



GOVERNMENT OF PUERTO RICO

Puerto Rico Planning Board

**Request for Proposals (RFP) under HMGP-4339-0001-PR
Project Management Services for Code Enforcement Code**

RFP No.: 2019-0001-RFP-01

February 7, 2019

Addendum and Answers to Questions Received by deadline January 28, 2019

Potential Proponent	Question No.	Question (as submitted)	Received on	Answer
A	1	Page 34 of 55, Section D, Price Proposal – Proposers are asked to provide rates. Certain types of costs are excluded from reimbursement separately, however, no mention is made of travel cost/expenses. Will PRPB allow travel costs for members of proposer’s team to be reimbursed separately?	01/28/2019	<p>Proponents are expected to propose their very best prices and to the extent possible, reflect any anticipated price reductions from technology advancements and/or market place efficiencies in their pricing.</p> <p>Cost proposal must include all costs (separate provisions for travel and/or per diem will not be accepted). The hourly cost is inclusive of all costs including general and administrative, travel, per diem, training, materials, supplies, and other items necessary to complete the project.</p>
A	2	What type of contract does PRPB anticipate awarding for this work, e.g. Time and Materials, Cost reimbursement, etc.?	01/28/2019	Cost-reimbursement.

Potential Proponent	Question No.	Question (as submitted)	Received on	Answer
A	3	Page 23 of 55, "Respondents that demonstrate that they have staff available to begin work immediately will be scored higher.." What will PRPB accept as sufficient proof that staff will be available to begin work immediately?	01/28/2019	Work will require physical presence in Puerto Rico for the most part, thus sufficient proof must show that staff is already on the ground in Puerto Rico or available to work from PRPB's offices at a moment's notice.
B	4	What is the implementation schedule?	01/28/2019	Please see the attached Preliminary Code Enforcement Project Schedule (Attachment #1). Nonetheless, as noted in Section V.B of the RFP document, the PMO will be expected to develop a clear and realistic implementation roadmap for the project as part of its Strategic Planning capability.
B	5	How many contracts/RFPs does the board anticipate the PMO would manage?	01/28/2019	No less than 5 major contracts.
B	6	What is the period of performance of this contract?	01/28/2019	The Federal Post Disaster Code Enforcement – Island wide (5%) Grant has a life cycle of (6) six years.
B	7	Is the source of funding for this proposal 100% Federal?	01/28/2019	No.
B	8	Is this a single award or multiple award contract?	01/28/2019	Please refer to Section X.I of the RFP document. The PRPB intends to issue a single award contract, but may opt to proceed otherwise based on the most advantageous arrangement.
C	9	What do you define was credible evidence?	01/28/2019	The drafting of the question does not convey a comprehensible uncertainty. Thus, we are unable to provide a response.
C	10	How do you define ability as stated on page 22?	01/28/2019	The drafting of the question lacks sufficient specificity to elicit a concrete response.

Potential Proponent	Question No.	Question (as submitted)	Received on	Answer
C	11	Regarding experience, do we just use samples because as you know some projects are confidential. Do we need to use specific samples or general samples?	01/28/2019	The Proposal must be responsive as to the types of examples required. Section XV.J describes how the PRPB will handle proprietary and confidential information.
C	12	On page 22 under Criteria it says on the last paragraph: "Consideration will be given to respondents who have Combined and demonstrable experience in the areas of: Then, it lists a lot o areas. With combined, you mean all of the areas that are listed.	01/28/2019	The Proponent should demonstrate experience on all or almost all of the listed areas.
C	13	Could credible evidence be certifications like: Microsoft Project, Grant Management Specialist, Project Management, CPA?	01/28/2019	Evidence must be responsive and relevant as to the specified requirements.
C	14	On page 24 on D, it says: "This presentation must highlight expertise and prior project work for similar organizations." Can you please tell us what similar organizations would be?	01/28/2019	Other government agencies.
C	14.a	Does work with other agencies count?	01/28/2019	Yes.
C	14.b	We cannot think of similar organizations, could you please clarify.	01/28/2019	Please refer to Question 14 above.
C	15	On page 22 it provides a listing of the areas in the last paragraph. Can we submit a proposal for some of the areas or the proposal has to be for all of the areas?	01/28/2019	Yes, you may submit a proposal for some of the areas.
C	16	Can you please provide details regarding letter size, spaces and other requirements.	01/28/2019	The RFP document does not require a specific font or font size. However, please make sure to use a font and font size that will be easy for the evaluation team to read.
C	17	When we are reading what the proposal should be it says: Cover Letter and Table of Contents, but on the	01/28/2019	Cover Letter and Cover Page refer to the same document. Please use the Cover Page in the Appendix as a guide to create a

Potential Proponent	Question No.	Question (as submitted)	Received on	Answer
		Appendix the first table says Cover Page. We would like to know if the Cover Page is the Cover Letter?		similar document. Make sure to include a certification that the information submitted, and the contents of the Proposal are true and accurate, as required under Section XV.A.
C	18	When I go to the format of the Proposal it says: Approach and Methodology. My question is, in those points is what is in the Appendix Format in Deliverables is what I am going to apply in approach and methodology?	01/28/2019	Section XVII "Deliverables" is to be considered in the development of the Approach and Methodology portion of the Proposal. The expected contents of the Approach and Methodology portion of the Proposal are described in Section XIV.C of the RFP document. Additional guidance can be found on the "Approach and Methodology" criteria in Section IX.C of the RFP document.
C	19	At the other appendix it says reference form, when I go to the format of the proposal in Experience and Capability, are those the formats that I need to use on those parts?	01/28/2019	Yes, Section XV.B requires that the Proponent complete the reference information form included in the Appendix (does not count towards page limit).
C	20	Quando voy a lo que dice que debe de ser la propuesta dice: Cover Letter and table of Contents pero en el Apendix la primera table dice Cover Page. Es Cover Page mi Cover Letter ya que dice de 1 a 2 páginas?	01/28/2019	Please refer to the response in question #17.

Potential Proponent	Question No.	Question (as submitted)	Received on	Answer
D	22	<p>Page 22: Part IX Evaluation and Selection, Section C Evaluation Criteria and Page 31 Part XIV Proposal Format</p> <p>A review of the Evaluation Criteria Section on page 22 (Table 4 – Evaluation Criteria) has different section names and describes the criteria for evaluation differently than the XIV Proposal Format Section requirements that begins on Page 31. Would the Planning Board please specify which of the sections is correct so that we can write specifically to your requirements?</p>	01/28/2019	<p>The section titled “Qualifications and Experience” in Table 4- Evaluation Criteria corresponds with the “Experience and Capacity” title under Section XIV.B.</p> <p>The Proponent must use the section names described in the Proposal Format Section that begins on Page 31. If the Proponent considers that the Evaluation Criteria section describes requirements that differ from those on the Proposal Format section, then Proponent should be responsive to the sum of all requirements under both sections.</p>
D	23	<p>Page 41: Part XVI Appendix</p> <p>The Cover Page form is distorted. Would the government provide a clean copy?</p>	01/28/2019	Please refer to the response in question #17.
D	24	<p>Page 25: “Part IX Evaluation and Selection G” and “I”</p> <p>“G” Unit Prices and Extensions and “I” Partial Contract Award introduce unit prices. On Page 34 “D” Price Proposal, only hourly rates for five positions are described. Will the planning board confirm that only hourly rates for the five positions are required?</p>	01/28/2019	Section IX.G is not applicable to this RFP. In Section IX.I “Partial Contract Award”, the phrase “unit priced” should be replaced with the phrase “hourly rates”. PRPB confirms that only hourly rates are required for all positions.
D	24.a	If unit pricing is required, is there a template for developing unit pricing available?	01/28/2019	Please refer to the response in question #24.

Potential Proponent	Question No.	Question (as submitted)	Received on	Answer
D	25	On page 34: "D" Price Proposal, there are five specific job classifications listed. Will there be a specific format to follow for providing job categories and rates?	01/28/2019	No, but the format should be a simple two-column table with Positions on one column and hourly rates (in USD) on the other.
D	25.a	May other positions be proposed?	01/28/2019	Yes, Proponent may include other positions with hourly rates and attach a job description and required years of experience for all positions.
D	26	There is no discussion about travel costs. Will the planning board please confirm: Travel costs associated with project management, i.e., travel to specific project sites, be an allowable ODC?	01/28/2019	Please refer to the response in question #1.
D	26.a	Staff travel back and forth to Puerto Rico is reimbursable per approved GSA rates?	01/28/2019	Please refer to the response in question #1.
D	27	The web address http://www.jp.pr.gov appears to be broken.	01/28/2019	The correct web address is http://jp.pr.gov
E	28	Under Page 4 of the RFP, Hill International, Inc., formally requests an electronic copy of the Grant under The Hazard Mitigation Grant Program (FEMA-4339-DR-PR HMPG Project Number 4339-0001) The "Program" (page 4 of the RFP). This required document allows us to understand better the scope of the program and to prepare a proposal that includes all the requirements within the scope and the Program and to comply with all the regulations and provisions of the Local and Federal Government.	01/26/2019	Please see Attachment #2. NOTE: The Grant proposal/application document is subject to change and will suffer amendments from time to time. PRPB is currently in the process of submitting a substantial number of amendments.

Potential Proponent	Question No.	Question (as submitted)	Received on	Answer
E	29	Under page 7 of the RFP, Time Extension to submit the Proposal – Hill International respectfully requests that the deadline of the proposal will be amended to January 26th , 12:00 AST in order to prepare and present a proposal that meet all the requirements under “The Program”.	01/26/2019	The deadline for submittal is February 12, 2019 (1200 AST).