



PUERTO RICO HOUSING  
FINANCE AUTHORITY

**PRHFA**

GOVERNMENT OF PUERTO RICO

**REQUEST FOR PROPOSALS (RFP)**

**PROJECT MANAGEMENT SERVICES FOR REAL ESTATE OWNED (REO) PORTFOLIO**

**PUBLISHED:**

**WEDNESDAY, APRIL 1, 2026**

**DEADLINE FOR SUBMITTING PROPOSALS:**

**MONDAY, APRIL 27, 2026**

**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 issuing this Request for Proposals (RFP) to solicit qualified firms to provide Project Management Services for the Real Estate Owned (REO) portfolio of single-family residential properties (portfolio or properties).

The term "proposer" herein refers to providers submitting a proposal in response to this RFP. The terms "contractor" or " provider" are used to describe the Proposer that is ultimately selected to provide the requested services.

The Proposer(s) selected under this RFP (Selected Proposer) will be required to be free of any real or perceived conflict of interest under applicable regulations of the Commonwealth and/or those issued by the United States of America, its agencies, instrumentalities, and/or component units (Federal Government), to the extent applicable. Furthermore, all Proposers must comply with applicable procurement requirements set forth by the Commonwealth and/or the Federal Government.

By submitting a proposal, each Proposer certifies that it fully understands, acknowledges, and accepts all the terms and conditions of this RFP, and any amendments thereto, without any restriction whatsoever.

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

All proposals received in response to this RFP process will be evaluated according to the requirements in this document. All proposals must be sealed, clearly marked "PROJECT MANAGEMENT SERVICES" and must include all elements described in the PROPOSALS FORMAT AND CONTENT REQUIREMENTS section of this RFP.

**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.**

**Proposals must be addressed to:**  
Carlos V. Villegas del Valle, Esq.  
Executive Office Assistant  
Puerto Rico Housing Finance Authority

Proposals received after the RFP Due Date will not be considered. PRHFA will not be responsible for Proposals 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 RFP may be submitted in writing no later than the date and time indicated in the RFP SCHEDULE. 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 RFP is valid only if written and issued by PRHFA.

Questions or requests for clarification of this RFP may be submitted in writing no later than the date and time indicated in Section 2 of this RFP. Responses to written questions will be issued by PRHFA, reserving the right to refuse to respond to any question.

The PRHFA will evaluate all the proposals received to select the firm with the most advantageous proposal to offer the requested services.

After receiving and evaluating the Proposals, based on a best value determination, the PRHFA will recommend the awarding and execution of the Agreement with such Proposer. If the Agreement cannot be executed, the PRHFA may negotiate with the Proposer who submitted the second-best value proposal to award the contract. Alternatively, the PRHFA may terminate the process and not adjudicate the Agreement.

## **2. RFP SCHEDULE**

RFP Publication Date	<b>Wednesday, April 1, 2026</b>
Deadline for questions or request for clarifications	<b>Monday, April 13, 2026</b>
Deadline for PRHFA to respond to questions or clarifications <sup>1</sup>	<b>Thursday, April 16, 2026</b>
Deadline to submit Proposals (RFP Due Date)	<b>Monday, April 27, 2026</b>
Notification of award to the company or individual with the best value proposal <sup>2</sup>	<b>Wednesday, May 20, 2026</b>

## **3. GENERAL CONDITIONS**

### ***3.1. Principal Responsibility***

The Selected Proposer shall assume full responsibility for all Project Management Services and activities required thereunder, whether provided directly or not. In addition, PRHFA shall only consider the Contact Person indicated by the Selected Proposer in Appendix A of this RFP to be the sole point of contact with respect to all matters of this RFP, including payment of any and all charges resulting from the contract that may be awarded pursuant to this RFP (Contract).

### ***3.2. Minimum qualifications***

Proposers under this RFP must meet the following minimum requirements or qualifications:

1. Demonstrate experience and success in providing Project Management Services in compliance with applicable regulations for federal and/or local programs/projects.
2. Ability to comply with an accelerated delivery or performance schedule, including demonstrate they have the required staff available to begin rendering the services immediately.
3. Be an entity incorporated in the Puerto Rico Department of State or authorized to do business in Puerto Rico, which is in good standing and aware of applicable laws and regulations.

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<sup>1</sup> Projected potential date, may be subject to change at the discretion of PRHFA

<sup>2</sup> Projected potential date, may be subject to change at the discretion of PRHFA.

### **3.3. Guarantee**

The Selected Proposer must ensure that the Project Management Services will be 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 Puerto Rico 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 the 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 in the System for Award Management (SAM) at [www.sam.gov](http://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, and
- Executive Order No. 14173 of January 21, 2025, “Ending Illegal Discrimination and Restoring Merit Based Opportunity”.

Prior to the formalization of a contract, the Selected Proposer shall provide evidence of the skills necessary to render the services through the submission of references.

### **3.4. Independent contractor**

In the performance of the work, duties, and obligations assumed by the Selected Proposer, it shall be mutually understood and agreed that said Proposer, including any of its officers, agents, and employees, shall at all times act and perform independently and not as an officer, agent, servant, employee, joint venture, partner, or associate of PRHFA.

### **3.5. Prohibition of discrimination**

PRHFA is an employer in compliance with the prohibitions against discrimination in employment or the provision of services based on 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. Accordingly, the Selected Proposer must also comply with these regulations. However, this clause does not require the hiring of unqualified people.

### **3.6. Cost assessment**

A cost evaluation will be conducted for each proposal received as part of the RFP review, as specified in **Section 6** of this RFP.

### **3.7. General Disclosures, Rights Options, and Disclaimers**

The issuance of this RFP, submission of a response by any firm and/or team, and the acceptance of such response by the PRHFA does not oblige the PRHFA. Legal obligations will arise only upon the execution of a formal agreement between the PRHFA and the Selected Proposer regarding the Services.

By responding to this RFP, Proposers acknowledge and consent to the conditions listed hereunder, relative to the procurement process. PRHFA is not bound to accept any proposals if Proposers do not meet the RFP requirements. Without limitation and in addition to other rights reserved by the PRHFA under this RFP, the PRHFA reserves and holds, at their sole discretion, the following rights, and options (collectively, the Disclaimers):

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

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

Proposers should submit their best proposals initially, since negotiations may not take place.

Applicable federal and local laws and regulations shall govern this RFP process. Any disputes relating to this RFP 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.

### **3.8. Accuracy of RFP and Related Documents**

PRHFA assumes no responsibility for the completeness or accuracy of specified technical and background information presented in this RFP or otherwise distributed or made available during this RFP process. Without limiting the generality of the foregoing, the PRHFA will not be bound by or be responsible for any explanation or interpretation of the RFP documents other than those given by it in writing. In no event may a Proposer under this RFP rely on any oral statement by the PRHFA' agents, advisors, or consultants.

### **3.9. Confidential or Proprietary Information**

One copy of each proposal will be retained for the PRHFA' files and will not be returned. If a Proposer considers that its proposal contains material that is confidential and/or proprietary, the Proposer must clearly note or mark each section of material as confidential and/or proprietary. The 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 the 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 Proposers to be thoroughly informed and familiar with the requirements of disclosure of public documents.

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

### **3.10. Insurance**

In the RFP process, 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.

## **4. DESCRIPTION OF THE SERVICES ("SCOPE OF WORK")**

### **4.1. General description of the services**

Pursuant to this RFP, PRHFA is procuring Project Management Services (or the Services) to provide support and assistance in the day-to-day administration of its role as Project Manager for the Real Estate Owned (REO) portfolio of single-family residential properties (portfolio or properties) in compliance with all applicable requirements.

### **4.2. Required Services**

#### **4.2.1. Task 00: General Project Management and Administration**

The Project Manager shall be responsible for the Project operations and administration of the tasks and services contained herein. This task will include the activities listed below.

## **Operational Support**

- Works closely with the PRHFA officials and their designees in preparing and maintaining the overall project plan and strategies, managing day-to-day operations, and improving processes for quality and efficiency.
- Responsible for the management, contract administration, and performance metrics of the CMs, subcontractors, and other PRHFA vendors related to the Project.
- Reports on different phases of the project that reflect the major activity and progress within the reporting period, as specified by PRHFA (e.g. monthly, quarterly, etc.).
- Regularly communicates potential risks, impacts, trends, patterns, issues, and statuses to PRHFA and the pertinent parties and identifies feasible solutions proactively and in a timely manner.
- Develops and/or collects data to analyze and provide trend analysis reports and documents any information as necessary to optimize and streamline processes and compliance.
- Ensures PRHFA's documentation is sufficient to respond to the entities that audit or review the Project(s).
- Any other task necessary to support the Projects' efficient operation.

## **Project Management**

- Notify, communicate follow-up, and assure the resolution of any non-compliance issues at the project or contract levels for all vendors involved in the Project's implementation.
- Oversee logistics management, ensuring that procedures are in place to align with the Project goals and objectives.
- Coordinate efforts of compliance related to environmental, construction, and financial regulations.
- Establish Project timelines, goals, metrics, and deliverables of services in accordance with project funding allocations and production goals specified by PRHFA.
- Coordinate with any third-party entity (regulatory agencies or municipalities, among others) on any technical or regulatory task needed to maximize and facilitate the implementation of the Project .
- Any other supporting functions or tasks necessary to implement the Project efficiently and compliantly.

## **Design, Construction, and Statutory Compliance**

- Evaluate CMs' home conceptual and design development submissions in accordance with the requirements and conditions of the CMs' contracts. The Project Manager shall evaluate and ensure compliance with the design submissions, and thereafter submit them to PRHFA for final review and approval.
- Any other task necessary to ensure construction and statutory compliance of the Project.

## **Document Control and Management**

- Ensure all project information and documentation are always readily available to PRHFA.

- Store, archive, and retrieve physical documents and electronic images of all paper documents, training material, internal policies and procedures, and meeting lists of attendees.
- Any other task necessary to comply with the requirements of document control management.

### **Reporting**

- Provide status reports on a regular basis or as requested by PRHFA for the progress of the Project construction activities.
- As requested, meet with PRHFA to discuss the progress, status, and projections of the Project, and any other issues that may have arisen during the administration of the assigned Project .
- Any other task necessary to ensure proper accounting and reporting as related to the Project.

### **Construction Control, Monitoring, and Statutory Compliance**

- Manage, coordinate, administer, and supervise Project activities to include, but not limited to, cost analyses, inspections, construction progress, adherence to construction documents, quality of work, review of contractor invoices, and payment approvals, close out, issues resolution, and others.
- Evaluate and approve or deny scope changes in accordance with Project policies, cost reasonableness parameters, and valid requests for time extensions when necessary. Scope Changes shall be evaluated and approved or denied by the Project Manager within a three (3) calendar day period of the Scope Change being submitted by the CM and sent for PRHFA final approval.
- Coordinate site visits and perform on-site monitoring interviews.
- Assure that all work is completed by CMs and other vendors in compliance with laws, regulations, policies, procedures, drawings, specifications, material, and equipment submittals, environmental requirements, and any other federal, state, or local requirements.
- Perform periodic inspections and provide inspection reports, evaluations of invoices, etc.
- Ensure compliance with the requirements of the Secretary of Labor in accordance with the Davis-Bacon Act (when applicable), Contract Work Hours and Safety Standards Act, the Copeland “Anti-Kickback” Act, Fair Housing and Equal Opportunity Standards, and all other applicable federal, state, and local laws and regulations pertaining to labor standards insofar as those acts apply to the execution of the assigned Project . Take special notes of minimum wage increases planned for Puerto Rico’s construction workforce. Project Manager will be required to ensure compliance with minimum wages.
- Administer and evaluate project schedules and progress.
- Any other task necessary to ensure construction control, monitoring, and statutory compliance.

#### **4.2.2. Task 01: Damage Assessment, Compliance Review & Initial Project Intent Determination**

The Project Manager shall be responsible for reviewing the assessment of damages to the property and the development of a preliminary Estimated Cost of Repairs (**ECR**) by the vendors contracted by PRHFA. Must verify that all damage assessments are certified by a Licensed Professional Engineer or Licensed

Architect authorized to practice in Puerto Rico. Project Managers must ensure safe and sanitary conditions in REO-held housing, including corrective actions needed before sale.

During this task, the Project Manager shall be responsible for:

- Assigning a Project CM to the property.
- Coordinate with the CM, and the Project Manager's own staff a site walk of the property for initial scope development.
- Organize, coordinate, and oversee the development of the Initial Scope of Work by the CM, ensuring it is prepared in a timely manner. The Project Manager should aim to have the CM submit initial scopes of work within ten (10) calendar days of the scoping site walk date.
- Review of the initial Scope of Work submitted by the CM. The Project Manager shall ensure that the initial scope:
  - Is one of reasonable costs. For this, the Project Manager shall analyze the suitability of line items, quantities, and price list used by the CM for the Scope of Work.
  - Is properly noted for third parties to be able to review and understand the reasons for scope items and their quantities.
  - Has all costs properly categorized amongst the Project cost categories (e.g. Soft Costs, Hard Costs, etc.).
  - Is one that is design feasible and cost reasonable under the specific circumstances of the property and the project site.
- Any other pertinent consideration related to the specific circumstances of the property.
- Any other task necessary to ensure the approval of a feasible Scope of Work for the property.

The Initial Scope of Work must be approved by the Project Manager and submitted within **forty-five (45) calendar days** from the time the Task Order is issued. If the Initial Scope of Work cannot be performed within the required timeframe, the Project Manager must document the reasons for noncompliance. PRHFA will only accept non-compliance with the established timeframe for reasons beyond the Project Manager's control.

#### ***4.2.3. Task 02: Pre-Construction Management and Coordination***

Once a preliminary Scope of Work is complete, the Project Manager shall notify the PRHFA of the Scope of Work determination for them to accept the Scope of Work prior to proceeding with design, permitting, and environmental studies (if applicable). When design, permitting, and environmental review are complete, the Project Manager shall proceed to execute the authorization to proceed.

Upon PRHFA's acceptance of Scope of Work, the Project Manager shall organize, coordinate, control, and manage the design and permitting process to be performed by the Project's CMs. This shall include:

- Issuing a Task Order for pre-construction works (i.e. design, permitting, and engineering studies) to the CM.
- Monitoring and controlling the design process of the CM. Ensure that design drawings and specifications are completed by the CM within reasonable timeframes.
- Coordinating any stylistic options made available, such as choice of facades, paint, floor, and

- cabinet colors, floor tiles, etc.
- Performing a QA/QC review of the design drawings and specifications prepared by the CM. The Project Manager shall ensure that the design drawings and specifications are consistent with the Scope of Work, the contract terms and conditions of the CM contracts, any local or federal requirement, including special conditions imposed by regulatory agencies, and considered any lead-based paint and asbestos abatement necessary and identified through lead-based paint and asbestos inspections and surveys performed by the CM (if applicable).
- Notify PRHFA of the pre-construction process completion and the intention to proceed with execution of the construction. The notification shall include, as an attachment, a copy of the Scope of Work and any other pertinent documents for PRHFA to review and understand the scope to be implemented for the property.
- Any other task necessary to successfully complete pre-construction activities for the property.

#### **Notice to Proceed with Construction Works**

Upon completion of design, permitting, and environmental, the Project Manager shall issue the Notice to Proceed (NTP) with construction to the assigned CM. The Project Manager shall ensure that the project is ready for construction prior to issuing the NTP to the CM. Any issues affecting the Project's ability to issue the NTP to the CM shall be promptly resolved by the Project Manager with the assistance of the CM, when needed.

#### **4.2.4. Task 03: Inspections & Payment Request**

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.

As a direct result of the complexities involved in any given project's construction, the number of inspections will vary per project and is subject to change as they may need to meet a project's evolving construction activity.

Inspections shall be performed by the Project Manager within a **three (3) calendar days** period of the site inspection request approval.

#### **Report on Progress Inspection**

- Prepare a detailed inspection report to document consistency with the Project-approved Task order, Scope of Work, and the construction documents.
  - Include a brief narrative of the project's progress.
  - Include photographic evidence, description, and notes that support the project's progress and quality of work(s).
  - Indicate in the report any non-compliance items identified during the progress inspection.
  - Clearly indicate in the report the Scope of Work items completed by the CM.
  - Clearly indicate the overall result of the inspection (i.e. pass or fail).

- Ensure that the inspection report is certified by a Licensed Professional Engineer or Licensed Architect in Puerto Rico.
  - Include any other information pertinent to the findings of the Inspection.
  - Submit inspection reports to the PRHFA.
- Non-compliant work shall be documented and included in the report for the CMs correction of the portion of the work(s), as per contract administration requirements.
- If a non-compliant work results in a punch list document, this shall be agreed on site and submitted to the CM within **two (2) calendar days** for the necessary corrections to be performed in a timely manner.

Inspection Reports shall be submitted by the Project Manager within a **five (5) calendar days** period of the on-site inspection.

#### **Review of Inspection Report, Contractor Invoice, and Statutory Compliance**

- Collect all appropriate information and record documents to meet the standards set forth by the Project at the onset of every project.
- Review the inspection report for compliance and overall completeness.
- Submit the report for PRHFA and the CM record-keeping. This report shall become part of the CM's application for progress payment, construction permits and/or occupancy permit, when required.
- If required by federal, state, or local laws or regulations, submit the report to pertinent third-party regulatory entities such as OGPe.
- Evaluate, administer, and manage the CMs contract, cumulative Task order current costs, potential changes in cost, invoice, payments, and expenditures of Project funds.
- Provide assurance that all appropriate bonding and insurance requirements are in place, when applicable.
- Assist in the submission, review of any additional information as requested by the PRHFA finance division.
- Review and provide recommendations for approval of contractor's payment request.
- A QA/QC evaluation shall be performed to check that all necessary information is included in the documentation.
- Evaluate and approve the CMs Warranty Binders to provide complete and correct information according to Project requirements.
- Evaluate the necessary information of Subcontractors' claims of outstanding project payments as required by Project requirements.
- Monitor, collect, and archive documentation to support Contract Work Hours and Safety Standards Act (CWHSSA), when applicable.
- Any other task necessary to ensure compliance with the reports, processing of payments to contractors, and statutory compliance.

For those cases where a CM progress inspection is failed, the Project Manager shall perform an additional Inspection. The PRHFA will pay 50% of the cost of a full inspection. 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. The follow-up inspection report will be developed in such a way that it supplements the original progress inspection Report. PRHFA may deduct from the CM's payment any additional progress inspections cost(s) as result of a failed progress inspection.

Contractor Invoices shall be reviewed, and comments (if any) issued to the Contractor, within a **five (5) calendar days** period of the Project Manager receiving the draft invoice documents.

#### **4.2.5. Task 04: REO Project Closeout**

The Project Manager shall be responsible for completing the final closeout process for each REO property after all activities have been finalized.

This task shall include the following:

- Ensure that CMs have completed all the properties approved Task Order tasks included in the project file.
- Ensure the correctness and completeness of supporting documents are included in the project file.
- Ensure that any permits obtained for the project, that require a closeout process, are diligently closed by the CMs, as may be applicable.
- Ensure that all environmental activities were performed in compliance with the corresponding requirements, and all environmental permits are closed out, as may be applicable.
- Ensure that an occupancy permit was obtained by the CM for the work performed for the award and delivered to PRHFA for the correspondence utility connections, if applicable.
- Any other task necessary to ensure proper closeout of the project.

#### **4.2.6. Additional Services (Allowance)**

Some projects may require additional services, surveys, studies, or tests beyond those established in this Scope of Service. These are considered Additional Services by PRHFA. For such services, the Contract will include an allowance.

Whenever Additional Services are required, the Project Manager shall develop an Additional Service Work Plan, including a justification of the need for the service, the scope of work, the credentials of the staff to perform the services, a schedule, the costs, and a list of deliverables to be prepared. The Additional Services Work Plan shall be submitted by the Project Manager to the PRHFA through a Request for Approval (**RFA**) prior to the Project Manager performing the services. PRHFA will evaluate each Additional Service for need and cost reasonableness and, if determined to be of need and in the best interest of the project, approve the performance of the services by the Project Manager. No Additional Service shall be performed by the Project Manager without the written approval of PRHFA. For each Additional Service approved, the contract budget allowance will be reduced by the approved amount.

If the cost of any Additional Services is more than \$15,000, then the Project Manager(s) shall submit to PRHFA at least three (3) economic proposals for the Additional Services. These three (3) economic proposals must be from different Subcontractors for the performance of the Additional Service. One of

the economic proposals may consider the performance of the Additional Service with the Project Manager's own staff if the Project Manager has the internal capacity to perform them.

#### **4.3. Duration of contract**

The PRHFA aims to contract, at its discretion and in the best interest of the overall projects' implementation, **one (1) or more Project Managers** as determined by PRHFA for a period of **six (6) months with an optional extension of up to one (1) additional extension of six (6) months**. The Project Manager and/or their Staff must be assigned to work from Puerto Rico in the interest of implementing a timely and cost-efficient management structure. PRHFA reserves the right to re-evaluate those arrangements at any time.

PRHFA reserves the right to reopen an RFP process at any time during the performance of the Contract. Nothing in the foregoing shall be construed to prohibit the Selected Proposer from participating in a new competition upon completion of its Contract.

#### **4.4. Payments**

Payments under the Contract will be made for Services previously rendered, as approved by PRHFA. The Selected Proposer shall provide all Services within the agreed-upon schedule.

The Selected Proposer shall submit its invoices and appropriate supporting documentation to PRHFA as agreed to in the Contract. If PRHFA determines that the submitted invoice and supporting documentation are acceptable, then the invoice will be approved for payment. Payments to the Selected Proposer will be made by electronic funds transfer (EFT). PRHFA reserves the right to conduct such audits as it deems necessary. The contractor agrees to cooperate fully with such audit(s).

### **5. PROPOSAL CONTENT AND FORMAT REQUIREMENTS**

Proposals (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 9:00 am until 3:30 pm on or before Monday, April 27, 2026. Proposals received after the above date will not be considered. The Cost Proposal and any other documentation shall be written in English. Proposals shall be delivered no later than the date and time indicated in Section 2 and shall contain, at a minimum, the following elements:

#### **5.1. Cover (APPENDIX A)**

A duly authorized officer, owner, or company-authorized agent must complete and sign the Cover Page.

#### **5.2. Executive Summary**

The Executive Summary, not exceeding **five (5) pages**, shall be written in a nontechnical style and shall contain sufficient information for reviewers to become familiar with the Proposer's proposal and its ability to satisfy the financial and technical requirements of the Services.

### **5.3. Background and description of Services and Personnel**

#### **5.3.1. Background and Services**

Provide a description of the Proposer's background, including corporate structure (if applicable), capacity, financial soundness, and resources to render the services required promptly within the time specified in this RFP.

Summarizes profile of the services rendered by Proposer, relative to the Project Management Services object of this RFP.

Describe any current, pending, or past litigation (within the last 10 years) to which the Proposer has been, is, or is expected to be a party.

#### **5.3.2. Experience**

Provide a list of similar endeavors rendered within the last **ten (10) years**, relative to the Project Management Services. Include for each endeavor the dollar value of the contract, name of project, a description of the work performed, and contact information for the government agencies, municipalities, or non-profit organizations (NPOs) administering these projects.

#### **5.3.3. Key Personnel**

Provide names and resumes or curriculum vitae of the Key Personnel who would be assigned to render the Services, emphasizing experience and qualifications. For purposes of this RFP, Key Personnel are defined as those team members who will be assigned and perform tasks related to the Project Management Services, or a significant portion of them.

Provide an organizational chart describing how Proposer would staff and structure its proposed team for all phases of the Services. Proposers are advised that PRHFA will not accept proposals from joint ventures, consortiums, syndicates, professional pools, or entities with similar arrangements under this RFP. However, subcontracting may be allowed, subject to written approval from PRHFA.

Detail available personnel resources, emphasizing Key Personnel, and how quickly they can be deployed to render the Services. Proposers are hereby advised that those who demonstrate they have the staff available to begin to render the Project Management Services will be scored higher than those who need more time or whose responses are vague.

#### **Staff Requirements, Roles, and Responsibilities**

The Selected Proposer(s) shall have or will secure, at its own expense, all personnel required to perform the services under the Project Management Services contract. Selected Proposer(s) must ensure that services that require a professional license are performed by licensed professionals with the proper qualifications, skills, and experience necessary to perform such services, according to applicable federal, state, and local rules and regulations.

Requirements	Roles and Responsibilities
<b>Project Manager</b>	
<ul style="list-style-type: none"> <li>+ Bachelor's degree in Engineering, Architecture, Construction or Project Management required. Master's Degree preferred.</li> <li>+ Must have 10 years of Project Management experience in construction or engineering projects</li> <li>+ Must have demonstrated experience working with federal, state, or local government agencies in a previous role.</li> <li>+ Must be working locally from Puerto Rico. Ability to communicate effectively verbally and in writing in English and Spanish.</li> </ul>	<ul style="list-style-type: none"> <li>+ Act as the main point of contact with PRHFA.</li> <li>+ Formulate, organize, and monitor the overall performance of the projects.</li> <li>+ Coordinate cross-project activities; develop and control deadlines, budgets, and activities; apply change, risk, and resource management.</li> <li>+ Assume responsibility for the project's performance and its staff; assess project performance and aim to maximize it; resolve project issues; prepare and review reports to the PRHFA; and maintain a complete understanding of all applicable Project policies, requirements, and procedures.</li> <li>+ Oversee the adherence to timelines, compliance with requirements, and implementation lifecycle to ensure compliance with PRHFA requirements for reliability, contractual agreements, and cost-reasonability.</li> <li>+ Identify, apply, and evaluate schedule, cost, quality, and risk control techniques to support the monitoring, managing, and reporting of costs.</li> <li>+ Be available on-call and to attend project status and progress meetings.</li> </ul>
<b>Environmental Compliance Coordinator</b>	
<ul style="list-style-type: none"> <li>+ Bachelor's degree in Environmental Engineering or Natural Sciences, plus a minimum of five (5) years of experience in environmental activities for residential projects.</li> <li>+ Must have knowledge of and experience in local and federal environmental laws and regulations, as demonstrated through work performed in a previous role.</li> <li>+ Must be working locally from Puerto Rico.</li> </ul>	<ul style="list-style-type: none"> <li>+ Act as the main point of contact with PRHFA on environmental review requirements.</li> <li>+ Organize and manage the Project Manager's environmental staff activities.</li> <li>+ Coordinate environmental related activities with designated PRHFA representatives and regulatory agencies such as the State Historic Preservation Office (SHPO) and the Puerto Rico Department of Health (PRDOH).</li> <li>+ Coordinate and guide the team on the identification of environmental needs and mitigation measures for the activities to be performed under the Project.</li> <li>+ Prepare reports and keep all parties informed on the status of environmental review activities for each project, as applicable.</li> <li>+ Provide guidance and recommend actions to PRHFA and Project) stakeholders to handle changes and risks associated with changes in policies and regulations.</li> </ul>
<b>Operations Manager</b>	
<ul style="list-style-type: none"> <li>+ Bachelor's or Master's degree in Engineering, Construction Management, or Project Management required.</li> <li>+ Must have seven (7) years of experience in project management and/or construction planning, design, and management in residential projects.</li> <li>+ Shall be Licensed Architect or Licensed Professional Engineers in Puerto Rico.</li> <li>+ Must be working locally from Puerto Rico.</li> </ul>	<ul style="list-style-type: none"> <li>+ Manage a team of construction oversight, design and permitting, inspections, project controls, and scheduling staff to manage the entire scope of operations of each project during project implementation.</li> <li>+ Review and recommend certifications for payment and construction change orders.</li> <li>+ Prepare reports to the PRHFA, based on monitoring visits of construction projects under PRHFA's Project.</li> <li>+ Review design documents and make recommendations to the Owners as to constructability, scheduling, and time of construction.</li> <li>+ Review design in progress to assure constructability with minimal changes and fewer problems in the field.</li> </ul>

Requirements	Roles and Responsibilities
	<ul style="list-style-type: none"> <li>+ Establish protocols to alter the scope of a project, implementing the protocols when necessary and updating documentation including contracts to develop, maintain, and apply quality management processes for the ongoing project or change initiative.</li> <li>+ Develop, implement, and maintain an effective scheduling management system.</li> <li>+ Keep PRHFA informed of project timelines and deadlines.</li> </ul>
<b>Project Coordinator</b>	
<ul style="list-style-type: none"> <li>+ Must have a Bachelor’s Degree or higher education in Business Administration, Project Management, Engineering, or a similar degree.</li> <li>+ Must have at least five (5) years of experience as Project Coordinator or supervising in a related field.</li> <li>+ Must be able to fluently speak, read, write, and effectively communicate in Spanish and English.</li> </ul>	<ul style="list-style-type: none"> <li>+ Support the Project’s daily operation and management.</li> <li>+ Coordinate all daily activities related to communications, scheduling, deliverables, staffing designation and evaluation, assessment, and management.</li> <li>+ Ensure review and compliance with all regulatory and statutory requirements in coordination with the Project Manager in the development and implementation of projects.</li> <li>+ Oversee logistics management, ensuring that procedures are in place to align with the project’s goals and objectives.</li> <li>+ Oversee standards of performance, safety policies, and procedures, compliance, and adjust internal policies as necessary.</li> <li>+ Work to keep the project on schedule, within stated budgets, and functioning smoothly.</li> </ul>

**5.4. Work Plan**

- A. Describe the overall approach to provide the Project Management Services.
- B. Describe the approach to managing tasks related to the Services, including the scheduling controls and project communication tools that will be employed.
- C. Describe the procedures and methodologies that will be used to conduct the requested tasks.
- D. Provide information on proposed activities, personnel, or resources, and a suggested timeline to complete the Services.

**5.5. Proposed Budget**

Include total projected costs, including hourly rates per year of contract for each position or staff member that will address the Services object of this RFP, assuming a Contract with a duration of one year.

**5.6. Best Value Statement**

Describe how the Proposer’s approach delivers the best value for the PRHFA. Hereunder, Proposers are to point out that they can deliver more cost-effective overall Services due to structure, depth of experience and expertise, local relationships and knowledge, experience on similar projects, understanding of particular adaptations, among other things.

**5.7. References**

Include **three (3) references** for whom you have worked on similar projects. Include current contact information for each of the references.

## 6. SELECTION PROCEDURES

Proposals will be assessed based on the following Evaluation Criteria:

Criteria	Possible Points/Score
Ability, capacity, skill, financial, and other necessary resources to perform the Services required promptly or within the time specified, without delay or interference	20
Qualifications, experience, and track record in providing similar services to those requested in this RFP.	20
Proposed Work Plan and compliance with the Scope of Work, availability of resources, and overall approach to provide the Project Management Services.	25
Overall cost and value of the proposed services	30
Overall approach to providing the Project Management Services	5
<b>Total</b>	<b>100</b>
BONUS: Small and minority businesses, women's business enterprises, veteran-owned businesses, and labor surplus area firms certified by the SBA or any other government entity, professional association, and/or non-profit organization with expertise in these affairs (must include in its proposal the corresponding certification issued by the applicable entity)	5(bonus)

Proposals will be considered fairly and impartially based on the criteria contained in this RFP. All proposals will first be screened for completeness and adherence to the requirements of this RFP. Thereafter, proposals will be analyzed and scored by an Evaluation Committee based on the Evaluation Criteria specified herein. This score will reflect a preference for proposals that address the core matters of this RFP, subject to the Disclaimers. Proposals scored with **seventy (70) points**, or higher, may be invited by the Evaluation Committee to participate in interviews to develop their proposals further. Subsequently, the Proposer determined that offered the best value in its proposal will be selected.

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

## 7. RECONSIDERATIONS AND REVIEWS

Any current or prospective provider who is affected by a determination of a procurement process for goods and services for small purchases or major purchases through auctions or RFPs 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 38-2017, as amended).

The party adversely affected by a decision may present a motion for reconsideration before the PRHFA's Evaluation Committee at [BRrehab@afv.pr.gov](mailto:BRrehab@afv.pr.gov), within a period of **ten (10) days** from the date of notification of the award of the bid or proposal. 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 notification 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 38-2017, as amended).

## **8. CONSULTATIONS**

Please direct all inquiries related to the RFP process or proposal submissions to the following:

Name: Carlos V. Villegas del Valle, Esq.  
Position: Executive Office Assistant  
Phone number: (787) 946-0045 Ext. 4339  
Email: [BRrehab@afv.pr.gov](mailto:BRrehab@afv.pr.gov)

**APPENDIX A: COVER PAGE  
REQUEST FOR PROPOSALS  
PROJECT MANAGEMENT SERVICES  
REAL ESTATE OWNED (REO) PORTFOLIO**

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

By signing this Cover Page, I hereby attest: that I have read and understand all terms listed in the RFP; have read and understand all terms listed in this proposal; that I am authorized to bind the entity named in this agreement; and that if this proposal is accepted, I am authorized and able to secure the necessary resources to comply with all terms listed in the RFP as published by PRHFA, including any amendments thereto.

Click or tap here to enter text.

---

Authorized Representative Name

---

Authorized Representative Signature

Click or tap here to enter text.

---

Date

**APPENDIX B: PROPOSAL DOCUMENTS  
REQUEST FOR PROPOSALS  
PROJECT MANAGEMENT SERVICES  
REAL ESTATE OWNED (REO) PORTFOLIO**

**FORMS**

1. CERTIFICATE AS TO CORPORATE PRINCIPAL
2. STATEMENT OF PROPOSER'S QUALIFICATIONS
3. SCHEDULE OF ADDENDA
4. CERTIFICATE OF NON-CRIMINAL RECORD

**CERTIFICATE AS TO CORPORATE PRINCIPAL**

I, Click or tap here to enter text., certify that I am the Click or tap here to enter text. of the Corporation named as Principal in the foregoing Bid Bond, that Click or tap here to enter text. (Name of) who signed this bond on behalf of the Principal, was then Click or tap here to enter text. (Title or Position) of said Corporation, that said Bond was duly signed for and on behalf of said Corporation by authority of its governing body, and is within the scope of its corporate powers, this    day of   ,    at    \_\_\_\_\_, Puerto Rico.

---

\_\_\_\_\_  
(Signature of Secretary)

**CORPORATE SEAL**

## STATEMENT OF PROPOSER'S QUALIFICATIONS

The Undersigned hereby certifies, under oath, the truth and correctness of all statements and of all answers to questions made hereinafter.

Submitted to: Click or tap here to enter text.  
(Name of Owner)

Submitted by: Click or tap here to enter text.  
(Name of Authorized Person)

Corporation  
Partnership  
Individual  
Joint Venture  
Other

Note: (Attach Separate Sheets as Required)

1. How many years has your organization been providing the services required herein?  
Click or tap here to enter text..
  
2. How many years has your organization been providing the services required herein under other previous business name?  
Click or tap here to enter text.
  
3. If a corporation answer the following:
  - a. Date of incorporate: Click or tap here to enter text.
  - b. Where incorporated: Click or tap here to enter text.
  - c. President's name: Click or tap here to enter text.
  - d. Vice-President's name: Click or tap here to enter text.
  - e. Secretary's or Clerk's name: Click or tap here to enter text.
  - f. Treasurer's name: Click or tap here to enter text.
  
4. If individual or partnership answer the following:
  - a. Date of organization Click or tap here to enter text.
  - b. Name and address of all partners.Click or tap here to enter text.  
(State whether general or limited partnership)
  
5. If other corporation or partnership, describe organization and name principals:  
Click or tap here to enter text.

6. General character of work performed by your Company:

Click or tap here to enter text.

7. Have you ever failed to accomplish with the stipulations of any contract awarded to you? If so, note when, where, and why (includes attached sheets, if necessary):

Click or tap here to enter text.

8. Have you ever defaulted on any contract in:

- a. PRHFA? If yes, please indicate most important facts, including project and scope of contracted works.

Click or tap here to enter text.

- b. Any other local or federal government agency? If yes, please indicate most important facts, including project, agency and scope of contracted works.

Click or tap here to enter text.

- c. Private owner? If yes, please indicate most important facts, including project, owner and scope of contracted works. (Attach Separate Sheets, if Necessary)

Click or tap here to enter text.

9. Has any officer or partner of your organization ever been an officer or partner of another organization that failed to accomplish with the stipulations of any contract? If so state circumstances:

Click or tap here to enter text.

10. List name of all facilities for which the Proposer is responsible to offer the services required herein on this date. Proposer must include the following information for all of them: Owner name, contact name, telephone numbers, e-mail addresses, contract amount and dates of contract's beginning and expiration (includes attached sheets, if necessary).

Click or tap here to enter text.

11. List the name of all facilities in which the Proposer has been responsible for offering the services required herein within the past five (5) years, including owner name, contact name, telephone number, e-mail address, contract amount and contract's period of time on full force and effect (includes attached sheets, if necessary).

Click or tap here to enter text.

12. List the experience and background for the services required herein. The information must be submitted as follows (includes attached sheets):

Click or tap here to enter text.

- a. Main officers (CEO, President, Vice Presidents) - Submit resume indicating years of individual experience and education certificate.

Click or tap here to enter text.

- b. Managers (Division Managers, Supervisors, Group Leaders) - Submit resume indicating years of individual experience, education certificate, applicable professional licenses/certifications, trainings and list of most recent contract's participation (include any participation with other companies).

Click or tap here to enter text.

- c. Technical staff and personnel - Submit resume indicating years of individual experience, education certificate-trainings, applicable professional licenses/certifications and list of most recent contract's participation (include any participation with other companies).

Click or tap here to enter text.

13. List of equipment and technical resources available to perform the services required herein. Proposer must submit a detail list with any equipment and/or tools available in your company and relevant (includes attached sheets, if necessary).

Click or tap here to enter text.

14. Trade and Bank References: Submit written evidence (including credit available for bank references)

Click or tap here to enter text.

15. Name of Bonding Company and name and address of Agent

Click or tap here to enter text.

16. It is mandatory at the moment the Proposal is submitted to comply with revised provision number 16 of the Statement of Proposer's Qualifications. It is sufficient cause to disqualify Proposers for not complying with this provision. Provision number 16 is revised to read as follows: Include the last financial statement, duly audited and certified by a Public Certified Accountant (Contador Público Autorizado – C.P.A.) on a date not older than fifteen (15) months prior to the bid opening date. The financial statement must include the following key components:

- a. **Balance Sheet** – Assets, liability and equity.
- b. **Income Statement** – Revenue and expenses.
- c. **Statement of Retained Earnings** – Reconciles retained earnings from prior to current year.
- d. **Statement of Cash Flow** – Where did cash come from and where did it go.
- e. **Notes to Financial Statement and Schedules.**

Also, all prospective proposers must include, at the date and time of proposal's submission, an Affidavit certifying that financial statement copy, submitted as part of

proposal documents, constitute an exact copy of original duly audited financial statement, prepared by the same Public Certified Accountant or accounting firm indicated on aforementioned statement.

17. It's mandatory that the firm who has not completed one year (1) of operation, according to its articles of incorporation, include a line of credit of 10% of the Proposal (10% of Base Bid) containing terms and conditions of such agreement and the following:
- a. Rate of interest and commission
  - b. Purpose and due date
  - c. Disbursement and incompliance
  - d. Guaranty and collateral of partners

**General Contract of Indemnity** – All companies who reflect a limited economic solvency in their financial statements will be asked to include a sworn personal guarantee jointly with their personal financial statements audited and certified by a Public Certified Accountant.

18. **The undersigned hereby agrees to fill out** any detailed financial statement that the Owner may require to submit in connection with this proposal and to furnish any other information that may be required by said Owner.
19. **The undersigned hereby authorizes and requests** from any person, firm or corporation to disclose or furnish any information requested by PRHFA in verification or recital comprise in this Statement of Proposer's Qualifications.

In \_\_\_\_\_, Puerto Rico, this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Click or tap here to enter text.

\_\_\_\_\_  
(Name of Proposer)

Click or tap here to enter text.

\_\_\_\_\_  
(Proposer's Address)

Click or tap here to enter text.

\_\_\_\_\_  
(Proposer's Representative)

Click or tap here to enter text.

\_\_\_\_\_  
(Title)

Affidavit No.

Sworn and subscribed to before me on the place and date above stated by \_\_\_\_\_ and  
personally known to me.

---

**(Notary Public)**

**SCHEDULE OF ADDENDA**

(I) or (We) acknowledge receipt of the Addenda to the plans and specifications hereinafter named, for the project (s) included in this bid and declare that (I) or (We) accept these Addenda and that every change is included in this proposal.

**Relation of Addenda**

<b>Addendum Number</b>	<b>Date</b>
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.

In, \_\_\_\_\_, Puerto Rico, this \_\_\_\_\_ day of \_\_\_\_\_,

\_\_\_\_\_  
Signature of Authorized Officer or Person

Click or tap here to enter text.

\_\_\_\_\_  
Name & Title of Authorized Officer of  
Person Signing

## CERTIFICATE OF NON-CRIMINAL RECORD

I [\\_Click or tap here to enter text.](#) certify that I have not been convicted against the public treasury, the faith, functions and have not committed any crime or misdemeanor to the public property, in either the federal or local jurisdiction and at the moment of presenting this quotation I am not subject to any criminal or civil investigation regarding any case of crime, misdemeanor, or offense previously mentioned.

---

Authorized Signature

CORPORATE SEAL AND/OR  
PRINCIPAL SIGNATURE

**APPENDIX C: CERTIFICATION REGARDING SUSPENSION & DEBARMENT  
REQUEST FOR PROPOSALS  
PROJECT MANAGEMENT SERVICES FOR REO PORTFOLIO  
PUERTO RICO HOUSING FINANCE AUTHORITY**

The Entity certifies, by submission of this Certification, that:

- a. Neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency;
- b. It will provide immediate written notice to whom this Certification is submitted if at any time the Entity learns its certification was erroneous when submitted or has become erroneous by reason of changed circumstances;
- c. It shall not knowingly enter any lower-tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction unless authorized by the authority;
- d. It will include the clause titled Certification Regarding Suspension and Debarment—Lower Tier Covered Transactions, without modification, in all lower tier covered transactions and all solicitations for lower tier covered transactions;
- e. The certifications herein are a material representation of fact upon which reliance was placed when this transaction was entered into; and
- f. Where the Entity is unable to certify any of the statements in this certification, such Entity shall attach an explanation to this Certification.

In \_\_\_\_\_, \_\_\_\_\_ this            day of            of 20\_    .

Click or tap here to enter text.

\_\_\_\_\_  
Name of Entity

**By:**

\_\_\_\_\_  
Signature of Authorized Representative

Click or tap here to enter text.

\_\_\_\_\_  
Printed Name of Authorized Representative

Click or tap here to enter text.

\_\_\_\_\_  
Position

**APPENDIX D: NON-CONFLICT OF INTEREST CERTIFICATION  
REQUEST FOR PROPOSALS  
PROJECT MANAGEMENT SERVICES FOR REO PORTFOLIO  
PUERTO RICO HOUSING FINANCE AUTHORITY**

**ENTITY'S NAME:** \_\_\_\_\_ Click or tap here to enter text. \_\_\_\_\_

The Entity interested in doing business certifies that:

- I. No public official or employee of the Puerto Rico Housing Finance Authority possesses any financial interest in this contract or business transaction, and that, likewise, has had no direct or indirect financial interest in this business transaction for the past four (4) years.
- II. No public official or employee of the Puerto Rico Housing Finance Authority has solicited or accepted, directly nor indirectly, for himself (herself), or any member of his (her) immediate relatives, or any other party, gifts, gratuities, contributions, services, donations, loans or any other item of monetary value.
- III. No public official or employee has solicited or accepted goods of any value related to this transaction from any representative of the entity as a form of compensation for performing the duties and responsibilities of his or her position.
- IV. No public official or employee has accepted, or solicited from any person whatsoever directly or indirectly, either for himself (herself), for any member of his (hers) immediate family unit, or for any other person, business or entity, any asset whatsoever of monetary value, including gifts, loans, promises, favors, or services, in exchange for the actions of said public official or employee being of influence on behalf of my person or the entity.
- V. There is no kindred relationship within the fourth (4th) degree of consanguinity and second (2nd) degree of affinity with any public official or employee in a position of influencing or participating in institutional decisions of the Puerto Rico Public Buildings Authority.

The Puerto Rico Housing Finance Authority is highly committed to management excellence and promotes the effective use of government resources to benefit the people of Puerto Rico. We are committed to supporting and complying with Title III of Act 2-2018 Code of Ethics for Contractors, Suppliers, and Applicants for Economic Incentives of the Government of Puerto Rico.

The entity that makes or is interested in doing business certifies that:

1. Agrees to bind by the provisions of Title III of Law 2-2018 Code of Ethics for Contractors, Suppliers, and Seekers for Economic Incentives of the Government of Puerto Rico. Acceptance of the rules contained in such law is a vital essential condition so that transactions can be carried out or set up arrangements with the Puerto Rico Housing Finance Authority.

Signature of Authorized Representative of the Entity  
*[Firma del Representante Autorizado de la Entidad]*

Date  
*[Fecha]*

Printed Name of Authorized Representative of the Entity  
*[Nombre en Letra de Molde del Representante Autorizado de la Entidad]*

**APPENDIX E: NON-COLLUSIVE CERTIFICATION  
REQUEST FOR PROPOSALS  
PROJECT MANAGEMENT SERVICES FOR REO PORTFOLIO  
PUERTO RICO HOUSING FINANCE AUTHORITY**

\_\_\_\_\_ Click or tap here to enter text.\_\_\_\_. being first duly sworn, deposes and says:  
That he/she \_\_\_\_\_ Click or tap here to enter text.\_\_\_\_ (a partner or officer of the firm  
of, etc.) the party making the foregoing proposal or bid, that such proposal or bid  
is genuine and not collusive or sham; that said proposer or bidder has not colluded,  
conspired, connived or agreed, directly or indirectly with any proposer, or bidder  
or person, to put in a sham bid or to refrain from bidding and has not in any matter  
directly or indirectly sought by agreement or collusion or communication or  
conference, with any person, to fix the bid price of the affiant or any other bidder, or  
to fix any overhead, profit or cost element of the said bid price, or of that of any  
other bidder, or to secure any advantage against the Puerto Rico Housing  
Finance Authority or any person interested in the proposed contract; and that all  
statements in said proposal or bid are true.

Click or tap here to enter text.

\_\_\_\_\_  
Name of Entity

**By:**

\_\_\_\_\_  
Signature of Authorized Representative

Click or tap here to enter text.

\_\_\_\_\_  
Printed Name of Authorized Representative

Click or tap here to enter text.

\_\_\_\_\_  
Position

**APPENDIX F: DECLARACIÓN JURADA  
LEY 2-2018, CÓDIGO ANTI-CORRUPCIÓN PARA EL NUEVO PUERTO RICO**

**[SWORN STATEMENT]  
[Act 2-2018, Anti-Corruption Code for a New Puerto Rico]**

Yo, \_\_\_\_\_, en mi carácter personal y en representación de \_\_\_\_\_ (“Oferente”), con número de seguro social patronal \_\_\_\_\_, mayor de edad, de profesión: \_\_\_\_\_, con estado civil: \_\_\_\_\_ y vecino de \_\_\_\_\_ el más solemne juramento declaro como sigue:

*[I, \_\_\_\_\_, in my personal capacity and in representation of \_\_\_\_\_ (“Offeror”), Tax I.D. Number \_\_\_\_\_, of legal age, with profession: \_\_\_\_\_, marital status: \_\_\_\_\_ and resident of \_\_\_\_\_, do hereby solemnly swear as follows:]*

1. Mi nombre y demás circunstancias personales son las anteriormente expresadas.

*[My name and personal circumstances are as stated above.]*

2. A la fecha en que suscribo esta declaración jurada, el suscribiente, el Oferente, su presidente, vicepresidente, director, director ejecutivo, miembro junta de oficiales o directores y personas que desempeñen funciones equivalentes para el Oferente **no ha sido convicto ni se ha declarado culpable en el foro estatal o federal**, o en cualquier otra jurisdicción de los Estados Unidos, por cualquiera de los siguientes delitos: (a) apropiación ilegal agravada; (b) extorsión; (c) sabotaje de servicios públicos esenciales; (d) falsificación de documentos; (e) fraude; (f) fraude por medio informático; (g) fraude en las construcciones; (h) uso, posesión o traspaso fraudulento de tarjetas con bandas electrónicas; (i) enriquecimiento ilícito; (j) enriquecimiento ilícito de funcionario público; (k) enriquecimiento injustificado; (l) aprovechamiento ilícito de trabajos o servicios públicos; (m) intervención indebida en las operaciones gubernamentales; (n) negociación incompatible con el ejercicio del cargo público; (o) alteración o mutilación de propiedad; (p) certificaciones falsas; (q) soborno, en todas sus modalidades; (r) influencia indebida; (s) malversación de fondos públicos; o (t) lavado de dinero.

*[As of the date of execution of this sworn statement, neither the undersigned nor the Offeror, or its president, vice president, director, executive director, member of Board of officers or directors, or any persons performing equivalent functions on Offeror’s behalf, has been convicted or has pleaded guilty in state or federal court, or in any other jurisdiction of the United States, for any of the following crimes: (a) aggravated misappropriation; (b) extortion; (c) sabotage of essential public services; (d) forgery of documents; (e) fraud; (f) electronic fraud; (g) construction fraud; (h) fraudulent use, possession or transfer of cards with electronic bands; (i) illicit enrichment; (j) illicit enrichment by public official; (k) unjustified enrichment; (l) illicit enrichment of public work or*

*services; (m) improper intervention in government operations; (n) negotiation incompatible with the exercise of public office; (p) false certifications; (q) bribery, in all its modalities; (r) undue influence; (s) embezzlement of public funds; or (t) money laundering.]*

3. A la fecha en que suscribo esta declaración jurada y **por los pasados veinte (20) años**, ni el suscriptor, ni el Oferente, ni cualquiera de sus siguientes oficiales: presidente, vicepresidente, director, director ejecutivo o miembro junta de oficiales o directores o personas que desempeñen funciones equivalentes para el Oferente, ha sido convicto o se ha declarado culpable en el foro estatal o federal, o en cualquier otra jurisdicción de los Estados Unidos, por cualquiera de los siguientes delitos: (a) daño agravado; (b) retención de propiedad; (c) alteración o mutilación de propiedad; (d) archivo de documentos o datos falsos; (e) posesión y uso ilegal de información, recibos y comprobantes de pago de contribuciones; (f) compra y venta ilegal de bienes en pago de contribuciones; (g) presentación de escritos falsos; (h) posesión ilegal de recibos de contribuciones; (i) falsificación de asientos en registros; (j) falsificación de sellos; (k) falsedad ideológica; (l) falsificación de licencia, certificado y otra documentación; (m) falsificación en el ejercicio de profesiones u ocupaciones; (n) posesión y traspaso de documentos falsificados; (o) posesión de instrumentos para falsificación; (p) preparación de escritos falsos.

*[As of the date of execution of this sworn statement and **for the twenty (20) years** prior, neither the undersigned nor the Offeror, or any of its officers, including its president, vice president, director, executive director, member of board of officers or directors, or any person performing equivalent functions on Offeror's behalf, has been convicted or has pleaded guilty in the state or federal forum, or in any other jurisdiction of the United States, for any of the following crimes: (a) aggravated damage; (b) property retention; (c) alteration or mutilation of property; (d) filing of false documents or data; (e) illegal possession and use of tax information, receipts and payment vouchers; (f) illegal purchase and sale of goods for the payment of taxes; (g) filing false writings; (h) illegal possession of tax receipts; (i) falsification of entries in registers; (j) forgery of stamps; (k) ideological falsehood; (l) forgery of license, certificates and other documents; (m) forgery in the exercise of professions or occupations; (n) possession and transfer of forged documents; (o) possession of counterfeit instruments; (p) preparation of false writings.]*

4. A la fecha en que suscribo esta declaración jurada y **por los pasados ocho (8) años**, ni el suscriptor, ni el Oferente, ni cualquiera de sus siguientes oficiales: presidente, vicepresidente, director, director ejecutivo o miembro junta de oficiales o directores o personas que desempeñen funciones equivalentes para el Oferente, ha sido convicto o se ha declarado culpable en el foro estatal o federal, o en cualquier otra jurisdicción de los Estados Unidos, por cualquiera de los siguientes delitos: (a) omisión en el cumplimiento del deber; (b) venta ilegal de bienes; (c) incumplimiento del deber; (d) negligencia en el cumplimiento del deber; (e) usurpación de cargo público; o (f) impedir la inspección de libros y documentos.

*[As of the date of execution of this sworn statement and **for the eight (8) years** prior, neither the undersigned nor the Offeror, or any of its officers, including its president, vice president, director, executive director, member of board of officers or directors, or any person performing equivalent functions on Offeror's behalf, has been convicted or has pleaded guilty in the state or federal forum, or in any other jurisdiction of the United States, for any of the following crimes: (a) omission in the fulfillment of duty; (b) illegal sale of goods; (c) breach of duty; (d) negligence in the fulfillment of duty; (e) usurpation of public office; or (f) preventing the inspection of records and documents.*

5. A la fecha en que suscribo esta declaración jurada y **por los pasados diez (10) años**, ni el suscriptor, ni el Oferente, ni cualquiera de sus siguientes oficiales: presidente, vicepresidente,

director, director ejecutivo o miembro junta de oficiales o directores o personas que desempeñen funciones equivalentes para el Oferente, ha sido convicto o se ha declarado culpable en el foro estatal o federal, o en cualquier otra jurisdicción de los Estados Unidos, por delitos graves contra el ejercicio del cargo público o contra fondos públicos codificados en el Código Penal de Puerto Rico; la Ley Núm. 1-2012, según enmendada, la “Ley Orgánica de la Oficina de Ética Gubernamental”; o cualquier otro según dispuesto en la Ley 2-2018.

*[As of the date of execution of this sworn statement and **for the ten (10) years prior**, neither the undersigned nor the Offeror, or any of its officers, including its president, vice president, director, executive director, member of board officers or directors, or any person performing equivalent functions on Offeror’s behalf, has been convicted or has pleaded guilty in the state or federal forum, or in any other jurisdiction of the United States, for crimes against the exercise of public office or public funds as defined in the Puerto Rico Penal Code, ; Law No. 1-2012, as amended, the Government Ethics Office Enabling Act; or any other crime defined in Law 2-2018.]*

6. Entiendo y acepto el deber de informar cualquier cambio al contenido de esta declaración durante el proceso de contratación o la vigencia del contrato, ya sea por alegación de culpabilidad o convicción por cualquiera de los delitos antes mencionados, o cualquier otra conducta proscrita en el “Código de Ética para Contratistas, Suplidores y Solicitantes de Incentivos Económicos de las Agencias Ejecutivas del Gobierno de Puerto Rico”, Código Anticorrupción para el Nuevo Puerto Rico, Título III, Ley 2-2018.

*[I accept and acknowledge my obligation to inform of any change or modification to this statement during the contracting process or the term of the contract, as the result of a guilty plea or conviction for any of the above-mentioned crimes or any other conduct prohibited by the “Code of Ethics for Contractors, Suppliers of Goods and Services and Applicants for Economics Incentives of the Executive Agencies of the Government of Puerto Rico”, Title III, Law 2-2018.]*

7. Entiendo y acepto que la convicción posterior a esta declaración por cualquiera de los delitos enumerados en cualquiera de los incisos anteriores conllevará, además de cualquiera otra penalidad, la rescisión automática de cualquier contrato entre el suscriptor, el Oferente, y cualquier entidad gubernamental, corporación pública o municipio.

*[I accept and acknowledge that a conviction for any of the crimes specified in the above paragraphs will result, in addition to any other penalties, in the immediate termination of any contract in force at the time of conviction, between the undersigned, the Offeror, and any government entity, public corporation or municipality at the date of conviction or guilty plea.]*

8. El suscriptor, el Oferente, según sea el caso, se compromete a cumplir con lo dispuesto en el Código de Ética para Contratistas, Suplidores y Solicitantes de Incentivos Económicos de las Agencias Ejecutivas del Gobierno de Puerto Rico”, Código Anticorrupción para el Nuevo Puerto Rico, Título III, Ley 2-2018.

*[The undersigned and/or the Offeror, as the case may be, commits to complying with the “Code of Ethics for Contractors, Suppliers of Goods and Services and Applicants for Economics Incentives of the Executive Agencies of the Government of Puerto Rico”, Title III, Law 2-2018.]*

9. Suscribo esta declaración jurada de conformidad con las disposiciones de la Ley 2-2018, y los requisitos de esta [Subasta, Solicitud de Cualificaciones o Solicitud de Propuestas.].

*[I execute this sworn statement pursuant to Law 2-2018, and the terms and provisions of this IFB, RFQ or RFP.]*

10. Hago la presente declaración jurada para que cualquier entidad gubernamental, corporación pública o municipio, tenga conocimiento de lo aquí declarado para cualquier propósito administrativo y/o legal.

*[I execute this sworn statement so that any government entity, public corporation or municipality has knowledge of what is herewith declared and for any administrative and/or legal purpose in relation thereto.]*

\_\_\_\_\_  
(Name of Offeror)

**By:** \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Printed Name of Signatory)

\_\_\_\_\_  
(Title)

Subscribed and sworn to before me  
this \_\_\_\_\_ day of \_\_\_\_\_,  
20 \_\_\_\_\_.

**Notary Seal**

\_\_\_\_\_  
Notary Public, \_\_\_\_\_ Judicial  
Circuit, State of Puerto Rico.

**APPENDIX E: 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

**ATTACHMENT 1: COST FORM  
REQUEST FOR PROPOSALS  
PROJECT MANAGEMENT SERVICES  
REAL ESTATE OWNED PORTFOLIO  
PUERTO RICO HOUSING FINANCE AUTHORITY**

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	\$	\$	\$
<b>Subtotal Estimated Cost Per Hourly Rate</b>			\$	\$
COST PER UNIT				
Service	Quantity	Estimated Cost Per Unit	Total Estimated Cost	
Inspection Services	78	\$	\$	
<b>Subtotal Estimated Cost Per Unit</b>			\$	
<b>Subtotal Estimated Costs</b> <i>[Subtotal Estimated Cost per Hourly Rate + Subtotal Estimated Cost Per Unit]</i>			\$	
<b>Additional Services Allowance</b>			<b>\$54,897.00</b>	
<b>Total Estimated Cost for Project Management Services</b>			<b>\$</b>	

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**Cost Form Notes:**

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- (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.** **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.

- (6) **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.
- (7) 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.

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Proposer's Authorized Representative Signature

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Date

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Proposer's Authorized Representative