



# GOVERNMENT OF PUERTO RICO

Puerto Rico Planning Board

## NOTICE OF AWARD

**RFP NO. CAP-SSSE Workshop:**

**Certificate of Elevation in Flood Areas**

September 23, 2019

*Sent Via Electronic Mail and Certified Mail, Return Receipt Requested*

### TO ALL PROPONENTS

An Evaluation Committee was appointed by the President of the Planning Board on September 16, 2019, to review proposals submitted in response to the Puerto Rico Planning Board (“PRPB” or the “Board”) Request For Proposals CAP- SSSE Workshop - Certificate of Elevation in Flood Prone Areas (the “RFP”), and to make recommendations for one contract award. After careful deliberation, the Evaluation Committee recommended by majority vote to award the contract to **Certified Risk Management Group, LLC**. This Notice of Award outlines the competitive proposal and proposer selection process used in connection with the RFP.

#### I. THE RFP AND ADDENDA

##### A. RFP Publication

The RFP was issued on August 12, 2019. The RFP was posted on <http://jp.pr.gov> August 12, 2019.

##### B. Evaluation Criteria and Weights

As stated in the RFP, proposals were reviewed by the Evaluation Committee based on the criteria and weights set forth below.

| EVALUATION CRITERIA                  | WEIGHT      |
|--------------------------------------|-------------|
| Experience                           | 60 pts.     |
| Presentation and Content of Proposal | 15 pts.     |
| Academic Preparation (Staff)         | 15 pts.     |
| Price                                | 10 pts.     |
| <b>TOTAL:</b>                        | <b>100%</b> |



The following elements were used to score each of the above-referenced criteria:

| CRITERIA |                                      | ELEMENTS CONSIDERED                                            |
|----------|--------------------------------------|----------------------------------------------------------------|
| 1        | Experience                           | Experience on the NFIP Program                                 |
|          |                                      | Experience with Regulation 13                                  |
|          |                                      | Experience with Construction and Use Permits                   |
|          |                                      | Experience with Elevation Certificates                         |
| 2        | Presentation and Content of Proposal | Clear presentation and description of services in the proposal |
|          |                                      | Organization                                                   |
| 3        | Academic Preparation (Staff)         | Professional profile                                           |
|          |                                      | Education                                                      |
| 4        | Price                                | Clear descriptions of materials and rates                      |
|          |                                      | Cost approach based on SOW requirements and deliverables       |

## II. THE EVALUATION AND PROPOSER SELECTION PROCESS

### A. Proposals

The following proponents submitted proposals:

1. Certified Risk Management Group, LLC.
2. Atkins Caribe.
3. GLM Engineering Group, P.S.C.

### B. Non-responsive Proponent

There were non-responsive proposals.

### C. Review Process and Ranking

The proposal review process was conducted in accordance with the terms and conditions of the RFP, based on the criteria and elements set forth above.

After careful review of the proposals, the Evaluation Committee met to score each responsive proponent. The scores resulted in the following ranking, in descending order:

| <b>PROPONENT</b>                      | <b>RANK</b> |
|---------------------------------------|-------------|
| Certified Risk Management Group, LLC. | 94          |
| GLM Engineering Group, P.S.C          | 92          |
| Atkins Caribe                         | 83          |

### **III. EVALUATION COMMITTEE CONTRACT AWARD RECOMMENDATIONS**

The Evaluation Committee met on Monday, September 16, 2019 voted recommending unanimously that the contract be awarded to the **Certified Risk Management Group, LLC.** as having provided the most advantageous proposal.

The Evaluation Committee's recommendations were presented to the President of the Board for consideration and approval. After a full briefing on the Evaluation Committee deliberations, I hereby approve the award of the services to **Certified Risk Management Group, LLC.** as recommended.

As provided in the RFP, this Notice of Award is subject to execution of a written contract and, as a result, this Notice does NOT constitute the formation of a contract between the PRPB and the successful proponent. The vendor shall not acquire any legal or equitable rights relative to the contract services until a contract containing terms and conditions acceptable PRPB is executed. If the successful vendor fails to negotiate and execute a contract with the PRPB, the PRPB may revoke the award and award the contract to the next highest ranked vendor or withdraw the RFP. The PRPB further reserves the right to cancel this Notice of Award at any time prior to the execution of a written contract.

### **IV. AWARD REVIEW PROCEDURE**

A copy of this Notice of Intent to Award is also being sent by certified mail to the proponents whose proposal resulted in a non-award, in accordance with the terms of the RFP. Award revisions will be governed by the provisions of the Puerto Rico Uniform Administrative Procedures Act (Public Act 38 of June 30, 2017, as amended).

Any proponent adversely affected by this decision may file a request for reconsideration with the PRPB within twenty (20) days of notification. The PRPB must consider the request for reconsideration within thirty (30) days of its filing date (30-day period may be extended once for an additional 15 days by PRPB). If the PRPB does not issue a response to the request for reconsideration within such 30-day period (or 45-day period if the once-time extension is triggered by the PRPB), said request will be deemed to have been rejected.

The proponent may file an appeal brief for judicial review of PRPB's final decision with the Puerto Rico Appellate Court within 20 days from the earlier of: (i) the date of the notification of the postmark on the envelope containing PRPB's final decision on the proponent's request for reconsideration or (ii) the date that the request for reconsideration is deemed to have been rejected. Proponents who fail to file requests for reconsideration or for judicial review within the periods indicated herein waive their right to contest an award. The filing of an appeal before the Appellate Court will not stay the award proceedings.

Thank you to each proponent for providing the PRPB with proposals to deliver the services described on the RFP.

**PUERTO RICO PLANNING BOARD**



Suheidy Barreto Soto  
Acting President

CC: To be sent by certified mail, return receipt requested to:

José D. Miranda  
GLM Engineering Group, P.S.C.  
PO Box 9024157  
San Juan, PR 00902

Ing. Juan González  
Certified Risk Management  
PO Box 1415  
Guaynabo, PR 00970

Ray Martínez  
Atkins  
Metro Office Park  
Calle I Lote 15  
Suite 400  
Guaynabo, PR 00968