

**UNIVERSITY OF PUERTO RICO  
CENTRAL ADMINISTRATION  
NOTICE OF REQUEST FOR PROPOSAL RFP #DRO 24-023 / 06974  
DESIGN AND SUPERVISION SERVICES**

Administración  
Central  
Universidad de  
Puerto Rico

**Timeline:**

**RFP publication date:** December 8, 2023.

**Site visit (Not Compulsory)** December 13, 2023, Time: 10:00am  
Location: 1st Floor, Exterior Main Entrance, Antigua Escuela de Arquitectura.  
Parking at "Estacionamiento Multipisos" UPR Parking Systems.

**Deadline for Request for Information by email:** December 22, 2023, Time: on or before 4:30pm.

**Response for Request for Information by email:** January 11, 2024, Time: on or before 4:30pm.

The proposal must be submitted **by email on or before 11:59pm (AST) on January 26, 2024**. Address the indicated contacts in Section II (Mr. Julio Collazo Rivera, attention to Eng. Luis F. Vilá Calderón). **The University of Puerto Rico (UPR) will accept offers via email in digital PDF format at [upprecovery.rfp@upr.edu](mailto:upprecovery.rfp@upr.edu).**



The UPR is working towards its recovery, which requires the issuance of this Request for Proposal for Design and Supervision Services for the UPR Recovery Project **06974-DRO-12-2023-RRP-Recovery of Building 058 Antigua Escuela de Arquitectura, Río Piedras Campus, University of Puerto Rico**. The purpose of this RFP is to request and receive proposals from qualified Architecture and Engineering firms for the development of all design documents: Basis of Design, detail design, specifications, cost estimates, schedules, scopes of work, bidding phase, and other required documentation for the compliance of the requirements of FEMA and PRDOH/CDBG-DR Non-Federal Match Program. The awarded firm or professional will also provide services of oversight and coordination for the execution of a complete comprehensive project.

Oficina de  
Desarrollo  
Físico e  
Infraestructura

The project considers the repairs works of Building 058 located in Río Piedras Campus. Proponents must demonstrate the proven and previous experience with historic (moder architectural) buildings and explain in detail how they will be able to provide the required services and achieve the expected results, while in compliance with FEMA and PRDOH/CDBG-DR requirements. Review and verification through the site area of FEMA's Scope of Work (the "SOW") and the proposed strategy is required, as well as the development of a detailed SOW (based exclusively in the FEMA SOW of hurricane damages provided) with current industry construction costs for the repair, and in compliance with applicable actual codes and regulations. The project considers several construction tasks that will restore the facility to their pre-disaster design, function, and capacity, including mitigation tasks as recommended by FEMA. All work to be performed must be within the existing footprint. Some works include mitigation measures and code compliance measures as recommended by FEMA in the respective scope of work. The proponent has the responsibility to incorporate into their teamwork a specialist consultant in environmental compliance and to considers the samples, inventory of hazardous materials, specifications for the removal and provide the negative certification, that apply to the specific scope of this project.

The UPR is an equal opportunity employer and does not discriminate as to sex, gender or sexual identity, race, age, national origin, religious creed, civil status, war veterans, handicap or disable status. The UPR reserves the right to reject any or all proposals and to award the auction under the conditions it deems most convenient to the interests of the UPR, regardless of the amount of the bids or to cancel the auction award at any time before the contract is signed.

Jardin Botánico Sur  
1187 Calle Flamboyán  
San Juan PR  
00926-1117  
Tel. 787-250-0000  
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Julio Collazo (Dec 6, 2023 16:34 AST)

Julio A. Collazo Rivera, Director



**REQUEST FOR PROPOSALS FOR:**

**DESIGN AND SUPERVISION SERVICES FOR**

**Project Number: 06974-DRO-12-2023-RRP**

**Project Title: RECONDITIONING OF BUILDING 058 ANTIGUA ESCUELA DE ARQUITECTURA AT RÍO PIEDRAS CAMPUS, UNIVERSITY OF PUERTO RICO**

**RFP #DRO 24-023 / 06974**

Physical Development and Infrastructure Office  
Disaster Recovery Office  
President's Office  
University of Puerto Rico

Project funded by:  
**FEMA AND CDBG-DR PROGRAM**



**Universidad  
de Puerto Rico**

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## 1. BACKGROUND AND PURPOSE

The University of Puerto Rico (the "UPR") is a public corporation of the Government of Puerto Rico, organized by Act No. 1 of January 20, 1966, as amended, known as "Ley de la Universidad de Puerto Rico" (the "UPR Act"), 18 LPRA § 601 et seq, and a higher education institution. The UPR was severely devastated by Hurricane María, and as a result, is a subrecipient of the Puerto Rico Department of Housing (the "PRDOH"), under the CDBG-DR Non- Federal Match Program, and the Public Assistance Program of the Federal Emergency Management Agency (the "FEMA").

The UPR is working towards its recovery, which requires the issuance of this Request for Proposal (the "RFP") for Design and Supervision Services for the **UPR Recovery Project - 06974-DRO-12-2023-RRP- Recovery of Building 058 Antigua Escuela de Arquitectura, Río Piedras Campus, University of Puerto Rico**, ("The Project"). This Program is \$ 824,886,120.82 which 90% (\$742,397,509.52) funded by FEMA and 10% matching funds of CDBG-DR Non- Federal Match Program and institutional funds. The purpose of this RFP is to request and receive proposals from specialized conservation/restoration qualified **Architecture and Engineering firms for the development of all design documents: As-Built, detail Design, Specifications, Cost Estimates, Schedules for Execution Logistic, and assistance in bidding phase and other required documentation for the compliance of the requirements of FEMA and PRDOH/CDBG-DR Non-Federal Match Program**. The awarded firm or professional will also provide services of oversight and coordination for the execution of a complete comprehensive project. The prior objective of this request for proposal is the conservation of the potential buildings to be nominated to the National Register of Historic Buildings, located in the main Río Piedras campus, designed by the tropical modern architect Henry Klumb.

Proponents must explain in detail how they will be able to provide the required services and achieve the expected results, while in compliance with FEMA and PRDOH/CDBG-DR Non-Federal Match Program requirements. Previous experience with projects subject to compliance requirements under FEMA and PRDOH/CDBG-DR Non-Federal Match Program is very important. Review and verification through the site area of FEMA's Scope of Work (the "SOW") is required, as well as the development of a detailed SOW (based exclusively in the FEMA SOW of hurricane damages provided) with current industry construction costs for the repair in compliance with applicable actual codes and regulations. In addition, proponents shall provide the percent fee applicable for any future additional scope or scope change required for reinstate facility to normal functional operation.

The awarded proponent shall comply with all applicable Federal, state, and local laws, rules, regulations, and policies relating to FEMA Public Assistance Program and PRDOH CDBG-DR Program services. This includes without limitation, applicable Federal Registers; 2 C.F.R. part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards; Community Development Act of 1974; 24 C.F.R. part 570 Community Development Block Grant; applicable waivers; Fair Housing Act, 24 C.F.R. § 35, 24 C.F.R. part 58, 24 C.F.R. part 135; National Historic Preservation Act; 2 C.F.R. part 200.101, where applicable, and any other applicable state laws or regulations, including the requirements related to

nondiscrimination, labor standards, and the environment; and Action Plan amendments and HUD's guidance on the funds. [Click on link](#) to see Compliance with Federal Law, Regulations and Executive Orders.

## 2. CONTACT AND TIMELINE

The RFP shall be sent and addressed to:

**Mr. Julio Collazo Rivera**  
**Director**  
 Physical Development & Infrastructure Office

**Attention to:**  
**Eng. Luis Vilá Calderón**  
**Field Operation Manager**  
 Disaster Recovery Office

University of Puerto Rico  
 Jardín Botánico Sur 1187, calle Flamboyán  
 Río Piedras, Puerto Rico 00926-1117  
 Tel. (787) 250-0000, Ext. 5099  
**E-mail:** [upprecovery.rfp@upr.edu](mailto:upprecovery.rfp@upr.edu)

**NOTICE:** Be advised that interested proponents must register receipt of this RFP at [upprecovery.rfp@upr.edu](mailto:upprecovery.rfp@upr.edu) to qualify for receiving the following:

- Notice of changes or cancelation of the RFP;
- Responses to questions or clarifications made to interested proponents; and,
- Notice of award of the proposal.

## 3. TIMELINE AND SUBMISSION DATE

Description	Date
RFP publication	December 8, 2023
Site Visit (Not Cumpulsory)*: 1st Floor, Exterior Main Entrance, Antigua Escuela de Arquitectura. Parking at "Estacionamiento Multipisos" UPR Parking Systems, entrance trough Ave. Gándara or Ave. Barbosa) at your own cost. <b>Be advised that interested proponents must register via email. Please provide complete company name, representative's name and email.</b>	December 13, 2023 Time: 10:00 a.m.
Deadline for Request for Information (RFI) by email	December 22, 2023, Time: on or before 4:30pm Atlantic Standard Time (AST)
Response for Request for Information by email	January 11, 2024 Time: on or before 4:30pm Atlantic Standard Time (AST)

The proposal must be submitted by email. Address the indicated contacts in Section 2 – CONTACT (Mr. Julio Collazo Rivera, Attention to Eng. Luis Vilá Calderón)	January 26, 2024 Time: on or before 11:59pm Atlantic Standard Time (AST).
Award Notification	February 2024
Execution of Agreement	March 2024

\* After the meeting, the proponents will be able to visit the exterior of the buildings to be impacted with the project. Those interested in visiting the interior of the building should have Personal Protective Equipment (PPE), not limited to:

- i. N95 respirator and Face Shield or security glasses
- ii. Safety shoes

The UPR will not provide personal protective equipment to any of the company representatives. Proponents without the required PPE will not have the opportunity to visit the interior facilities.

The proposal must be compiled in digital PDF format. The dates may be subject to change at the discretion of the UPR. Interested proponents have the responsibility of verifying and checking the email from which they issued a notice of receipt of this RFP, as was indicated in Section 2 of this RFP. All official communication related to this RFP will be per that indication. The award notice of this proposal shall not constitute the formal agreement between the parties.

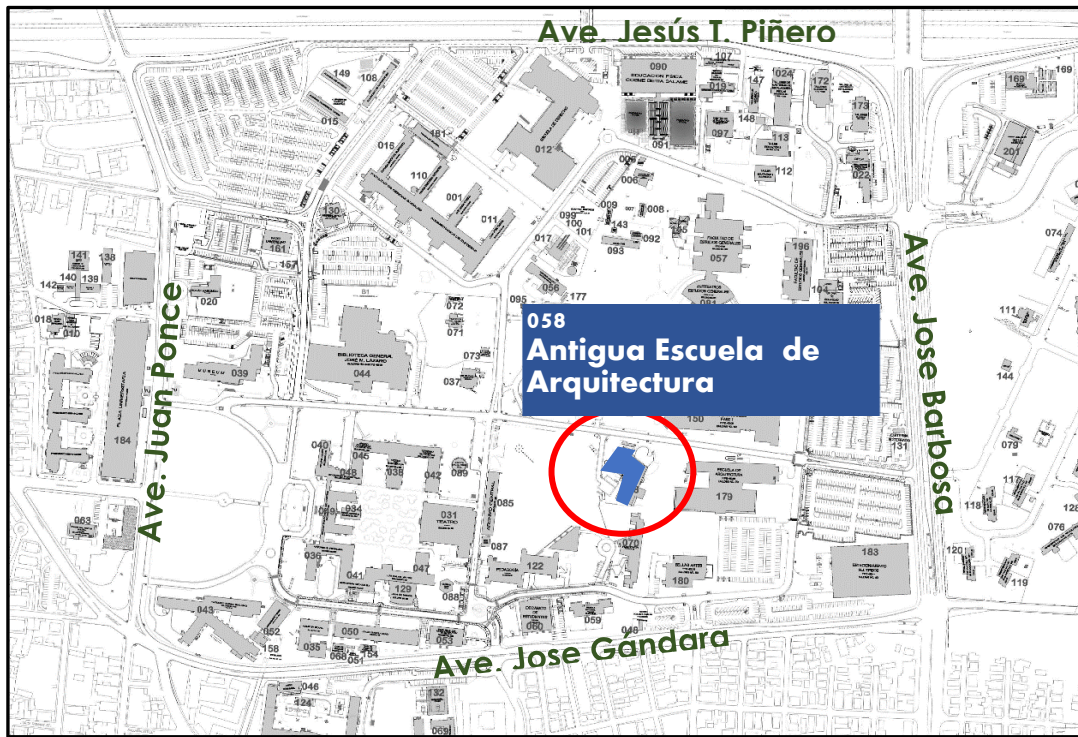
#### 4. BRIEF HISTORIC CONTEXT, PROJECT DESCRIPTION AND DESIGN STRATEGY

The project considers the repairs works of Building 058 located in Río Piedras Campus, described in the following damage inventory (DI):

##### 1. 158663, Building 058 Antigua Escuela de Arquitectura







### Main RIO PIEDRAS CAMPUS

The proponent must detail all the information that demonstrates the proven and previous experience with modern architectural emblematic buildings, strategy in providing the services and capabilities of the specialized design teamwork. It will allow the UPR to validate that their performance makes them capable of execution projects of architectural significance for the institution.

In addition, the proponent has the responsibility to incorporate into their teamwork a specialist consultant in environmental compliance and to considers the samples, inventory of hazardous materials, specifications for the removal and provide the negative certification, that apply to the specific scope of this project. This task is part of the services to be provided in this RFP.

This proposal fulfills the strengthening and recovery of our buildings, maximizes investment, and supports academic management, the main mission of the University. It has the endorsement of the university administration so it will be submitted by the ODFI separately before the consideration of FEMA as an Alternate Procedure, under the fulfillment of Section 428 of the PAPPG (2018 version).

However, such development **requires a professional team of specialists with extensive and proven experience in the design of historic (modern architecture) buildings** to be able to submit the scope required as part of Section 428. As previously expressed, the importance of this project requires initiating the programming process, survey of existing physical conditions, schematic design, and cost estimate, as a priority.

The awarded firm will also provide oversight services and coordination for the execution of a multidisciplinary comprehensive project. Proponents must explain in detail how they will be able to provide the required services and achieve the expected results, while in compliance with FEMA and PRDOH/CDBG-DR Non-Federal Match Program requirements. Previous and proven experience with similar historic projects and subject to compliance requirements under FEMA and PRDOH/CDBG-DR Non-Federal Match Program area is the most important. Review and verification through the site area of FEMA's Scope of Work (the "SOW") and the proposed strategy is required, as well as the development of a detailed SOW (based exclusively in the FEMA SOW of hurricane damages provided) with current industry construction costs for the repair, and in compliance with applicable actual codes and regulations.

The scope for design of these projects could represent **an improved project**, in accordance with FEMA approval protocols. For FEMA Alternatives Procedures requirements see **Appendix H**. As part of the development, the A/E firm evaluates and development the design package that considered:

a. **Alternative Procedure** for submission to COR3 and FEMA for the compliance of the requirements of FEMA and PRDOH/CDBG-DR Non-Federal Match Program, that might consider the following strategies:

- o *Improved Project or Scope of Work Alignment* for the compliance of the requirements for approval of FEMA, as applicable.
- o Should be considered in the initial design phase (Schematic) to evaluate the scope with the owner and define the SOW to develop the design, which could require *alignment of the scope* or an *improved project*. Refer to **Appendix H** for the FEMA requirements and checklist for submission of alternatives procedures (share funds, alternate projects, improved projects). Click to Link

b. **Design Services** which include, but may not be limited to:

- o Visit and identify the FEMA damages (as per SOW Appendix)
- o Validation of the strategy with the owner (UPR ORD & RRP)
- o As-Built for the building, including the roofs details and other building components (if applicable).
- o Design (schematic, design development, construction documents), technical specifications, cost estimates, schedules, and bidding phase assistance. The design shall specially consider architectural modern components of the Henry Klumb's heritage.
- o Infrastructure, safety, energy efficiency and technology measures in accordance with the hazard mitigation scope
- o Abatement for lead and asbestos materials with Removal Specifications
- o All applicable Endorsements and Permits



- Technical Studies as Additional Services (detailed or described the possibles)
- Field Supervision
- Other services required related to design and supervision services.

The project considers several construction tasks that will restore the facility to their pre-disaster design, function, and capacity, including mitigation tasks as recommended by FEMA. All work to be performed must be within the existing footprint. Some works include mitigation measures and code compliance measures as recommended by FEMA in the respective scope of work. By the building's year of construction, it may be necessary lead or asbestos inventories, abatement specifications to define the hazardous materials SOW in relation with the scope of the damages to be repaired.

The proponent is responsible and shall determine the applicable permits and endorsements to be required for this project. The actual goal is to initiate the necessary specialized studies, validations of inventories of hazardous materials, as built, programming, to present a schematic design with cost estimate in compliance with FEMA requirements, which can be submitted to FEMA for approval.

To pursue the start of development of the Alternate and Improved/Alignment scope of work, the proponent shall comply with proved knowledge and extensive experience in restoration/conservation of historic buildings will strengthen development in decision-making, reasonability estimates skills and constructability strategies. The rubric to select an architect consultant shall specializing in buildings of historical value could include the following criteria and skills:

1. Proven capacity and experience in similar emblematic restoration projects in PR.
2. Successful execution of restoration projects.
3. Knowledge, tools, and historic resources of the Rio Piedras campus context.
4. Availability team of specialized trades consultants: system of historic elements, architectural modern details, mechanical engineering, civil, electrician, elevators, environmental & safety, permits, acoustics, lighting, conservationist codes compliance and life safety, among others.
5. Availability of historical documentation, analysis, and technical data for restoration methods of repair.
6. Cost Benefit and reasonable execution time.
7. Access, experience, and knowledge in requirements to comply with the Federal State Historic Preservation Office (SHPO) and Instituto de Cultura Puertorriqueña (ICP), Oficina de Gerencia de Permisos (OGPe), among others.
8. Accessibility and commitment to the education and practice of architecture in PR.
9. Ability to manage restoration projects efficiently and within budget.

In general terms, the required tasks for those buildings are as follows in **Appendix F**.

## 5. SERVICES

The **Awarded Proponent** will carry out, some services associated to: **Alternative Procedure** package, **Alignment and/or Improved, Design and Supervision** services, and development of the **Logistic Plan** for all the activities and responsibilities identified below.

The project considers several types of construction work for the restoration of the facilities to their pre-disaster design, function, and capacity, including mitigation work, as recommended by FEMA. All work to be performed must be within the existing footprint. Some works include mitigation measures, and code compliance measures, as recommended by FEMA in the respective scope of work. Due to the building's year of construction, lead and/or asbestos abatement may be necessary. This abatement plan will be prepared by the UPR with an independent environmental consultant contract.

The awarded proponent must evaluate the priority needs with the objective of alignment of the works or improving the scope of the works for compliance with codes, and/or providing resilience to other disasters. After notice to proceed, the proponent shall determine with the UPR representatives, the strategy for the Alternatives Procedures that will be applied.

As part of the design and supervision services, all the activities and responsibilities identified below, acknowledging that this does not constitute an exhaustive list of the duties, which can increase due to the very nature of the work:

### 5.1 SERVICES RELATED TO FEMA'S SOW

5.1.1 The Alternative Procedures shall be developed per the Public Assistance Program and Policy Guide (PAPPG) V3.1 2018, Chapter 2, section VII.G (Capped Projects). Alternative Procedures consist of the following projects:

- a. Improved
- b. Consolidated
- c. Alternate
- d. Share funds
- e. Excess funds

5.1.2 The scope of work includes, but is not limited, to the following:

1. Review, evaluation, and familiarization with the projects that are part of the Alternative Procedures.
2. Develop and prepare a turnover package (TOP) for submission to COR3 and FEMA. The TOP shall include, but is not limited, to the following:
  - a. Transmittal letter.

- b. Project narrative -Description with cost effectiveness and benefits of the Alternative Procedure project and Mitigation proposal resiliency.
- c. FEMA requested forms per the PAPPG guidelines.
- d. Schematic design.
- e. New scope of work alignment with cost.
- f. Possible mitigation measures proposal to be transferred from original project to the alternate.
- g. Detailed Cost estimates.
- h. Schedule.
- i. Applicable permits for each turnover package.
- j. Development and submission of any required document as stated by the PAPPG and the Alternative Procedures guidelines.

5.1.3 The selected proponent shall be available to meet with FEMA and COR3 as part of the development and submission of the TOP for Alternative Procedure.

5.1.4 The selected proponent shall respond to any requests for information (RFI) from FEMA and COR3 derived of the process of evaluation and selection for this RFQ. Qualified firms or individuals should have experience in historic restoration/rehabilitation design and engineering services (mechanical, civil, structural, electrical, roof waterproofing specialist, cost estimator, vertical communication (elevator) engineer, historic buildings consultant) that are necessary for the reconstruction of these facilities. The UPR's goal is to receive the highest level of quality that aligns with its needs at the lowest reasonable price from an experienced and qualified firm.

Please, for more information, **Appendix H** for overview and processing the requirements for Alternatives Procedures – Example for Public Assistance-Alternative Procedures (Section 428) Guide for Permanent Work FEMA4339-DR-PR.

## 5.2 SERVICES RELATED TO FEMA'S SOW

5.2.1 The provided SOW serves as fundamental base for the development of a final detailed SOW. This final detailed SOW is required for submission to FEMA as part of the schematic design phase, for the purpose of Scope of Work Alignment. The UPR will provide guidelines for roof design. The awarded proponent will be responsible for the design following such guidelines and for preparing cost estimates for the mentioned SOW and any additional SOW as required by UPR for compliance with all internal and FEMA procedures. In addition, the awarded proponent shall perform technical assessments of existing roof conditions, technical specifications, including but not limited to infrared photography; uplift test; cores; materials; roof elements, including equipment, and existing roof perforations to be included as part of the as built. These plans and other documents will



comply with the above requirements and must be submitted to the UPR for consideration and approval.

- 5.2.2 The Awarded Proponent is responsible for verifying the SOW, Method of Repair (MOR), Bipartisan Budget Act of 2018, Pub. L. No. 115-123, § 20601, 132 Stat. 64 (2018) approved work included in this document. The Campus Liaison will coordinate the visit as soon as possible.
- 5.2.3 The Project shall comply with FEMA's requirements for Category E – Permanent Work as stated in the Public Assistance Program and Policy Guide FP104-009-2/April 2018 and Puerto Rico's construction laws, regulations, and codes.
- 5.2.4 The Awarded Proponent is responsible for notifying the UPR's representative in case of any change that may affect the primary SOW.
- 5.2.5 As part of the design and supervision services to be provided, the Awarded Proponent will serve as a consultant in all matters related, constituting an advisory resource for the UPR in the plans, strategies, and actions referred and/or requested by the President or his authorized representative, COR3 or FEMA, and will be available to complete said requests and attend the meetings that the UPR deems necessary.
- 5.2.6 The Awarded Proponent will evaluate the 406 Hazard Mitigation proposed by FEMA and determine if it's viable or if there are better proposal measures to provide Hazard Mitigation to the facility. In case of a change, the awarded proponent, in coordination with the UPR's representative, will prepare a Hazard Mitigation proposal for submission to FEMA for its corresponding approval.
- 5.2.7 The Awarded Proponent will work as a representative of the UPR during the development of the Project. The personnel designated by the Awarded Proponent to oversee the project must be authorized and licensed to exercise the professions of engineering and/or architecture in Puerto Rico and must be a bona fide member of the Professional College of Engineers and Land Surveyors of Puerto Rico or the Architects and Landscape Architects Association of Puerto Rico with the corresponding membership fee payment up to date.
- 5.2.8 As part of the Basic Services the Awarded Proponent will have the responsibility related to the preparation, processing, and obtaining all the endorsements and permits required for the Project. This includes the responsibility of evaluating and determining the applicable permits to the Project and undertaking all necessary actions to ensure compliance with both state and federal agencies. These efforts will not constitute additional services but will be integral to the basic services provided. The costs associated with submitting the endorsements, engaging technical

consultants, and/or acquiring permits from the relevant agencies will be included as part of the reimbursable expenses.

These responsibilities also extend to obtaining permits and certificates for lead and asbestos remediation in buildings constructed before 1990. In addition, any permit from environmental and historical agencies required for this project.

The UPR reserves the right to award and request Additional Services. The award of Additional Services for a contract does not imply the complete utilization of the Additional Services amount. All necessary additional services must be requested to or authorized by the UPR. Requests for Additional Services will be made in writing, detailing their nature and associated costs, including coordination costs and the time required for execution. The UPR could also request additional services to the Awarded Proponent per this section of the RFP.

Unless covered under the definition of Basic Services, all services that deviate from the generally accepted architecture/engineering practices will be considered as additional services. Specifically, this refers to services beyond those described in the contract, which the UPR will approve in writing, and within the budget allocated for these services.

Upon contract signing, to activate the Additional Services clause, the awarded proponent must submit a proposal. The UPR will then assess the necessity of performing the additional services. If deemed necessary, and in compliance with the federal procurement process, the UPR may request a minimum of three different proposals. Alternatively, the UPR can activate the clause by requesting additional services from the awarded proponent.

- Please refer to **Appendix F** for a complete FEMA's SOW.

## 6. COST PROPOSAL

The proposal **must be submitted only in the Table Form** stated in **Appendix D**.

**Note: Do not modify the template in Appendix D. All spaces are required and must be filled. If any space does not apply you should put (N/A) or other information. This is a substantial requirement, do not leave any blank spaces, for it could be cause for disqualification.**

## 7. REQUIRED DOCUMENTS FOR THE SUBMISSION OF THE PROPOSAL

### **General Instructions**

The evaluation and selection of a proposal will be based on the information submitted as required in this RFP. Additional information may be required upon interviews, if conducted. Proposers should respond clearly and completely to all requirements. Failure to respond to each of the requirements in the RFP may be the basis for rejecting a proposal. The proponent must carefully examine the RFP documents. **The submission of a proposal by a proponent will be considered evidence that it has read, understands, and accepts these requirements.**

The proponent must understand that any study or information presented is provided in good faith, with the purpose of offering access to the same information that the UPR obtained. Said information or studies must be supplemented by personal research and interpretation to be judged by the bidders. It is the responsibility of the proponents, not the UPR, any misinterpretation of the information presented.

Elaborate proposals (e.g., expensive artwork), beyond that sufficient to present a complete and effective proposal, are not necessary or desired.

### **Mandatory requirements, Proposal Preparation, and Submission**

Professional services of a Design and Supervision companies or individuals with current license to practice engineering or architecture in Puerto Rico are required.

Before submitting the offer, the proponent should carefully examine the RFP or proposal form provided in the RFP documents. The proponent will be responsible for any errors or omissions in the offer. Proposals will be submitted in said form and shall be initialized and signed on each page provided for it, in accordance with the following:

- a. If the proponent is an individual, the offer will be signed with the individual's name and should indicate "Individually." The individual's physical and postal address, telephone and email will be included, also proposal number and title of this RFP.
  - i. If the proponent is an individual operating under the name of a firm, the offer will be signed by the individual. The proponent will include the name of the firm under which it operates (dba). The postal and physical address, email, telephone of the firm will be included, also bid number and title of this RFP.
- b. If the proposer is a professional services corporation (P.S.C.), a limited liability company (L.L.C) or a limited liability partnership (L.L.P), its offer will be signed by its president, secretary, or other authorized official, according to its corporate resolution in this regard. The seal of the corporation must be attached. The physical and postal address, email, telephone of the main office of the corporation will be included, also proposal number and title of this RFP.



The offer and the documents identified below will be addressed to the indicated contacts in Section 2 – CONTACT via email in digital PDF format.

Proposers responding to this RFP **must comply** with the following documents:

- **Letter of Intent** - (1-page limit): Identifying the name and number of the RFP, and date of submittal. The letter must be signed by an authorized representative of the organization, that states the acceptance of the Terms and Conditions of this RFP, providing the exact business name to conduct business with the UPR, and address, telephone, fax number, e-mail address and SAM Entity Identifier Number.
  - **SAM registration** and annual renewal is a contract requirement. Proponents in the process of registering and/or renewing their SAM can participate in this RFP, however, if SAM registration and/or renewal process is not done by the time of award, your proposal may be rejected for not meeting federal procurement requirements.
- **Appendix A – Statement of the Bidder**
- **Appendix B – Required Federal Documents** (Lobbying Certification, Non-Conflict of Interest Certification and Limited Denial of Participation Affidavit)
- **Appendix D - Cost Proposal**, including additional SOW fee percentage (%)
- **Appendix I - Cost Proposal Breakdown (template)** - Provide Cost Estimate Breakdown based in SOW provided in Appendix F. This Excel format Table is a template the proponents can use **as a guidance**. Shall be maintain all the SOW damages, only can modify the General Conditions, Soft Costs and others associated costs to develop the project.
- **A color copy of the engineer's or architect's professional ID** (Identificación de Colegiación) and a copy of the Department of State License.
- **Copy of initialized RFP and its Appendices.**
- **Appendix E – Response Checklist** - Before signing and submitting the proposal for this Project, interested proponents should carefully review and fill the Appendix E – Response Checklist.

### **Request for Information (RFI)**

An RFI or clarification shall be addressed by email to: [uprrecovery.rfp@upr.edu](mailto:uprrecovery.rfp@upr.edu) on or before the date established in this document and must reference this specific RFP (**RFP #DRO 24-023 / 06974**) in the subject line of the email. No telephone inquiries will be allowed. No further questions will be allowed after the established date. No questions will be accepted after the deadline provided in the above schedule, subject to any amendment to the same duly notified.

Any interpretations, correctios, or changes to this RFP will be made by addendum. Any changes to specifications will be made in writing and delivered to proponents that register receipt of this RFP at [uprrecovery.rfp@upr.edu](mailto:uprrecovery.rfp@upr.edu) . Proponents shall acknowledge receipt of the addenda on **Appendix D – Cost Proposal**.

## 8. UPR RESPONSIBILITIES

The University of Puerto Rico PR will provide for this RFP:

- All the available information considered necessary for the Project execution.

## 9. COMPENSATION FOR DESIGN AND SUPERVISION SERVICES AND PAYMENT METHOD

The UPR will pay **the Awarded Proponent only** for services rendered or provided to the satisfaction of the UPR. **The Awarded Proponent** will certify that it will submit invoices for services established in the contract and any other services approved in writing by the UPR.

For the performance of the DESIGN PHASE, **the Awarded Proponent** will prepare and deliver to the UPR the documents required for the phase within the time indicated in the basic itinerary agreed to between the parties. The design and bidding itinerary are based on a total of calendar days, beginning on the date of the written Notice to Proceed, and will be interrupted by the evaluation processes carried out by the UPR between each of the phases. Payments will be made after the UPR receives and approves in writing the documents required in the Design Phase, as indicated in the contract, based on a construction cost.

**The Awarded Proponent** must submit one (1) original and one (1) digital copy of the invoices to be certified by the President of the University of Puerto Rico or his authorized representative, in this case, the Director of the Office of Physical Infrastructure and Development at the University of Puerto Rico, Central Administration (the "ODFI"). In addition, the Designer/Supervisor will send a copy by email to the Project Coordinator appointed by ODFI. Each invoice must be delivered physically to the ODFI during the first ten (10) calendar days of the following month in which the services were rendered. During the Design Phase, the invoices must detail the services provided or the activities carried out, accompanied by the required documents, and comply with the Basic Services requirements established in this contract.

During the SUPERVISION PHASE, the **Designer/Supervisor** must submit, along with the invoice, one (1) monthly report with the summary of activities carried out during that period in accordance with the Scope of Work established in the contract. The report must include photographs that show the project progress, minutes of the meetings with the contractors, an analysis of the current status of the Project, an evaluation of the quality of the execution, and recommendations, among other documents that the **Designer/Supervisor** considers relevant or important. The report with its corresponding invoice must also be delivered on a Universal Serial Bus (USB) and sent by email to the Project Coordinator appointed by the ODFI.

Payments for rendered services will be issued according to contract and within thirty (30) calendar days, beginning on the date on which the Director of the Office of

Physical Infrastructure and Development at the University of Puerto Rico, Central Administration approves the work performed, and the invoices and documentation received meet all requirements.

## 10. PROPOSAL SCORING AND EVALUATION CRITERIA

Accepted proposals will be reviewed by the UPR and scored against the stated criteria. The committee may review references, request interviews/presentations, conduct interviews, demonstrations and/or conduct on-site visits. The resulting information will be used to score the proposals. The scoring will be tabulated, and the proposals ranked based on the numerical scores received.

The requested proposal will be known as **Design and Supervision Services** to be provided by established and experienced engineer's or architect's firms. The **Awarded Proponent** shall be a professional or technical team fully experienced in emblematic architectural (modern) heritage project designs, architectural and engineering concepts, site improvements and infrastructure strategies, building development and technology, cost estimates, administration, management, evaluation, project control (budget and schedule) accounting, technological reporting systems, construction quality control and processes. The proponent must also be well versed in Federal compliance, conservation/restoration buildings with a proven performance record. The UPR will only **consider architectural and engineering firms with established and verifiable experience, and at least two (2) projects with restoration/conservation considerations.**

The UPR must comply with all applicable federal and state laws, regulations, executive orders, and policy. Consequently, the UPR will review the Proponent's Proposal to determine overall responsiveness and completeness of the Proposal with respect to the components outlined in the RFP using the following evaluation criteria:

### **Executive Summary – Refer to Appendix A Statement of the Bidder**

- Provide a complete profile of your organization, mission, and vision statements. **The proposal profile should detail experience in projects of historical value.**

### **Experience and strategy in providing the services (up to 25 points) – Refer to Appendix A Statement of the Bidder**

- Describe the organization/company's history, experience, and capabilities as it relates to the proposed scope of work and working with the **conservation/restoration of historic buildings**. Be specific and detail no more than three projects/contracts: description of work, dates, locations, challenges, and results. (up to 5 points)
- Please indicate whether you have experience working with public or federal entities, and years of experience performing like services. (up to 4 points)
- Provide specific examples of the services or tasks previously provided by the entity as considered in this RFP. (up to 8 points)



- Detail your firm's understanding of the challenges and barriers **for a project with historical considerations, specifically buildings of the Henry Klumb modern architecture heritage**, and proposed approach to overcoming these barriers. (up to 5 points)
- Identify potential risk factors and methods for dealing with these factors. (up to 3 points)

**Team qualifications (up to 25 points) – Refer to Appendix A Statement of the Bidder**

- The Proponent should provide detailed information about the experience and qualifications of the Proponent's principals, project managers, key personnel, and staff to be assigned, including degrees, certifications, licenses, and years of relevant experience in terms of **restoration/conservation or historic buildings**, Federal Grants and/or FEMA and FEMA regulatory requirements. The Proponent shall specifically identify current employees who will serve as Key Personnel. This includes the Proponent's own staff and staff from any subcontractors to be used. The Proponent should demonstrate that its staff (and/or subcontractor's staff) meet the desirable requirements listed below and have necessary experience and knowledge to successfully implement and perform the tasks and services with **special approach of modern architecture heritage with the Henry Klumb masterpieces**. Any subcontractors should be named, along with a description of experience and what role they will play on the Proponent's team. The proponent should describe its demonstrated capability to provide the staffing with the qualifications required in this RFP through the term of the expected contract **with previous experience in conservation/restoration buildings**. (up to 15 points)
- Attach resumes of personnel (or/and sub-contractors, if any) who will be providing the services. Consider the infrastructure trades specialists (engineering and/or architectural consultants) based on the trades applicable for the scope work for this project **with special considerations with restoration/conservation of historic buildings**. (up to 10 points)
  - Personnel/Trade specialist mechanical, electrical, architectural, structural, roofing systems specialist, civil and/or other qualifications per trades based on SOW.

**Proponent references (5 points) – Refer to Appendix A Statement of the Bidder**

- A minimum of three (3) references of the Proponent (as Prime Contractor) to which similar services **(oriented to conservation/restoration projects)** have been provided within the past five years of a comparable sized institution or company, offering for each a summary of the work performed and how it relates to the scope of work under this RFP. Each reference should include a point of contact name, their title, name of the organization they represent, and their phone and e-mail information so that they may be contacted by the UPR or its designer(s). The Proponent is encouraged to provide up to two (2) references for identified subcontractors. (up to 5 points)

- If the Proponent has previous contracts with the UPR the performance directly related to those services will be taken into account as an additional reference to those minimally required.

#### **Cost Proposal Breakdown (5 points)**

- Provide Cost Estimate Breakdown based in SOW provided in **Appendix F** (5 points)

#### **Cost Proposal (30 points) – Refer to Appendix D – Cost Proposal**

- Proponent with lower proposal (30 points), all other proposals receive a percentage of the point available based on their cost relationship to the lowest with the following formula:  $(\text{Lowest Cost Proposal} / (\text{Cost Proposal being evaluated})) \times \text{Total Cost Proposal Points}$ . The final score will be rounded to the nearest whole number.

#### **Cost Proposal % Fee for additional SOW (5 points) – Refer to Appendix D – Cost Proposal**

- Proponent with lower % of fee for additional SOW (5 points)

#### **Preference of 5 points for Section 3 Business Concern and MWBE**

The UPR will provide a preference of five (5) points in the evaluation criteria of the method of rating, for a greater participation of Section 3 Business Concern and M/WBE Registered Puerto Rico Business. The Proposer seeking the Section 3 preference must be able to demonstrate that they meet one of the following criteria:

- Percentage owned by Section 3 residents; or
- Has permanent, full time employees at least 30 percent of whom are currently Section 3 residents, or within three years of the date of first employment with the business concern were Section 3 residents; or
- Has subcontracted, or has a commitment to sub-contract, in excess of 25 percent of the total dollar award of all sub-contracts to be awarded to such businesses described above. You can locate the Section 3 or MWBE Policy document with all the related information of this topic available in English and Spanish on the PRDOH website.
  - <https://cdbg-dr.pr.gov/en/download/section-3-policy/>
  - <https://cdbg-dr.pr.gov/download/politica-sobre-seccion-3/>
  - <https://cdbg-dr.pr.gov/en/download/mwbe-policy>
  - <https://cdbg-dr.pr.gov/download/politica-mwbe/>
  - **Supporting evidence to substantiate Section 3 status can include; (i) Evidence of business ownership (e.g. Articles of Incorporation, By Laws, proof of 51% company ownership, Partnership Agreement); (ii) Evidence of employees of the business (e.g. roster of permanent full time employees, Section 3 Resident Self Certification Form for each employee who qualifies as newly hired Section Resident employee);**

**(iii) Duly signed letter evidencing subcontracting at least 25% of the dollar amount.**

- o Proposers seeking M/WBE preference **should provide a copy of their MWBE certification to evidence their status.** The certification should be provided by the following agencies as stated in the PRDOH M/WBE Policy Guide:
  - **MBDA** – Minority Business Development Agency PR
  - **WBENC** – Women’s Business Enterprise National Council PR
  - **PMSDC** – Puerto Rican Minority Supplier Development Council
  - **EPA** – Office of Small Business Programs OSDBU

For more information, please click the link below:

<https://cdbg-dr.pr.gov/en/section-3/enterprise-woman-minority-mwbe/m-wbe-policy/>

**TABLE - SUMMARY OF POINTS**

Description	Points
<b>Experience and strategy in providing the services</b>	<b>25</b>
<b>Team qualifications</b>	<b>25</b>
<b>Proponent references</b>	<b>5</b>
<b>Cost Proposal Breakdown</b>	<b>5</b>
<b>Cost Proposal</b>	<b>30</b>
<b>Cost Proposal % Fee for additional SOW</b>	<b>5</b>
<b>Total</b>	<b>95</b>
<b>Section 3 Business concerns and MWBE</b>	<b>5</b>
<b>Total</b>	<b>100</b>

## 11. FINAL EVALUATION

The UPR will review all Proposals submitted based on the proponent experience and execution of similar and complex projects. The Project will be awarded to firms that exceed the requirements of the RFP for the best value of overall services that surpass the UPR’s interests and are in full compliance with FEMA and CDBG-DR procurement requirements.

The RFP may not be awarded to the Proponent who submitted the lowest price if, in the judgment of the Committees or the UPR, another Proposal offers a better value for the Government of Puerto Rico.

## 12. PROJECT AWARD

ODFI's Director will provide oversight on all contractual matters between the UPR and the awarded firm, including final professional services fee compensation, contract's details, and compliance.

The UPR reserves the right to reject any or all proposals and to award the bid under the conditions it deems most advantageous to the interests of the University of Puerto Rico, regardless of the amount of the offer. It also reserves the right to award the proposal to more than one proponent, cancel the RFP and/or the award of the bid at any time before the signing of the corresponding contract. The submission of a response to an RFP does not represent an agreement of any kind between the UPR and the proponent.

The UPR will award the bid in writing and will state the reasons it had for the award. The UPR has the right to cancel the process of RFP without notice at any time.

## 13. JUDICIAL REVIEW

Any proponent adversely affected by a decision made by the UPR in connection with the selection and award procedures provided in this RFP may submit a request for reconsideration to the UPR in accordance with the Uniform Administrative Procedure Act, Law No. 38 of June 30, 2017, as amended, within ten (10) days from the award notification date to the following email [uprrecovery.rfp@upr.edu](mailto:uprrecovery.rfp@upr.edu).

A request for reconsideration, as well as any other petition for review, must be in writing and clearly identify the name and address of the requesting party, contain a detailed and accurate statement of the grounds for the request, including copies of all relevant documents, and specify the relief requested. A request for reconsideration or other petition for review that fails to comply with the time limits or procedures stated above or otherwise provided in this section may be dismissed or denied without further consideration. If the UPR fails to act on the motion for reconsideration within ten (10) business days of the filing thereof, it shall be understood that the motion was denied outright and the term for judicial review shall begin to elapse from said date.

If the UPR accepts the reconsideration request within the term provided for it, it must issue the reconsideration resolution within thirty (30) days following the filing of the motion for reconsideration. If the UPR accepts the reconsideration request but doesn't take any action in relation to the motion within thirty (30) days of being filed, it will lose jurisdiction over it and the term to request judicial review will begin from the expiration of said term of thirty (30) days. The UPR may extend said term only once, before it ends, for an additional term of fifteen (15) days.

**Judicial Review.** The proponent adversely affected by the UPR's final decision on reconsideration may file a petition for judicial review in accordance with the Uniform Administrative Procedure Act, Law No. 38 of June 30, 2017, as amended, before the

Court of Appeals, within a term of twenty (20) days from the date a copy of the notice of the final resolution or order was filed in the record of the UPR or from the term of twenty (20) days from the expiration of the thirty (30) day period within which the UPR must act upon the request for reconsideration or from the time extended by the agency, if applicable. The party shall notify the UPR and all other parties of the filing of the petition for review within the term established to request such review. The notice may be served by mail. Provided, that if the date on which the copy of the notice of adjudication is filed in the records of the agency differs from the mailing date of said notice, the term shall be calculated from the mailing date.

## **14. BLACKOUT PERIOD**

### **14.1. Definition of Blackout Period**

The blackout period is a specified period during a competitive procurement process in which any Proponent, bidder, or its agent or representative, is prohibited from communicating with any UPR's employee or UPR's contractor involved in any step in the procurement process about the solicitation. The blackout period applies not only to UPR employees, but also to any current contractor of the UPR. "Involvement" in the procurement process includes but may not be limited to project management, design, development, implementation, procurement management, development of specifications, and evaluation of proposals for a particular procurement.

This solicitation designates the contact person (RFP Coordinator) and all communications to and from potential Contractors and/or their representatives during the blackout period must be in accordance with this RFP's defined method of communication with the RFP Coordinator. The blackout period begins on the date that the UPR first issued the publication of this RFP and will end when the 20 days of request for judicial review have passed.

In the event a prospective Contractor may also be a current UPR contractor, UPR employees and the prospective Proponent may contact each other with respect to their existing contract and duties only. Under no circumstances UPR employees or current contractors may discuss this RFP or corresponding procurement process or status. Any bidder, Proponent, or UPR contractor who violates the blackout period may be excluded from the awarding contract and/or may be liable to the UPR in damages and/or subject to any other remedy allowed under law, including but not limited to a ban in participating in any procurements issued by or for the UPR, or any entity of the Government of Puerto Rico, for a period of ten (10) years, if it is determined that such action results in violation of the Anticorruption Code, Puerto Rico Act 2-2018.

### **14.2. Other Prohibited Communications**

Communications with other representatives of the Government of Puerto Rico or relevant entities of Federal Government regarding any matter related to the contents of this RFP are prohibited during the submission and selection processes. Failure to comply with these communications restrictions will result in rejection of the Proponent's proposal.



## **15. UPR DISCLAIMERS**

Communications with other representatives of the Government of Puerto Rico or relevant entities of the Federal Government regarding any matter related to the contents of this RFP are prohibited during the submission and selection processes. Failure to comply with these communications restrictions will result in rejection of the Proponent's proposal.

### **15.1. Equal Employment Opportunity and Non-Discrimination**

15.1.1. The awarded proponent and authorized subcontractors must comply with the Executive Order 11246 titled "Equal Employment Opportunity", as amended by Executive Order 11375, and as supplemented in Department of Labor regulations (41CFR Part 60). In addition, the awarded proponent will not discriminate on account of sex, gender, gender identity, sexual orientation, age, race, color, national origin or social condition, physical or mental impairment, political or religious beliefs, marital status, for being a victim or being perceived as a victim of domestic violence, physical or mental handicap or veteran status in any employment, contracting or subcontracting practices called for by this contract.

### **15.2. Conflict of Interest**

15.2.1. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest. The purpose of this prohibition is to ensure, at a minimum, that employees involved in the award and administration of contracts are free of undisclosed personal or organizational conflicts of interest—both in fact and appearance (2 C.F.R. § 200.318(c)(2)).

15.2.2. The Proponent shall notify the UPR as soon as possible if this contract or any aspect related to the anticipated work under this contract raises an actual or potential conflict of interest (as defined at 2 C.F.R. Part 215 and 24 C.F.R. § 85.36 (2013) (or 84.42 (2013), if applicable). The Proponent shall explain the actual or potential conflict in writing in sufficient detail so that the UPR can assess it.

15.2.3. In the event of real or apparent conflicts of interest, the UPR reserves the right, in its best interest and at its sole discretion, to reject a proposal(s) outright or to impose additional conditions upon Proponents. The Proponent shall accept any reasonable conflict mitigation strategy employed by the UPR, including but not limited to the use of an independent subcontractor(s) to perform the portion of work that gives rise to the actual or potential conflict. The UPR reserves the right to cancel any contract awarded pursuant to this RFP with 30 days' notice if an actual conflict of interest, or the appearance of such conflict, is not cured to UPR's satisfaction.

15.2.3.1. A real conflict of interest arises when an employee, officer, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the

aforementioned individuals, has a financial or other interest or a tangible personal benefit from a firm considered for a contract.

15.2.3.2. An apparent conflict of interest is an existing situation or relationship that creates the appearance that an employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

15.2.3.3. Although the term "financial interest" is not defined or otherwise described in the Uniform Rules, a financial interest can be considered to be the potential for gain or loss to the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of these parties as a result of the particular procurement. The prohibited financial interest may arise from:

15.2.3.3.1. Ownership of certain financial instruments or investments like stock, bonds, or real Estate.

15.2.3.3.2. A salary, indebtedness, job offer, or similar interest that might be affected by the procurement.

### **15.3. Cost analysis for proposal; Proponent's Responsibility**

15.3.1. All proponents are required to perform an independent and thorough analysis of the cost estimate related to the project and their design and supervision services. Proponents are responsible for determining the accuracy and completeness of the cost estimate independently. Proponents are solely responsible for the accuracy and completeness of the cost proposal submitted.

### **15.4. No responsibility of the UPR regarding the use of information**

15.4.1. The information provided by the UPR in reference to this RFP is intended solely for good faith and for the purpose of facilitating the proposal submission process. It is provided as a convenience to proponents and should not be relied upon as the sole basis for proposals, neither should be interpreted as the norm for every request and procurement process. The UPR shall not be held responsible for the accuracy, completeness, or reliability of the information provided for proposal submission. The UPR disclaims all liability for any errors, omissions, or discrepancies in the information presented in connection with this RFP.

### **15.5. Proponent's Error and Omissions**

15.5.1. The UPR reserves the right to reject a submission that contains an error or omission. The UPR also reserves the right to request correction of any errors or omissions and/or to request any clarification or additional information from any Proponent, without opening clarifications for all Proponents. Proponents

will be provided a reasonable period in which to submit written responses to UPR's requests for clarification or additional information. Proponents shall respond by the deadline stated in the correspondence.

**15.6. Proponent's Expenses**

15.6.1. Proponents are solely responsible for their own expenses in preparing a Proposal and for subsequent negotiations with the UPR, if any. The UPR will not be liable to any Respondent for any claims, costs, or damages incurred by the Proponent in preparing the Proposal, loss of anticipated profit in connection with any final Agreement, or any other matter whatsoever.

**15.7. Selection of proposal in best interest of the UPR**

15.7.1. Notwithstanding the selection criteria set forth in the RFP, if determined by the UPR to be in its best interest, the UPR reserves the right to request further information, negotiation, and select a Proposal(s) that, in its sole judgment, is consistent with, and responsive to the goals of its recovery plan, irrespective of whether it is the apparent lowest-priced Proposal.

**15.8. Number of Awards**

15.8.1. At the sole discretion of the UPR and based upon the breadth and experience of Proponent to this RFP, or other factors considered in its best interests, the UPR may award contracts to more than one proponent and award any vendor one or more steps or task orders per contract. In such case, proponents acknowledge and accept that UPR reserves the right, in its absolute discretion, to further negotiate the terms and conditions of their Proposals and to withdraw an award(s) if an agreement acceptable to the UPR is not reached, notwithstanding the Proponents' submission of Best and Final Offers ("BAFOs").

**15.9. Withdrawal Proposals**

15.9.1. A proponent may withdraw a Proposal at any time up to the date and time that the contract is awarded. The withdrawal must be submitted in writing to the RFP Coordinator. Absent a full withdrawal, Proponent must certify in the transmittal letter that its Proposal, including the submitted cost proposal and pricing, will be valid for one hundred twenty (120) days from UPR's receipt.

**15.10. SAM Registration**

15.10.1. SAM registration and annual renewal is a contract requirement. Proponents in the process of registering and/or renewing their SAM can participate in this RFP, however, if SAM registration and/or renewal process is not done by the time of award, your proposal may be rejected for not meeting federal procurement requirements.

**15.11. Contract Negotiations/No obligation to Contract/Rejection of Proposals/Cancellation of RFP**

15.11.1. The selection of any proposal for contract negotiation shall not imply acceptance by the UPR of all terms of the proposal, which may be subject to further negotiation and approvals before the UPR may be legally bound thereby.

15.11.2. Issuance of this RFP does not constitute a commitment by the UPR to award a contract. None of the participants in this RFP process have any acquired proprietary rights. The execution of a contract will be subject to government contracting process, all approvals required by law, including the FOMB if applicable. The UPR will not have any binding obligation, duties, or commitments to the Selected Proponent(s) until and unless a contract has been duly executed and delivered by the UPR after approval by the President. If the UPR is unable to negotiate a mutually satisfactory agreement with the Selected Proponent(s), it may, in its sole discretion, negotiate with the next highest-ranked Proponent(s) or cancel and reissue a new RFP. The UPR reserves the right to accept or reject, in whole or in part, all Proposals submitted and/or cancel this RFP and/or reissue this RFP or another version of it, at any time prior to the execution of a contract, if it determines, in its absolute discretion, that doing so is in its best interests. If any or all proposals are rejected, the UPR reserves the right to re-solicit proposals.

15.11.3. There is no guarantee of a minimal amount of work or compensation for any of the selected proponent selected for contract negotiations.

**15.12. Ownership of Proposals**

15.12.1. All documents, including Proposals submitted to the UPR, become the property of the UPR. Selection or rejection of a Proposal does not affect this provision.

**15.13. Confidentiality of Proposals**

15.13.1. The UPR shall have no obligation to treat any information submitted in connection with a Proposal as proprietary or confidential unless (i) the Proponent so identifies such information in its Proposal as proprietary or confidential, and (ii) the UPR determines that the information is proprietary or a trade secret and legitimately requires such treatment or that it must otherwise be protected from publication according to law. The UPR obligations with respect to protection and disclosure of such information shall always be subject to applicable law. If the Proponent desires to identify any information in its Proposal as proprietary or confidential, it shall limit such designation to only those particular portions of the Proposal that actually constitute proprietary information, trade secrets, or other confidential matters or data. Identification of the entire Proposal or entire sections of the Proposal or other overly broad designations as confidential or proprietary are strongly

discouraged and may result in the Proposal being deemed unresponsive. The UPR shall have the right to use all portions of the Proposal, other than those portions identified and marked as confidential or proprietary, as it considers necessary or desirable in connection with this RFP; and, by the submission of the Proposal, the Proponent thereby grants to the UPR an unrestricted license to use such unrestricted portions of the Proposal.

**15.14. Collection and Use of Personal Information**

15.14.1. Proponents are solely responsible for familiarizing themselves and ensuring that they comply with the laws applicable to the collection and dissemination of information, including résumés and other personal information concerning employees and employees of any subcontractors. If this RFP requires Respondents to provide the UPR with personal information of employees who have been included as resources in Proposal to this RFP, Proponents will ensure that they have obtained written consent from each of those employees before forwarding such personal information to the UPR. Such written consents are to specify that the personal information may be forwarded to the UPR for the purposes of responding to this RFP and use by the UPR for the purposes set out in the RFP. The UPR may, at any time, request the original consents or copies of the original consents from Respondents, and upon such request being made, Respondents will immediately supply such originals or copies to the UPR.

**15.15. RFP and Proposal as Part of Agreement**

15.15.1. This RFP, as well as any related solicitation documents such as Addenda and Questions & Answers, and the selected Proponent's Proposal will become part of any contract between the UPR and the Respondent. If the terms of the RFP and related documents or Proposal conflict with the contract, the contract terms shall control.

**15.16. Non-Assignment**

15.16.1. The successful proponent obligation under the contract shall not be assigned or transferred to any other person, firm, or corporation without the prior written consent of the UPR.

**15.17. Causes for Disqualification**

- 15.17.1. Failure to submit the proposal on or before the date and time deadline indicated in this RFP.
- 15.17.2. Failure to submit a fully completed proposal may be deemed nonresponsive.
- 15.17.3. Failure to submit appendix, form, certification, or required document may be ground for disqualification.



15.17.4. Any unauthorized ex-parte communication with UPR officials, employees, consultants or advisers, or any other unauthorized person, regarding this Project may be grounds for disqualification.

#### **15.18. No Bid**

15.18.1. Proponents, that for any circumstances decide not to participate in this RFP process, must notify the UPR by email the intention to not submit.

#### **15.19. Sub-Contracts or Consultants of the Awarded Proponent**

15.19.1. All federal and state law and regulations requirements apply to sub-contractors. The awarded proponent shall require all subcontractors to flow down the PRDOH's Conditions, as well as termination for convenience of the PRDOH, to all subcontractors as well as the requirement to flow down such terms to all lower-tiered subcontractors. These Conditions include required terms for project contracts, HUD General Provisions, Participation by Minority Group Members and Women Requirements and Procedures for Contracts with Housing Trust Fund Corporation, Standard Clauses for Contracts with the PRDOH, and required diversity forms. The UPR reserves the right to request the removal of any personnel, consultant, or employee from the project at any time or reason it deems appropriate.

## **16. REQUIRED DOCUMENTS FOR THE SIGNING OF THE CONTRACT**

In addition of the above requirements, it is required that **before** the signing of the contract, the **successful proponent** provides all the documents listed below within **ten (10) calendar days** of selection. **These documents are essential requirements, the UPR reserves the right to cancel the award and/or RFP if the awarded proponent does not comply with the aforementioned term to submit documents:**

- 1. Certificate of Ethics (will be provided)
- 2. Authorization Form for Electronic Payment (will be provided)
- 3. Provide a Unique Entity Identifier (UEI) number; be registered and active in the System for Award Management SAM.GOV.
- 4. Section 3 Plan - [Click on link](#)
- 5. MWBE Utilization Plan - [Click on link](#)
- 6. Policies and Insurances – See **Appendix C**
- 7. Government ID, a color copy of the engineer's or architect's professional ID (*identificación de colegiación*) and a copy of the Department of State License to practice the profession.
- 8. Legal Entity Certification - Circular Letter No. 013-2021 of the Management and Budget Office (OGP). (Will be provided)
- 9. Eligibility Certification of the Unique Registry of Professional Service Providers (RUP) from the General Services Administration (ASG) may be accepted. If proponent doesn't have a valid RUP, **provide** the following documents:
  - Certificate of Good Standing from the State Department.

- Department of State Certificate of Incorporation.
- Corporate Resolution with Corporate's Seal authorizing Corporation's representative to sign the contract.
- Debt Certification issued by Department of the Treasury, Form SC 6096, Rev. 24-Feb-2020. In case of debt, submit an official Department of Treasury document which certifies that you are under a payment plan that is being fully complied with.
- Certification of Filing of Income Tax Forms for the last five (5) years issued by the Department of Finance. Form SC 6088, Rev. 24-Feb-2020 (If there is no information because the Corporation has recently been incorporated, you must include an affidavit expressing such a situation.)
- If the filing certification of payrolls does not register the filing corresponding to the year 2022, present a punched copy by the Treasury of the first sheet of the filed return.
- Certificate of No Debt of the Municipal Revenue Collection Center (CRIM) for all concepts.
- If there is debt, you must submit an official CRIM document evidencing a payment plan. If the Cert. of Filing of Movable Property Forms is negative, an Affidavit is required.
- Certificate of No Debt of the CRIM of Real Estate of the Corporation. If there is debt, you must submit an official CRIM document evidence of a payment plan that is being fully complied with.
- Certification of Insurance for Unemployment, Temporary Disability, issued by the Department of Labor and Human Resources.
- Social Security Certification for Drivers, issued by the Department of Labor and Human Resources.
- Negative certification from ASUME that the Corporation does not owe payments to ASUME, from which it has withheld its employees, or negative certification ordering withholding.
- Merchant Registration Certification (IVU) Filing of Monthly Forms of IVU – Model SC 2942 A.
- Municipal Patent Certification.
- Affidavit – Law 2, January 4, 2018.

**END OF DOCUMENT**

## 17. APPENDIX A

# STATEMENT OF THE BIDDER

Initials \_\_\_\_\_

**UNIVERSITY OF PUERTO RICO BOARD OF AWARD STATEMENT OF THE BIDDER FOR CONTRACTORS**

**BUSINESS AND TECHNICAL ORGANIZATION.**

Bidder may use additional space to complete required information.

**I. PERMANENT PLACE OF BUSINESS**

A. Name of Bidder: \_\_\_\_\_

B. Mailing Address: \_\_\_\_\_

C. City and Zip Code: \_\_\_\_\_

D. Physical Address: \_\_\_\_\_  
 \_\_\_\_\_

E. City and Zip Code: \_\_\_\_\_

F. Telephone No: \_\_\_\_\_

G. E-Mail: \_\_\_\_\_

**II. PROPOSER REFERENCES - LIST BELOW SIMILAR CONTRACTS EXECUTED.**

The proposer must supply references of minimum three firms to which similar services have been provided within the past five years of a comparable sized institution or company. **Special considerations with conservation/restoration projects.**

No.	Client Name, Contact Person and telephone	Location	Type of Work (Description of the services provided, include any similar services to the herein required)	Contract Amount	Completion Date	Funding Resource (private, state, or federal)
1						
2						
3						
4						
5						

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**III. LIST BELOW CONTRACTS IN HAND**

No.	Name Contact Person and Telephone	Type of Work	Contract Price	% Completed
1				
2				
3				
4				
5				

**IV. EXECUTIVE SUMMARY** - Provide a complete profile of your organization, mission, and vision statements. The proposal profile should detail experience in projects of historical value.

**V. EXPERIENCE DESCRIPTION AND STRATEGY IN PROVIDING THE SERVICES**

- Describe the organization/company's history, experience, and capabilities as it relates to the proposed scope of work and working with the conservation/restoration of historic buildings. Be specific and detail no more than three projects/contracts: description of work, dates, locations, challenges, and results. Please indicate whether you have experience working with public or federal entities, and years of experience performing like services. Provide specific examples of the services or tasks previously provided by the entity as considered in this RFP. Detail your firm's understanding of the challenges and barriers for a project with historical considerations, specifically buildings of the Henry Klumb modern architecture heritage, and proposed approach to overcoming these barriers. Identify potential risk factors and methods for dealing with these factors.



**VI. TEAM QUALIFICATIONS** - The Proponent should provide detailed information about the experience and qualifications of the Proponent's principals, project managers, key personnel, and staff to be assigned, including degrees, certifications, licenses, and years of relevant experience in terms of restoration/conservation or historic buildings, Federal Grants and/or FEMA and FEMA regulatory requirements. The Proponent shall specifically identify current employees who will serve as Key Personnel. This includes the Proponent's own staff and staff from any subcontractors to be used. The Proponent should demonstrate that its staff (and/or subcontractor's staff) meet the desirable requirements listed below and have necessary experience and knowledge to successfully implement and perform the tasks and services with special approach of modern architecture heritage with the Henry Klumb masterpieces. Any subcontractors should be named, along with a description of experience and what role they will play on the Proponent's team. The proponent should describe its demonstrated capability to provide the staffing with the qualifications required in this RFP through the term of the expected contract with previous experience in conservation/restoration buildings. Attach resumes of personnel (or/and sub-contractors, if any) who will be providing the services. Consider the infrastructure trades specialists (engineering and/or architectural consultants) based on the trades applicable for the scope work for this project with special considerations with restoration/conservation of historic buildings. Personnel/Trade specialist mechanical, electrical, architectural, structural, roofing systems specialist, civil and/or other qualifications per trades based on SOW.

I, \_\_\_\_\_(Representative's Name)\_\_\_\_\_ of \_\_\_\_\_(Name of Organization)\_\_\_\_\_ certified that the answer to this foregoing questions and all statement therein contained are true and correct.

\_\_\_\_\_  
Authorized representative signature

\_\_\_\_\_  
Date

Initials \_\_\_\_\_

## 18. APPENDIX B

### REQUIRED FEDERAL DOCUMENTS

In compliance with federal regulations, **all bidders** must submit the following documents with their tender documents:

1. Lobbying Certification (Use attached model below)
2. Non-Conflict of Interest Certification on Existing or Pending Contracts. (Use attached model below)
3. Limited Denial of Participation (LDP)/Suspension or Debarment Status Affidavit. (Use attached model below)

A bidder who omits any of the required documents may be disqualified.



**1. LOBBYING CERTIFICATION**  
**RFP #DRO 24-023 / 06974**

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$11,000 and not more than \$110,000 for each such failure.

Please check appropriate box:

No nonfederal funds have been used or are planned to be used for lobbying in connection with this application/award/contract.

or

Attached is Standard Form LLL, "Disclosure of Lobbying Activities," which describes the use (past or planned) of nonfederal funds for lobbying in connection with this application/award/contract.

Executed this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

by \_\_\_\_\_  
(Type or Print Name)

\_\_\_\_\_  
(Title of Executing Official)

\_\_\_\_\_  
(Signature of Executing Official)

\_\_\_\_\_  
(Name of organization/applicant)

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**2. NON-CONFLICT OF INTEREST  
CERTIFICATION ON EXISTING OR PENDING CONTRACTS  
Request for Proposal (RFP)  
Design and Supervision Services  
Community Development Block Grant – Disaster Recovery  
Universidad de Puerto Rico  
RFP #DRO 24-023 / 06974**

I, \_\_\_\_\_, of legal age, of marital status (married/single), and a resident of \_\_\_\_\_, have been designated as the authorized representative of \_\_\_\_\_ (“the Proposer”) for the **Design and Supervision Services / RFP #DRO 24-023 / 06974** procurement process (“Procurement Process”). In such regard, I hereby certify that:

1. There are no relevant facts or circumstances that could give rise to an organizational or personal conflict of interest for the Proposer or its staff with respect to the Procurement Process with the Procuring Entity. Nonetheless, the Proposer recognizes that situations may arise that may appear to be, or are, conflicts -or potential conflicts- of interest. The term “potential conflict” means reasonably foreseeable conflict of interest.
2. The Proposer will disclose to the Procuring Entity any relevant information of an apparent, potential, or actual conflict of interest that may appear to exist regardless of their opinion that such information would not impair their objectivity.
3. As per 2 C.F.R. § 200.318(c)(1), a conflict of interest would arise when “the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract”. Therefore, I understand that conflicts of interests may arise in, but not limited to, the following situations:
  - a) **Unequal access to information.** A potential contractor, subcontractor, employee, or consultant has access to non-public information through its performance on a government contract for disaster recovery services in Puerto Rico.
  - b) **Biased ground rules.** A potential contractor, subcontractor, employee, or consultant has worked with a government contract or program with the basic structure or ground rules of another government contract for disaster recovery services in Puerto Rico.
  - c) **Impaired objectivity.** A potential contractor, subcontractor, employee, or consultant, or member of their immediate family (spouse, parent, or child) has financial interests, or others, that would

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impair, or give the appearance of impairing, impartial judgment in the evaluation of government programs in offering advice or recommendations to the government, or in providing technical assistance or other services to recipients of Federal funds as part of its contractual responsibility.

4. In the case in which the Proposer discloses to the Procuring Entity an apparent, potential, or actual conflict of interest, the Procuring Entity will take the appropriate measures to address the disclosure by taking the following actions, which include but are not limited to, eliminating, mitigating or neutralizing the apparent, potential or actual conflict, when appropriate, through such means as ensuring a balance of views, disclosure with the appropriate disclaimers, or by restricting or modifying the work to be performed to avoid or reduce the apparent, potential, or actual conflict.
5. If an apparent, potential, or actual conflict of interest is discovered by the Proposer after the Procurement Process concludes, it will make a full disclosure in writing to the contracting officer. This disclosure shall include a description of actions that the Proposer has taken or proposes to take to avoid, mitigate, or neutralize the apparent, potential, or actual conflict of interest.
6. The Proposer has no present or currently planned interests (financial, contractual, organizational, or otherwise) relating to the contract or task order that may result from this Procurement Process that would create any apparent, actual, or potential conflict of interest (including conflicts of interest for immediate family members: spouses, parents, children) that would impinge on its ability to render impartial, technically sound, and objective assistance or advice or result in it being given an unfair competitive advantage.
7. The Proposer has exercised, and will continue to exercise, due diligence in avoiding, identifying, removing or mitigating any apparent, potential or actual conflicts of interests to the Procuring Entity's satisfaction.

\_\_\_\_\_  
Signature of Proposer's Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Proposer's Authorized Representative

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**3. LIMITED DENIAL OF PARTICIPATION (LDP)/SUSPENSION OR DEBARMENT STATUS  
AFFIDAVIT  
Request for Proposal (RFP)  
Design and Supervision Services  
Community Development Block Grant – Disaster Recovery  
Universidad de Puerto Rico  
RFP #DRO 24-023/ 06974**

By signing this Certification, the Proposer certifies that the firm, business, or person submitting the Statement of Qualifications, Proposal, Bid, or Quote has not been LDP, suspended, debarred or otherwise lawfully precluded from participating in any public procurement activity with any Federal, State or local government. Signing this Certification without disclosing all pertinent information about a debarment or suspension shall result in rejection of the proposal or cancellation of a contract. The **University of Puerto Rico** also may exercise any other remedy available by law.

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

\_\_\_\_\_  
(Name of Entity)

\_\_\_\_\_  
(Authorized Representative)

\_\_\_\_\_  
(Printed Name of Authorized)

\_\_\_\_\_  
(Position)

Affidavit No. \_\_\_\_\_

Subscribed and sworn to before me in the city of \_\_\_\_\_, \_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_ of legal age, \_\_\_\_\_ (civil status), \_\_\_\_\_ (occupation) and resident of \_\_\_\_\_, \_\_\_\_\_, in his/her capacity as \_\_\_\_\_ of Proposer, who I personally known or have identified by his/her \_\_\_\_\_.

\_\_\_\_\_  
Public Notary

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## 19. APPENDIX C

# POLICIES AND INSURANCE

**Required Insurance for the project**

**RFP #DRO 24-023/ 06974**

Las cubiertas requeridas deben ser endosadas a favor de la Universidad de Puerto Rico.

- (X) Workmen’s Compensation (Corp. del Fondo del Seguro del Estado)
- (X) Commercial General Liability (C.G.L.), including Employers Liability & Products Liability Limits – Combined Single Limit of \$1,000,000
- (X) Auto Limits – Combined Single Limit of \$500,000
- (X) Endorsements required for CGL & Auto:
  - (X) Hold Harmless Agreement
  - (X) Additional Insured
  - (X) Thirty (30) days cancellation notice
  - (X) Waiver of Subrogation
- (X) Errors & Omissions / Professional Liability – Limits \$1,000,000.00

Para todo proyecto cuyo financiamiento considere fondos CDBG-DR, los endosos deberán incluir a las siguientes entidades:

Puerto Rico Department of Housing PO Box 21365 San Juan, PR 00928-1365	Gobierno de Puerto Rico PO Box 9020082 San Juan, PR 00902-0082	US Department of Housing and Urban Development (HUD) 451 7 <sup>th</sup> Street S.W Washington, DC 20410
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**20. APPENDIX D**  
**COST PROPOSAL**

## COST PROPOSAL

### RE: Recovery of Building 058 Antigua Escuela de Arquitectura of Río Piedras Campus, University of Puerto Rico RFP #DRO 24-023 / 06974

**\*WORKS TO BE SUBJECT OF FEDERAL FUNDS REIMBURSEMENT**

**Note:** Do not modify this Cost Proposal Template. Fill all the required spaces. If any space does not apply you should put (N/A) or other information. Do not leave any blank spaces.

COST PROPOSAL		
Group #06974 - Building 058 Antigua Escuela de Arquitectura		
Estimated Construction Cost for the proposed development: \$_____ (required)		
Professional design and supervision fees have been computed based on the estimated construction cost mention above:		
PHASE	TIME (Calendar Days)	FEE
Schematic design	___ days	\$
Preliminary design	___ days	\$
Construction Documents	___ days	\$
Bidding and Negotiation	N/A	\$
<b>Design Subtotal*:</b>	N/A	<b>\$</b>
<b>Supervision:</b>	___ months x \$_____ monthly	<b>\$</b>
<b>BASIC SERVICES TOTAL:</b>		<b>\$</b>
<b>Additional Services:</b> • As Built	___ days	<b>\$</b>
<b>Reimbursable Expenses**:</b> For fees, stamps, and filing costs related to endorsements and permits from permit regulatory offices.	N/A	<b>\$</b>

_____ (\$ _____ )
<b>Write the total amount (Basic Services Total + Additional Services + Reimbursable Expenses) in words and numbers.</b>
<b>Additional SOW Fee % _____ (Design subtotal + Supervision) / Estimated Cost</b>

\*The Basic Services will consider all the required permitting efforts with the state and federal agencies and the design of the Roof Waterproofing System with all its components. It is required to have a specialist roofing consultant, thermographic and wind resistance (uplift) tests, as applicable by codes.

\*\*For Additional Services and Reimbursable Expenses, the UPR reserves the right to adjust the amount for their convenience. These services will be approved after submitting the proposal and order to proceed by the University.

For possible Additional Services the UPR reserves the right to adjust the Additional Services cost breakdown.

Description of the possible Additional Services

The UPR establishes an amount of **\$30,000.00** for possible Additional Services.

Fees for additional professional services will be calculated using the % Fee design for services (Design subtotal + Supervision) / Estimated Cost included on the Cost Proposal table above and/or hours-based rate described below.

Fees for Professional Services	
	Fee per hour

The proponent acknowledges the receipt of the following **addenda** and, unless otherwise specified, accepts that changes required in these Addenda are included in the Proposal:

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**Addendum No. 1**– Description: \_\_\_\_\_

Date \_\_\_\_\_

**Addendum No. 2**– Description: \_\_\_\_\_

Date \_\_\_\_\_

**Addendum No. 3**– Description: \_\_\_\_\_

Date \_\_\_\_\_

No Addendum was received in connection with this RFP. If no Addenda is received, check the box.

The bidder understands that the Owner reserves the right to reject any or all bids and to waive any informality in the bidding.

**Dated:** \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

<b>Firm Name:</b>	
<b>Signed by:</b>	_____ (Sign it in ink)
<b>Name:</b>	
<b>Title:</b>	
<b>Mail Address:</b>	
<b>Physical Address:</b>	
<b>Phone Number:</b>	
<b>Fax Number:</b>	
<b>E-mail:</b>	

**Seal (if Bidder is a Corporation)**

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## 21. APPENDIX E RESPONSE CHECKLIST

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## Response Checklist

Note: Before submitting the proposal to this RFP, please review the following:

- Did you include a Letter of Intent identifying the name and number of the RFP, date of submittal, signed by an authorized representative of the organization, that states the acceptance of the Terms and Conditions of this RFP, providing the exact business name to conduct business with the UPR, and address, telephone, fax number, e-mail address and SAM Entity Identifier Number?
- Do you have an **Active** Registration on SAM.gov?
- Did you complete and sign Appendix A - Statement of the Bidder?
- Did you fully complete Part 1 through 6 in the Statement of the Bidder, Appendix A?
- Did you attach the resumes of all firm personnel teamwork (or/and sub-contractors, specialized trades consultants, if any) who will be providing the services?
- Did you fully complete and include the additional SOW Fee Percentage (%) in Appendix D – Cost Proposal?
- If any space does not apply in Appendix D – Cost Proposal, did you put (N/A) or other information?
- Did you acknowledge the Addendums in Appendix D – Cost Proposal, if applicable?
- Did you **sign** and **seal** Appendix D – Cost Proposal following the instruction in Section 7 - REQUIRED DOCUMENTS FOR THE SUBMISSION OF THE PROPOSAL?
- Did you include a Cost Estimate Breakdown based on SOW provided in Appendix F – Scope of Work?
- Did you complete and include the required Federal Documents in Appendix B (Lobbying Certification, Non-Conflict of Interest Certification and Limited Denial of Participation Affidavit)?
- Did you include a color copy of the engineer's or architect's professional ID (Identificación de Colegiación) and a copy of the Department of State License?
- Did you include a copy of initialized RFP and its Appendices?
- Before signing and submitting the proposal for this Project, did you carefully review the Appendix E – Response Checklist?

**22. APPENDIX F**  
**SCOPE OF WORK**

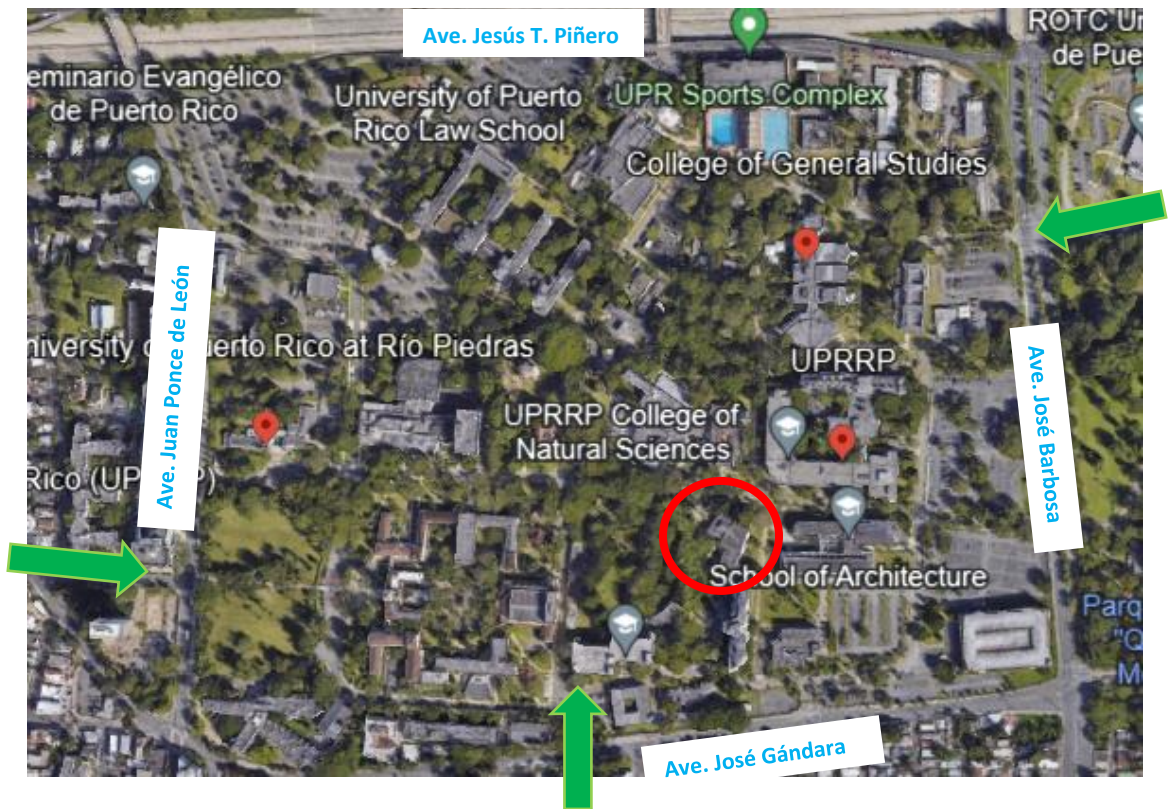
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## I. GENERAL DATA OF THE PROJECT:

**Campus:** UPR Río Piedras  
**Project Worksheet:** 06974  
**Damage Inventories (DI):** 158663 Building 058  
Antigua Escuela de Arquitectura

## II. LOCATION PLAN, PROJECT DESCRIPTIONS AND SCOPES:

### a. Location Plan and architectural context



Henry Klumb worked between 1946 and 1966 as the university's exclusive architect. The Río Piedras and Mayaguez campuses of the University of Puerto Rico allowed Klumb to explore the possibilities of a social architecture adapted to the conditions of Puerto Rico. He set the standards and guidelines for architecture of open and flowing spaces. He also developed several architectural strategies to tone down natural light with the use of various designs for brise-soleils which provided light and shadow. He preferred to design his buildings to take advantage of the prevailing trade winds of the island. Klumb's buildings are all organized around open, democratic spaces accessible to all. The buildings: Escuela de Derecho, José M. Lázaro Library, Students Center and School of Architecture (first building) are the principal and emblematic institutional modern designs in Puerto Rico. All the Klumb's

projects in the University of Puerto Rico are part of our historic (tropical modern architecture) heritage.



**a. General description of Building 058 Antigua Escuela de Arquitectura**





Two (2) story. 23,040 SF approximately, was designed by renowned architect Henry Klumb. The irregularly shaped building includes curvilinear and angled walls as well as various overhangs and setbacks. It was built in several phases; the structure is a mix of concrete and structural steel framing. The foundation is reinforced concrete slab on grade with perimeter and internal grade beams. The roof is cast in place concrete and bar joists supporting concrete over asbestos cement panels with modified bitumen roof. Exterior walls include cast-in-place concrete and curtainwall infill as well as jalousie louvers. Interior finishes generally consist of plaster on concrete, drywall partitions, suspended acoustic tile and exposed structure. Doors and frames are a mix of solid core wood and hollow metal. Lighting is both suspended and recessed fluorescent.

- Main use/function: Educational.
- Two-story, reinforced concrete/CMU structure, approximately 30,825 sf.
- Flat/low-slope, reinforced concrete/bar-joist frame & concrete/asbestos cement panel roof, approximately 18,628 sf.
  - Insulation: closed cell, tapered.
  - Roof protection system:
    - Modified bitumen roof with granular surface.
    - Elastomeric coating.
- Construction date is 1950 approximately.
- Not within floodway.



**b. SCOPE OF WORK- FEMA**

<b>Building 058 Antigua Escuela de Arquitectura                      (428 PA Scope of Work)</b>	
<b>PW 6974_DI 158663_ Project No. 106845</b>	
<b>{00-001} General:</b>	
A.	Prepare and paint 18,225 SF of exterior surfaces.
B.	Prepare and paint 2 each of stairs.
C.	Remove and replace structural steel framing, C10x15.3, 342 LF long.
D.	Remove and replace structural steel framing, C6x8.2, 230 LF long.
E.	Remove and replace structural steel framing, L2x2x3/16, 310 LF long.
F.	Remove and replace 1,881 SF of structural steel framing of, 1/4 IN plate.
G.	Remove and replace 1,474 SF of soffit, 1/4 IN thick plaster.
H.	Remove and replace 30 SF of canopy, concrete repair.
I.	Remove and replace 1,704 SF of wall, 1/4 IN thick plaster.
J.	Remove and/or replace with "In-kind Material 86 each of window, aluminum and wood jalousie 3FT x 5FT.
K.	Remove and/or replace with "In-kind Material 1 each of door & frame, SC, wood frame, 36IN x 84IN.
L.	Remove and replace 1 each of exhaust fan, through wall, 1,500 CFM.
M.	Remove and replace downspout, 4 IN OD pipe, 40 LF long.
N.	Remove and replace 6 IN DIA, glass wool with metallic cover, 325 LF long.
<b>{00-002} Roofing System:</b>	
A.	Remove and replace, 16,720 SF of roof membrane.
B.	Remove and replace, 8,984 SF of roof deck.
C.	Remove and replace, 8,984 SF of roof insulation.
D.	Remove and replace, 2,189 SF of canopy, elastomeric coating.
<b>{00-003} General:</b>	
A.	Prepare and paint, 54,675 SF of building interior surfaces.
<b>{01-004} Second Floor Room 201A Storage (39 SF):</b>	
A.	Replace, 39 SF of ceiling, 2FT x 2FT acoustic tile.
B.	Remove and replace, 39 SF of ceiling, suspended metal grid.
C.	Remove and replace, 1 each of light, 2FT x 2FT fluorescent.
D.	Replace, 280 SF of wall, 5/8 IN drywall.
E.	Remove and replace, base, 4 IN vinyl, 26 LF long.
F.	Remove and replace, 39 SF of floor, terrazzo pavers, 8IN x 8IN.
<b>{01-006} Second Floor Room 202A Professor Office (190 SF):</b>	
A.	Replace, 190 SF of ceiling, 2FT x 4FT acoustic tile.
B.	Remove and replace, 190 SF of ceiling, suspended metal grid.
C.	Remove and replace, 4 each of light, 2FT x 2FT fluorescent.
D.	Remove and replace, base, 4 IN vinyl, 58 LF long.

E. Remove and replace, 190 SF of floor, terrazzo pavers, 8IN x 8IN.
<b>{01-007} Second Floor Room 202B Counseling Office (172 SF):</b>
A. Replace, 179 SF of ceiling, 2FT x 4FT acoustic tile.
B. Remove and replace, 172 SF of ceiling, suspended metal grid.
C. Remove and replace, 4 each of light, 2FT x 2FT fluorescent.
D. Remove and replace, base, 4 IN vinyl, 54 LF long.
E. Remove and replace, 172 SF of floor, terrazzo pavers, 8IN x 8IN.
<b>{01-008} Second Floor Room 203 Facility Manager Office (183 SF) - See Photo #24:</b>
A. Replace, 183 SF of ceiling, 2FT x 4FT acoustic tile.
B. Remove and replace, 91 SF of ceiling, suspended metal grid.
C. Remove and replace, 4 each of light, 2FT x 2FT fluorescent.
D. Remove and replace, base, 4 IN vinyl, 56 LF long.
E. Remove and replace, 183 SF of floor, terrazzo pavers, 8IN x 8IN.
<b>{01-009} Second Floor Room 204 Vestibule (95 SF) - See Photo #38:</b>
A. Replace, 95 SF of ceiling, 2FT x 4FT acoustic tile.
B. Remove and replace, 95 SF of ceiling, suspended metal grid.
A. Remove and replace, 2 each of light, 2FT x 2FT fluorescent.
B. Remove and replace, base, 4 IN vinyl, 40 LF long.
C. Remove and replace, 95 SF of floor, terrazzo pavers, 8IN x 8IN.
<b>{01-010} Second Floor Room 204A Research Office (181 SF):</b>
A. Replace, 181 SF of ceiling, 2FT x 4FT acoustic tile.
B. Remove and replace, 181 SF of ceiling, suspended metal grid.
C. Remove and replace, 4 each of light, 2FT x 2FT fluorescent.
D. Remove and replace, base, 4 IN vinyl, 56 LF long.
E. Remove and replace, 181 SF of floor, terrazzo pavers, 8IN x 8IN.
<b>{01-011} Second Floor Room 204B Assistant Director of Curriculum (157 SF):</b>
A. Replace, 157 SF of ceiling, 2FT x 4FT acoustic tile.
B. Remove and replace, 157 SF of ceiling, suspended metal grid.
C. Remove and replace, 4 each of light, 2FT x 2FT fluorescent.
D. Remove and replace, base, 4 IN vinyl, 32 LF long.
E. Remove and replace, 157 SF of floor, terrazzo pavers, 8IN x 8IN.
<b>{01-012} Second Floor Room 204C Secretarial (164 SF):</b>
A. Replace, 164 SF of ceiling, 2FT x 4FT acoustic tile.
B. Remove and replace, 164 SF of ceiling, suspended metal grid.
C. Remove and replace, 4 each of light, 2FT x 2FT fluorescent.
D. Remove and replace, base, 4 IN vinyl, 34 LF long.
E. Remove and replace, 164 SF of floor, terrazzo pavers, 8IN x 8IN.
<b>{01-013} Second Floor Room 205 Conference Room (461 SF)</b>
A. Replace, 461 SF of ceiling, 2FT x 4FT acoustic tile.
B. Remove and replace, 461 SF of ceiling, suspended metal grid.
C. Remove and replace, 12 each of light, 2FT x 2FT fluorescent.



D. Remove and replace, 115 SF of wall, 1/4 IN thick plaster.
E. Remove and replace, 4 IN vinyl, 86 LF long.
F. Remove and replace, 461 SF of floor, terrazzo pavers, 8IN x 8IN.
<b>{01-014} Second Floor Room 206 Resource Center (378 SF)</b>
A. Replace, 378 SF of ceiling, 2FT x 4FT acoustic tile.
B. Remove and replace, 378 SF of ceiling, suspended metal grid.
C. Remove and replace, 12 each of light, 2FT x 2FT fluorescent.
D. Remove and replace, 115 SF of wall, 1/4 IN thick plaster.
A. Remove and replace, 4 IN vinyl, 78 LF long.
B. Remove and replace, 378 SF of floor, terrazzo pavers, 8IN x 8IN.
<b>{01-015} Second Floor Room 207 Electrical (8 SF):</b>
A. Remove and replace, 1 each of light, 2FT x 4FT fluorescent.
B. Remove and replace, 30 SF of wall, 1/4 IN thick plaster.
C. Remove and replace, base, 4 IN vinyl, 12 LF long.
D. Remove and replace, 8 SF of floor, terrazzo pavers, 8IN x 8IN.
<b>{01-016} Second Floor Room P2 (390 SF):</b>
A. Replace, 390 SF of ceiling, 2FT x 4FT acoustic tile.
B. Remove and replace, 390 SF of ceiling, suspended metal grid.
C. Remove and replace, 4 each of light, 2FT x 2FT fluorescent.
D. Replace, 290 SF of wall, 5/8 IN drywall.
E. Remove and replace, base, 4 IN vinyl, 140 LF long.
F. Remove and replace, 390 SF of floor, terrazzo pavers, 8IN x 8IN.
<b>{01-017} Second Floor Room 208 Classroom (671 SF)</b>
A. Remove and replace, 12 each of light, 2FT x 4FT fluorescent.
B. Remove and replace, 1 each of light, 5 track mounted spots.
C. Remove and replace, 200 SF of wall panels.
D. Replace, 250 SF of wall, 5/8 IN drywall.
E. Remove and replace, base, 4 IN vinyl, 140 LF long.
F. Remove and replace, 50 SF of wall, 1/4 IN plywood.
G. Remove and replace, metal studs, 25 LF long.
H. Prepare and paint, 375 SF of fur down.
I. Remove and replace, wood trim, 1IN x 8IN, 32 LF long.
J. Remove and replace, base, 4 IN vinyl, 78 LF long.
K. Remove and replace, 671 SF of floor, terrazzo pavers, 8IN x 8IN.
<b>{01-018} Second Floor Room 209 Classroom (657 SF)</b>
A. Remove and replace, 12 each of light, 2FT x 4FT fluorescent.
B. Remove and replace, 1 each of light, 5 track mounted spots.
C. Remove and replace, 189 SF of wall, 5/8 IN drywall.
D. Remove and replace, metal studs, 25 LF long.
E. Prepare and paint, 300 SF of fur down.
F. Remove and replace, 1IN x 8IN wood, 32 LF long.

G. Remove and replace, base, 4 IN vinyl, 78 LF long.
H. Remove and replace, 657 SF of floor, terrazzo pavers, 8IN x 8IN.
<b>{01-019} Second Floor Room 210 Data / Archives (175 SF):</b>
A. Replace, 175 SF of ceiling, 2FT x 4FT acoustic tile.
B. Remove and replace, 175 SF of ceiling, suspended metal grid.
C. Remove and replace, 3 each of light, 2FT x 4FT fluorescent.
D. Remove and replace, base, 4 IN vinyl, 60 LF long.
E. Prepare and paint, 175 SF of floor, terrazzo pavers, 8IN x 8IN.
<b>{01-020} Second Floor Room 211 Custodial (84 SF)</b>
A. Remove and replace, 2 each of light, 2FT x 4FT fluorescent.
B. Remove and replace, base, 4 IN vinyl, 38 LF long.
C. Remove and replace, 84 SF of floor, terrazzo pavers, 8IN x 8IN.
D. Remove and replace, 12 SF of 1/4IN thick plaster ceiling.
<b>{01-021} Second Floor Room 212 Administrator (84 SF):</b>
A. Replace, 84 SF of ceiling, 2FT x 4FT acoustic tile.
B. Remove and replace, 84 SF of ceiling, suspended metal grid.
C. Remove and replace, 2 each of light, 2FT x 4FT fluorescent.
D. Replace, 80 SF of wall, 5/8 IN drywall.
E. Remove and replace, base, 4 IN vinyl, 38 LF long.
F. Remove and replace, 84 SF of floor, terrazzo pavers, 8IN x 8IN.
<b>{01-022} Second Floor Room 213 Storage (70 SF):</b>
A. Remove and replace, 1 each of light, 2FT x 4FT fluorescent.
B. Replace, 170 SF of wall, 5/8 IN drywall.
C. Remove and replace, 170 SF of wall, 3 5/8 IN metal studs.
D. Remove and/or replace with "in-kind Material 1 each of door & frame, metal frame, 336IN x 84IN.
E. Remove and replace, base, 4 IN vinyl, 34 LF long.
F. Remove and replace, 70 SF of floor, VCT, 12IN x12IN.
<b>{01-023} Second Floor Room 214/215 Playroom (5,181 SF)</b>
A. Remove and replace, 65 each of light, 2FT x 4FT fluorescent.
B. Remove and replace, 6 each of light, 1FT x 4FT fluorescent.
C. Remove and replace, 8 each of light, 1FT x 8FT fluorescent.
D. Replace, 440 SF of wall, 5/8 IN drywall.
E. Remove and replace, base, 4 IN vinyl, 345 LF long.
F. Remove and replace, 5,181 SF of floor, VCT, 12IN x 12IN.
<b>{01-024} Second Floor Room 216 Dance (2,885 SF):</b>
A. Remove and replace, 40 each of light, 2FT x 4FT fluorescent.
B. Replace, 1,070 SF of wall, 5/8 IN drywall.
C. Remove and replace, 535 SF of wall, 3 5/8 IN metal studs.
D. Remove and replace, base, 4 IN vinyl, 214 LF long.
E. Remove and replace, 2,885 SF of floor, LVT, 6IN x 36IN.
<b>{01-025} Second Floor Room 216A Mechanical Room (88 SF):</b>

A. Remove and replace, 3 each of light, 2FT x 4FT fluorescent.
B. Replace, 200 SF of wall, 5/8 IN drywall.
C. Remove and/or replace with "In-kind Material, 1 each of door & frame, SC wood, metal frame, veneer, 36IN x 84IN.
D. Remove and replace, base, 4 IN vinyl, 60 LF long.
E. Remove and replace, 88 SF of floor, VCT, 12IN x 12IN.
<b>{01-026} Second Floor Room 216B Custodial (13 SF):</b>
A. Remove and replace, 3 each of light, 2FT x 4FT fluorescent.
B. Replace, 520 SF of wall, 5/8 IN drywall.
C. Remove and replace base, 4 IN vinyl, 60 LF long.
D. Remove and replace, base, 4 IN vinyl, 60 LF long.
E. Remove and replace ,13 SF of floor, VCT, 12IN x 12IN.
<b>{01-027} Second Floor Room 216C Men's Restroom (67 SF):</b>
A. Remove and replace, 3 each of light, 2FT x 4FT fluorescent.
B. Replace, 520 SF of wall, 5/8 IN drywall.
C. Remove and replace base, 4 IN vinyl, 60 LF long.
D. Remove and replace, 67 SF of floor, VCT, 12IN x 12IN.
<b>{01-028} Second Floor Room 216D Women's Restroom (96 SF):</b>
A. Remove and replace, 3 each of light, 2FT x 4FT fluorescent.
B. Replace, 520 SF of wall, 5/8 IN drywall.
C. Remove and replace base, 4 IN vinyl, 60 LF long.
D. Remove and replace, 96 SF of floor, VCT, 12IN x 12IN.
<b>{01-029} Second Floor Room 216E (229 SF):</b>
A. Remove and replace, 3 each of light, 2FT x 4FT fluorescent.
B. Replace, 520 SF of wall, 5/8 IN drywall.
A. Remove and/or replace with "In-kind Material, 1 each of door & frame,36IN x 84IN.
B. Remove and replace, base, 4 IN vinyl, 60 LF long.
C. Remove and replace ,229 SF of floor, VCT, 12IN x 12IN.
<b>{01-030} Second Floor Room 216F (308 SF):</b>
A. Remove and replace, 3 each of light, 2FT x 4FT fluorescent.
B. Replace, 520 SF of wall, 5/8 IN drywall.
C. Remove and/or replace with "In-kind Material, 1 each of door & frame,36IN x 84IN.
D. Remove and replace, base, 4 IN vinyl, 60 LF long.
E. Remove and replace ,308 SF of floor, VCT, 12IN x 12IN.
<b>{01-031} Second Floor Room 219 Storage (56 SF):</b>
A. Remove and replace, 3 each of light, 2FT x 4FT fluorescent.
B. Replace, 520 SF of wall, 5/8 IN drywall.
C. Remove and replace, base, 4 IN vinyl, 60 LF long.
D. Remove and replace, 56 SF of floor, VCT, 12IN x 12IN.
<b>{02-032} First Floor Room P1 Lobby (900 SF):</b>
A. Remove and replace, 1 each of light, 1FT x 8FT fluorescent.
B. Remove and replace, base, 4 IN vinyl, 120 LF long.

<b>{02-033} First Floor Room 100 Reception (229 SF):</b>
A. Replace, 229 SF of ceiling, 2FT x 4FT acoustic tile.
B. Remove and replace, 4 each of light, 2FT x 4FT fluorescent.
C. Remove and replace, 620 SF of wall, 1/2 IN plywood.
D. Remove and replace, base, 4 IN vinyl, 62 LF long.
E. Remove and replace, 229 SF of floor, VCT, 12IN x 12IN.
<b>{02-034} First Floor Room 100A Secretarial Office (276 SF):</b>
A. Replace, 276 SF of ceiling, 2FT x 4FT acoustic tile.
B. Remove and replace, 276 SF of ceiling, suspended metal grid.
C. Remove and replace, 4 each of light, 2FT x 4FT fluorescent.
D. Remove and replace, 740 SF of wall, 1/2 IN plywood.
E. Remove and replace, base, 4 IN vinyl, 74 LF long.
F. Remove and replace, 276 SF of floor, VCT, 12IN x 12IN.
<b>{02-035} First Floor Room 100B Student Office (88 SF):</b>
A. Replace, 88 SF of ceiling, 2FT x 4FT acoustic tile.
B. Remove and replace, 88 SF of ceiling, suspended metal grid.
C. Remove and replace, 1 each of light, 2FT x 4FT fluorescent.
D. Remove and replace, 360 SF of wall, 1/2 IN plywood.
E. Remove and replace, base, 4 IN vinyl, 36 LF long.
F. Remove and replace, 88 SF of floor, VCT, 12IN x 12IN.
<b>{02-036} First Floor Room 100C Associate Dean Office (88 SF):</b>
A. Replace, 88 SF of ceiling, 2FT x 4FT acoustic tile.
B. Remove and replace, 88 SF of ceiling, suspended metal grid.
C. Remove and replace, 1 each of light, 2FT x 4FT fluorescent.
D. Remove and replace, 360 SF of wall, 1/2 IN plywood.
E. Remove and replace, base, 4 IN vinyl, 36 LF long.
F. Remove and replace, 88 SF of floor, VCT, 12IN x 12IN.
<b>{02-037} First Floor Room 100D Conference Room (200 SF):</b>
A. Replace, 90 SF of ceiling, 5/8 IN drywall.
B. Replace, 110 SF of ceiling, 2FT x 4FT acoustic tile.
C. Remove and replace, 110 SF of ceiling, suspended metal grid.
D. Remove and replace, 4 each of light, 2FT x 4FT fluorescent.
E. Remove and replace, 560 SF of wall, 1/2 IN plywood.
F. Remove and replace, base, 4 IN vinyl, 60 LF long.
G. Remove and replace, 200 SF of floor, VCT, 12IN x 12IN.
<b>{02-038} First Floor Room 100E Toilet (24 SF):</b>
A. Replace, 24 SF of ceiling, 2FT x 4FT acoustic tile.
B. Remove and replace, 24 SF of ceiling, suspended metal grid.
C. Remove and replace, 1 each of light, 2FT x 4FT fluorescent.
D. Remove and replace, 200 SF of wall, 1/2 IN plywood.
E. Remove and replace, base, 4 IN vinyl, 20 LF long.

F. Remove and replace, 24 SF of floor, VCT, 12IN x 12IN.
<b>{02-039} First Floor Room 100F Machine Room (71 SF):</b>
A. Replace, 71 SF of ceiling, 2FT x 4FT acoustic tile.
B. Remove and replace, 71 SF of ceiling, suspended metal grid.
C. Remove and replace, 1 each of light, 2FT x 4FT fluorescent.
D. Remove and replace, 340 SF of wall, 1/2 IN plywood.
E. Remove and replace, base, 4 IN vinyl, 34 LF long.
F. Remove and replace, 71 SF of floor, VCT, 12IN x 12IN.
<b>{02-040} First Floor Room 100G Archives (108 SF):</b>
A. Replace, 108 SF of ceiling, 2FT x 4FT acoustic tile.
B. Remove and replace, 108 SF of ceiling, suspended metal grid.
C. Remove and replace, 2 each of light, 2FT x 4FT fluorescent.
D. Remove and replace, 420 SF of wall, 1/2 IN plywood.
E. Remove and replace, base, 4 IN vinyl, 48 LF long.
F. Remove and replace, 108 SF of floor, VCT, 12IN x 12IN.
<b>{02-041} First Floor Room 100H Associate Dean's Office (43 SF):</b>
A. Replace, 43 SF of ceiling, 2FT x 4FT acoustic tile.
B. Remove and replace, 43 SF of ceiling, suspended metal grid.
C. Remove and replace, 1 each of light, 2FT x 4FT fluorescent.
D. Remove and replace, 260 SF of wall, 1/2 IN plywood.
E. Remove and replace, base, 4 IN vinyl, 26 LF long.
F. Remove and replace, 43 SF of floor, VCT, 12IN x 12IN.
<b>{02-042} First Floor Room 100I Toilet (22 SF):</b>
A. Replace, 22 SF of ceiling, 2FT x 4FT acoustic tile.
B. Remove and replace, 22 SF of ceiling, suspended metal grid.
C. Remove and replace, 1 each of light, 2FT x 4FT fluorescent.
D. Remove and replace, 200 SF of wall, 1/2 IN plywood.
E. Remove and replace, base, 4 IN vinyl, 20 LF long.
F. Remove and replace, 22 SF of floor, VCT, 12IN x 12IN.
<b>{02-043} First Floor Room 100J Dean's Office (168 SF):</b>
A. Replace, 168 SF of ceiling, 2FT x 4FT acoustic tile.
B. Remove and replace, 168 SF of ceiling, suspended metal grid.
C. Remove and replace, 3 each of light, 2FT x 4FT fluorescent.
D. Remove and replace, 540 SF of wall, 1/2 IN plywood.
E. Remove and replace, base, 4 IN vinyl, 54 LF long.
F. Remove and replace, 168 SF of floor, VCT, 12IN x 12IN.
<b>{02-044} First Floor Room 100K Dean's Assistant (104 SF):</b>
A. Replace, 104 SF of ceiling, 2FT x 4FT acoustic tile.
B. Remove and replace, 104 SF of ceiling, suspended metal grid.
C. Remove and replace, 2 each of light, 2FT x 4FT fluorescent.
D. Remove and replace, 420 SF of wall, 1/2 IN plywood.

E. Remove and replace, base, 4 IN vinyl, 42 LF long.
F. Remove and replace, 104 SF of floor, VCT, 12IN x 12IN.
<b>{02-045} First Floor Room 101 Facility Operator (67 SF):</b>
A. Replace, 67 SF of ceiling, 2FT x 4FT acoustic tile.
B. Remove and replace, 67 SF of ceiling, suspended metal grid.
C. Remove and replace, 1 each of light, 2FT x 4FT fluorescent.
D. Remove and replace, 612 SF of wall, 1/2 IN plywood.
E. Remove and replace, base, 4 IN vinyl, 68 LF long.
F. Remove and replace, 67 SF of floor, VCT, 12IN x 12IN.
<b>{02-046} First Floor Room 101A Equipment Storage (773 SF):</b>
A. Replace, 773 SF of ceiling, 2FT x 4FT acoustic tile.
B. Remove and replace, 773 SF of ceiling, suspended metal grid.
C. Remove and replace, 10 each of light, 2FT x 4FT fluorescent.
D. Remove and replace, 1,008 SF of wall, 1/2 IN plywood.
E. Remove and replace, base, 4 IN vinyl, 112 LF long.
F. Remove and replace, 773 SF of floor, VCT, 12IN x 12IN.
<b>{02-047} First Floor Room 101B Education Materials Storage (357 SF):</b>
A. Replace, 357 SF of ceiling, 2FT x 4FT acoustic tile.
B. Remove and replace, 357 SF of ceiling, suspended metal grid.
C. Remove and replace, 4 each of light, 2FT x 4FT fluorescent.
D. Remove and replace, 711 SF of wall, 1/2 IN plywood.
E. Remove and replace, base, 4 IN vinyl, 78 LF long.
F. Remove and replace, 357 SF of floor, VCT, 12IN x 12IN.
<b>{02-048} First Floor Room 101C Data (95 SF):</b>
A. Replace, 95 SF of ceiling, 2FT x 4FT acoustic tile.
B. Remove and replace, 95 SF of ceiling, suspended metal grid.
C. Remove and replace, 2 each of light, 2FT x 4FT fluorescent.
D. Remove and replace, 400 SF of wall, 1/2 IN plywood.
E. Remove and replace, base, 4 IN vinyl, 40 LF long.
<b>{02-049} First Floor Room 101D Conference Room (200 SF):</b>
A. Replace, 200 SF of ceiling, 2FT x 4FT acoustic tile.
B. Remove and replace, 200 SF of ceiling, suspended metal grid.
C. Remove and replace, 3 each of light, 2FT x 4FT fluorescent.
D. Remove and replace, 580 SF of wall, 1/2 IN plywood.
E. Remove and replace, base, 4 IN vinyl, 58 LF long.
<b>{02-050} First Floor Room 101E Toilet (24 SF):</b>
A. Replace, 24 SF of ceiling, 2FT x 4FT acoustic tile.
B. Remove and replace, 24 SF of ceiling, suspended metal grid.
C. Remove and replace, 1 each of light, 2FT x 4FT fluorescent.
D. Remove and replace, 200 SF of wall, 1/2 IN plywood.
E. Remove and replace, base, 4 IN vinyl, 20 LF long.

<b>{02-051} First Floor Room 101F Equipment Room (71 SF)</b>
A. Replace, 71 SF of ceiling, 2FT x 4FT acoustic tile.
B. Remove and replace, 71 SF of ceiling, suspended metal grid.
C. Remove and replace, 1 each of light, 2FT x 4FT fluorescent.
D. Remove and replace, 340 SF of wall, 1/2 IN plywood.
E. Remove and replace, base, 4 IN vinyl, 34 LF long.
<b>{02-052} First Floor Room 101G Archives (108 SF):</b>
A. Replace, 108 SF of ceiling, 2FT x 4FT acoustic tile.
B. Remove and replace, 108 SF of ceiling, suspended metal grid.
C. Remove and replace, 2 each of light, 2FT x 4FT fluorescent.
D. Remove and replace, 420 SF of wall, 1/2 IN plywood.
E. Remove and replace, base, 4 IN vinyl, 42 LF long.
<b>{02-053} First Floor Room 101H Dean of Administrative Affairs (43 SF):</b>
A. Replace, 43 SF of ceiling, 2FT x 4FT acoustic tile.
B. Remove and replace, 43 SF of ceiling, suspended metal grid.
C. Remove and replace, 1 each of light, 2FT x 4FT fluorescent.
D. Remove and replace, 260 SF of wall, 1/2 IN plywood.
E. Remove and replace, base, 4 IN vinyl, 26 LF long.
F. Remove and replace, 43 SF of floor, VCT, 12IN x 12IN.
<b>{02-054} First Floor Room 101I Toilet (22 SF):</b>
A. Replace, 22 SF of ceiling, 2FT x 4FT acoustic tile.
B. Remove and replace, 22 SF of ceiling, suspended metal grid.
C. Remove and replace, 1 each of light, 2FT x 4FT fluorescent.
D. Remove and replace, 200 SF of wall, 1/2 IN plywood.
E. Remove and replace, base, 4 IN vinyl, 20 LF long.
F. Remove and replace, 22 SF of floor, VCT, 12IN x 12IN.
<b>{02-055} First Floor Room 101J Dean's Office (168 SF):</b>
A. Replace, 168 SF of ceiling, 2FT x 4FT acoustic tile.
B. Remove and replace, 168 SF of ceiling, suspended metal grid.
C. Remove and replace, 2 each of light, 2FT x 4FT fluorescent.
D. Remove and replace, 620 SF of wall, 1/2 IN plywood.
E. Remove and replace, base, 4 IN vinyl, 62 LF long.
F. Remove and replace, 168 SF of floor, VCT, 12IN x 12IN.
<b>{02-056} First Floor Room 101K Adjunct Dean Office (104 SF):</b>
A. Replace, 104 SF of ceiling, 2FT x 4FT acoustic tile.
B. Remove and replace, 104 SF of ceiling, suspended metal grid.
C. Remove and replace, 2 each of light, 2FT x 4FT fluorescent.
D. Remove and replace, 420 SF of wall, 1/2 IN plywood.
E. Remove and replace, base, 4 IN vinyl, 42 LF long.
F. Remove and replace, 104 SF of floor, VCT, 12IN x 12IN.
<b>{02-057} First Floor Room 102 (76 SF):</b>



A. Replace, 76 SF of ceiling, 2FT x 4FT acoustic tile.
B. Remove and replace, 76 SF of ceiling, suspended metal grid.
C. Remove and replace, 1 each of light, 2FT x 4FT fluorescent.
D. Remove and replace, 340 SF of wall, 1/4IN plaster.
E. Remove and replace, 340 SF of wall, 1/2IN plywood.
F. Remove and replace, base, 4 IN vinyl, 34 LF long.
G. Remove and replace, 76 SF of floor, VCT, 12IN x 12IN.
<b>{02-058} First Floor Room 102A (196 SF):</b>
A. Replace, 196 SF of ceiling, 2FT x 4FT acoustic tile.
B. Remove and replace, 196 SF of ceiling, suspended metal grid.
C. Remove and replace, 2 each of light, 2FT x 4FT fluorescent.
D. Remove and replace, 560 SF of wall, 1/2 IN plywood.
E. Remove and replace, base, 4 IN vinyl, 56 LF long.
F. Remove and replace, 196 SF of floor, VCT, 12IN x 12IN.
<b>{02-059} First Floor Room 102B (59 SF):</b>
A. Replace, 59 SF of ceiling, 2FT x 4FT acoustic tile.
B. Remove and replace, 59 SF of ceiling, suspended metal grid.
C. Remove and replace, 1 each of light, 2FT x 4FT fluorescent.
D. Remove and replace, 320 SF of wall, 1/2 IN plywood.
E. Remove and replace, base, 4 IN vinyl, 32 LF long.
F. Remove and replace, 59 SF of floor, VCT, 12IN x 12IN.
<b>{02-060} First Floor Room 102C (136 SF):</b>
A. Replace, 136 SF of ceiling, 2FT x 4FT acoustic tile.
B. Remove and replace, 136 SF of ceiling, suspended metal grid.
C. Remove and replace, 2 each of light, 2FT x 4FT fluorescent.
D. Remove and replace, 480 SF of wall, 1/2 IN plywood.
E. Remove and replace, base, 4 IN vinyl, 48 LF long.
F. Remove and replace, 136 SF of floor, VCT, 12IN x 12IN.
<b>{02-061} First Floor Room 103 Archives (93 SF):</b>
A. Replace, 93 SF of ceiling, 2FT x 4FT acoustic tile.
B. Remove and replace, 93 SF of ceiling, suspended metal grid.
C. Remove and replace, 1 each of light, 2FT x 4FT fluorescent.
D. Remove and replace, 380 SF of wall, 1/2 IN plywood.
E. Remove and replace, base, 4 IN vinyl, 38 LF long.
F. Remove and replace, 93 SF of floor, VCT, 12IN x 12IN.
<b>{02-062} First Floor Room 104 Custodial (39 SF):</b>
A. Replace, 39 SF of ceiling, 2FT x 4FT acoustic tile.
B. Remove and replace, 39 SF of ceiling, suspended metal grid.
C. Remove and replace, 1 each of light, 2FT x 4FT fluorescent.
D. Remove and replace, 260 SF of wall, 1/2 IN plywood.
E. Remove and replace, base, 4 IN vinyl, 26 LF long.

F. Remove and replace, 39 SF of floor, VCT, 12IN x 12IN.
<b>{02-063} First Floor Room 105 Custodial (39 SF):</b>
A. Replace, 39 SF of ceiling, 2FT x 4FT acoustic tile.
B. Remove and replace, 39 SF of ceiling, suspended metal grid.
C. Remove and replace, 1 each of light, 2FT x 4FT fluorescent.
D. Remove and replace, 260 SF of wall, 1/2 IN plywood.
E. Remove and replace, base, 4 IN vinyl, 26 LF long.
F. Remove and replace, 39 SF of floor, VCT, 12IN x 12IN.
<b>{02-064} First Floor Room 106 Supervisor (172 SF):</b>
A. Replace, 172 SF of ceiling, 2FT x 4FT acoustic tile.
B. Remove and replace, 172 SF of ceiling, suspended metal grid.
C. Remove and replace, 3 each of light, 2FT x 4FT fluorescent.
D. Remove and replace, 520 SF of wall, 1/2 IN plywood.
E. Remove and replace, base, 4 IN vinyl, 52 LF long.
F. Remove and replace, 172 SF of floor, VCT, 12IN x 12IN.
<b>{02-065} First Floor Room 106A Custodial (172 SF):</b>
A. Replace, 3 each of light, 2FT x 4FT fluorescent.
B. Remove and replace, 1 each of door & frame, SC wood, metal frame, stained veneer, 36IN x 84IN.
C. Remove and replace, base, 4 IN vinyl, 34 LF long.
D. Remove and replace, 172 SF of floor, VCT, 12IN x 12IN.
<b>{02-066} First Floor Room 106B Custodial (23 SF):</b>
A. Remove and replace, 1 each of light, 2FT x 4FT fluorescent.
B. Remove and replace, 160 SF of wall, 1/2 IN plywood.
C. Remove and replace, 160 SF of wall, 3 5/8 IN metal studs.
D. Remove and/or replace with "In-kind Material, 1 each of door & frame, SC wood, metal frame, stained veneer, 36IN x 84IN.
E. Remove and replace, base, 4 IN vinyl, 20 LF long.
F. Remove and replace, 23 SF of floor, VCT, 12IN x 12IN.
<b>{02-067} First Floor Room 106C Custodial (23 SF):</b>
A. Remove and replace, 1 each of light, 2FT x 4FT fluorescent.
B. Remove and replace, 160 SF of wall, 1/2 IN plywood.
C. Remove and replace, 160 SF of wall, 3 5/8 IN metal studs.
D. Remove and/or replace with "In-kind Material, 1 each of door & frame, SC wood, metal frame, stained veneer, 36IN x 84IN.
E. Remove and replace, base, 4 IN vinyl, 20 LF long.
F. Remove and replace, 23 SF of floor, VCT, 12IN x 12IN.
<b>{02-068} First Floor Room 106D Custodial (23 SF):</b>
A. Remove and replace, 1 each of light, 2FT x 4FT fluorescent.
B. Remove and replace, 160 SF of wall, 1/2 IN plywood.
C. Remove and replace, 160 SF of wall, 3 5/8 IN metal studs.

D. Remove and/or replace with "In-kind Material 1 each of door & frame, SC wood, metal frame, stained veneer, 36IN x 84IN.
E. Remove and replace, base, 4 IN vinyl, 20 LF long.
F. Remove and replace, 23 SF of floor, VCT, 12IN x 12IN.
<b>{02-069} First Floor Room 106E Custodial (23 SF):</b>
A. Remove and replace, 1 each of light, 2FT x 4FT fluorescent.
B. Remove and replace, 160 SF of wall, 1/2 IN plywood.
C. Remove and replace, 160 SF of wall, 3 5/8 IN metal studs.
D. Remove and/or replace with "In-kind Material 1 each of door & frame, SC wood, metal frame, stained veneer, 36IN x 84IN.
E. Remove and replace, base, 4 IN vinyl, 20 LF long.
F. Remove and replace, 23 SF of floor, VCT, 12IN x 12IN.
<b>{02-070} First Floor Room 107 Custodial Storage (15 SF):</b>
A. Remove and replace, 1 each of light, 2FT x 4FT fluorescent.
B. Remove and/or replace with "In-kind Material 1 each of door & frame, SC wood, metal frame, stained veneer, 36IN 84IN.
C. Remove and replace, base, 4 IN vinyl, 16 LF long.
D. Remove and replace, 15 SF of floor, VCT, 12IN x 12IN.
<b>{02-071} First Floor Room 108 Men's Room (190 SF):</b>
A. Remove and replace, 3 each of light, 2FT x 4FT fluorescent.
B. Remove and/or replace with "In-kind Material, 1 each of door & frame, SC wood, metal frame, stained veneer, 36IN 84IN.
C. Remove and replace, base, 4 IN vinyl, 58 LF long.
D. Remove and replace, 190 SF of floor, VCT, 12IN x 12IN.
<b>{02-072} First Floor Room 109 (72 SF):</b>
A. Remove and replace, 1 each of light, 2FT x 4FT fluorescent.
B. Remove and/or replace with "In-kind Material, 1 each of door & frame, SC wood, metal frame, stained veneer, 36IN 84IN.
C. Remove and replace, base, 4 IN vinyl, 34 LF long.
D. Remove and replace, 72 SF of floor, VCT, 12IN x 12IN.
<b>{02-073} First Floor Room 109A (130 SF):</b>
A. Remove and replace, 2 each of light, 2FT x 4FT fluorescent.
B. Remove and/or replace with "In-kind Material 1 each of door & frame, SC wood, metal frame, stained veneer, 36IN 84IN.
C. Remove and replace, base, 4 IN vinyl, 46 LF long.
D. Remove and replace, 130 SF of floor, VCT, 12IN x 12IN.
<b>{02-074} First Floor Room 109B (138 SF):</b>
A. Remove and replace, 2 each of light, 2FT x 4FT fluorescent.
B. Remove and/or replace with "In-kind Material, 1 each of door & frame, SC wood, metal frame, stained veneer, 36IN 84IN.
C. Remove and replace, base, 4 IN vinyl, 48 LF long.
D. Remove and replace, 138 SF of floor, VCT, 12IN x 12IN.

<b>{02-075} First Floor Room 109C (160 SF):</b>
A. Remove and replace, 2 each of light, 2FT x 4FT fluorescent.
B. Remove and/or replace with "In-kind Material ,1 each of door & frame, SC wood, metal frame, stained veneer, 36IN 84IN.
C. Remove and replace, base, 4 IN vinyl, 52 LF long.
D. Remove and replace, 160 SF of floor, VCT, 12IN x 12IN.
<b>{02-076} First Floor Room 109D (256 SF):</b>
A. Remove and replace, 4 each of light, 2FT x 4FT fluorescent.
B. Remove and/or replace with "In-kind Material, 1 each of door & frame, SC wood, metal frame, stained veneer, 36IN 84IN.
C. Remove and replace, base, 4 IN vinyl, 62 LF long.
D. Remove and replace, 256 SF of floor, VCT, 12IN x 12IN.
<b>{02-077} First Floor Room 110A (237 SF):</b>
A. Remove and replace, 4 each of light, 2FT x 4FT fluorescent.
B. Remove and replace, 137 SF of wall, 1/2 IN plywood.
C. Remove and replace, 137 SF wall, 3 5/8 IN metal studs.
D. Remove and/or replace with "In-kind Material, 1 each of door & frame, SC wood, metal frame, stained veneer, 36IN x 84IN.
E. Remove and replace, base, 4 IN vinyl, 62 LF long.
F. Remove and replace, 237 SF of floor, VCT, 12IN x 12IN.
<b>{02-078} First Floor Room 110B (48 SF):</b>
A. Remove and replace, 1 each of light, 2FT x 4FT fluorescent.
B. Remove and/or replace with "In-kind Material, 1 each of door & frame, SC wood, metal frame, stained veneer, 36IN x 84IN.
C. Remove and replace, base, 4 IN vinyl, 28 LF long.
D. Remove and replace, 48 SF of floor, VCT, 12IN x 12IN.
<b>{02-079} First Floor Room 110C (99 SF):</b>
A. Remove and replace, 2 each of light, 2FT x 4FT fluorescent.
B. Remove and replace, 340 SF of wall, 1/2 IN plywood.
C. Remove and replace, 340 SF of wall, 3 5/8 IN metal studs.
D. Remove and/or replace with "In-kind Material ,1 each of door & frame, SC wood, metal frame, stained veneer, 36IN 84IN.
E. Remove and replace, base, 4 IN vinyl, 40 LF long.
F. Remove and replace, 99 SF of floor, VCT, 12IN x 12IN.
<b>{02-080} First Floor Room 110D (99 SF):</b>
A. Remove and replace, 2 each of light, 2FT x 4FT fluorescent.
B. Remove and replace, 400 SF of wall, 1/2 IN plywood.
C. Remove and replace, 400 SF of wall, 3 5/8 IN metal studs.
D. Remove and/or replace with "In-kind Material ,1 each of door & frame, SC wood, metal frame, stained veneer, 36IN x 84IN.
E. Remove and replace, base, 4 IN vinyl, 40 LF long.
F. Remove and replace, 99 SF of floor, VCT, 12IN x 12IN.

<b>{02-081} First Floor Room 110E (376 SF):</b>
A. Remove and replace, 6 each of light, 2FT x 4FT fluorescent.
B. Remove and replace, 760 SF of wall, 1/2 IN plywood.
C. Remove and replace, 760 SF of wall, 3 5/8 IN metal studs.
D. Remove and/or replace with "In-kind Material ,1 each of door & frame, SC wood, metal frame, stained veneer, 36IN x 84IN.
E. Remove and replace, base, 4 IN vinyl, 76 LF long.
F. Remove and replace, 376 SF of floor, VCT, 12IN x 12IN.
<b>{02-082} First Floor Room 110F (65 SF):</b>
A. Remove and replace, 1 each of light, 2FT x 4FT fluorescent.
B. Remove and replace, 240 SF of wall, 1/2 IN plywood.
C. Remove and replace, 160 SF of wall, 3 5/8 IN metal studs.
D. Remove and/or replace with "In-kind Material, 1 each of door & frame, SC wood, metal frame, stained veneer, 36IN x 84IN.
E. Remove and replace, base, 4 IN vinyl, 32 LF long.
F. Remove and replace, 65 SF of floor, VCT, 12IN x 12IN.
<b>{02-083} First Floor Room 110G (65 SF):</b>
A. Remove and replace, 1 each of light, 2FT x 4FT fluorescent.
B. Remove and replace, 240 SF of wall, 1/2 IN plywood.
C. Remove and replace, 160 SF of wall, 3 5/8 IN metal studs.
D. Remove and/or replace with "In-kind Material, 1 each of door & frame, SC wood, metal frame, stained veneer, 36IN x 84IN.
E. Remove and replace, base, 4 IN vinyl, 32 LF long.
F. Remove and replace, 65 SF of floor, VCT, 12IN x 12IN.
<b>{02-084} First Floor Room 110H (65 SF):</b>
A. Remove and replace, 1 each of light, 2FT x 4FT fluorescent.
B. Remove and replace, 240 SF of wall, 1/2 IN plywood.
C. Remove and replace, 160 SF of wall, 3 5/8 IN metal studs.
D. Remove and/or replace with "In-kind Material, 1 each of door & frame, SC wood, metal frame, stained veneer, 36IN x 84IN.
E. Remove and replace, base, 4 IN vinyl, 32 LF long.
F. Remove and replace, 65 SF of floor, VCT, 12IN x 12IN.
<b>{02-085} First Floor Room 110I (815 SF):</b>
A. Remove and replace, 12 each of light, 2FT x 4FT fluorescent.
B. Remove and/or replace with "In-kind Material, 1 each of door & frame, SC wood, metal frame, stained veneer, 36IN 84IN.
C. Remove and replace, base, 4 IN vinyl, 116 LF long.
D. Remove and replace, 815 SF of floor, VCT, 12IN x 12IN.
<b>{02-086} First Floor Room 110J (117 SF):</b>
A. Remove and replace, 2 each of light, 2FT x 4FT fluorescent.
B. Remove and/or replace with "In-kind Material, 1 each of door & frame, SC wood, metal frame, stained veneer, 36IN 84IN.

C. Remove and replace, base, 4 IN vinyl, 44 LF long.
D. Remove and replace, 117 SF of floor, VCT, 12IN x 12IN.
<b>{02-087} First Floor Room 110K (117 SF):</b>
A. Remove and replace, 2 each of light, 2FT x 4FT fluorescent.
B. Remove and/or replace with "In-kind Material, 1 each of door & frame, SC wood, metal frame, stained veneer, 36IN 84IN.
C. Remove and replace, base, 4 IN vinyl, 44 LF long.
D. Remove and replace, 117 SF of floor, VCT, 12IN x 12IN.
<b>{02-088} First Floor Room 111 (465 SF):</b>
A. Remove and replace, 8 each of light, 2FT x 4FT fluorescent.
B. Remove and replace, 660 SF of wall, 1/2 IN plywood.
C. Remove and replace, 660 SF of wall, 3 5/8 IN metal studs.
D. Remove and/or replace with "In-kind Material, 1 each of door & frame, SC wood, metal frame, stained veneer, 36IN x 84IN.
E. Remove and replace, base, 4 IN vinyl, 88 LF long.
F. Remove and replace, 465 SF of floor, VCT, 12IN x 12IN.
<b>{02-089} First Floor Room 113 (165 SF):</b>
A. Remove and replace, 2 each of light, 2FT x 4FT fluorescent.
B. Remove and replace, 405 SF of wall, 1/2 IN plywood.
C. Remove and replace, 405 SF of wall, 3 5/8 IN metal studs.
D. Remove and/or replace with "In-kind Material, 1 each of door & frame, SC wood, metal frame, stained veneer, 36IN x 84IN.
E. Remove and replace, base, 4 IN vinyl, 54 LF long.
F. Remove and replace, 165 SF of floor, VCT, 12IN x 12IN.
<b>{02-090} First Floor Room 113A (174 SF):</b>
A. Remove and replace, 3 each of light, 2FT x 4FT fluorescent.
B. Remove and replace, 170 SF of wall, 1/2 IN plywood.
C. Remove and replace, 170 SF of wall, 3 5/8 IN metal studs.
D. Remove and/or replace with "In-kind Material, 1 each of door & frame, SC wood, metal frame, stained veneer, 36IN x 84IN.
E. Remove and replace, base, 4 IN vinyl, 34 LF long.
F. Remove and replace, 174 SF of floor, VCT, 12IN x 12IN.
<b>{02-091} First Floor Room 114 (828 SF):</b>
A. Remove and replace, 12 each of light, 2FT x 4FT fluorescent.
B. Remove and replace, 870 SF of wall, 1/2 IN plywood.
C. Remove and replace, 870 SF of wall, 3 5/8 IN metal studs.
D. Remove and/or replace with "In-kind Material, 1 each of door & frame, SC wood, metal frame, stained veneer, 36IN x 84IN.
E. Remove and replace, base, 4 IN vinyl, 116 LF long.
F. Remove and replace, 828 SF of floor, VCT, 12IN x 12IN.
<b>{02-092} First Floor Room 114A (145 SF):</b>
A. Remove and replace, 2 each of light, 2FT x 4FT fluorescent.

B. Remove and replace, 375 SF of wall, 1/2 IN plywood.
C. Remove and replace, 375 SF of wall, 3 5/8 IN metal studs.
D. Remove and/or replace with "In-kind Material, 1 each of door & frame, SC wood, metal frame, stained veneer, 36IN x 84IN.
E. Remove and replace, base, 4 IN vinyl, 50 LF long.
F. Remove and replace, 145 SF of floor, VCT, 12IN x 12IN.
<b>{02-093} First Floor Room 115 (366 SF):</b>
A. Remove and replace, 4 each of light, 2FT x 4FT fluorescent.
B. Remove and replace, 390 SF of wall, 1/2 IN plywood.
C. Remove and replace, 390 SF of wall, 3 5/8 IN metal studs.
D. Remove and replace, base, 4 IN vinyl, 78 LF long.
E. Remove and replace, 366 SF of floor, VCT, 12IN x 12IN.
<b>{02-094} First Floor Stairway (Escalera) (100 SF):</b>
A. Remove and replace 800 SF of wall, 1/4 IN thick plaster.
<b>BBA work required:</b>
A. Install 100 each of ceiling mounted occupancy sensors.

<b>406 Hazard Mitigation Program (HMP Scope)</b>
<b>PART A: Wind Retrofit Hazard Mitigation (replacement &amp; supplementary):</b>
<b>For damaged building envelope:</b>
<b>ROOF:</b>
1. Remove existing roofing system as applicable, and install SBS modified bitumen roofing system (replacement of base system); total of 18,628 sf. Includes:
a. Elastomeric asphalt primer.
b. Roof deck insulation.
c. Insulation cover board.
d. SBS modified bitumen base and cap membranes.
e. Walkways.
f. Cap flashing
g. Termination bars
2. Provide additional straps for downspouts.
<b>OPENINGS:</b>
1. Comprehensive existing window replacement with wind & impact-resistant units (includes removal of existing items):
a. Windows, aluminum frame / fixed glass; 134.75 sf.
b. Windows, wood frame / fixed glass; 560.00 sf.

c. Windows, wood frame / fixed acrylic panel; 65.00 sf.
d. Windows, aluminum frame / operable wooden jalousie; 1775.63 sf.
e. Windows, aluminum frame /operable aluminum jalousie; 89.5 sf.
f. Windows, aluminum frame / fixed aluminum louver; 30.25 sf.
2. Comprehensive existing ext. door replacement with wind & impact-resistant units (includes removal of existing items):
a. Doors, aluminum, full-glass, entrance type, single; 2 units.
b. Doors, aluminum, full-glass, entrance type, double set; 1 unit.
c. Doors, solid wood slat, pivot type, frameless; 6 units.
d. Doors, flush wood, single; 5 units.
e. Doors, flush wood, single, exit; 1 unit.
f. Doors, aluminum, single; total of 1 unit.
g. Doors, aluminum, single, with aluminum transom; 1 unit.
h. Doors, aluminum, double set, with aluminum transom; 1 unit.
i. Doors, aluminum, single, exit; 1 unit.
j. Doors, steel; 1 unit.
k. Doors, flush wood, single, with vision panel; 1 unit.
3. Notes:
a. The sub-applicant is responsible for making sure the new replacement impact resistant windows/doors are "in-kind", and that they match all physical and visual aspects of the original ones, including design, color, and hardware, as to not alter the physical and visual aspects of the original windows/doors as determined by EHP requirements. "In-kind" shall mean of the same or similar material, and the result shall match all physical and visual aspects, including form, color, and workmanship.
<b>LOAD PATH:</b>
a. Provide additional anchoring for exhaust fan.
<b>PART B - Other Measures:</b>
The applicant proposes the following hazard mitigation measure(s) to prevent future similar damage(s) as described above:
<b>Measure A (supplementary):</b>
a. For damaged lighting (electrical) items, comprehensive power surge suppression is recommended to protect all electronic equipment of the facility from failure caused by power surges.



## Environmental Historical Preservation (EHP)

(Refer to Appendix K – Record of Environmental Considerations)

### **EHP Conditions**

. Any change to the approved scope of work will require re-evaluation for compliance with NEPA and other Laws and Executive Orders.

. This review does not address all federal, state and local requirements. Acceptance of federal funding requires recipients to comply with all federal, state and local laws. Failure to obtain all appropriate federal, state and local environmental permits and clearances may jeopardize funding.

. If ground disturbing activities occur during construction, applicant will monitor ground disturbance and if any potential archaeological resources are discovered, will immediately cease construction in that area and notify the State and FEMA. Endangered Species Act (ESA) Conditions for *Epicrates Inornatus* (Puerto Rican Boa):

1. Inform all personnel about the potential presence of the PR boa and the VI boa in areas where the proposed work will be conducted. Photographs of the PR and VI Boa are to be prominently displayed at the site. The recipient must ensure that project personnel is able to correctly identify a PR or VI boa. For information on PR boa, please visit: <https://ecos.fws.gov/ecp/species/6628>.

2. Prior to any construction activity, including removal of vegetation and earth movement, the boundaries of the project area must be delineated, buffer zones, and areas to be excluded and protected, should be clearly marked in the project plan and in the field to avoid further habitat degradation into forested areas. Once areas are clearly marked, and prior to any construction activity, including site preparation, project personnel able to correctly identify a PR or VI boa must survey the areas to be cleared to ensure that no boas are present within the work area. Vehicle and equipment operation must remain on designated access roads/paths and within rights-of way.

3. If a PR boa is found within any of the working or construction areas, activities should stop in the area where the boa was found. Do not capture the boa. If boas need to be moved out of harm's way, project personnel designated by the recipient shall immediately contact the Puerto Rico Department of Natural and Environmental Resources (PRDNER) Rangers for safe capture and relocation of the animal (PRDNER phone #: 787- 724-5700, 787-230-5550, 787-771-1124). If immediate relocation is not an option, project-related activities at this area must stop until the boa moves out of harm's way on its own. Activities at other work sites, where no boas have been found after surveying the area, may continue.

4. Measures should be taken to avoid and minimize PR boa casualties caused by heavy machinery or motor vehicles being used on site. Any heavy machinery left on site (staging) or near potential PR boa habitat (within 50 meters of potential boa habitat), needs to be thoroughly inspected each morning before work starts to ensure that no boas have sheltered within engine compartments or other areas of the equipment. If PR boas are found within vehicles or equipment, do not capture the animal and let it move on its own or call PRDNER Rangers for safe capture and relocation of the boa (PRDNER phone #: 787-724-5700, 787-230-5550, 787-771-1124). If not possible, the animal should be left alone until it leaves the vehicle on its own.

5. PR boas may seek shelter in debris piles. Measures should be taken to avoid and minimize boa casualties associated with sheltering in debris piles as a result of project activities. Debris piles should be placed far away from forested areas. Prior to moving, disposing or shredding, debris piles should be carefully inspected for the presence of boas. If PR boas are found within debris piles, do not capture the animal and let it move on its own or call PRDNER Rangers for safe capture and relocation of the animal. If debris piles will be left on site, we recommend they be placed in areas that will not be disturbed in the future.

6. For all boa sightings (dead or alive), personnel designated by the recipient must record the time and date of the sighting and the specific location where the boa was found. Data should also include a photo of the animal dead or alive, and site GPS coordinates, and comments on how the animal was detected and its behavior. If the PR boa was accidentally killed as part of the project actions, please include information on what conservation measures had been implemented and what actions will be taken to avoid further killings. All boa sighting reports should be sent to the USFWS Caribbean Ecological Services Field Office, Marelisa Rivera - Deputy Field Supervisor, 787-851-7297 extension 206, 787-510-5207, marelisa\_rivera@fws.gov. For Virgin Islands Boas in St. Thomas and Steven's Cay US Virgin Islands (VI boas have not been reported on St. Croix or St. John):

7. Follow the same guidance above but contact the VI Division of Fish and Wildlife (VIDFW), for technical assistance (340-775-6762) and capture of any VI boas. For information on USVI boa, please visit: <https://ecos.fws.gov/ecp/species/3247> bThe VIDFW has developed site-specific VI boa protocol; Applicants will be responsible for executing conservation measures recommended by VIDFW. Final project report to be submitted to USFWS. The Applicant must provide documentation at close-out that proves the completion of required Conservation Measures.

. Resource Conservation and Recovery Act, aka Solid Waste Disposal Act (RCRA)Conditions:

1. The Applicant shall handle, manage, and dispose of all solid and hazardous waste in accordance with requirements of local, state, and federal laws, regulations, and ordinances. In addition, the Applicant shall ensure that all debris is separated and disposed of in a manner consistent with the JCA/EQB guidelines at a permitted site or landfill. 2. For asbestos containing material and lead base paint the Applicant shall handle, manage, and dispose of all solid and hazardous waste in accordance with requirements of local, state, and federal laws, regulations, and ordinances. In addition, the Applicant shall ensure that all debris is separated and disposed of in a manner consistent with the DNER/EQB guidelines at a permitted site or landfill or provide evidence of the close out permit from DNER/EQB for activities of remediation, abatement or removal of those materials. 3. Unusable equipment, debris, white goods, scrap metal any other material shall be disposed in approved manner and location. In the event significant items are discovered during the implementation or development of the project the Applicant shall handle, manage and dispose petroleum products, hazardous materials and toxic waste in accordance to the requirements of the local and federal agencies. Noncompliance with these requirements may jeopardize receipt of federal funds.

## 23. APPENDIX G

### Links for Photos and Building Layouts

TO VIEW PHOTOS AND BUILDING LAYOUTS, PLEASE  
[CLICK HERE](#)

## 24. **APPENDIX H**

# **FEMA ALTERNATIVE PROCEDURES**

TO VIEW FEMA ALTERNATIVE PROCEDURES, PLEASE [CLICK HERE](#)

**25. APPENDIX I**  
**COST ESTIMATE BREAKDOWN**  
**TEMPLATE**

TO VIEW EXCEL TEMPLATE TABLE, PLEASE [CLICK HERE](#)

**26. APPENDIX J**  
**HAZARDOUS MATERIALS REPORT**  
**(ACM + LBP)**

TO VIEW DOCUMENT, PLEASE [CLICK HERE](#)

**27. APPENDIX K**  
**RECORD OF ENVIRONMENTAL CONSIDERATIONS**  
**(REC)**

TO VIEW DOCUMENT, PLEASE [CLICK HERE](#)

**End Document**