



GOVERNMENT OF PUERTO RICO  
PUERTO RICO HOUSING FINANCE AUTHORITY

## ADDENDUM #2

REQUEST FOR PROPOSAL ARCHITECTURAL & ENGINEERING (A/E) DESIGN SERVICES  
PUERTO RICO HOUSING FINANCE AUTHORITY (PRHFA) OFFICES RELOCATION

**In accordance of section 3.8 of the RFP, the PRHFA is publishing the following changes and clarification to the RFP. Changes or modifications to the original RFP are illustrated in red in this Addendum.**

### RFP SCHEDULE: (revisions on red)

<b>Addendum date:</b>	Friday, January 13, 2023
<b>Addendum #:</b>	2
<b>RFP Publication:</b>	Wednesday, December 14, 2022
<b>Project Visit-Meeting:</b>	Thursday, December 22, 2022
<b>Additional Project Visit-Meeting:</b>	Monday, January 23, 2023
<b>Deadline for questions:</b>	Tuesday, January 10, 2023
<b>Revised deadline for questions:</b>	Monday February 13, 2023
<b>Deadline for PRHFA to respond questions:</b>	Friday, January 13, 2023
<b>Revised deadline for PRHFA to respond questions:</b>	Friday, February 17, 2023
<b>Deadline to submit proposals:</b>	Thursday, January 19, 2023
<b>Revised Deadline to submit proposals:</b>	Thursday, February 23, 2023
<b>Notification of award:</b>	Friday, February 17, 2023
<b>Revised Notification of award:</b>	Tuesday, March 28, 2023

The Request for Proposals (RFP) is modified as set forth in this Addendum. The original RFP Documents and any previously issued addenda remain in full force and effect, except as modified by this Addendum, which is hereby made part of the RFP. Respondent shall take this Addendum into consideration when preparing and submitting its Proposal.

This Addendum #2 to the RFP addresses changes, clarifications and questions received. The following items are clarifications, corrections, additions, deletions and/or revisions to and shall take precedence over the original documents.

### I. ADDENDUM #2 ATTACHMENTS:

1. Attachment 1: PDF drawings
  - a. 2015 Architectural Set 3<sup>rd</sup> floor from TS to A102 -PDF format
  - b. 2015 Architectural Set 3<sup>rd</sup> floor from A103 to A403- PDF format
  - c. 2015 Mechanical Drawings 3<sup>rd</sup> Floor- PDF format
  - d. 2011 Electrical Drawings 3<sup>rd</sup> floor- PDF format
  
2. Attachment 2: Proposal form (editable-excel)

**II. CHANGES**

**1. RFP schedule is modified as follow:**

<b>RFP Publication:</b>	Wednesday, December 14, 2022
<b>Project Visit-Meeting:</b>	Thursday, December 22, 2022
<b>Additional Project Visit-Meeting:</b>	Monday, January 23, 2023
<b>Deadline for questions:</b>	Tuesday, January 10, 2023
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- a. An additional meeting and visit to the project is scheduled for Monday, January 23, 2023 at 2:00pm on Centro Gubernamental de Minillas, North Tower, Level P, Area A.
- b. Attendance to the new meeting/visit for **new** participants is mandatory.

**2. Section 5.5 Project Schedule of the RFP is modified as follow:**

**Revised** Design Schedule:

Phase	Duration
As-built drawings	3 weeks
Schematic Design	3 weeks
Design Development	5 weeks
Construction Documents	10 weeks
<b>TOTAL</b>	<b>21 weeks</b>

**The revised** proposed Project Schedule: (revisions in red)

Phase	Duration
Design Contract and Design	5.25 months
Bidding	3 months
Construction	8 months
Move-in	2 weeks
<b>TOTAL</b>	<b>16.75 months</b>

The expected revised duration of the whole project is **16.75 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 of the selected Design Firm to perform and deliver within this **desired** schedule.

The term of the contract shall be the design period until the end of construction, for an estimate of **16.75 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.

**3. Construction Contract Administration Services (Section 5-8 Description of the services required (“Scope of work”) of the RFP is modified as follow:**

Since the construction period has been modified from 6 months to **8 months**, the cost proposal must assume **8 months** for the construction contract administration services.

**III. CLARIFICATIONS**

**1. Hazardous Materials (HAZMAT) studies and abatement process**

PRHFA commissioned to a certified company the field study for the presence of asbestos containing materials (ACM) and lead based paint materials (LBP) and received the final reports. It is expected of the selected design firm to assist the PRHFA during the design development phase to identify which areas are required to remove, encapsulate or remain as is. Once the abatement plan is defined by PRHFA, a request for proposals will take place for the abatement of ACM and LBP. The abatement process will take place prior to the start of construction and will have a separate budget.

**2. Design phases durations:**

Section 5.5 Project Schedule of the RFP established the **desired** design durations by the PRHFA. However, on the proposal form (see attachment 2), there is a column to insert the duration of each phase proposed by the proponent. The duration proposed by each proponent will be taken into consideration during the evaluation, as established on evaluation criteria table of RFP Section 7: Selection Procedures.

### **3. As-built services**

As-built drawings services (Section 5-1 Description of the services required ("Scope of work")) states that the Design Firm is fully responsible to prepare the as-built drawings of the project areas to use as their base drawings. It is clarified that these drawings include any drawings necessary for the proper execution of the construction drawings, including but not limited to reflected ceiling, air conditioning distribution system, electrical system, among others.

## **IV. QUESTIONS**

The following questions and/or comments were received during the RFP questions period. Questions and or comments received has been translated from Spanish to English.

### **Question 1:**

Do the PRHFA have a specific design (A/E) budget allocated for this project? IF so, can you share it?

### **Answer 1:**

The PRHFA do have a budget allocated for the Design Services. The PRHFA will not share such amount in order to assure the most competitive proposals. RFP section 5, states the project scope, services scope and construction budget that is detailed enough to serve as reference to estimate the costs of the services. Neither the 2CFR 200.320 (b)(2), the PRHFA procedures or OE-2021-029 requires to share the amount allocated for these services.

### **Question 2:**

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?

### **Answer 2:**

As established on the Executive Order of the Governor of Puerto Rico, OE-2021-029, all contracts larger than \$250,000.00 will be required to submit a Certification of Legal Entity. This certification is issued by Puerto Rico Office of Management and Budget (*Oficina de Gerencia y Presupuesto (OGP)*). However, the PRHFA will provide an application form to the awarded firm, so they can request the Certification. The RUP cannot replace this document.

**Question 3:**

The estimated construction cost for this project seems too low for the following reasons:

- a. The project includes the redesign of the air conditioning, electrical, BMS, VFD, FSD, FD, chilled water, alarms, sprinklers systems, LEED compliance on demising walls, significant demolition, which will require rigorous asbestos encapsulation controls.
- b. Construction costs are dictated by the free market (supply and demand) and is common knowledge that there is more work than resources available, hence the costs increase.
- c. There are two projects in one, with two different sources of finance and two deliveries and two different contracts (interior offices and core/infrastructure). This without a doubt, increases the costs due to the correlations between the systems (i.e., BMS, Fire alarm systems, sensors, etc..) and also will require more time for the deliverables.
- d. It was informed that there are no existing infrastructure drawings available, therefore, this is another factor that will require more time than the one established on this RFP.
- e. Therefore, we suggest at least to double the construction cost of \$2.5 million, and at least 10 months for the design delivery including permits.

**Answer 3:**

The PRHFA estimated construction cost was prepared on June 2021. It was based on the conceptual layouts included in the RFP and considered an increase factor on the market.

- a. The construction cost was based under the assumption that the mechanical, electrical and fire systems did not require major intervention, since the "Autoridad de Edificios Públicos" (AEP) informed that they are working and in good conditions. Regarding the hazardous materials abatement/encapsulation it was not considered part of the construction cost, since any abatement necessary will be taken care of prior to the start of construction and will have a separate budget.
- b. The estimated construction budget was prepared on 2021 based on the PR Cost Index and previous similar projects, and considers an incremental factor. Since the funds for this project are Federal Funds already granted, at this moment, the construction budget will remain as stated on section 5.4 of the RFP, two million five hundred nineteen thousand one hundred seventy-two dollars and seventy-four cents (\$2,519,172.74).

- c. This RFP consists of one project that considers the architectural and engineering (AE) services for the interior offices of the 3<sup>rd</sup> and 4<sup>th</sup> floor, the ground level branch and commercial space as stated on Section 4 and 5 of the RFP.
- d. Architectural (2015), electrical (2011) and mechanical (2015) drawings will be provided as part of this Addendum, as Attachment 1. However, existing condition may vary, hence the awarded firm will need to confirm all drawings on site. Any furnished document by PRHFA and or AEP shall not imply an accurate drawing when compared to the existing building, or replace the need for an as built services as requested on the RFP and further clarified on Section III of this Addendum.
- e. As mentioned on Section IV, answer 3- item (b) of this Addendum, at this moment, the construction cost will remain as stated on section 5.4 of the RFP, two million five hundred nineteen thousand one hundred seventy-two dollars and seventy-four cents (\$2,519,172.74).

Regarding, the design schedule, as stated on Section II item 2 of this Addendum, the design duration has been changed as follow:

**Revised** Design Schedule:

Phase	Duration
As-built drawings	3 weeks
Schematic Design	3 weeks
Design Development	5 weeks
Construction Documents	10 weeks
<b>TOTAL</b>	<b>21 weeks</b>

**The revised** proposed project schedule: (revisions in red)

Phase	Duration
Design Contract and Design	5.25 months
Bidding	3 months
Construction	8 months
Move-in	2 weeks
<b>TOTAL</b>	<b>16.75 months</b>

**Question 4:**

Please provide complete drawing set of the works that were under way for the 3<sup>rd</sup> and 4<sup>th</sup> floor. This will reduce the costs of the as-built services.

**Answer 4:**

Attachment 1 of this Addendum includes the following drawings provided by the AEP:

- a. 2015 Architectural Set 3<sup>rd</sup> floor from TS to A102 -PDF format
- b. 2015 Architectural Set 3<sup>rd</sup> floor from A103 to A403- PDF format

- c. 2015 Mechanical Drawings 3<sup>rd</sup> Floor- PDF format
- d. 2011 Electrical Drawings 3<sup>rd</sup> floor- PDF format

Once a firm is awarded, an AutoCAD floor plan for the 3<sup>rd</sup> floor will be available.

Any furnished document by PRHFA and or AEP shall not imply an accurate drawing when compared to the existing building, or replace the need for an as built services as requested on the RFP.

**Question 5:**

Please confirm the construction budget for all four projects is \$2,519,172.74

**Answer 5:**

The construction cost will remain as stated on section 5.4 of the RFP, two million five hundred nineteen thousand one hundred seventy-two dollars and seventy-four cents (\$2,519,172.74). This construction budget is for the project as described on Section 4 and 5 of the RFP. It is clarified that this RFP is considered one single project that includes four separate spaces.

**Question 6:**

We wish to understand if the budget of \$2,519,172.74 includes the hazardous materials abatement works (removal or encapsulation).

**Answer 6:**

No. As further clarified on Section III of this Addendum, the construction budget of \$2,519,172.74 does not include any hazardous material abatement work. Any abatement work will take place prior to the start of constructions and will have a separate budget.

**Question 7:**

Please provide all existing electrical and mechanical (air conditioning) drawings of all the spaces to be impacted. If there are no existing drawings, an as-built of the systems must be done. If provided, even if not updated, will help us understand the effort required for the new drawings.

**Answer 7:**

Attachment 1 of this Addendum includes the following drawings provided by the AEP:

- a. 2015 Architectural Set 3<sup>rd</sup> floor from TS to A102 -PDF format
- b. 2015 Architectural Set from 3<sup>rd</sup> floor A103 to A403- PDF format

- c. 2015 Mechanical Drawings 3<sup>rd</sup> Floor- PDF format
- d. 2011 Electrical Drawings 3<sup>rd</sup> floor- PDF format

Once a firm is awarded, an AutoCAD floor plan for the 3<sup>rd</sup> floor will be available. The above are the only drawings available at this time.

Any furnished document by PRHFA and or AEP shall not imply an accurate drawing when compared to the existing building, or replace the need for an as built services requested on this RFP.

As further clarified on Section III of this Addendum, RFP section 5.1 states the as-built drawings services required. This includes any as-built needed for the design firm to properly finish all construction documents, including electrical and mechanical systems.

**Question 8:**

Please share building requirements for the electromechanical systems

**Answer 8:**

The following information was provided by AEP:

The AEP performed an Energy Retrofit project on the "Complejo Gubernamental Roberto Sánchez Vilella". The project included several works on both the lighting and air conditioning system. Any interior remodel or changes to existing areas must be designed to be integrated to these new systems.

Regarding the mechanical phase, the air conditioning (A/C) system has a distribution that includes variable air volume (VAV) boxes. These in turn, are integrated to a control systems (Building Management System (BMS)). All A/C diffusers of the North Tower are "therma fuser", however, 4-way diffusers may be used as long as they are equal to the ones installed on the South Tower.

Regarding the works done on the branch, the existing air handling unit (AHU) can be used and if necessary, an air redistribution can be done.

Regarding the commercial space (before the "Retiro-Cooperativa offices), the existing unit is working, in case that the new design requires a new one, it can be replaced for a new AHU and new air distribution system.

Both, the branch and the commercial space at the Plaza Level, work with the building chilled water system. Direct expansion system is not allowed. All new systems must be equal or similar to the existing and must be integrated to the existing controls system.



The building lighting system is controlled by the Quantum from Lutron System. This system regulates the lightning by occupancy sensors, natural light detection and lighting levels control by operation needs. It is a centralized and programable system.

The alarm system is Honeywell.

**Question 9:**

Will the Building Administration provide a report with the VAV boxes existing condition and their capacity?

**Answer 9:**

AEP informs that there is no report available of the VAV boxes existing condition or capacity.

**Question 10:**

Please provide the cost proposal form in an editable format.

**Answer 10:**

Attachment 2 of this Addendum includes the proposal form in excel format. It is not allowed to change, add or delete any of the content of the form.

-----END OF ADDENDUM #2-----