

## REQUEST FOR PROPOSAL (RFP)

### Management Plans for San Patricio and Nuevo Milenio Urban Forests

#### Inflation Reduction Act Grant: 24-DG-1112007-012

The Department of Natural and Environmental Resources through the State Forester Office is seeking applicants to develop Management Plans for the San Patricio and Nuevo Milenio Urban Forests.

San Patricio Urban Forest (SPUF) was designated in the year 2000, as a result of the community efforts to protect this unique ecosystem within the metropolitan area. Forest consists of over 60 acres of land, in which a high level of biodiversity of plants and animals can be found. It is a unique space that provides multiple benefits for the surrounding communities.

Nuevo Milenio (NMUF) is part of the San Juan Ecological Corridor. The forest is approximately 400 acres of land and includes protected areas such as Los Capuchinos, Doña Inés and Los Siemprevivos Forests, as well as, the Rio Piedras Botanical Garden and the Cupey's Arboretum. It has been managed by the DNER since 1998.

The project has the following objectives:

- Compile, via literature review, the scientific information available for both Urban Forests and use it for the development of appropriate management strategies.
- Develop a management plan that incorporates management strategies towards the following goals:
  - Recreation
  - Education
  - Research
  - Community Involvement
  - Conservation

Special consideration will be given to the following types of projects:

- Those that specify how the project will help to determine key strategies identified in the State Forest Action Plan

- Those that can provide evidence of experience in planning in urban ecosystems
- Those that emphasize stakeholders and community involvement.

Tasks:

- Must comply with federal and commonwealth laws and regulatory as applicable like: [Puerto Rico Environmental Public Policy Law](#), [National Environmental Policy Act \(NEPA\)](#), Regulation 4860, Regulation for the Management of Vulnerable and Endangered Species in the Commonwealth of Puerto Rico, among other.
- Develop a work plan in junction with DNER personnel.
- Submit quarterly progress reports and with each invoice.
- Engage with municipal leaders, scientific community, and community groups (via interviews or roundtables) to gather insights on their perspectives regarding current or future management efforts and needs
- Organize an annual meeting with PR DNER and partners to share literature review findings and recommendations.
- At least two outreach and education activities with local communities to promote those strategies included in the management plans.
- A Management Plan for San Patricio and Nuevo Milenio Urban Forests, that provides clear management recommendations on strategies and legal regulations that can be implemented.
- Submit a final report summarizing the following:
  - Methodology used to design and implement the project
  - Data summary and findings
  - Lessons learned over the course of the project
  - Final Management Plans for both forests

**Proposal content: The proposal should not exceed 10 pages in length. Pages in excess of 10 will not be review.** The proposal should address the following items in a concise, yet complete manner, and offer all the necessary information for the evaluation the proposal:

(1) Title page.

- Project title

- Project locations(s)
- Project team/Project team organization – include name, title, affiliations and contact information of the project leader and key personnel.
- Project Cost- including deliverables (progress report, etc)
- Abstract- describe briefly the project being proposed and any important details.

(2) Proposal Narrative:

- **Goals and Objectives**
- **Methodology**- outline project design and describe tasks that will be completed to meet the project objectives
- **Site description**- provide a description of the sites. Include map(s) of the project area(s) and site photographs.
- **Roles and Responsibilities**- define the roles and responsibilities of all project participants
- **Relevant Experience**-briefly describe relevant experience of the project leader and partners.
- **Outputs, Outcomes, and Evaluation**- specify the expected products and results that will be produced over the course of the project. Discuss the methods to evaluate the effectiveness and success of the project.
- **Project Schedule** - dates of starting and finishing project, as well as a detailed time frame regarding reports, milestones and/or specific activities.
- **Project Budget** – matching funds are not required.

**Eligibility:** All entities authorized to work in Puerto Rico

**Available funding:** \$150,000.00; Each Management Plan should not exceed \$75,000.00

**Estimated Timeframe:** October 2026 through December 2027

**Submittal:** All proposals must be received by 4:00pm EST on Friday May 22nd 2026.

Applicants should submit both an electronic and hardcopy of their proposal as follows:

- Digital- pdf or *Microsoft Word* documents. Could be sent at [dlopezcasio@drna.pr.gov](mailto:dlopezcasio@drna.pr.gov) and [maria.ortiz@drna.pr.gov](mailto:maria.ortiz@drna.pr.gov)
- Hard copy- Two hardcopies should be delivered to:

**Darien López**

**State Forester  
Department of Environment and Natural Resources  
Bureau of Natural Protected Areas  
Edificio Cruz A. Matos  
Carr. 8838 km 6.3 El Cinco  
Río Piedras, PR 00936**

**Proposal Evaluation Process:** Proposals that meet all the requirements of this RFP, will be evaluated by a review team of the BNPA. Proposals will be evaluated on the applicant's demonstrated ability to perform the tasks previously described. Evaluating the effectiveness of the proposed practices and partners involved will also weigh heavily. The criteria that will be used to evaluate the Proposals will be:

- a. Comprehensiveness of the proposal.
- b. Individual or firm's experience and history of performance on similar projects, regarding such factors as quality of work, cost control, and ability to meet schedule.
- c. Adequacy of technical staff, as demonstrated by experience, education, and potential project role.
- d. Firm or individual understands of the services required by the DNER.
- e. Proposed costs.
- f. Organization and scheduling of the project requirements.
- g. Knowledge and ability to comply with federal procurement standards and grant regulations.
- h. Professional quality of the Project Proposal: conciseness, clarity, and thoroughness of presentation.
- i. Project manager accessibility.
- j. Ability to complete project in a short period of time.

**Consultant Selection Notification:** DNER will notify the selection of the consultant not later than **June 18th, 2026**.

**Other Special Conditions:**

- This RFP does not commit to award a contract, to defray any costs incurred in the preparation of a Proposal pursuant to this RFP, or to procure or contract for work.
- All Proposals submitted in response to this RFP will become property of the DNER and will be public records, and as such they may be subjected to public review.

- The DNER, at its sole discretion, reserves the right to cancel this RFP for any or no reason, in part or in its entirety, including but not limited to: selection schedule, submittal date, and submittal requirements. If the DNER cancels or revises the RFP, all potential Contractors will receive notification letter advising the cancellation or revision of the RFP.
- The DNER reserves the right to request additional information and/or clarifications from any or all potential Contractors participating in this RFP.
- Announcement of the selected contractor, contract awards, and all data provided by the DNER shall be protected from public disclosure. Consultants desiring to release information to the public must receive prior written approval from the DNER. The DNER, at its sole discretion, shall determine the release and disclosure of information related to this RFP and any final work products as a result of this.
- It will be required that, the selected Contractor signs a contract for Professional Services.