



GOVERNMENT OF PUERTO RICO

PUERTO RICO PLANNING BOARD

REQUEST FOR PROPOSAL

FOR

HURRICANE FIONA – SUBSTANTIAL DAMAGE DETERMINATIONS

Posted: December 29, 2022

Due Date: January 12, 2023



Section 1. General Information

1.1 Background

On September 18, 2022, Hurricane Fiona, as a category 1 hurricane, caused catastrophic damage throughout Puerto Rico. The scope of damages has created a demand for services in the Puerto Rico Planning Board (PRPB) that exceeds the capacity of current staff. Therefore, PRPB has the responsibility to identify and contract qualified entities to develop and deliver Substantial Damage Determinations, according to *Guía Operacional de Daños y Mejoras Sustanciales* adopted by PRPB in December 17, 2020.

1.2 Purpose

The purpose of this RFP is to obtain competitive offers from qualified entities who are interested in providing the following:

Assistance in collecting data for substantial damage determinations of affected residential and non-residential structures in Special Flood Hazard Area (SFHA), as required by Planning Regulation No. 13, in force, for participation in the National Flood Insurance Program (NFIP). The information gathered will be inputted in the Substantial Damage Estimator (SDE) Tool 3.0. All original data, pictures and outcomes will be provided to and owned by the PRPB for their exclusive use.

1.3 Requirements

1.3.1 Mandatory Requirements

The offerors shall meet the following requirements prior to the deadline for receipt of offers:

- Exhibit that the proposed staff has knowledge of Substantial Damage requirements.
- Prepared to hold a coordination meeting within twelve (12) hours of contract start and have inspection teams in place within seventy-two (72) hours of contract start.
- Must be registered with the System of Award Management (SAM) at the time of submittal.

1.3.2 Desirable Qualifications

The following qualifications are desirable:



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- 1.1 Demonstrate successful history of substantial damage data collection for similar work and of the same magnitude of this RFP.

Section 2. Administrative Information

2.1 Schedule of Events

Item	Date
Request for Proposal Issuance	December 29, 2022 – 11:00 am
Request for Proposal Due Date	January 12, 2023 – 4:30 pm
Proposal Evaluation	January 13, 2023 – 1:00 pm
Approximate date of evaluation Committee Selection of Top Proposer	January 17, 2023 – 4:30 pm

2.2 Response Content

2.2.1 Executive Summary, Company Background and Experience

The Offerors should give a brief description of their company including brief history, corporate or organization structure, and number of years in business.

This section should provide a detailed discussion of the Offeror's prior experience in working on projects similar in size, scope, and function to the proposed contract. Offerors should describe their experience in other states or governmental entities of comparable size and diversity with references from previous clients including names and telephone numbers.

Offerors should clearly describe their ability to meet the qualifications described in the Mandatory Requirements for Offeror Section 1.3.1.

Offerors should clearly describe their ability to meet the desired qualifications described in the Desirable Qualifications for Offeror Section 1.3.2.

2.3 Cost Offer

Cost offer must provide all-inclusive rates that include overtime costs, mobilization and demobilization, transportation, and any other travel expense (i.e., lodging, meals).



2.3 Evaluation and Selection

Offers will be evaluated by the Puerto Rico Planning Board to determine the offer most advantageous, taking into consideration price and the other evaluation factors set forth in the RFP.

Section 3. Scope of Work

3.1 Scope of Work

Puerto Rico, as a community that participates in the National Flood Insurance Program (NFIP) is required to determine whether damage of any origin meets the established criteria for Substantial Damage when the damage occurs to a structure located in a mapped 100-year floodplain for seventy – four (74) municipalities. The municipalities of Bayamón, Carolina, Guaynabo, and Ponce, as NFIP Separate Communities, are responsible for their own Substantial Damage Determinations. Thus, properties located in these municipalities will not be evaluated and determined by the Puerto Rico Planning Board under this contract.

In the aftermath of Hurricane Fiona’s impact, the Puerto Rico Planning Board must evaluate the damaged state of structures, collect data, and determine a structure’s damage, as required by NFIP. The tool used to collect the data will be the latest version of Substantial Damage Estimator. Data captured may be used by local communities for rebuilding, building code compliance, investigations, surveying, evaluations, consultations, comprehensive planning, program management, conceptual designs, plans and specifications, value engineering, and/or construction phase services.

3.2 Task and Services

Conduct inspections and collect data of damage from associated flooding and wind impacts from Hurricane Fiona around Puerto Rico for thirty thousand (30,000) to thirty-five thousand (35,000) structures in the Special Flood Hazard Area, by performing the following activities and deliverables as specified:

- 3.2.1 Upon an award, coordinate with Sixto A. Machado Ríos, Director Office of Geology and Hydrogeology to initiate an initial meeting to establish coordination of teams, work plans, timetables for deliverables, and logistics.
- 3.2.2 Coordinate with PRPB to establish priority locations that require inspection.
- 3.2.3 Produce a complete SDE Inspection worksheet or comparable electronic record validated by PRPB.
- 3.2.4 Input certified damage inspection data entered the SDE tool 3.0.



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- 3.2.5 The PRPB developed Survey 123 ARCGIS data entry tool to track and to assign the inspections. This tool has a dashboard that allow us to follow the operation work process. The contractor might use the Survey 123 ARCGIS tool as data entry tool in the field, then use the SDE tool to calculate and determinate the % damage.
- 3.2.6 PRPB has 100 – 150 Survey 123 licenses available for a limited time, that may be extended, for contractor access. If not available, the contractor will need to obtain the licenses for their staff. If Survey 123 licenses are not used, geospatial KML files shall be provided to the GIS Office of PRPB to track inspection progress.
- 3.2.7 Enter data to generate a calculation of damage based on the Computed Actual Cash Value as calculated by the SDE tool.
- 3.2.8 Obtain and label digital photographs of damage and import into the SDE tool. Photographs shall include, as much as practical, a full view of the structure and as much of the roof as possible. Additional photographs to document specific noteworthy damage should be obtained as appropriate. High-water marks should be photographed and measured (from the base or foundation to the mark) when in flood events.
- 3.2.9 Include the physical and postal addresses, email and/or phone of the resident or owner.
- 3.2.10 Obtain accurate GPS coordinates, in decimal degrees to five decimal places, shall be taken at or as close to the front door as possible.
- 3.2.11 Produce PRPB's damage inspection worksheet in a geo-referenced file (geodatabase). This gdb will be validated by PRPB.
- 3.2.12 Produce a complete electronic export SDE Data Base file for each assessment conducted for all properties evaluated under this project. This includes images, photographs and databases referenced by inspection number.
- 3.2.13 PRPB will provide Cadaster Numbers, as established in our database, for identified properties within SFHA.
- 3.2.14 PRPB will provide coordinates for structures previously assessed for Hurricane Maria (2017) and Earthquake Events (2020) if the structure was affected by Hurricane Fiona, validate and confirm coordinates.
- 3.2.15 Data must be entered into the SDE software accurately. Adequate quality review of the database shall be undertaken by the contractor to eliminate database



errors. The contractor shall ensure that all technical staff and data entry personnel are properly trained and supervised. Data entry must be completed no later than the day following the data collection. Partial databases shall not contain duplicate information from previously completed inspections.

- 3.2.16 Staff shall adhere to PRPB's *Guía Operacional para la Determinaciones de Daños y Mejoras Sustanciales* adopted on December 17, 2020. They will not discuss the outcome of inspections, the disposition of data or determinations, but will refer concerns and/or questions to PRPB's email: comentariosjp@jp.pr.gov.
- 3.2.17 Provide a Reference Manual of the completed database.

3.3 Deliverables

Complete the field inspections no later than March 17, 2023 and provide all reports to PRPB no later than March 20, 2023.

3.4 Reports

The Contractor shall submit to the PRPB:

- Bi-weekly reports demonstrating task order accomplishments. Report shall summarize the following – the methodology of the collection, issues encountered, lessons learned, the number of structures that were assessed, in total and in each Municipality, and what the percentages of loss, including the total amounts of Substantially Damaged, include file geodatabase, SDE export with linked pictures/photographs and PRPB's damage inspection worksheets (see 3.2.6). The data shall be including in the PRPB Survey 123 ARCGIS tool and the SDE tool.
- Daily geospatial reports showing structures visited by the close of the next business day (KML).
- A final report of results from the SDE Collections, external to the SDE Estimation tool. Report shall summarize total of structures assessed, percentages of loss and amount of Substantially Damaged structures.



Section 4. Evaluation

Offers that pass the preliminary screening and mandatory requirements review will be evaluated based on information provided in the offer. The evaluation will be conducted according to the following.

The Evaluation Team will evaluate and score the offers using the criteria and scoring as follows:

Criteria	Maximum Score
Experience and Qualifications	40
Content of Proposal	20
Professional Preparation	15
Cost	25
TOTAL SCORE	100

The offer will be evaluated in light of the material and the substantiating evidence presented, not on the basis of what may be inferred.

Section 5. Partial Contract Award

PRPB reserves the right to award one (1) contract for some or all of the services proposed or award multiple contracts for various portions of the scope of work to different proponents based on the prices proposed in response to this RFP, or to reject any and all proposals and re-solicit for proposals, as deemed to be in the best interest of PRPB and the Government of Puerto Rico.

If awarded a contract, the selected proponent will be required to accept the award in writing within five (5) calendar days of the award and execute a contract containing, among other things, the General Terms and Conditions set forth later. In the event the proponent and the Board fail to reach an agreement as to the terms and conditions of the contract, the selected proponent's award of the contract shall be revoked by the Board, and the Board may negotiate a contract with one (1) or more of the other proponents.

Section 6. RFP Submittal and Closing Date

The proposals must be received no later than 4:30pm (AST) on January 12, 2023. Offerors submitting RFPs must have the Single Registry of Professional Suppliers (RUP), in compliance with Article 35 of Act 73 of 2019 of Puerto Rico's General Service Administration (ASG) and evidence of the www.sam.gov registration. RFPs must be addressed to the following and sent via email to machado_s@jp.pr.gov :

Geology and Hydrogeology Office,
Puerto Rico Planning Board
Attn: Sixto A. Machado Ríos

