested in this RFP is the entire commonwealth and provide any known or anticipated distribution of such work through the territory, if not uniform.	2/27/2019	Yes. All services, except for inspections, are conducted online, permitting technicians to evaluate cases through the entire Island from any site.
B	20	Will OGPe please identify the anticipated distribution of work between residential and commercial structures, as estimated today?	2/27/2019	Work distribution is expected to shift according to hazard mitigation efforts. As both FEMA funded reconstruction and CDBG based construction begin, the initial workload is expected to move towards a 90:10 ratio for residential and commercial structures. As this initial spike on residential construction

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				begins to subside, the balance between commercial and residential structures ratio should return to normal, an average of 75:25 ratio.
B	21	Will OGPe please Identify the anticipated period of performance (duration) of any work awarded under this RFP?	2/27/2019	Performance period for work awarded under this RFP is six (6) years.
B	22	RFP page 11, paragraph b. Deliverables, item ii. 4. Will OGPe define what is meant by “PU – Unique Permit (New Product)?	2/27/2019	The Unique Operational Incidental Permit (PU) brings together, in a single procedure or permit, the Uses Permit, Environmental Health and Fire Prevention, Environmental Compliance, and all licenses and certifications that affect the operation of a business. This new product will incorporate nineteen (19) new licenses and certifications as part of the process. In contrast to the Uses Permit, the PU must be renewed annually.
B	23	Sec IV Scope of Work, (C) (3) Permits and Certifications Supervisors. This section does not have any deliverables listed to indicate the case load/level of effort / number of Permits and Certifications Supervisors is specified. Will OGPe please clarify the level of	2/27/2019	As described in question #17, Supervisors act as liaisons with management. In addition to overseeing and distributing workloads, they are expected to perform technical review processes as needed, as detailed

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		effort/number of people required for Permits and Certifications Supervisors.		for the Permits and Certifications Technicians.
B	24	Section IX, Table 2 (Evaluation Criteria) RFP Page 18. Will OGPe please define the term "Placement" in "Placement Approach and Methodology?"	2/27/2019	Placement approach refers to the process of assigning a specific role to each of the selected candidates, assigning a specific rank and responsibility to an individual, and matching the requirements of the job with the qualifications of the candidate, as per the RFP requirements.
B	25	Will tablets provided by PRPB/OGPe for inspection purposes have cellular/data service, if required to function for field inspections, or will proponent be responsible to provide cellular service to its field inspectors.	2/27/2019	Yes. Tablets for inspections will have cellular/data service required for field visits. They will also have all required access to SBP and other software needed to complete the tasks assigned. Tablets are equipped with backpack, mouse, digital smart pen, and multiport USB-C Mobile Adapter for connection to printers, ethernet and HDMI.
B	26	Will any inspectors, based on where they will carry out inspections, or based on equipment they will be required to carry, need trucks, vans, or anything more than a small or mid-sized car? If so, please describe tasks or equipment that would require a vehicle other than a car.	2/27/2019	No special requirements. The only exception is for inspections in Vieques and Culebra which require travel arrangements. These are usually assigned to OGPe career inspectors, and travel arrangements are

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				coordinated by OGPe's Humacao Regional Office.
B	27	What is the current monthly total number of inspections/reports performed under each of the identified service categories: Specialized Health and Safety, Environmental Compliance, and Permits and Certifications? How many personnel are employed to carry out this current number of inspections/reports?	2/27/2019	Please refer to questions 18, above, and 32, below, for clarification on work performed. OGPe's current employed staff is 121 (including management and support); 60 at the Central Office and 61 in the four (4) Regional offices combined.
C	28	Is this requested OGPe's permit management operation complementary or parallel to the current Permit management Office? Or what is sought is efficiency in the operation of both the new service and currently handled by OGPe?	2/27/2019	The requested services seek to improve efficiency by adding skilled resources to assist and enhance services currently handled by OGPe.
C	29	If the proposal expects efficiencies in the operation regarding the additional services and the current OGPe's services, please provide the following: 1. Which areas are expected to have efficiencies? 2. Current organizational structure, 3. Please provide metrics for each of the products requested for year 2018 per month.	2/27/2019	<ol style="list-style-type: none"> 1. DECA (Environmental Compliance); Buildability (including Infrastructure and Variances), Occupancy and Uses; and Licenses and Certifications (including Environmental Health and Fire Prevention) 2. Please refer to Act 161-2009, as amended "<i>Ley para la Reforma de Permisos de Puerto Rico</i>" and the

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				organizational diagram included as Attachment B. 3. Please refer to questions 18, above, and 32, below.
C	30	What was the monthly average amount of requested permit cases by product during 2018, 2017 and 2016?; What would be the projection of the monthly amount of requested permit cases by product during the term of the requested services (6 years) if the operation stays as of today?	2/27/2019	Please refer to questions 18, above, and 32, below.
C	31	How much was the average monthly net income for all products and services during 2018, 2017 and 2016 and how much net income is projected under the term of the requested services (6 years)?	2/27/2019	There is no net income as OGPe's expenses far exceed the revenues collected yearly. As an example, the recommended budget for the fiscal year 2018-2019 totaled \$17MM, of which only \$7.5MM were accounted for from the products and services revenue.
C	32	For which specific products field inspection reports are required? Please provide monthly average per product	2/27/2019	Fire Prevention Certificate (CPI) and Environmental Health Certificate (CSA) require field inspections. A monthly average of 1,500 is to be expected. However, these inspections are usually assigned to the same inspector per location and conducted simultaneously (most proponents request both

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				required certifications at the same time).
C	33	What is the current relationship of Permit Management Office, PR Planning Board and the Department of Economic Development and Commerce, as per the recent DDEC Act (Public Act No. 141-2018) and how would the DDEC be related in this request for services?	2/27/2019	OGPe is an Auxiliary Secretariat within the Department of Economic Development and Commerce (DDEC). The Puerto Rico Planning Board (PRPB) is an Agency adscribed to DDEC. As for the requested services, PRPB is the Subrecipient, while OGPe is a beneficiary. DDEC oversees OGPe's compliance with procedures and public policy.
C	34	Is the project funded 100% by federal funds for the duration of the contract?	2/27/2019	No. Federal funds vary per year of the program. Federal share is 75% for years 1 to 3, 50% for year 4, 25% for year 5 and 10% for year 6.
C	35	After the 6th year contract what are the planning board plans for the continuing operations of the Permits Management Office?	2/27/2019	By year 6, the reconstruction process is expected to decrease, at the same time that the economy improves as a result.