



GOVERNMENT OF PUERTO RICO

Puerto Rico Planning Board

NOTICE OF INTENT TO AWARD

RFP NO. 2019-0001-RFP-01

PROJECT MANAGEMENT SERVICES FOR CODE ENFORCEMENT GRANT

March 6, 2019

Sent Via Electronic Mail and Certified Mail, Return Receipt Requested

TO ALL PROPONENTS

A five-member Evaluation Committee (the "Evaluation Committee") was appointed by the President of the Planning Board on February 15, 2019, to review proposals submitted in response to the Puerto Rico Planning Board ("PRPB" or the "Board") Request For Proposals No. 2019-0001-RFP0-01, Project Management Services for Code Enforcement (the "RFP"), and to make recommendations for one (1) or more contract award(s). The Evaluation Committee was comprised of representatives from the Board and the Office for Management of Permits. After careful deliberation, the Evaluation Committee recommended by majority vote to award the contract to Institute for Building Technology and Safety.

This Notice of Intent to 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 January 20, 2019. Notice of the RFP was published in the *El Nuevo Día* newspaper on January 20, 2019. The RFP was also posted on <http://jp.pr.gov> on January 20, 2019. One (1) Addendum to the RFP was issued on February 7, 2019 providing the responses to the questions submitted by interested businesses.

B. Responses to Questions

Questions were submitted by five (5) interested businesses. Responses to interested businesses were posted on the Board's website at <http://jp.pr.gov>.

C. Evaluation Criteria and Weights

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



EVALUATION CRITERIA	WEIGHT
Qualification and Experience	30%
Approach and Methodology	20%
Price Proposal	20%
Commitment to Complying with all Applicable Federal and Puerto Rico Regulations	20%
Integration of Local Parties	10%
TOTAL:	100%

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

CRITERIA	ELEMENTS CONSIDERED
1 Qualification and Experience	Firm's financial strength and solvency
	Previous experience (at least 5 years) with similar roles
	Detail of two (2) similar engagements (at least one in managing a large public project)
	Availability to start immediately
	Combined and demonstrable experience in key areas: (1) project management of federally funded projects; (2) administration and grant management; (3) federal grants supervision; (4) process and implementation of HMGP eligible projects; and (5) code enforcement
	References with relevant experience
2 Approach and Methodology	Evaluation of proponent's approach to performance management, reporting and measurement
	Degree of detail on key roles and key executives (including engagement manager and key work stream leaders)
	Degree of detail on key processes and functions; key goals, objectives and methods
	Examples of how proposed approach has achieved success
3 Price Proposal	Provides hourly rate schedule by category
	Degree to which rates are guaranteed for the performance of the period
	Degree to which proposal identifies a plan for reducing project costs over the life of the project
	Degree to which proposal includes a plan for cost saving measures/efficiencies

4	Commitment to Complying with all Applicable Federal and Puerto Rico Regulations	Degree to which proposal demonstrates a thorough understanding of federal and Puerto Rico requirements
		Level of adherence and commitment to compliance with all applicable laws
		Characteristics of the team that set them apart
		Specific trainings and expertise within the team
5	Integration of Local Parties	Degree to which local parties add value and their expected roles Level of participation of key personnel from local parties on day-to-day activities

II. THE EVALUATION AND PROPOSER SELECTION PROCESS

A. Proposals

The following proponents submitted proposals:

1. Certified Risk Management Group
2. Global Consultas Asociados
3. Hill International
4. IEM
5. Institute for Building Technology and Safety
6. Intelligent Grants Solutions
7. Premium Energy Management
8. Public Assistance Consultants International
9. Thompson Consulting Services
10. Xpert's, Inc.

B. Non-responsive Proponents

The following proposals were deemed non-responsive by the Evaluation Committee for the reasons described below.

NON-RESPONSIVE PROPONENT	REASONS
Global Consultas Asociados	Proponent failed to include the section "Commitment to Compliance with all Applicable Federal and Puerto Rico Regulations" as required under Section XIV.E of the RFP. The first paragraph in Section XIV of the RFP clearly states that "[f]ailure to follow this format will result in the proposal being deemed non-responsive."
Premium Energy Management	Proponent failed to explain their adherence and commitment to complying with all applicable federal and Puerto Rico laws and regulations as required under the section "Commitment to Compliance with all Applicable Federal and Puerto Rico Regulations" in Section XIV.E of the RFP. The first paragraph in Section XIV of the RFP clearly states that "[f]ailure to follow this format will result in the proposal being deemed non-responsive."
Public Assistance Consultants International	The time stamp on the email received is 12:14pm on February 12, 2019. Section VIII.C of the RFP clearly states that "[a]ny proposal received after 1200 AST on February 12, 2019 will be considered non-responsive."

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. No proponent interviews/presentations were conducted for this RFP.

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

PROponent	RANK
Institute for Building Technology and Safety	87.6
Hill International	86.8
IEM	83.6
Thompson Consulting Services	68.8
Intelligent Grants Solutions	53.0
Xpert's, Inc.	46.8
Certified Risk Management Group	43.6

D. Best and Final Offer

On the Evaluation Committee's meeting on Wednesday, February 27, 2019, after ranking all the proposals, the members determined by unanimous vote to request best and final offers ("BAFO") from the top two ranking proponents. Both BAFOs were received on Monday, March 4, 2019 by the established deadline. In summary, the five-year estimated overall price presented in Hill International's BAFO far exceeded the BAFO by the Institute for Building Technology and Safety.

III. EVALUATION COMMITTEE CONTRACT AWARD RECOMMENDATIONS

The Evaluation Committee met on Wednesday, March 5, 2019 to review and discuss the BAFOs and voted recommending unanimously that the contract be awarded to the Institute for Building Technology and Safety ("IBTS") 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 the Institute for Building Technology and Safety, as recommended.

As provided in the RFP, this Notice of Intent to 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 Intent to 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 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.

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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 Chairwoman

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

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