

REQUEST FOR PROPOSALS NO. 003

ARCHITECTS & ENGINEERS

(Design and Supervision Services)

Project Number: 4339-DR-PR-PW NO. 107355 Main Facilities

Project Title: Permanent Work Main Facilities

Funded by: FEMA and PRDOH/CBDG-DR Program



Universidad Central del Caribe

“Building Future Health Through Education, Research and Service”

Postal Address: P. O. Box 60327, Bayamón, PR 00960-6032

Physical Address: Avenida Laurel, Santa Juanita, Bayamón, PR 00956

787-798-3001 Ext. 2500

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1. BACKGROUND AND PURPOSE

Universidad Central del Caribe, Inc. (UCC/University/Subrecipient), through the Central Office for Recovery, Reconstruction and Resiliency (COR3), filed a Request for Public Assistance before the Federal Management Agency (FEMA) and for Community Development Block Grant-Disaster Recovery (CBDG-DR) Non-Federal Match Program funds. **Universidad Central del Caribe, Inc.** received an award of federal funds from FEMA pursuant to the Damage Description and Dimensions (DDD) Report.

On September 20, 2017, Hurricane Maria caused damages to several of the **Universidad Central del Caribe, Inc's** facilities, namely its main facilities. The main facilities within the **Universidad Central del Caribe, Inc.** is located at Urb. Santa Juanita, Ave. Laurel, Bayamón, PR 00956.

Universidad Central del Caribe, Inc. is interested in the reconstruction of the aforementioned university facilities (main facilities) in accordance with the FEMA Report. The project is 90% funded by FEMA (\$4,539,555.52), 10% PRDOH/CBDG-DR Non-Federal Match Program (\$504,395.05) and institutional funds (\$558,429.04). The purpose of this RFP is to request and receive proposals from qualified Architecture and Engineering firms for the development of all design documents: as-built, basis of design, detail design, specifications, cost estimates, schedules, scopes of work, and bidding phase and other required documentation for the compliance of the requirements of FEMA and PRDOH/CBDG-DR Non-Federal Match Program. The awarded firm or professional will also provide services of oversight and coordination for the execution of a complete comprehensive project.

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

The Awarded Proponent shall comply with all applicable federal, state, and local laws, rules, regulations, and policies relating to FEMA Public Assistance Program and PRDOH/CBDG-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.

2. CONTACT AND TIMELINE

The RFP shall be sent and addressed to:

Auction Committee
femaprojects@uccaribe.edu

Lic. Emilia Soto Otero
Dean of Administration
emilia.soto@uccaribe.edu

Universidad Central del Caribe, Inc.
 Avenida Laurel
 Santa Juanita
 Bayamón, PR 00956
 Tel. (787) 798-3001 ext. 2500

Notice: Be advised that interested proponents must register receipt of this RFP at femaprojects@uccaribe.edu to qualify for receiving the following:

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

3. TIMELINE AND SUBMISSION DATE

Description	Date
RFP publication	November 8, 2023
Deadline for Request for Information (RFI) by email	November 14, 2023
Response for Request for Information by email	November 20, 2023
The proposal must be submitted by email. Address the indicated contacts in Section	December 4, 2023 on or before 3:00 PM

2-CONTACT (Auction Committee and Lic. Emilia Soto)	
Award Notification	January 2024
Execution of Agreement	January 2024

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

4. PROJECT DESCRIPTION

The project will be on UCC campus. The project is divided in three damages: Damage No. 305240 Main Building, Damage No. 305244 Main Building Annex, Damage No. 305310 Site 1. And will be working on the respective scope of work, as stated by FEMA.

The project considers several construction tasks will restore the facilities to their pre-disaster design, function, and capacity, including mitigation tasks as recommended by FEMA. All work to be performed must be within the existing footprint. Some works include mitigation measures and code compliance measures as recommended by FEMA in the respective scope of work for each damage. Due to the building's year of construction, it may be necessary lead or asbestos abatement.

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

5. SERVICES

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

5.1 Services Related to FEMA's SOW

5.1.1 The provided SOW serves as fundamental base for the development of a final detailed SOW. This final detailed SOW is required for submission to FEMA as part of the schematic design phase, for the purpose of Scope of Work Alignment. The Awarded Proponent will be responsible for the design following such specifications and standards,

and for preparing cost estimates for the mentioned SOW and any additional SOW as required by UCC for compliance with all internal and FEMA procedures.

5.1.2 The Awarded Proponent is responsible for verifying the SOW, Method of Repair (MOR), Bipartisan Budget Act of 2018, Pub. L. No. 115-123, § 20601, 132 Stat. 64 (2018) approved work included in this document.

5.1.3 The project shall comply with FEMA's requirements for Category E – Permanent Work as stated in the Public Assistance Program and Policy Guide FP104-009-2/ April 2018 and Puerto Rico's construction law, regulations, and codes.

5.1.4 The Awarded Proponent is responsible for notifying the UCC's representative in case of any change that may affect the SOW.

5.1.5 As part of the design and supervision services to be provided, the Awarded Proponent will serve as a consultant in all matters related, constituting an advisory resource for the UCC in the plans, strategies, and action referred and/or requested by the President or her authorized representative, COR3 or FEMA, and will be available to complete said requests and attend the meetings that the UCC deems necessary.

5.1.6 The Awarded Proponent will evaluate the 406 Hazard Mitigation proposed by FEMA and determine if it's viable or if there are better proposal measures to provide Hazard Mitigation to the facility. In case of a change, the Awarded Proponent, in coordination with the UCC's representative, will prepare a Hazard Mitigation Proposal for submission to FEMA for its corresponding approval.

5.1.7 The Awarded Proponent will work as a representative of the UCC during the development of the project. The personnel designated by the Awarded Proponent to oversee the project must be authorized and licensed to exercise the professions of engineering and /or architecture in Puerto Rico and must be a bona fide member of the Professional College of Engineers and Land Surveyors of Puerto Rico or the Architects and Landscape Architects Association of Puerto Rico with the corresponding membership fee payment up to date.

Notice: Please, refer to Appendix F for a complete FEMA's SOW.

6. COST PROPOSAL

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

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

7. REQUIRED DOCUMENTS FOR THE SUBMISSION OF THE PROPOSAL

General Instructions

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

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

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

Mandatory requirements, Proposal Preparation, and Submission

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

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

- A. If the proponent is an individual, the offer will be signed with the individual's name and should indicate "Individually". The individual's physical and postal address, telephone and email will be included, also proposal number and title of this RFP.
 - i. If the Proponent is an individual operating under the name of a firm, the offer will be signed by the individual. The Proponent will include the name of the firm under which it operates (dba). The postal and physical address, email, telephone of the firm will be included, also bid number and title of this RFP.

- B. If the proposer is a professional services corporation (P.S.C.), a limited liability company (LLC) or a limited liability partnership (LLP), its offer will be signed by its president, secretary, or other authorized official, according to its corporate resolution in this regard. The seal of the corporation must be attached. The physical and postal address, email, telephone of the main office of the corporation will be included, also proposal number and title of this RFP.

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

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

- Letter of Intent- (1-page limit): Identifying the name and number of the RFP, and date of submittal. The letter must be signed by and 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 UCC, an 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 Document (Lobbying Certification, Limited Denial of Participation (LDP)/Suspension or Debarment Status, Legal Issues, and Conflict Affidavit, and NON-Collusive Affidavit)
- Appendix C – Policies and Insurance
- Appendix D – Cost Proposal, including additional SOW fee percentage (%)
- Appendix D - Cost Proposal Breakdown – Provide Cost Estimate Breakdown based in SOW provided in Appendix F
- A color copy of the engineer’s or architect’s professional ID (“Identificación de Colegiación”) and a copy of the Department of State License
- **Copy of initialized RFP and its Appendices**
- Appendix E- Response Checklist – Before signing and submitting the proposal for this project, interested proponents should carefully review and fill the Appendix E- Response Checklist.

Request for Information (RFI)

An RFI or clarification shall be addressed by email to: emilia.soto@uccaribe.edu on or before the date established in this document and must reference this specific RFP (RFP No. 003 4339-

DR-PR-PW No. 107355) 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 femaprojects@uccaribe.edu. Proponents shall acknowledge receipt of the addenda on **Appendix D-Cost Proposal**.

8. UCC RESPONSIBILITIES

The Universidad Central del Caribe, Inc. will provide for this RFP:

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

9. COMPENSATION FOR ARCHITECTS & ENGINEERS (Design and Supervision Services) AND PAYMENT METHOD

The UCC will pay **the Awarded Proponent only** for services rendered or provided to the satisfaction of the UCC. 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 UCC. All invoices for professional services presented to the UCC must contain the following federal clause:

We certify under penalty of nullity that no employee from UCC will derive or obtain any benefit or profit of any kind from the contractual relationship which is the basis of this invoice. If such benefit or profit exists, the required waiver has been obtained prior to entering into the Agreement. The only consideration to be received in exchange for the delivery of goods or for services provided is the agreed-upon price that has been negotiated with an authorized representative of the UCC. The total amount shown on this invoice is true and correct. The services have been rendered, and no payment has been received in respect thereof.

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

The **Awarded Proponent** must submit one (1) original and one (1) digital copy of the invoices to be certified by the Dean of Administration of the Universidad Central del Caribe, Inc. Each invoice must be delivered physically to the Dean of Administration during the first ten (10) calendar days of the following month in which the services were rendered. During the Design Phase, the invoices must detail the services provided or the activities carried out, accompanied by the required documents, and comply with the Basic Services requirements established in this contract.

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

Payments for rendered services will be issued according to contract and within thirty (30) calendar days, beginning on the date on which the Dean of Administration at the UCC approves the work performed, and the invoices and documentation received meet all requirements.

10. PROPOSAL SCORING AND EVALUATION CRITERIA

Accepted proposals will be reviewed by the UCC Auction Committee 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 **Architects & Engineers (Design and Supervision Services)** to be provided by established and experienced engineer's or architect's firms. The **Awarded Proponent** shall be a professional or technical team fully experienced in project designs, architectural and engineering concepts, site improvements and infrastructure strategies, building development and technology, cost estimates, administration, management, evaluation, project control (budget and schedule) accounting, technological report systems, construction quality control and processes. The Proponent must also be well versed in federal compliance, with a proven performance record. The UCC will only consider architectural and engineering firms with established and verifiable experience with, at least, two (2) years or

more of experience, with projects sponsored and funded by FEMA, PRDOH/CBDG-DR Program, and/or another federal agency.

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

Executive Summary-Refer to Appendix A - Statement of the Bidder

- Provide a complete profile of your organization, mission, and vision statements.

Experience and Strategy in Providing the Services (up to 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 4 points)
- Indicate relevant experience in projects with FEMA grants. (up to 6 points)
- Please, indicate whether you have experience working with public or federal entities, and years of experience performing like services. (up to 6 points)
- Provide specific examples of the services or tasks previously provided by the entity as considered in this RFP. (up to 8 points)
- Detail your firm's understanding of the challenges and barriers for a project like this and proposed approach to overcoming these barriers. (up to 3 points)
- Identify potential risk factors and methods for dealing with these factors. (up to 3 points)

Team Qualifications (up to 25 points)-Refer to Appendix A - Statement of the Bidder

- The Proponent should provide detailed information about the experience and qualifications of the Proponent's principals, project managers, key personnel, and staff to be assigned, including degrees, certifications, licenses, and years of relevant experience in terms of Federal Grants and/or FEMA and FEMA regulatory requirements. The Proponent shall specifically identify current employees who will serve as key personnel. This includes the Proponent's own staff and staff from any subcontractors to be used. The Proponent should demonstrate that its staff (and/or subcontractor's staff) meet the desirable requirements listed below and have necessary experience and knowledge to successfully implement and perform the tasks and services. Any subcontractors should be named, along with a description of experience and what role they will play on the Proponent's team. The Proponent should describe

its demonstrated capability to provide the staffing with the qualifications required in this RFP through the term of the expected contract. (up to 15 points)

- Attach resumes of personnel (or/and sub-contractors, if any) who will be providing the services. Consider the infrastructure trades specialists (engineering and/or architectural consultants) based on the trades applicable for the scope of work for this project (up to 10 points)
 - Personnel/Trade specialist (Roof Water Proofing Specialist, mechanical, electrical, architectural, structural, civil and/or other qualifications per trades based on SOW)

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

- A minimum of three (3) references of the Proponent (as Prime Contractor) to which similar services have been provided within the past five years of a comparable sized institution or company, offering for each a summary of the work performed and how it relates to the scope of work under this RFP. Each reference should include a point of contact name, their title, name of the organization they represent, and their phone and email information so that they may be contacted by the UCC or its designee(s). The Proponent is encouraged to provide up to two (2) references for identified subcontractors. (up to 5 points)
- If the Proponent has previous contracts with the UCC, the performance directly related to those services will be considered as additional reference to those minimally required.

Cost Proposal Breakdown (5 points)

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

Cost Proposal (25 points) – Refer to Appendix D - Cost Proposal

- Proponent with lower proposal (25 points), all other proposals receive a percentage of the point available based on their cost relationship to the lowest with the following formula: $(\text{Lowest Cost Proposal}) / (\text{Cost Proposal being evaluated}) \times \text{Total Cost Proposal Points}$. The final score will be rounded to the nearest whole number.

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

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

Preference of 5 points for Section 3 Business Concern and M/WBE

The UCC 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-contracts to be awarded to such business described above. You can locate the Section 3 or M/WBE 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-seccion3/>
 - <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 of 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 M/WBE Certification to evidence their status.**

TABLE-SUMMARY OF POINTS	
Description	Points
Experience and strategy in providing the services	30
Team qualifications	25
Proponent references	5
Cost Proposal Breakdown	5
Cost Proposal	25
Cost Proposal % Fee for additional SOW	5
Subtotal	95
Section 3 Business concerns and M/WBE	5
Total	100

11. FINAL EVALUATION

The UCC 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 UCC’s interests and are in full compliance with FEMA and PRDOH/CDBG-DR procurement requirements.

The RFP may not be awarded to the proponent who submitted the lowest price if, in another proposal offers a better value UCC.

12. PROJECT AWARD

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

The UCC reserves the right to reject any or all proposals and to award the bid under the conditions if deems most advantageous to the interests of the Universidad Central del Caribe, Inc., 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 UCC and the proponent.

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

13. RECONSIDERATION PROCESS

Any Proponent adversely affected by a decision made by the UCC in connection with the selection and award procedures provided in this RFP may submit a request for reconsideration to the UCC in accordance with the "Reglamento de Subasta Formal de la UCC of December 16, 2021 within five (5) days from the award notification date to the following email femaprojects@uccaribe.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 within the time limit or procedures stated above or otherwise provided in this section may be dismissed or denied without further consideration. If the UCC fails to act on the motion for reconsideration within five (5) business days of the filing thereof, it shall be understood that the motion was denied outright and the term for reconsideration review shall being to elapse from said date.

If the UCC 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 UCC accepts the reconsideration request, but does not 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 reconsideration review will begin from the expiration of said term of thirty (30) days. The UCC may extend said term only once, before it ends, for an additional term of fifteen (15) days.

14. BLOCKOUT 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 UCC employee or UCC's contractor involved in any step in the procurement process about the solicitation. The blackout period applies not only to UCC employees, but also to any current contractor of the UCC. "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 UCC first issued the publication of this RFP and will end when the 20 days of request for reconsideration review have passed.

In the event a prospective Contractor may also be a current UCC contractor, UCC employees and the prospective proponent may contact each other with respect to their existing contract and duties only. Under no circumstances UCC employees or current contractors may discuss this RFP or corresponding procurement process or status. Any bidder, proponent, or UCC contractor who violates the blackout period may be excluded from the awarding contract and/or may be liable to the UCC 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 UCC for a period of ten (5) years.

14.2 Other Prohibited Communications

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

15. UCC DISCLAIMERS

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 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 or 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© (2)).

15.2.2 The Proponent shall notify the UCC 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 details so that the UCC can assess it.

15.2.3 In the event of real or apparent conflicts of interest, the UCC reserves the right, in its best interest and at its sole discretion, to reject a proposal(s) outright or to impose additional conditions upon proponents. The Proponent shall accept any reasonable conflict mitigation strategy employed by the UCC 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 UCC 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 UCC’s solicitation.

15.2.3.1 A real conflict of interest arises when an employee, officer, any member of his or her immediate family, his or her partner, or an organization which employs

or is about to employ any of the aforementioned individuals, has a financial or other interest or a tangible personal benefit from a firm considered for a contract.

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

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

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

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

15.3 Proponent’s Error and Omissions

15.3.1 The UCC reserves the right to reject a submission that contains an error or omission. The UCC also reserves the right to request correction of any errors or omissions and/or to request any clarification or additional information from any proponent, without opening clarifications for all proponents. Proponents will be provided a reasonable period in which to submit written responses to UCC’s requests for clarification or additional information. Proponents shall respond by the deadline stated in the correspondence.

15.4 Proponent’s Expenses

15.4.1 Proponents are solely responsible for their own expenses in preparing a proposal and for subsequent negotiations with the UCC, if any. The UCC 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.

15.5 Selection of Proposal in Best Interest of the UCC

15.5.1 Notwithstanding the selection criteria set forth in the RFP, if determined by the UCC to be in its best interest, the UCC 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.

15.6 Number of Awards

15.6.1 At the sole discretion of the UCC and based upon the breath and experience of Proponent to this RFP, or other factors considered in its best interests, the UCC 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 UCC 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 UCC is not reached, notwithstanding the Proponent's submission of Best and Final Offers ("BAFOs").

15.7 Withdrawal Proposals

15.7.1 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 UCC receipt.

15.8 SAM Registration

15.8.1 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.

15.9 Contract Negotiations/No Obligation to Contract/Rejection of Proposals/Cancellation of RFP

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

15.9.2 Issuance of this RFP does not constitute a commitment by the UCC 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 UCC contracting process, all approvals required by law, including the FOMB if applicable. The UCC will not have any bidding obligation, duties, or commitments to the Selected proponent(s) until and unless a contract has been duly executed and delivered by the UCC after approval by the President. If the UCC 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 UCC 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 UCC reserves the right to re-solicit proposals.

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

15.10 Ownership of Proposals

15.10.1 All documents, including proposals submitted to the UCC become the property of the UCC selection or rejection of a proposal does not affect this provision.

15.11 Confidentiality of Proposals

15.11.1 The UCC 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 UCC 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 the law. The UCC 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 UCC 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 UCC an unrestricted license to use such unrestricted portions of the proposal.

15.12 Collection and use of Personal Information

15.12.1 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 UCC 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 UCC. Such written consents are to specify that the personal information may be forwarded to the UCC for the purposes set out in her RFP. The UCC 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 UCC.

15.13 RFP and Proposal as Part of Agreement

15.13.1 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 UCC and the Respondent. If the terms of the RFP and related documents or proposal conflict with the contract, the contract terms shall control.

15.14 Non-Assignment

15.14.1 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 UCC.

15.15 Causes for Disqualification

15.15.1 Failure to submit the proposal on or before the date and time deadline indicated in this RFP.

15.15.2 Failure to submit a fully completed proposal may be deemed nonresponsive.

15.15.3 Failure to submit appendix, form, certification, or required document may be ground for disqualification.

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

15.16 No Bid

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

15.17 Sub-Contacts or Consultants of the Awarded Proponent

15.17.1 All federal and state law and regulations requirements apply to subcontractors. The awarded proponent shall require all subcontractors to flow down the PRDOH's (Puerto Rico Department of Housing) 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 per 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 UCC 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 to 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 UCC 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. Provide a Unique Entity Identifier (UEI) number; be registered and active in the system for Award Management SAM.GOV.

_____ 2. Section 3 Plan – <https://cdbg-dr.pr.gov/en/download/section-3-policy/>
<https://cdbg-dr.pr.gov/download/politica-sobre-seccion3/>

_____ 3. M/WBE Utilization Plan – <https://cdbg-dr.pr.gov/en/download/mwbe-policy>
<https://cdbg-dr.pr.gov/download/politica-mwbe/>

_____ 4. Policies and Insurances – **See Appendix C**

_____ 5. 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.

_____ 6. Eligibility Certification of the Unique Registry of Professional Service Providers (RUP) form the General Services Administration (ASG) may be accepted. If a proponent does not have a valid RUP, **provide** the following documents:

_____ 7. Certificate of Good Standing form the State Department

_____ 8. Department of State Certificate of Incorporation

_____ 9. Corporate Resolution with Corporate's Seal authorizing Corporation's representative to sign the contact.

_____ 10. 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.)

_____ 11. Merchant Registration Certification (IVU) Filing of Monthly Forms of IVU-Model SC2942A.

END OF DOCUMENT

17. APPENDIX A - STATEMENT OF THE BIDDER

17.1 STATEMENT OF THE BIDDER
UCC RFP NO. 003/PW NO. 107355 Main Facilities
ARCHITECTS & ENGINEERS (Design and Supervision Services)

UCC AUCTION COMMITTEE OF AWARD
STATEMENT OF THE BIDDER FOR CONTRACTORS

BUSINESS AND TECHNICAL ORGANIZATION

Bidder may use additional space to complete required information.

I. PERMANENT PLACE OF BUSINESS

A. Name of Bidder: _____

B. Mailing Address: _____

C. City and Zip Code: _____

D. Physical Address: _____

E. City and Zip Code: _____

F. Telephone No.: _____

G. E-mail: _____

II. PROPOSER REFERENCES-LIST BELOW SIMILAR CONTRACTS EXECUTED.

Proposer must supply references of minimum three firms to which similar services have been provided within the past five years of a comparable sized institution or company.

No.	Client Name Contact Person and Telephone	Location	Type of Work (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 CONTRACTS IN HAND

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

IV. EXECUTIVE SUMMARY

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

V. EXPERIENCE DESCRIPTION AND STRATEGY IN PROVIDING THE SERVICES

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

I, _____ of _____
(Representative’s Name) *(Name of Organization)*

certified the answer to this foregoing question and all statement therein contained are true and correct.

Authorized representative signature

Date

18. APPENDIX B – REQUIRED FEDERAL DOCUMENTS

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

- 18.1 Lobbying Certification (use attached model below)
- 18.2 Limited Denial of Participation (LDP)/Suspension or Debarment Status, Legal Issues, and Conflicts Affidavit (use attached model below)
- 18.3 Non-Collusive Affidavit (use attached model below)

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

18.1 LOBBYING CERTIFICATION
UCC RFP NO. 003/PW NO. 107355 Main Facilities
ARCHITECTS & ENGINEERS (Design and Supervision Services)

LOBBYING CERTIFICATION
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 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 or 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, loan, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

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

Please check appropriate box:

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

or



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

Executed this _____ day of _____, 20_____

By:

(Type or Print Name)

(Title of Executing Official)

(Signature of Executing Official)

(Name of organization/applicant)

**18.2 LIMITED DENIAL OF PARTICIPATION (LDP)/SUSPENSION OR DEBARMENT STATUS,
LEGAL ISSUES, AND CONFLICTS AFFIDAVIT
UCC RFP NO. 003/PW NO. 107355 Main Facilities
ARCHITECTS & ENGINEERS (Design and Supervision Services)**

**LIMITED DENIAL OF PARTICIPATION (LDP)/SUSPENSION OR DEBARMENT
STATUS, LEGAL ISSUES, AND CONFLICTS AFFIDAVIT**

By signing this certification, the Proposer certifies so the best of its knowledge and belief that the firm, business, or person submitting the proposal:

- a. 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. UCC also may exercise any other remedy available by law.
- b. have not within a three-year period preceding this proposal been convicted of or had a civil judgement rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, Government of Puerto Rico or local) transaction or contract under a public transaction; violation of federal or Government of Puerto Rico antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- c. are not presently indicated for or otherwise criminally or civilly charged by a governmental entity federal, Government of Puerto Rico, or local) with commission of any of the offenses enumerated paragraph (1)(b) of this certification; including PR Law No. 2 of January 4, 2018, as amended.
- d. have not within a three-year period preceding this application/proposal had one or more public transactions (federal, Government of Puerto Rico or local) terminated for cause or default.
- e. has any conflict of interest, either direct or indirect, about the services sought herein pursuant to federal or state law and regulations.

In _____, this ____ day of _____ of 20_____.

By:

(Name of Firm)

(Signature of Proposer)

(Printed Name of Proposer)

(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 RFP his/her capacity as
_____ of Proposer, who I personally known or have identified
by his/her _____.

Public Notary

18.3 NON-COLLUSIVE AFFIDAVIT
UCC RFP NO. 003/PW NO. 107355 Main Facilities
ARCHITECTS & ENGINEERS (Design and Supervision Services)

NON-COLLUSIVE AFFIDAVIT

_____, being first duly sworn, deposes and says:

That he/she is _____ (a partner or officer of the firm of, etc.) the party making the foregoing proposal or bid, that such proposal or bid is genuine and not collusive or sham; that said bidder has not colluded, conspired, connived or agreed, directly or indirectly sought by agreement or collusion or communication or conference, with any person, to fix the bid price of the affiant or of any other bidder, or to fix any overhead, profit or cost element of said bid price, or of that of any other bidder, or to secure any advantage against the UCC or any person interested in the proposed contract; and that all statements in said proposal or bid are true.

(Name of Firm)

(Signature of Proposer)

(Printed Name of Proposer)

(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 RFP his/her capacity as
_____ of Proposer, who I personally known or have identified
by his/her _____.

Public Notary

19. APPENDIX C – POLICIES AND INSURANCE

19.1 REQUIRED INSURANCE FOR PROJECT
UCC RFP NO. 003/PW NO. 107355 Main Facilities
ARCHITECTS & ENGINEERS (Design and Supervision Services)

REQUIRED INSURANCE FOR THE PROJECT

The required covers must be endorsed in favor of the Universidad Central del Caribe.

(-- Bid Bond (5% of quote)

(-- Performance & Payment Bond (100% of quoted)

(X) Workmen's Compensation (Corporación del Fondo del Seguro del Estado)

(X) Commercial General Liability (C. G. L.), including Employees Liability & Products Liability

Limits-Combined Single Limit of \$1,000,000/\$2,000,000 aggregate/Employers Liability limit of \$1,000,000

Including the following endorsements:

(X) Hold Harmless Agreement

(X) Additional Insured

(X) Thirty (30) days cancellation notice

(X) Waiver of Subrogation

(X) Auto

Limits-Combined Single Limits-Combined Single Limit \$1,000,000 combined Single Limit for Bodily Injury and Property Damage

(-- Owners & Contractors Protective Liability (in the name of Universidad Central del Caribe-same limits as C.G.L.)

(-- Installation and/or Transportation Floater (if needed)

(-- Builder's Risk (if needed)

(-- Pollution – limit of \$1,000,000

Endorsements must be in name of: Universidad Central del Caribe, P. O. Box 60327, Bayamón, PR 00960-6032.

20. APPENDIX D COST PROPOSAL

20.1 COST PROPOSAL

**UCC RFP NO. 003/PW NO. 107355 Main Facilities
ARCHITECTS & ENGINEERS (Design and Supervision Services)**

COST PROPOSAL

****WORK TO BE SUBJECT OF FEDERAL FUNDS REIMBURSEMENT***

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

COST PROPOSAL			
RFP No. 003/PW No. 107355 Main Facilities Universidad Central del Caribe, Inc. (UCC)			
Estimated Construction Cost for the proposed development: \$ _____ (required)			
Professional design and supervision fees have been computed based on the estimated construction cost mention above:			
PHASE	TIME (Calendar Days)	FEE	% FEE for Additional SOW
Schematic design	_____days	\$	N/A
Preliminary design	_____days	\$	N/A
Construction Documents	_____days	\$	N/A
Bidding and Negotiation	N/A	\$	N/A
Design subtotal:	N/A	\$	N/A
Supervision	_____months X \$ _____monthly	\$	N/A

Permit Management: (Including lead and asbestos remediation permits and/or certificates in buildings prior to 1990).	N/A	\$	N/A
Additional Services (Additional services cost breakdown fees are final.)			
•		\$	
•		\$	
•		\$	
•		\$	
Additional Services subtotal:		\$	
Reimbursable Expenses:			
For fees, stamps, and filing costs related to endorsements and permits from permit regulatory offices.		\$	
_____ (\$ _____)		Additional SOW Fee %	
Total Design, Supervision, Permit Management, Additional Services and Reimbursable Expenses. Write the total amount in words and numbers.		(Design subtotal + Supervision)/Estimated Cost	

For Additional Services and/or Reimbursable Expenses, the UCC reserves the right to adjust these amounts as their convenience.

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

Fees for Professional Services	
	Fee per hour

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

Addendum No. 1 – Description; _____

Date _____

21. APPENDIX E - RESPONSE CHECKLIST

21.1 RESPONSE CHECKLIST
UCC RFP NO. 003/PW NO. 107355 Main Facilities
ARCHITECTS & ENGINEERS (Design and Supervision Services)

RESPONSE CHECKLIST

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

_____ Did you include a Letter of Intent identifying the name and number of the RFP, date of submittal, signed by an authorized representative of the organization, that states the acceptance of the Terms of Conditions of this RFP, providing the exact business name to conduct business with the Universidad Central del Caribe, Inc., and address, telephone, fax number, e-mail address and SAM Entity Identifier Number?

_____ Do you have an **active** registration on SAM.gov?

_____ Did you complete and sign Appendix A-Statement of the Bidder?

_____ Did you fully complete Part 1 through 6 in the Statement of the Bidder, Appendix A?

_____ Did you attach the resumes of all firm personnel teamwork (or/and sub-contractors, specialized trades consultants, if any) who will be providing the services?

_____ Did you fully complete and include the additional SOW Fee Percentage (5) in Appendix D-Cost Proposal?

_____ If any space does not apply in Appendix D-Cost Proposal, did you put (N/A) or other information?

_____ Did you acknowledge the Addendums in Appendix D-Cost Proposal, if applicable?

_____ Did you **sign** and **seal** Appendix D-Cost Proposal following the instruction in Section 7-REQUIRED DOCUMENTS FOR THE SUBMISSION OF THE PROPOSAL?

_____ Did you include a Cost Estimate Breakdown based on SOW provided in Appendix F-Scope of Work?

_____ Did you complete and include required federal documents in Appendix B (Lobbying Certification; Limited Denial of Participation (LDP)/Suspension or Debarment Status, Legal Issues, and Conflicts Affidavit; Non-Collusive Affidavit)?

_____ Did you include a color copy of the engineer's or architect's professional ID (Identificación de Colegación) and a copy of the Department of State License?

_____ Did you include a copy of initialized RFP and its appendices?

_____ Before signing and submitting the proposal for this project, did you carefully review the Appendix E-Response Checklist?

22. APPENDIX F – SCOPE OF WORK

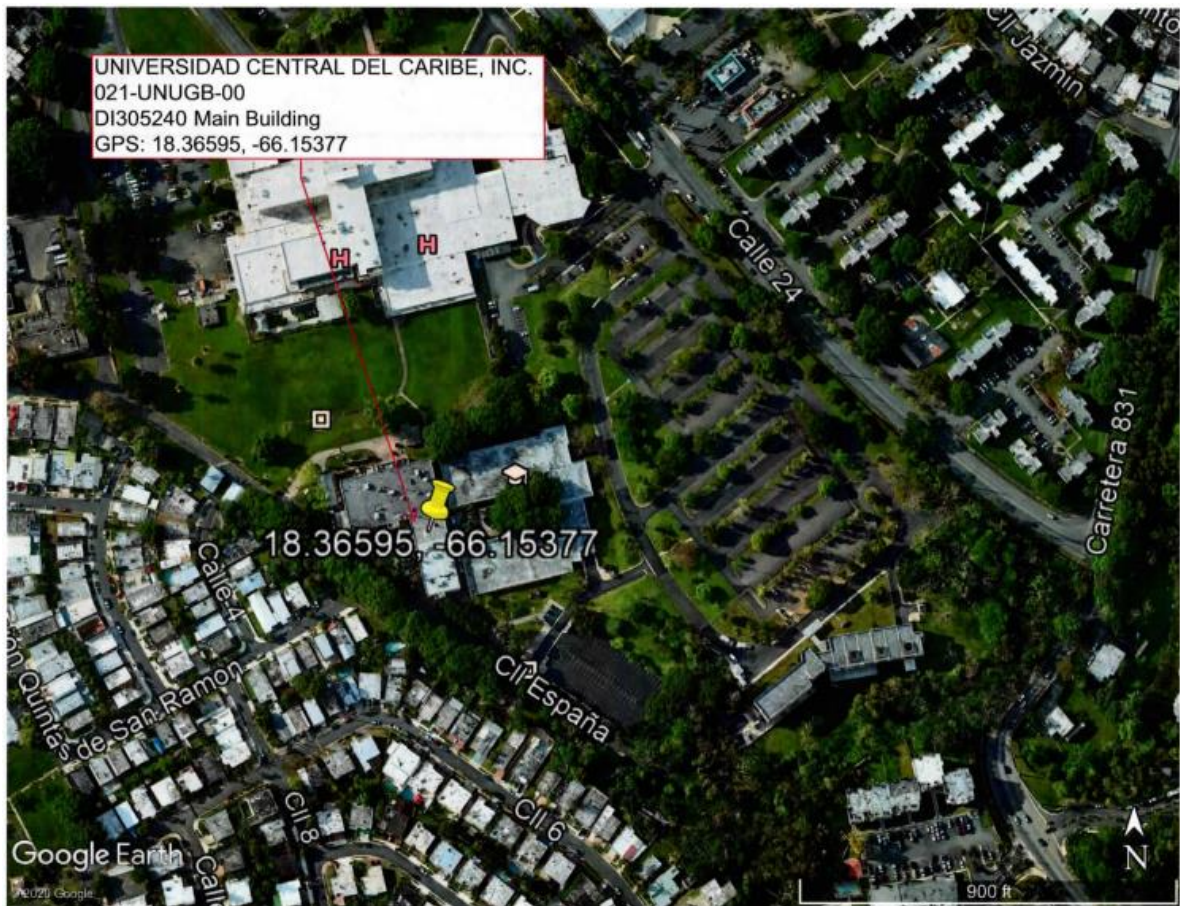
22.1 SCOPE OF WORK

UCC RFP NO. 003/PW NO. 107355 Main Facilities

ARCHITECTS & ENGINEERS (Design and Supervision Services)

SCOPE OF WORK

I. CAMPUS LOCATION PLAN:



II. GENERAL DATA AND SCOPE OF WORK – FEMA

[Click here to access the scope of work \(damages and mitigations\)](#)

[To access and view photos, click here](#)

23. APPENDIX G – OTHER REFERENCES

23.1 OTHER REFERENCES

UCC RFP NO. 003/PW NO. 107355 Main Facilities

ARCHITECTS & ENGINEERS (Design and Supervision Services)

OTHER REFERENCES

Include as part of the references information that the Proponent should be aware of as part of the proposal.

1. FEMA Public Assistance Program and Policy Guide (access www.fema.gov)
2. General Provisions and Required Clauses Under Federal and Puerto Rico Laws
3. HUD General Provisions