



PUERTO RICO HOUSING  
FINANCE AUTHORITY

PRHFA

GOVERNMENT OF PUERTO RICO

### ADDENDUM #3

Request for Proposals (RFP) for  
PROJECT MANAGEMENT SERVICES FOR HOME & HTF PROGRAMS

This Addendum is hereby included in and made part of the Request for Proposals for PROJECT MANAGEMENT SERVICES FOR HOME & HTF PROGRAMS, 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:

Budget Ceiling or Funding Allocation: Section 6.5 requests a proposed budget, but the RFP does not specify whether there is a maximum budget or funding ceiling for the contract. Could you please confirm if there is a budget cap or range that respondents should consider when preparing their cost proposals?

*Answer #1:*

*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 #2:

Standardized Cost Form: To ensure consistency and comparability across proposals, will PRHFA provide a standardized cost form or template that all respondents should use when submitting their proposed budgets?

*Answer #2:*

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

##### Question #3:

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 housing units or projects to be managed during the contract term.

*Answer #3:*

*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 #4:**

The average size or scope of each rehabilitation project.

*Answer #4:*

*Single-Family:*

*1-4 bedrooms units*

*Multi-Family:*

*90-150 units per project.*

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*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 #5:**

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

*Answer #5:*

*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 #6:**

The anticipated timeline or phasing of project starts and completions.

*Answer #6:*

*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 the commonly phases that are part of a HOME/HTF rehab by owner activity.*

**Question #7:**

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 #7:*

*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.*

**Question #8:**

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 #8:

Regarding the municipal initiative, we encourage proponents to visit our web page: [www.afv.pr.gov](http://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>.

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**Question #9:**

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 #9:

The "Overall approach to provide the Project Management Services" recognizes and rewards for the combined fulfillment of the criteria described in RFP (includes the Proposed Work Plan as one of them). The better the proposal is fulfilled; we understand that better offer it will give to the programs.

**Question #10:**

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 #10:

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 #11:**

How many projects are expected to be handled on a monthly basis under this contract?

Answer #11:

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 #12:**

Will there be a regional distribution of projects, or will assignments be made based on availability?

Answer #12:

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 #13:**

Is there a reporting template or digital platform for tracking inspections and documentation?

*Answer #13:*

*No. Once the service supplier has been selected, PRHFA will coordinate with the contractor what the reports must include to comply with federal regulations and the form that must be used.*

**Question #14:**

Does PRHFA provide standard construction drawings for rehabilitation, or is it expected to produce plans as part of the contract?

*Answer #14:*

*PRHFA will provide drawings for the rehabilitation of single-family units.*

**Question #15:**

What level of collaboration is expected with municipalities? Who leads the coordination with beneficiaries?

*Answer #15:*

*Regarding the municipal initiative, we encourage proponents to visit our web page: [www.afv.pr.gov](http://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>.*

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**Question #16:**

Can a proponent submit a solo proposal and subcontract additional staff, or is a full team expected from the start?

*Answer #16:*

*Answer: Both are acceptable. It is not required to include the subcontract information in the proposal, but it can be included.*

**Question #17:**

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

*Answer #17:*

*All costs related to the delivery of services should be included in the proposed rates.*

**Question #18:**

Will there be any third-party oversight or external auditing entity supervising the work of the selected Project Manager(s) during the contract period?

*Answer #18:*

*PRHFA will be directly in charge of overseeing the work done by the Project Managers.*

**Question #19:**

Can you please indicate the estimated or expected number of cases/projects that will be managed under this contract during the initial one-year term?

*Answer #19:*

*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 #20:**

Will PRHFA consider awarding contracts to more than one Project Manager (PM) as part of this procurement process?

*Answer #20:*

*The PRHFA reserves the right to award more than one Project Manager for the procured services.*

**Question #21:**

Aside from the published RFP, are there any additional documents, exhibits, appendices, or attachments (e.g., templates, budget forms, technical annexes, or related NOFAs) that interested respondents should review or include as part of their proposal?

*Answer #21:*

*Regarding the municipal initiative, we encourage proponents to visit our web page: [www.afv.pr.gov](http://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>.*

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**Question #22:**

To demonstrate financial soundness and capacity as required in Section 6.3.1(A) of the RFP, could you please clarify what specific documentation or evidence PRHFA expects respondents to submit?

Answer #22:

*One of the best documents to be able to demonstrate the financial capacity would be the most recent audited financial statements of the entity (for 2024 and/or 2025).*

**Question #23:**

Has PRHFA provided a specific cost proposal form or template that respondents must use for the budget section, or are we expected to format the cost breakdown at our discretion as long as it includes the required details?

Answer #23:

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

**Question #24:**

Are there any specific requirements or qualifications that key staff must meet (e.g., licenses, certifications, minimum years of experience) to be eligible under this RFP? Additionally, are there any roles that PRHFA expects to be mandatory as part of the proposed project team?

Answer #24:

*No minimum requirement is established in the RFP. However, PRHFA reserves the right to hire staff who have the best qualifications to perform the tasks described.*

**Question #25:**

Can PRHFA clarify the process and requirements for requesting approval to use subcontractors, including whether subcontractor qualifications must be submitted with the proposal?

Answer #25:

*It is not required to include subcontractor qualifications in the proposal, but proposers can include them. 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](http://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 #26:**

Are there any standard conflict of interest or ethics disclosure forms that must be submitted with the proposal, or will those be required only upon award?

*Answer #26:*

*There is no standard conflict of interest or ethics disclosure forms to be submitted with the proposal. PRHFA requires and expect potential contractor to disclose actual and/or potential conflicts of interest prior to award.*

**Question #27:**

Will there be any expectations for coordination or overlap between vendors selected under different RFPs related to the HOME and HTF programs?

*Answer #27:*

*If any type of coordination or exchange of information between service providers is necessary, PRHFA will make the necessary arrangements so that it can be carried out.*

**Question #28:**

Will PRHFA provide standardized templates for prequalification letters, inspection reports, and payment certifications?

*Answer #28:*

*PRHFA will discuss with the selected proposer the standardized templates for prequalification letters, inspection reports, and payment certifications.*

**Question #29:**

Are there any geographic priorities or constraints, such as a focus on rural versus urban municipalities?

*Answer #29:*

*The PRHFA authority will inform any plans regarding a geographical priority or constraint.*

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**Question #30:**

What is the expected frequency of field visits per project?

*Answer #30:*

*At least one monthly visit will be required, however, in cases that have special situations an intermediate visit may be required.*

**Question #31:**

Is there a breakdown available of the \$12 million in HOME funds allocated under the HOME Municipal Housing Rehabilitation Initiative by municipality?

*Answer #31:*

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**Question #32:**

Will construction work be limited to contractors pre-approved by the Program? If so, how many contractors are currently approved?

*Answer #32:*

*NO. PRHFA has a list of pre-approved contractors who have experience with the programs and offer their services throughout the Puerto Rican Archipelago; however, the applicants could submit their selected contractors for the PRHFA approval.*

**Question #33:**

Does the program impose a limit on the number of projects that can be managed by a single individual? If yes, what is the maximum number allowed?

*Answer #33:*

*PRHFA does not impose a limit in the number of projects that can be managed by a service provider.*

**Question #34:**

Does PRHFA have an expected minimum or maximum number of projects that should be running concurrently on a monthly basis?

*Answer #34:*

*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 #35:**

Will PRHFA accept digital submissions of proposals in addition to or instead of the required hard copies?



*Answer #35:*

*Digital copies of the proposals may be submitted in addition to the required hard copies. Section 6 of the RFP states: Proposals (one (1) original and three (3) copies) must be delivered in person in a sealed envelope to the following address: Economic Development Bank Building, Reception (First Floor), Ave. Piñero #1903, San Juan, Puerto Rico, 00920, from 10:00 AM until 4:00 PM on or before the RFP Due Date specified in Section 2 of the RFP. Proposals received after the RFP Due Date will not be considered. Proposals must be addressed to the following: Javier Trogolo Irizarry, [homerfpenvironmental@afv.pr.gov](mailto:homerfpenvironmental@afv.pr.gov), Assistant Executive Director of Multifamily Projects Puerto Rico Housing Finance Authority.*

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



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**Exhibit A**  
**COST FORM**  
**REQUEST FOR PROPOSALS**  
**PROJECT MANAGEMENT SERVICES FOR HOME & HTF PROGRAMS ACTIVITIES**

Name of Proposer: \_\_\_\_\_

**PROJECT MANAGEMENT**

**(MAXIMUM PER MONTH)<sup>1</sup>**

Position	Estimated Qty. of Resources (A)	Max. Hours Per Month Per Resource (B)	Rate Per Hour (C)	Estimated Monthly Cost Per Position (D = A x B x C)

Monthly Sub-Total: \$ \_\_\_\_\_

[1] Maximum Cost of Program Management Services for 1 Years (12 Months): \$ \_\_\_\_\_

**Notes on Tasks: Project Management**

1. **Estimated Qty. of Resources** represents the estimated quantity of personnel to be employed. Should not be interpreted as a cap on the allowed quantity of staff.
2. **Max. Hours Per Month Per Resource** represents the estimated quantity of monthly hours to be employed. Should not be interpreted as a cap on the allowed level of effort per position.
3. **Rate Per Hour** includes overhead, profit, royalties, reimbursements, travel, fringe benefits, taxes, as well as any other additional fees and administrative costs applicable to the services.
4. **Estimated Monthly Cost Per Position** represents the estimated cost of positions based on the Estimated Quantity of Resources and the Estimated Hours Per Month Per Resource in the cost form. Should not be interpreted as a cap on the allowed billing per position.

<sup>1</sup> Please add the proposed key staff to achieve the scope of work included in the Section 5 of the RFP. If the proposed key staff has more than three (3) positions, please customize the table accordingly.

5. **Monthly Sub-Total** represents the estimate amount that the Proposer considers invoicing for the proposed key staff at any given month.

**COST PER PHASE:**

Phase	Description	Estimated Cost
01	Initial Inspection	\$
02	Development of Pre-Qualification letters and Supporting Documents	\$
03	Cost Estimate, Scope of Work, Technical Specifications, Assistance During Bid Process, Pre-Construction Meetings	\$
04	Permit Package Submission (includes insurances, state/municipal taxes, etc.)	\$
05	Services During Construction: Oversight of construction cycle: Construction Foundations/Floor (Includes Site preparation, signage); Construction of Walls/Roof; Finishes and Use Permit.	\$

[1] Estimated Total Cost for each Project: \$ \_\_\_\_\_

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**TOTAL PROPOSAL COST:**

\$ \_\_\_\_\_

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**Notes on Total Proposal Cost**

1. The **Total Proposal Cost** represents the potential total cost for the services, if the PRHFA determines to contract award a single Proposer for Project Management Services.
  2. The Proposer must attach to this form any breakdown or document that supports the cost per phase hereby included.
  3. PRHFA reserves the right to award one or more Proposers.
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**Proposer's Authorized Representative Signature:** \_\_\_\_\_

**Proposer's Authorized Representative Printed Name:** \_\_\_\_\_

**Proposer's Authorized Representative Position:** \_\_\_\_\_

**Date:** \_\_\_\_\_