



**DEPARTMENT OF NATURAL AND ENVIRONMENTAL RESOURCES**

**DEVELOPMENT OF 2022 INTEGRATED SOLID WASTE  
MANAGEMENT PLAN**

**ISSUE DATE: December 6, 2022**

**REQUEST FOR PROPOSALS FOR PUERTO RICO INTEGRATED SOLID WASTE  
MANAGEMENT PLAN (ISWMP)**

The Department of Natural and Environmental Resources (DNER) is accepting sealed Proposals to be received **NO LATER THAN 4:00 p.m. (Atlantic Standard Time, AST) on January 20, 2023, for the development of an INTEGRATED SOLID WASTE MANAGEMENT PLAN (ISWMP) for Puerto Rico.**

No Pre-Proposal Conference is scheduled at this time.

**GENERAL INFORMATION AND REQUIREMENTS:**

**I. PROPOSAL DOCUMENTATION:**

Copies of the Request for Proposals (RFP) documents may be obtained from the Department of Natural and Environmental Resources (DNER) Land Pollution Program Mrs. María V. Rodríguez at 787-999-2200, ext. 6260 or Mrs. Evelisse Colón Carrero, Designated Contact Person at 787-999-2200 ext. 6074.

**II. PROPOSAL SUBMISSION DUE DATE:**

To help promote social distancing measures during the COVID-19 Public Health Emergency, electronic submissions will be accepted by the DNER.

Firms are strongly encouraged to submit responses electronically. Firms will not be permitted to fax or email offers. To maintain a secured sealed process electronic submissions may be made through the electronic mail address: [terrenos@drna.pr.gov](mailto:terrenos@drna.pr.gov)

The sealed proposals for furnishing the above professional services will be accepted up to **4:00 p.m. (AST), January 20, 2023**, via the electronic portal

referenced above, or at: the **DEPARTMENT OF NATURAL & ENVIRONMENTAL RESOURCES, Secretarial Office, located on the First Floor of the Environmental Agencies Building located at Road 8838, Km 6.3, El CINCO Ward, Rio Piedras, Puerto Rico.**

The proposals delivered via U.S. postal service or hand delivery shall contain an **original, four (4) copies, and one (1) electronic copy on a USB Flash Drive. They will be addressed to:**

Mrs. Evelisse Colón Carrero  
Designated Contact Person  
Land Pollution Control Program

III. NOTICE TO PROPOSERS:

To ensure that your Proposal is responsive, you are urged to request clarification or guidance on any issues involving this solicitation before submission of your response and in accordance with the Project Timetable included herein. The point of contact for this solicitation/ clarification is Mrs. Evelisse Colón Carrero at (787) 999-2200 ext. 6074 or [evelissecolon@drna.pr.gov](mailto:evelissecolon@drna.pr.gov). **You may contact Mrs. Evelisse Colón Carrero at any time during this process, including during the period provided in this RFP.**

1. All Proponents interested in submitting proposals shall submit their intention to Mrs. Evelisse Colón Carrero at [evelissecolon@drna.pr.gov](mailto:evelissecolon@drna.pr.gov) by January 10, 2023, at 4:00 p.m. AST.
  - a. The time and date for receipt of proposals will be strictly observed. The DNER shall not be responsible for late deliveries or mail delays. The time/date stamp clock in the DNER Secretarial Office shall serve as the official authority to determine the timeliness of the Proposal.
  - b. The decision to refuse to consider or reject a proposal that was received after the date/time established in the solicitation shall not be the basis for a protest pursuant to the DNER purchasing procedure.
2. If your response contains any information deemed confidential, said information must be provided in an additional USB Flash Drive with a redacted version of your response labeled CONFIDENTIAL.

An electronic copy shall be in Microsoft Word or Adobe – the most recent software version.

Respondents are cautioned that they are responsible for delivery to the specific location cited above. Therefore, if your Proposal is delivered by an express mail carrier or by any other means, it is your responsibility to ensure delivery to the above address. This office will not be responsible for deliveries made to any place other than the specified address.

3. The proposals received after the specified time and date shall be rejected and returned unopened.
4. Modification or alteration of the documents contained in this solicitation or the contract resulting from this solicitation shall only be made upon receipt of prior written consent from the DNER.
5. The proposers are instructed to present their Proposal in a binder form including a Table of Content and all pages sequentially numbered.
6. The proposal to be presented before the DNER covering the development of the ISWMP must have to provide all the necessary and requested information. Each proposal will be organized in the following form:
  - a. Subject exposition,
  - b. Proposed Work Plan,
  - c. Work Plan and Schedule,
  - d. Business Proposal, and
  - e. Team experience and expertise.
7. The proposal must be presented printed no smaller than 12 points when using a computer or must be 10 pitches when using a typewriter.
8. Faxed proposals shall be rejected as non-responsive, regardless of where the fax is received.
9. The proposals may be submitted via the electronic submission portal at: [www.drna.pr.gov](http://www.drna.pr.gov), or hand delivered to the **Secretarial Office, located on the First Floor of the Environmental Agencies Building located at Road 8838, Km 6.3, El CINCO Ward, Rio Piedras, Puerto Rico**, prior to the submission deadline and to be evaluated by the RFP Evaluation Committee as Designated by the DNER Secretary.
10. If the proposals will be mailed, ensure it is secured in a sealed envelope and addressed as follows:

Department of Natural and Environmental Resources  
Secretarial Office  
First Floor  
San José Industrial Park  
1375 Ponce De León Ave.  
San Juan, Puerto Rico 00926

The proposers must indicate on their proposal envelope the following:

**Due Date of Proposals: January 20, 2023, by 4:00 p.m. (AST)**

**Name of Proposer:**

**Phone Number of Proposer:**

11. The proposers shall not contact any member of the DNER Technical Personnel or any staff (except as provided above) regarding this Proposal until such time as a contract is awarded. All inquiries pertaining to this Request for Proposal must be directed through the designated contact Person Mrs. Evelisse Colón Carrero.
12. Questions concerning this Request for Proposals must be directed to Mrs. Evelisse Colón Carrero, the RFP Contact Person at email [evelissecolon@drna.pr.gov](mailto:evelissecolon@drna.pr.gov). Any Proposer who initiates any discussions with staff in any manner other than that described above is subject to disqualification from this procurement.
13. The technical concerns/questions shall be submitted in writing, **no later than 4:00 p.m. on January 15, 2023.**
14. The table below summarizes all important dates and milestones related to this RFP covering the development of the 2022 ISWMP.

Action Required	Due Date & Filing Time
<b>RFP Publication Date</b>	December 2022
<b>Last date to present Questions related to the RFP</b>	January 15, 2023, not later than 4:00 PM (AST)
<b>Date when Responses will be published</b>	January 16, 2023.
<b>Proposals Due Date</b>	January 20, 2023, not later than 4:00 PM (AST)
<b>Filing Location</b>	DNER Headquarters, Secretarial Office, first floor

**IV. ORAL INTERPRETATION:**

No oral interpretation of this Request for Proposals shall be considered binding. The DNER shall be bound by information and statements only when such statements are written and executed under the authority of the Designated Contact Person.

**V. DRUG-FREE WORKPLACE:**

The proponents must provide a **CERTIFICATION** that they comply with the Drug-Free Workplace practices required by the Government of Puerto Rico as well as the General Services Administration (GSA) Purchasing Regulation.

**VI. GENERAL SERVICE ADMINISTRATION CERTIFICATION**

The proponents must comply with all applicable GSA regulations, including holding a valid sole registry of Professional Service Providers.

**VII. WITHDRAWAL OF PROPOSAL:**

Any proposal may be withdrawn until the date and time set above for the submission of the proposals. Any proposals not up withdrawn shall constitute an irrevocable offer, for a period of one hundred and twenty (120) days, to provide to the DNER the services set forth in this Request for Proposals, or until one or more of the proposals have been awarded.

**VIII. SOLICITATION CANCELLATIONS:**

The proposal must describe any judgment, claims, arbitration proceedings, pending lawsuits, or outstanding against the proponent or any member of their team. Also, the proposal must describe any lawsuit or arbitration requested regarding contracts of a similar nature within the last three (3) years.

Proponents outside of the Commonwealth of PR must be authorized to do business in PR by the Department of State or must provide information about the authorized agent in PR or local firms with which they are doing business and comply with all GSA requirements. Qualifications and experience of the local firm utilized by the proponent must be summited, including years of experience and reference for related projects within PR having a similar magnitude to this project.

**IX. TERMS AND CONDITIONS:**

1. A minimum coverage of Professional Liability Insurance in the amount of \$1,000,000 (with a deductible permitted not more than \$100,000.00) will be required for this project.
2. The selection shall be made by the DNER Purchasing Regulation as well as the General Service Administration Purchasing Regulation.
3. The DNER reserves the right to accept or reject any or all Proposals that it may in its sole discretion be deemed nonresponsive, to waive

technicalities, or to accept the Proposal which, in its sole judgment, is most advantageous and best serves the overall interests of the DNER.

4. The DNER reserves the right to request clarification of information submitted and additional information of one or more Proposers after the deadline for receipt of Proposals.
5. Any Proposal may be withdrawn until the date and time set above for the submission of the Proposals.
6. By submitting a Proposal, the Proposer agrees that all costs associated with the preparation of his/her Proposal will be the sole responsibility of the Proposer. The Proposer also agrees that the DNER bears no responsibility for any costs associated with the preparation of the Proposal and/or any administrative or judicial proceedings resulting from the solicitation process.
7. The proposers must not discriminate against any employee or applicant for employment because of race, religion, color, sex, age, or national origin.
8. The Proposer understands that this RFP does not constitute an agreement or contract with the Proposer.
9. Any Proposer who submits in its Proposal to the DNER any information that is determined by the DNER, in its sole opinion, to be substantially inaccurate, misleading, exaggerated, or incorrect may be disqualified from consideration.

**X. MINORITY/WOMEN-OWNED BUSINESS ENTERPRISE:**

1. The proposers must address how they intend to comply with the Government of Puerto Rico M/WBE hiring commitment. The primary goal is to have a certified minority/women-owned business enterprise is 15% of the contract value for this project. The secondary goal is to achieve minority/women group employment levels to maintain 10% minority and 5% women employee workforce levels in specific categories.
2. All participating M/WBE firms must be **currently certified by the appropriate government agency. All firms must be Government of Puerto Rico Department of State certified and hold a GOOD Standing Certification at the time of submittal of the Proposal and must be certified in the area(s) for which they will be used, together holding the required GSA, Sole Registry of Professional Service Providers.**

3. The proposers **must submit a signed Letter of Intent** with their Proposal for **certified M/WBE sub-contractors** identified as listed in their Proposal. These Letters of Intent must indicate the scope of work to be performed by every M/WBE plus the percentage of the **overall** contract value for all years of the contract. **The Proposer and the M/WBE sub-contractor must sign Letters of Intent.**

The proposer must provide all subcontractors' agreements before the execution of the Professional Services contract under this RFP.

4. The awarded prime proponents' responsibilities and requirements are itemized below:
  - a. File copies of **all executed sub-contractor agreements/contracts** between the **prime and all M/WBE sub-consultants on the project** to DNER **one time for the duration of the contract.**
  - b. The awarded prime Proponent shall furnish written documentation evidencing actual dollars paid to each sub-contractor utilized on the project. This will include, but is not limited to approved invoices, and signed affidavits certifying the accuracy of payments so that the DNER may determine actual participation achieved by the prime consultant before the issuance of final payment.
  - c. The sub-consultant agreement shall include: (a) the percentage of the overall contract value to be sub-contracted; and (b) the dollar amount based on the percentage of the contract value to be sub-contracted (if available at the time of sub-consultant agreement).
  - d. Notwithstanding any termination provisions in this Sub-contractor Agreement, the Prime Proponent shall not terminate the Sub-contractor Agreement without the prior written authorization of the DNER Designated Contact Person, nor shall the Prime Proponent amend the Sub-contractor Agreement or reduce the Scope of Work or monetary value awarded under this Sub-contractor Agreement, without the prior written authorization of the DNER Designated Contact Person.
  - e. Upon execution of any renewal or extension to the service contract, the Prime Contractor shall execute renewals with all approved specified sub-contractors for the full duration of the extended contract. All sub-contractor agreements shall be contingent upon the term (whether terminated, renewed, or extended) of the Prime's contract with the DNER.
  - f. The prime Proponent shall expeditiously advise the DNER Designated

Contact Person of all M/WBE's change orders, contract modifications, additions, and deletions to all contracts issued to the M/WBE firms on their team.

**XI. NO LOBBYING, NO COLLUSION, NO PROHIBITED ACTS:**

Neither the Proponent nor any member of their team, including their respective directors, officers, employees, consultants, agents, advisers, or representatives (as it relates to the project or RFP) is allowed to participate in any way or any type of political or another lobbying; nor can they can communicate in any way with any representative of the Designated Evaluation Committee or any DNER employee, including any Restricted Party such as any secretary, undersecretary, employee, agent, advisor, staff member, consultant, or representative of any of the aforementioned parties, as applicable, for any purposes, including, but not limited to:

- (a) to comment or try to influence the opinion on the merits of a proposal, or about the proposal of another Proponent,
- (b) to influence, or to try to influence, the result of the RFP phase, or the competitive selection process, including the review, evaluation, and classification of the proposals, the selection of the selected Proponent, or any negotiation with the selected Proponent,
- (c) to promote their interests or those of the Proponent in the project, including the interests of another Proponent,
- (d) to criticize or comment on aspects of the RFP, the competitive selection process, or the project, in any way that can give a competitive advantage or any other advantage to the Proponent over other Proponent; and,
- (e) to criticize the proposal of another Proponent.

The Proponent or members of its team shall not discuss or communicate, directly or indirectly, with any other Proponent, or any director, officer, employee, consultant, adviser, agent, or representative of any other Proponent, including any member of the team of any other Proponent, regarding the preparation, content, or representation of their proposals. The proposals will be submitted without any connection (for example, arising from an interest in or from a Proponent or member of a Proponent's team), knowledge, comparison of information, or arrangement, with any other Proponent or any director, officer, employee, consultant, advisor, agent, or representative of any other Proponent, including any member of the team of any other Proponent.

To ensure this, all potential Proponents must sign and accept a Confidentiality Agreement, before having access to any of the documents that have been selected to be protected through the Confidentiality Agreement. The violation of the agreements and instructions included in this section will be enough cause for the rejection of the Proponent's participation in this RFP. The DNER also reserves the right to separate and eliminate definitively the Proponent from the DNER's future RFP processes, in addition to the legal and financial sanctions which may be imposed because of one or several of the violations previously mentioned.

**XII. CONTRACT AWARD CRITERIA:**

The DNER will award a single contract for this requirement.

**XIII. PROPONENTS QUALIFICATIONS & REQUIREMENTS:**

The following information and/or certifications must be provided together with the RFP proposal that demonstrates the following:

**a) Proponent Information:**

- Company Name,
- Address, telephone, fax, and electronic address,
- Company's main contact,
- Puerto Rico Department of State Certificate of Incorporation,
- Puerto Rico Department of State Good Standing Corporate Certification,
- Treasury Department five (5) years of Income Tax Certification,
- Administration for Child Support Enforcement's Debt Certification, and
- Valid GSA Sole Registry of Professional Service Providers Certification

**b) Proponent Qualifications:**

Each Proponent must provide the following information:

- List three (3) Similar ISWMP Projects successfully completed. This will include among others the following information: (1) Customer Name, (2) Contact Person, (3) E-mail of Contact Person, (4) Telephone number of Contact Person, (5) Brief summary of services provided, and (6) lump-sum figure of the executed contract.
- How long your company has been providing such services,
- Provide an Organizational Chart of the Proposed Team, including respective roles for each of the Team Members,
- Provide a list of equipment and a summary of human resources available to undertake the ISWMP, including commitments letters from all Key Personnel,

- Provide a detailed description of your company's abilities to complete the tasks included in this RFP, and
- Provide a Copy of the General Service Administration's Sole Registry of Professional Service Providers Certification.

**c) Certifications of Corporate Adverse Findings:**

Each proponent must provide a Sworn Statement certifying that neither it nor any person or entity they are partnering with it has been subjected to any adverse findings that would prevent DNER from selecting them. Such adverse findings include, but are not limited to, the following:

- Negative findings from a Federal Inspector General, the U.S. Government Accountability Office, or an Inspector General in another state,
- Pending or unresolved legal action from the U.S. Attorney General or from the U.S attorney general in Puerto Rico or another state,
- Arson conviction or pending case,
- Harassment conviction or pending case,
- Puerto Rico and Federal or private mortgage arrears, default, or foreclosure proceedings in rem foreclosure,
- Sale tax lien or substantial tax arrears,
- Fair Housing violations or current litigation,
- Defaults under any Federal and Puerto Rico-sponsored program,
- Past or pending voluntary or involuntary bankruptcy proceedings,
- Conviction for fraud, bribery, or grand larceny,
- Debarment (sam.gov),
- Disclose any potential conflicts of interest as defined in the DNER Purchasing Regulation and the GSA Purchasing Regulations, and
- Documented concerns regarding the qualifications detailed in this RFP.

**d) Additional Certifications Required:**

- Treasury Department Certification of Tax Return filings for the last five (5) years,
- Certification of No Debt or the existence or the existence of an Approved Payment Plan before the Treasury Department,
- Certification of No Debt or the existence of an Approved Payment Plan before the Center of Inter-Municipal Revenue,
- ASUME Compliance Certification,
- Department of Labor no Debt Certification
- Department of Labor Drivers Insurance Compliance Certification,
- Incorporation Certification from the PR Department of State, and
- Copy of Good Standing Certification from the PR Department of State.

**XIV. KEY PERSONNEL**

The Project Manager and Project Professional(s) must be two (2) or more different individuals. The Project Manager must be currently employed by the Prime Proponent and must be a Professional Engineer registered in the Commonwealth of Puerto Rico Engineering and Surveyors College. The Project Professional(s) must either be a Professional Engineer or Licensed Planner registered in the Commonwealth of Puerto Rico or have at least ten (10) years of experience in solid waste planning.

The selected Proponent must provide the necessary information for each one of the key employees who will work in the study and his or her role in it. The proposal shall provide the following information for each Key Personnel to be assigned to this project:

- Name and title,
- Responsibility regarding the study,
- Years with the company or organization,
- Education,
- Experience,
- Vaccination Certificate,
- Health Certificate, and
- Health and Safety Plan Certification.

**XV. REFERENCE CHECKS:**

The contact person listed as a reference shall be someone who has personal knowledge of the Proposer's performance during the referenced project. Contact persons must have been informed that they are being used as a reference and that DNER personnel may be calling or emailing them aimed to validate the information provided. More than one person can be listed but all must have knowledge of the project.

DO NOT list principals or officers who will not be able to answer specific questions regarding the project. Failure of references listed to respond to the DMER's inquiries may negatively impact the rating of the Proposal. The reference shall be the owner or a representative of the owner. An owner's representative is defined as a firm or individual hired by the owner to oversee the design or construction oversight services performed by the prime proponent. Subcontractors who provided services under the referenced project (contract) shall not be accepted as references unless they were hired as the owner's representative for the referenced project (contract).

**XVI. VERIFICATION OF EMPLOYMENT STATUS:**

Prior to the employment of any person under this contract, the Proponent shall utilize the U.S. Department of Homeland Security’s E-Verify system to verify the employment eligibility of all new employees hired by the Proponent during the contract term. Also, the proponent shall include the requirement that subcontractors performing work or providing services pursuant to the state contract utilize the E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the contract term. For more information on this process, please refer to the United States Citizenship and Immigration Service site at: <https://www.uscis.gov/>,

**Only those employees determined eligible to work within the United States shall be employed under this contract.**

By submission of a bid in response to this solicitation, the Proponent affirms that all employees in the above categories shall undergo e-verification before placement on this contract. The Proponent shall commit to comply with this requirement by completing the required E-Verification certification.

**XVII. WEIGHTED CRITERIA:**

The following criteria and weights shall be utilized in the evaluation of the Proposals:

<u>Criteria</u>	<u>Weight (%)</u>
Qualifications in relevant solid waste management and planning	30
Experience in solid waste management implementation programs	30
A proposed method consistent with Scope of Work	30
Cost	10
<hr/>	
<b>TOTAL</b>	<b>100</b>

An Evaluation Committee (EC) will be organized and appointed by the DNER Secretary to undertake the evaluation of all proposals received. Said EC will be integrated by five (5) DNER officials.

The Evaluation Committee will review, study, and analyze the submitted proposals and will issue a report with needed recommendations on the matter.

The Committee's Report will be submitted to the Secretary of DNER for the final determination and approval of the selected company or organization to carry out the ISWMP. The final decision will be sent to all proponents through written notification.

XVIII. DEFINITIONS:

**Project Manager:** Defined as the individual who manages the administrative elements of the project, is the primary point of contact for the client and directs the production of the work products. The Project Manager must be currently employed by the Prime Proponent and be a registered professional engineer in Puerto Rico.

**Project Professional:** Defined as the individual who assisted a Project Manager and served as the lead supervisor of the project's technical activities and may include roles such as Technical Manager or Senior Technical Consultant. This position may also serve as the point of contact for the client in the Project Manager's absence. The Project professional must be either a registered professional engineer or licensed planner with valid and active licenses in Puerto Rico with at least (10) ten years of demonstrated experience in the solid waste planning field as demonstrated by similar projects submitted.

**Successfully Complete:** Defined as completion of the work and the "Owner has accepted the work.

Under this similar project description, the project may have been performed under a specific contract. A specific project performed under a continuing contract may be submitted. The submittal of a general continuing contract without referencing a specific project that meets one of the listed elements is not acceptable as a similar project.

**The proposer shall ensure that the basic description of the similar project, including all required performance requirements and dimensions, are identified and that the elements are adequately explained in the text. The description shall document how the listed element was performed in conjunction with the overall project. The mere listing of elements without specific details in the body of the description will negatively impact the scoring for the project.**

**Failure to identify the specific performance requirements and/or dimensions of the project to ensure it meets the similar project description shall negatively impact that project's score.**

Note: Determination of a project as similar shall be at the sole discretion of the DNER.

**XIX. SIMILAR PROJECTS:**

"Similar Projects" for the purposes of this Request for Proposals (RFP) has been defined as:

**Project Type A – Solid Waste Master Planning:**

Successfully completed a solid waste management master plan for a county-wide or regional solid waste management system serving a population greater than 1,500,000. The Project shall have been successfully completed within the fifteen (15) years prior to the due date of proposals in response to this Request for Proposals.

**Project Type A shall demonstrate the following competence elements:**

- a. Developed solid waste projections and infrastructure needs,
- b. Evaluated alternative solid waste processing, recycling, disposal, or other approved management methods, considering USEPA’s Waste Management hierarchy
- c. Evaluated the financial cost of proposed solid waste programs,
- d. Performed stakeholder education, public input surveys, and public presentations,
- e. Considered a sustainable approach to solid waste management,
- f. Developed short-term and long-term solid waste management system capital improvement programs, and
- g. Experienced in infrastructure Capital Projects costs.

**Project Type B – Landfill Facility Master Planning:**

Successfully completed a Facility Master Plan for three (3) Sub-part D compliant landfill. The project shall have been successfully completed within the fifteen (15) years prior to the due date of proposals in response to this Request for Proposals.

**Project Type B shall demonstrate the following elements:**

- a. Developed master plan for landfill facilities,
- b. Incorporated phased expansion and closure Plans,
- c. Recommended capital improvement projects, and
- d. Development of cost estimates.

**Project Type C – Transfer Station Evaluation:**

Successfully completed an evaluation or feasibility study and actual development for a transfer station system covering two (2) or more transfer stations. The project shall have been successfully completed within the fifteen (15) years prior to the due date of proposals in response to this Request for Proposals.

**Project Type C shall demonstrate the following elements:**

- a. Developed waste transfer station system needed location analysis
- b. Identified and evaluated waste transfer design options
- c. Evaluated the cost of a direct haul compared to transfer and haul
- d. Recommended capital improvement projects, and
- e. Development of cost estimates together with hauling costs.

**Project Type D Waste-to-Energy or Waste Conversion Technology Evaluation:**

Successfully completed an evaluation or feasibility study for a waste-to-energy or waste-conversion technology facility. The Project shall have been successfully completed within the fifteen (15) years prior to the due date of proposals in response to this Request for Proposals.

**Project Type D shall demonstrate the following elements:**

- a. Identified and evaluated waste-to-energy or waste conversion commercially demonstrated technologies,
- b. Evaluated cost of waste-to-energy or waste conversion, and
- c. Evaluated advantages and constraints of waste-to-energy or waste conversion

**Project Type E-Waste Collection Evaluation:**

Successfully completed an evaluation or implemented improvements to a franchise waste and recyclables collection program including the circular economy criteria and effective utilization and recovery of sustainable materials. The Project shall have been successfully completed within the fifteen (15) years prior to the due date of proposals in response to this Request for Proposals.

**Project Type E shall demonstrate the following elements:**

- a. Prepared waste collection baseline, through the utilization of data and information gathered from the 2022 Waste Characterization Study,
- b. Identified and evaluated existing and alternative sustainable waste collection alternatives which are cost-effective and that hold established marketing options, and
- c. Prepared waste and recyclables collection franchise agreements and operation cost estimates.

**XX. Additional criteria that will also apply:**

- a. Only one (1) Project Manager may be submitted.
- b. Project Manager shall submit five (5) similar projects, of which at least one (1) project must be Project Type A.
- c. Project Professional(s) shall submit a total of five (5) projects in aggregate.
- d. One or more Project Professional(s) may be submitted to meet the Project Professional's similar project requirements.
- e. The Project Manager and the Project Professional(s) may submit the same projects.
- f. Projects submitted by the Project Manager and the Project Professional must cover all five similar project types.

The Proponent may choose to have a different Project Professional for each project type, in which case, there could be one (1) Project Manager and five (5) Project Professionals.

**XXI. EXPERIENCE OF THE PROJECT TEAM:**

It is the responsibility of the Proposer to verify sub-contractors and/or other team members' satisfactory performance on previous ISWMP projects.

**XXII. ORAL PRESENTATIONS:**

At this time, oral presentations are not contemplated for this procurement, however, they may be required at the sole discretion of the Designated Contact Person of the DNER.

**XXIII. PROCEDURES AFTER RECEIPT OF PROPOSALS:**

The following process and procedures will be implemented by the designated DNER personnel in the handling of all proposals received as part of this RFP Process:

- a. Proposals will be evaluated, scored, and short-listed by an RFP Designated Evaluation Committee based on the weighted criteria described herein.
- b. After the RFP Designated Evaluation Committee completes its evaluation, the evaluation results and the short-listed firms will be presented before the DNER Secretary with specific recommendations covering the evaluation process completed. Upon the acceptance of the RFP Designated Evaluation Committee, the determination will be notified to all participants and proponents. If oral presentations are required, the short-listed firms will be notified of the presentation procedures and schedule. If oral presentations are not required, the shortlist will be provided

to the DNER Secretary for approval.

- c. Award shall be made to the responsible proponent whose proposal is determined in writing to be most advantageous to the government, taking into consideration evaluation and price factors set forth in this RFP. No other factors shall be used in the evaluation cost.
- d. The party adversely affected by a decision may, within the term of twenty (20) days from the deposit in the U.S. Postal Service or email notifying the bid award, file a motion for reconsideration before the Agency.

**XXIV. COST AND PRICING DATA:**

The DNER will require the selected Proponent to provide in addition, to its BEST and FINAL OFFER the following documentation to support the Cost Proposal as a condition precedent to the execution of the Contract:

- a. A certified audited financial statement for the most recently completed fiscal period, or within the last twelve (12) months, clearly showing the costs (not percentage) of direct labor, indirect labor, fringe benefits, general administrative and overhead costs, and a statement of profit or operating margin requested. **A detailed general ledger that is reconciled to the statement of direct labor, indirect labor, fringe benefits, general administrative, and overhead costs shall be furnished upon request of the DNER.**
- All indirect costs shall be computed in accordance with the BEST Accounting Principles,**
- b. A detailed summary of any transactions between organizations under common control that are included in the indirect costs reported in paragraph “a.” above,
- c. Raw labor rates by labor classification certified as accurate by an officer of the company,
- d. Breakdown of the fee by task/labor classification and raw or billable hourly rate/number of hours,
- e. Summary of fees for services to be provided by subcontractors,
- f. Scope of work and fee Proposal from each sub supporting the above summary, on the subcontractors’ letterhead. The scope of work for each sub must support the scope of work of the prime Consultant’s contract,
- g. Breakeven multiplier statement from each subconsultant (breakeven multiplier includes direct and indirect labor, general administrative and overhead costs) and the profit or operating margin clearly indicated,

- h. Proposed Project Schedule,
- i. Breakdown of all out-of-pocket and/or direct expenses, and
- j. If any costs for local travel are included, there must be compelling reasons for such costs that must be adequately supported with specific justification.

**XXV. SUPPORTING DOCUMENTATION:**

The DNER will require the selected Proponent to provide the following documentation to support the negotiation of its Proposal.

- a. Scope of service as revised during contract negotiations. Note that changes should serve to clarify the scope and not add or delete from the scope of work as contained in the Request for Proposals,
- b. Billable hourly rates for each proposed sub-consultant developed by multiplying the raw labor rates by the breakeven multiplier. This information must be certified by an officer of the firm. The Break-even multiplier includes direct and indirect labor, general administrative, and overhead costs. Profit or operating margin must be clearly indicated in the document to be provided together with the RFP Proposal, and
- c. Valid insurance certificate(s) evidencing 100% contractually required coverage.

**XXVI. DEBRIEFING OF PROPOSERS:**

Not later than thirty (30) days after approval of a Proponent selection by written communication from the Secretary of the DNER, the selected Proposer may submit a written request to the Designated Contact Person for a debriefing on the evaluation of their proposal. The Designated Contact Person will schedule a meeting with the selected Proponent for the debriefing. However, at the Proponent's request, the debriefing may be conducted via telephone conference. The debriefing shall include the following minimum information:

- a. Key requirements of the solicitation,
- b. The overall ranking of all proposals. The significant weaknesses or deficiencies in the proposal in response to the requirements of the solicitation,
- c. If requested, an explanation of the score received for each evaluation criteria will be provided, including costs, if applicable,
- d. If applicable, a summary of the rationale for the award, and
- e. Responses to any relevant questions of the proposer.

Untimely debriefing requests will also be considered.

**XXVII. PROPRIETARY INFORMATION:**

In accordance with DNER procurement and GSA Purchasing Regulation, all proposers should be aware that formal solicitations and the responses thereto are in the public domain. Requests for confidential treatment will not supersede the DNER's legal obligation to provide records to the public consistent with applicable law. Proposers must cite specific, applicable legal grounds to support a request for confidential treatment, of any portion of a proposal. Requests by proposers to keep entire proposals confidential are generally not supported by applicable laws. At a minimum, the DNER will disclose the successful proposer's name, the substance of the bid/proposal, and the cost.

If the proposer requests confidential treatment, the bidder/proposer must submit an additional copy of the proposal with the proposed confidential information redacted. This copy must include a general description of the information claimed to be confidential and shall only be redacted in the least expansive manner necessary to effectuate the requested exemption(s). In a separate attachment, the proposer shall supply a listing of the provisions identified by section number for which it seeks confidential treatment and identifies the statutory basis under commonwealth law, including a detailed justification for exempting the information from public disclosure.

Proposer shall hold harmless and indemnify the DNER for all claims, actions, suits, judgments, fines, costs, or damages the DNER may incur because of the proposer's request for confidential treatment of its proposal. Proposer agrees and understands that the DNER may make copies of, and distribute, the proposal without any requested redactions, to facilitate evaluation. Proposer warrants that such copying will not violate the rights of any third party.

**XXVIII. DEVELOPMENT OR ASSISTANCE IN THE DEVELOPMENT OF SPECIFICATIONS -REQUIREMENTS -STATEMENTS OF WORK:**

Firms and/or individuals that assisted in the development or drafting of the specifications, requirements, statements of work, or solicitation documents contained herein are excluded from competing for this RFP Process.

This shall not be applicable to firms and/or individuals providing responses to a publicly posted Request for Information (RFI) associated with a solicitation.

**PROJECT REQUIREMENTS:**

**I. INTRODUCTION:**

Solid Waste Management is one of the major and significant challenges Puerto Rico is facing today. The Department of Natural and Environmental Resources (DNER) intends to develop a 2022 Solid Waste Management Plan (ISWMP) with the objective of using it as a planning guide/ road map for the selection of a series of NEW solid waste infrastructure, including, its location that provides the lowest operation cost for the island-wide overall management of solid waste in PR. This important planning instrument provides alternatives in the short, medium, and long term aimed at increasing the rate of diversion and recovery of recyclable materials and the reclamation of sustainable materials from the waste stream in the island through the incorporation of prudent circular economy and sustainable materials management concepts.

Solid waste collection, processing, and disposal are critical elements needed for the development of a comprehensive program geared to protect the environment and achieve human health regulatory goals, including maintaining clean air, soil, and water, particularly within our poor / low-income communities. Moreover, efficient solid waste management facilities and infrastructure allow an effective management tool for the mitigation and reduction of greenhouse gas emissions originating from unlined and uncapped landfills.

The development of the island-wide **Integrated Solid Waste Management Plan (ISWMP)** is critical to facilitate that all new and existing solid waste management systems be designed and maintained in compliance with applicable regulations addressing among others climate change challenges. Properly sited, constructed, and maintained solid waste disposal facilities can minimize the risk of water and soil contamination associated with improper / non-compliant facility operation.

As a result of the recent hurricanes, landfill capacity in Puerto Rico was drastically impacted by the disposal of large amounts of disaster debris, and non-compliant landfills reached their capacity, forcing them to close sooner than expected. This reality has forced the Government of Puerto Rico to develop an aggressive planning and construction program geared to facilitate the development of new disposal infrastructure on an urgent basis. This challenge has forced the Department of Natural and Environmental Resources (DNER) to undertake the development of new disposal infrastructures, that will consider among others, new waste transfer stations needed to maximize landfill utility, shorten hauling routes and minimize waste management costs.

In November 2021, the Governor of Puerto Rico unveiled a Solid Waste Management Strategy designating the Department of Natural and Environmental Resources (DNER), as the institutional entity in charge of the development of a 2022 *ISWMP for the Island*. Said action was needed to coordinate the development of a cohesive all-inclusive strategy that addresses environmental requirements and that promotes an effective solid waste management strategy in Puerto Rico. This includes the development of new cost-efficient waste management infrastructure, addressing all post-storm solid waste management needs, and integrating among others, commercially demonstrated technological waste management options. The ISWMP will integrate as well, results from the 2022 Waste Characterization Study in an effort geared to clarify generation rates, waste diversion potentials, and the population migration challenges and their impact on the existing landfills and other related solid waste management and disposal options.

***BIDDERS SHOULD NOTE THAT ANY AND ALL WORK INTENDED TO BE SUBCONTRACTED AS PART OF THE BID SUBMITTAL MUST BE ACCOMPANIED BY BACKGROUND MATERIALS AND REFERENCES FOR PROPOSED SUBCONTRACTORS- NO EXCEPTIONS.***

## **II. PURPOSE:**

Hurricanes Irma and Maria significantly impacted the existing solid waste management infrastructure in PR. As a result of said natural disasters, landfills, transfer stations, state roads, and landfill monitoring equipment were severely impacted, coupled with buildings destroyed, vehicles damaged, office space impacted or destroyed, and other hard assets lost in Puerto Rico. The management of the debris generated during the recovery and reconstruction activities had an impact as well on the island landfill capacity, reducing the limited landfill capacity by an average of two years.

As a result, landfills' capacities were reduced forcing existing non-compliant landfills to be closed sooner and creating an urgent need for new landfills and related supplemental infrastructure needed on the Island. The development of the **Integrated Solid Waste Management Plan (ISWMP)** is required to maximize landfill air space utilization, and the identification of Non-Compliant Sanitary Landfills (**SL**) is to be closed within the next four (4) years. The Plan will allow the effective evaluation of existing sanitary landfills with potential lateral expansion capabilities, identification of shortened hauling routes, maximization of waste management, protection of the environment, and health, enhancement of recycling infrastructure, and minimizing waste management costs.

**Approach toward the development of the Integrated Solid Waste Management Plan (ISWMP)**

The main objective of this **ISWMP** is to define sustainable-cost efficient strategies for managing Puerto Rico's solid waste in a safe and environmentally efficient manner for the next 30 years. In addition, the strategies to be selected should provide a prioritized work plan for the development of the necessary waste management and disposal facilities together as a road map for the implementation of actions needed to undertake the construction of the much-needed infrastructure. This Plan includes an Infrastructure Development Study together with a Disaster Debris Management Plan to maximize disposal and solid waste management efficiencies and resilience including structures needed for the environmentally sound disposal/recycling of future storms or natural disasters generated debris.

Proponents must use as a basis for the NEW Integrated Solid Waste Management Plan the Document developed and approved by the former Solid Waste Management Authority (SWMA) in 1995. Efforts must be exercised to utilize a similar project analysis approach integrating the cost of hauling loaded miles costs, and infrastructure location with the primary goal of achieving the most cost-effective system for Puerto Rico. Baseline information covering the existing 29 operational landfills will be necessary as a starting point for preparing preliminary reports with detailed scopes of work and budgets.

### **III. LEGAL AUTHORITY:**

The DNER is the governmental entity with the ministerial duty to establish a public policy regarding the conservation of natural resources and the environment. DNER is also tasked with ensuring that landfills, transfer stations, and material recovery facilities, together with all other waste management and disposal infrastructure operate in compliance with the applicable rules and regulations aimed to promote human health and environmental compliance. This must be accomplished in compliance with Article VI, Section 19 of the Constitution of Puerto Rico, Act No. 23 of June 20, 1972, as amended, better known as the Organic Law of the Department of Natural and Environmental Resources, the Reorganization Plan No. 1 of December 9, 1993, and Law # 171 of November 2, 2018, covering the most recent Reorganization Plan for DNER.

In 1994, the Government of Puerto Rico secured the delegation and was authorized to implement and undertake the administration of the Solid Waste Management and Sanitary Landfill Systems (SRS) program as required under the Subtitle D of the federal Resources Conservation and Recovery Act (RCRA), 40 CFR Parts 258 and 259. As such, DNER is also responsible for

solid waste management permits and programs in Puerto Rico, pursuant to the Puerto Rico Environmental Public Policy Act, Law Number 416 of November 22, 2004. To carry out these mandates, the DNER must secure all data required to allow the development of prudent Public Policies aimed to protect the general health of local communities and the environment in Puerto Rico.

#### IV. **SCOPE OF WORK:**

DNER is in a unique position to create and formulate strategies that will define the actions that are needed to ensure the implementation of sound management and environmental compliance initiatives aimed of ensure domestic/commercial solid waste management on the Island.

##### **a. Integrated Solid Waste Management Plan (ISWMP):**

The primary focus in the development of the **ISWMP** should be (1) projects prioritization and (2) the development of a comprehensive work schedule for the implementation of needed projects as part of the overall Island-Wide program. The **ISWMP's** main objective will be to define sustainable strategies for managing Puerto Rico solids waste in a safe and efficient manner integrating commercially proven technologies that allow the operation of a comprehensive solid waste management system for the next 30 years. This must be accomplished in compliance with all applicable environmental regulations, at the time required air space capacity covering post-storm or disaster waste/ debris disposal and recycling needs are provided.

Disaster-related waste or disposal is a well-recognized threat to the community's health, safety, and environment. In addition, it can be a major impediment to post-disaster rescue operations. Experience shows that disaster waste or debris is often managed in an ad hoc manner, however, substantial improvements can be made in future planning efforts and response initiatives.

A key issue that must be addressed through the development of the **ISWMP** is the limited space and the non-compliant deficiencies identified at critically existing landfills reaching their useful life. As these landfills reach their disposal capacity, a new shortfall in disposal capacity is generated. If supplemental new and fully in-compliance disposal capacity is not provided the capacity at the remaining active landfill will be consumed at an accelerated rate. The development of the **ISWMP** will provide an approach for getting projects done in a cost-effective manner.

The strategy to be utilized in the development of the **ISWMP** must consider as well, the 3R approach (reduce, reuse, and recycle) established at the source of origin together with the different levels of solid waste management initiatives including collection, transportation, treatment, and

disposal together with monitoring and regulation. Also, the **ISWMP** will include financial mechanism, utilization of commercially demonstrated technologies and infrastructure, together with the potential role of various stakeholders in Puerto Rico in the development of a Long-Term Solid Waste Management Plan.

**b. Objectives Associated with the Development of the ISWMP:**

Below please find a summary of the Key Objectives associated with the development of the ISWMP by the DNER:

- a) Prioritization of infrastructure projects in areas where available disposal sites are reaching air space capacity,
- b) Evaluation Closure requirements applicable to recommended Sanitary Landfill (SL) to be closed within the next four (4) years,
- c) Identification of legal inter-municipal arrangements, among others, needed to facilitate the implementation of Closure Plans together with the construction of new infrastructure projects,
- d) Utilization of results obtained from the Solid Waste Characterization Project for the accurate assessment of solid waste management's needs over a 5, 10, 20, and 30-year time frame including collection, transportation, processing, recycling energy recovery and disposal,
- e) Identification and recommendations of alternative commercially demonstrated technologies for solid management, energy recovery, and disposal,
- f) Recommendation of the technologies to be utilized when closing existing landfill that reached its operational and disposal capacity,
- g) Develop a transportation network that will maximize the hauling of domestic/commercial solid wastes at the lowest loaded mile cost, and
- h) Identification of sites that provides the required characteristics to allow the development of cost-effective island-wide domestic solid waste systems in Puerto Rico.

In addition, in undertaking the abovementioned tasks, the selected Proponent must consider the following factors and conditions:

- a) Projected population and waste generation, as determined through the 2022 Solid Waste Characterization Study,
- b) Potential Waste / Debris to be generated related to post-storm or disaster debris,
- c) financial and economic factors that may affect the effective finance of planned solid waste management projects.

The **ISWMP** to be developed should focus on the immediate development of the facilities and systems, according to U.S. Environmental Protection Agency solid waste hierarchy, such as:

- a) Expansion of existing Sanitary Landfills,
- b) Construction of new Landfills facilities in compliance with the recently enacted Landfill Regulations promulgated by the DNER,
- c) New Transfer Stations Facilities,
- d) Materials Recovery Facilities,
- e) New Waste to Energy Facilities,
- f) Tire Recycling Infrastructure and
- g) Compost Facilities.

**Task # 1: Information and Data Gathering:**

The selected Proponent must discuss with the DNER staff the overall criteria to be considered in the development of the **ISWMP**. They must gather all critical information covering the criteria mentioned before and have then analyzed it as part of Task # 1. These actions are needed for the analysis, strategy formulation, and development of the **ISWMP**.

A Checklist will be available considering all necessary data required to begin the project execution so the development of the **ISWMP** can proceed efficiently and in a timely fashion.

The Proponent must evaluate the regulatory compliance status of each of the 29 operational landfills in Puerto Rico together with its remaining air space capacity. With this knowledge and information, the selected proponent must develop short- and long-term work programs to address the solid waste management requirements in Puerto Rico.

**1. Information to be provided by DNER Team:**

**Waste Disposal Information:**

- a) Solid waste quantities by material type generated by municipality: all categories of recyclables, MSW, etc. as included in the 2022 Waste Characterization Study,
- b) Areas served by each facility, and

- c) Data on who is collecting the solid waste in each municipality and where is disposed of.

**Recycling information:**

- a) Current recycling program activities, and
- b) Recycling Facility where segregated recyclables are diverted.

**Existing Solid Waste Management Facilities:**

- a) List of all existing and planned waste management facilities,
- b) Landfill Facilities utilized by municipality (ies),
- c) Compliance and operational status of landfill been used for disposal of domestic and nonhazardous commercial waste, and
- d) Compliance evaluation of current operations for all active landfill facilities.

**2. Information to be gathered by the selected Proponent:**

- a) Demographic of Puerto Rico, including major population centers utilizing the most recent Census Data,
- b) Projected population growth by municipality expected over 30 years in 5-year intervals,
- c) Projection of the quantity of waste generated annually and the population by the municipality, as secured from the 2022 Solid Waste Characterization Study being developed,
- d) Future solid waste generation rate projection as defined in the 2022 Solid Waste Characterization Study been developed,
- e) Current solid waste policies and procedures,
  - f) Existent situations and options covering the local and global recycling markets, and
- g) Solid Waste disposal, waste to energy, composting, and recycling practices.

**Deliverables Task # 1:**

- a) Coordination and scheduling of required strategic meetings with DNER Staff and the Designated Contact Person to define all information and data gathering needs,
- b) Summary of existing solid waste generation disposal quantities and recycling rates, and
- c) Summary of projected solid waste generated quantities by municipalities considering population migratory and behavioral patterns, and
- d) Compliance Status of existing operational landfill sites together with data around the landfill facilities to be closed.

**Task # 2 Analysis of Information Related to ISWMP:**

The objective of Task # 2 will be to analyze, compile and summarize the information gathered under Task # 1. With this analysis, the selected Proponent will develop a macro-level picture of the current situation covering the handling and disposal of domestic and commercial Non-hazardous solid waste in Puerto Rico. The selected proponent shall provide, together with the previous information, a comparison of waste generation future projections under different scenarios including post storms or natural disasters waste and debris disposal and recycling needs. This will also consider functional capacity, and useful landfill disposal life as well as the general conditions of the facilities.

The areas that will be considered in describing the existing solid waste management activities and future adequacy may include source reduction, reuse, and recycling, collection and transfer station operations, waste to energy and landfills facilities together with applicable strategies related to a circular economy and re-utilization of sustainable materials.

**Deliverables Task # 2:**

- a) Summary of General Conditions of existing solid waste management facilities in Puerto Rico,
- b) Analysis of existing solid waste flow, generation, and short-term and long-term disposal challenges.
- c) Summary of current and projected solid waste quantities handled by each facility under current scenarios and after future disaster recovery phases, based on the conclusions included in the 2022 Waste Characterization Study.

**Task # 3 Solid Waste Processing Technology Assessment:**

The objective of Task # 3 is to analyze different commercially demonstrated waste management processing/reduction technologies, and reuse, including their energy generation potential, and management alternatives, and assess the feasibility of implementation in Puerto Rico.

The following evaluation must be included for each technology to be analyzed and evaluated:

- a) Description of processing technologies, (advantages and disadvantages),
- b) Demonstrated experience (i.e., full scale vs. pilot scale, number of facilities at commercial operation and its location),
- c) Operating cost,
- d) Projected Tipping Fees,
- e) Related Hauling Costs based on recommended facility location,
- f) Real State requirements,
- g) Potential Environmental Impacts and benefits, including Greenhouse gas emissions
- h) Available suppliers, and
- i) Solid waste components to be handled from the solid waste stream (organics, construction, and demolition (C&D) debris, glass, etc.)

**Deliverables Task # 3:**

- a) Analysis report covering all potential technologies evaluated.

**Task # 4 Evaluation of Project Financing Models:**

The objective of Task 4 is to assist DNER with the review of available public and private financing options available for the development of new facilities. The public and federal financing options will consider among others: (1) Community Development Block Grant (Disaster Relief), (2) Rural Development Federal Funds through its different financing and grant options, (3) American Rescue Plan Act (ARPA), (4) Environmental Protection Agency Disaster Relief Grant, together with (5) State Funding.

In the event facilities to be developed will be managed by a private operator, required financing must be provided by the proposed facility operator through private financing.

**Deliverables Task # 4:**

A memorandum discussing the proposed financing options for each facility has been recommended.

**Task # 5 New Integrated Solid Waste Management Plan:**

The objective of Task # 5 is to develop the ISWMP considering the data gathered and secured from the completion of previous tasks. This Plan will among other address the following tasks:

- a) Present different scenarios for implementation of the solid waste management recommendations,
- b) It will compare its individual tipping fees, as well as the hauling cost associated with the implementation of said option,
- c) Define a schedule for “project” implementations over the next 30 years, in intervals of 5, 10, 15, 20, 25, and 30 years.
- d) Integrate new technologies for solid waste management in the following orders: Northern Region, Culebra & Vieques Islands, Central Region, and the remainder of Puerto Rico.
- e) Incorporate research, data compilation, analysis (including transportation and economic factors), strategic planning, and evaluation to demonstrate integrated solid waste management practices.
- f) Summarize current waste handling practices, including locations, the area required, capacities of each existing major solid waste processing facility and transfer station

- g) Increase waste minimization through promoting prevention, reduction, reuse and recycling of waste.
- h) Analyze the role of stakeholders at different levels of the solid waste management chain.

This **Integrated Solid Waste Management Plan (ISWMP)** will develop and recommend the most efficient and cost-effective solid waste implementation strategies designed to address the adequate management of the waste stream on the Island. The Plan will integrate different components needed to achieve the highest operational efficiency and effectiveness required to achieve the lowest operating costs for solid waste handling, hauling, recycling, waste reduction-reutilization, energy production, and disposal.

**Deliverables Task # 5:**

- a) Preliminary draft of the Integrated Solid Waste Management Plan (**ISWMP**) considering the recommended waste management strategies including the execution schedule, potential location sites, and identification of potential funding sources.
- b) This **Draft ISWMP** will include the components needed for a Disaster Debris Management Plan (DDMP) geared to maximize operational efficiencies and resilience during future natural storms or environmental disasters.
- c) The **Draft ISWMP** shall include a detailed cost analysis for each facility recommended as well as the best / most cost-effective location of all transferring facilities including a hauling cost loaded miles analysis for each recommended waste management option,
- d) Presentation of the **ISWMP** Final Report.

**V. DNER ISWMP Key Staff:**

Mrs. Evelisse Colón Carrero  
DNER'S Headquarters  
Designated Contact Person  
Land Pollution and Control Area  
E-mail: [evelissecolon@drna.pr.gov](mailto:evelissecolon@drna.pr.gov)

Mr. Antonio Ríos  
DNER'S Headquarters  
Special Assistant Secretary Office  
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Mrs. María V. Rodríguez  
DNER'S Headquarters  
Land Pollution and Control Area Acting Director  
E-mail: [mariavrodriguez@drna.pr.gov](mailto:mariavrodriguez@drna.pr.gov)

**VI. Additional Requested information:**

This RFP for the development of the **Integrated Solid Waste Management Plan** is being published on the DNER website and local newspaper. It is the responsibility of each Proponent to check within DNER webpage for any addenda or modifications published thereafter.

**VII. Reservations and Limitations:**

The DNER may request additional information from participating Proponents, including presentations if needed to clarify elements of their proposal. DNER also reserves the right to verify the qualifications of each proponent, including contacting existing customers.

DNER reserves the right to waive any informality in or to reject all bids if it is in the public interest to do so.

**VIII. Proposed Outcomes:**

**1. Summary of Timeline and Work to be completed.**

A timeline would be established to ensure that the project objectives are achieved. Notwithstanding, the proposed timeline shall be subject to changes when deemed necessary by DNER Project Management. Any changes must be notified in written to the DNER Designated Contact Person.

**2. Proposal Working Schedule:**

- a) Deliverable # 1 starts when the contract is signed and is delivered 10 days after.
- b) Deliverable # 2 starts after the final approval of Deliverable # 1 and is due 30 days after.
- c) Deliverable # 3 is submitted 15 days after RFP work is initiated and performed in 15 days intervals.
- d) Deliverable # 4 starts when work included in Deliverable # 3 is complete and is due 45 days before the final report is submitted.
- e) Deliverable # 5 starts after the completion of Deliverable # 4 and is due within 60 days of completing tasks # 5.

**Figure # 1**

Deliverable	Month					
	1	2	3	4	5	6
1						
2						
3						
4						
5						

**3. Quarterly reports / Final Report:**

The Selected Proponent must provide quarterly reports with performed tasks, project cost summary, and related activities. A final report will be prepared within 90 days after the completion of all activities required in the approved scope of work.

**IX. Task Order Modifications:**

The DNER Designated Contact Person is the only person authorized to make changes to this service agreement including any technical inputs provided by the Environmental Protection Agency (EPA). Any change must be approved by the DNER Designated Contact Person which must be in writing and considered as a modification to this Task Order and/or Agreement Modification. In addition, ONLY the DNER Designated Contact Person is authorized to provide technical direction on the implementation of the ISWMP.

**X. DNER ISWMP Responsibilities:**

- a) Assist the selected Proponent in securing all data available covering the expected air space of the 29 operating Landfills,
- b) Provide the selected Proponent with a summary of the individual landfill compliance status,
- c) Provide the selected Proponent with a copy of all federal and DNER Compliance Orders and Compliance Plans,
- d) Facilitate the selected Proponent with needed data and information covering the landfill real estate owner for each of the 29 facilities in operation in Puerto Rico,

- e) Assist the selected Proponent in the coordination of any inspections of Landfills or Transfer Stations, Mini Transfer Stations, and Material Recycling Facilities, together with Composting Plants required as part of the development of the **ISWMP**,
- f) Inspect, participate, and provide written inputs to the **ISWMP**.

**XI. Selected Proponent Responsibilities:**

- a) Contract, supervise, and pay the legally established wage and fringe benefits to all employees who are undertaking any task required as part of the **ISWMP**.
- b) Train the field personnel in all aspects of security, health, and procedure to be followed during the solid waste management and disposal site visits in Puerto Rico.
- c) Coordinate with the tasks to be undertaken at the 29 landfills together with other solid waste management and hauling facilities including the development of the needed scope of work for the completion of all contracted tasks.
- d) Provided the equipment and necessary material to execute any required field study, including the personal protection equipment to safeguard the health of all field personnel (gloves, masks, uniforms, among others).
- e) Develop and coordinate all necessary works and activities.
- f) Develop any additional activities requested by the DNER.
- g) At DNER's request, EPA representatives can review and make recommendations on technical direction / additional activities requested by DNER.
- h) Submittal of a Monthly Progress Report.
- i) Develop and submit an Executive Report.

**XII. Insurances:**

The company presenting a proposal must provide a copy of the General Liability Insurance including the DNER as Co -Insured at the time contract execution together with all other documentation and Sworn Statements required by the Government of Puerto Rico DNER.