

# **Iglesia Ciudad de Salvación**

## **REQUEST FOR PROPOSAL (RFP) SCOPE OF WORK**



### **Proyecto de Construcción de Salones Anexos Iglesia Ciudad de Salvación ISABELA, PR**

Phone: 787-872-9448

**RFP ID: RFP-001-2023**  
**Prepared By: Iglesia Ciudad de Salvación**  
**Date: July 5, 2023**



**REQUEST FOR PROPOSAL  
PROYECTO DE CONSTRUCCION SALONES ANEXOS  
IGLESIA CIUDAD DE SALVACION**

**RFP ID: RFP-001-2023**

**PROPOSAL SUBMISSION DEADLINE:** August 10, 2023, before 4:00pm

**BIDDERS' MEETING:** July 27, 2023, at Iglesia Ciudad de Salvacion, Isabela PR 00662

**QUESTION SUBMISSION DEADLINE:** July 21, 2023

Questions can be submitted prior to the Bidders' Meeting on July 27, 2023; however, no answers will be provided and/or circulated prior to that date.

Questions may be submitted in written form to:

**Contact Name:** Waldemar Tavarez  
**Email Address:** wtavarez.pm@gmail.com

## **INTRODUCTION**

IGLESIA CIUDAD DE SALVACION invites and welcomes proposals for the Proyecto de Construcción Salones Anexos. Based on your previous work experience, your firm has been selected to receive this RFP and is invited to submit a proposal. Please take the time to carefully read and become familiar with the proposal requirements. All proposals submitted for consideration must be received by the time specified above under the "PROPOSAL SUBMISSION DEADLINE."

*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 SUBCONTRACTOR(S) – NO EXCEPTIONS.*

## **PROJECT AND LOCATION**

The project associated with this RFP is or shall be located at IGLESIA CIUDAD DE SALVACION, ISABELA PR 00662.

## **PROJECT OBJECTIVE**

The objective and goal for this project is to build the annex buildings as per construction design.

## **PROJECT SCOPE AND SPECIFICATIONS**

Project Scope and Specifications are detailed in the Design Package provided which can be downloaded from [www.ciudaddesalvacion.org](http://www.ciudaddesalvacion.org) on the FEMA section.



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**SCHEDULED TIMELINE**

The following timeline has been established to ensure that our project objective is achieved; however, the following project timeline shall be subject to change when deemed necessary by management.

**MILESTONE**

**DATE**

Project Completion

July 12, 2024

**PROPOSAL BIDDING REQUIREMENTS**

**A- PROJECT PROPOSAL EXPECTATIONS**

IGLESIA CIUDAD DE SALVACION shall award the contract to the proposal that best accommodates the various project requirements. IGLESIA CIUDAD DE SALVACION reserves the right to: (i) award any contract prior to the proposal deadline or prior to the receipt of all proposals, (ii) award the contract to more than one Bidder, and (iii) refuse any proposal or contract.

**B- DEADLINE TO SUBMIT PROPOSAL**

All proposals must be received by IGLESIA CIUDAD DE SALVACION no later than August 10, 2023, before 4:00pm for consideration in the project proposal selection process.

**C- PROPOSAL SELECTION CRITERIA**

Only those proposals received by the stated deadline will be considered. All proposals submitted by the deadline, will be reviewed, and evaluated based upon information provided in the submitted proposal. In addition, consideration will be given to cost and performance projections. Furthermore, the following criteria will be given considerable weight in the proposal selection process:

1. Proposals received by the stipulated deadline must be in the correct format.
2. Bidder's alleged performance effectiveness of their proposal's solution.
3. Bidder's performance history and alleged ability to timely deliver proposed services.
4. Bidder's ability to provide and deliver qualified personnel having the knowledge and skills required to execute proposed services effectively and efficiently.
5. Overall cost effectiveness of the proposal.

IGLESIA CIUDAD DE SALVACION reserves the right to cancel, suspend, and/or discontinue any proposal at any time, without obligation or notice to the proposing bidder.

**D- PROPOSAL SUBMISSION FORMAT**

The following is a list of information that the Bidder should include in their proposal submission:



**REQUEST FOR PROPOSAL**  
**PROYECTO DE CONSTRUCCION SALONES ANEXOS**  
**IGLESIA CIUDAD DE SALVACION**

**Summary of Bidder Background**

1. Bidder's Name(s)
2. Bidder's Address
3. Bidder's Contact Information (and preferred method of communication)
4. Legal Formation of Bidder (e.g. sole proprietor, partnership, corporation)
5. Date Bidder's Company was Formed.
6. Description of Bidder's company in terms of size, range and types of services offered and clientele.
7. Bidder's principal officers (e.g. President, Chairman, Vice President(s), Secretary, Chief Operating Officer, Chief Financial Officer, General Managers) and length of time each officer has performed in his/her field of expertise.
8. Bidder's Federal Employee Identification Number (FEIN)
9. Evidence of legal authority to conduct business in (e.g. business license number).
10. Evidence of established track record for providing services and/or deliverables that are the subject of this proposal.
11. Organization chart showing key personnel that would provide services to IGLESIA CIUDAD DE SALVACION.

**Financial Information**

- Provide a copy of the most recent audited financial statement, or an annual report by a certified public accountant.
- State whether the Bidder or its parent company (if any) has ever filed for bankruptcy or any form of reorganization under the bankruptcy code.
- State whether the Bidder or its parent company (if any) has ever received any sanctions or is currently under investigation by any regulatory or governmental body.

**Proposed Outcome**

- Summary of timeline and work to be completed.

**Equipment or Service**

- List all equipment or services required for this proposed project and the number of each.
- Detailed estimated cost for each piece of equipment or service.
- List any equipment or services required of a subcontractor, along with a brief explanation.
- List any accommodation, services, or space required from IGLESIA CIUDAD DE SALVACION, along with a brief explanation.

**Cost Proposal Summary and Breakdown**

- A detailed list of all expected costs or expenses related to the proposed project.
- Summary and explanation of any other contributing expenses to the total cost.
- Summary of the total cost of the proposal.



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**Licensing and Bonding**

Provide details of licenses and bonds (if any) for any proposed services that the bidder/contractor may plan on providing for this project.

**Insurance**

- Details of any liability or other insurance provided regarding the staff or project.

**References**

- Provide 3 references.

By submitting a proposal, Bidder agrees that IGLESIA CIUDAD DE SALVACION may contact all submitted references to obtain any and all information regarding Bidder's performance.