



REQUEST FOR PROPOSAL (RFP)

COMMUNITY BASED CLIMATE ADAPTATION PLAN FOR THE MUNICIPALITY OF LOÍZA

I. INTRODUCTION

The Puerto Rico Coastal Zone Management Program (PRCZMP) was created in virtue of the Federal Coastal Management Zone Act of 1972 and became the coastal element of the Puerto Rico Land Use Plan once adopted by the Commonwealth in 1978. The Department of Natural and Environmental Resources (DNER), through its Coastal Management Office, is the agency responsible for the implementation of the PRCZMP. The four primary roles of the PRCZMP are: (1) Guiding the development of public and private properties in the coastal zone; (2) Active management of coastal natural resources; (3) Promoting sustainable coastal zone development; and (4) Promoting research and education.

As part of its duties, the PRCZMP coordinates the Puerto Rico Climate Change Council (PRCCC). For about three years, scientific information on observed and projected climate change events and their impacts on ecology, biodiversity, the economy, and communities were evaluated by the PRCCC. As a result of these studies, DNER published Puerto Rico's State of the Climate 2010-2013 report.

PRCCC also identified: (1) the need for local mitigation strategies to prevent the increment of sea level, (2) strategies for adapting to climate change effects, and (3) integration of vulnerability analyses and risk data into local plans, regulations, projects, policies, management plans for special areas, and disaster risk mitigation plans.

PRCZMP has made multiple efforts since the last evaluation (CZMA §312 and CZMA §309) to improve education and dissemination of coastal hazards information. However, more efforts are needed to promote safer and more resilient communities.

The objectives for this proposal are to fulfill PRCZMP main strategies:

- (1) Identify an assessment methodology to analyze climate variability and impacts on Puerto Rico, and determine the most vulnerable communities, infrastructure assets, and ecosystems;
- (2) Analyze and prioritize potential hazard mitigation and climate adaptation strategies;
- (3) Establish a GIS-based Coastal Hazards Database and Library and associated metadata;

- (4) Develop a community-based vulnerability assessment and adaptation strategies;
- (5) Develop a guide for design standards and adaptive design alternatives for natural and man-made features in areas subject to coastal flooding;
- (6) Develop recommendations and draft language for new legislation regulations or ordinances for hazard mitigation policies (i.e., building codes, setbacks) in order to implement adaptation strategy recommendations;
- (7) Create multi-media education and outreach materials.

II. REQUEST FOR PROPOSAL

This request for proposal (RFP) is specifically convened to develop a *Community Based Climate Adaptation Plan for the Municipality of Loíza*. Through a participatory process based on the knowledge and needs of the communities, as well as the review of scientific, social and economic studies, DNER seeks to:

- i. Complete a risk and vulnerability to climate change assessment for the Municipality of Loíza¹:
 - a. Describe the current climate hazards (events and conditions) affecting or that have affected the Municipality of Loíza.
 - b. Use methods of active participation for citizens, organizations, the private sector and the public sector. Some of the techniques could be: focus groups, surveys, workshops, participatory mapping, among others.
 - c. Identify critical structures (infrastructure, schools, hotels, etc.) and sensitive coastal ecosystems using the Global Positioning System (GPS) and GIS.
 - d. Evaluate different scenarios and projections of climate change, consistent with the results of the Intergovernmental Panel on Climate Change (IPCC), PRCCC, and others.
- ii. Create the Climate Adaptation Plan: Main document in Spanish and two summary documents one in Spanish and one in English.
 - a. This plan should integrate information gathered in the assessment of risk and vulnerability.
 - b. Review existing plans (e.g. Territorial Plan, Multi-Hazard Plan, among others).

¹ Including: risk to life and property, economy, natural resources, cultural resources, food and agriculture, tourism and recreation, energy and transportation, among others.

- c. Identify and evaluate adaptation strategies for the Municipality. These strategies should be guidelines for the municipal government, community, and businesses.
- d. Include an analysis and recommendations for the protection, restoration, and enhancement of coastal ecosystems.
- e. Include recommendations to implement the strategies for each sector.

III. BUDGET

The project budget must be accurate, organized by task outcome or deliverable, and must not exceed \$ 50,000. Any proposal exceeding \$ 50,000 will not be evaluated.

IV. PROPOSAL REQUIREMENTS

The project proposal should address the following items in a concise and yet complete manner and offer all the necessary information for the evaluation of the proposal:

- (1) Project Team/Project Team Organization (Key Personnel)
- (2) Project Understanding (Background, Proposed Goals, Project Objectives)
- (3) Technical Approach (offer a detailed description of the proposed methodology and identify all tasks to be completed by team members and subcontractors)
- (4) Project Schedule (dates of starting and finishing the project, as well as a detailed time frame regarding reports, milestones and/or specific activities)
- (5) Project Budget; with a detailed budget specified by product.
- (6) A listing of any special skills, innovative concepts for projects and/or any cost control methods proposed for this project.
- (7) Description of the working group, including information of the personnel performing the tasks, experiences, and academic preparation. Identify the person responsible for completing the project. It is preferable that the team collaborates with specialists or has experience in the following fields: planning, GIS, sociology, economics, and ecology, among others.
- (8) Other issues or information relevant to your proposal.
- (9) Copy of the Department of State certification to do business in Puerto Rico.
- (10) A certification of compliance with all federal and state laws to conduct business in Puerto Rico shall be included in your proposal.

Must submit the proposal no later than 4:00pm on February 29, 2016.

Proposals should be in:

- Digital- pdf or *Microsoft Word* documents. Send to pmzc@drna.gobierno.pr
- Hard copy- One executed original Proposal, clearly marked on the cover and two (2) copies of it. Deliver the proposal to:

Ernesto L. Díaz Velázquez
Department of Environment and Natural Resources
Coastal Zone Management Program Office
Edificio Cruz A. Matos
Carr. 8838 km 6.3 El Cinco
Río Piedras, PR 00936

V. EVALUATION CRITERIA

Qualified potential Contractors will be short-listed and the final selection will be made by an advisory committee. The criteria that will be used to evaluate the Proposals will be:

- a. Comprehensiveness of the proposal.
- b. 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 understanding of the services required by the Program.
- 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.

VI. SPECIAL CONDITIONS

- This RFP does not commit the PRCZMP to award a contract, to defray any costs incurred in the preparation of a Proposal pursuant to this RFP, or to procure a contract for work.
- All Proposals submitted in response to this RFP will become property of the PRCZMP and will be public records, and as such they may be subjected to public review after the selection process.
- The PRCZMP, 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 PRCZMP cancels or revises the RFP, all potential Contractors will receive a notification letter advising the cancelation or revision of the RFP.
- The PRCZMP 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 PRCZMP shall be protected from public disclosure. Consultants desiring to release information to the public must receive prior written approval from the PRCZMP. The PRCZMP, 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.
- This request for proposals is addressed specifically to not for profit organizations, local NGOs or chapters of international or United States organizations established in Puerto Rico