



PUERTO RICO HOUSING  
FINANCE AUTHORITY

PRHFA

GOVERNMENT OF PUERTO RICO

## ADDENDUM #2

Request for Proposals (RFP) for  
PROJECT MANAGEMENT SERVICES FOR REAL ESTATE OWNED (REO) PORTFOLIO

This Addendum is hereby included in and made part of the Request for Proposals for PROJECT MANAGEMENT SERVICES FOR REAL ESTATE OWNED (REO) PORTFOLIO (RFP), published on April 1, 2026. This Addendum # 2 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:

Can PRHFA provide a detailed list of its Real Estate Owned (REO) Portfolio considered under this RFP, including location and property condition?

*Answer #1:*

*No. Nevertheless, PRHFA will provide a sample list of the properties considered in the REO Portfolio and a municipality distribution of the properties. Please refer to the new Attachment 2. Properties Sample Inspection Package and Regional Distribution.*

#### Question #2:

Is there a minimum or estimated amount of ROE properties to be assigned?

*Answer #2:*

*No. PRHFA does not guarantee a minimum level of services under this contract. At the time of the publication PRHFA estimated that 78 properties will need the services herein requested. Depending on the number of Selected Proposer(s) by PRHFA with executed contracts, PRHFA will divide the estimated tasks among the different Selected Proposer(s).*

#### Question #3:

What is the construction value of the portfolio to be managed by the selected firm?

*Answer #3:*

*PRHFA will provide this information to the Selected Proposer.*

#### Question #4:

As bonding is not standard practice for an RFP for PM services, will all references to bonding be removed from the RFP? Will the Statement of Proposers Qualifications be revised to eliminate item #15?

*Answer #4:*

*No Bid Bond is required for this process. The Proposers are not required to submit with their proposals Form #1 Certificate as to Corporate Principal.*

**Question #5:**

An example contract template is requested to better understand the terms and conditions of a potential agreement.

*Answer #5:*

*Please refer to the new Attachment 3. Contract included with this Addendum.*

**Question #6:**

Please clarify the time until which proposals will be accepted.

*Answer #6:*

*Proposals (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 **9:00 am** until **4:00 pm** on or before **April 27, 2026**.*

**Question #7:**

Please clarify the correct identification for Non-Collusive Certification and Authorization for Background/Financial Info.

*Answer #7:*

*PRHFA clarifies that the Non-Collusive Certification and the Authorization for Background and/or Financial Information are two different and distinct documents, and both must be included with the proposal. PRHFA further clarifies the order of all appendixes:*

- A. Cover Page*
- B. Proposal Documents*
- C. Certification Regarding Suspension & Debarment*
- D. Non-Conflict of Interest Certification*
- E. Non-Collusive Certification*
- F. Sworn Statement [Act 2-2018, Anti-Corruption Code for a New Puerto Rico]*
- G. Authorization for Background and/or Financial Information*

**Question #8:**

Please clarify the applicable insurance requirements including policy coverage types, limits, and endorsements. Also, clarify if insurance requirements will need to be submitted with proposal or will it be a requirement for the awarded proposer?

*Answer #8:*

*Applicable insurances with a Hold Harmless Agreement, 30-day prior written notice of cancellation, and the Puerto Rico Housing Finance Authority (PRHFA) listed as "Additional Insured" will be required. Examples of such insurance include but are not limited to: Commercial General Liability (with a minimum coverage limit of \$1,000,000), Automobile Liability, Employer's Liability, and Professional Liability. These examples are provided for illustrative purposes only; PRHFA reserves the right to request any other*

*insurance customarily requested for this type of service or as deemed necessary by PRHFA in accordance with industry standards and applicable regulations. All insurance requirements will be communicated to the selected proposer, who must comply with PRHFA's requirements throughout the contract term.*

*PRHFA clarifies that no evidence of insurance is required at the time of the submittal of the proposal. Section 3.10. Insurance is amended as follows:*

**3.10. Insurance**

*The Selected Proposers must provide evidence of the minimum insurance coverage required in Puerto Rico, pursuant to the Puerto Rico Insurance Code, Act No. 77-1957, as amended, and regulations issued thereunder. The Selected Proposer will be obligated to maintain said required coverage, at its sole cost and expense, during the Contract's entire term and any subsequent renewal term.*

**Question #9:**

Will the PRHFA provide a property list of the REO properties indicating the quantity, size, condition, occupancy and the locations across Puerto Rico?

*Answer #9:*

*No. Nevertheless, PRHFA will provide a sample list of the properties considered in the REO Portfolio and a municipality distribution of the properties. Please refer to the new Attachment 2: Properties Sample Inspection Package and Regional Distribution.*

**Question #10:**

Please clarify whether the quantity of 78 inspection units represents the number of properties, total inspections, total inspection reports, or other.

*Answer #10:*

*The column "Quantity" in the Cost Form 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. Please refer to the amended Attachment 1. Cost Form.*

**Question #11:**

Please clarify whether Construction Managers (CMs) are pre-selected and contracted by PRHFA. When assigning a Project CM, is the Project Manager responsible for selecting from a PRHFA Pre-Qualified list of CM's or is the Project Manager firm responsible to assist the PRHFA in a new RFQ/RFP process to select a project CM?

*Answer #11:*

*PRHFA has not yet engaged Construction Managers.*

*As part of Task 02, Pre-Construction Management and Coordination, the Project Manager will issue Task Orders for pre-construction services to Construction Managers selected from PRHFA's pool of contracted Construction Managers.*

*As part of Task 00: General Project Management and Administration, the Project Manager may provide support to PRHFA regarding certain technical elements of the procurement process for securing Construction Managers.*

**Question #12:**

What is the source of funding to provide for the contracting of requested services?

*Answer #12:*

*The funding source for the services consists of funds owned by PRHFA.*

**Question #13:**

Please clarify the scope of these inspections, what is the expected outcome of the inspection reports? Can the PRHFA share a sample format for the inspection reports?

*Answer #13:*

*Please refer to Task 03. No report format will be provided at this time. Nevertheless, the Scope of Work provides detailed information about what is required of the inspection report.*

**Question #14:**

Can the PRHFA share a sample of the damages assessment report format to be completed by vendors?

*Answer #14:*

*Please refer to Task 01. No report format will be provided at this time. Nevertheless, the Scope of Work provides detailed information about what is required.*

**Question #15:**

Requirements provided in the RFP for the Project Manager do not include being a Licensed Professional Engineer or Architect in Puerto Rico. Please clarify if Project Manager is responsible for conducting inspections and inspection reports, or if a Licensed Professional Engineer or Architect in Puerto Rico is responsible for conducting inspections and inspection reports?

*Answer #15:*

*Please refer to Task 03. "The Project Manager shall be responsible for monitoring and controlling all aspects of construction work performed by the CMs, as well as for certifying work before regulatory authorities. Inspections shall be conducted when the works are substantially completed unless the works require being conducted and certified by a licensed Professional Engineer or Licensed Architect in Puerto Rico, as required by the local permitting regulatory agency (OGPe), before the work is covered up."*

*Nevertheless, structural inspections and reports will be conducted by PRHFA vendors.*

**Question #16:**

Can the PRHFA provide a description of the typical construction scope of work to be considered for the properties in its REO portfolio?

*Answer #16:*

*The typical construction scope of work would be minimal rehabilitation repairs. Minimal rehabilitation repairs refer to limited-scope repair activities necessary to correct minor deficiencies and restore a housing unit to a safe, decent, sanitary, and habitable condition.*

*There may be properties that will require structural repairs. Further information regarding structural inspections and reports will be provided to the Selected Proposers.*

**Question #17:**

Please clarify, are invoices task based, hourly rate based, or other? Will invoices be submitted on a monthly schedule? Can the PRHFA provide a sample invoice format? What is the period of approval of invoices? What is the period of payment of invoices after invoice approval?

*Answer #17:*

*The contract will be administered through Task Order issuance, billed hourly, with the exception of Task 03 and the Allowance. Invoices are to be submitted monthly, and PRHFA will offer further instructions regarding submission procedures and invoice approval to the Selected Proposer. The timeframe for invoice approval will depend on the completeness of the invoices provided by the Selected Proposer.*

**Question #18:**

Has a condition survey been carried out for the REOs portfolio? Are reports available for this RFP?

*Answer #18:*

*Structural inspection reports and condition surveys will be carry-out by PRHFA vendors and will be provided to the Selected Proposer. At this time, no further information is available.*

**Question #19:**

Does PRHFA require that inspection services be performed by an independent third party subcontracted by the PM firm or could the inspector be provided in-house and as part of the PM staff?

*Answer #19:*

*The Proposer may deliver the services either in-house or through subcontractors, with a preference for in-house provision. If any services are subcontracted, the Selected Proposer remains fully responsible for all Project Management Services and associated activities, regardless of whether they are performed directly or by a subcontractor.*

**Question #20:**

Is the quantity of 78 units of Inspection Services in the Cost Form limited only to (1) Substantial Completion inspection per property or does this quantity also include additional inspections per property required before work cover-up?

Is the unit price in the Cost Form used as the baseline reference for additional inspections in cases where the CM fails to pass the first inspection?

*Answer #20:*

*The column "Quantity" in the Cost Form 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. Please refer to the amended Attachment.*

*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.*

**Question #21:**

Please confirm that both tasks, assessment and cost estimate, will be performed by PRHFA's vendor and the PM will be responsible only for reviewing the deliverables?

*Answer #21:*

*Confirmed.*

**Question #22:**

Please clarify who will be responsible for performing in a timely manner any temporary or partial relocation to avoid affecting activities as scheduled?

*Answer #22:*

*The properties subject to the services are vacant.*

**Question #23:**

Please describe the Task Order issuance process, including who issues Task Orders, anticipated volume, and expected release frequency?

*Answer #23:*

*The issuance, frequency, and volume of Task Orders are contingent upon the number of Proposers selected for award. Task Orders will be distributed by PRHFA.*

**Question #24:**

Does the PRHFA currently have a Project Management Information System (PMIS) platform that would be available to the selected proposer to expedite the process of mining information from the database?

*Answer #24:*

*No. Additional information on document control will be provided to the Selected Proposers.*

**Question #25:**

Is the intention described by the process to have the PM firm enter into a sub-consultant agreement with a testing lab, surveyors for providing these services?

Is the PM's role only limited to procure quotes, analyze proposals, and recommend contract award so that the contract be executed between the vendor and PRHFA?

*Answer #25:*

*The intention of Additional Services is to have the necessary tools for the provision of the services needed to provide Project Management Services. If needed, the Selected Proposer shall subcontract the services or Project Manager's own staff if the Project Manager has the internal capacity to perform them.*

*Additional to the responsibilities included in Section 4.2.6. Additional Services, the Project Manager remains fully responsible for all Project Management Services and associated activities, regardless of whether they are performed directly or by a subcontractor.*

**Question #26:**

Question 16 in the "Statement of Proposer's Qualification" asks for financial statements audited by a CPA. Compiled financial statements prepared and certified by a CPA are generally acceptable. Do you accept compilations certified by a CPA for this proposal?

*Answer #26:*

*Yes.*

**Question #27:**

Is a bid bond necessary to submit this proposal? Bid bonds are generally used in construction proposals and not for professional services proposals. Please confirm whether a bid bond is required, and if so, specify the amount or percentage needed.

*Answer #27:*

*No Bid Bond is required for this process. The Proposers are not required to submit with their proposals Form #1 Certificate as to Corporate Principal.*

**Question #28:**

If a Bid Bond is not necessary, should the "CERTIFICATE AS TO CORPORATE PRINCIPAL" still be completed and included in the proposal package, or can it be omitted?

*Answer #28:*

*The Proposers are not required to submit with their proposals Form #1 Certificate as to Corporate Principal.*

**Question #29:**

About how many REO properties does PRHFA expect each Project Manager to oversee at the same time during the initial six (6) month contract?

Answer #29:

*PRHFA does not guarantee a minimum level of services under this contract. At the time of the publication PRHFA estimated that 78 properties will need the services herein requested. Depending on the number of Selected Proposer(s) by PRHFA with executed contracts, PRHFA will divide the estimated tasks among the different Selected Proposer(s).*

**Question #30:**

Does PRHFA expect new properties and Task Orders to be assigned evenly over time, or in waves where many properties start at once?

Answer #30:

*The allocation and assignment of properties remain undetermined. Nonetheless, PRHFA does not expect to issue Task Orders for all 78 properties simultaneously. The division of estimated tasks among the Selected Proposer(s) will be based on the number of Selected Proposer(s) with fully executed contracts.*

**Question #31:**

How many Task Orders per month does PRHFA anticipate issuing per Project Manager?

Answer #31:

*The allocation and assignment of properties remain undetermined. Nonetheless, PRHFA does not expect to issue Task Orders for all 78 properties simultaneously. The division of estimated tasks among the Selected Proposer(s) will be based on the number of Selected Proposer(s) with fully executed contracts.*

**Question #32:**

Do Task Orders typically overlap across Tasks 00–04, or do they generally move sequentially by property?

Answer #32:

*Task Order 00 may overlap with all other tasks (Tasks 01–04). However, tasks generally move sequentially on a per-property basis. While a given property is expected to progress from one task to the next in sequence, different properties may be in different tasks at the same time. As a result, overlap across tasks is expected across properties, and it is not anticipated that all properties will be in the same task simultaneously.*

**Question #33:**

Can PRHFA confirm that Construction Managers (CMs) prepare damage assessments, scopes of work, designs, and repair estimates, and that the Project Manager's role is limited to review, coordination, QA/QC, and approval?

Answer #33:

*Damage assessments estimated repair costs (ERC), structural inspections, and reports will be conducted by PRHFA vendors. Scopes of work will be developed by PRHFA vendors and the Construction Managers. The tasks and responsibilities of the Project Manager for each assignment are detailed in the scope of work.*

**Question #34:**

Are Project Managers expected to prepare independent construction cost estimates, or only review and validate CM-submitted pricing for reasonableness?

*Answer #34:*

*The Project Manager is responsible for evaluating the ERC and assessing its reasonableness. Please refer to Task 01 for all the tasks and responsibilities of the Project Manager on ECRs.*

**Question #35:**

Can PRHFA confirm that environmental studies and testing (Phase I/II, asbestos, lead-based paint, etc.) are performed by CMs or other vendors, and that the Environmental Compliance Coordinator only reviews documents, coordinates with agencies, and tracks compliance?

*Answer #35:*

*Environmental studies and testing will be performed by PRHFA vendors. The Selected Proposer is responsible for managing, controlling, monitoring, and ensuring compliance with all service requirements. However, if necessary, PRHFA may request any additional environmental studies and testing required for the completion of the services through the Additional Services Allowance.*

**Question #36:**

The cost form lists 78 inspections. Does this represent one inspection per property, or does it include progress inspections, failed inspections, and follow-up inspections?

*Answer #36:*

*The column "Quantity" in the Cost Form 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. Please refer to the amended Attachment.*

*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.*

**Question #37:**

Who is expected to certify inspection reports? Can reports be certified by licensed personnel within the proposer's team (for example, a licensed Operations Manager), or does PRHFA require a separate licensed inspector for each inspection?

*Answer #37:*

*Inspections are to be conducted by the Selected Proposer and must be certified by a Licensed Professional Engineer or Licensed Architect in Puerto Rico. PRHFA does not mandate a distinct licensed inspector for every inspection.*

**Question #38:**

If a property fails an inspection and requires a follow-up visit, should that follow-up be included in the inspection unit price, or will it be managed separately as allowed under the contract language?

*Answer #38:*

*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.*

**Question #39:**

In addition to the 45-day requirement for Initial Scope of Work approval, does PRHFA have target timeframes for pre-construction, construction oversight, or project closeout that proposers should assume when planning staffing?

*Answer #39:*

*The Scope of Work outlines the applicable timeframes. PRHFA reserves the right to modify the Scope of Work in the future by reducing, increasing, or establishing additional timeframes as necessary.*

**Question #40:**

Should proposers expect periods of unusually high workload that require staffing levels above the Estimated Monthly Hours shown in the Cost Form?

*Answer #40:*

*It is not anticipated at this moment.*

**Question #41:**

Are the Estimated Monthly Hours in the Cost Form intended to reflect PRHFA's expected normal workload, or are they provided primarily for cost comparison purposes?

*Answer #41:*

*The Estimated Monthly Hours are provided primarily for cost comparison purposes.*

**Question #42:**

If PRHFA awards contracts to more than one Project Manager, how will properties be assigned — by geography, by portfolio slice, or based on current capacity?

*Answer #42:*

*The allocation and assignment of properties remain undetermined. The division of estimated tasks among the Selected Proposer(s) will be based on the number of Selected Proposer(s) with fully executed contracts.*

**Question #43:**

What level of on-site presence does PRHFA expect for each role (Project Manager, Operations Manager, Project Coordinator), and what work may be performed remotely?

*Answer #43:*

*PRHFA does not require Project Manager staff to be continuously present on site; however, they are expected to visit project locations periodically, either weekly or biweekly, as they are accountable for managing, controlling, monitoring, and ensuring full compliance with all service requirements.*

**Question #44:**

Is the \$54,897 Additional Services Allowance intended per awarded firm, or will it be shared among all selected Project Managers?

*Answer #44:*

*The Allowance will be distributed among the Selected Proposers.*

**Question #45:**

Although the contract is described as fixed-rate, can PRHFA confirm whether invoicing will be based on approved labor categories and completed deliverables rather than strict hourly time tracking?

*Answer #45:*

*The contract will be administered through Task Order issuance, billed hourly, with the exception of Task 03 and the Allowance. Invoices are to be submitted monthly, and PRHFA will offer further instructions regarding submission procedures and invoice approval to the Selected Proposer.*

**Question #46:**

If available, can PRHFA provide a general regional breakdown (municipality) for resource planning and inspection efficiency purposes?"

*Answer #46:*

*PRHFA will provide a sample list of the properties considered in the REO Portfolio and a municipality distribution of the properties. Please refer to the new Attachment 2. Properties Sample Inspection Package and Regional Distribution.*

**Question #47:**

If available, can PRHFA provide a general regional or municipal distribution of the REO properties to support resource planning and inspection efficiency?

*Answer #47:*

*PRHFA will provide a sample list of the properties considered in the REO Portfolio and a municipality distribution of the properties. Please refer to the new Attachment 2. Properties Sample Inspection Package and Regional Distribution.*

**Question #48:**

For planning and pricing purposes, can PRHFA confirm whether a draft or standard form of the Project Management Services contract is available for review as part of this RFP?

*Answer #48:*

*Please refer to the new Attachment 3. Contract included with this Addendum.*

**Question #49:**

The Cost Form (Attachment 1) establishes fixed estimated monthly hours per position (e.g., Project Manager: 160 hours/month; Operations Manager: 160 hours/month). Please clarify: Are these estimated hours intended to reflect the total effort across the entire REO portfolio, or are they per individual project/property? If the portfolio grows or the number of active projects changes during the contract term, will PRHFA issue a contract modification to adjust the level of effort, or are the estimated hours a fixed ceiling for billing purposes?

*Answer #49:*

*The estimated monthly hours reflected in the Cost Form (Attachment 1) are provided for comparison and evaluation purposes. These estimates represent the total level of effort anticipated across the entire REO portfolio anticipated under this contract, which is currently estimated at approximately 78 properties, and are not allocated on a per-property or per-project basis.*

*Should the number of assigned properties increase during the contract term, PRHFA reserves the right to issue the necessary contract amendments to adjust the level of effort accordingly.*

**Question #50:**

The Cost Form lists 78 inspections as the estimated quantity under Cost Per Unit. Please clarify: (a) Do the 78 inspections refer exclusively to progress inspections (Task 03), or do they also include initial scoping site walks (Task 01) and final closeout inspections (Task 04)? (b) The RFP requires that inspection reports be certified by a Licensed Professional Engineer or Licensed Architect authorized to practice in Puerto Rico. Must the cost per unit of inspection include the professional fee for this licensed individual, or is that cost to be captured separately under the Additional Services Allowance?

*Answer #50:*

*The column "Quantity" in the Cost Form 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. Please refer to the amended Attachment. Tasks 01 and 04 are not to be considered in the Cost Per Unit for Inspection Services. All costs associated with Task 03 must be incorporated into the Cost per Unit; separate charges based on hourly rates or additional services will not be permitted.*

**Question #51:**

The Cost Form lists 78 inspections as the estimated quantity but does not provide a reference budget or ceiling cost per inspection unit. Please confirm: Does PRHFA have a predetermined budget estimate or maximum allowable cost per inspection unit that proposers should be aware of when pricing this line item? If so, will PRHFA share that figure to ensure cost proposals are within a reasonable and competitive range?

*Answer #51:*

*No. 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.*

**Question #52:**

Section 4.2.4 of the RFP states that PRHFA will pay 50% of the cost of a full inspection for a follow-up inspection when a CM fails a progress inspection. Please confirm: Should the proposer include a separate line item or unit cost for re-inspections in the Cost Form, or should the 50% rate simply be noted as a condition applicable to the standard inspection unit cost already listed?

*Answer #52:*

*No. 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.*

*No changes or modifications to the Cost Form will be permitted. Any alteration may result in the disqualification of the Proposer.*

**Question #53:**

The Cost Form reflects a fixed Additional Services Allowance of \$54,897.00. Section 4.3 indicates PRHFA may award contracts to one or more Project Managers. Please confirm: If PRHFA selects more than one proposer, will the \$54,897.00 allowance be divided proportionally among all awardees, or will each awardee receive the full allowance amount as part of their individual contract?

*Answer #53:*

*The Allowance will be distributed among the Selected Proposers.*

**Question #54:**

Section 5.3.3 of the RFP prohibits proposals submitted by joint ventures, consortiums, or similar arrangements, while allowing subcontracting subject to PRHFA's written approval. Please clarify: For purposes of this RFP, is an individual engaged through a professional services contract (rather than direct employment) considered a subcontractor? If so, may such an individual be named as Key Personnel in the proposal, provided the proposing entity assumes full contractual responsibility for their performance?

*Answer #54:*

*The individual is regarded as a subcontractor to the Prime and may be designated as Key Personnel. If any services are subcontracted, the Proposer remains fully responsible for all Project Management Services and associated activities, regardless of whether they are performed directly or by a subcontractor.*

**Question #55:**

The RFP schedule does not reference a pre-proposal conference or site visit. Please confirm whether PRHFA intends to conduct any pre-proposal meeting, informational session, or site walkthrough related to this RFP, whether mandatory or non mandatory, prior to the April 27, 2026, submission deadline.

*Answer #55:*

*There are no pre-proposal conference nor site visits in this process.*

**Question #56:**

Please provide a detailed listing or representative sample of the Real Estate Owned (REO) portfolio or properties to be served under this RFP. For each property, please include relevant information such as, but not limited to location, coordinates, property description, size (square footage), year built, current occupancy status, and any other pertinent characteristics.

*Answer #56:*

*No. Nevertheless, PRHFA will provide a sample list of the properties considered in the REO Portfolio and a municipality distribution of the properties. Please refer to the new Attachment 2. Properties Sample Inspection Package and Regional Distribution.*

**Question #57:**

Please provide the list of Construction Managers (CMs) currently under contract with PRHFA that are expected to be assigned to projects under this Scope of Work. Additionally, please clarify their roles, responsibilities, and contractual structure in relation to the Project Manager.

*Answer #57:*

*PRHFA has not yet engaged Construction Managers. For details regarding the Project Manager's responsibilities in relation to Construction Managers, please consult the Scope of Work.*

**Question #58:**

With respect to "Attachment 1: Cost Form", are proposers allowed to adjust the "Estimated Monthly Hours" per position based on their experience with similar programs, or are proposers required to use the estimated hours as provided without modification?

*Answer #58:*

*No changes or modifications to the Cost Form will be permitted. Any alteration may result in the disqualification of the Proposer.*

**Question #59:**

Are proposers limited to the positions identified in "Attachment 1: Cost Form", or may additional roles (such as administrative support, clerical staff, or other supporting personnel) be included as part of the proposed staffing structure?

*Answer #59:*

*Staffing is restricted to the roles specified within the Cost Form. No changes or modifications to the Cost Form will be permitted. Any alteration may result in the disqualification of the Proposer.*

**APPENDIX G: AUTHORIZATION FOR BACKGROUND AND/OR FINANCIAL INFORMATION  
REQUEST FOR PROPOSALS  
PROJECT MANAGEMENT SERVICES FOR REO PORTFOLIO  
PUERTO RICO HOUSING FINANCE AUTHORITY**

By signing this Authorization, the Proposer authorizes the Puerto Rico Housing Finance Authority (PRHFA) to seek any background and/or financial information it deems necessary to evaluate the Proposer's capacity financial in connection with the Request for Proposal (RFP), as the case might be.

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Proposer Name

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Signature of Authorized Representative

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Date

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Printed Name of Authorized Representative