

**ATTACHMENT 1: COST FORM
REQUEST FOR PROPOSALS
PROJECT MANAGEMENT SERVICES
REAL ESTATE OWNED PORTFOLIO
PUERTO RICO HOUSING FINANCE AUTHORITY
(REVISED FOR ADDENDUM #2)**

PER HOURLY RATE				
Positions	Estimated Monthly Hours	Estimated Hourly Rate	Estimated Monthly Cost	Total Estimated Cost For 6 months for 6 months
Project Manager	160	\$	\$	\$
Environmental Compliance Coordinator	40	\$	\$	\$
Operations Manager	160	\$	\$	\$
Project Coordinator	80	\$	\$	\$
Subtotal Estimated Cost Per Hourly Rate			\$	\$
COST PER UNIT				
Service	Quantity	Estimated Cost Per Unit	Total Estimated Cost	
Inspection Services	78	\$	\$	
Subtotal Estimated Cost Per Unit			\$	
Subtotal Estimated Costs <i>[Subtotal Estimated Cost per Hourly Rate + Subtotal Estimated Cost Per Unit]</i>			\$	
Additional Services Allowance			\$54,897.00	
Total Estimated Cost for Project Management Services			\$	

Cost Form Notes:

- (1) The Project Management Services contract has been determined to be a fixed-rate contract.
- (2) PRHFA anticipates awarding the resulting contract(s) an initial **six (6) month term** with optional extensions of up to **one (1) additional extension of six (6) months**.
- (3) **Estimated Hourly Rate** includes overhead, profit, royalties, reimbursements, travel, fringe benefits, taxes, as well as any other additional fees and administrative costs applicable to the services.
- (4) **Total Estimated Cost** = Estimated Monthly Cost x six (6) months.
- (5) **Estimated Hourly Rate** includes overhead, profit, royalties, reimbursements, travel, fringe benefits, taxes, as well as any other additional fees and administrative costs applicable to the services.

- (6) **Estimated Monthly Hours** Per Position represents the estimated quantity of monthly hours to be employed by each position. Should not be interpreted as a cap on the allowed level of effort per position.
- (7) **Estimated Monthly Cost** represents the estimated cost of positions based on the Estimated Monthly Hours Per Position in the cost form. Should not be interpreted as a cap on the allowed billing per position; but the total amount to be invoiced for each position may not exceed the total cost for the six (6) month contract.
- (8) **Quantity** refers to the estimated amount of properties that will be subject to inspection. The Proposer must include with the Cost Form a detailed breakdown of the considerations taken in the provision of services required in Task 03 and determination of the Cost per Unit. The Proposer as part of the Work Plan must provide a description of how they propose to provide the inspection services.
- (9) For those cases where an inspection is failed, the Project Manager shall perform an additional Inspection. The PRHFA will pay 50% of the cost of a full inspection, based on the inspection Cost per Unit. This assumes that the follow-up inspection will not have the same scope and time as the original failed inspection. For follow-up inspections, the Project Manager only needs to inspect items that failed during previous progress inspections.
- (10) The Allowance may be divided among all Selected Proposers in the instance PRHFA determines that it is in the best interest of the implementation and administration of the Project. Access to Allowance funds requires prior authorization from the PRHFA or its representative, as explained in the Scope of Work.

Proposer's Authorized Representative Signature

Date

Proposer's Authorized Representative

**ATTACHMENT 2: PROPERTIES SAMPLE INSPECTION PACKAGE
AND REGIONAL DISTRIBUTION
REQUEST FOR PROPOSALS
PROJECT MANAGEMENT SERVICES
REAL ESTATE OWNED PORTFOLIO
PUERTO RICO HOUSING FINANCE AUTHORITY**

Table 1. REO Properties Regional Distribution

<i>Region</i>	<i>Quantity of Eligible Properties</i>	<i>Municipalities</i>
Metro	28	<i>San Juan, Toa Baja, Bayamón, Caguas, Trujillo Alto, Carolina, Toa Alta, Cataño</i>
Este	21	<i>Canóvanas, Ceiba, Fajardo, Humacao, Naguabo, Luquillo</i>
Norte	9	<i>Arecibo, Manatí, Vega Baja, Vega Alta, Camuy, Hatillo</i>
Sur	11	<i>Ponce, Arroyo, Guayama, Salinas</i>
Oeste	6	<i>Mayagüez, Aguada, Hormigueros, Lajas</i>
Centro	3	<i>San Lorenzo, Utuado, Maunabo</i>
TOTAL	78	----