



PUERTO RICO HOUSING
FINANCE AUTHORITY

PRHFA

GOVERNMENT OF PUERTO RICO

ADDENDUM #3

Request for Proposals (RFP) for

ENVIRONMENTAL INSPECTION SERVICES FOR HOME & HTF PROGRAMS ACTIVITIES

This Addendum is hereby included in and made part of the Request for Proposals for ENVIRONMENTAL INSPECTIONS SERVICES FOR HOME & HTF PROGRAMS ACTIVITIES, published on June 3, 2025 (RFP). This Addendum #3 addresses clarifications and questions received. The original RFP's Documents remain in full force and effect, except as modified by this Addendum. Proponents shall take this Addendum into consideration when preparing and submitting their Bids.

I. QUESTIONS/CLARIFICATIONS:

Question #1:

Workload Description and Volume of Projects: To accurately define the team structure, staffing levels, and resource allocation, we respectfully request more detailed information regarding the expected workload. Specifically: The estimated number of cases or households to be managed during the contract term.

Answer #1:

The number of units and/or projects is not predetermined. This will depend on the applicants for the funds. However, we estimate to have the following requests: Single-Family: 85 families (Rehab by Owner – 75 + TBRA- 10).

Question #2:

The average complexity or duration of each case size or scope of each rehabilitation project.

Answer #2:

For Single-Family: 1-4 bedrooms units; Multi-Family: 90-150 units per project.

Question #3:

The geographic distribution of the projects (e.g., number of municipalities or regions involved).

Answer #3:

The selected Project Manager must be prepared to provide services throughout the Puerto Rican Archipelago. However, in relation to the HOME Municipal Housing Rehabilitation Initiative, we expect to select approximately 20 municipalities that would benefit from this activity.

Question #4:

The anticipated timeline or phasing of project starts and completions.

Answer #4:

There is no specific anticipated timeline for projects. Services may be required, as needed, at any time during the term of the contract. As part of this addendum, PRHFA is providing a standardized cost form as Exhibit A, that includes an estimate of the deliverables that commonly are part of HOME/HTF Program activities.

Question #5:

Whether multiple projects will be active concurrently, and if so, how many at a time. This information is critical for determining the number and type of personnel required to meet the RFP's expectations efficiently and cost-effectively.

Answer #5:

Yes, there will be several projects active concurrently. Services may be required for multiple units and/or projects at the same time or application cycle. The number of units and/or projects is not predetermined. This will depend on the applicants for the funds. However, we estimate to have the following requests: Single-Family: 85 families (Rehab by Owner – 75 + TBRA- 10).

Question #6:

Standardized Cost Form: Section 6.5 requests a proposed budget including hourly rates, but no standardized format is provided. To ensure consistency and comparability across proposals, will PRHFA provide a cost proposal template or form that all respondents should use?

Answer #6:

As part of this addendum, PRHFA is providing a standardized cost form as Exhibit A.

Question #7:

Budget Ceiling or Funding Allocation: Is there a maximum budget or funding ceiling for this contract that respondents should consider when preparing their cost proposals?

Answer #7:

There is no pre-set budget or funding cap for the contract. The purpose of the RFP is precisely to obtain the costs of the requested services through competition. PRHFA reserves the right to contract the services once the proposals submitted have been analyzed.

Question #8:

Clarification on Evaluation Criteria: Section 7 lists "Overall approach to provide the Project Management Services" as a separate criterion worth 5 points. Could you clarify how this differs from the "Proposed Work Plan" criterion, which is worth 20 points?

Answer #8:

The "Overall approach to provide the Project Management Services" recognizes and rewards the combined fulfillment of the criteria described in RFP (includes the Proposed Work Plan as one of them). The better the criteria is fulfilled, the better the opportunity for proponents to receive more points in their proposals.

Question #9:

Access to NOFA Document: Section 4.4 references the HOME Municipal Housing Rehabilitation Initiative NOFA (AFV-HOMEPR-2025-0002). Could you please provide a copy of or a link to this NOFA for reference?

Answer #9:

Regarding the municipal initiative, we encourage proponents to visit our web page: www.afv.pr.gov, click on "Avisos" tab and review the documents related to the Notice of Funding Availability – HOME Program-Municipal Housing Rehabilitation by Owner Initiative at <https://www.afv.pr.gov/wp-content/uploads/2025/04/home-rehab-nofa-municipios-v5-clean-rev-9-abr-2025-eti-rev-jt-4-9.docx>.

Also, you can watch a recording of the May 6, 2025 Spanish presentation on our YouTube channel: <https://www.youtube.com/watch?v=XraQQxvURd0>

Question #10:

Subcontracting Clarification: Section 6.3.3 states that joint ventures or consortiums are not allowed, but subcontracting may be permitted with written approval. Could you clarify whether subcontractors must be identified in the proposal, and if so, what documentation is required?

Answer #10:

It is not required to include it in the proposal, but you can include it in the proposal. The following documentation is recommended: 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 No. 2-2018, as amended), "Unique Entity ID" (UEI) and evidence of active registry in the System for Award Management (SAM) at www.sam.gov, Executive Order No. 14173 of January 21, 2025, "Ending Illegal Discrimination and Restoring Merit Based Opportunity". Requirements of the Section 6.3 Background and description of services and personnel-RFP.

Question #11:

Insurance Requirements: Section 3.10 mentions minimum insurance coverage pursuant to the Puerto Rico Insurance Code. Could you please specify the types and minimum levels of insurance coverage required?

Answer #11:

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.

Question #12:

Can PRHFA please confirm whether the contractor selected under this RFP will be responsible for preparing all supporting documentation required for the applicable environmental review reports (e.g., data collection, analysis, regulatory checklists, and HEROS entries), or will PRHFA provide a 3rd party for these services.

Answer #12:

Single Family:

The contractor selected under this RFP will be responsible for preparing all supporting documentation required for the applicable environmental review reports (e.g., data collection, analysis, regulatory checklists). PRHFA will take care of the HEROS entries.

Multi Family:

The contractor selected under this RFP will review all the documents submitted by the developer and then submit a compliance report using HUD checklist forms. PRHFA will take care of the HEROS entries.

Question #13:

Please provide the template intended to use for the environmental assessment.

Answer #13:

For both HOME and HTF we use the checklists and templates provided by HUD for each of the respective programs.

Question #14:

How many inspections per month are expected on average?

Answer #14:

PRHFA will require periodic (monthly, quarterly, yearly as applicable) site inspections of HOME/HTF projects to verify environmental compliance.

Question #15:

Will PRHFA provide access to the HUD HEROS system, or must the contractor have its own active account?

Answer #15:

PRHFA will be in charge of accessing and entering information into HUD HEROS System.

Question #16:

What level of public participation is expected to be coordinated by the environmental provider? Will public hearings be held for the projects?

Answer #16:

PRHFA will coordinate all public participation or announcements related to the environmental review process.

Question #17:

Is it permitted to subcontract specialized personnel for areas such as archaeology or ecological restoration?

Answer #17:

It is not required to be included in the proposal, but can be included. The following documentation is recommended: 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 No. 2-2018, as amended), "Unique Entity ID" (UEI) and evidence of active registry in the System for Award Management (SAM) at www.sam.gov, Executive Order No. 14173 of January 21, 2025, "Ending Illegal Discrimination and Restoring Merit Based Opportunity". Requirements of the Section 6.3 Background and description of services and personnel-RFP.

Question #18:

What formats or platforms should be used for submitting technical documentation?

Answer #18:

PRHFA recommends the use of HUD-provided checklists for HOME & HTF programs. For more information you can visit the following link: <https://www.hudexchange.info/trainings>.

Question #19:

Will PRHFA cover travel costs related to inspections, or should these be included in the proposed rates?

Answer #19:

All costs related to the delivery of services should be included in the proposed amount for each deliverable included in Exhibit A.

Question #20:

Will prior environmental assessments (e.g., Phase I or historical studies) be made available to consultants to streamline desktop reviews and avoid duplication?

Answer #20:

Single-Family Project:

PRHFA will provide the selected entity with any prior environmental assessments or information that could avoid duplication of effort.

Multi-Family Project:

Most of the information to meet federal requirements will be provided through the project developer.

Question #21:

Is there a preferred methodology or template required for field reports and technical documentation, or can firms use their own compliant formats?

Answer #21:

PRHFA recommends the use of HUD-provided checklists for HOME & HTF programs. For more information you can visit the following link: <https://www.hudexchange.info/trainings>.

Question #22:

Regarding the HEROS platform requirement, would PRHFA consider contractors who have not used HEROS directly but have relevant environmental compliance experience and a formal training plan (e.g., via HUD Exchange) in place, or is an active HEROS account and experience mandatory from the outset?

Answer #22:

PRHFA will accept contractors with relevant environmental compliance experience. No active HEROS account is required for the application.

Question #23:

Will PRHFA provide access to the HUD Environmental Review Online System (HEROS), or are vendors expected to already possess active credentials?

Answer #23:

HUD Environmental Review Online System (HEROs) will be operated by PRHFA. No active HEROS account is required for the application.

Question #24:

Are there specific environmental consultants, agencies, or regulatory bodies with which the selected vendor must coordinate during the execution of services?

Answer #24:

For both single-family and multi-family projects, there is the possibility that some type of request for information or clarification of an issue may have to be made during the environmental process. The scope of the environmental process may vary according to the activity. To see the possible agencies that work with an environmental process, we recommend seeing the HUD checklists on the following page: <https://www.hudexchange.info>.

Question #25:

Will PRHFA provide historical environmental data for the properties to be inspected, or should vendors assume responsibility for conducting all assessments from the ground up?

Answer #25:

Single-Family Project:

PRHFA will provide the selected entity with any prior environmental assessments or information that could avoid duplication of effort.

Multi-Family Project:

Most of the information to meet federal requirements will be provided through the project developer.

Question #26:

Can PRHFA provide a list or map of the locations where inspections will be conducted?

Answer #26:

The Proposer must be prepared to provide their services throughout the Puerto Rican Archipelago. However, in relation to the HOME Municipal Housing Rehabilitation Initiative, we expect to select approximately 20 municipalities that would benefit from this activity.

Question #27:

Will the inspection sites be organized by geographic regions or municipalities?

Answer #27:

It has not yet been determined how the distribution of the services to be offered will be. Both single-family projects and multi-family projects are served throughout the Puerto Rican Archipelago. However, in relation to the HOME Municipal Housing Rehabilitation Initiative, we expect to select approximately 20 municipalities that would benefit from this activity.

Question #28:

Will inspections be conducted solely by the selected vendor, or will municipal staff or PRHFA personnel provide on-site support?

Answer #28:

The selected vendor must have the ability to complete jobs individually. However, our experience is that municipalities are willing to help coordinate and provide information that they have available.

Question #29:

Are all inspection sites confirmed to be safe and accessible for field visits?

Answer #29:

Access to properties is coordinated with property owners and many of the municipalities are available to serve as a liaison for properties to be inspected.

Question #30:

What types of projects or rehabilitation activities are expected to be undertaken at the inspection sites?

Answer #30:

For Single-Family: 1-4 bedrooms units; Multi-Family: 90-150 units per project.

For more detailed information related to the Municipal Initiative, we encourage proponents to visit our web page: www.afv.pr.gov , click on "Avisos" tab and review the documents related to the Notice of Funding Availability – HOME Program- Municipal Housing Rehabilitation by Owner Initiative at <https://www.afv.pr.gov/wp-content/uploads/2025/04/home-rehab-nofa-municipios-v5-clean-rev-9-abr-2025-eti-rev-jt-4-9.docx>.

Also, you can watch a recording of the May 6, 2025 Spanish presentation on our YouTube channel:
<https://www.youtube.com/watch?v=XraQQxvURd0>

Question #31:

Will the environmental inspection reports be submitted through a virtual platform designated by PRHFA?

Answer #31:

Once the service supplier has been selected, PRHFA will coordinate with the contractor the method that will be used for submitting inspection reports.

Question #32:

Could PRHFA provide examples of typical rehabilitation projects to be supported under this initiative?

Answer #32:

For Single-Family: 1-4 bedrooms units; Multi-Family: 90-150 units per project.

For more detailed information related to the Municipal Initiative, we encourage proponents to visit our web page: www.afv.pr.gov , click on "Avisos" tab and review the documents related to the Notice of Funding Availability – HOME Program- Municipal Housing Rehabilitation by Owner Initiative at <https://www.afv.pr.gov/wp-content/uploads/2025/04/home-rehab-nofa-municipios-v5-clean-rev-9-abr-2025-eti-rev-jt-4-9.docx>.

Also, you can watch a recording of the May 6, 2025 Spanish presentation on our YouTube channel:
<https://www.youtube.com/watch?v=XraQQxvURd0>

Question #33:

Who are the Participating Jurisdictions (PJs) for the HOME Program in Puerto Rico? Are any of them municipal-level entities?

Answer #33:

PRHFA is the State Participating Jurisdiction (PJ) and the only one participating in this request for proposal process. In Puerto Rico there are other PJs at the municipal level. For more information you can visit the following link: <https://www.hudexchange.info>.

Question #34:

How will inspection sites be identified during the pre-assessment phase? Will PRHFA verify site coordinates or provide geolocation data prior to field visits?

Answer #34:

PRHFA will provide the necessary information for the identification of cases prior to field visits.

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

Exhibit A
COST FORM
REQUEST FOR PROPOSALS
ENVIRONMENTAL INSPECTION SERVICES FOR HOME & HTF PROGRAMS ACTIVITIES

Name of Proposer: _____

The following section contains cost information by deliverables provided by the Proposer for ENVIRONMENTAL INSPECTION SERVICES FOR HOME & HTF PROGRAMS, in compliance with the Request for Proposals (RFP) published by Puerto Rico Housing Finance Authority (PRHFA) on June 3, 2025. Please provide the total fixed cost or unit-based rate for completing each deliverable listed below. All prices should include labor, materials, overhead, and applicable expenses related to the execution of each deliverable. Attach cost assumptions or clarifying notes as needed.

COST BY DELIVERABLE:

-Multi-Family Projects:

Deliverable Description	Unit/Basis ¹	Cost Per Unit	Est. Quantity	Total Cost
Environmental Surveys and Assessments & Environmental Review				
Section 106 Report				
Allowance for Specialized Services and other services				

Estimated Total Cost per multi-family project: \$ _____

-Single-Family Projects:

Deliverable Description	Unit/Basis	Cost Per Unit	Est. Quantity	Total Cost
Determination of Level of Environmental Review				
Categorical Exclusion not subject, applicable to TBRA				
Categorical Exclusion, applicable to Rehab by Owner				

¹ For example: Lump sum/ Per Site/ Per Visit/ Per Project/ Hourly Rate.

SHPO Report				
Statutory Worksheet for Rehab by Owner Activity				
Fish and Wildlife Report				
Allowance for Specialized Services and other services				

Estimated Total Cost per single-family project for rehab by owner: \$_____

Estimated Total Cost per single-family project for TBRA: \$_____

The following notes apply to all recommended distributions detailed above.

Notes:

1. PRHFA assume that all applications will require the execution of all deliverables by the Proposer. This is not necessarily true. The Proposer, for any single application, will only complete those deliverables necessary to bring the specific project to environmental compliance.
2. The Proposer must attach to this form any breakdown or document that supports the cost of the deliverables hereby included.
3. The Proposers could include in their proposal any report/deliverable not included in this Cost Form, that in their experience is related to the activities of HOME/HTF Programs.
4. Regardless of the amounts of the contracts signed, the Cost per Unit proposed will be included as part of the contracts.
5. Cost per Unit include all time and expenses, including, among others, overhead, staff, profit, royalties, reimbursement expenses, as well as any other additional fees and administrative costs applicable to the services requested.
6. Whenever specialized services are to be used, the Selected Proposer(s) will submit to the PRHFA a Request for Authorization (RFA) that includes the justification and cost for the services. After the specialized services are approved by PRHFA, or its Authorized Representative, the Selected Proposer(s) shall execute the services in a promptly manner. Specialized services that may be billed by the Selected Proposer(s) under the specified allowance include (but are not limited to): Wetland Evaluations and Delineations, Asbestos (ASB) Inspections and Testing, Lead Base Paint Inspection and Testing, Elevation Survey, and Other Specialized Environmental Services.

Proposer's Authorized Representative Signature: _____

Proposer's Authorized Representative Printed Name: _____

Proposer's Authorized Representative Position: _____

Date: _____