

**UNIVERSITY OF PUERTO RICO  
CENTRAL ADMINISTRATION  
NOTICE OF REQUEST FOR PROPOSAL RFP #DRO 24-027 / B00019  
DESIGN AND SUPERVISION SERVICES**

**Timeline:**

**RFP publication date:** April 19, 2024

**Site Visit (Not Compulsory):** May 7, 2024, Time: 10:00 am  
Location: Building 252 – Dean of Administration Office  
Coordinate: ((18.50096, -67.13511)

**Deadline for Request  
for Information by email:** May 13, 2024, Time: on or before 4:30pm.

**Response for Request  
for Information by email:** May 20, 2024, Time: on or before 4:30pm.

The proposal must be submitted **by email on or before 11:59pm (AST) on May 31, 2024.** Address the indicated contacts in Section II (Mr. Julio Collazo Rivera, attention to Arq. Alejandro Argüelles and Eng. Carlos Hiraldo Torres). **The University of Puerto Rico (UPR) will accept offers via email in digital PDF format at [uprrecovery.rfp@upr.edu](mailto:uprrecovery.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 **B00019-DRO-04-24-AGU- Reconditioning of 12 buildings and/or structures at UPR Aguadilla Campus.** 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 will impact twelve buildings and the site, and/or structures at UPR Aguadilla Campus. **The project will be divided in five Projects.** The **first project** will include "Edificio 251 Educación Continua", "Edificio 768 Decanato de Estudiantes", "Edificio 253 Pagaduría Recursos Humanos" and "Edificio 630 Departamento de Electrónica, Física (HMP)". The **second project** "Edificio 612 Departamento de Ciencias Naturales (HMP)" and "Edificio 620 Departamento de Inglés, Ciencias Sociales (HMP)". The **third project** will include "Edificio 263 Departamento de Humanidades (HMP)", "Edificio 632 Admisiones, Servicios Médicos" and "Edificio 252 Oficina de Rectoría". The **fourth project** will include "Edificio 769 Biblioteca Enrique A. Laguerre". The **fifth project** will include "Edificio 705 Centro de Estudiantes (HMP)" and "Edificio 633 Departamento de Administración de Empresas" on the respective scope of work, as stated by FEMA. The project considers several construction tasks that will restore the facilities 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. Due to the building's year of construction, it may be necessary lead or asbestos abatement.

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.

Jardín Botánico Sur  
1187 Calle Flamboyán  
San Juan PR  
00926-1117  
Tel. 787-250-0000  
Fax 787-250-6568

  
Julio A. Collazo Rivera, Director

# REQUEST FOR PROPOSALS FOR:

## DESIGN AND SUPERVISION SERVICES FOR

Project Number: B00019-DRO-04-24-AGU

Project Title: RECONDITIONING OF 12 BUILDINGS AND/OR STRUCTURES AT UPR AGUADILLA CAMPUS

**RFP #DRO 24-027 / B00019**

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



## Contents

|  |    |
|--|----|
| 1. BACKGROUND AND PURPOSE.....   | 3  |
| 2. CONTACT AND TIMELINE .....  | 4  |
| 3. TIMELINE AND SUBMISSION DATE .....                                  | 5  |
| 4. PROJECT DESCRIPTION .....   | 5  |
| 5. SERVICES .....  | 7  |
| 6. COST PROPOSAL.....  | 9  |
| 7. REQUIRED DOCUMENTS FOR THE SUBMISSION OF THE PROPOSAL.....          | 9  |
| 8. UPR RESPONSIBILITIES.....   | 11 |
| 9. COMPENSATION FOR DESIGN AND SUPERVISION SERVICES AND PAYMENT METHOD | 11 |
| 10. PROPOSAL SCORING AND EVALUATION CRITERIA .....                     | 12 |
| 11. FINAL EVALUATION.....  | 16 |
| 12. PROJECT AWARD .....  | 16 |
| 13. JUDICIAL REVIEW .....  | 17 |
| 14. BLACKOUT PERIOD .....  | 17 |
| 15. UPR DISCLAIMERS .....  | 18 |
| 16. REQUIRED DOCUMENTS FOR THE SIGNING OF THE CONTRACT .....           | 25 |
| 17. APPENDIX A .....   | 27 |
| 18. APPENDIX B.....  | 32 |
| 19. APPENDIX C .....   | 37 |
| 20. APPENDIX D.....  | 39 |
| 21. APPENDIX E .....   | 51 |
| 22. APPENDIX F .....   | 53 |
| 23. APPENDIX G.....  | 80 |

## 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: **B00019-DRO-04-24-AGU- Reconditioning of 12 buildings and/or structures at UPR Aguadilla Campus**, ("The Project"). This Program is 90% funded by FEMA and 10% matching funds of CDBG-DR Non- Federal Match Program. 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, and 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.

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**  
Office of Physical Development & Infrastructure

**Attention to:**  
**Arch. Alejandro Argüelles, Director**  
**Eng. Carlos Hiraldo, Field Operation Manager's**  
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:** Interested proponents **must** register receipt of this RFP and confirm their intent to participate at [upprecovery.rfp@upr.edu](mailto:upprecovery.rfp@upr.edu). **Failure to register via email will result in automatic disqualification.** Registered proponents will receive the following when applicable:

- Notice of changes or cancelation of the RFP;
- Addendums (Responses to questions or clarifications, additional documents, etc.);
- Time extensions;
- Notice of award.

Receipt registration must include the following information:

1. Company's name.
2. Representative's name.
3. Representative's email.
4. Interested proponents who are employees or contractors of the UPR are obligated to disclose their relationship with the University when confirming their interest in participating. For more information, please see Section 15.2.2 of this RFP.

### **Performance Evaluation**

Please be advised that the resulting contract from this Request for Proposal (RFP) process will be subject to a series of performance evaluations throughout its term. By assessing the performance of the contractor at different stages of the contract term, the University aims to uphold the principles of fairness, transparency, and efficiency in government procurement. The evaluations will seek to review contractors' performance in the following or more areas: quality standards, delivery timelines, regulatory requirements, level of quality and value for the resources invested, and professionalism. The feedback obtained through performance evaluations can be used to identify areas for improvement and optimize the procurement process in the future, enabling the contractor and the University to learn from past experiences and enhance its practices for better outcomes.

### 3. TIMELINE AND SUBMISSION DATE

| Description  | Date   |
|--|--|
| RFP publication  | April 19, 2024.  |
| Site Visit (Not compulsory):<br>Location: At 252 Building- Dean of Administration Office<br>Coordinates of site visit (18.50096, -67.13511). Parking will be available. The security guard booth at the entrance will direct you to the designated parking location. Be advised that interested proponents must register via email. Please provide the complete company name, representative's name and email. | May 7, 2024<br>Time: 10:00am   |
| Deadline for Request for Information (RFI) by email  | May 13, 2024, Time: on or before 4:30pm Atlantic Standard Time (AST)   |
| Response for Request for Information by email  | May 20, 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. Carlos Hiraldo)  | May 31, 2024, Time: on or before 11:59pm Atlantic Standard Time (AST). |
| Award Notification   | June 2024  |
| Execution of Agreement   | July 2024  |

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. PROJECT DESCRIPTION

The project will impact twelve buildings and the site, and/or structures at UPR Aguadilla Campus. **The campus project will be divided in five Projects.** The **first project** will include "Edificio 251 Educación Continua", "Edificio 768 Decanato de Estudiantes", "Edificio 253 Pagaduría Recursos Humanos" and "Edificio 630 Departamento de Electrónica, Física (HMP)". The **second project** "Edificio 612 Departamento de Ciencias Naturales (HMP)" and "Edificio 620 Departamento de Inglés, Ciencias Sociales (HMP)". The **third project** will include "Edificio 263 Departamento de Humanidades (HMP)", "Edificio 632 Admisiones, Servicios Médicos" and "Edificio 252 Oficina de Rectoría". The **fourth project** will include "Edificio 769 Biblioteca Enrique A. Laguerre". The **fifth project** will include "Edificio 705 Centro de Estudiantes (HMP)" and "Edificio 633 Departamento de Administración de Empresas" of the University of Puerto Rico at Aguadilla on the respective scope of work, as stated by FEMA.

- a. **Alignment of Scope** 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:
- The Awarded proponent is responsible for the evaluation of the FEMA SOW and development of the alignment/improved project package result of the methods of repair, construction logistics and others for a complete and constructable facility or system.
  - *Improved Project or Scope of Work Alignment* shall follow all the requirements for approval of FEMA, as applicable.
  - The scope alignment/improved project package will be evaluated and developed at the beginning of the design phase for submission to COR3 and FEMA. The alignment/improved scope shall be included as part of the final construction documents phase as an alternate SOW pending COR3/FEMA approval. Refer to **Appendix G** for the FEMA requirements and checklist for submission of alternatives procedures (share funds, alternate projects, improved projects).
- b. **Design Services** which include, but may not be limited to:
- Visit and identify the FEMA damages (as per SOW Appendix)
  - Validation of the strategy with the owner (UPR ORD & UPR Campus)
  - Design (design development, construction documents), technical specifications, cost estimates, schedules, and bidding phase assistance.)
  - Infrastructure, safety, energy efficiency and technology measures in accordance with the hazard mitigation scope
  - Abatement for lead and asbestos materials
  - Endorsements and Permits
  - Technical Studies as Additional Services (detailed or described the possibles)
  - Field Supervision
  - Other services required for the design and supervision services.
- c. **Development of the Logistic Plan** for the Design, Permits, Bid packages and Construction Execution phases in relation to the approved budgets and schedule. The purpose of this plan is to coordinate activities with the UPR Aguadilla Campus to not cause adverse effects with the academic and administrative functions.

The project considers several construction tasks that will restore the facilities 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 for each building. Due

to the building's year of construction, it may be necessary lead or asbestos abatement.

In general terms, the required tasks for those buildings are as follows (See SOW in **Appendix F** for specifications).

## 5. SERVICES

The **Awarded Proponent** will carry out, 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 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.
- 5.1.2 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.
- 5.1.3 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.
- 5.1.4 The Awarded Proponent is responsible for notifying the UPR's representative in case of any change that may affect the primary SOW.
- 5.1.5 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.

5.1.6 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.

5.1.7 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.

5.1.8

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 is 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. Proponents should respond clearly and completely to all requirements. Failure to respond to each of the requirements in the RFP will be grounds for disqualification. **Disqualified proponents will not be considered by the Evaluation Committee. The proponent must carefully examine the RFP documents and submit Appendix E as required. 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 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 (%)
- **Cost Proposal Breakdown** - Provide Cost Estimate Breakdown based in SOW provided in Appendix F.
- **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. Response checklist must represent the reality of submitted documents. If a proponent fails to submit documentation as indicated in the Response Checklist, the proponent will be automatically disqualified from consideration. No exceptions will be made to this requirement.

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

An RFI or clarification shall be addressed by email to: [uprecovery.rfp@upr.edu](mailto:uprecovery.rfp@upr.edu) on or before the date established in this document and must reference this specific RFP **(RFP #DRO 24-027 / B00019)** 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 [uprecovery.rfp@upr.edu](mailto:uprecovery.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 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, with a proven performance record. The UPR will only consider architectural and engineering firms with established and verifiable experience with at least two (2) years or more of experience, with projects sponsored and funded by FEMA, CDBG-DR program, and/or another Federal agency.

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.

**Experience and strategy in providing the services (up to 20 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. 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. Specify the entities and supervisor of the work. The UPR may call said entities. (up to 5 points)
- Provide specific examples of the services or tasks previously provided by the entity as considered in this RFP. (up to 5 points)
- Detail your firm's understanding of the challenges and barriers for a project like this and proposed approach to overcoming these barriers. (up to 3 points)
- Identify potential risk factors and methods for dealing with these factors. (up to 2 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 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. 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. (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 (up to 10 points)
    - Personnel/Trade specialist mechanical, electrical, architectural, structural, civil, specialist roof consultant and/or other qualifications per trades based on SOW.

**Proponent references (up to 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 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 designee(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 additional reference to those minimally required.

**Cost Proposal Breakdown (up to 10 points)**

- Provide Cost Estimate Breakdown based in SOW provided in **Appendix F** (up to 10 points)

**Cost Proposal (up to 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 (up to 5 points) – Refer to Appendix D – Cost Proposal**

- Proponent with lower % of fee for additional SOW (up to 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.**
  - 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
    - **WOSB** – Women-Owned Small Business
    - **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**

| <b>Description</b>                                       | <b>Points</b> |
|--|---------------|
| <b>Experience and strategy in providing the services</b> | <b>20</b>     |
| <b>Team qualifications</b>                               | <b>25</b>     |
| <b>Proponent references</b>                              | <b>5</b>      |
| <b>Cost Proposal Breakdown</b>                           | <b>10</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**

By accessing and using the information provided by the UPR for the purpose of proposal submission, and, by submitting a Proposal, the Proponent, on behalf of themselves and their Partners/Subconsultants acknowledges and agrees that:

#### **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. Conflict of Interest: As defined by the "Organic Law of the Office of Government Ethics of Puerto Rico," Law No. 1 of January 3, 2012, as amended, a Conflict of Interest is a situation in which personal or economic interest is or may reasonably be in conflict with the public interest.
- 15.2.2. Interested proponents who are employees or contractors of the UPR are obligated to disclose their relationship with the University when confirming their interest in participating. For UPR employees, it is mandatory to notify and disclose the nature of the relationship and the campus where such a relationship exists. For contractors, it is mandatory to notify and disclose any active contracts with the University, including the campus or subsidiary corporations in which services are rendered, contract term, quantity, and registration number. This information will be analyzed on a case-by-case basis, in accordance with the "Organic Law of the Office of Government Ethics of Puerto Rico," Law No. 1 of January 3, 2012, as amended, and all applicable local, state, and federal laws and regulations. The UPR will determine if the interested proponent will be disqualified for conflict of interest, or if a waiver from the Government Ethics Office will be sufficient to remediate said appearance of conflict of interest. If an interested proponent fails to provide accurate information, the UPR reserves the right to disqualify the proponent outright or cancel the award, if already granted.
- 15.2.3. 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)).
- 15.2.4. 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.
- 15.2.5. 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 the 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.

15.2.5.1. 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.

15.2.5.2. 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.

15.2.5.3. 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:

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

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

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

15.3.1. 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 with 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.

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

15.4.1. 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.

**15.5. No responsibility of the UPR regarding the use of information**

15.5.1. 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.

**15.6. 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 the 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 proponents 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.
- 15.17.5. Failure to register via email will result in automatic disqualification.
- 15.17.6. As indicated in **Section 7** of this RFP, before signing and submitting the proposal for this Project, interested proponents must submit Appendix E – Response Checklist. Response checklist must represent the reality of submitted documents. If a proponent fails to submit documentation as indicated in the Response Checklist, the proponent will be automatically disqualified from consideration. No exceptions will be made to this requirement.

### **15.18. Performance Evaluation**

- 15.18.1. Please be advised that the resulting contract from this Request for Proposal (RFP) process will be subject to a series of performance evaluations throughout its term. By assessing the performance of the contractor at different stages of the contract term, the University aims to uphold the principles of fairness, transparency, and efficiency in government procurement. The evaluations will seek to review contractors' performance in the following or more areas: quality standards, delivery timelines, regulatory requirements, level of quality and value for the resources invested, and professionalism. The feedback obtained through performance evaluations can be used to identify areas for improvement and optimize the procurement process in the future, enabling the contractor and the University to learn from past experiences and enhance its practices for better outcomes.

### **15.19. No Bid**

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

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

- 15.20.1. All federal and state law and regulations requirements apply to subcontractors. 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 Corporation'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 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.**

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.

| No. | Client Name, Contact Person and telephone | Location | Type of Work<br>(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   |   |          |   |                 |                 |   |

Initials \_\_\_\_\_

**III. LIST BELOW ACTIVE AND PREVIOUS CONTRACTS WITH THE UNIVERSITY**

Proponents with active and previous contracts with the University must notify and disclose such contract(s), including the campus or subsidiary corporations in which services are rendered, contract term, quantity, and registration number. The performance directly related to those services will be considered as an additional reference to those minimally required.

| No. | Contract Registration Number | Campus or subsidiary corporations in which services are rendered | Contract Term | Quantity |
|-----|------------------------------|--|---------------|----------|
| 1   |                              |  |               |          |
| 2   |                              |  |               |          |
| 3   |                              |  |               |          |
| 4   |                              |  |               |          |
| 5   |                              |  |               |          |
| 6   |                              |  |               |          |
| 7   |                              |  |               |          |

**IV. LIST BELOW CONTRACTS IN HAND**

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

**V. EXECUTIVE SUMMARY**

Provide a profile of your organization, mission, and vision statements and organizational chart.

**VI. 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. 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. Specify the entities and supervisor of the work. The UPR may call said entities. Provide specific examples, detailing the services or tasks previously provided by the entity as considered in this RFP. Detail your firm's understanding of the challenges and barriers that may arise in a project like this and the proposed approach to effectively overcome these barriers. Identify potential risk factors associated with this project and proposed strategies for dealing with these factors to avoid adverse effects to the project's performance.

**VII. 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 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. 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. Attach resumes of personnel (or/and subcontractors, 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. Personnel/Trade specialist mechanical, electrical, architectural, structural, civil, specialist roofing consultant 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 #24-027 / B00019

### 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)

Initials \_\_\_\_\_



**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 #24-027 / B00019**

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 #24-027 / B00019** 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,

Initials \_\_\_\_\_

employee, or consultant, or member of their immediate family (spouse, parent, or child) has financial interests, or others, that would 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

Initials \_\_\_\_\_



**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 #24-027 / B00019**

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

Initials \_\_\_\_\_

## 19. APPENDIX C POLICIES AND INSURANCE

Initials \_\_\_\_\_

### Required Insurance for the project

#### RFP #24-027 / B00019

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

**20. APPENDIX D**  
**COST PROPOSAL**



## COST PROPOSAL

**RE: Reconditioning of the mechanical site and nine buildings and/or structures at UPR Aguadilla Campus.  
 RFP #DRO 24-027 /B00019**

**\*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   |                                  |     |
|---|----------------------------------|-----|
| <b>#09060 - UPR Aguadilla (Edificio 251 Educación Continua, Edificio 768 Decanato de Estudiantes, Edificio 253 Pagaduría Recursos Humanos, Edificio 630 Departamento de Electrónica, Física (HMP))</b>  |                                  |     |
| Estimated Construction Cost for the proposed development: \$ _____<br>(required)<br>Professional design and supervision fees have been computed based on the estimated construction cost mention above: |                                  |     |
| PHASE   | TIME                             | FEE |
| <b>Basic Services:</b>  |                                  |     |
| Assessment and Scope of Work Alignment<br>(Validates the damages, preliminary plans and cost estimate, development of the scope alignment and/or improved project strategy for submit to FEMA/COR3.)    | ____ days                        | \$  |
| Construction Documents  | ____ days                        | \$  |
| Bidding and Negotiation   | N/A                              | \$  |
| <b>Design Subtotal:</b>   | N/A                              | \$  |
| <b>Supervision:</b>   | ____ months x<br>\$ ____ monthly | \$  |
| <b>Basic Services TOTAL*:</b>   |                                  | \$  |
| <b>Additional Services:</b><br>• As-Built   | ____ days                        | \$  |
| <b>Reimbursable Expenses**:</b>   | N/A                              | \$  |

Initials \_\_\_\_\_

|  |  |  |
|--|--|--|
| For fees, stamps, and filing costs related to endorsements and permits from permit regulatory offices.                             |  |  |
| _____ (\$_____)  |  |  |
| <b>Total GROUP: #09060 (Basic services total + As-Built + reimbursable expenses). Write the total amount 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.

\*\*For 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.

It is requested to describe the possible Additional Services required for the scope of this project:

| Description of the possible Additional Services |
|---|
| Lead and Asbestos sampling                      |
|   |
|   |
|   |

The UPR establishes an amount of **\$20,000.00** for **Additional Services**. The UPR reserves the right to adjust the Additional Services. Please refer to Section 5.1.8 for additional information regarding additional services for this RFP and resulting contract.

|                      |
|----------------------|
| <b>COST PROPOSAL</b> |
|----------------------|

Initials \_\_\_\_\_

| <b>#08284 - UPR Aguadilla (Edificio 612 Departamento de Ciencias Naturales (HMP), Y Edificio 620 Departamento de Inglés, Ciencias Sociales (HMP))</b>  |                                 |           |
|--|---------------------------------|-----------|
| Estimated Construction Cost for the proposed development: \$_____ (required)<br>Professional design and supervision fees have been computed based on the estimated construction cost mention above:  |                                 |           |
| PHASE  | TIME                            | FEE       |
| <b>Basic Services:</b>   |                                 |           |
| Assessment and Scope of Work Alignment<br>(Validates the damages, preliminary plans and cost estimate, development of the scope alignment and/or improved project strategy for submit to FEMA/COR3.) | ____ days                       | \$        |
| Construction Documents   | ____ days                       | \$        |
| Bidding and Negotiation  | N/A                             | \$        |
| <b>Design Subtotal:</b>  | N/A                             | \$        |
| <b>Supervision:</b>  | ____ months x<br>\$____ monthly | \$        |
| <b>Basic Services TOTAL*:</b>  |                                 | <b>\$</b> |
| <b>Additional Services:</b><br>• As-Built  | ____ days                       | \$        |
| <b>Reimbursable Expenses**:</b><br>For fees, stamps, and filing costs related to endorsements and permits from permit regulatory offices.  | N/A                             | \$        |
| _____ (\$_____)  |                                 |           |
| <b>Total GROUP: #08284 (Basic services total + As-Built + reimbursable expenses). Write the total amount 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.

Initials \_\_\_\_\_

\*\*For 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.

It is requested to describe other possible Additional Services required for the scope of this project:

| <b>Description of the possible Additional Services</b> |
|--|
| Lead and Asbestos sampling                             |
|  |
|  |
|  |

The UPR establishes an amount of **\$5,000.00** for other possible **Additional Services**. The UPR reserves the right to adjust the Additional Services. Please refer to Section 5.1.8 for additional information regarding additional services for this RFP and resulting contract.

**COST PROPOSAL**

Initials \_\_\_\_\_

**#09724 - UPR Aguadilla (Edificio 263 Departamento de Humanidades (HMP)  
 Edificio 632 Admisiones, Servicios Médicos  
 y Edificio 252 Oficina de Rectoría)**

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                          | FEE       |
|--|-------------------------------|-----------|
| <b>Basic Services:</b>   |                               |           |
| Assessment and Scope of Work Alignment<br>(Validates the damages, preliminary plans and cost estimate, development of the scope alignment and/or improved project strategy for submit to FEMA/COR3.) | ___ days                      | \$        |
| Construction Documents   | ___ days                      | \$        |
| Bidding and Negotiation  | N/A                           | \$        |
| <b>Design Subtotal:</b>  | N/A                           | \$        |
| <b>Supervision:</b>  | ___ months x<br>\$___ monthly | \$        |
| <b>Basic Services TOTAL*:</b>  |                               | <b>\$</b> |
| <b>Additional Services:</b><br>• As-Built  | ___ days                      | \$        |
| <b>Reimbursable Expenses**:</b><br>For fees, stamps, and filing costs related to endorsements and permits from permit regulatory offices.  | N/A                           | \$        |

\_\_\_\_\_ (\$\_\_\_\_\_)

**Total GROUP: #09724 (Basic services total + As-Built + reimbursable expenses). Write the total amount in words and numbers.**

**Additional SOW Fee %\_\_\_\_\_ (Design subtotal + Supervision) / Estimated Cost**

\*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.

\*\*For 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.

It is requested to describe other possible Additional Services required for the scope of this project:

| <b>Description of the possible Additional Services</b> |
|--|
| Lead and Asbestos sampling                             |
|  |
|  |
|  |

The UPR establishes an amount of **\$10,000.00** for other possible **Additional Services**. The UPR reserves the right to adjust the Additional Services. Please refer to Section 5.1.8 for additional information regarding additional services for this RFP and resulting contract.

| <b>COST PROPOSAL</b>   |                              |           |
|--|------------------------------|-----------|
| <b>#07644- UPR Aguadilla (Edificio 769 Biblioteca Enrique A. Laguerre)</b>   |                              |           |
| Estimated Construction Cost for the proposed development: \$_____ (required)<br>Professional design and supervision fees have been computed based on the estimated construction cost mention above:  |                              |           |
| PHASE  | TIME                         | FEE       |
| <b>Basic Services:</b>   |                              |           |
| Assessment and Scope of Work Alignment<br>(Validates the damages, preliminary plans and cost estimate, development of the scope alignment and/or improved project strategy for submit to FEMA/COR3.) | ____ days                    | \$        |
| Construction Documents   | ____ days                    | \$        |
| Bidding and Negotiation  | N/A                          | \$        |
| <b>Design Subtotal:</b>  | N/A                          | \$        |
| <b>Supervision:</b>  | ____ months x \$____ monthly | \$        |
| <b>Basic Services TOTAL*:</b>  |                              | <b>\$</b> |
| <b>Additional Services:</b><br>• As-Built  | ____ days                    | \$        |
| <b>Reimbursable Expenses**:</b><br>For fees, stamps, and filing costs related to endorsements and permits from permit regulatory offices.  | N/A                          | \$        |
| _____ (\$_____)  |                              |           |
| <b>Total GROUP: #07644 (Basic services total + As-Built + reimbursable expenses). Write the total amount 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.

Initials \_\_\_\_\_

\*\*For 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.

It is requested to describe other possible Additional Services required for the scope of this project:

| <b>Description of the possible Additional Services</b> |
|--|
| Lead and Asbestos sampling                             |
|  |
|  |
|  |

The UPR establishes an amount of **\$5,000.00** for other possible **Additional Services**. The UPR reserves the right to adjust the Additional Services. Please refer to Section 5.1.8 for additional information regarding additional services for this RFP and resulting contract.



| COST PROPOSAL  |                              |           |
|--|------------------------------|-----------|
| #09034 - UPR Aguadilla (Edificio 705 Centro de Estudiantes (HMP), Edificio 633 Departamento de Administración de Empresas)   |                              |           |
| Estimated Construction Cost for the proposed development: \$_____ (required)<br>Professional design and supervision fees have been computed based on the estimated construction cost mention above:  |                              |           |
| PHASE  | TIME                         | FEE       |
| Basic Services:  |                              |           |
| Assessment and Scope of Work Alignment<br>(Validates the damages, preliminary plans and cost estimate, development of the scope alignment and/or improved project strategy for submit to FEMA/COR3.) | ____ days                    | \$        |
| Construction Documents   | ____ days                    | \$        |
| Bidding and Negotiation  | N/A                          | \$        |
| <b>Design Subtotal:</b>  | N/A                          | \$        |
| <b>Supervision:</b>  | ____ months x \$____ monthly | \$        |
| <b>Basic Services TOTAL*:</b>  |                              | <b>\$</b> |
| <b>Additional Services:</b><br>• As-Built  | ____ days                    | \$        |
| <b>Reimbursable Expenses**:</b><br>For fees, stamps, and filing costs related to endorsements and permits from permit regulatory offices.  | N/A                          | \$        |
| _____ (\$_____)  |                              |           |
| <b>Total GROUP: #09034 (Basic services total + As-Built + reimbursable expenses). Write the total amount 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.

Initials \_\_\_\_\_

\*\*For 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.

It is requested to describe other possible Additional Services required for the scope of this project:

| <b>Description of the possible Additional Services</b> |
|--|
| Lead and Asbestos sampling                             |
|  |
|  |
|  |

The UPR establishes an amount of **\$5,000.00** for other possible **Additional Services**. The UPR reserves the right to adjust the Additional Services. Please refer to Section 5.1.8 for additional information regarding additional services for this RFP and resulting contract

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

| <b>Fees for Professional Services</b> |                     |
|---------------------------------------|---------------------|
|                                       | <b>Fee per hour</b> |
|                                       |                     |
|                                       |                     |
|                                       |                     |
|                                       |                     |
|                                       |                     |

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:

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

\_\_\_\_\_

Date \_\_\_\_\_

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

\_\_\_\_\_

Date \_\_\_\_\_

Initials \_\_\_\_\_

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

Date \_\_\_\_\_

No Addendum was received in connection with this RFP. If no Addenda are 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>                 | _____<br>(Sign it in ink) |
| <b>Name:</b>                      |                           |
| <b>Title:</b>                     |                           |
| <b>Employers Social Security:</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)**

Initials \_\_\_\_\_

## 21. **APPENDIX E** **RESPONSE CHECKLIST**

Initials \_\_\_\_\_

## Response Checklist

In response to this RFP, the proponent certifies that the following requirements are met. Interested proponents are required to submit the completed Appendix E – Response Checklist along with the proposal for this RFP. The Response Checklist must accurately represent the content of the submitted documents. Failure to submit the documentation as indicated in the Response Checklist will result in the automatic disqualification of the proponent from consideration. No exceptions will be made to this requirement.

- Registered for participation for this RFP at [uprrecovery.rfp@upr.edu](mailto:uprrecovery.rfp@upr.edu). **Failure to register via email will result in automatic disqualification.**
- Letter of Intent 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, address, telephone, e-mail address, and SAM Entity Identifier Number. In addition, the letter of intent must identify the name and number of the RFP and date of submittal.
- Active** Registration on SAM.gov.
- Completed and signed Appendix A - Statement of the Bidder.
- Completed Part 1 through 6 in the Statement of the Bidder, Appendix A.
- Attached resumes of all firm personnel teamwork (or/and sub-contractors, specialized trades consultants, if any) who will be providing the services.
- Completed additional SOW Fee Percentage (%) in Appendix D – Cost Proposal.
- If any space does not apply in Appendix D – Cost Proposal, (N/A) or other information shall be placed instead.
- Acknowledgement of the Addendums in Appendix D – Cost Proposal, if applicable.
- Signed** and **sealed** Appendix D – Cost Proposal following the instruction in Section 7 - REQUIRED DOCUMENTS FOR THE SUBMISSION OF THE PROPOSAL.
- Federal Documents in Appendix B (Lobbying Certification, Non-Conflict of Interest Certification and Limited Denial of Participation Affidavit).
- 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.

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

**University of Puerto Rico at Aguadilla**

**1. GENERAL DATA OF THE PROJECTS:**

**A. #09060:**

**DI: 153218 Edificio 251 Educación Continua**

**DI: 153230 Edificio 768 Decanato de Estudiantes**

**DI: 249022 Edificio 253 Pagaduría Recursos Humanos**

**DI: 250247 Edificio 630 Departamento de Electrónica, Física (HMP)**

**B. #08284:**

**DI: 153222 Edificio 612 Departamento de Ciencias Naturales (HMP)**

**DI: 249552 Edificio 620 Departamento de Inglés, Ciencias Sociales (HMP)**

**C. #09724:**

**DI: 153221 Edificio 263 Departamento de Humanidades (HMP)**

**DI: 249025 Edificio 632 Admisiones, Servicios Médicos**

**DI: 249549 Edificio 252 Oficina de Rectoría**

**D. #07644**

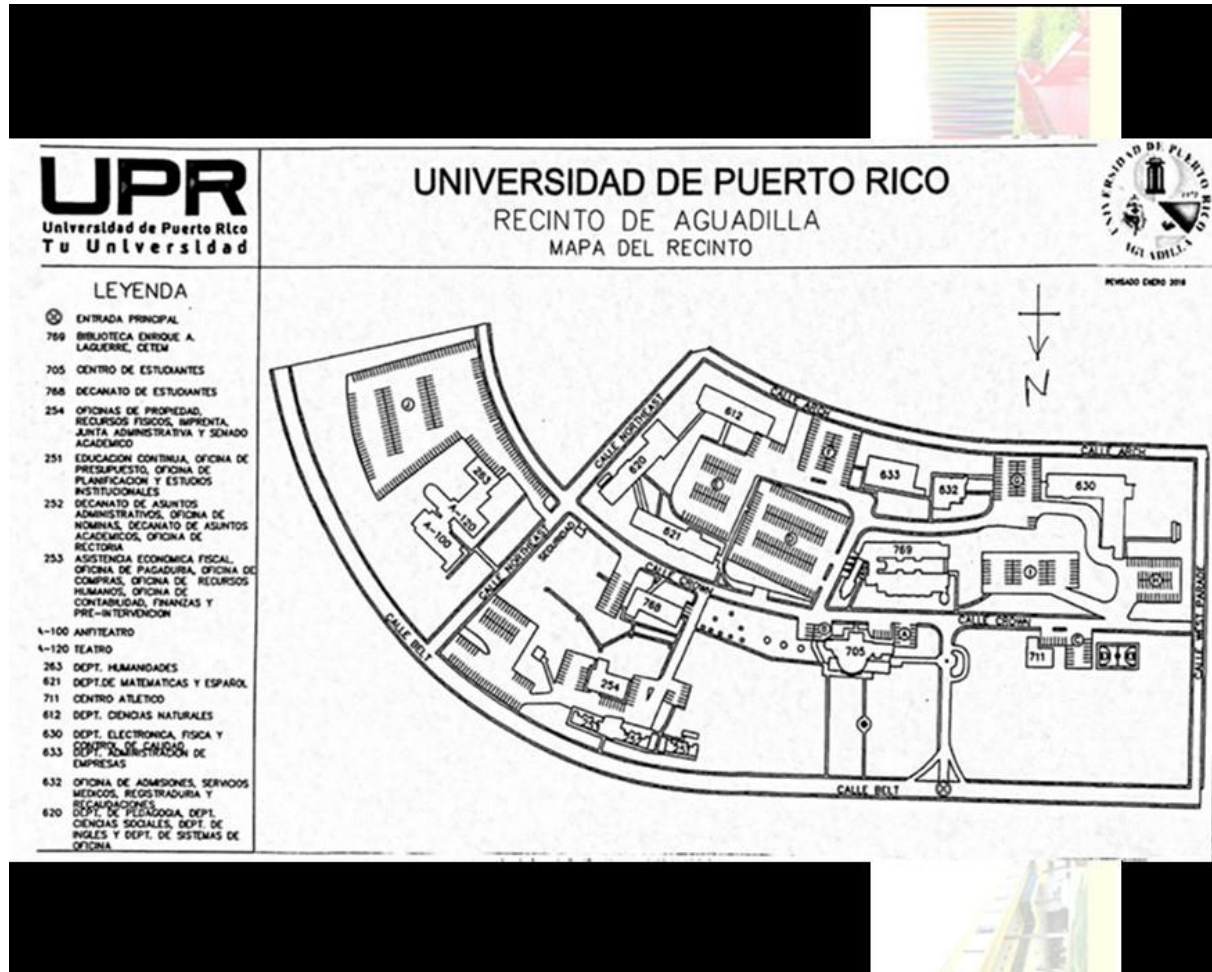
**DI: 153232 Edificio 769 Biblioteca Enrique A. Laguerre**

**E. #09034:**

**DI: 153228 UPR Aguadilla Edificio 705 Centro de Estudiantes (HMP)**

**DI: 249454 UPR Aguadilla Edificio 633 Departamento de Administración de Empresas**

**Location Plan**



**II. PROJECTS DESCRIPTION AND SCOPES:**

**A. PW 09060**

**i. Description**

The UPR Aguadilla Campus is situated on 35 acres in the City of Aguadilla.

**1. DI #153218 - UPR Aguadilla Edificio 251 Educación Continua**

**Facility Description:** The building is a 2 story, site cast, reinforced concrete building with a reinforced concrete roof with a modified bitumen with aggregate surfacing roof system over a four foot roof overhang. The interior includes reinforced concrete bearing walls with a reinforced concrete floor slab on grade. Interior finishes generally



consist of suspended acoustic ceiling, painted concrete walls, and ceramic tile with some vinyl tile on the concrete floor. This DI includes an annex consisting of a trailer room located at the south of the main building.

**Approx. Year Built:** 1941

**Location Description:** Arch Road, Maleza Baja, Aguadilla, Puerto Rico 00603.

**GPS Latitude/Longitude:** 18.50094, -67.13550

## 2. DI #153230 - UPR Aguadilla Edificio 768 Decanato de Estudiantes

**Facility Description:** The building is a 7,153 SF cast in place, reinforced concrete building including roof slab, with a bituminous built-up roofing system and a 3 FT overhang. The interior includes reinforced concrete bearing walls with a reinforced concrete floor slab on grade. Interior finishes generally consist of suspended acoustic ceiling, painted concrete or drywall and ceramic floor tile. This facility was in operation at the time of the event.

**Approx. Year Built:** 1941

**Location Description:** Arch Road, Maleza Baja, Aguadilla, Puerto Rico 00603.

**GPS Latitude/Longitude:** 18.50007, -67.13489

## 3. DI #249022 - UPR Aguadilla Edificio 253 Pagaduría Recursos Humanos

**Facility Description:** The UPR Aguadilla Edificio 253 Pagaduria Recursos Humanos building is a 5,498 SF, 2 story office building that was constructed in 1941 (76 years old). The west wall is a shared common wall between other structures. The structure is a site cast, reinforced concrete building with a reinforced concrete roof with Modified Bitumen (MB) roofing system (with granular surface) and 2 FT concrete overhang and a 2 FT high concrete parapet with the main roof that includes an additional 2 FT height of the building. The interior includes reinforced concrete floor slab on grade. Interior finishes generally consist of acoustic ceiling system, painted concrete or drywall and Vinyl Composition Tile. This facility was in operation at the time of the event.

**Approx. Year Built:** 1941

**Location Description:** University of Puerto Rico Aguadilla Campus, Arch Road, Maleza Baja, Aguadilla, Puerto Rico 00603

**GPS Latitude/Longitude:** 18.50104, -67.13477

## 4. DI #250247 - UPR Aguadilla Edificio 630 Departamento de Electrónica, Física

**Facility Description:** The UPR Aguadilla Edificio 630 Departamento de Electronica, Fisica building is a 21,571 SF, single story classroom building that was constructed in 1941 (77 years old). This building is a cast in-place, reinforced concrete building including the roof slab with a Modified Bitumen (MB) roofing system. The roof has a 2 FT overhang along building perimeter. The interior includes reinforced concrete bearing walls with a reinforced concrete floor slab on grade. Interior finishes generally consist of Acoustic Ceiling System and Vinyl Composition Tile. This facility was in operation at the time of the event.

**Approx. Year Built:** 1941

**Location Description:** University of Puerto Rico Aguadilla Campus, Arch Road, Maleza Baja, Aguadilla, Puerto Rico 00603

**GPS Latitude/Longitude:** 18.49851, -67.13738

**ii. SCOPE OF WORK- FEMA**

**1. DI #153218 - UPR Aguadilla Edificio 251 Educación Continua**

Below is a general description of the scope of work (SOW) to repair and restore facilities back to pre-disaster design, function, and capacity. Scope of work and their respective descriptions subdivided into Public Assistance (PA), Hazard Mitigation (HM) and any additional work:

| <b>Public Assistance (PA) – work to be performed:</b> |   |      |      |
|---|---|------|------|
|   | <b>General Damages</b>  | QTY  | UNIT |
|   | Clean, prepared and paint in-kind, 6,000 SF of painted wall                               | 6000 | SF   |
|   | Clean, prepared and paint in-kind, 65 SF of metal handrail paint, 125 LF                  | 65   | SF   |
|   | Remove and replace, in-kind, 10 SF of cement-based plaster and in-kind paint              | 10   | SF   |
|   | Remove and replace, in-kind, 1 each of wall mounted metal halide lamp, 100 watts          | 1    | EA   |
|   | <b>Roofing System:</b>  |      |      |
|   | Remove and replace in-kind 263 LF of flashing, 145 mils                                   | 263  | LF   |
|   | Remove and replace in-kind, 359 SF of modified bituminous coating roof membrane           | 359  | SF   |
|   | <b>Annex Trailer General Exterior:</b>  |      |      |
|   | Replace in-kind 1 each of window, aluminum frame and glass pane, French type, 2 FT x 3 FT | 1    | ea   |

|   |  |      |    |
|---|--|------|----|
|   | <b>Annex Trailer: Room D-110:</b>  |      |    |
|   | Remove and replace 40 SF of ceiling, 2 FT x 4 FT acoustic tile, suspended  | 40   | SF |
|   | <b>1st Story: Room D-108:</b>  |      |    |
|   | Remove and replace 80 SF of ceiling, 2 FT x 2 FT acoustic tile, suspended  | 80   | SF |
|   | Remove and replace in-kind, 1 each of recessed ceiling light 2 FT x 4 FT, fluorescent, 4 tube. This item includes the BBA work requirements of one (1) ceiling mounted occupancy sensors one (1) per each 600 SF of room area  | 1    | EA |
|   | <b>Room D-215</b>  |      |    |
|   | Remove and replace in kind, 32 LF of window seal   | 32   | LF |
| <b>HMP 406 Hazard Mitigation (HM) – work to be performed:</b> |  |      |    |
|   | • (II) Hazard Mitigation Proposal (HMP) Scope of Work: 6,000 SF of Waterproof coating for exterior walls. The mitigation measure is intended to reduce moisture through masonry walls, preventing similar damage to the exterior paint and interior water damages.   | 6000 | SF |
|   | (II) Hazard Mitigation Proposal (HMP) Scope of Work: install along the roofing system damaged area of 359 sf an additional "SBS modified bituminous membrane, heavyweight base sheet, 87 to 120 mil thick" and a Mopping, coal tar, 30 pounds per square. Applying an additional membrane will help to absorb energy from flying debris and protect roof membranes below, helping to mitigate damage to the roof and interior damages from water infiltration. | 359  | SF |

**BBA Scope:**

**Damage #153218; UPR Aguadilla Edificio 251 Educación Continua**

**System: Electrical**

**1. Disaster Related Damage Component:**

{02-002} Room D-108 (6FT x 11FT): Building Interior, 1 each of recessed ceiling light, 2FT x 4FT, fluorescent, 4 tube, damage caused by power surges and outages, 0% work completed.

{01-001} Room D-209 (7FT x 12FT): Building Interior, 1 each of recessed ceiling light, 2FT x

4FT, fluorescent, 4 tube, damage caused by power surges and outages, 0% work completed.

**2. BBA Details:**

**Education Sector Industry Standard:**

*Lighting Controls - 2018 IECC / Section C405.2 Lighting Controls (Mandatory)  
 C405.2.1 Occupant Sensor Controls.*

a. **Disaster Damage Work Required:** Remove and replace damaged number as noted above per classroom lighting fixtures.

b. **BBA Pre-disaster condition:** The lighting system in this classroom were operable prior to the event. Lighting fixtures are powered through an electrical circuit with a commercial type 1 pole lever switch.

c. **BBA Work required:** Install two (2) ceiling mounted occupancy sensors one (1) per each 600 SF of room area – damaged lighting is functional dependent on sensor to meet code requirement. Depending on the room sizes, several occupancy sensors will be necessary to operate lighting fixture system. The sensor shall be positioned in the ceiling, room area centered to allow for best functionality. New conduit and corresponding wiring will be necessary for sensor installation. Consider conduit installation to nearest lighting system junction box and wiring of sensor to existing circuit. Considering a minimum of 20ft of EMT conduit and 60ft of existing gauge electrical copper wire (minimum allowable: THWN #12 stranded copper wire). If the corresponding circuit wiring is not accessible, consider conduit and corresponding wiring to the nearest lighting panel board.

**2. DI #153230 - UPR Aguadilla Edificio 768 Decanato de Estudiantes**

Below is a general description of the scope of work (SOW) to repair and restore facilities back to pre-disaster design, function, and capacity. Scope of work and their respective descriptions subdivided into Public Assistance (PA), Hazard Mitigation (HM) and any additional work:

| <b>Public Assistance (PA) – work to be performed:</b> |  |      |      |
|---|--|------|------|
|   | <b>General Exterior:</b>   | QTY  | UNIT |
|   | Clean, prepared and paint in-kind, 1,696 SF of painted wall  | 1695 | SF   |
|   | Clean, prepared and paint in-kind, 66 SF of aluminum jalousie window (11 units of 2' x 3' windows)                   | 66   | SF   |
|   | Clean, prepared and paint in-kind, 54 SF of aluminum jalousie window (6 units of 3' x 3' windows)                    | 54   | SF   |
|   | Clean, prepared and paint in-kind, 504 SF of aluminum jalousie window (28 units of 3' x 3' windows)                  | 504  | SF   |
|   | Replace in-kind, 9 SF of door glass pane   | 9    | SF   |
|   | <b>General Interior:</b>   |      |      |
|   | Remove and replace 52 SF of ceiling, 2 FT x 2 FT acoustic tile system, suspended, included acoustical tiles and grid | 52   | SF   |

| <b>HMP 406 Hazard Mitigation (HM) – work to be performed:</b>   |   |      |    |
|---|---|------|----|
|   | (II) Hazard Mitigation Proposal (HMP) Scope of Work: In order to prevent or reduce future damages from similar events, the applicant proposed the following mitigation measures:<br>• 1,696 SF of Waterproof coating for exterior walls. The mitigation measure is intended to reduce moisture through masonry walls, preventing similar damages to the exterior paint and interior water damages.                  | 1696 | SF |
|   | • Glass Pane. To mitigate the glass pane damage, the applicant proposes to install a security film as follows: "Security film, with structural adhesive, 14 mil, 1/4" x 1/4" adhesive bead, excl. glass" along the 9 sf of replaced glass pane. This mitigation measure will make this damaged area more resilient against the cause of damage of this item that will produce a similar event like hurricane Maria. | 9    | SF |
|   | A/C Units of WC. To mitigate the 12,000 BTU and 18,000 BTU A/C Units damage, the applicant proposes to install a surge suppressor device for each unit to protect it against voltage fluctuation and power surge. This mitigation measure will minimize or avoid damage as a consequence of voltage fluctuation.  | 2    | EA |
| <b>Additional and /or SOW Change – work to be consider as alternative procedure (improve project) instead of paint the windows:</b> |   |      |    |
|   | Remove and replace, 66 SF of aluminum jalousie window (11 units of 2' x 3'windows)  |      |    |
|   | Remove and replace, 54 SF of aluminum jalousie window (6 units of 3' x 3'windows)   |      |    |
|   | Remove and replace, 504 SF of aluminum jalousie window (28 units of 3' x 3'windows)   |      |    |
|   |   |      |    |

**3. DI #249022 - UPR Aguadilla Edificio 253 Pagaduría Recursos Humanos**

Below is a general description of the scope of work (SOW) to repair and restore facilities back to pre-disaster design, function, and capacity. Scope of work and their respective descriptions subdivided into Public Assistance (PA), Hazard Mitigation (HM) and any additional work:

| <b>PA 428</b> |  |      |      |
|---------------|--|------|------|
|               | <b>General Exterior:</b>   | QTY  | UNIT |
|               | Clean, prepared and paint in-kind, 1,389 SF of painted wall                                      | 1389 | SF   |
|               | Remove and replace in-kind and paint, 3.3 SF of parapet wood trim, damages on 10 LF of wood trim | 10   | LF   |
|               | <b>Roofing System:</b>   |      |      |

|   |   |      |    |
|---|---|------|----|
|   | Remove and replace in-kind, 767 SF of modified bituminous coating roof membrane   | 767  | SF |
|   | <b>2nd Floor Bathroom G-203 (5 FT x 8 FT):</b>  |      |    |
|   | Remove and replace in-kind, 1 each of ceiling light fixture, fluorescent, 4 IN glass globe, surface mounted.  | 1    | EA |
|   | <b>2nd Floor Room G-205 Storage (8 FT x 12 FT):</b>   |      |    |
|   | Remove and replace in-kind, 15 SF of flooring vinyl composition tile, 12 IN x 12 IN   | 15   | SF |
|   | Remove and replace in-kind, 1 each of ceiling light fixture, fluorescent, 6 IN round, recessed. This item includes the BBA work requirements of one (1) ceiling mounted occupancy sensors one (1) per each 600 SF of room area  | 1    | EA |
| <b>HMP 406 Hazard Mitigation (HM) – work to be performed:</b> |   |      |    |
|   | 1,389 SF of Waterproof coating for exterior walls. The mitigation measure is intended to reduce moisture through masonry walls, preventing similar damages to the exterior paint and interior water damages.  | 1389 | SF |
|   | Install along the roofing system damaged area of 767 sf an additional "SBS modified bituminous membrane, heavyweight base sheet, 87 to 120 mil thick" and a Mopping, coal tar, 30 pounds per square. Applying an additional membrane will help to absorb energy from flying debris and protect roof membranes below, helping to mitigate damage to the roof and interior damages from water infiltration.   | 767  | SF |
|   | Lighting fixtures and A/C Units. To mitigate the Lighting Fixture and A / C Units damage, the applicant proposes to install an electrical surge protector in the electrical system. Will install a" XN50 -120/208 - 3GY Joslyn Hi-Voltage Surge Protective Devices, TransEnd50 Series" or similar, to avoid or minimize the damage caused by voltage fluctuation to electrical units and lighting fixtures. | 1    | EA |

**BBA Scope:**

**Damage #249022; UPR Aguadilla Edificio 253 Pagaduría Recursos Humanos**

**System: Electrical**

1. Disaster Related Damage Component:

{01-003} 2nd Floor Bathroom G-203 (5 FT x 8 FT): Building Interior, 1 each of ceiling, lighting fixture, fluorescent, 4 IN glass globe, surface mounted, inoperable caused by voltage fluctuation, 0% work completed.

{02-008} 1st Floor Room F-114 (10 FT x 12 FT): Building Interior, 2 each of ceiling, lighting fixture, fluorescent, 6 IN round, recessed, inoperable caused by voltage fluctuation, 0% work completed.

**2. BBA Details:**

**Education Sector Industry Standard:**

*Lighting Controls - 2018 IECC / Section C405.2 Lighting Controls (Mandatory)  
 C405.2.1 Occupant Sensor Controls.*

a. **Disaster Damage Work Required:** Remove and replace damaged number as noted above per classroom lighting fixtures.

b. **BBA Pre-disaster condition:** The lighting system in this classroom were operable prior to the event. Lighting fixtures are powered through an electrical circuit with a commercial type 1 pole lever switch.

c. **BBA Work required:** Install two (2) ceiling mounted occupancy sensors one (1) per each 600 SF of room area – damaged lighting is functional dependent on sensor to meet code requirement. Depending on the room sizes, several occupancy sensors will be necessary to operate lighting fixture system. The sensor shall be positioned in the ceiling, room area centered to allow for best functionality. New conduit and corresponding wiring will be necessary for sensor installation. Consider conduit installation to nearest lighting system junction box and wiring of sensor to existing circuit. Considering a minimum of 20ft of EMT conduit and 60ft of existing gauge electrical copper wire (minimum allowable: THWN #12 stranded copper wire). If the corresponding circuit wiring is not accessible, consider conduit and corresponding wiring to the nearest lighting panel board.

**4. DI #250247 - UPR Aguadilla Edificio 630 Departamento de Electrónica, Física (HMP)**

Below is a general description of the scope of work (SOW) to repair and restore facilities back to pre-disaster design, function, and capacity. Scope of work and their respective descriptions subdivided into Hazard Mitigation (HM) and any additional work:

| <b>HMP 406 Hazard Mitigation (HM) – work to be performed:</b>        |   |      |    |
|--|---|------|----|
|  | 2,604 SF of Waterproof coating for exterior walls. The mitigation measure is intended to reduce moisture through masonry walls, preventing similar damages to the exterior paint and interior water damages.  | 2604 | SF |
|  | To mitigate the Lighting Fixture and A/C Units damage, the applicant proposes to install an electrical surge protector in the electrical system. Will install a" XN50 -120/208 -3GY Joslyn Hi-Voltage Surge Protective Devices, TransEnd50 Series" or similar, to avoid or minimize the damage caused by voltage fluctuation to electrical units and lighting fixtures. | 1    | EA |
| <b>Wind Retrofit Hazard Mitigation (HMP) – work to be performed:</b> |   |      |    |

|  |  |  |  |
|--|--|--|--|
|  | A. Roof Mitigation:<br>A.1 Install 21,571 sf of an additional SBS modified bituminous membrane, heavyweight base sheet, 87 to 120 mil thick with Mopping, coal tar, 30 pounds per square to the roofing system.  |  |  |
|  | A.2 Install 21,571 sf of insulation or light weight cementitious fill sloped to facilitate drainage. (A slope 3" to 0" with lightweight concrete was considered for cost calculation = $(21,571 \text{ sf} \times 3"/12 = 5,392.75 \text{ cf} / 2 = 2,696.38 \text{ cf}/27 = 99.9 \text{ cy})$ |  |  |
|  | A.3 Install an Aluminum shingles, end wall flashing with concrete screws every 2', .024" thick along the 868 LF of roof perimeter to protect the roofing system layers against the strong winds.   |  |  |
|  | A.4 Cover and seal electrical, data and telecom conduit boxes with estimate dimensions of 1.5' X 1.5' = 2.25 sf with a Sheet metal flashing, stainless steel, flexible sheets, .025" thick, 24 gauge   |  |  |
|  | A.5 Will remove 2 of obsolete A/C Unit equipment (Actually not in use).  |  |  |
|  | B. Openings Mitigation: Window Mitigation:<br>B.1 Remove and replace 132 EA of – Assuming 3' X 5' = 15 sf of jalousie windows using windows, aluminum, Commercial grade, Stock units, Awning Type (Jalousie), Standard Glass up to 21.33sq.ft. (1,980.51 sf of windows as per Total area.      |  |  |
|  | Door Mitigation<br>B.2 Install windows/door shutters (FEMA Repetitive) in an existing Glass Door with dimension 4½" w x 86 ½" h Total area for door shutters = $4.5' \times (86.5/12)' = 32.44 \text{ sf}$   |  |  |
|  | C. Load Path Mitigation<br>Anchoring Assembly for Roof and Wall mounted A/C Units  |  |  |
|  | C.1 Install 27 EA – (FEMA Repetitive) 3'X3'X3' A/C Anchoring System for A/C Units installed on the roof 27 units to be anchored  |  |  |
|  | C.2 Install 3 EA. – (FEMA Repetitive) Equipment Anchoring Assembly - 6'x6'x6' Volume for the three-water reservoir tank installed at the roof. 3 tanks   |  |  |
|  | C.3 To strengthen the 93 Photovoltaic panels with 206 anchoring clips in the roof of Building will install a stainless-steel flat washer with a stainless-steel lock washer at each clip to keep it tight and avoid vibration and possible rupture due to strong winds.                        |  |  |

**B. PW 08284**

**i. Description:**

The UPR Aguadilla Campus is situated on 35 acres in the City of Aguadilla.

**1. DI#153222; UPR Aguadilla Edificio 612 Departamento de Ciencias Naturales**



**Facility Description:** Cast in place reinforced concrete building including roof slab with a bituminous built- up roofing system and one foot overhang. The interior includes reinforced concrete bearing walls with a reinforced concrete floor slab on grade. Interior finishes generally consist of suspended acoustic ceiling, painted concrete and vinyl floor tile. The building houses classrooms and faculty offices and was in use at the time of the event.

**Approx. Year Built:** 1941

**Location Description:** Arch Road, Maleza Baja, Aguadilla, Puerto Rico 00603.

**GPS Latitude/Longitude:** 18.49876, -67.13513

**2. DI #249552; UPR Aguadilla Edificio 620 Departamento de Inglés, Ciencias Sociales**

**Facility Description:** The building is a site cast, reinforced concrete building with a reinforced concrete roof with a bituminous built-up roof system over a two foot roof overhang. The interior includes reinforced concrete bearing walls with a reinforced concrete floor slab on grade. Interior finishes generally consist of suspended acoustic ceiling and vinyl floor tile. There were no elevators identified in this building.

**Approx. Year Built:** 1941

**Location Description:** Arch Road, Maleza Baja, Aguadilla, Puerto Rico 00603.

**GPS Latitude/Longitude:** 18.49931, -67.13461

**ii. SCOPE OF WORK- FEMA**

**1. DI#153222; UPR Aguadilla Edificio 612 Departamento de Ciencias Naturales**

Below is a general description of the scope of work (SOW) to repair and restore facilities back to pre-disaster design, function, and capacity. Scope of work and their respective descriptions subdivided into Hazard Mitigation (HM) and any additional work:

| <b>HMP 406</b> |   |   |    |
|----------------|---|---|----|
|                |   |   |    |
|                | <b>Surge Protector:</b>   |   |    |
|                | 1. Install 1 EA facility surge protector as a comprehensive mitigation alternative to protect all electronic equipment in the facility from failure caused by power surges. (supplementary) | 1 | SF |
|                | <b>Acoustic Ceiling Mitigation:</b>   |   |    |

|  |  |       |    |
|--|--|-------|----|
|  | <p>2. Replace 1,204 SF of acoustic ceiling tiles with water resistant units to prevent water damage and mold growth from water intrusion.<br/>                 01-006} Third Floor Room R313 (20FT x 22FT):<br/>                 Remove and replace 160 SF of ceiling, 2FT x 2FT acoustic tile, suspended.<br/>                 {02-009} Second Floor Room R218 (20FT x 32FT):<br/>                 Remove and replace 16 SF, 2FT x 4FT acoustic tile, suspended.<br/>                 {02-011} Second Floor Room R221A (15FT x 20FT):<br/>                 Remove and replace 168 SF of ceiling, 2FT x 2FT acoustic tile, suspended.<br/>                 {02-014} Second Floor Room R209 (10FT x 15FT):<br/>                 Remove and replace 112 SF of ceiling, 2FT x 2FT acoustic tile, suspended.<br/>                 {03-018} First Floor Room R109 (15FT x 20FT):<br/>                 Remove and replace 252 SF of ceiling, 2FT x 2FT acoustic tile, suspended.<br/>                 {03-019} First Floor Room R105 (15FT x 20FT):<br/>                 Remove and replace 240 SF of ceiling, 2FT x 2FT acoustic tile, suspended.<br/>                 {03-024} First Floor Room R109 (20FT x 20FT):<br/>                 Remove and replace 256 SF of ceiling, 2FT x 2FT acoustic tile, suspended.</p> | 1204  | EA |
|  | <b>VCT Floor and Vinyl base:</b>   |       |    |
|  | <p>3. Replace 1,200 SF of regular adhesive with a waterproof underlayment for vinyl floors. (supplementary)<br/>                 {02-017} Second Floor Hallway (10FT x 200FT):<br/>                 Remove and replace with in kind material, design, color, hardware and workmanship 1,200 SF of VCT, 12IN x 12IN.</p>  | 1200  | SF |
|  | <p>4. Replace 105.3 SF of regular adhesive with a waterproof underlayment for vinyl base floor. (supplementary)</p>  | 105.3 | EA |

**2. DI #249552; UPR Aguadilla Edificio 620 Departamento de Inglés, Ciencias Sociales**

Below is a general description of the scope of work (SOW) to repair and restore facilities back to pre-disaster design, function, and capacity. Scope of work and their respective descriptions subdivided into Hazard Mitigation (HM) and any additional work:

|                |  |      |    |
|----------------|--|------|----|
| <b>HMP 406</b> |  |      |    |
|                |  |      |    |
|                | <b>Acoustic Ceiling Mitigation:</b>  |      |    |
|                | <p>1. Replace 7,823 SF of acoustic ceiling tiles with water resistant units to prevent water damage and mold growth from water intrusion</p> | 7823 | SF |
|                | <b>VCT Floor and Vinyl base:</b>   |      |    |
|                | <p>2. Replace 930 SF of regular adhesive with a waterproof underlayment for vinyl floors. (supplementary)</p>                                |      |    |

|  |   |   |    |
|--|---|---|----|
|  | 3. Replace 574.7 SF of regular adhesive with a waterproof underlayment for vinyl base floor. (0.333 x 1,724 LF = 574.7) supplementary | 1 | EA |
|--|---|---|----|

**C. PW 09724**

**i. Description:**

The UPR Aguadilla Campus is situated on 35 acres in the City of Aguadilla.

**1. Damage #153221; UPR Aguadilla Edificio 263 Departamento de Humanidades (HMP)**

**Facility Description:** The Humanities Department building is a cast-in-place, reinforced concrete building with reinforced concrete roof system both 2:12 pitched (gable roof). The gable roof includes a two-foot overhang. The interior includes drywall and reinforced concrete bearing walls with a reinforced concrete floor slab on grade. Interior finishes generally consist of suspended acoustic ceiling, painted concrete, and vinyl floor tile. This area includes a separate, small, square shape cast-in-place room annex to the structure which serves as security guard shack. This portion of the building is mainly used to as classrooms having bathrooms and an interior corridor. The Theater (A-120) area is a cast-in-place, reinforced concrete building with reinforced concrete roof system, both flat and 2:12 pitched (gable roof). The pitched roof includes a two-foot overhang. The interior includes drywall and reinforced concrete bearing walls with a reinforced concrete floor slab on grade. Interior finishes generally consist of suspended acoustic ceiling, painted concrete and vinyl floor tile. This portion of the building is mainly used as a Theater, but contains classrooms, bathrooms, and corridors. The Amphitheater annex (A-100) area is a cast-in-place, reinforced concrete building with reinforced concrete roof system, both flat and 2:12 pitched (gable roof). The gable roof includes a three-foot overhang. On the southern side of this area there is a concrete bell tower that is approximately 50 FT in height having the campus logo attached to it. The interior includes drywall and reinforced concrete bearing walls with a reinforced concrete floor slab on grade. Interior finishes generally consist of acoustic ceiling, painted concrete and vinyl floor tile. This portion of the building is mainly used as an amphitheater, but contains classrooms, bathrooms, corridors, mechanical rooms, and covered walkways. The facility was in used at the time of the storm event.

**Approx. Year Built:** 1941

**Location Description:** Arch Road, Maleza Baja, Aguadilla, Puerto Rico 00603.

**GPS Latitude/Longitude:** 18.49971, -67.13359

## 2. Damage #249025; UPR Aguadilla Edificio 632 Admisiones, Servicios Médicos

**Facility Description:** The UPR Aguadilla 632 Admisiones, Servicios Medicos building is a 7,767 SF, single story administrative and health care structure that was constructed in 1941 (77 years old). The building is a site cast, reinforced concrete building structure with a reinforced concrete roof and a Modified Bitumen (MB) roofing system. The building interior includes reinforced concrete bearing walls with a reinforced concrete floor slab on grade. Building interior finishes generally consist of Acoustic Ceiling System, painted concrete or drywall walls and Vinyl Composition Tile. This facility was in operation at the time of the event.

**Approx. Year Built:** 1941

**Location Description:** Arch Road, Maleza Baja, Aguadilla, Puerto Rico 00603.

**GPS Latitude/Longitude:** 18.49873, -67.13688

## 3. Damage #249549; UPR Aguadilla Edificio 252 Oficina de Rectoría

**Facility Description:** The UPR Aguadilla Edificio 252 Oficina de Rectoría building is a 4,200 SF 2 story office structure that was constructed in 1941 (76 years old). The east wall is a shared common wall between other buildings. The structure is a site cast, reinforced concrete structure with a reinforced concrete roof, Modified Bitumen (MB) roofing system (with granular surface) and 1.5 FT concrete overhang. The interior includes reinforced concrete bearing walls with a reinforced concrete floor slab on grade. Interior finishes generally consist of acoustic ceiling system, painted concrete or drywall, and Vinyl Composition Tile. This facility was in operation at the time of the event.

**Approx. Year Built:** 1941

**Location Description:** Arch Road, Maleza Baja, Aguadilla, Puerto Rico 00603.

**GPS Latitude/Longitude:** 18.50107, -67.13513

### ii. SCOPE OF WORK- FEMA

#### 1. Damage #153221; UPR Aguadilla Edificio 263 Departamento de Humanidades (HMP)

Below is a general description of the scope of work (SOW) to repair and restore facilities back to pre-disaster design, function, and capacity. Scope of work and their respective descriptions subdivided into Hazard Mitigation (HM) and any additional work:

| <b>HMP 406</b> |  |       |    |
|----------------|--|-------|----|
|                | <b>Building E-263</b>  |       |    |
|                | <ul style="list-style-type: none"> <li>▪ The scope of work for the [CAR1] roof of building E-263 is to provide and install 4,978 square feet of SBS Modified Bitumen Roof Assembly per FEMA Approved Repetitive HMP.</li> </ul>  | 4978  | SF |
|                | <ul style="list-style-type: none"> <li>▪ Amphitheater:</li> </ul>  |       |    |
|                | <ul style="list-style-type: none"> <li>▪ The scope of work for the [CAR2] roof of building E-263 is to provide and install 10,540 square feet of SBS Modified Bitumen Roof Assembly per FEMA Approved Repetitive HMP.</li> </ul> | 10540 | SF |
|                | <ul style="list-style-type: none"> <li>▪ Provide and Apply 11,750 square feet of Waterproof Coating for exterior walls to avoid humidity, fungi and peeling on the wall.</li> </ul>  | 11750 | SF |
|                | <ul style="list-style-type: none"> <li>▪ Theater Area:</li> </ul>  |       |    |
|                | <ul style="list-style-type: none"> <li>▪ Provide and Apply 14,100 square feet of Waterproof Coating for exterior walls to avoid humidity, fungi and peeling on the wall.</li> </ul>  | 14100 | SF |

**2. Damage #249025; UPR Aguadilla Edificio 632 Admisiones, Servicios Médicos**

Below is a general description of the scope of work (SOW) to repair and restore facilities back to pre-disaster design, function, and capacity. Scope of work and their respective descriptions subdivided into Public Assistance (PA), Hazard Mitigation (HM) and any additional work:

| <b>PA 428</b> |   |            |             |
|---------------|---|------------|-------------|
|               | <b>Building Damage:</b>   | <b>QTY</b> | <b>UNIT</b> |
|               | {00-001} General Exterior   |            |             |
|               | A. Prepare, paint, in-kind, Ext., 350 SF of surfaces  | 350        | SF          |
|               | B. Prepare, paint, in-kind Ext., 30 each window, 3 FT x 5 FT, jalousie, aluminum  | 30         | EA          |
|               | C. Replace, in-kind, Ext., awning, fabric/acrylic, 6 FT(W), alum tube frame, 180LF  | 180        | LF          |
|               | D. Remove, replace, Ext., 42 SF door, sliding, aluminum, 3.5 FT x 3.5 FT glass pane – to match performance requirements entire door glass was changed | 42         | SF          |
|               | {00-004} Room I-102 (10 FT x 20 FT)   |            |             |
|               | A. Remove, replace, in-kind, Int., 16 SF ceiling system, acoustic tile, 2 FT x 2 FT   | 16         | SF          |
|               | {00-005} Room I-103 (10 FT x 10 FT)   |            |             |
|               | A. Remove, replace, in-kind, Int., 24 SF ceiling system, acoustic tile, 2 FT x 2 FT   | 24         | EA          |
|               | B. Prepare, paint, in-kind, Int., 400 SF of wall  |            |             |
|               | {00-007} Room I-107 (10 FT x 10 FT)   |            |             |

|                |  |     |    |
|----------------|--|-----|----|
|                | A. Remove, replace, in-kind, 12 SF ceiling system acoustic tile, 2FT x 2FT, suspended  | 12  | SF |
|                | B. Prepare, paint, in-kind, Int., 40 SF wall   | 40  | SF |
|                | {00-008} Room I-112 (12 FT x 12 FT)  |     |    |
|                | A. Remove, replace, in-kind, 24SF ceiling system acoustic tile, 2FT x 2FT, suspended   | 24  | SF |
|                | {00-009} Room I-119 (14 FT x 20 FT)  |     |    |
|                | A. Remove, replace, in-kind, 140SF ceiling system acoustic tile, 2FT x 2FT, suspended  | 140 | SF |
|                | B. Prepare, paint, in-kind, Int., 680 SF of wall   | 680 | SF |
|                | C. Remove, replace, in-kind, Int., flooring, cove base, vinyl, 4 IN, 34 LF long  | 34  | LF |
|                | {00-010} Room I-121 (18 FT x 14 FT)  |     |    |
|                | A. Remove, replace, in-kind, Int., 72 SF ceiling system, acoustic tile, 2 FT x 2 FT, suspended   | 72  | SF |
| <b>HMP 406</b> |  |     |    |
|                |  |     |    |
|                | In order to prevent or reduce future damages from similar events, the applicant proposed the following mitigation measures: All the mitigation done in this HMP is based on the quantities indicated in Public Assistance estimate, quote amounts are greater than the DDD. The mitigation will avoid or minimize the water infiltration thru the concrete roof that cause rust to the reinforced bars, podding and interior properties damages. |     |    |
|                | § Building E-632   |     |    |
|                | Provide and Apply one coat of paint 350 square feet  | 350 | EA |

### 3. Damage #249549; UPR Aguadilla Edificio 252 Oficina de Rectoría

Below is a general description of the scope of work (SOW) to repair and restore facilities back to pre-disaster design, function, and capacity. Scope of work and their respective descriptions subdivided into Public Assistance (PA), Hazard Mitigation (HM) and any additional work:

|               |  |     |      |
|---------------|--|-----|------|
| <b>PA 428</b> |  |     |      |
|               | <b>Building Damage:</b>  | QTY | UNIT |
|               | {00-001} General Exterior  |     |      |
|               | A. Prepare, paint, in-kind, Ext., 920 SF surfaces  | 920 | SF   |
|               | {00-002} Roofing System  |     |      |
|               | A. Remove, replace, in-kind, Ext., 638SF Mod. Bit. (MB) roof systemw/granular surface B. Remove, replace, in-kind, Ext., flashing, metal, 18 IN, 254 FT long | 638 | SF   |
|               | {01-003} General Interior  |     |      |

Initials \_\_\_\_\_

|                |  |      |    |
|----------------|--|------|----|
|                | A. Prepare, paint, in-kind, Int., 690 SF surfaces  | 690  | LF |
| <b>HMP 406</b> |  |      |    |
|                | In order to prevent or reduce future damages from similar events, the applicant proposed the following mitigation measures: All the mitigation done in this HMP is based on the quantities indicated in Public Assistance estimate, quote amounts are greater than the DDD. The mitigation will avoid or minimize the water infiltration thru the concrete roof that cause rust to the reinforced bars, podding and interior properties damages.   |      |    |
|                | <b>Building E-252</b>  |      |    |
|                | <ul style="list-style-type: none"> <li>▪ Provide and Apply 920 square feet of Waterproof Coating for exterior walls to avoid humidity, fungi and peeling on the wall.</li> </ul>   | 920  | SF |
|                | <ul style="list-style-type: none"> <li>▪ The scope of work for the[CAR1] roof of building E-252 is to provide and install 2,100 square feet of SBS Modified Bitumen Roof Assembly per FEMA Approved Repetitive HMP. The roof was damage on a section of 638 square feet that is equivalent to <math>=638/2100=30.38\%</math>, based on this percent I took the decision of repair the entire roof. The action will save money to FEMA in future events due to raising cost. 2100 SF</li> </ul> | 2100 | SF |

**D. PW 07644**

**i. Description:**

**1. DI: 153232 UPR Aguadilla Edificio 769 Biblioteca Enrique A. Laguerre**

**Facility Description:** The UPR Aguadilla Edificio 769 Biblioteca Enrique A. Laguerre building is a 55,040 SF two story structure. Reinforced concrete building including roof slab with bituminous built-up roofing system and a four foot overhang. Building cladding includes one foot concrete fascia panels. Building interior consists of concrete bearing walls and a concrete slab on grade. Interior finishes generally consist of suspended acoustic ceiling, painted concrete or drywall and vinyl floor tiles. The building is used as the campus library and was in use at the time of the event.

**Approx. Year Built:** 2010

**Location Description:** Arch Road, Maleza Baja, Aguadilla, Puerto Rico 00603.

**GPS Latitude/Longitude:** 18.49948, -67.13626

**ii. SCOPE OF WORK- FEMA**

**1. DI: 153232 UPR Aguadilla Edificio 769 Biblioteca Enrique A. Laguerre**

Below is a general description of the scope of work (SOW) to repair and restore facilities back to pre-disaster design, function, and capacity. Scope

of work and their respective descriptions subdivided into Public Assistance (PA), Hazard Mitigation (HM) and any additional work:

| <b>PA 428</b> |   |       |    |
|---------------|---|-------|----|
|               | <b>Building Damage:</b>   |       |    |
|               | {00-001} Building Envelope:   |       |    |
|               | A. Prepare and paint 31,824 SF of exterior concrete painted surfaces.   | 31824 | SF |
|               | B. Remove and replace 24 light, 4 IN DIA, fluorescent, recessed.  | 24    | EA |
|               | C. Remove and replace 160 SF of security metal gate surfacing, 1/2 IN square bar, 20FT x 8FT, painted.                    | 160   | SF |
|               | D. Remove and replace 1 window, glass 3FT x 3FT, ALU frame.   | 1     | EA |
|               | E. Remove and replace 1 door and frame, double, HM, metal frame, painted, 96IN x 96IN.                                    | 1     | EA |
|               | {00-001M} Library, Ground Level Chiller:  |       |    |
|               | F. Remove and replace 1 Carrier, 120 TON, 480 V, 3 Phase chiller, air cooled, packaged unit.                              | 1     | EA |
|               | G. Remove and replace 1 Baldor, 460 V, 3 Phase, Frame 215 chilled water pump motor.                                       | 1     | EA |
|               | H. Repair 1 TRANE Chiller, CGAM, 80 TON, 480 V, 60 Hz, 3 Phase chiller, air cooled, low voltage component and compressor. | 1     | EA |
|               | {00-002} Roofing System:  |       |    |
|               | K. Remove and replace 26,660 SF of modified bitumen with granular surface. See scope note 1.                              | 26660 | SF |
|               | {00-003} General:   |       |    |
|               | L. Prepare and paint 84,500 SF of building interior painted surfaces.   | 84500 | SF |
|               | {01-004} Second Floor Library Main (9,000 SF):  |       |    |
|               | M. Remove and replace 1,050 SF of curtain wall, 30FT x 35FT, glazing, seal.   | 1050  | SF |
|               | O. Remove and replace base, 4 IN vinyl, 380 LF long.  | 380   | LF |
|               | P. Remove and replace 9,000 SF of floor, VCT, 12IN x 2IN.   | 9000  | SF |
|               | {01-005} Second Floor Room 253 (16FT x 20FT):   |       |    |
|               | R. Remove and replace 320 SF of floor, VCT, 12IN x 12IN.  | 320   | SF |
|               | {01-006} Second Floor Room 254 (10FT x 20FT):   |       |    |
|               | S. Remove and replace base, 4 IN vinyl, 60 LF long.   | 60    | LF |
|               | T. Remove and replace 200 SF of floor, VCT, 12IN, x 12IN.   | 200   | SF |
|               | {01-007} Second Floor Room 255 (10FT x 20FT):   |       |    |
|               | U. Remove and replace base, 4 IN vinyl, 60 LF long.   | 60    | SF |
|               | V. Remove and replace 200 SF of floor, VCT, 12IN x 12IN.  | 200   | SF |
|               | {01-008} Second Floor Room 256 (10FT x 20FT):   |       |    |
|               | W. Remove and replace base, 4 IN vinyl, 60 LF long.   | 60    | LF |
|               | X. Remove and replace 200 SF of floor, VCT, 12IN x 12IN.  | 200   | SF |
|               | {01-009} Second Floor Room 257 (10FT x 10FT):   |       |    |
|               | Y. Remove and replace 2 skylight, 3FT x 3FT.  | 2     | EA |



|   |  |     |    |
|---|--|-----|----|
| Z.  | Remove and replace 2 light, 2FT x 4FT fluorescent, 4 tube, recessed.       | 2   | EA |
| AA.   | Remove and replace base, 4 IN vinyl, 40 LF long.                           | 40  | LF |
| BB.   | Remove and replace 100 SF of floor, VCT, 12IN x 12IN.                      | 100 | SF |
| {01-010} Second Floor Hall (12FT x 26FT):     |  |     |    |
| CC.   | Remove and replace 144 SF of ceiling, 2FT x 2FT acoustic tile, suspended.  | 144 | SF |
| DD.   | Remove and replace 312 SF of floor, VCT, 12IN x 12IN.                      | 312 | SF |
| {01-010} Second Floor Hall (12x26):           |  |     |    |
| EE.   | Remove and replace base, 4 IN vinyl, 76 LF long.                           | 76  | LF |
| {01-011} Second Floor Room 271 (6FT x 12FT):  |  |     |    |
| FF.   | Remove and replace base, 4 IN vinyl, 36 LF long.                           | 36  | LF |
| GG.   | Remove and replace 72 SF of floor, VCT, 12IN x 12IN.                       | 72  | SF |
| {01-012} Second Floor Room 272 (150 SF):      |  |     |    |
| HH.   | Remove and replace 1 electrical, smoke detector.                           | 1   | EA |
| II.   | Remove and replace 1 each of AC, split unit, 18,000 BTU.                   | 1   | EA |
| KK.   | Remove and replace 150 SF of floor, VCT, 12IN x 12IN.                      | 150 | SF |
| {01-013} Second Floor Room 273 (125 SF):      |  |     |    |
| LL.   | Remove and replace 1 electrical, smoke detector.                           | 1   | EA |
| MM.   | Remove and replace base, 4 IN vinyl, 60 LF long.                           | 60  | LF |
| {01-014} Second Floor Room 274 (12FT x 20FT): |  |     |    |
| OO.   | Remove and replace 2 window, glass, 3FT x 3FT, seal.                       | 2   | EA |
| PP.   | Remove and replace 4 electrical, duplex receptacle.                        | 4   | EA |
| QQ.   | Remove and replace base, 4 IN vinyl, 64 LF long.                           | 64  | LF |
| RR.   | Remove and replace 150 SF of floor, VCT, 12IN x 12IN.                      | 150 | SF |
| {01-015} Second Floor Room 275 (18FT x 18FT): |  |     |    |
| SS.   | Remove and replace window, fixed, dry sealant, 44 LF long                  | 44  | LF |
| TT.   | Remove and replace base, 4 IN vinyl, 72 LF long.                           | 72  | LF |
| UU.   | Remove and replace 324 SF of floor, VCT, 12IN x 12IN.                      | 324 | SF |
| {01-016} Second Floor Room 276 (20FT x 40FT): |  |     |    |
| VV.   | Remove and replace window, fixed, dry sealant, 34 LF long.                 | 34  | LF |
| WW.   | Remove and replace base, 4 IN vinyl, 160 LF long.                          | 160 | LF |
| XX.   | Remove and replace 800 SF of floor, VCT, 12IN x 12IN.                      | 800 | SF |
| {01-017} Second Floor Room 277 (20FT x 20FT): |  |     |    |
| YY.   | Remove and replace 12 SF of wall, concrete plaster.                        | 12  | SF |
| ZZ.   | Remove and replace base, 4 IN vinyl, 80 LF long.                           | 80  | LF |
| AAA.  | Remove and replace 400 SF of floor, VCT, 12IN x 12IN.                      | 400 | SF |
| {01-019} Second Floor Room 279 (24FT x 40FT): |  |     |    |
| BBB.  | Remove and replace window, fixed, aluminum frame, dry sealant, 84 LF long. | 84  | LF |
| CCC.  | Remove and replace window, glazing seal, 96 LF long.                       | 96  | LF |
| DDD.  | Remove and replace base, 4 IN vinyl, 128 LF long.                          | 128 | LF |
| EEE.  | Remove and replace 960 SF of floor, VCT, 12IN x 12IN.                      | 960 | SF |

|  |   |      |    |
|--|---|------|----|
|  | {01-020} Second Floor Room 280:   |      |    |
|  | FFF. Remove and replace 5 window, glass, 3FT x 3FT, seal.                                     | 5    | EA |
|  | GGG. Remove and replace 2 window, glass, 1FT x 3FT, seal.                                     | 2    | EA |
|  | {01-021} Second Floor Room 281 (24Ft x 40FT):   |      |    |
|  | HHH. Remove and replace window, fixed, aluminum frame, dry sealant, 3FT x 18FT, 42 LF long.   | 42   | LF |
|  | III. Remove and replace base, 4 IN vinyl, 128 LF long.  | 128  | LF |
|  | JJJ. Remove and replace 960 SF of floor, VCT, 12IN x 12IN.                                    | 960  | SF |
|  | {01-021} Second Floor Room 281 (24FT x 40FT):   |      |    |
|  | KKK. Remove and replace window, glazing seal, 48 LF long.                                     | 48   | LF |
|  | {01-022} Second Floor Room 267 (24FT x 40FT):   |      |    |
|  | LLL. Remove and replace 960 SF of floor, VCT, 12IN x 12IN.                                    | 960  | SF |
|  | {01-022} Second Floor Room 267 (24FT x 40FT):   |      |    |
|  | MMM. Remove and replace window, fixed, aluminum frame, dry sealant, 42 LF long.               | 42   | LF |
|  | NNN. Remove and replace window, glazing seal, 48 LF long.                                     | 48   | LF |
|  | OOO. Remove and replace base, 4 IN vinyl, 128 LF long.  | 128  | LF |
|  | {01-023} Second Floor Room 264 Storage Room (3FT x 20FT):                                     |      |    |
|  | PPP. Remove and replace 60 SF of ceiling, concrete plaster.                                   | 60   | SF |
|  | QQQ. Remove and replace 8 SF of wall, concrete plaster.                                       | 8    | SF |
|  | RRR. Remove and replace 1 utility sink.   | 1    | EA |
|  | {01-024} Second Floor Room 263 Hallway Bathroom:  |      |    |
|  | SSS. Remove and replace 1 electrical, smoke detector.   | 1    | EA |
|  | {01-026} Second Floor Room 250 Men's Bathroom:  |      |    |
|  | TTT. Remove and replace 3 light, 2FT x 4FT fluorescent, 4 tube, suspended.                    | 3    | EA |
|  | UUU. Remove and replace 1 exhaust fan, 1000 CFM.  | 1    | EA |
|  | VVV. Remove and replace 1 electrical, smoke detector.   | 1    | EA |
|  | {01-027} Second Floor Room 248 (100 SF):  |      |    |
|  | WWW. Remove and replace 1 light, 2FT x 4FT fluorescent, 4 bulb, recessed.                     | 1    | EA |
|  | XXX. Remove and replace base, 4 IN vinyl, 40 LF long.   | 40   | LF |
|  | YYY. Remove and replace 100 SF of floor, VCT, 12IN x 12IN.                                    | 100  | SF |
|  | {02-028} First Floor Library Auditorium (1,300 SF):   |      |    |
|  | AAAA. Remove and replace 1 door & frame, automated sliding, aluminum framed glass, 7FT x 7FT. | 1    | EA |
|  | BBBB. Remove and replace 1,300 SF of floor, wood laminated.                                   | 1300 | SF |
|  | CCCC. Remove and replace 1,300 SF of backing plywood layer, 3/4 IN.                           | 1300 | SF |
|  | {02-029} First Floor Library Main (9,000 SF):   |      |    |
|  | DDDD. Remove and replace base, 4 IN vinyl, 400 LF long.                                       | 400  | LF |
|  | EEEE. Remove and replace 9,000 SF of floor, VCT, 12IN x 12IN.                                 | 9000 | SF |
|  | {02-030} First Floor Room 134 (14FT x 20FT):  |      |    |
|  | FFFF. Remove and replace 1 curtainwall, glass, with door, 8FT x 11FT.                         | 1    | EA |

|  |  |     |    |
|--|--|-----|----|
|  | GGGG. Remove and replace 6 window, glass, 3FT x 3FT, seal.   | 6   | EA |
|  | HHHH. Remove and replace base, 4 IN vinyl, 68 LF long.   | 68  | LF |
|  | IIII. Remove and replace 280 SF of floor, VCT, 12IN x 12IN.  | 280 | SF |
|  | {02-031} First Floor Room 135 (12FT x 20FT):   |     |    |
|  | JJJJ. Remove and replace base, 4 IN vinyl, 64 LF long.   | 64  | LF |
|  | KKKK. Remove and replace 240 SF of floor, VCT, 12IN x 12IN.  | 240 | SF |
|  | {02-031} First Floor Room 135 (12x20):   |     |    |
|  | LLLL. Remove and replace 1 electrical, smoke detector.   | 1   | EA |
|  | {02-032} First Floor Room 136 (8FT x 12FT):  |     |    |
|  | MMMM. Remove and replace 1 window, glass, 2FT x 8FT.   | 1   | EA |
|  | NNNN. Remove and replace base, 4 IN vinyl, 40 LF long.   | 40  | LF |
|  | OOOO. Remove and replace 96 SF of floor, VCT, 12IN x 12IN.   | 96  | SF |
|  | {02-033} First Floor Room 137 (12FT x 20FT):   |     |    |
|  | PPPP. Remove and replace base, 4 IN vinyl, 64 LF long.   | 64  | LF |
|  | QQQQ. Remove and replace 240 SF of floor, VCT, 12IN x 12IN.  | 240 | SF |
|  | {02-034} First Floor Room 138 (20FT x 20FT):   |     |    |
|  | RRRR. Remove and replace base, 4 IN vinyl, 80 LF long.   | 80  | LF |
|  | SSSS. Remove and replace 400 SF of floor, VCT, 12IN x 12IN.  | 400 | SF |
|  | {02-035} First Floor Room 139 (20FT x 20FT):   |     |    |
|  | TTTT. Remove and replace base, 4 IN vinyl, 80 LF long.   | 80  | LF |
|  | UUUU. Remove and replace 400 SF of floor, VCT, 12IN x 12IN.  | 400 | SF |
|  | {02-036} First Floor Room 140 (10FT x 10FT):   |     |    |
|  | VVVV. Remove and replace 1 electrical, smoke detector.   | 1   | EA |
|  | WWWW. Remove and replace base, 4 IN vinyl, 40 LF long.   | 40  | LF |
|  | XXXX. Remove and replace 100 SF of floor, VCT, 12IN x 12IN.  | 100 | SF |
|  | {02-037} First Floor Room 141(10FT x 10FT):  |     |    |
|  | YYYY. Remove and replace 2 electrical, duplex receptacle.  | 2   | EA |
|  | ZZZZ. Remove and replace base, 4 IN vinyl, 40 LF long.   | 40  | LF |
|  | {02-038} First Floor Room 142 (10FT x 10FT):   |     |    |
|  | AAAAA. Remove and replace base, 4 IN vinyl, 40 LF long.  | 40  | LF |
|  | BBBBB. Remove and replace 100 SF of floor, VCT, 12IN x 12IN.   | 100 | SF |
|  | {02-040} First Floor Room 145 (10FT x 10FT):   |     |    |
|  | DDDDD. Remove and replace base, 4 IN vinyl, 40 LF long.  | 40  | LF |
|  | EEEE. Remove and replace 100 SF of floor, VCT, 12IN x 12IN.  | 100 | SF |
|  | {02-042} First Floor Bathroom:   |     |    |
|  | FFFF. Remove and replace window, seal, 10 LF long.   | 10  | SF |
|  | GGGGG. Remove and replace 180 SF of wall, concrete plaster, seal.                                    | 180 | SF |
|  | {02-043} First Floor Room 112:   |     |    |
|  | HHHHH. Remove and replace 1 each of electrical, smoke detector.                                      | 1   | EA |
|  | {02-044} First Floor Room 103 (192 SF):  |     |    |
|  | IIIII. Remove and replace window, fixed, aluminum frame, dry sealant, 2 EA x 6FT x 10FT, 64 LF long. | 2   | EA |

|                |  |     |    |
|----------------|--|-----|----|
|                | JJJJ. Remove and replace window, glazing seal, 64 LF long.   | 64  | LF |
|                | {02-045} First Floor Room 116:   |     |    |
|                | KKKKK. Remove and replace 144 SF of ceiling, 2FT x 4FT acoustic tile, suspended.   | 144 | SF |
|                | LLLLL. Remove and replace 3 light, 2FT x 4FT fluorescent, 4 tube, suspended.   | 3   | EA |
|                | {02-046} First Floor Room 117:   |     |    |
|                | MMMMM. Remove and replace window, fixed, aluminum frame, dry sealant, 2FT x 2FT, 8 LF long.  | 1   | EA |
|                | NNNNN. Remove and replace window, glazing seal, 8 LF long.   | 8   | LF |
|                | {02-047} First Floor Room 119:   |     |    |
|                | OOOOO. Remove and replace window, fixed, aluminum frame, dry sealant, 2FT x 2FT, 8 LF long.  | 1   | EA |
|                | {02-048} First Floor Room 120 (6x20):  |     |    |
|                | {02-049} First Floor Hallway Near Room 116, 117:   |     |    |
|                | QQQQQ. Remove and replace 2 window, glass, 2FT x 6FT, seal.  | 2   | EA |
|                | RRRRR. Remove and replace 1 window, glass, 3FT x 6FT.  | 1   | EA |
|                | SSSSS. Remove and replace 60 SF of ceiling, 2FT x 4FT acoustic tile, suspended.  | 60  | SF |
|                | {02-050} First Floor Hallway Near Room 122:  |     |    |
|                | UUUUU. Replace 1 window, glass, 3FT x 6FT.   | 1   | EA |
|                | {02-051} First Floor Room 123 (120 SF):  |     |    |
|                | {02-052} First Floor Room 124 (128 SF):  |     |    |
|                | XXXXX. Remove and replace window, glazing seal, 52 LF long.  | 1   | EA |
|                | YYYYY. Remove and replace 128 SF of ceiling, 2FT x 4FT acoustic tile, suspended.   | 128 | SF |
|                | {02-053} First Floor Room 108:   |     |    |
|                | ZZZZZ. Remove and replace 1 electrical, smoke detector.  | 1   | EA |
|                | {02-054} First Floor Room 110:   |     |    |
|                | AAAAA. Remove and replace 4 window, glass 2FT x 2FT, seal.   | 4   | EA |
|                | {02-055} First Floor Room 111:   |     |    |
|                | BBBBB. Remove and replace 1 window, glass 2FT x 2 FT.  | 1   | EA |
|                | {02-059} First Floor Exterior Hallway:   |     |    |
|                | VI. Remove and replace 20 light, 10 IN DIA, LED.   | 20  | EA |
| <b>HMP 406</b> |  |     |    |
|                | 1- To avoid future damages of built up roof membrane at concrete roof: 26,660 SF of modified bitumen waterproofing membrane as supplementary mitigation: |     |    |
|                | a)- Apply a secondary membrane as a supplementary mitigation.  |     |    |
|                | b)- Install a Termination Bar on all new membrane border 2423 LF.  |     |    |
|                | c)- Provide an asphalt impregnated walkway area on new roof, (10% of roof area=2666 SF)  |     |    |

|  |  |  |  |
|--|--|--|--|
|  | 2- To avoid future damages to damaged windows by water infiltration provide Safety film, to reinforced windows to impact and avoid infiltration if they get cracked as a supplementary mitigation. |  |  |
|  | 3- To avoid future damages to vinyl tiles damage by water infiltration, replaced tile glue Waterproof Underlayment for Vinyl Floors as a replacement mitigation.                                   |  |  |
|  | 4- To avoid future damages to AC and mechanical equipment due to electrical power surges, install Surge Protective Device for all equipment at building as a supplementary mitigation.             |  |  |
|  | 5- To avoid future damages to wood laminated, loosened and buckled floor apply a secondary coat of sealer to wood finish and backing plywood layer.  |  |  |

**E. PW 9034**

**i. Description**

**1. DI: 153228 UPR Aguadilla Edificio 705 Centro de Estudiantes**

**Facility Description:** The UPR Aguadilla 705 Centro de Estudiantes building is a 20,200 SF of total area, two story structure. This building is a cast in place reinforced concrete structure including the roof slab which overhangs between two to four foot around the building perimeter. Roofing system varies from built up to elastomeric coatings. The interior includes reinforced concrete bearing walls with a reinforced concrete floor slab on grade. Interior finishes generally consist of suspended acoustic ceiling, painted concrete or drywall walls, quarry tile, and vinyl floor tile. This facility was in operation at the time of the event.

**Approx. Year Built:** 1941

**Location Description:** Arch Road, Maleza Baja, Aguadilla, Puerto Rico 00603.

**GPS Latitude/Longitude:** 18.49986, -67.13644

**2. DI: 249454 UPR Aguadilla Edificio 633 Departamento de Administración de Empresas**

**Facility Description:** The UPR Aguadilla 633 Departamento de Administración de Empresas building is a 9,780 SF of total area, one story structure. The main building is a cast in place, reinforced concrete building with interior metal frames supporting a corrugated sheet metal roof at 1:12 pitch. There is a 550 SF cast in place, reinforced concrete annex building with concrete roof with built-up roofing system. The interior includes either concrete or masonry partition walls in top of a reinforced concrete floor slab on grade. Interior finishes generally consist of suspended acoustic ceiling, painted concrete or drywall walls and ceramic floor tiles. The building main use is to provide Business Administration related

courses. The facility was in use at the time of the event. This facility was in operation at the time of the event.

**Approx. Year Built:** 1997

**Location Description:** Arch Road, Maleza Baja, Aguadilla, Puerto Rico 00603.

**GPS Latitude/Longitude:** 18.49878, -67.13614

**ii. SCOPE OF WORK- FEMA**

**1. DI: 153228 UPR Aguadilla Edificio 705 Centro de Estudiantes (HMP)**

Below is a general description of the scope of work (SOW) to repair and restore facilities back to pre-disaster design, function, and capacity. Scope of work and their respective descriptions subdivided into Hazard Mitigation (HM) and any additional work:

| <b>HMP 406</b> |  |  |  |
|----------------|--|--|--|
|                | In order to prevent or reduce future damages from similar events, the applicant proposed the following mitigation measures:  |  |  |
|                | 1.(Supplementary) Light fixture - Add 1 (EA)adjustable locking hubs and two mounting flanges to the light fixtures, for a better anchoring system, to prevent or reduce the possibilities of the light fixtures being ripped off by hurricane force winds.   |  |  |
|                | 2.(Supplementary) Roof -Substitute the 1600 (SF) PA Eligible SBS modified bituminous membrane, granule surface cap sheet, polyester reinforced, 120 to 149 mils, mopped with SBS modified bituminous membrane, granule surface cap sheet, polyester reinforced, 150 to 160 mils, for strengthen the waterproof cap membrane against water infiltration, wind debris impact and wind driven rain.   |  |  |
|                | 3.(Supplementary) Roof - Remove and replace the additional 4208 (SF) SBS modified bituminous waterproofing system (adjacent to the 1600 SF PA Eligible) with SBS modified bituminous membrane, granule surface cap sheet, polyester reinforced, 150 to 160 mils, for strengthen the waterproof cap membrane against water infiltration, wind debris impact and wind driven rain and to maintain an uniform protection of the total roof and prevent water infiltration between old and new system. |  |  |
|                | 3.(Supplementary) Roof - Substitute the 1353 (SF) PA Eligible Elastomeric waterproofing system with SBS modified bituminous membrane, granule surface cap sheet, polyester reinforced, 150 to 160 mils, for strengthen the waterproof cap membrane against water infiltration, wind debris impact and wind driven rain.  |  |  |
|                | 4.(Supplementary) Doors - 1 (EA) additional weather stripping for PA Eligible double doors to prevent future damage caused by water infiltration.  |  |  |

|  |  |  |  |
|--|--|--|--|
|  | 5.(Supplementary) Doors - Install 28 (SF) of safety film (in accordance with shippo specs.) on door glass to prevent future damages by high winds or wind debris impact.     |  |  |
|  | 6.(Supplementary) Floors_ Install resilient adhesive cement when installing the new 912 (SF-Total) vinyl tiles to prevent tiles from peels off by water infiltration damage. |  |  |

**2. DI: 249454 UPR Aguadilla Edificio 633 Departamento de Administración de Empresas**

Below is a general description of the scope of work (SOW) to repair and restore facilities back to pre-disaster design, function, and capacity. Scope of work and their respective descriptions subdivided into Public Assistance (PA), and any additional work:

| <b>PA 428</b> |   |     |    |
|---------------|---|-----|----|
|               | <b>Building Damage:</b>   |     |    |
|               | <b>{00-001} General:</b>  |     |    |
|               | A. Prep and paint 524 SF of building exterior surfaces                                | 524 | SF |
|               | B. Remove and replace 15 SF of 1/4 IN thick plaster, painted                          | 15  | SF |
|               | <b>{00-002} Corridor (9FT x 130FT):</b>   |     |    |
|               | A. Remove and replace 1 each of AC, plastic grille, 2FT x 4FT                         | 1   | EA |
|               | B. Replace 40 SF of decorative, matrix 3 ceiling, 2FT x 2FT, acoustic tile            | 40  | SF |
|               | <b>{00-004} H-002 (10FT x 8FT):</b>   |     |    |
|               | A. Remove and replace 1 each of smoke detector  | 1   | EA |
|               | <b>{00-005} H-003 (10FT x 11FT):</b>  |     |    |
|               | A. Remove and replace 1 each of smoke detector  | 1   | EA |
|               | <b>{00-006} H-004 (10FT x 20FT):</b>  |     |    |
|               | A. Replace 16 SF of ceiling, 2FT x 4FT acoustic tile, suspended                       | 16  | SF |
|               | <b>{01-001} Room H-101 (30FT x 40FT):</b>   |     |    |
|               | A. Replace 8 SF of decorative, matrix 3 ceiling, 2FT x 2FT, acoustic tile, suspended  | 8   | SF |
|               | <b>{01-003} H-103 (30FT x 40FT):</b>  |     |    |
|               | A. Replace 40 SF of decorative, matrix 3 ceiling, 2FT x 2FT, acoustic tile, suspended | 40  | SF |
|               | <b>{01-004} H-104 (25FT x 30FT):</b>  |     |    |
|               | A. Remove and replace 1 each of door & frame, SC wood frame, 3FT x 7FT                | 1   | EA |
|               | <b>{01-006} H-106 (30FT x 40FT):</b>  |     |    |
|               | A. Replace 20 SF of decorative, matrix 3 ceiling, 2FT x 2FT, acoustic tile, suspended | 20  | SF |

### **Hazard Mitigation Proposal Scope Compliances and Assurances Notes as per FEMA :**

By agreeing to implement the hazard mitigation measures in this HMP, the Recipient is bound by the specific guidelines listed within this document.

**SCOPE OF WORK DEVELOPMENT OF HAZARD MITIGATION:** FEMA will evaluate each mitigation opportunity to first determine what measures or portions of solutions could be funded through Section 406 mitigation. FEMA analyzes the proposed mitigation measures for cost-effectiveness, technical feasibility, and compliance with EHP laws, regulations, and Eos. FEMA, the Applicant, Recipient, and Sub-recipients will develop and agree to scopes of work (SOW) and cost estimates to repair, restore, or replace eligible facilities including 406 hazard mitigation” .

**COMPLETION OF HAZARD MITIGATION SCOPE OF WORK:** If this HMP is approved and the mitigation is not performed, the Applicant must apply for a change in the Scope of Work and a de-obligation of the HMP funding. Failure to complete the work of the HMP may limit future FEMA funding of repairs at the site in the event that a similar disaster event results in similar damage at the site.

**CHANGES TO THE HAZARD MITIGATION SCOPE OF WORK FOR LARGE PROJECTS:** Per typical FEMA PA Process (Section 406) all changes in the SOW should be brought to FEMA and the Recipient's attention, including those to the HMP SOW. Per the Public Assistance Program and Policy Guide (PAPPG FP 104-009-2 / April 2018). “If the project included approved hazard mitigation measures; FEMA does not re-evaluate the cost-effectiveness of the HMP based on the final actual cost. If during the review, FEMA determines that the Subrecipient performed work that was not included in the approved SOW, FEMA will designate the project as an Improved Project, cap the funding at the original estimated amount, and review the additional SOW for EHP compliance.”

Per PAAP PA Process (Section 428), Guide for Permanent Work, February 10, 2020, “A Subrecipient may alter the 406 hazard mitigation SOW (HMP) after FEMA, the Recipient, and Subrecipient agree on the cost estimate for the initial proposal. After the project is obligated, the SOW for the HMP can be changed only once and the timeline for this change will be established based on a facility-by-facility basis. The proposed change will require evaluation by FEMA for eligibility and EHP. As part of the eligibility review, FEMA will evaluate the SOW, technical feasibility, the level of protection, the revised cost estimate, and cost effectiveness of the new hazard mitigation proposal, and, if approved, will adjust the scope and cost estimate accordingly.”

**HAZARD MITIGATION DESIGN:** This HMP is for estimating purposes only and not to be construed as a project design. If the site's final placement and configuration are different than the preliminary estimate, the Applicant should submit a change in scope request. This HMP is subject to further review prior to award. The Applicant is responsible for final design, placement, configuration, choice of contractors or vendors, permits and compliance with all regulatory codes and standards of the Commonwealth of Puerto Rico. FEMA will pay only the incremental difference in cost between repairs and mitigation and will not duplicate funding for repair or replacement of eligible work. **HAZARD MITIGATION CONTRUCTION:** The Applicant must provide & maintain competent & adequate engineering design & supervision during the construction phase to ensure that the completed work conforms to the approved plans & specifications & all applicable material & construction standards.

As a condition of the FEMA mitigation grant, the Applicant is responsible for the determination of and compliance with all applicable requirements, codes, standards and specifications in connection with the project, including but not limited to the Puerto Rico Building Code of 2018 (2018 PRBC), IBC, IRBC, NFIP Floodplain Management Regulations outlined in 44 C.F.R 60.3, ASCE 24, ASCE 7, and receiving all applicable permits & approvals prior to construction. **MAINTENANCE OF HAZARD MITIGATION:** The Applicant shall ensure proper maintenance of the installed mitigation measures, per manufacturer and designer specifications. Any adaptations or installations not approved or that renders the hazard mitigation measure ineffective shall be removed by the Applicant. Examples include, but are not limited to, improper installation of roof-mounted equipment or installation of window-mounted air-conditioning units.

Initials \_\_\_\_\_



## **23. APPENDIX G**

### **FEMA Alternative Procedures**

PLEASE [CLICK HERE](#)

**END OF DOCUMENT**