



GOVERNMENT OF PUERTO RICO
PUERTO RICO HOUSING FINANCE AUTHORITY

ADDENDUM #3

Monday, January 23, 2023
PRE-PROPOSAL MEETING SECOND MINUTE FOR
REQUEST FOR PROPOSAL A/E DESIGN SERVICES
PRHFA OFFICES RELOCATION

LOCATION: Centro Gubernamental Roberto Sanchez Vilella, North Tower, P Level

DATE: Monday, January 23, 2023

TIME: 2:00pm

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

ATTENDEES: Wilfredo Adorno, AdornoArquitectos
Mariela Lugo, Partner Studio LLC/Gensler
Tito Cabrera, Designers & Contractors
Deborah Franqui, Spaces Architects, PSC
Niloo Tashakori, Spaces.Architects
Istra Hernández, Hernández-Bauzá PSC Architects
Camila Hernández, CollabArchStudio
Rosa M. Acevedo, RA Architects-Interiors
Juan M. Ramos Ruiz, RA Architects-Interiors
J. Berdasco, Bersa Group, PSC
Fernando Rojas, Interdesign Arch.
Mario Toledo, Interdesign Arch.
Victor M. Villegas, Arqutieg, LLC
Carlos Villegas, Autoridad para el Financiamiento de la Vivienda
Nilda Marchany, Desarrollo de Proyectos Autoridad de Edificios Públicos
Alberto Quiros, Administración Autoridad de Edificios Públicos
Félix Vizcaya Ruis, Desarrollo de Proyectos Autoridad de Edificios Públicos
Lydia Ocasio, PRHFA Project Manager (outsourced)- Virtually

Refer to Attendance List, attached

An additional mandatory pre-proposal meeting for new proponents was held on Monday, January 23, 2023 in Centro Gubernamental Roberto Sanchez Vilella, North Tower at P Level. PRHFA and "Autoridad de Edificios Públicos" (AEP) personnel, as well as new interested

applicants attended the meeting. This meeting was advertised as a mandatory pre-proposal meeting for new proponents, as published on Addendum #2.

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. Arch. Nilda Marchany is from AEP and will be the building representative.
2. An attendance list was circulated. Lydia Ocasio led the meeting.
3. Lydia Ocasio explained that this Request for Proposal (RFP) was extended as stated on Addendum #2. The original RFP was announced through a Public Ad on the newspaper and published on the PRHFA webpage (afv.pr.gov.). The original pre-bid meeting was held, as announced, on Thursday, December 22, 2022. Five architectural firms attended the first meeting. The RFP process continued as stated on the original RFP. On January 13, 2023, a second addendum was distributed and published on the PRHFA webpage, in which one of the changes included the extension of the RFP period. PRHFA shared the RFP link with the "Colegio de Arquitectos y Arquitectos Paisajistas de Puerto Rico" (CAAPPR) and the American Institute of Architects, Puerto Rico Chapter (AIAPR), so they could share the link with their registered members. The purpose of this extension was to achieve a greater number of proponents for this RFP.
4. Lydia Ocasio explained and showed on the screen all the RFP documents (Original RFP, Addendum #1 and Addendum #2 with attachments). It was informed that all the documents were published and available to download through the PRHFA webpage (afv.pr.gov). All documents published on the PRHFA webpage, remain in force and continue to be part of the RFP. All new proponents, must download, read and review all documents.
5. Lydia Ocasio explained that a minute of today's meeting will be prepared and will be published on the PRHFA webpage and distributed as Addendum #3 to all participants, including the participants of the first meeting held on December 22, 2023.
6. 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 Roberto Sanchez Vilella, which is owned by AEP (Landlord), the AEP will participate during the design phases.

7. 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.
8. 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.
9. Lydia Ocasio went over the entire RFP document published on the PRHFA webpage.
10. Lydia Ocasio went over the design program and design scope as presented on the RFP document published on the PRHFA webpage.
11. It was clarified, that although conceptual layouts will be provided to the Design Firm, minor changes may be requested by the Owner.
12. Lydia Ocasio went over the Addendum #2, specifically the changes on the RFP schedule and the Design and Project Schedule.
13. Lydia Ocasio clarified that the scope of this proposal do not include the building "core" on the 3rd and 4th floors. Specifically, the elevator lobby, common restrooms, mechanical/electrical rooms, etc., as illustrated on the RFP document, section 4.1 Project Site (page 9).
14. It was informed that once the PRHFA selected and awarded a design firm, the AEP has the intention of requesting to the same Design Firm an A/E Design Services proposal for the common areas of the 3rd and 4th floors. Specifically, the elevator lobby, common restrooms, mechanical/electrical rooms, etc. However, it is clarified, that the proposals should only include the scope stated on the RFP document.
15. 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 utmost 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.

16. 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.

17. Lydia Ocasio went over the revised request for proposal Calendar as stated on Addendum #2. Below the revised schedule.

(Revisions on red)

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

18. Lydia Ocasio went over the revised proposed design and project schedule, as stated on Addendum #2. Below the revised schedules.

Revised Design Schedule:

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

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
TOTAL	16.75 months

19. Lydia Ocasio explained that the duration for the design phases is the PRHFA target dates to achieve the project within schedule. However, the cost proposal form provides a column for proponents to write in their proposed duration for each phase. This will be an evaluation criterion, as stated on section 7: Selection Procedures, of the RFP.
20. It was clarified that the design for all spaces shall be in compliance with all applicable codes and laws.
21. 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.
22. A walkthrough was conducted to all spaces.
23. Arch. Marchany explained during the walkthrough that 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, as well as perimeter walls insulation (furring). Any interior remodel or changes to existing areas must be designed to be integrated to these new systems.
24. AEP personnel informed, during the walkthrough, that on the 3rd floor the original electrical room was relocated for compliance reasons. Hence, the 4th floor electrical room will need relocation, equal to the 3rd floor. This electrical design must be considered as part of the design scope.
25. The following questions and answers were presented during the meeting:

No.	Query	Answer
1	Does the revised design schedule presented, include a revision period by the Client/user? <i>[By: Partner Studio/Genster]</i>	It was clarified, that the revised design schedule does not include the revision period. However, in the overall project schedule is considered. The Client will have a review period between phases.
2	Are the furniture specifications part of the services (scope) requested? <i>[By: Partner Studio/Genster]</i>	No. The PRHFA will develop all the furniture specifications and finishes. All the furniture selection will be by the PRHFA; however, typical drawings coordination's is expected from the Design Firm.

3	Can we assume that the conceptual layouts provided are in full compliance? <i>[By: Hernández-BauzáPSCArchitects]</i>	No. The awarded firm must validate and review all proposed layout provided for full compliance for all applicable codes and laws. It is the Firms responsibility a fully compliant design.
4	What does the white spaces on the layouts for the 3 rd and 4 th floor represent? <i>[By: Hernández-BauzáPSCArchitects]</i>	Some spaces are not colored, or presented in white (not including the core). The lack of color means that those spaces do not belong to any specific department, they are for the use of all users.
5	What are the two rooms to the right of the core on the 3 rd and 4 th floors? <i>[By: Hernández-BauzáPSCArchitects]</i>	The two rooms located to the right of the core, are the proposed lactation room and a storage room. The rooms already exists, but need to be refurbished to house the new program.
6	Will there be additional points during the evaluation process for Women-owned Small Business? <i>[By: Hernández Bauzá PSC Architects]</i>	Any other factor presented by the proponent will be an evaluation criterion, as stated on section 7: Selection Procedures, of the RFP, under "Other factors presented by the firm" with 5 points.
7	Does PRHFA have an interior finishes standard? <i>[Spaces Architects]</i>	No. Currently the PRFHA does not have a defined finishes standard. The proposed firm must propose and select the interior finishes for this project.
8	Do the existing AC equipment at the 4 th floor work? Will they will be reused.	AEP will provide all mechanical and electrical information. All questions regarding these topics will be answered through a 4 th Addendum.
9	Will existing furniture in the current facilities of PRHFA will be reused on the final move? Do we need to do an inventory of the existing furniture? <i>[Interdesign Arch.]</i>	PRFHA plans to buy all new furniture. If, during the process, existing furniture needs to be incorporated, all specifications/ documentation will be provided by PRFHA to the designer.

10	Will the IT equipment be new or will the existing equipment will be reused? Do we need to do an inventory of the existing furniture? <i>[Interdesign Arch.]</i>	This question will be consulted with PRHFA IT group and will be answered through a 4 th Addendum.
11	Will the RUP be accepted?	Yes. The awarded firm must be registered in the Professional Services Provider Sole Registry (RUP). It was clarified, that in addition, a Certification of Legal Entity will be required as stated on Exhibit C of the RFP. This certification is issued by Puerto Rico Office of Management and Budget (<i>Oficina de Gerencia y Presupuesto (OGP)</i>). However, the PRHFA will provide an application form to the awarded firm, so they can request the Certification. The RUP cannot replace this document
12	Do the spaces have asbestos or lead materials? <i>[RA Architects-Interiors]</i>	It was informed that a hazardous material (HAZMAT) study was commissioned by the PRHFA for all the spaces to be impacted (3 rd , 4 th Floor of North Tower, Branch space and commercial space at Plaza Level). PRHFA received the final reports. PRHFA is in process of reviewing the report findings and will develop an abatement plan. It is the intention of the PRHFA to execute all abatements works (including the core area) prior to start of construction.
13	Who will submit all permits? Who will certify the permit documents?	As stated on section 5: Description of Services Required: Bidding Assistance, there will be an outsource permit agent/expeditor in charge of applying for all permits. However, all permits documents must be

		rendered and certified by the licensed designer.
14	Will the new interior partitions be gypsum board?	Yes. All new interior partitions must be gypsum board and in compliance with all applicable codes.
15	Will the space be free of furniture when performing the as-built services?	AEP informed that they will coordinate to remove all existing furniture from the 3 rd and 4 th floor, in order to clear up the spacer for a proper as built.
16	The existing walls are in different demolition state. How will this be specified on the demolition drawings?	The demolition drawings should be specific enough, in order to be properly quoted by potential General Contractors. It was suggested that these differences could be specified through a legend on wall types or by pictures. However, the awarded firm is free to specify as they understand best.
17	What are the specifications for the communication cabling? Will they require to run through EMT conduits?	All IT requirements will be discussed with the PRHFA IT group, once the awarded firm has formalized a contract. However, at this moment, please consider that all low voltage cabling will run through a cable tray, above the ceiling.
18	Will PRHFA accept other alternatives for the schematic layout?	PRHFA is open to receive changes in the proposed layout for evaluation, during the schematic phase.
19	Will the existing doors and frames on the 3 rd floor be reused.	At this moment, please consider that all doors and frames will be new.
20	Are there fire protections drawings available? Do you have the previous construction drawings?	There are fire protection drawings for the 3 rd floor, as well as the previous construction drawings. They were distributed as an attachment for the Addendum #2 of the RFP. AEP will verify if there are any additional drawings available for the 4 th floor.

21	Will the branch design needs to consider the energy retrofit project.	AEP will provide this answer and will be answered through a 4 th Addendum.
22	Do the construction budget include the furniture?	No. The budget for the furniture is not part of the construction budget provided.
23	Who will do the value engineer to understand if the design is within budget?	During the schematic design phase, an initial construction estimate is expected from the Design Firm. At this moment, the Owner will review it and make design decisions with the assistance of the Design Firm.
24	Do the air conditioning of the Service Hub area works?	AEP will provide this answer and will be answered through a 4 th Addendum.

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.

-----END OF ADDENDUM #3-----



ATTENDANCE LIST

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

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

Date: January 23, 2023

Time: _____
→ addeno@adnoraquitectos.com

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Cont.

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