

UNIVERSITY OF PUERTO RICO
CENTRAL ADMINISTRATION
NOTICE OF REQUEST FOR PROPOSAL RFP #DRO 25-011 / 11484
DESIGN AND SUPERVISION SERVICES

Administración
Central
Universidad de
Puerto Rico

Timeline:

RFP publication date: October 29, 2024.

UPR Presentation Meeting November 8, 2024, Time: 9:00 am
Location: Central Administration Building at Jardín Botánico Sur
Coordinates: (GPS: 18.3897, -66.0565).

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

**Response for Request
for Information by email:** November 15, 2024, Time: on or before 4:30pm.

The proposal must be submitted **by email on or before 11:59pm (AST) on November 29, 2024.** Address the indicated contacts in Section II (Mr. Julio Collazo Rivera, attention to Arch. Alejandro Argüelles and Eng. Oscar Ramos). **The University of Puerto Rico (UPR) will accept offers via email in digital PDF format at uprrecovery.rfp@upr.edu.**



The UPR is working towards its recovery, which requires the issuance of this Request for Proposal for a comprehensive scope for a Programmatic and Design Concept for the UPR Recovery Project: **11484-DRO-010-24-RCM-NEW BUILDING PROGRAMMATIC AND DESIGN CONCEPT FOR MEDICAL SCIENCES PRINCIPAL BUILDING GUILLERMO ARBONA IRIZARRY, UNIVERSITY OF PUERTO RICO.** The purpose of this RFP is to request and receive proposals from qualified Architecture and Engineering firms for the development of a Programmatic and design concept: Basis of Design, client consultation, feasibility Studies, options appraisals, concept, integration of feedback, preliminary costing, and other required documentation for the compliance of the requirements of FEMA and PRDOH/CDBG-DR Non-Federal Match Program.

Oficina de
Desarrollo
Físico e
Infraestructura

The proposal to be submitted for FEMA approval must comply with federal requirements for an alternative procedure under Section 428. The scope strategy considers the development of a Programmatic and design concept that cover the overall goals and design objectives for the new facility project, the aesthetic considerations, and the functional requirements including allocations of space with uses and adjacency relationships for all areas/spaces, operational objectives and such standards of design that industry standards and Codes may require for all architectural and engineering disciplines in the design and construction for the relocation of The Medical Science campus principal facility the Guillermo Arbona Irizarry building.

In summary UPR is requesting proposals from experienced architectural firms to prepare a Programmatic and design concept to assist the UPR in determining a viable phased approach for critical capital investments necessary to ensure the continued success of the UPR Medical Schools in fulfilling their core mission(s) as national leaders in education and research in compliance of the requirements of FEMA and PRDOH/CDBG-DR Non-Federal Match Program.

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.


Julio A. Collazo Rivera, Director

Jardín Botánico Sur
1167 Calle Flamboyán
San Juan PR
00926-1117
Tel. 787-250-0000
Fax 787-250-6568

FORMAL REQUEST FOR PROPOSAL FOR:

PROGRAMMATIC AND DESIGN CONCEPT

Project Number: 11484-DRO-010-24-RCM

Project Title: NEW BUILDING PROGRAMMATIC AND DESIGN
CONCEPT FOR MEDICAL SCIENCES PRINCIPAL BUILDING
GUILLERMO ARBONA IRIZARRY, UNIVERSITY OF PUERTO RICO

RFP #DRO 25-011 / 11484

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

Project funded by:
FEMA AND CDBG-DR PROGRAM



Universidad
de Puerto Rico

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1. BACKGROUND AND PURPOSE

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

The UPR is working towards its recovery, which requires the issuance of this Request for proposal (the “RFP”) for a comprehensive scope for a **Programmatic and Design Concept** for **UPR Recovery Project: 11484-DRO-10-24-RCM- Medical Sciences Edificio Principal Guillermo Arbona**. This Program is \$1,140,815,054.59 which 90% (\$1,026,733,549.92) funded by FEMA and 10% matching funds of CDBG-DR Non- Federal Match Program and institutional funds. The purpose of this RFP is to request and receive proposals from qualified **Architecture and Engineering firms for the development of a Programmatic and design concept: Basis of Design, client consultation, feasibility Studies, options appraisals, concept, integration of feedback, preliminary costing, and other required documentation for the compliance of the requirements of FEMA and PRDOH/CDBG-DR Non-Federal Match Program**.

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 and medical education/services is very important.

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

The RFP shall be sent and addressed to:

Mr. Julio Collazo Rivera

Director

Office of Physical Development & Infrastructure

Attention to:

Arch. Alejandro Argüelles Rodríguez, Director

Eng. Oscar J. Ramos, 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: uprrecovery.rfp@upr.edu

NOTICE: Interested proponents **must** register receipt of this RFP and confirm their intent to participate at uprrecovery.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.

Initials _____

3. TIMELINE AND SUBMISSION DATE

Description	Date
RFP publication	October 29, 2024.
UPR Presentation Meeting location: Central Administration Building at Jardín Botánico Sur (GPS: 18.3897, -66.0565)	November 8, 2024 Time: 9:00 a.m.
Deadline for Request for Information (RFI) by email	November 13, 2024, Time: on or before 4:30pm Atlantic Standard Time (AST)
Response for Request for Information by email	November 15, 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	November 29, 2024, Time: on or before 11:59pm Atlantic Standard Time (AST).
Award Notification	December 2024
Execution of Agreement	January 2025

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.

4. PROJECT DESCRIPTION, STRATEGY AND APPROACH

In 1966 the University of Puerto Rico organized the Medical Sciences Campus. In 1972 The Guillermo Arbona Irizarry building was constructed in the grounds of the Río Piedras Medical Center, which now blanket the UPR School of Medicine, Specialized schools only in Puerto Rico and Pharmacy (1913), Dentistry (1957), Graduate School of Public Health (1970), College of Health-Related Professions (1976) and the School of Nursing (1995). The enclosure also comprises four Deans who support: Dean of Administration, Student Affairs, Academic Affairs and Research. They work together with more than 2,000 employees (623 teachers and nonteaching 1,454) to approximately 2,766 full-time students.



Academics

The UPR-Medical Sciences Campus promotes education integrated with practice and experimentation, and offers multiple programs of study in the health field, including associate degrees, bachelor's degrees, post-baccalaureate certificates, master's, doctorate, residencies, post-doctoral degrees in:

- Medicine
- Dentistry
- Pharmacy
- Public Health
- Biosocial Science
- Environmental Health
- Nursing
- Physical and Occupational Therapy
- Speech-Language Pathology
- Nutrition
- Demography

School of Medicine: The need for a State Medical School led in 1950 to the creation of the University of Puerto Rico School of Medicine as part of the University of Puerto Rico System, thanks to efforts made by the lawyer and first president of the University, Jaime Benitez. The school received its accreditation on 20 April 1954. In 1960, the University established a graduate program, unique in Puerto Rico, along with other medical services and research. Distinguished professors from European countries and Latin America visited the school for academics, research and consultation. Its students are predominantly Puerto Rican residents. The curriculum of the program leading to the Doctor of Medicine degree is designed following the trends of modern medical education and takes into consideration the health needs of the community.

Residency training programs

ACGME Accredited Specialty Programs:

Anesthesiology, Dermatology, Diagnostic Radiology, Emergency Medicine, Family Medicine, Internal Medicine, Neurology, Neurosurgery, Obstetrics-Gynecology, Ophthalmology, Orthopedic Surgery, Otolaryngology, Pathology, Pediatrics, Physical Medicine and Rehabilitation, Psychiatry, Surgery and Urology.

Dental Medicine The School of Dentistry has taken a leadership role in the international community. Graduate programs have received professional Central and South America and Spain for training in various specialized areas of dentistry. The school's curriculum has been revised several times in response to internal and external environment and responding to accreditation standards. Among the highlights are early clinical experiences, use of simulators in pre-clinical laboratories, treatment patient-centered comprehensive, competency-based assessment,

innovative educational methods as standardized patients, scientific evidence-based learning among others.

Faculty Practice Plan: The Medical Sciences Campus of the University of Puerto Rico puts within reach of the Puerto Rican community medical ambulatory services (external) through its University Medical Services Clinic.

University Medical Services were created on June 25, 1981, by means of certification #202 of the Council on Higher Education. Its principal objectives are:

- To put within reach of all Puerto Rico the human resources, experience and the knowledge of the faculty of the School of Medicine and Odontology
- To provide an efficient model of medical professional practice.
- The Medical Faculty of the School of Medicine of the University of Puerto Rico offers its hospitality services in the hospitals assigned to the University of Puerto Rico, such as the Adults' University Hospital, the University Pediatric Hospital, and the Federico Trilla University Hospital. The Faculty also offers services in affiliated hospitals such as the Puerto Rico Oncology Hospital, the Puerto Rico and Caribbean Cardiovascular Center and Veterans' Hospital.

The External Clinics Division of the Puerto Rico Medical Services Administration provides healthcare services to patients from across the island as well as patients from the Virgin Islands.

The main objectives of the External Clinics Division are:

- To provide specialized outpatient medical services.
- To serve as a clinical training site for the Medical Faculty of the University of Puerto Rico's Medical Sciences Campus and other health-related educational institutions.
- To facilitate scientific research.
- To promote health improvement through patient and family education, as well as offering guidance to the general community.

Daily, we receive and care for approximately 600 patients in the various service areas, which include the following clinics:

- Orthopedics and its subspecialties
- Ophthalmology and its subspecialties
- Urology and its subspecialties
- Otolaryngology / ENT (ear, nose, and throat, head and neck surgery)
- Endovascular Neurosurgery
- Interventional Radiology
- Dental

- Oral and Maxillofacial Surgery
- Dermatology
- Colorectal Surgery
- Reconstructive Plastic Surgery
- Trauma Surgery
- Wound Care
- Metabolic Disorders
- Electroencephalography (EEG)
- Infectious Diseases
- Internal Medicine
- Neurorehabilitation
- Employee Clinic

Clinics of the School of Medicine, Medical Sciences Campus: This facility provides high-quality healthcare services to the community at a reasonable, market-aligned, and cost-effective price. To promote and increase the presence, participation, and contribution of the University of Puerto Rico in the island's social and economic processes through a group of responsible, skilled, and committed healthcare professionals dedicated to public service.

To be recognized as an outpatient clinic that offers quality services both locally and internationally, with the largest number of multidisciplinary groups in the Caribbean Region.

The School of Health Professions offers 16 academic programs in specific disciplines such as Physical Therapy, Occupational Therapy, Audiology, Clinical Laboratory Sciences, Speech Pathology, Health Information Administration, and others which prepare students in specific disciplines within the field of health to exercise positions that complement care. The university is accredited by the Middle States Commission on Higher Education and most programs are accredited by the appropriate discipline-specific accreditor.

Medical Science Campus Research

The Medical Sciences Campus is distinguished by outstanding academia in the field of the health professions. It is a multidisciplinary center, assuming the leadership in teaching and research on prevalent health conditions in Puerto Rico. The campus is a specialized center in basic, applied, and clinical research in the biomedical sciences. It also includes the following research centers: the Puerto Rico Clinical and Translational Research Consortium, the Behavioral Research Institute, the Women's and Health Research Center, the Research Center in Minority Institutions, the Maternal Infant Study Center, the Center for Clinical Research and Health Promotion, the UPR Cancer Center and the AIDS Clinical Trials Units. The Institute of Neurobiology is located in Old San Juan. The Caribbean Primate Center is located in Sabana Seca and also has a primate colony on in Cayo Santiago, an offshore island at Humacao.

Project Strategy and Approach

Hurricane Maria struck Puerto Rico on September 20, 2017, causing widespread devastation across the island, including significant damage to medical facilities and campuses. The storm's powerful winds and heavy rainfall resulted in structural damage, power outages, and disrupted healthcare services.

On the medical science campus, which includes the University of Puerto Rico Medical Sciences Campus in San Juan, there were reports of buildings being damaged, including research facilities, classrooms, and administrative buildings. The extent of the damage varied across different parts of the campus, but overall, the impact was significant.

The aftermath of Hurricane Maria posed immense challenges for healthcare providers and medical institutions on the island. They faced difficulties in providing care to patients due to limited access to resources, infrastructure damage, and communication disruptions. Recovery efforts were slow and complicated by ongoing issues such as power shortages and logistical hurdles.

In the years following the hurricane, efforts were made to rebuild and strengthen Puerto Rico's healthcare infrastructure to better withstand future disasters. These efforts included securing funding for repairs, improving emergency preparedness measures, and enhancing resilience in the face of natural disasters.

The proposal to be submitted for FEMA approval must comply with federal requirements for an alternative procedure under Section 428. For Alternative Procedures, please refer to **Appendix F**. The scope strategy considers the development of a **Programmatic and design concept** that cover the overall goals and design objectives for the new facility project, the aesthetic considerations, and the functional requirements including allocations of space with uses and adjacency relationships for all areas/spaces, operational objectives and such standards of design that industry standards and Codes may require for all architectural and engineering disciplines in the design and construction for the relocation of The Medical Science campus principal facility the Guillermo Arbona Irizarry building.

In summary UPR is requesting proposals from experienced architectural firms to prepare a **Programmatic and design concept** to assist the UPR in determining a viable phased approach for critical capital investments necessary to ensure the continued success of the UPR Medical Schools in fulfilling their core mission(s) as national leaders in education and research.

The **Awarded Proponent** will carry out, as part of the Programmatic and design concept services, all the activities and responsibilities identified below in **Section 5 - SERVICES**, acknowledging that this does not constitute an exhaustive list of the duties, which can increase due to the very nature of the work:

5. SERVICES

- a. **Programmatic and design concept Services** which include, but may not be limited to:
- Design plan Goals and objectives.
 - Research and analysis for a new facility, ensuring compliance with accreditations and regulatory standards for medical school programs.
 - Analysis of existing programs and distribution of the different program facilities.
 - Community Outreach
 - Interviews to departments directors
 - Survey students' organizations and professors.
 - Challenges, feasibility studies, and opportunities.
 - Space needs and utilization analysis.
 - Detailed design program approach and conceptual scheme.
 - Existing capacity and new facility required capacity analysis.
 -
 - Preliminary cost
 - Provide look and feel – Provide a “Loof and Feel” showing site specific rendered views of the possible schematic design considering elements like form, scale, and materials. The site rendering will illustrate the proposed schematic design of the building's exterior and demonstrate how it integrates with the surrounding campus environment and design.
- b. The Development of a **Working Plan** for the **Programmatic and design concept** that aims to synchronize activities with the Medical Science Campus, ensuring they do not negatively impact the academic and administrative functions of the Campus.
- c. **Outcomes:**
Several outcomes are of importance and must be addressed in the **Programmatic and design concept**. The most imperative of these outcomes are included below:
1. A concept plan for the replacement of the Guillermo Arbona Building to provide state of the art teaching, learning, research, health care provider and clinical environments. Compare facilities of successful private and public medical schools in and outside of Puerto Rico.
 2. Establish design guides according to new trends in the construction of health education schools
 3. Study on all applicable requirements of all accreditations of the programs and schools that will use the new building
 4. Expanded amenities – study lounges, computer labs, classrooms, food services, etc.
 5. Integration of Title II ADA standards and accommodations.
 6. Integrating sustainable practices.
 7. An implementation plan of replacement.

Eligibility for Future Design Phases:

Initials _____

The awarded proponent for the **Programmatic and design concept** of this RFP shall not be disqualified from participating in future RFPs for the subsequent design phases of the project. The awarded proponent is required to make all work contracted under this RFP public as specified herein. By fulfilling this requirement, the awarded proponent will maintain their eligibility for further involvement in the project's design and supervision phases. This requirement is in accordance with the principles of 2 CFR 200.319, which ensures full and open competition and prevents any unfair advantage.

Requirement to Publicize Work:

The awarded proponent will be required by contract to make all work performed under this RFP public. This requirement ensures transparency and compliance with federal regulations, promoting open competition and preventing any unfair advantage in accordance with 2 CFR 200.319.

Deliverables for Publication

As part of the **Programmatic and design concept**, the following deliverables must be included but may not be limited to in the publication process:

- Design plan Goals and objectives.
- Research and analysis for a new facility, ensuring compliance with accreditations and regulatory standards for medical school programs.
- Analysis of existing program distribution of the facility.
- Community Outreach
 - Interviews to departments directors
 - Survey students' organizations and professors.
- Challenges, feasibility studies, and opportunities.
- Space needs and utilization analysis.
- Existing capacity and new facility required capacity analysis.
- Design Approach and conceptual scheme.
- Overall financial for implementation,
- Preliminary cost

Legal Implications

The publication of these deliverables is not merely a procedural requirement but a legal obligation under the terms of this RFP. The awarded proponent must ensure that all documents are made publicly accessible in a timely manner and through appropriate channels, as specified by the UPR. Non-compliance with these publication requirements can lead to several legal implications, including, but not limited to:

- **Disqualification:** Immediate disqualification from participating in future RFPs for subsequent phases of the project.
- **Contract Termination:** Potential termination of the awarded contract due to breach of contract terms.

Legal Action: The UPR, as contracting authority, may pursue legal action to enforce compliance and seek remedies for any resulting damages or delays.

By adhering to these requirements, the awarded proponent demonstrates a commitment to transparency, accountability, and fair competition, thereby upholding the integrity of the procurement process.

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 through request for information (RFI) or 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 and terms of con.**

The proponent must understand that any study or information presented by the UPR 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 proponents. The responsibility for accurately interpreting the information presented lies with the proponents, not the UPR. Any errors or misinterpretations will be solely their responsibility.

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

Design firms or individuals interested in participating must hold a valid professional license to practice engineering or architecture in Puerto Rico and be in good standing with their respective professional association.

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 proponent 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.
- c. If the proponent is a Joint Venture, the offer shall be signed by all members of the joint venture, or its representative. The Proposal shall be accompanied by a copy of the joint venture agreement evidencing that the Proposal is signed by a member or members with authority to bind the joint venture. The joint venture agreement shall be executed before the date and time specified for proposal submission. All members of the Joint Venture shall 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. _.

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

Proponents 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)
- **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: uprrecovery.rfp@upr.edu on or before the date established in this document and must reference this specific RFP (**RFP #DRO 25-011 / 11484**) 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, corrections, or changes to this RFP will be made by addendum. Any changes to specifications will be made in writing and delivered to proponents that register receipt of this RFP at uprrecovery.rfp@upr.edu. 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 is considered necessary for the Project execution.

9. COMPENSATION FOR CONTRACTED 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 required services, **the Awarded Proponent** will prepare and deliver to the UPR the documents required for each phase within the time

indicated in the basic itinerary agreed between the parties. The services itinerary is 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 for each Phase, as indicated in the contract, based on a service 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 will send a copy by email to the Project Coordinator appointed by ODFI/ORD. 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 services, 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.

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 **Programmatic and design concept 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 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, vision statements and organizational chart.

Experience and strategy in providing the services (up to 30 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 10 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, detailing 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 that may arise in a project like this and the proposed approach to effectively overcome these barriers. (up to 5 points)
- 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. (up to 5 points)

Team qualifications (up to 30 points) – Refer to Appendix A Statement of the Bidder

- The Proponent should provide detailed information about the extensive and relevant experience and qualifications of the Proponent's principals, project managers, key personnel, partners and staff to be assigned, including degrees, certifications, licenses, and years of relevant experience in terms of:
 - Federal Grants and FEMA regulatory requirements.
 - Provide comprehensive design services experience for facilities dedicated to healthcare, dental, medical, and educational purposes.

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 10 points)

- Attach resumes of personnel, partner (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 contracted services for this project (up to 10 points)

- Personnel/Trade specialist mechanical, electrical, architectural, structural, roofing systems specialist, civil and/or other qualifications per trades based on services to be rendered.
- Experience in Healthcare Architecture projects: The team should have extensive experience in the design process of healthcare facilities projects, with a focus on academic environments. This includes a deep understanding of the specific requirements for medical schools, nursing schools, dental schools, and other healthcare-related educational programs. Provide a minimum of 1 example of past work projects with similar scope and size relative to medical school health care facilities. (up to 5 points)
- Projects Experience for Healthcare Building Codes, Standards and Medical Schools Accreditations: Familiarity with relevant healthcare design standards, such as those set by the American Institute of Architects (AIA) Academy of Architecture for Health, as well as compliance with local and national building codes, including ADA (Americans with Disabilities Act) requirements and any other standards required for the functions of a new facility. (up to 5 points). Provide a minimum of 1 example of past work projects with similar scope and size relative to medical school health care facilities.

Proponent references (up to 15 points) – Refer to Appendix A Statement of the Bidder

- A minimum of three (3) references of the Proponent to which similar services (medical school health care facilities) have been provided within the past five years of a comparable sized institution or company, offering for each a summary of the services performed and how it relates to the scope of work under this RFP. Each reference should include a point of contact name, their title, name of the organization they represent, and their phone and e-mail information so that they may be contacted by the UPR or its designer(s). The Proponent is encouraged to provide up to two (2) references for identified subcontractors. (up to 15 points)

Cost Proposal (up to 20 points) – Refer to Appendix D – Cost Proposal

- Proponent with lower proposal (20 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.

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

Description	Points
Experience and strategy in providing the services	30
Team qualifications	30
Proponent references	15
Cost Proposal	20
Total	95
Section 3 Business concerns and MWBE	5
Total	100

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 into all contractual matters between the UPR and the awarded firm, including final professional services fee compensation, contract 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 uprecovery.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 sent 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 do UPR employees or current contractors 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 the Federal Government regarding any matter related to the contents of this RFP are prohibited during the submission and selection processes. Failure to comply with these communications restrictions will result in rejection of the Proponent's proposal.

15. 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 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. No responsibility of the UPR regarding the use of information

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

15.5. Proponent’s Expenses

15.5.1. 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.

15.6. Selection of proposal in best interest of the UPR

15.6.1. 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.

15.7. Number of Awards

15.7.1. 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").

15.8. Withdrawal Proposals

15.8.1. 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.

15.9. SAM Registration

15.9.1. 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.

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

15.10.1. 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.

15.10.2. 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.

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

15.11. Ownership of Proposals

15.11.1. 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.

15.12. Confidentiality of Proposals

15.12.1. 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.

15.13. Collection and Use of Personal Information

15.13.1. 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.

15.14. RFP and Proposal as Part of Agreement

15.14.1. 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.

15.15. Non-Assignment

15.15.1. 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.

15.16. Causes for Disqualification

- 15.16.1. Failure to submit the proposal on or before the date and time deadline indicated in this RFP.
- 15.16.2. Failure to submit a fully completed proposal may be deemed nonresponsive.
- 15.16.3. Failure to submit appendix, form, certification, or required document may be ground for disqualification.
- 15.16.4. 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.
- 15.16.5. Failure to register via email will result in automatic disqualification.
- 15.16.6. 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.
- 15.16.7. The UPR reserves the right to disqualify any proponent whose economic proposal is deemed unreasonable or unbalanced, whether excessively high or disproportionately low. Proposals that fail to reflect fair market value, present imbalanced costs, or demonstrate unsubstantiated pricing may be rejected. Proposals that demonstrate costs inconsistent with industry standards, or that disproportionately allocate resources without justification, may be rejected. This ensures that the UPR selects a proposal that is both financially sound and in the best interest of the UPR, safeguarding the responsible use of public funds and the successful completion of the project.

15.17. Performance Evaluation

15.17.1. 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.

15.18. No Bid

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

15.19. Sub-Contracts or Consultants of the Awarded Proponent

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

END OF DOCUMENT

17. APPENDIX A STATEMENT OF THE BIDDER

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.

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

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

4						
5						

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, 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 extensive and relevant experience and qualifications of the Proponent's principals, project managers, key personnel, partners and staff to be assigned, including degrees, certifications, licenses, and years of relevant experience in terms of: Federal Grants and FEMA regulatory requirements. Provide comprehensive design services experience for facilities dedicated to healthcare, dental, medical, and educational purposes. 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, partner (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 contracted services for this project. Personnel/Trade specialist mechanical, electrical, architectural, structural, roofing systems specialist, civil and/or other qualifications per trades based on services to be rendered. Experience in Healthcare Architecture projects: The team should have extensive experience in the design process of healthcare facilities projects, with a focus on academic environments. This includes a deep understanding of the specific requirements for medical schools, nursing schools, dental schools, and other healthcare-related educational programs. Provide a minimum of 1 example of past work projects with similar scope and size relative to medical school health care facilities. Projects Experience for Healthcare Building Codes, Standards and Medical Schools Accreditations: Familiarity with relevant healthcare design standards, such as those set by the American Institute of Architects (AIA) Academy of Architecture for Health, as well as compliance with local and national building codes, including ADA (Americans with Disabilities Act) requirements and any other standards required for the functions of a new facility. (up to 5 points). Provide a minimum of 1 example of past work projects with similar scope and size relative to medical school health care facilities.

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

Authorized representative signature

Date

Initials _____

18. APPENDIX B

REQUIRED FEDERAL DOCUMENTS

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

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

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



1. LOBBYING CERTIFICATION
RFP #DRO 25-011 / 11484

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 the 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)



**2. NON-CONFLICT OF INTEREST
CERTIFICATION ON EXISTING OR PENDING CONTRACTS
Request for Proposal (RFP)
Design Services
Community Development Block Grant – Disaster Recovery
Universidad de Puerto Rico
RFP #DRO 25-011 / 11484**

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 Services / RFP #DRO 25-011 / 11484** procurement process (“Procurement Process”). In such regard, I hereby certify that:

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

Initials _____

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 Services
Community Development Block Grant – Disaster Recovery
Universidad de Puerto Rico
RFP #DRO 25-011 / 11484**

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

Required Insurance for the project

RFP # DRO 25-011 / 11484

The required covers must be endorsed in favor of the University of 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

For any project for which funding includes CDBG-DR funds, endorsements must include the following entities:

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

COST PROPOSAL

RE: NEW BUILDING PROGRAMMATIC AND DESIGN CONCEPT FOR MEDICAL SCIENCES PRINCIPAL BUILDING GUILLERMO ARBONA IRIZARRY, UNIVERSITY OF PUERTO RICO

RFP #DRO 25-011 / 11484

***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.

The UPR reserves the right to disqualify any proponent whose economic proposal is deemed unreasonable or unbalanced, whether excessively high or disproportionately low. Proposals that fail to reflect fair market value, present imbalanced costs, or demonstrate unsubstantiated pricing may be rejected. Proposals that demonstrate costs inconsistent with industry standards, or that disproportionately allocate resources without justification, may be rejected. This ensures that the UPR selects a proposal that is both financially sound and in the best interest of the UPR, safeguarding the responsible use of public funds and the successful completion of the project.

COST PROPOSAL		
PW 11484		
(DI 153092) UPR Ciencias Médicas Edificio 001 Edificio Principal Guillermo Arbona		
PHASE	TIME (Calendar Days)	FEE
BASIC Services:		
Phase 1 <ul style="list-style-type: none"> • Submission of the Program Design Plan. • Design plan Goals and objectives. • Research and analysis for facility services compliance. • Analysis of existing program distribution of the facility. 	___ days	\$
Phase 2 <ul style="list-style-type: none"> • Community Outreach. • Interviews to departments directors • Survey students' organizations and professors. • Challenges, feasibility studies and opportunities. 	___ days	\$
Phase 3 <ul style="list-style-type: none"> • Space needs and utilization analysis. • Existing capacity and new facility required capacity analysis. • Design Approach and conceptual scheme. 	___ days	\$
		(\$ _____)
BASIC SERVICES TOTAL PW 11484. Write the total amount in words and numbers.		

Initials _____

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 _____

Addendum No. 3– Description: _____

Date _____

Addendum No. 4– Description: _____

Date _____

Addendum No. 5– Description: _____

Date _____

Addendum No. 6– Description: _____

Date _____

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

Initials _____

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** _____.

Firm Name:	
Signed by:	_____ (Sign it)
Name:	
Title:	
Mail Address:	
Physical Address:	
Phone Number:	
Fax Number:	
E-mail:	

Seal (if Bidder is a Corporation)

21. APPENDIX E RESPONSE CHECKLIST

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 upprecovery.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 7 in the Statement of the Bidder, Appendix A.
- Attached are resumes of all firm personnel teamwork (or/and sub-contractors, specialized trades consultants, if any) who will be providing the services.
- 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
FEMA ALTERNATIVE PROCEDURES
PLEASE [CLICK HERE](#)

End of Document