

Request for Proposals (RFP) for  
**Architectural and Engineer (A/E) Design Services**

Published: December 14, 2022.

**Deadline to submit Proposals: Thursday, January 19, 2023,  
2:00pm – 4:00pm**

Deliver in person to: Edificio del banco de Desarrollo Económico, Recepción  
Primer Piso, Calle Aldebarán #638  
Urb. Altamira, San Juan PR 00920

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## 1. SUMMARY

The Puerto Rico Housing Finance Authority (PRHFA), as the administrator of an allocation of funds from the Coronavirus State and Local Fiscal Recovery Funds (CSFRF), American Rescue Plan Act (Public Law No. Public Law 117-2) is soliciting proposals from companies or individuals with the capacity and capability to provide architectural and engineer services. The services are requested for the purposes of the project to be implemented by the PRHFA with CSFRF funds, which consists of the relocation of its offices to the "Centro Gubernamental de Minillas" (Minillas),

The term "proposer" herein refers to providers submitting a proposal in response to this RFP. The term "contractor" or "provider" is used to describe the proposer that is ultimately selected to provide the requested services.

An electronic copy of this RFP can be downloaded from the [www.afv.pr.gov](http://www.afv.pr.gov)

Each proposal received in response to this RFP process will be evaluated according to the criteria described in this document.

Proposals (**1 original, and 3 copies**) must be delivered in person in a sealed envelope at the following address: Edificio del Banco de Desarrollo Económico, Recepción Primer Piso, Calle Aldebarán #638 Urb. Altamira, San Juan PR 00920, from 10:00a.m. until 4:00p.m. on or before Friday, January 19, 2023. Proposals received after the above date will not be considered.

**Proposals must be addressed to:**

Carmen Arroyo Casiano  
Auxiliary Director of Administration  
Puerto Rico Housing Finance Authority

The PRHFA shall not be responsible for a proposal delivered to a person other than as specified herein.

Questions or requests for clarification of this RFP may be submitted in writing no later than the date and time indicated in the PROPOSAL SELECTION CALENDAR. Responses to written questions will be issued by the PRHFA, reserving the right to refuse to respond to any question.

Any amendment or addendum to this RFP is valid only if written and issued by the PRHFA.

A mandatory project visit is scheduled with all the interested Design Firms. A walk-through of the facilities will be performed with PRHFA Project Manager and AEP personnel, and a brief Project Overview will be discussed.

**Date: December 22, 2022.**

**Time: 10:00 am**

Place: Centro Gubernamental de Minillas, North Tower. Meeting point: 8<sup>th</sup> Floor, Project Development Department of Public Buildings Authority.

The PRHFA will evaluate all the proposals received to select the firm with the most advantageous proposal to offer the requested services.

After receiving and evaluating the Proposals, based on a best value determination, the PRHFA will recommend the awarding and execution of the Agreement with such Proposer. If the Agreement cannot be executed, the PRHFA may negotiate with the Proposer who submitted the second-best value proposal to award the contract. Alternatively, the PRHFA may terminate the process and not adjudicate the Agreement.

## **2. PROPOSAL SELECTION CALENDAR**

RFP Publication	Wednesday, December 14, 2022
Project Visit/ Meeting	Thursday, December 22, 2022
Deadline for questions	Tuesday, January 10, 2023
Deadline for the PRHFA to respond to questions	Friday, January 13, 2023
Deadline to submit proposal	Thursday, January 19, 2023,
Notification of award to the company or individual with the best value proposal	Friday, February 17, 2023

## **3. GENERAL CONDITIONS**

### *3.1. Principal Responsibility*

The company or individual, who is awarded the RFP, shall assume full responsibility for all services and activities offered, whether provided directly or not. In addition, the PRHFA shall consider the selected contractor to be the sole point of contact with respect to contractual matters, including payment of any and all charges resulting from the contract.

### *3.2 Minimum qualifications*

Those interested in participating in this RFP must meet the following minimum requirements or qualifications:

1. The Proponent must show experience in the Design, Administration, Inspection and Management of similar projects, for institutional and commercial facilities. As result, to be considered for award, a proponent must provide evidence of their experience in similar projects by submitting (i) a list of similar projects and description that demonstrate experience of your firm/ individual in this type of projects and (ii) key personal qualifications.
2. Licensed registered architect or engineer (CAAPPR or CIAPR).
3. Be an entity incorporated in the Department of State of Puerto Rico, or authorized to do business in Puerto Rico, which is in good standing and aware of laws and regulations governing projects funded with federal funds.
4. The proponent shall provide information regarding their firm/ organization so PRHFA can evaluate the proponent's ability to provide the services requested herein. At its discretion, the Agency may require the proponent to provide additional information and clarify information. The proponent shall submit CV/ resumes of Key Personnel to demonstrate evidence of relevant qualifications and experience necessary according to the Scope of this RFP

### *3.3 Proprietary Information*

- a. All Proposals submitted to the PRHFA's Evaluation Committee shall become the property of PRHFA, except for documents or information submitted by Short Listed Proponents that constitute trade secrets, proprietary information or privileged or confidential information of the Proponent. Short Listed Proponents are advised to familiarize themselves with the Confidentiality Agreement and provisions contained in this section to ensure that documents identified by Short Listed Proponents as "confidential" or "proprietary" will not be subject to disclosure.
- b. If a Shortlisted Proponent has special concerns about confidential or proprietary information that it would desire to make available to the PRHFA's Evaluation Committee prior to submission of its Proposal, such Shortlisted Proponent may wish to:
  - Make a written request to PRHFA's Evaluation Committee for a meeting to specify and justify proposed confidential or proprietary documents.
  - Make an oral presentation to PRHFA's Evaluation Committee staff and to the PRHFA's legal counsel.
  - Receive written notification from the Owner's Evaluation Committee accepting or rejecting confidentiality requests.

- c. Failure to take such precautions prior to submission of a Proposal may subject confidential or proprietary information to disclosure.
- d. PRHFA and the PRHFA's Evaluation Committee will endeavor to maintain the confidentiality of any information that a Shortlisted Proponent indicates to be proprietary or a trade secret, or that must otherwise be protected from publication according to law, except as required by law or by a court order. PRHFA and PRHFA's Evaluation Committee shall determine whether or not the requested materials are exempt from disclosure. In the event that the Owner or PRHFA's Evaluation Committee elects to disclose the requested materials, it will provide the Shortlisted Proponent notice of its intent to disclose. In no event shall the Owner, PRHFA's Evaluation Committee or any of their representatives be liable to a Shortlisted Proponent for the disclosure required by law or a court order of all or a portion of a Proposal submitted to PRHFA or PRHFA's Evaluation Committee under these guidelines.

### 3.4 *Guarantee*

Any contract awarded under this RFP must be performed in full compliance with 2 CFR Part 200. The provider must ensure that the services provided will be performed in accordance with all applicable federal, state and local laws and regulations pertaining to this project. This includes, but is not limited to:

- Certification of Good Standing for corporations located in Puerto Rico or the authorization to do business in Puerto Rico for foreign corporations issued by the Department of State
- Certification that neither the company nor its officers are suspended or debarred ("Suspension & Debarment") from doing business with the Federal Government
- Certification that no conflict of interest exists should they be awarded the contract
- Certification of compliance with the provisions of the Anti-Corruption Code for the New Puerto Rico (Act 2-2018, as amended)
- Certification of Eligibility with the General Services Administration ("ASG" for its acronym in Spanish)
- SMEs Certification ("PYMES" for its acronym in Spanish), if applies
- Unique Entity ID (SAM) at [www.sam.gov](http://www.sam.gov)

Prior to the formalization of a contract, the supplier shall provide evidence of the skills necessary to perform the functions through the submission of references.

### 3.5 *Independent contractor*

In the performance of the work, duties and obligations assumed by the proposer, it is mutually understood and agreed that the proposer, including any and all

officers, agents and employees of the proposer, shall at all times act and perform independently and not as an officer, agent, servant, employee, joint venturer, partner or associate of the PRHFA.

### *3.6. Prohibition of discrimination*

The PRHFA is an employer in compliance with the prohibitions against discrimination in employment or in the provision of services on the basis of race, color, religion, religious creed, sex, sexual orientation, gender identity, age, marital status, ancestry, national origin, political affiliation, veteran status, physical disability, or medical condition. The selected company must also comply with this regulation. This clause does not require the hiring of unqualified persons.

### *3.7. Cost assessment*

As part of the RFP review, a cost evaluation will be conducted for each proposal received.

### *3.8. Reserved Rights*

The PRHFA reserves the right to:

- Request clarification of any information submitted
- Separate a proposal for any irregularity, including, but not limited to, missing information
- Not to enter into any agreement
- Not to select any proposer
- Modify or cancel this process at any time
- Issue a similar RFP in the future

### *3.9 Insurances*

The awarded Design Firm shall comply with PRHFA required insurances. The contractor selected in the RFP will be obligated to maintain the required coverages, at its sole cost and expense, during the entire term and any subsequent renewal term of the contract.

## **4. BACKGROUND**

Puerto Rico Housing Finance Authority (PRHFA) is currently partially occupying two buildings, with their largest amount of personnel at "Banco de Desarrollo Económico para Puerto Rico" (DBE), located at Ave. Jesús T. Piñero (Altamira) within the 1st, 2nd, 3rd and 4th floors, In addition of the above mentioned employees, the AFV is currently temporary occupying 7,790 sq.ft. at Corporate Office Park in Guaynabo.

PRHFA has a growth forecast of 112 employees for a final headcount of 256 employees. PRHFA seeks to consolidate all of their departments into one building.

This will not only improve their operational efficiency by allowing more direct communication and management, but will also allow to accommodate future growth.

The Fiscal Agency & Financial Advisory Authority (AAFAF) granted the PRHFA Federal Funds from the Coronavirus State and Local Fiscal Recovery Funds (CSFRF) to use for the purpose of relocating their offices. PRHFA has identified the "Centro Gubernamental de Minillas" (Minillas), North Tower building as an adequate candidate to house their offices. This building is currently owned by the "Autoridad de Edificios Públicos (AEP), the Landlord. Currently the 3rd and 4th floor are available for rent and there is an existing vacant retail space and a previously "Banco Popular de Puerto Rico" (BPPR) Branch space readily available at the Ground level. According to the layouts and areas provided by the AEP, the following are the square footage of each space:

- The 3rd floor has approx. 18,406 gross sq.ft., with 15,456 usable sq.ft.
- The 4th floor has approx. 18,406 gross sq.ft., with 15,456 usable sq.ft.
- The previously BPPR branch at ground level has approx. 1,948 sq.ft.
- The vacant retail space at ground level has approx. 815 sq.ft.

**The project consists of interior remodel of approximately 33,675 sq.ft.**

To be able to relocate all the PRHFA office to the Minillas building, the 3rd and 4th floors will require a complete remodel. Currently the interiors of the 3rd and 4th floor are partially demolished thus new interior construction will be needed, including but not limited to, new flooring finishes, new acoustic ceiling system, new lighting and electrical works, new sprinklers system (on 4th floor), partial air conditioning (A/C) intervention at the 3rd floor, new A/C system at 4th floor, new walls, and new furniture.

The old BPPR branch will need partial renovations, such as new flooring finishes, millwork refurbish, lighting, new furniture among other cosmetics upgrades. Finally, the retail space identified for the new Customer Service Hub will need partial demolition, new finishes, new furniture, partial air conditioning system, partial electrical work, and other cosmetics upgrades.

This project has three main goals:

1. Consolidate all existing AFV personnel within one building
2. Provide space for the future growth
3. Identify and provide a retail space for a new branch and Customer Service Hub



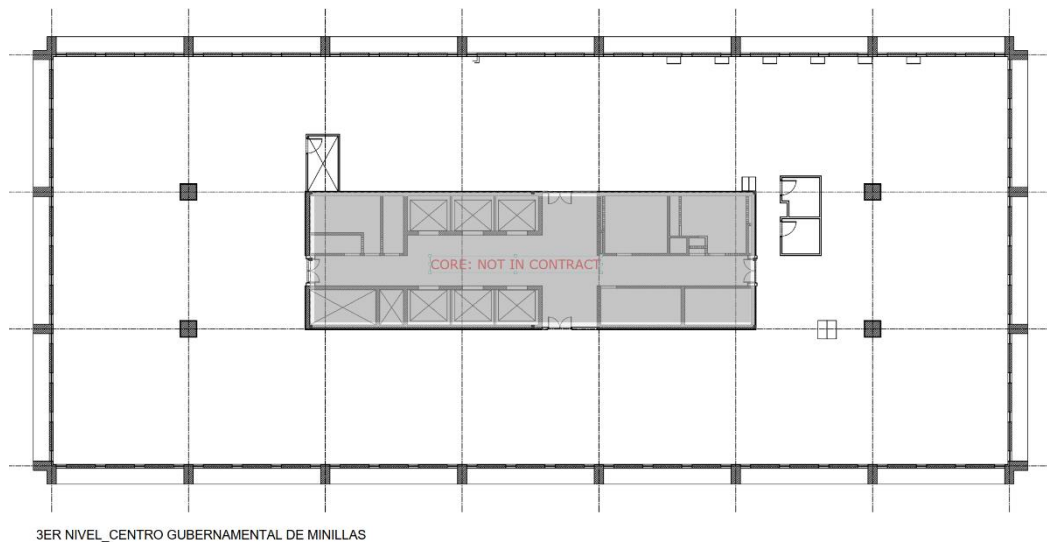
#### 4.1 Project site

The proposed building is located within the Centro Gubernamental Roberto Sánchez Vilella (Minillas) located at 300 José de Diego Avenue in San Juan, Puerto Rico. The project will take place at the 3<sup>rd</sup>, 4<sup>th</sup> and ground level of the North Tower.

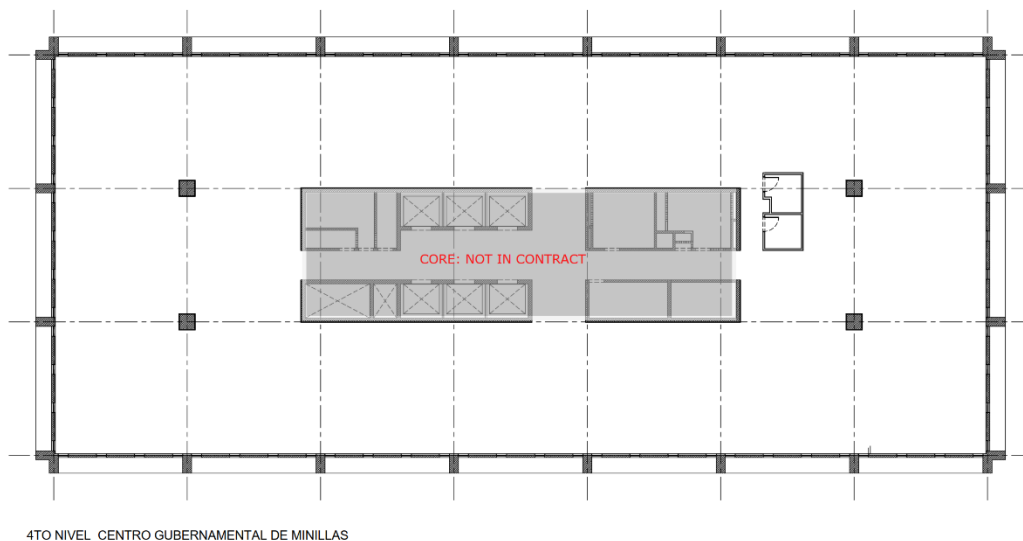
The project will be on the North Tower 3<sup>rd</sup>, 4<sup>th</sup> and ground floors.

Below existing floor plans of the project spaces:

**3<sup>rd</sup> Floor, North Tower:** 15,456 sq.ft. [Floor plan below may not show existing interior partitions]

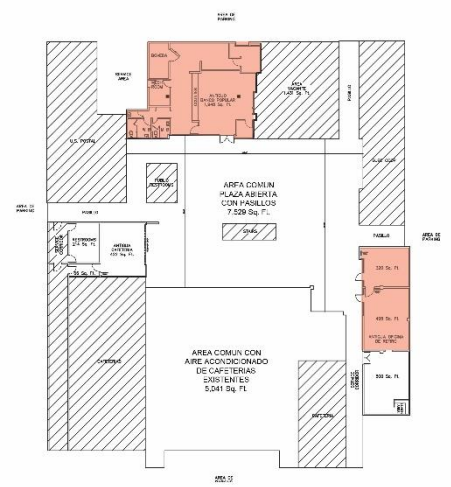
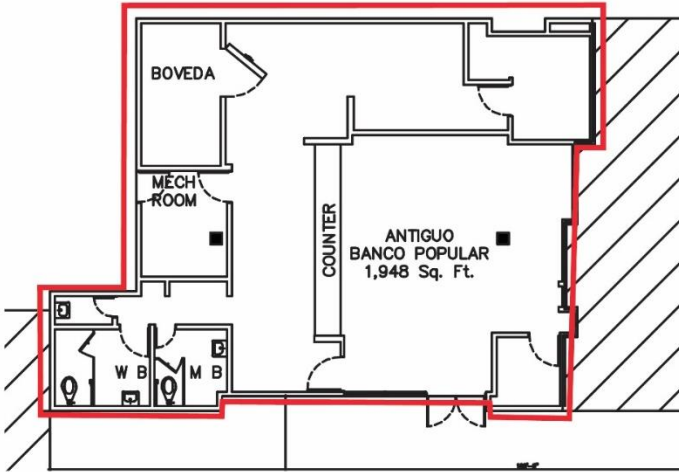


**4<sup>th</sup> Floor, North Tower:** 15,456 sq.ft. [Floor plan below may not show existing interior partitions]



## Ground Level

**Branch:** 1,948 sq.ft. [Floor plans below may not show existing interior partitions]



**Service Hub:** 815 sq.ft.

KEY PLAN



## 4.2 Design program

### **3rd & 4th Floor**

PRHFA has already predefined the design program and locations of their department units within the 3rd and the 4th floor of the North Tower at the Minillas building.

Below is a summary Table 1.0, which presents the different units within PRHFA and the number of workstations needed to accommodate in the new layouts at 3rd and 4th floor of the North Tower in Minillas.

#### PRHFA Department units proposed workstation types per floor

FLOOR	UNIT	6'X6'	6'X8'	LINEAL	REG. OFFICE	LARGE OFFICE	TOTAL
3RD	Accounting	14	2	0	5	0	21
	Finances and Risks	4	1	0	2	0	7
	Legal	3	3	0	6	0	12
	Human Resources	7	0	0	2	0	9
	Administration	4	2	4	4	0	14
	MIS	2	0	6	3	0	11
	Unifamiliar	31	2	0	9	0	42
	<b>TOTAL</b>	<b>65</b>	<b>10</b>	<b>10</b>	<b>31</b>	<b>0</b>	<b>116</b>
FLOOR	UNIT	6'X6'	6'X8'	LINEAL	REG. OFFICE	LARGE OFFICE	TOTAL
4TH	Home	20	1	0	4	0	25
	Compliance	11	4	0	1	0	16
	Executive	0	2	0	3	2	7
	Multifamiliar/ PBCA/Pagos Subsidios/Inspecciones	16	4	0	4	0	24
	Financing and Tax Credit	5	4	0	3	0	12
	CDBG	1	1	30	8	1	41
		<b>TOTAL</b>	<b>53</b>	<b>16</b>	<b>30</b>	<b>23</b>	<b>3</b>

The Project program requirements for the 3rd and 4th floor include the following:

Office space must accommodate 241 employees between both floors. For a preliminary count of different Resources types of workstations refer to Table 1.0.

The A/E Services requested must only include the specified areas for the PRHFA offices. Common areas such as elevator lobby, common lobby restrooms and other core areas are not part of this scope.

#### **4th Floor:**

1. Executive area must be enclosed (wall partitions and separate entrances) and must include:
  - a. One private office for executive director with private bathroom.
  - b. One private office for executive subdirector with private bathroom.
  - c. Three private regular offices
  - d. One boardroom for 10 people (round table preferred)
  - e. One large workstation for executive assistance
  - f. One medium conference room 6-8people
  - g. One receptionist

- h. Waiting area
  - i. Storage/copy area
  - j. Coffee bar
2. Compliance area must be enclosed (wall partitions and separate entrances) and must include:
    - a. Open workstations 6'x6' and 6'x8'. Refer to Table 1.0
    - b. Private office
    - c. Copy and file areas
  3. Open workspace to accommodate workstations 6'x6' and 6'x8' and private offices. Refer to table 1.0
  4. Conference Rooms - all conference rooms shall have Audiovisual technology and LAN.
    - a. One medium conference room 6-8people
    - b. Three small conference room 4-5 people
    - c. 1 Multiuse room/training room for 12 people
  5. One-one rooms- 3 rooms for two people for quick huddle meetings. Should be private and soundproof.
  6. Concentration pods- Two private rooms to for solo work. Should be private and soundproof.
  7. Open collaboration- Two open collaboration areas for informal meetings.
  8. File rooms or areas- Space to accommodate approximately 71 file cabinets.
  9. Waiting areas
  10. Lactation room- One lactation room per floor.
  11. One small kitchenette room with sink, refrigerator, and seating area.
  12. Consider that electrical and communication rooms will be provided within the elevator lobby of each floor.

### **3<sup>rd</sup> Floor:**

1. Human Resources area must be enclosed (wall partitions and separate entrances) and must include:
  - a. Open workstations 6'x6'. Refer to Table 1.0
  - b. Private offices
  - c. Conference room from 6 people
  - d. Copy and file areas
2. Open workspace to accommodate workstations 6'x6' and 6'x8' and private offices. Refer to table 1.0
3. Conference Rooms- all conference rooms shall have Audiovisual technology and LAN.

- a. Two medium conference room 6-8people
- b. Two small conference room 4-5 people
4. One-one rooms- Two rooms for two people for quick huddle meetings. Should be private and soundproof.
5. One Check room- Enclosed room for making checks, desk for two people and check machine.
6. Storage rooms: Three storage rooms
7. File rooms or areas- Space to accommodate approximately 106 file cabinets.
8. Waiting areas
9. Lactation room- One lactation room per floor.
10. One lunchroom with sink, refrigerator, and seating area.
11. Consider that electrical and communication rooms will be provided within the elevator lobby of each floor.

PRHFA will provide an approved conceptual layout for each floor. **Refer to Exhibit A** for proposed layout for 4th and 3rd floor.

To provide the above program on the 3rd and 4th floors, each floor requires a total remodel. Currently both floors are partially demolished. The project scope will include the following, for both floors unless otherwise indicated:

- Finish demolition works
- New floor finishes (carpet is assumed)
- New acoustic ceiling system
- New lighting
- At 3rd floor, selective air conditioning (A/C) reconfiguration as needed and new supply and return grilles. According to landlord, A/C ducts and Air Handling Units (AHU) are already installed and in working conditions and asbestos free.
- At 4th floor, new A/C system must be provided.
- At 3rd floor, selective sprinklers system reconfiguration as needed.
- At 4th floor, there is no sprinklers system installed only the main pipe connection is provided. The project must assume the full installation of the sprinkler system as required by code.
- New electrical work (rough in and power outlets for workstations and others)
- New data/communication work (rough in /data drops, etc.)
- Install communications servers at existing building communication room at 2nd floor.
- New interior gypsum board partitions as per approved layouts.
- New doors and hardware

- New access control system (rough in and equipment)
- Cosmetic upgrades (interior paint, signage, etc.)
- New furniture
- New Audiovisual equipment and infrastructure for all conference rooms and executive area, training room and lunchroom.

### **Branch at Ground Level**

PRHFA will also occupy a retail space at ground level to house their new branch. The identified space was previously a branch for the Banco Popular de Puerto Rico; therefore, the existing layout will not need to change significantly to function as the PRHFA branch. The space has 1,948 sq.ft. and currently has an open area at the entrance, a bank tellers counter, a back counter area, a vault, an additional room, and a private bathroom. However, the space is outdated and have suffered from tear and wear. The scope for this space will include the following:

1. Replace floor finish with new carpet
2. Replace acoustic ceiling tiles
3. New lighting
4. Refurbish existing millwork
5. New furniture may include (pending for layout development)
  - a. 2 workstations
  - b. Crowd control post barriers
  - c. Stools for tellers
  - d. Client chairs
  - e. Greeter station
6. Selective air conditioning (A/C) reconfiguration as needed and new supply and return grilles. According to landlord, A/C ducts and Air Handling Units (AHU) are already installed and in working conditions and asbestos free.
7. New electrical work (rough in and power outlets for workstations and others)
8. New data/communication work (rough in/servers installations/data drops, etc.)
9. New doors and hardware as needed.
10. New access control system (rough in and equipment)
11. Cosmetic upgrades (interior paint, signage, etc.)
12. Bathroom remodel
13. Audiovisual equipment

## **Customer Service Hub at Ground Level**

PRHFA has also identified another 815 sq.ft. retail space on the ground level of the Minillas building for their new concept of Customer Service Hub. This will be a place where the PRHFA will be able to give out information to existing and potential clients about their services and products. It must function as an easily accessible spot for the public to come and receive the necessary information. It will have an open concept regarding furniture. The program for this space includes the following:

1. Demolition of existing finishes/interior partitions and disposal of existing kitchen equipment.
2. Intervention with existing A/C system
3. New storefront
4. New floor finishes
5. New ceiling system
6. New lighting
7. New electrical work (floor trenches, rough in and power outlets for workstations and others)
8. New data/communication work (rough in/servers installations/data drops, etc.)
9. New doors and hardware
10. New access control system (rough in and equipment)
11. Cosmetic upgrades (interior paint, signage, etc.)
12. New furniture
13. Audiovisual equipment

PRHFA will provide a preliminary conceptual layout for this area. **Refer to Exhibit B** for proposed layout at Ground Level.

## **5. DESCRIPTION OF THE SERVICES REQUIRED ("SCOPE OF WORK")**

### *5.1. Required labor and products*

The project scope involves the full interior remodel of the 3<sup>rd</sup>, 4<sup>th</sup> floor of the North Tower (excluding Elevator Lobby, common bathrooms, and common core areas), a "facelift" remodel of an existing branch at the ground floor and interior remodel of a retail space.

The selected Design Firm will design to accommodate PRHFA offices as described on Section IV. Design Program. The Design Firm shall consider environmentally responsible design alternatives, such as material choices, planning an efficient

use of space, and a close design coordination with both the PRHFA project manager and the AEP Administration and Project Development departments.

Under the work plan and budget approved by PRHFA, the Design Firm will perform the following services:

1. As-built Drawings

The Design Firm is fully responsible to prepare the as-built drawings of the project areas to use as their base drawing. AutoCAD drawings will be shared to the selected Design Firm. However, the furnished documents by PRHFA and or AEP shall not imply an accurate drawing when compared to the existing building. Full access will be granted to selected Design Firm to the Building to conduct the as-built drawings. PRHFA will not provide specialty equipment, such as manlifts or any other equipment necessary to conduct the as built.

2. Schematic Design

The Design Firm must prepare a schematic design developed to the extent of understanding the basic functioning and programming of the Project. Attendance to PRHFA and AEP Design meetings will be requested at this phase and the information compiled on these meetings will be handed-in to the Design Firm to be used as part of the schematic design decision-making process.

This phase shall include the existing and new layouts as well as the demolition plan. A cost estimate based on the Schematic Design must also be handed in. PRHFA will provide an approved layout. It is to be expected for the Design Firm to review the layout for compliance and any suggestions for better efficiency.

Drawings in this phase at least must include the following:

- 2.1 Demolition plan
- 2.2 Proposed floor plans
- 2.3 Proposed sections and elevations.
- 2.4 Existing building improvements for code compliance
- 2.5 Schematic cost estimates
- 2.6 Schematic Views (3D rendered)
  - a) As part of the Schematic phase, the Design Firm must prepare several 3D views (interior) and digital presentation to The Owner representative.



### 3. Design Development (DD)

The Design Firm must prepare design development documents based on the approval and recommendations made by PRHFA representatives on the schematic design phase. Modification and design revisions are necessary during this phase, as well as the cost estimate updated. Attendance to PRHFA and AEP Design meetings will be requested at this phase. The design development plans and drawings shall be prepared, showing in detail the outline and character of the project, the general appearance, construction materials, finishes and the mechanical and electrical systems, as applicable. This phase may require additional give and take as we work together to finalize the details of the design before moving into the next phase.

Drawings in this phase at least must include the following:

#### 3.1 Architectural Drawings

- a) Demolition plan
- b) Architectural Floor Plans with all spaces named and numbered
- c) General mechanical/electrical systems determined (reflected ceiling)
- d) Locate all plumbing fixtures
- e) Locate interior doors and windows/glass
- f) Detailed interior elevations
- g) All materials noted

#### 3.2 Mechanical Drawings

- a) Mechanical room equipment layout and location
- b) Electrical requirements (panels size, locations, voltage, etc.)
- c) Locate all toilets, urinals, lavatories, sinks, floor drains, drinking fountains and janitors' room.
- d) Include roof drainage system, HVAC ducts, equipment, and other components
- e) Fire control systems if required.

#### 3.3 Electrical Drawings

- a) Size and location of utility equipment.
- b) Major electrical equipment (sizes and model)
- c) Identify service amperage and voltage requirements.
- d) Identify typical and feature lighting fixtures.
- e) Design calculations
- f) Reflected ceiling, fire alarm system.

#### 4. Design Development 3D Rendered Views

As part of the Design Development phase, the Design Firm must prepare several 3D rendered views (interior) and presentation with the approved design to PRHFA and AEP.

#### 5. Construction Documents (CDs)

PRHFA and AEP must approve final design in the Design Development phase in order for the Design Firm to begin preparing Construction Drawings. After PRHFA approval, the Design Firm will prepare the construction drawings, technical specifications, incorporating any comment or change provided by either PRHFA or AEP. The Construction Documents will have all the necessary information in great detail to enable both a proper and accurate construction proposal and the construction of the work.

This phase shall include complete construction documents including the following:

- 5.1 A full and final Construction Document Set
- 5.2 Technical Specifications

#### 6. Permit Assistance

AEP will hire a Permit Agent who will be in charge of gathering all the necessary documents and file all the necessary permits for this Project (Construction, Use, etc.). The Design Firm shall prepare, sign/ certify, and provide all the required documents in a timely manner to the designated Permit Agent to ensure the Permits are filed as scheduled.

These documents may include but are not limited to:

- 6.1- Project Description Memo
- 6.2- Required government agency forms, signed
- 6.3 – Copy of professional licenses
- 6.4 – Any explanatory memo and cost estimates required by a government agency.

#### 7. Bidding Assistance

The Design Firm must assist PRHFA and AEP in the bidding process. Assistance should focus but not limited to:

- 7.1- Be present in Pre-bidding meeting with all selected Bidders (to help explain the project and the bidding package as necessary)
- 7.2- Providing responses to question from prospective bidders and providing clarification and interpretations of the Bidding Documents to all prospective bidders in the form of addenda

## 8. Construction Contract Administration Services

The Design Firm will be required to provide Construction Contract Administration Services during the Project Construction. These services shall be based on a fixed monthly fee. For Cost proposal assume 6 months of construction.

The Design Firm will act as an observer and will represent PRHFA during the construction stage and will act as his advisor in everything related to the construction process. The role of the Design Firm as supervisor of the work is not the same as the inspection. The Inspector is an independent professional, hired by The Owner required by the regulatory agencies, this service (Inspection of the Work) is not part of this RFP.

These services should focus but not limited to:

- 8.1- Assistance on the Project's weekly meetings
- 8.2- Visits to the site at intervals appropriate to the stage of Construction, or as  
otherwise required by PRHFA, to verify the progress and quality of the construction work and to determine if it is being executed according to the construction documents.
- 8.3- Review, comment or approve submittals, shop drawings, product data, and or  
samples as requested.
- 8.4- Clarification or develop supplementary drawings as necessary.
- 8.5- Review, comment and/or recommend approval for change orders.
- 8.6- Review and certify the amounts due the Contractors and shall issue certificates in  
such amounts.
- 8.7- Assist the Inspector and Project Manager in the development of the "Punch List"  
and final acceptance of the Contracted Work.

## 9. Delivery Format

The Design Firm shall deliver PRHFA all the required documentation both digitally and hardcopy.

9.1- All drawings (Schematics, DD, CDs, Presentations, 3Ds) shall be delivered through email in PDF format and at the end of the project, in AutoCAD format. One original copy of 24"x36", and three 11"x17" drawings sets should be included as part of each phase. During Bidding and Construction, two hardcopies shall be delivered to the Project Manager in 24"x36".

9.2- Monthly reports, recommendations, evaluations or any other written documents shall be delivered to the Project Manager both digitally in PDF format through email, and two hardcopies in 8.5"x11".

## 10. Consultants

The Design Firm must provide the name and information of all the Consultants, including but not limited to:

10.1 Mechanical Engineer Consultant

10.2 Electrical Engineer Consultant

### 5.4 *Project construction budget*

The Project Construction budget approved for the entire project (3rd, 4th floors, and retail spaces at the ground level) is two million five hundred nineteen thousand one hundred seventy-two dollars and seventy-four cents (\$2,519,172.74). The Design Firm shall propose a design within this budget and shall work with the Project Team to advise on design solutions or alternative to keep the Project within budget.

### 5.5 *Project schedule*

The proposed **design schedule** is as follow:

<b>Phase</b>	<b>Duration</b>
As built drawings	2 weeks
Schematic Design	2.5 weeks
Design Development	3 weeks
Construction Documents	7 weeks
<b>TOTAL</b>	<b>14.5 weeks</b>

The proposed **project schedule** is as follow

<b>Phase</b>	<b>Duration</b>
Design Contract and Design	4 months
Bidding	3 months
Construction	6 months
Move-in	2 weeks
<b>TOTAL</b>	<b>13.5 months</b>

The expected duration of the whole project is thirteen and a half months, this includes all the design, furniture procurement, execution, and move-in phases. The durations mentioned above will start once a Design Firm is selected and a Contract between Designer and Owner is formalized. It is expected for the selected Design Firms to perform and deliver within this schedule.

#### *5.4. Duration of contract*

The term of the contract shall be from the design period until end of construction, for an estimate of 13 months. The PRHFA reserves the right to reopen an RFP process at any time during the performance of the contract. Nothing in the foregoing shall be construed to prohibit the selected proposer from participating in a new competition upon completion of its contract.

#### *5.5. Payments*

Payments will be made for services previously rendered, as approved by the PRHFA. It is the responsibility of the selected Proposer to provide all services as set forth in this RFP within the agreed upon schedule.

The selected Proposer shall submit its invoices, along with appropriate supporting documentation, to the PRHFA as agreed to in the contract. If the PRHFA determines that the submitted invoice and supporting documentation are acceptable, then the invoice will be approved for payment. Payments to the selected Proposer will be made by electronic funds transfer (EFT). The PRHFA reserves the right to conduct such audits as it deems necessary. The contractor agrees to cooperate fully with such audit(s).

## **6. PROPOSAL CONTENT AND FORMAT REQUIREMENTS**

Proposals (**1 original, and 3 copies**) must be delivered in person in a sealed envelope at the following address: **Edificio del banco de Desarrollo Económico, Recepción Primer Piso, Calle Aldebarán #638 Urb. Altamira, San Juan PR 00920, from 10:00a.m. until 4:00p.m. on or before Friday, January 19, 2023. Proposals received after the above date will not be considered.**

The Cost Proposal and any other documentation shall be written in English. Proposals shall be delivered no later than the date and time indicated in the PROPOSAL SELECTION CALENDAR and shall contain, at a minimum, the following elements:

### **6.1 Cover (Exhibit D)**

The cover page must be signed by an owner, corporate officer, or agent authorized by the Design Firm.

## 6.2 Proposal Summary

Include time and type of experience with this type of task.

## 6.3 Description of Services, Background and Personnel

### 6.3.1. Services

- A. Summarize the scope of services available in your Design Firm.
- B. Describe your overall approach to designing projects.
- C. Describe your company's approach to managing this project. Describe the scheduling controls, change order controls, and project communication tools that will be employed.

### 6.3.2. Background and Experience

- A. Provide a list of designing projects developed by your Firm during the past three (3) years, including previous experience providing these services to government agencies and municipalities. Include for each the dollar value of the contract, a description of the work performed, and contact information for the government agencies and municipalities.
- B. Describe any current, pending or past litigation (within the last 10 years) to which the Firm has been, is, or is expected to be a party.

### 6.3.3. Personnel

- A. Provide the names and describe the qualifications of personnel who will make up the project team. Provide resumes for key personnel.
- B. Provide an organizational chart describing how the firm would staff and structure the proposed team for all phases of the project. Include subcontracts (if applicable).

## 6.4. *Project Timeline*

Provide information on proposed activities, personnel or resources to be used and a suggested timeline.

## 6.5. *Costs*

This RFP includes as **Exhibit E**: Cost Proposal Form. The Design Firm must fill completely this form with their costs. No item shall be left in blank, if an item is left blank, it will be assumed that no charge will be made against that item or task, but the task will be expected to be rendered by the Design Firm. This form will be the one taken into consideration by the Evaluation Committee.

## 6.6. *Best Value Statement*

Describe how your approach delivers the best value for the investment. This is an opportunity to point out how your company can deliver a more cost-effective

overall project due to corporate structure, depth of experience and expertise, local relationships and knowledge, experience on similar projects, knowledge of particular adaptations, etc.

#### 6.7. References

Include three (3) references for whom you have worked on similar projects. Include current contact information for each of the references.

### 7. ADDENDA

The only means of amendments to this RFP are by written addenda. PRHFA reserves the right to review, clarify or modify the RFP. Any changes by PRHFA will be incorporated as an addendum to the RFP and will be conveyed through email to every Design Firm participating, at least two (2) business days before the deadline to submit proposals. Each Design Firm shall state that they have received the Addendum(s) in the Proposal Cost.

Any information provided by any person(s) other than the authorized Contact Person, in relation to the content, intent or interpretation of the RFP will be considered unofficial, and NO Design Firm must take it into account (or rest in it) for any purpose. In addition, any oral communication with any officer or employee of PRHFA is not binding to PRHFA and in no way exempts the Design Firm of complying with the terms and conditions set forth in this RFP. Receipt of all addenda shall be acknowledged by the Proponent by completing Proposal Form included **Exhibit E**.

### 7. SELECTION PROCEDURES

Proposals will be evaluated on the basis of the following criteria:

Criteria	Possible points/score
Experience and track record in providing similar services to other government agencies and municipalities.	15
Qualifications and experience of the project team	20
Overall approach to providing the requested design services	10
Understanding the scope and purpose of the services to be procured and the proposed itinerary	5
Reasonableness of fees and costs of the proposed services	25
The proposed timeframe to complete work	20

Other factors presented by the firm	5
Total	100

Proposals will be considered fairly and impartially based on the criteria contained in this RFP. After an initial review and evaluation of each of the proposals, proposers submitting proposals with scores of 70 points or higher may be invited to participate in interviews to further develop their proposals. Subsequently, the company or individual determined to offer the best value in its proposal will be selected.

No agreement with the PRHFA becomes effective until both parties have signed a contract.

After completing the process of proposals evaluation, the Evaluation Committee will issue the corresponding recommendation.

All the Design Firms understand that it is the aim of the Cost Proposals process to secure the best possible offer to suit the interest of PRHFA. The Owner has the right to select or reject, any which one of the Cost Proposals received, according to their understanding of his best interests. If it suits PRHFA interests, the agency might reject all proposals and is not obliged to award a contract once the process is completed.

## **8. COMPLAINTS**

Any current or prospective provider/supplier who is affected by a determination of a procurement process for goods and services for small purchases or major purchases through auctions and formal procedures has the right to file a complaint. The complaint shall be submitted to PRHFA's designated purchasing/procurement officer. The complaint must be submitted in writing to the PRHFA Procurement Review Board and notified to all interested parties within 20 days of the notification of the award of the auction or proposal. The PRHFA Procurement Review Board will have 30 days to provide a final determination in a written Determination that will be notified to all interested parties. This Resolution will indicate the right to appeal in Judicial Review in accordance with the provisions of the Uniform Administrative Procedure Act of the Government of Puerto Rico (Act 38-2017, as amended).

## **9. CONSULTATIONS**

Please direct all inquiries related to the RFP process or proposal submissions to:

Name: Carlos V. Villegas Del Valle

Position: Asesor Oficina Directora Ejecutiva

Phone number: 787-946-0045 ext. 4339

Email: [carlos.villegas@afv.pr.gov](mailto:carlos.villegas@afv.pr.gov)



# EXHIBIT A: PROPOSED FLOOR PLANS



PROPOSED LAYOUT Option A\_ 2021.10.18  
4TH FLOOR\_ CENTRO GUBERNAMENTAL DE MINILLAS\_ NORTH TOWER

FLOOR	UNIT	6'X6'	6'X8'	LINEAL	REG. OFFICE	LARGE OFFICE	TOTAL
4TH	Home	20	1	0	4	0	25
	Cumplimiento	11	4	0	1	0	16
	Ejecutivo	0	2	0	3	2	7
	Multifamiliar/ PBCA/Pagos Subsidios/Inspecciones	16	4	0	4	0	24
	Financiamiento y Crédito Contributivo	5	4	0	3	0	12
	CDBG	1	1	30	8	1	41
	<b>TOTAL</b>		<b>53</b>	<b>16</b>	<b>30</b>	<b>23</b>	<b>3</b>

# EXHIBIT A: P ROPOSED FLOOR PLANS



PROPOSED LAYOUT\_rev\_2021.10.18  
3RD FLOOR\_CENTRO GUBERNAMENTAL DE MINILLAS\_NORTH TOWER

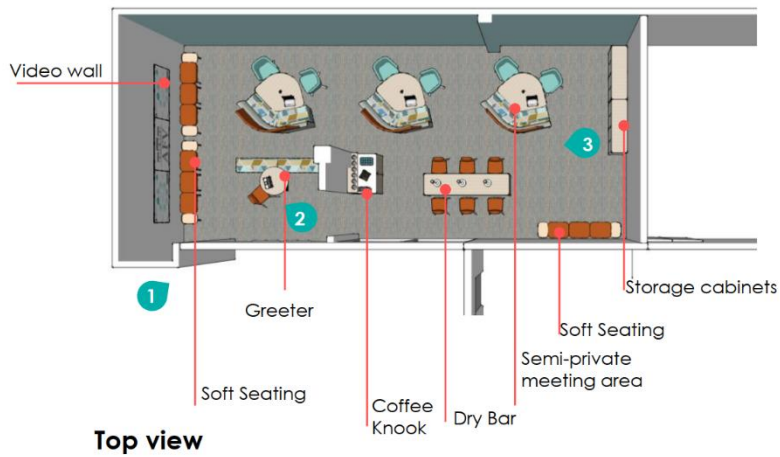
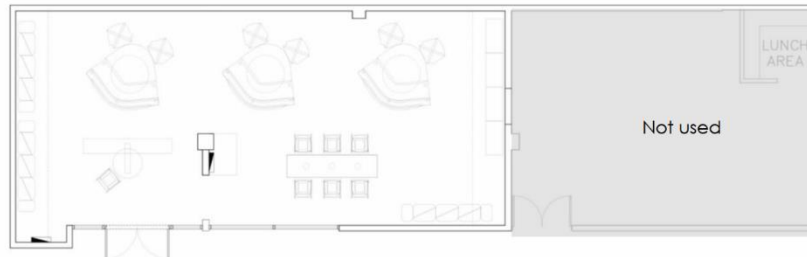
FLOOR	UNIT	6'X6'	6'X8'	LINEAL	REG. OFFICE	LARGE OFFICE	TOTAL
3RD	Contabilidad	14	2	0	5	0	21
	Finanzas y Riesgo	4	1	0	2	0	7
	Legal	3	3	0	6	0	12
	Recursos Humanos	7	0	0	2	0	9
	Administración	4	2	4	4	0	14
	MIS	2	0	6	3	0	11
	Unifamiliar	31	2	0	9	0	42
	<b>TOTAL</b>	<b>65</b>	<b>10</b>	<b>10</b>	<b>31</b>	<b>0</b>	<b>116</b>

# EXHIBIT B: CUSTOMER SERVICE HUB PROPOSED SCHEMATIC

## AFV: CUSTOMER SERVICE HUB AT PLAZOLETA MINILLAS

Option 2 [December 18, 2021]

This is a conceptual design for budget estimating purposes only. Final furniture, finishes and overall design may vary.



1 Exterior view 1



2 Interior view 1



3 Interior view 2

## **EXHIBIT C: CONTRACT FORMALIZATION DOCUMENTATION REQUIRED**

- Proposal or Quotation;
- Sworn Statement (Act 2-2018);
- Resumé or Company Profile;
- Current Professional Licenses, as well as any evidence showing that the individual or legal entity (including partners and shareholders) are authorized to exercise their profession in Puerto Rico and to provide the services requested, if applicable;
- Corporate Resolution of authorized signatures to sign the contract (Corporations only);
- Certificate of Incorporation or Existence of the entity;
- Current Certificate of Good Standing of the entity;
- List of current contracts with other PR Governmental Agencies, if any;
- Registry of Technology Providers, if applicable;
- Applicable Insurances with Hold Harmless Agreement, 30-day prior notice of cancellation, and Puerto Rico Housing Finance Authority as “Additional Insured”, for example Commercial Liability, Automobile Liability, Employer’s Liability, Professional Liability.
- Oficina de Gerencia y Presupuesto - Certification of Legal Entities (For Professional Services contracts for the amount of \$250,000.00 or more).
- Form “Authorization for the Use of Information from an individual or a Legal Entity”.
- AFFIDAVIT of NO CONVICTION. A sworn statement indicating that the proponent has not been convicted at the state or federal level for violating the public interest and that at the time of executing the contract, said proponent is not aware of being investigated by any state or federal entity.
- Administration for Child Support Enforcement - Administración para el Sustento de Menores (ASUME):
  - Negative Certification Child Support or Certification of Statement of Account (individuals only)
  - Certification of Compliance Statement (corporations and partnerships only).

**EXHIBIT D: COVER PAGE**

Name of person, company or organization:	
Type of entity (e.g., sole proprietorship, partnership, corporation, nonprofit, public agency).	
Federal Tax ID Number	
Name of contact person	
Contact Person's Address	
Contact person's telephone number(s)	
Contact person's email address	

By signing this Cover Sheet, I hereby attest: that I have read and understand all terms listed in the RFP; have read and understand all terms listed in this proposal; that I am authorized to bind the entity named in this agreement; and that if this proposal is accepted, I am authorized and able to secure the necessary resources to comply with all terms listed in the RFP as published by the Puerto Rico Housing Financing Authority, including any amendments thereto.

\_\_\_\_\_  
Authorized representative signature

\_\_\_\_\_  
Authorized representative name

\_\_\_\_\_  
Date

**EXHIBIT E: COST PROPOSAL**Project Name: PRHFA Offices Relocation to Minillas Building

Design Firm: \_\_\_\_\_

Submitted by: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

## Special notes

1. The Cost Proposal must support the Scope of Services contained in the RFP and fully encompass all activities in the PROPONENT's Proposal
2. Cost figures must be submitted for each line item.
3. If no cost is projected against any line item, indicate that situation by inserting the word "NONE".
4. Do not combine two or more line item costs on to a single line item
5. All quantities and unit costs must be completed wherever required.
6. All project components must be classified whether completely or partially within the items shown herein, so that the total sum of all the items equals the cost of the complete work as required in the construction documents

SECTION	QTY (each)	COST (dollars)	DURATION (weeks)
1. As-built drawings			
2. Schematic Design			
3. Design Development			
4. Design Development 3D Views			
5. Construction Documents			
6. Permit Assistance			
7. Bidding Package & Assistance			
8. Construction Cost Administration (assume 6 months)	6		6 months
Sub-Total			
B2B Tax			
TOTAL			

**EXHIBIT E: COST PROPOSAL [cont.]**

Name of Consultants:

Consultant	Name	Phone Number	Email
Electrical Eng.			
Mechanical Eng.			
Others.			

I have received the following RFP Addendums:

\_\_\_\_\_

Proposal Presented By:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name / Position

Date

CORPORATE SEAL: