

**ADDENDUM #1**  
**Wednesday, December 28, 2022**  
**PRE-PROPOSAL MEETING MINUTE FOR**  
**REQUEST FOR PROPOSAL A/E DESIGN SERVICES**  
**PRHFA OFFICES RELOCATION**

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LOCATION: Centro Gubernamental de Minillas, North Tower, P Level

DATE: Thursday, December 22, 2022

TIME: 10:00am

PROJECT: Puerto Rico Housing Finance Authority (PRHFA) Offices Relocation to Centro Gubernamental de Minillas

ATTENDEES: Victor M. Villegas, Arquiteg, LLC  
José J. Sosa, Arq. Juan C. Penabad  
Pablo Figueroa, Figueroa & Figueroa  
José A. Diaz, BRA Benitez, Ramos & Associates  
Beatriz Fernández, TapiaFernandezArq.  
Carlos Villegas, Autoridad para el Financiamiento de la Vivienda  
Nilda Marchany, Desarrollo de Proyectos Autoridad de Edificios Públicos  
Gerardo Crespo, Desarrollo de Proyectos Autoridad de Edificios Públicos  
Félix Vizcaya Ruis, Desarrollo de Proyectos Autoridad de Edificios Públicos  
Lydia Ocasio, PRHFA Project Manager (outsource)- Virtually

Refer to Attendance List, attached

PREPARED BY:  
Lydia Ocasio, Gerente de Proyecto AFV

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A mandatory pre-proposal meeting was held on December 22, 2022 in Centro Gubernamental de Minillas North Tower at P Level. PRHFA and "Autoridad de Edificios Públicos" (AEP) personnel, as well as interested applicants attended the meeting. This meeting was advertised as a mandatory pre-proposal meeting.

Below the topics discussed during the meeting:

1. Key project team members were introduced. Lydia Ocasio is the outsource project manager for the PRHFA. Mr. Carlos Villegas is from the PRHFA and its representative. Eng. Gerardo Crespo and Arch. Nilda Marchany are from AEP and will be the building representatives.

2. An attendance list was circulated. Lydia Ocasio led the meeting remotely through the Team Applications. The rest of the attendees were on site.
3. Lydia Ocasio proceeds to remind all the attendees that the Request for proposal (RFP) full document was published and available to download through the PRHFA webpage (afv.pr.gov)
4. Lydia Ocasio explained that the PRHFA is the agency requesting the services and the agency that will contract the awarded firm. However, since the projects will be on the Centro Gubernamental de Minillas, which is owned by AEP (Landlord), the AEP will participate during the design phases.
5. Lydia Ocasio explained that the PRHFA have been awarded Federal Funds from the Coronavirus State and Local Fiscal Recovery Funds (CSFRF) for this project. Hence, the Architectural and Engineering (A/E) Design Services will be paid from these funds.
6. Lydia Ocasio informed that the AEP will be in charge of the administration and execution of the Construction Bid, Construction Services, Construction Management, Inspection services and permitting, however, all the funds will be from the PRHFA, therefore the PRHFA will participate along the AEP on all the processes.
7. Lydia Ocasio went over the entire RFP document published on the PRHFA webpage.
8. Lydia Ocasio informed that a hazardous material (HAZMAT) study is currently in progress for all the spaces that the PRHFA will occupy (3<sup>rd</sup>, 4<sup>th</sup> Floor of North Tower, Branch space and commercial space at Plaza Level). These services were commissioned by PRHFA. The final results and reports are expected to be received by the end of December 2022 or start of January 2023. Once the reports come in, and a Design Firm is awarded, it is expected that the Design Firm assist the PRHFA on determining which contaminated areas will need to be abated, which ones encapsulated and which ones remained un touched. This evaluation is expected to happen during the design development phase, so the PRHFA and AEP can start the HAZAMAT abatement process prior to the start of construction.
9. Lydia Ocasio clarified that the scope of this proposal did not include the building "core" on the 3<sup>rd</sup> and 4<sup>th</sup> floors. Specifically, the elevator lobby, common restrooms, mechanical/electrical rooms, etc., as illustrated on the RFP document, section 4.1 Project Site (page 9).
10. Arch. Nilda Marchany from AEP, informed that once the PRHFA selected and awarded a design firm, the AEP will request only to the same Design Firm an A/E Design Services proposal for the common areas of the 3<sup>rd</sup> and 4<sup>th</sup> floors. Specifically, the elevator lobby, common restrooms, mechanical/electrical rooms, etc.

11. The intention of selecting the same design firm for both the interior works for the PRHFA as well as for the AEP common areas, is to prepare and submit a single Construction Bid. However, is of outmost importance, that the design services as well as the construction drawings are presented as individual and separate ones, since they will be contracted by different agencies (PRHFA and AEP) and the in the same matter, the funds for each contract will be from different sources.
12. Arch. Marchany from the AEP, explained that the reasoning for hiring the same design firm for both areas (interiors and common areas of the 3<sup>rd</sup> and 4<sup>th</sup> floor) was to eliminate potential design overlaps/conflicts between spaces.
13. It was informed that the delivery date for the construction documents for the common areas (AEP Scope) will be required to be the same as the due date of the construction documents of this RFP.
14. Lydia Ocasio informed that all the furniture selection will be by the PRHFA, however, typical drawings coordination's is expected from the Design Firm.
15. Lydia Ocasio went over the request for proposal Calendar: below a summary:

<b>Task</b>	<b>Date</b>
RFP Publication	Wednesday, December 14, 2022
Project Visit-Meeting	Thursday, December 22, 2022
Deadline for questions	Tuesday, January 10, 2023
Deadline for PRHFA to answer questions	Friday, January 13, 2023
Submit Proposal	Thursday, January 19, 2023
Notification of award	Friday, February 17, 2023

16. Lydia Ocasio went over the proposed design and project schedule.
17. Lydia Ocasio went over the design program and design scope as presented on the RFP document published on the PRHFA webpage.
18. The following questions and answers were presented during the meetings;

<b>No.</b>	<b>Query</b>	<b>Answer</b>
1	Do the PRHFA have a specific A/E budget allocated for this project? IF so, can you share it? <i>[By: BRA Benitez, Ramos &amp; Associates]</i>	The PRHFA do have a budget allocated for the Design Services. It will be consulted with the PRHFA if that amount will be shared with the proponents. If so, it will be shared through an Addendum.

2	<p>On the Exhibit C of the RFP Document: Contract Formalization Documentation Required, what is the “Certification of Legal Entities (for Professional Services contracts for the amount of \$250,000 or more)? Can it be replaced by the RUP? <i>[By: Tapia Fernandez Arq.]</i></p>	<p>PRHFA will consult this with the Administration department and will answer through an Addendum.</p>
3	<p>There will be an overlap on the design of mechanical and electrical systems between the scope of the interior work (this RFP) the common areas that will be contracted by the AEP. Is this not an issue? <i>[By: Figueroa &amp; Figueroa]</i></p>	<p>Arch. Marchany explained, that due to that overlap, is that the AEP is deciding to commission the design services of the common areas the awarded firm of this RFP. There will not be a separate RFP for the common areas.</p>
4	<p>Can you identify the spaces of the branch and the service hub? <i>[By: Tapia Fernandez Arq.]</i></p>	<p>Lydia Ocasio presented on the screen the RFP document, section 4.1 (page 10) where there are floor plans of both spaces and key plan of the entire floor. As well as Exhibit B, (page 27), where a conceptual layout of the spaces is presented.</p>
5	<p>A concern was brought about the time allotted to the design phases. It is considered is going to be too tight, especially considering the additional common areas scope. <i>[By: Figueroa &amp; Figueroa]</i></p>	<p>PRHFA will re-evaluate internally the timeframes and will advise of any change through an addendum.</p>
6	<p>Does the design phase schedule include the review time by the Client? <i>[By: Tapia Fernandez Arq.]</i></p>	<p>Lydia Ocasio informed that the proposed design schedule does not include the review period of the client, however in the overall project schedule is considered. The Client will have a review period between phases.</p>
7	<p>Are there mechanical and electrical drawings of the existing condition of the spaces.</p>	<p>AEP informed that there are some drawings that could be shared.</p>

8	Is there any documentation regarding the Variable Air Volume (VAV) Boxes? <i>[By: Figueroa &amp; Figueroa]</i>	AEP informed that there is no updated information about the VAV boxes.
9	Can the proponents visit the spaces again with their consultants?	Yes. Any additional visit to the space shall be coordinated with Mr. Carlos Villegas from PRHFA and he in turn will channel the request to the project manager and the AEP to coordinate such visit.
10	Does the construction budget consider the replacement of the VAV boxes?	When the construction budget was prepared, it was under the assumption that part of the existing mechanical system may be reused. The AEP informed that the existing mechanical system is in good conditions.
11	Concerns about the construction budget, being too low.	The construction budget was prepared on 2021. It considered the global cost increase on this industry.

19. It was clarified that the design for all spaces shall be in compliance with all applicable codes and laws.

20. It was requested to all proponents, that all questions and comments shall be submitted formally in writing to Carlos Villegas via email, as stated on the RFP Document. All questions will be answered through an Addendum.

21. A walkthrough was conducted to all spaces.

### **END OF MEETING**

Meeting Minutes prepared by Project Manager Lydia Ocasio shall be deemed accurate as the record of matters discussed and conclusions reached. Corrections shall be reported to meeting coordinator within three (3) calendar days of distribution of this document. Unresolved issues and new information will appear. Resolved items may be deleted. Please see past versions of these minutes for missing information.



# ATTENDANCE LIST



**Project:** Puerto Rico Housing Finance Authority (PRHFA) Offices Relocation

**Location:** Centro Gubernamental de Minillas, North Tower. Meeting point: P Level

**Time:** 10:00 am

NAME	COMPANY	EMAIL	PHONE	SIGNATURE
Victor M. Villegas	arquitecto 11c	arquitecto.villegas@arquitecto.com	787-723-2031	<i>[Signature]</i>
José J. Sosa	Arq. Juan C. Peñarab	juanpenarab@gmail.com	787-758-1631	<i>[Signature]</i>
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Beatriz Fernandez Tapia	Fernandez Ariz	office@tapi Fernandez Ariz.com	787-671-6553	<i>[Signature]</i>



Cont.

NAME	COMPANY	EMAIL	PHONE	SIGNATURE
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