



GOVERNMENT OF PUERTO RICO
PUERTO RICO HOUSING FINANCE AUTHORITY

ADDENDUM #4

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)

Addendum date:	Friday, February 17, 2023
Addendum #:	4
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

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 #4 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 #4 ATTACHMENTS:

1. Attachment 1: Cost Proposal Form Rev2: 022723 (excel format)
2. Attachment 2: PDF drawings
 - a. 2015 Architectural Set 3rd floor from TS to A102 -PDF format
 - b. 2015 Architectural Set 3rd floor from A103 to A403- PDF format
 - c. 2015 Mechanical Drawings 3rd Floor- PDF format
 - d. 2011 Electrical Drawings 3rd floor- PDF format
3. Attachment 3: PDF drawings
 - a. 2015 Mechanical and Fire Protection Drawings-4th floor -PDF format

II. CHANGES

1. Section 5: Description of the services required (“Scope of work”) of the RFP is modified as follow:

- a. Cost Estimates: A final updated construction cost estimate shall be prepared by the Design Firm during the Construction Documents phase.
- b.

III. CLARIFICATIONS

1. **NO clarifications included on this Addendum.**

IV. QUESTIONS

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

Question 1:

Is there a need to include Technology services for low voltage?

Answer 1:

All communications and technology design services for low voltage are part of the Design Development and Construction Documents phases, as well as all necessary design coordination with electrical and mechanical design. This includes but is not limited to, data drops, audiovisual equipment infrastructure, etc. Awarded design firm will meet with PRHFA Technology group and their consultants/suppliers to gather all design requirements.

Question 2:

You requested Registry of Technology Providers, if applicable. Please provide information regarding this registry and if it is applicable for this project.

Answer 2:

The Registry of Technology Providers is a Registry that is required and administered by the Puerto Rico Innovation and Technology Service (PRITS). The service requested through this RFP is not related to a technology service. Therefore, the design firms do not have to be registered.

Question 3:

The RFP requests "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'. Please provide a list of required insurances and the liability limits.

Answer 3:

These insurances must be provided only by the selected company. Relating to this RFP, the applicable insurances are those expected in a contract for a design firm, for example, Commercial Liability, Employer's Liability, and Professional Liability. Also, you must comply with the State Insurance Fund Corp. policies. The applicable insurance must have a minimum limit of ONE MILLION DOLLARS (\$1,000,000.00). PRHFA will explain this matter in more detail to the selected company.

Question 4:

The RFP requests Certification that neither the company nor its officers are suspended or debarred ("Suspension & Debarment") from doing business with the Federal Government'. Is this a notarized statement by the proponent or is there a specific certification we need to acquire?

Answer 4:

Yes, is a notarized statement by the proponent. This certification must be provided only by the selected company. The PRHFA can provide a sample of the document to the selected company.

Question 5:

The RFP requests 'Certification that no conflict of interest exists should they be awarded the Contract.' Is this a notarized statement by the proponent or is there a specific certification we need to acquire?

Answer 5:

Yes, is a notarized statement by the proponent. This certification must be provided only by the selected company. The PRHFA can provide a sample of the document to the selected company.

Question 6:

The RFP requests 'Certification of compliance with the provisions of the Ant-Corruption Code for the New Puerto Rico (Act 2-2018, as amended).' Is this a notarized statement by the proponent or is there a specific certification we need to acquire?

Answer 6:

Yes, is a notarized statement by the proponent. This certification must be provided only by the selected company. The PRHFA can provide a sample of the document to the selected company.

Question 7:

Under Schematic Design are we to include program validation and floor plan layout validation or is the program and layout assumed as final?

Answer 7:

Section 5 Description of the services required ("Scope of work"), item 2: Schematic Design of the RFP states *The Design Firm must prepare a schematic design developed to the extent of understanding the basic functioning and programming of the Project.* The PRHFA will provide a conceptual layout. However, some layout changes may be necessary either by request of PRHFA, or for compliance or regulatory reasons. Also, it is clarified that Design Firm is fully responsible to validate and revise as necessary for all applicable codes and laws compliance.

Question 8:

Are the support areas and number of files per department as shown on plans? In the document description only a total number of files and support areas are provided per floor but not assigned to each department.

Answer 8:

The support areas and number of files per department were considered when developing the conceptual layouts provided on Exhibit A of the RFP. These were placed considering their assigned department area. As further clarified on question #7 of this Addendum, some layout changes are possible during the schematic design.

Question 9:

Is there an intention to have a moveable file system for space efficiency? No moveable files were observed in the provided plans. If moveable files are used it will require a structural intervention.

Answer 9:

No moveable (high-density) file system will be necessary as part of the design.

Question 10:

Is there an intention to have conference rooms adjoining to improve flexibility? No moveable partitions were observed in the provided plans. If moveable partitions are used it will require a structural intervention.

Answer 10:

No moveable partitions are considered as part of the design.

Question 11:

The awarded Design Firm shall comply with PRHFA required insurances. What are PRHFA insurance requirements?

Answer 11:

Relating to this RFP, the applicable insurances are those expected in a contract for a design firm, for example, Commercial Liability, Employer's Liability, and Professional Liability. Also, you must comply with the State Insurance Fund Corp. policies. PRHFA will explain this matter in more detail to the selected company.

Question 12:

Who is responsible for the development of the Meeting Minutes, Architect, Inspector, or General Contractor?

Answer 12:

Depending on the project phase, meeting minutes will be prepared by either PRHFA Project Manager, AEP Project Manager and/or Project Inspector.

Question 13:

It is our understanding that furniture will be a separate contract. Please clarify what services are expected by the design firm regarding furniture (e.g., finish selection, furniture specifications, furniture coordination with approved plans)?

Answer 13:

As further clarified on Addendum #3, PRHFA will be responsible of developing all the furniture specifications and finishes. All the furniture selection will be by the PRHFA. The Design Firm services regarding furniture must include the furniture coordination drawings with

approved plans, 3D renders and with final furniture brand specifications, once a supplier have been awarded.

Question 14:

When will the furniture vendor be involved in the project? Furniture systems vary in panel width, height, and length. This will affect the plans if not engaged at an early stage or do we need to assume the most critical dimensions to avoid conflict?

Answer 14:

PRHFA has the intention of preparing the furniture specifications during the schematic design phase. Once the furniture specifications are completed a formal Request for Proposals will take place. Once a furniture vendor is awarded, they will be involved in the project, through the PRHFA Project Manager. Design Firm shall assume that by the Design Development phase all furniture specification will be defined by the PRHFA, minor typical changes are expected by the awarded furniture vendor.

Question 15:

Are meetings with PRHFA and AEP virtual or in person? How many meetings are we to include during the Schematic Design, Design Development and Construction Documents?

Answer 15:

Meetings between the Design Firm and PRHFA and/or AEP and/or their consultants may be both virtual and in person. The number of meetings during the Schematic Design, Design Development and Construction Documents will be as needed, in order to properly execute the design deliverables. The meetings will be coordinated by the PRHFA Project Manager.

Question 16:

Are the construction meetings weekly or bi-weekly?

Answer 16:

Section 5 Description of the services required ("Scope of work"), item 8: Construction Contract Administration Services of the RFP states as part of the services requested:

8.1- Assistance on the Project's weekly meetings.

8.2-Visits to the sites 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's being executed according to the construction documents.

Question 17:

What services are required under Move-in?

Answer 17:

No services from the Design Firm are required during the Move-in phase. Refer to section 5 Description of the services required ("Scope of work") of the RFP.

Question 18:

Are we to validate the construction cost estimate during Schematic Design and Design Development? If a construction cost estimate is required during Schematic Design the plans should include selection of materials and construction details. This will upfront the Schematic Design and will require finishes selection and approval by AFV. Upfronting the Schematic Design will prevent value engineering and changes to the plans at the completion of design development.

Answer 18:

Section 5 Description of the services required ("Scope of work"), item 2: Schematic Design, states: "*A cost estimate based on the Schematic Design must also be handed in*". Item 3: Design Development states: "*Modification and design revisions are necessary during this phase, as well as the cost estimate updated*". Cost estimates shall be developed according to each design phase. Typically finishes selection is part of the design development phase. It is expected from the awarded Design Firm to propose and present to PRHFA finishes options in accordance with the construction budget.

Question 19:

Is a professional estimator required or are costs per square feet by the Architect and Engineers acceptable?

Answer 19:

Costs per square feet are not acceptable. It is the Design's firm prerogative if they want to hire a professional estimator. However, as further clarified on question #18 of this Addendum, cost estimates are expected during the Schematic Design and Design Development phases. Also, as stated on the Changes section of this Addendum, a final updated cost estimate is expected during the Construction Documents phase. During the schematic design phase, an analogous estimating method (Top-Down Estimating) is acceptable. For the design development and construction documents phase a Bottom-up estimating method is expected.

Question 20:

Exhibit E: Cost proposal requires Quantity, Cost, and Duration. Please clarify what information shall be provided under Quantity?

Answer 20:

For clarity purposes, the cost proposal form has been revised. Please refer to Attachment 1: Proposal Form Rev2:022723 (excel format) of this Addendum #4. A new column with the units for each task has been added.

Question 21:

If the environmental mitigation is done before the demolition of existing partition walls, as indicated, asbestos containing tile strips under the partition walls will not be removed and remain as a contaminant in the space. How will the mitigation by AEP will be coordinated by the Design Firm?

Answer 21:

PRHFA has the intention of performing all asbestos and lead containing materials abatement prior to start of construction. After the Design Firm prepares the as-built, the selected abatement company will perform any necessary demolition (walls or components) to execute a full abatement. After the abatement process is completed, some as-built update may be necessary to illustrate whatever was demolished by the abatement company. It is clarified that the abatement process will be procured and managed by the PRHFA and coordinated with AEP.

Question 22:

Can the existing Building drawings be provided with a better resolution for the proponent to evaluate?

Answer 22:

Attachment 1 of Addendum #2 included the requested drawings. They were uploaded to the PRHFA webpage with a lower resolution because of a size limitation. We will distribute the same drawings with higher resolutions directly to all participants proponents by email as Attachment 2 of this Addendum. If any proponent does not receive such email, please contact the PRHFA RFP representative to request the drawings. Attachment #2 of this addendum includes the following drawings provided by the AEP:

- a. 2015 Architectural Set 3rd floor from TS to A102 -PDF format
- b. 2015 Architectural Set 3rd floor from A103 to A403- PDF format
- c. 2015 Mechanical Drawings 3rd Floor- PDF format
- d. 2011 Electrical Drawings 3rd floor- PDF format

Question 23:

Does the proponent have to include the audiovisual equipment on their proposal or just a rough-in necessary for installment by others afterward? Considering the projects given construction budget and that there are no specifications in the RFP for this equipment, we feel this item should not be included in the proponent services.

Answer 23:

The Design Firm must consider rough-in necessary for the audiovisual (AV) equipment. AV equipment will be selected and procured by the PRHFA with a third vendor. All specifications will be provided by the PRHFA and the AV vendor. The Design Firm must consider the usual design coordination between the AV vendor, electrical consultant and any other consultant to incorporate into the drawings. It is clarified that the AV equipment budget is not part of the construction budget provided.

Question 24:

Can you provide more details of what the Refurbishment of Existing Millwork in the old BPPR consist of?

Answer 24:

The Design Firm must propose options and evaluate them in terms of quality, time and cost to refurbish the existing millwork, such as (but not limited to) re-laminate, paint, vinyl wraps, etc.

Question 25:

Do the interior perimeter walls of the 4th floor need to be insulated similar to the same walls on the 3rd floor?

Answer 25:

Yes.

Question 26:

Will the AutoCAD 3rd floor drawings, that will be provided to the awarded firm, include the HVAC and Fire Protection Drawings.

Answer 26:

AEP informed that HVAC and Fire Protection Drawings will be available in AutoCAD for the 3rd and 4th floor, North Tower. Such drawings shall be requested to the Mechanical Engineer, Eng. Jorge Ledon Webster, once a Design Firm is awarded.

Question 27:

Have the 3rd floor HVAC ductwork insulation contain asbestos? If yes, can we consider that all the ducts in this floor will be demolished and As-built will not be required.

Answer 27:

According to the Asbestos Containing Material Study Report, some of the AC ducts have black mastic containing asbestos. Approximately 387 lineal feet at the 3rd and 25 lineal feet on the 4th floor. Only the sections of the ducts containing the black mastic will be removed, all remaining ducts may be (recommended) used for the final design. As-built drawings for this will still be necessary.

Question 28:

When will the 4th addendum will be distributed?

Answer 28:

As stated on Addendum #2 and Addendum #3, the revised deadline for PRHFA to respond to questions is Friday, February 17, 2023. This addendum #4 will be distributed on this date.

Question 29:

Will the project include the design of fire protection system for the Branch and Customer Service Hub spaces?

Answer 29:

Yes. The Design firm must provide a fully compliant set of drawings for all spaces. This includes but is not limited to the Branch and Customer Service Hub. The Branch and Customer Services Hub space currently have a working fire protection system; however, it is the Design Firm responsibility to review it and make any necessary changes to accommodate the new layout and to be in fully compliance.

Question 30:

Do the existing AC equipment at the 4th floor work? Will they be reused?

Answer 30:

AEP informed that all AC equipment was completely removed from the 4th floor.

Question 31:

Will the branch design needs to consider the energy retrofit project?

Answer 31:

Yes. However, it is clarified that the existing AC system and lighting system are already integrated to the energy retrofit project and are in working conditions. The branch scope is not a full remodel, however, any changes proposed by the designer must be integrated to

the existing energy retrofit project. Regarding the bathrooms, the only requirement shall be to change the toilets, urinals and/or faucets to sensor activated ones.

Question 32:

Does the air conditioning of the Service Hub area work?

Answer 32:

AEP informed that the Service Hub AC is an AHU connected to the chilled water system. It is clarified that the AC unit is in working condition, however the existing units do not require fresh air intake due to the previous occupancy load. The designer must verify if the new occupancy and use will require fresh air intake and design accordingly.

Question 33:

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?

Answer 33:

PRHFA will relocate their network servers to the 2nd floor of Minillas North Tower. It is clarified that any work necessary in the 2nd floor is NOT part of the design scope. PRHFA and their vendor RM Communications will be in charge of all relocation, including equipment inventory. As further clarified on question #1 of this Addendum, all communications and technology design services for low voltage for the impacted areas are part of the Design Development and Construction Documents phases, as well as all necessary design coordination with electrical and mechanical design.

Regarding furniture, as further clarified on question #13, PRHFA will be responsible of developing all the furniture specifications and finishes. If any existing furniture needs to be reused, PRHFA will make the necessary inventory and provide the Design Firm all the specifications. The Design Firm services regarding furniture must include the furniture coordination drawings with approved plans and with final furniture brand specifications, once a supplier have been awarded.

Question 34:

Are there fire protections drawings available? Do you have the previous construction drawings?

Answer 34:

Mechanical and Fire Protection (2015) drawings for the 4th floor will be provided as part of this Addendum, as Attachment 3.

-----END OF ADDENDUM #4-----