



DEPARTMENT OF NATURAL
AND ENVIRONMENTAL
RESOURCES

DNER

GOVERNMENT OF PUERTO RICO

EVALUATION AND IMPROVEMENT OF MATERIAL RECOVERY FACILITIES AND SMALL TRANSFER STATIONS

Issued by:

Department of Natural and Environmental Resources (DNER)

San José Industrial Park, 1375 Ave. Ponce de León

San Juan, Puerto Rico 00926

www.drna.pr.gov | 787.999.2200



DEPARTMENT OF NATURAL
AND ENVIRONMENTAL
RESOURCES

DNER

GOVERNMENT OF PUERTO RICO

ISSUE DATE: May 15, 2026

NOTICE REQUEST FOR PROPOSALS FOR EVALUATION AND IMPROVEMENTS OF MATERIAL RECOVERY FACILITIES AND SMALL TRANSFER STATIONS.

RFP #: H-04

THE DEPARTMENT OF NATURAL AND ENVIRONMENTAL RESOURCES (DNER) IS ACCEPTING PROPOSALS TO BE RECEIVED **NO LATER THAN 4:00 P.M. (LOCAL TIME) ON JULIO 1, 2026, FOR EVALUATION AND IMPROVEMENTS OF MATERIAL RECOVERY FACILITIES AND SMALL TRANSFER STATIONS.**

NO PRE-PROPOSAL CONFERENCE IS SCHEDULED CURRENTLY.

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I. LEGAL AUTHORITY:

The DNER is the governmental entity with the charter to establish public policy regarding the conservation of natural resources and the environment. DNER is also tasked with ensuring that landfills, transfer stations, material recovery facilities, together with all other waste management and disposal infrastructure operates in compliance with the applicable rules and regulations aimed at promoting 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 August 2, 2018, covering the most recent Reorganization Plan for the 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 program in Puerto Rico, pursuant to the Puerto Rico Environmental Public Policy Act, Law Number 416 of September 22, 2004. To carry out these mandates, DNER must secure all data required to allow the development of prudent Public Policies aimed at protecting the general health of local communities and the environment in Puerto Rico.

II. GENERAL INFORMATION AND REQUIREMENTS:

A. 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. Maria V. Rodriguez at 787-999-2200, ext. 6221 or Mrs. Evelisse Colón Designated Contact Person at 787-999-2200 ext. 6074 downloaded from: <https://www.dnra.pr.gov>.

B. PROPOSAL SUBMISSION DUE DATE:

Firms are strongly encouraged to submit responses electronically. Firms will not be permitted to fax or email offers.

The proposals for furnishing the above professional services will be accepted up to **4:00 PM (local time), July 1, 2026**, 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.**

Proposals delivered via mail 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
Designated Contact Person
Land Pollution Control Area

C. 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. Your point-of-contact for this solicitation / clarification will be Mrs. Evelisse Colón at (787) 999-2200 Ext. 6074 or evelissecolon@drna.pr.gov **You may contact Mrs. Evelisse Colón at any time during this process, including during the period of time provided in this RFP.**

1. All Proponents interested in submitting proposal shall submit their intention to Mrs. Evelisse Colón at evelissecolon@drna.pr.gov by **Junio 3, 2026 @ 4:00 PM** Puerto Rico Time.
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.
3. Electronic copy shall be in Microsoft Word or Adobe – the most recent software version.
 - a) 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.
4. No Pre-Proposal Conference is scheduled at this time.
5. 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.

6. The decision to refuse to consider a proposal that was received beyond the date/time established in the solicitation shall not be the basis for a protest pursuant to the DNER purchasing procedure.
7. Proposals received after the specified time and date shall be returned unopened.
8. 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 DNER.
9. Proposers are instructed to present its Proposal on a binder form including a Table of Content and all pages sequentially numbered.
10. The proposal to be presented before DNER, covering the evaluation and improvements of material recovery facilities and small transfer station, must 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, &
 - e) Team experience & expertise.
11. The proposal must be presented printed no smaller than 12 points when using a computer or must be 10 pitches when using a typewriter.
12. Faxed proposals shall be rejected as non-responsive, regardless of where the fax is received.
13. Proposals may be submitted via the electronic submission portal at: evelissecolon@drna.pr.gov, or in the **Secretariat 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. Proposals received will be evaluated by the RFP Evaluation Committee as Designated by the DNER Secretary.
14. If proposals are mailed or hand delivered, ensure they are secured in a sealed envelope, addressed as follows:
 - a) Hand Delivery:

Department of Natural and Environmental Resources
Secretariat Office
First Floor
Road 8838, Km. 6.3
El Cinco Ward
Río Piedras, Puerto Rico 00926
 - b) Mailed:

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

15. Proposers must indicate on their proposal envelope the following:

Request for Proposal Number:	H-04	
Due Date:	Julio 1, 2026	By 4:00 PM (PR Time)
Name of Proposer:		
Phone Number of Proposer:		

16. Proposers shall not contact any member of the DNER Technical Personnel or any staff (except as provided below) 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.

17. Questions concerning this Request for Proposals must be directed to Mrs. Evelisse Colón, RFP Contact Person at email 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.**

18. Technical concerns/questions shall be submitted in writing, **no later than 4:00 p.m. on Junio 10, 2026.**

19. The table below summarizes all important dates and milestones related to this RFP covering the development of the 2025 LC&FES.

ACTION REQUIRED	DUE DATE & FILING TIME
RFP Publication Date	May 15, 2026
Last date to file interest in presenting proposal by proponents	Junio 3, 2026 @ 4:00 PM (Puerto Rico Time)
Last date to present questions related with the RFP	Junio 10, 2026 @ 4:00 PM (Puerto Rico Time)
Date where Responses will be published	Junio 15, 2026.
Proposals Filing Due Date	Julio 1, 2026 @ 4:00 PM (Puerto Rico Time)

D. 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.

E. DRUG FREE WORKPLACE:

Proponents Must provide a **CERTIFICATION** that they comply with the Drug Free Workplace practices required by the Government of Puerto Rico

F. DRAFT CONTRACT:

The contract that the DNER intends to use for this award is enclosed for reference. Any exceptions to this standard contract must be clearly indicated by return of the standard contract with the Proposal, with exceptions clearly noted. The DNER has the right to require the selected Proposer to sign the attached contract or to negotiate revisions to the contract language prior to execution of the contract, at its discretion.

G. WITHDRAWAL OF PROPOSAL:

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

H. SOLICITATION CANCELLATIONS:

DNER reserves the right, and the Designated Contact Person has absolutely and sole discretion, to cancel a solicitation at any time prior to approval of the award by the Secretary of the DNER when such approval is required. The decision to cancel solicitation cannot be the basis for a protest pursuant to the DNER Procurement Procedure.

I. TERMS AND CONDITIONS:

1. A minimum coverage of Professional Liability Insurance in the amount of \$1,000,000 (with a deductible permitted not in excess of \$100,000) will be required for this project.
2. Selection shall be in accordance with the DNER Purchasing Regulation.
3. The DNER reserves the right to accept or reject any or all Proposals that it may in its sole discretion deem nonresponsive, to waive technicalities, or to accept the Proposal which, in its sole judgment, is most advantageous and best serves the over-all interests of the DNER.
4. The DNER reserves the right to request clarification of information submitted and to request 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. By submission of 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.
6. Proposers must not discriminate against any employee or applicant for employment because of race, religion, color, sex, age, or national origin.
7. The Proposer understands that this RFP does not constitute an agreement or contract with the Proposer.
8. 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.

J. MINORITY/WOMEN OWNED BUSINESS ENTERPRISE:

1. Proposers must address how they intend to comply with the Government of Puerto Rico M/WBE hiring commitment. The goal is to have a certified minority/women business enterprise is 15% of the contract value for this project. The goal is to achieve minority/women group employment levels for Proposer to maintain 10% minority and 5% women employee workforce levels in specific categories.
2. All participating M/WBE firms must be **currently certified by an appropriate government agency. All firms must be certified by the Government of Puerto Rico Department of State certified and holding a GOOD Standing Certification at time of submitting the Proposal and must be certified in the area(s) for which they will be used.**
3. Proposers **must submit signed Letter of Intent** with their Proposal for **certified M/WBE sub-consultants** identified 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 to be contracted to the listed sub-consultant. **Letters of Intent must be signed by both the Proposer and the M/WBE sub-consultant.**
4. The Consultant **must provide all** subcontract agreements prior to the execution of the Professional Services contract under this RFP. Together, the Prime Proponent agrees to:
 - a) Incorporate a 72-hour prompt payment assurance provision and payment schedule in all sub- consultant agreements between the Proponent and sub-consultants.

Note: The DNER reserves the right to verify that all sub-consultants are being paid within 72 hours of the DNER's remittance to the prime Proponent.

- b) Include the following statement in the executed agreement: "It is the M/WBE's responsibility to submit the required quarterly M/WBE utilization reports to the prime and final M/WBE denoting the percentage of the overall contract fees".
 - c) Notwithstanding any termination provisions in this Sub-consultant Agreement, the Prime Proponent shall not terminate this Sub-consultant Agreement without prior written authorization of the DNER Designated Contact Person, nor shall the Prime Proponent amend this Sub-consultant Agreement or reduce the Scope of Work or monetary value awarded under this Sub-consultant Agreement, without prior written authorization of the DNER Designated Contact Person.
5. The awarded prime consultant's responsibilities and requirements are itemized below:
 - a) File copies of **all executed sub-consultant agreement/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-consultant utilized on the project. This will include, but 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 prior to 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 time of sub-consultant agreement).

- d) Notwithstanding any termination provisions in this Sub-consultant Agreement, the Prime Proponent shall not terminate this Sub-consultant Agreement without prior written authorization of the DNER Designated Contact Person, nor shall the Prime Proponent amend this Sub-consultant Agreement or reduce the Scope of Work or monetary value awarded under this Sub-consultant Agreement, without 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-contract 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 firm on their team.

K. 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) are allowed to participate in any way or in any type of political or other lobbying; nor can they 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:

1. To comment or try to influence the opinion on the merits of a proposal, or in relation to the proposal of another Proponent,
2. 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,
3. To promote their interests or those of the Proponent in the project, including the interests of another Proponent,
4. 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,
5. 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. 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, 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, prior to 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 participation in this RFP. DNER also reserves the right to separate and eliminate definitively the Proponent from DNER future RFP processes this, in addition to the legal and financial sanctions which may be imposed because of one or several of the violations previously mentioned.

L. CONTRACT AWARD CRITERIA:

The DNER will award a single contract for this requirement.

M. PROONENTS QUALIFICATIONS & REQUIREMENTS:

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

1. Proponent Information:

- a) Company Name,
- b) Address, telephone, fax and electronic address,
- c) Company's main contact,
- d) Puerto Rico Department of State Certificate of incorporation,
- e) Puerto Rico Department of State Good Standing Corporate Certification,
- f) Treasury Department five (5) years Income Tax Certification, &
- g) Administration for Child Support Enforcement's Debt Certification

2. Proponent Qualifications:

Each Proponent must provide the following information:

- a) List of three (3) Similar evaluation and improvements of material recovery facilities and small transfer station projects successfully completed. This will include among other the following information: (1) Customer Name, (2) Contact Person, (3) E-mail of Contact Person, (4) Telephone of Contact Person, (5) Brief summary of services provided and the (6) lump-sum figure of the executed contract.
- b) How long has your company been providing such services,
- c) Provide an Organizational Chart of the Proposed Team, including respective roles for each of the Team Members,
- d) Provide a list of equipment and a summary of human resources available to undertake the evaluation and improvements of material recovery facilities and small transfer station, including commitments letters from all Key Personnel, &
- e) A detailed description of your company abilities to complete the tasks included in this RFP.
- f) Provide a Copy of the General Service Administration Unique Proponent Registry (RUP) Certification

3. Certifications of Corporate Adverse Findings:

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

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

4. Additional Certifications Required:

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

N. KEY PERSONNEL:

The Project Manager and Project Professional(s) must be two 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 years' demonstrated experience in the solid waste planning field.

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,

O. 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 people must have been informed that they are being used as a reference and that DNER personnel may be calling or emailing them 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 DNER's inquiries may negatively impact on 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. Consultants or Consultants who provided services under the referenced project (contract) shall not be accepted as references unless they are hired as the owner's representative for the referenced project (contract).

P. 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, and an express requirement that Proponent include in such subcontracts the requirement that subconsultants 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 subconsultant during the contract term. For more information on this process, please refer to United States Citizenship and Immigration Service site at: <http://www.uscis.gov/portal/site/uscis>.

1. 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.

Q. WEIGHTED CRITERIA:

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

<u>Criteria</u>	<u>Weight</u>
Similar Projects Completed by the Proposed Project Manager	15
Similar Projects Completed by the Proposed Project Professional(s)	15
Skills and Experience of the Project Team	20
M/WBE Participation	10
Local Registered Corporation	10
Approach, Understanding, Scope Response	30
TOTAL	100

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 four DNER officials.

The Evaluating 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 final determination and approval of the selected company or organization to carry out the evaluation and improvements of material recovery facilities and small transfer station. The final decision will be sent to all proponents through written notification.

R. DEFINITIONS:

1. **Project Manager:** Defined as the individual who managed the administrative elements of the project, was the primary point of contact for the client, and directed the production of the work products. The Project Manager must be employed by the Prime Proponent and be a registered professional engineer in Puerto Rico.
2. **Project Professional:** Defined as the individual who assisted a Project Manager and served as the lead supervisor of project technical activities, this may include roles 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 or have at least ten years’ demonstrated experience in the solid waste planning field as demonstrated by similar projects submitted.
3. **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.
 - a) The proposer should ensure that the basic description of the similar project, including all required performance requirements and/or 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.

- b) **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.

S. SIMILAR PROJECTS:

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

1. **Similar Project:** Successfully completed a evaluation and improvements of material recovery facilities and small transfer station serving a population greater than 20,000. 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.
2. **Project shall demonstrate the following competence elements:**
 - a) Engineering Competence
 - b) Environmental Science Competence
 - c) Waste Management Competence
 - d) Other Important Competencies

To be considered for a full point, four (6) project criteria must have been successfully completed. To be considered for a half point, three (3) project criteria must have been successfully completed. The Proponent which do not include at least three (3) project criteria successfully completed will receive zero (0) points.

T. ADDITIONAL CRITERIA THAT WILL ALSO APPLY:

1. Only one (1) Project Manager may be submitted.
2. Project Professional(s) shall submit a total of one (1) project in aggregate.
3. One or more Project Professional(s) may be submitted to meet the Project Professional similar project requirements.
4. The Project Manager and Project Professional(s) may submit the same projects.
5. Projects submitted by the Project Manager and the Project Professional must cover all a similar project.

The Proponent may choose to have a different Project Professional for the project, in which case, there could be one Project Manager and Project Professionals.

U. EXPERIENCE OF THE PROJECT TEAM:

It is the responsibility of the Proposer to verify sub consultants and/or other team member's satisfactory performance on previous evaluation and improvements of material recovery facilities and small transfer station projects.

V. ORAL PRESENTATIONS:

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

W. 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 for this RFP Process:

1. Proposals will be evaluated, scored and short-listed by an RFP Designated Evaluation Committee based on the weighted criteria described herein.
2. 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 just 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 short-list will be provided to the DNER Secretary for approval.
3. The party adversely affected by a decision may, within the term of twenty (20) days from the deposit in federal mail or email notifying the award, file a motion for reconsideration before the agency.

X. COST AND PRICING DATA:

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

1. A certified audited financial statement for the most recently completed fiscal period, or within the last 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.
2. A detailed summary of any transactions between organizations under common control that are included in the indirect costs reported in paragraph "a." above.
3. Raw labor rates by labor classification certified as accurate by an officer of the company.
4. Breakdown of the fee by task/labor classification and raw or billable hourly rate/number of hours.

5. Summary of fees for services to be provided by subconsultants.
6. Scope of work and fee Proposal from each sub supporting the above summary, on the subconsultants' letterhead. The scope of work for each sub must support the scope of work of the prime Consultant's contract.
7. 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.
8. Proposed Project Schedule.
9. Breakdown of all out-of-pocket and/or direct expenses.
10. If any costs for local travel are included, there must be compelling reasons for such costs that must be adequately supported with specific justification.

Y. SUPPORTING DOCUMENTATION:

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

1. Scope of service as revised during contract negotiations. Note that changes should serve to clarify the scope and not add or delete them from the scope of work as contained in the Request for Proposals.
2. 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. Breakeven 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, &
3. Valid insurance certificate(s) evidencing 100% contractually required coverage.

Z. PROPRIETARY INFORMATION:

In accordance with DNER procurement all proposers should be aware that formal solicitations and the responses thereto are in 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 price.

If the proposer requests confidential treatment, the 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 identify the statutory basis under commonwealth law, including a detailed justification for exempting the information from public disclosure.

The 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. The proposer agrees and understands that the DNER may make copies of, and distribute, the proposal without any requested redactions, to facilitate evaluation. The Proposer warrants that such copying will not violate the rights of any third party.

PROPOSERS 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.

AA. 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.

III. PROJECT REQUIREMENTS:

A. INTRODUCTION:

The objective of this work is assessing and evaluating existing solid waste management facilities requiring retrofitting and upgrading. This task includes conducting structural and capacity assessments and evaluation of existing five transfer stations (Las Marías, Lares, Maricao, Quebradillas, and San Sebastián) and two material recovery facilities (Guayanilla and Hormigueros) to provide recommendations on upgrades/improvements. Those upgrades/improvements will increase the effectiveness and efficiency of the facilities in managing solid waste in their areas. The recommendations/improvements should be consistent with the ISWMP and Solid Waste Characterization Study.

B. PURPOSE:

• **Project Goals:**

The Department of Natural and Environmental Resources (DNER) is soliciting proposals from qualified firms for the following solid waste infrastructure:

1. The evaluation and improvements recommendations to an existing small transfer station, indicated in the introduction, to enhance operational efficiency and environmental compliance
2. The evaluation and improvements recommendations two existing material recovery facilities, indicated in the introduction, to enhance operational efficiency and environmental compliance.

Therefore, this project must be completed, including the final report, by **July 16, 2027.**

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- **Scope of Work:**
- **Existing Transfer Stations and Material Recovery Facilities**
 - a) Data Collection:
 - 1) Review existing records and historical data.
 - 2) Conduct site visits to assess current conditions of the Existing facilities.
 - b) Analysis and Assessment:
 - 1) Analyze the data collected of the existing transfer station.
 - 2) Identify factors affecting capacity of waste storage, and operational deficiencies.
 - 3) Evaluate potential for maximizing the use of existing capacity through improved compaction and operational efficiencies.
 - 4) Site reconfiguration for improved traffic flow
 - 5) Tipping floor and loading area
 - 6) Drainage and leachate control systems
 - 7) Perimeter fencing and lighting
 - 8) Safety signage and traffic control measures
 - 9) Weighing and monitoring systems
 - 10) Minor building renovations (if applicable)
 - 11) Projects Cost Estimates
- **Summary of Work to be completed:**

A timetable has been 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 made in writing to the DNER Designated Contact Person.

TASKS' s TABLE – OUTLINE OF ACTIVITIES AND TASKS REQUIRED TO COMPLETE THE PROJECT.

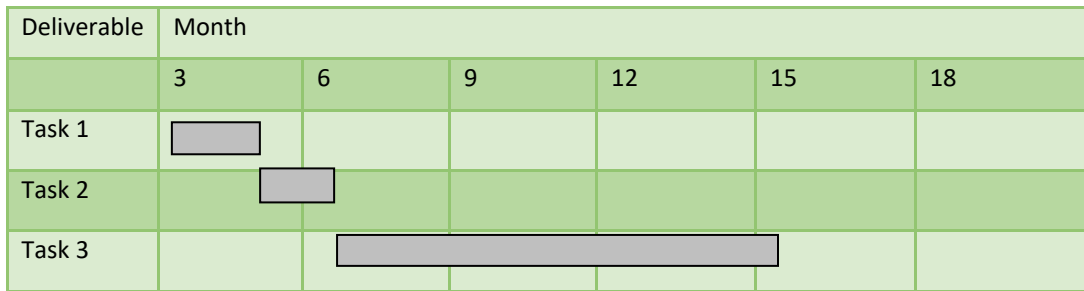
TASK	ACTIVITIES	PERIOD
Task 1	1. Develop the Project Scope of Work plan and schedule of activities. 2. Coordinate with DNER a kickoff meeting. 3. Submission of documentation such as Project Plan, etc., for DNER approval	See Figure 1
Task 2	Data gathering	See Figure 1
Task 3	Selected proponents will start performing the necessary activities to complete the RFP scope of work.	See Figure 1
Task 4	The selected proponent will prepare and submit for revision and acceptance DNER quarterly reports. DNER's Project Manager will be responsible for collecting all the comments of DNER's and providing those to EPA's designated official in a timely manner.	Quarterly (proposers) Monthly (DNER)
Task 5	The selected proponent will be preparing a final report within 90 days after completion of all field activities required in the approved Project Management Scope of Work. DNER's Project Manager will be responsible for collecting all the comments of DNER's and	90 days (Proposer)

TASK	ACTIVITIES	PERIOD
	providing those to the Selected Contractor and the EPA's designated official in a timely manner.	

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- **Timeline table of the Work to be completed:**

A timeline has been 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 made in writing to the DNER Designated Contact Person.

Figure # 1



- a) Quarterly Reports / Final Report:
 - (1) Task 4: The Selected Proponent must provide quarterly reports with performed tasks, project cost summary and related activities. The project report must be prepared in detailed fashion including data tables, graphs, and interpretations of the results.
 - (2) Task 5: A final report will be prepared within 90 days after completion of all activities required in the approved scope of work.
- b) Quality Assurance: The Proponent must outline quality assurance measures, such as data validation and peer review.
- c) Additional Requested information: This RFP for the development of the Landfill Capacity and Future Expansion Study for Puerto Rico 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.
- d) 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 verify qualifications of each Proponents, including contacting existing customers. DNER reserves the right to waive any informality in or to reject all bids if it to be in the public interest to do so.
- e) 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 directions on the

implementation of the evaluation and improvements of material recovery facilities and small transfer station.

- **DNER and RFP selected proponent responsibilities:**

- a) Assist the selected Proponent in securing all data available.
- b) Assist the selected Proponent in the coordination of any inspections to existing transfer stations.

- **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 project.
- b) Train the field personnel in all aspects of security, health, and the procedure to be followed during the solid waste site visits.
- c) Provide the equipment and necessary material to execute any required field study, including the personal protection equipment's to safeguard the health of all field personnel (gloves, masks, uniforms, among others),
- d) DNER and EPA representative can request a review and make recommendations on technical direction / additional activities,
- e) Submittal of a Quarterly Progress Report, and
- f) Develop and submit an Executive Report.

- **Insurance:**

The company presenting the proposal must provide a copy of 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.

- **DNER LPCA Key Staff:**

NAME:	LOCATION:	PROJECT ROLE	E-MAIL
Evelisse Colón Carrero	DNER, Land Pollution Control Area (LPCA), San Juan	Designated Contact Person	evelissecolon@drna.pr.gov
María V. Rodríguez Muñoz	DNER, LPCA, San Juan	LPCA Director	mariavrodriguez@drna.pr.gov