



PUERTO RICO HOUSING
FINANCE AUTHORITY

PRHFA

GOVERNMENT OF PUERTO RICO

Request for Qualifications (RFQ) for
STRUCTURAL INSPECTION SERVICES FOR REAL ESTATE-OWNED (REO) PROPERTIES

Published: **WEDNESDAY, AUGUST 27, 2025**

Deadline for submitting Qualifications: **FRIDAY, SEPTEMBER 26, 2025**

Deliver in person to:
**PUERTO RICO HOUSING FINANCE AUTHORITY
ECONOMIC DEVELOPMENT BANK BUILDING, RECEPTION (FIRST FLOOR)
AVE. PIÑERO #1903 SAN JUAN, PUERTO RICO 00920**

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1. SUMMARY

The Puerto Rico Housing Finance Authority (PRHFA) is soliciting qualifications from licensed engineers, licensed architects, engineering firms, or architects' firms to provide **structural inspection services** for its Real Estate Owned (REO) portfolio of **single-family residential properties**. Prospective providers that participate in this RFQ must be able to perform at least the following three types of inspections: visual, destructive, and using technology, for example, Ground Penetrating Radar (GPR). These services are necessary to assess current REO properties' conditions and determine, if necessary, the scope of rehabilitation required to meet applicable state and federal building codes or regulations.

These services will support PRHFA's ongoing REO properties inventory management and rehabilitation efforts, for efficiently disposing of them in favor of low- and mid-income families through federal or state funded programs. As a result, the structural inspection services must align with applicable federal and local codes including but not limited to the Puerto Rico's Building Code and federal programs construction regulations.

The term "respondent" herein refers to providers submitting their qualifications in response to this RFQ.

An electronic copy can be downloaded from PRHFA's website at <https://www.afv.pr.gov/>.

All qualifications received in response to this RFQ process will be evaluated according to the requirements in this document. All qualifications must be sealed, clearly marked "**STRUCTURAL INSPECTION SERVICES**" and must include all elements described in the QUALIFICATIONS FORMAT AND CONTENT REQUIREMENTS section of this RFQ.

QUALIFICATIONS (ONE (1) ORIGINAL AND THREE (3) COPIES) MUST BE DELIVERED IN PERSON IN A SEALED ENVELOPE TO THE FOLLOWING ADDRESS: PUERTO RICO HOUSING FINANCE AUTHORITY, 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 FRIDAY, SEPTEMBER 26, 2025.

Qualifications received after the RFQ Due Date will not be considered. PRHFA will not be responsible for qualifications delivered to a person or location other than as specified herein and reliance on the postal service shall not excuse a late mailing. Questions or requests for clarification of this RFQ may be submitted in writing no later than the date and time indicated in the RFQ CALENDAR. Responses to written questions will be issued by PRHFA, reserving the right to refuse to respond to any question. Any amendment or addendum to this RFQ is valid only if written and issued by PRHFA.

PRHFA will evaluate all qualifications received to create a registry of qualified companies with the competences and abilities to offer the requested services.

2. RFQ CALENDAR

RFQ Publication	Wednesday, August 27, 2025
Deadline for questions	Tuesday, September 2, 2025
Deadline for the PRHFA to respond to questions	Friday, September 5, 2025
Deadline to submit qualifications	Friday, September 26, 2025
Notification to the companies with the required qualifications	Friday, October 10, 2025

3. GENERAL CONDITIONS

3.1. Principal Responsibility

The company or individual who qualifies under this RFQ shall assume full responsibility for all services and activities included in its submitted qualifications, whether provided directly or not.

3.2 Minimum qualifications

Those interested in participating in this RFQ must meet the following minimum requirements or qualifications:

1. Active Professional License: Structural engineers and/or architects must have an active license to practice their profession in Puerto Rico issued by the *Puerto Rico Board of Examiners of Engineers, Architects, Land Surveyors, and Landscape Architects*.
2. Active member of the *Colegio de Ingenieros y Agrimensores de Puerto Rico* (CIAPR) or the *Colegio de Arquitectos y Arquitectos Paisajistas de Puerto Rico*.
3. If it is an entity, there must be Professional Corporation or Limited Liability Company incorporated in the Department of State of Puerto Rico, or authorized to do business in Puerto Rico, which is in good standing and aware of the following laws and regulations:
 - a. Act 173-1988, as amended, *Puerto Rico Board of Examiners of Engineers, Architects, Land Surveyors, and Landscape Architects Act*;
 - b. Act 164-2009, as amended, *General Corporations Act*. Special attention to articles 18.01, 18.02, 18.05, 18.06 and 19.06;
 - c. Title I of the Housing and Community Development Act of 1974, as amended, (HCDA) (42 U.S.C. § 5305);
 - d. Puerto Rico Building Code;
 - e. International Building Code;
 - f. International Fire Code (IFC);
 - g. Americans with Disabilities Act of 1990, as amended (42 U.S.C. § 12101);
 - h. Life Safety Code 101 by the National Fire Protection Association;
 - i. National Electrical Code (NEC), NFPA 70;
 - j. Approved and updated zoning requirements for Puerto Rico;

- k. Environmental regulations, as applicable to specific projects; and
- l. HUD terms and conditions or other federal construction standards, as may be applicable to specific projects.

3.3 Guarantee

Any contract awarded to entities or individuals qualified under this RFQ must be performed in full compliance with 2 CFR Part 200. Respondents to this RFQ must ensure that their services are performed in accordance with all applicable federal, state, and local laws and regulations. This includes, but is not limited to:

- Certification of Good Standing for corporations located in Puerto Rico or the authorization to do business in Puerto Rico for foreign corporations issued by the Department of State;
- 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 a contract;
- Certification of Compliance with the provisions of the Anti-Corruption Code for the New Puerto Rico (Act 2-2018, as amended);
- Certification of Eligibility with the General Services Administration ("ASG" for its acronym in Spanish);
- SMEs Certification ("PYMES" for its acronym in Spanish);
- "Unique Entity ID (UEI)" and evidence of active registry at www.sam.gov;
- For small and minority businesses, women's business enterprises, veteran-owned businesses and labor surplus area firms certified by the Small Business Administration (SBA) or any other government entity, professional association, and/or non-profit organization with expertise in these affairs, provide the corresponding certification issued by the applicable entity;
- Executive Order No. 14173 of January 21, 2025, "Ending Illegal Discrimination and Restoring Merit Based Opportunity".

3.4. Prohibition of discrimination

PRHFA is an employer in compliance with the prohibitions against discrimination in employment or in the provision of services on the basis of race, color, religion, religious creed, sex, sexual orientation, gender identity, age, marital status, ancestry, national origin, political affiliation, veteran status, physical disability, or medical condition. Respondents to this RFQ must also comply with these regulations. This clause does not require the hiring of unqualified persons.

3.5. General Disclosures, Rights Options, and Disclaimers

The issuance of this RFQ, submission of a response by any firm and/or individual, and the acceptance of such response by PRHFA does not obligate PRHFA. Legal obligations will only arise if and when a formal agreement is executed between PRHFA and a Respondent to this RFQ.

By responding to this RFQ, Respondents acknowledge and consent to the conditions listed hereunder. PRHFA is not bound to accept any qualifications if Respondents do not meet the RFQ requirements. Without limitation and in addition to other rights reserved by PRHFA under this RFQ, PRHFA reserves and holds, at their sole discretion, the following rights and options (“the Disclaimers”):

- to accept or reject any and all submittals, in whole or in part;
- to discuss, with any or all Respondents, different or additional terms to those included in this RFQ or received in any response;
- to cancel this RFQ in whole or in part, at any time, with or without substitution of another RFQ if such cancellation is determined to be in the best interest of PRHFA;
- to supplement, amend, or otherwise modify this RFQ prior to the date of submission of the qualifications;
- to receive written questions concerning this RFQ from Respondents and to provide such questions, and PRHFA’s responses, to all Respondents that request them;
- to require additional information from one or more Respondents to supplement or clarify the qualifications submitted;
- to conduct further investigations with respect to the qualifications and experience of each Respondent;
- to visit and contact Respondents’ client(s) in any of the projects or engagements referenced in the qualifications to obtain direct information regarding Respondent’s performance in such engagements;
- to waive any defect or technicality in any qualifications received;
- to eliminate any Respondents that submit a nonconforming, non-responsive, incomplete, inadequate, or conditional qualifications;
- to investigate the technical and financial qualifications of Respondents using sources in addition to what was included in the qualifications; and
- to issue a similar RFQ in the future.

All costs and expenses incurred by Respondents in the preparation and delivery of qualifications will be the sole responsibility of said Respondents. PRHFA will not be liable for any amounts to any Respondent in any manner, under any circumstances, including without limitation, as a result of the cancellation of the RFQ process. Respondents cannot make any claims whatsoever for reimbursement from PRHFA for the costs and expenses associated with the process.

Applicable federal and state laws and regulations shall govern this RFQ process. Any disputes relating to this RFQ must be resolved according to the laws of the Government of Puerto Rico. The exclusive venue for a judicial challenge is the Appeals Court of Puerto Rico as provided by the laws of the Government of Puerto Rico.

3.6 Insurances

In the RFQ process, certify that they have the minimum insurance coverage required in Puerto Rico for the type of services included in this RFQ. If an entity or individual is selected to be

contracted, the Respondent will be obligated to maintain the required coverages, at its sole cost and expense, during the entire term and any subsequent renewal term of the contract.

4. BACKGROUND

The Puerto Rico Housing Finance Authority (PRHFA) is a governmental instrumentality created pursuant to Act No. 103-2001, as amended. The principal mission of the PRHFA is to promote the development of low-income housing and provide financing, subsidies and incentives for the acquisition or lease of a dignified home, contributing to Puerto Rico's socioeconomic development. PRHFA also provides public and private housing developers with interim and permanent financing through mortgage loans for the construction, improvement, operation, and maintenance of rental housing for low and moderate-income families.

The inspection services for which this RFQ is published will support PRHFA's ongoing REO properties inventory management and rehabilitation efforts, for efficiently disposing of them in favor of low- and mid-income families through a federal or state funded program. As result, the structural inspection services must align with applicable federal and local codes including but not limited to the Puerto Rico's Building Code and applicable federal standards.

5. DESCRIPTION OF THE SERVICES ("PRELIMINARY SCOPE OF WORK")

5.1. General description of the services

Respondents to this RFQ must demonstrate its qualifications to perform the following, including but not limited, activities:

- conduct on-site structural inspections (visual, destruction, or using technology, such as GPR) of assigned properties, identify issues such as cracks, corrosion, and water damage, and assess habitability and safety risks;
- identify environmental hazards like mold, asbestos, and drainage issues, providing recommendations for further assessments or remediation;
- prepared detailed inspection reports, including findings, photos, and recommended corrective actions aligned with the Puerto Rico Building Code and federal standards. These reports will also include preliminary rehabilitation cost estimates and will be submitted both digitally and in hardcopy, signed and stamped by a licensed engineer or architect.

5.2. Required labor

The scope and reach of the inspection services for which qualifications are requested is described below. These tasks will be expected to be completed in a timely manner upon coordination with PRHFA.

A. Scope of Inspections:

- On Site Inspection of Structural Components: Respondents will inspect (visually, by destruction, or using technology, such as GPR, as may apply) the structural elements of each property, including foundations, beams, columns, load-bearing walls, floors,

and roof systems. The goal is to identify potential issues such as cracks, sagging, or corrosion that may affect structural integrity.

- Identification of Structural Distress and Safety Risks: Any distress, failure, or deterioration that could impact structural stability will be identified. Respondents will assess current habitability conditions and identify any safety risks related to the structure.
- Environmental Hazard Identification: Respondents will inspect for visible or suspected environmental hazards that may affect habitability, property value, or create liability. These hazards include mold, lead-based paint, asbestos-containing materials, standing water or drainage issues, soil instability, and erosion.
- Recommendations for Action: Based on the findings, Respondents will provide recommendations for structural repairs, stabilization, or, if necessary, demolition. Environmental hazards will be addressed with suggested actions for further assessment or remediation as needed.
- Boundary Verification: Respondents will verify property boundary lines using available site plans, title documents, and visual indicators to confirm the boundaries of the property and ensure accurate inspection.

B. Additional Responsibilities:

- Timely Communication: If selected, respondents must have the capacity to maintain clear and timely communication with PRHFA staff throughout each project. Any concerns or necessary adjustments should be communicated promptly.
- Compliance with Standards: Respondents must demonstrate its qualifications to ensure that all inspections, reports and recommendations adhere to the required local, state, and federal regulations and standards.

5.3. Products (“deliverables”)

A. Inspection Report Deliverables:

- Written Inspection Reports: After each inspection, the Respondent will prepare a detailed written report that includes:
 - o Date and Time of Inspection
 - o Photographs of Key Conditions
 - o Summary of Structural Conditions and Identified Hazards
 - o List of Recommended Corrective Actions and Compliance Requirements: The report will include recommendations for bringing the property into compliance with the Puerto Rico Building Code and applicable federal constructions standards, as stated above.
 - o Preliminary Cost Estimate for Rehabilitation: Based on typical construction costs in Puerto Rico, the report will provide a preliminary cost estimate for required repairs and rehabilitation work, aligned with local and federal code compliance.
- Photographic Documentation: The Respondent will maintain a digital photographic file for each inspection. Photos will be dated and must show:
 - o Existing conditions
 - o Work areas that need repairs, replacement, or elimination

- Controversial work areas, if any
- Additional work requested or noted during the inspection

B. Submission of Reports:

- Delivery Format: All inspection reports must be submitted both digitally and in hardcopy.
- Licensing Requirements: Each report must be signed and stamped by the licensed engineer or architect performing the inspection. All documentation will become part of the property file and will be used for rehabilitation planning, compliance verification, and eligibility assessment for federal programs.

5.4. Duration of eventual contract

PRHFA has anticipated awarding possible contracts for inspection services to qualified respondents under this RFQ for **an initial 12-month term**, with the option of up to one additional annual extension upon mutual agreement between the parties. The terms of the contract will be concurrent with the period of performance approved by PRHFA once the Respondent is selected. PRHFA may select one or more Respondents. The Selected Respondent(s) must work closely with PRHFA and their authorized representative(s).

6. QUALIFICATIONS CONTENT AND FORMAT REQUIREMENTS

Qualifications (1 original, and 3 copies) must be delivered in person in a sealed envelope at the following address: Puerto Rico Housing Finance Authority, Economic Development Bank Building, Reception First Floor, Ave. Piñero #1903, San Juan PR 00920, from 10:00 AM until 4:00 PM on or before Friday, September 26, 2025. Qualifications received after the above date will not be considered.

One copy of each qualification submitted on time will be retained for PRHFA's files and will not be returned. If a Respondent considers that its qualifications contain material that is confidential and/or proprietary, the Respondent must clearly note or mark each section of material as confidential and/or proprietary. PRHFA will determine whether such material meets the requirements for an exemption from disclosure. If so, that information will not be disclosed pursuant to a request for public documents. If PRHFA does not consider such material to meet the requirements for exemption from disclosure, the material will be made available to the public, regardless of the notation or markings. It is the responsibility of Respondents to be thoroughly informed and familiar with the requirements of disclosure of public documents.

Furthermore, by responding to this RFQ, Respondents acknowledge and agree that PRHFA will not be responsible or liable in any way for any losses that the Respondent may suffer from the disclosure of information or materials to third parties. It is the responsibility of the Respondent, as the real party in interest, to object to any disclosure and defend any action that may be necessary to protect its confidential information.

Qualifications must be delivered no later than the date and time indicated in the RFQ CALENDAR and shall contain, at a minimum, the following elements:

6.1. Cover (APPENDIX A)

The cover page must be signed by an owner, corporate officer, or agent authorized by the company.

6.2 Qualifications Summary

The Summary, not exceeding two (2) pages, shall be written in a nontechnical style and shall contain sufficient information for reviewers to become familiar with the Respondents' qualifications and its ability to satisfy the requirements of the Inspection Services.

6.3 Description of Services, Background and Personnel

6.3.1. Services

- A. Summarize services available in your company. Include the geographical areas of Puerto Rico in which your company may provide the requested services.
- B. Describe your overall approach for conducting the type of inspection services requested.
- C. Describe your company's approach to managing this type of projects. Describe the scheduling controls, and project communication tools that are employed in similar projects.
- D. Describe the procedures and methodologies you use to conduct the requested tasks.

6.3.2. Background and Experience

- A. Provide a list of similar endeavors rendered within the last ten (10) years. Include for each the dollar value of the contract, a description of the work performed, and contact information for the government agencies, municipalities, or non-profit organizations that were or are your clients.
- B. Describe any current, pending, or past litigation (within the last 10 years) to which the company has been, is, or is expected to be a party.

6.3.3. Key Personnel

- A. Provide names and resumes or curriculum vitae of the Key Personnel who would be assigned to render the Inspection Services, emphasizing experience and qualifications. For purposes of this RFQ, Key Personnel are defined as those team members who will be assigned and perform tasks related to the Inspection Services, or a significant portion of them.
- B. Provide an organizational chart describing how the company would staff and structure its team for all phases of an Inspection Services project. PRHFA will not accept qualifications from joint ventures, consortiums, syndicates, professional pools, nor entities with similar arrangements, under this RFQ. However, subcontracting may be allowed, subject to written approval from PRHFA.

6.4. Hourly Rates

Include the customary hourly rates for each position or staff member that your company bills for Inspection Services as the ones described in this RFQ.

6.5 References

Provide three (3) references for whom you have performed similar projects. For each reference, include the following information:

1. Name of the organization, business, agency, or municipality to which services were provided
2. Brief description of the project scope
3. Period during which the project was conducted
4. Contact information (email and telephone number)

7. SELECTION PROCEDURES

Qualifications will be evaluated by a committee appointed by the PRHFA on the basis of the following criteria:

Criteria	Possible points/score
Relevance of services offered by the professional firm, including the company's capacity to operate across Puerto Rico, the soundness of its inspection approach, the effectiveness of its project management practices (scheduling controls and communication tools), and the suitability of its procedures and methodologies.	25
Demonstrated track record in similar endeavors within the last ten (10) years, for government agencies, municipalities, or nonprofit organizations.	30
Qualifications and experience of the team for an Inspection Services project, including abilities, capacities, and skills and adequacy of staffing structure.	25
Reasonableness and competitiveness of proposed hourly rates for each position or staff member assigned to Inspection Services.	20
Total	100
BONUS: Small and minority businesses, women's business enterprises, veteran-owned businesses and labor surplus area firms (must include in its qualifications the corresponding certification issued the SBA or any other government entity, professional association, and/or non-profit organization with expertise in these affairs)	5

Qualifications will be considered fairly and impartially based on the criteria contained in this RFQ. All qualifications will first be screened for completeness and adherence to the requirements of this RFQ. Thereafter, qualifications submitted will be analyzed and scored by an Evaluation

Committee based on the Evaluation Criteria specified herein. This score will reflect a preference for qualifications that address the core matters of this RFQ, subject to the Disclaimers. Respondents that submitted qualifications scored with seventy (70) points, or higher, may be invited by the Evaluation Committee to participate in interviews. Subsequently, the Respondent(s) determined to have the best qualifications will be included in PRHFA's list of possible contractors for Inspection Services.

No agreement with PRHFA becomes effective until both parties have signed a Contract for the Services object of this RFQ.

8. RECONSIDERATIONS AND REVIEWS

Any current or prospective provider who is affected by a determination of an RFQ process for goods and services for small purchases or major purchases has the right to file a reconsideration or review request as established in Section 3.19 of the Uniform Administrative Procedure Act of the Government of Puerto Rico (Act No. 38-2017, as amended).

The party adversely affected by a decision may present a motion for reconsideration before PRHFA's Evaluation Committee at BRrehab@afv.pr.gov, within a period of ten (10) days from the date of notification of selection of the RFQ. PRHFA must consider the motion for reconsideration within ten (10) business days of being presented. If any determination is made in its consideration, the term to file the appeal for judicial review will begin to run from the date on which a copy of the notification of PRHFA decision resolving the motion for reconsideration is filed in the records. If the date of filing in the records of the copy of the notifications of the order or resolution is different from the date of deposit in the ordinary mail or of the sending by electronic means of said notification, the term will be calculated from the date of deposit in the ordinary mail or sending by electronic means, as appropriate. If PRHFA does not take any action in relation to the motion for reconsideration within ten (10) days of being presented, it will be understood that it has been rejected outright, and from that date the term for the judicial review will begin to run. If PRHFA accepts the request for reconsideration within the term provided for it, it must issue the resolution in reconsideration within thirty (30) days following the filing of the motion for reconsideration.

If PRHFA accepts the motion for reconsideration but fails to take any action in relation to the motion within thirty (30) days of it being filed, it will lose jurisdiction over it and the period to request judicial review will begin to run from the date of expiration of said thirty (30) day period. PRHFA may extend said term only once, before it ends, for an additional term of fifteen (15) days.

In case that PRHFA issues a Resolution regarding the reconsideration request, it will indicate the right to appeal in Judicial Review in accordance with the provisions of the Uniform Administrative Procedure Act of the Government of Puerto Rico (Act No. 38-2017, as amended).

9. CONSULTATIONS

Please direct all inquiries related to the RFQ process to:

Name: Carlos V. Villegas Del Valle

Position: Executive Office's Assistant

Email: BRrehab@afv.pr.gov

APPENDIX A: COVER PAGE

Name of person, company, or organization	
Type of entity (e.g., sole proprietorship, partnership, corporation, nonprofit, public agency).	
Federal Tax ID Number	
Name of contact person	
Contact Person's Address	
Contact person's telephone number(s)	
Contact person's email address	

By signing this Cover Page, I hereby attest: that I have read and understand all terms listed in the RFQ; have read and understand all terms listed in this qualifications; that I am authorized to submit these qualifications on behalf of the entity named here; and that if these qualifications are accepted, I am authorized and able to secure the necessary resources to comply with all terms listed in the RFQ as published by the PRHFA, including any amendments thereto.

Authorized Representative Name

Authorized Representative Signature

Date