

REQUEST FOR PROPOSAL NO. 004

ARCHITECTS & ENGINEERS SERVICES

Project Number: 4473-DR-PR- NO. HMGP-4473-0094

Project Title: Urb. Santa Juanita Soil Stabilization

Funded by: HAZARD MITIGATION GRANT PROGRAM

Proposal due date: May 30, 2025



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



TABLE OF CONTENTS

GENERAL PROJECT INFORMATION	3
<i>Purpose of the Request for Proposal (RFP)</i>	3
<i>Project Location</i>	3
<i>Point of Contact</i>	3
<i>Timeline and Submission Date</i>	4
DESCRIPTION OF EXISTING CONDITIONS	5
<i>Description of each building</i>	5
<i>Hazard Description</i>	6
<i>Existing Conditions Reference Documents</i>	7
REQUIRED FEDERAL DOCUMENTS	8
PROPOSAL SCORING AND EVALUATION CRITERIA	9
PROPOSAL AWARD	12
REQUIRED INSURANCE FOR THE PROJECT	13
APPENDIX A – STATEMENT OF THE BIDDER	14
APPENDIX B – SCOPE OF WORK	20
<i>General Scope</i>	20
<i>Possible alternatives for reference</i>	20
<i>Workflow Breakdown Structure</i>	21
<i>Project Deliverables</i>	22
<i>Environmental data collection requirements (Environmental Assessment)</i>	25
APPENDIX C – COST PROPOSAL	27
APPENDIX D – REQUIRED FEDERAL DOCUMENTS	28
APPENDIX E – GENERAL PROVISIONS AND REQUIRED CLAUSES UNDER FEDERAL AND PUERTO RICO LAWS	33
APPENDIX F – EXISTING CONDITIONS REFERENCE DOCUMENTS	34
APPENDIX G - RESPONSE CHECKLIST	35



GENERAL PROJECT INFORMATION

Purpose of the Request for Proposal (RFP)

The purpose of this RFP is to solicit proposals from qualified Architectural & Engineering (A&E) firms to perform soil studies, hydrology and hydraulics (H&H) analysis, and surveying services for a FEMA-funded project. These studies are critical to ensuring the structural integrity, environmental compliance, and resilience of the proposed infrastructure improvements. The selected firm will be responsible for conducting all necessary assessments and delivering comprehensive reports that adhere to federal, state, and local standards.

Project Location

Address	Municipality	Zip Code	Latitude	Longitude
Avenida Laurel #100 Urbanizacion Santa Juanita	Bayamon	00956	18.365121	-66.152801
Avenida Laurel #100 Urbanizacion Santa Juanita	Bayamon	00956	18.365994	-66.153869

Point of Contact

Name	Lic. Emilia Soto
Title	Dean of Administration
Address	100 Avenida Laurel, Urb. Santa Juanita
Entity	Municipality
City	Bayamón
Zip	00956
Email	emilia.soto@uccaribe.edu
Phone	(787)798-3001



Timeline and Submission Date

The following timeline outlines the key milestones for the RFP process, from publication to contract execution. This schedule ensures transparency and provides prospective bidders with clear expectations for each phase of the selection process.

Description	Date
RFP Publication by email	May 1 st , 2025
Deadline for RFI by email	May 16, 2025
Response for RFI by email	May 23, 2025
Bid Close	May 30, 2025
Award Notification	June 13, 2025
Execution of Agreement	July 8, 2025



DESCRIPTION OF EXISTING CONDITIONS

The precursor of today's Universidad Central del Caribe (UCC) was the Cayey School of Medicine, which opened its doors in 1976. By 1978, the Radiologic Technology Program was developed, and the institution's name was changed to the Universidad Central del Caribe. UCC was the first private medical school incorporated under the laws of the Commonwealth of Puerto Rico. During its history, UCC has evolved into a health-sciences university with fully accredited academic programs in Medicine, Medical Images Technology, Biomedical Sciences and Substance Abuse Counseling.

The university consists of two buildings with parking on eight (8) acres at the southern corner of the fifty (50) acre Bayamon Regional Hospital complex grounds.

Minor rainstorms frequently flood the UCC campus. The storm water drainage system is overwhelmed, resulting in flooding of the courtyard and the food court area. At times, more severe storms have inundated the first floor of the buildings

Runoff from the main parking lot flows into the courtyard and food court. The food court is subject to runoff from the street that runs along the perimeter of the campus.

The drains in these areas are connected to the existing storm water system, but they lack the capacity to prevent water from accumulating during main events. Accumulated rainwater can take several days to recede, impeding access to the buildings. On several occasions, two to three inches of water entered the classrooms and offices.

Building One has flooded on several occasions when storm water accumulates in the food court area. Classrooms in Building Two flood when runoff accumulates in the university- owned courtyard and overtops the sidewalks.

Description of each building

Building One is a two-story 57,560 SF structure built in 1988. It is 28 feet high and constructed of reinforced concrete with a steel-reinforced, poured concrete foundation; poured concrete shear walls; painted concrete, CMU, and drywall; VCT flooring tiles, linoleum, and ceramic tiled floor coverings; fixed and venting exterior windows; metal exterior entry doors and wooden interior doors. The Main Building roofing system consists of two sections. The main section (original, northern area) was constructed using a steel bar joist roof framing system and metal roof decking, and BUR.



Building Two is a one story 54,000SF structure built in 1988. It is 13 feet tall and: constructed with reinforced concrete with a steel-reinforced poured concrete foundation; poured concrete shear walls; painted concrete, CMU, and drywall; VCT flooring tiles, linoleum, and ceramic tiled floor coverings; fixed and venting exterior windows; metal exterior entry doors and wooden interior doors.

Building Two courtyards, parking lot, and food court are particularly susceptible to flooding. The courtyard of Building Two is comprised of concrete and green zones. It is susceptible to flooding during minor and major main events. During major rain events, the water spills into the classrooms and offices, depositing 2-3 inches of rainwater. At times, areas of the courtyard are inundated with a foot of rainwater.

The parking lot is affected by water that drains from the hills that separate it from the Calle España. There are two catch basins in the parking area and one next to the curb on the south - east side of the lot. The water that collects in the parking lot reaches depths of 1'-1/2" feet. The parking lot has several areas where the asphalt has been damaged by flood water. Visible damages include cracking, alligator cracking, and disintegration.

The food court has two catch basins that run parallel to Calle España. Accumulated runoff, a foot deep in some areas, from Calle España floods the student food court.

Hazard Description

The Universidad Central del Caribe has a lengthy history of flooding. Hurricane Maria caused the university to temporarily suspend operations, directly affecting more than 500 students, teachers and administrative staff. Areas of campus affected by Maria included classrooms, the parking lot, the courtyard, and the food court.

Flooding is not only caused by rainfall, but from water that flows from the high ground and street on the west side of the university campus. The effects of runoff are exemplified by the damage to the parking lot when water flows down slope across the parking lot toward the campus.

The aforementioned areas of the campus (courtyard, food court, parking lot) experience flooding several times a year with even 25-year events causing significant disruption to university operations. Larger events, specifically hurricanes and tropical storms, interrupt the university's operations for days at a time.



The existing storm water system does not have the capacity to capture and convey runoff from a 100-year event.

Existing Conditions Reference Documents

To support the assessment and design efforts, the following existing condition elements have been added to the project documentation: General Site Plan, which outlines the overall layout and spatial organization of the site; photographs of the drainage system, capturing current infrastructure conditions; images of flood-affected areas, providing visual evidence of water accumulation and impact zones; photographs of locations with erosion issues, highlighting critical points of soil displacement and surface degradation.

These additions will aid in the comprehensive evaluation of site vulnerabilities and inform mitigation and design strategies.

See Appendix F for list of reference documents



REQUIRED FEDERAL DOCUMENTS

In compliance with federal regulations, all bidders are required to submit specific documents along with their tender. Failure to include any of these may result in disqualification. Documents 1-3 are located in Appendix D.

1. Lobbying Certification
2. Limited Denial of Participation (LDP)/Suspension or Debarment Status, Legal Issues, and Conflicts Affidavit
3. Non-Collusive Affidavit
4. SAM Registration



PROPOSAL SCORING AND EVALUATION CRITERIA

The 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 score will be tabulated, and the proposals ranked based on the numerical scores received.

UCC will review all proposals submitted based on the following criteria:

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

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

Criteria	Score
Qualifications and Experience	20
Team Qualifications	20
Cost Proposal	45
Project Execution Timeline	5
Compliance with RFP Instructions	5
Minority Business Participation	5



Qualifications and Experience (up to 20 points)

- 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 2 points).
- Indicate relevant experience in projects with FEMA grants. (up to 5 points).
- Please, indicate whether you have experience working with public or federal entities, and years of experience performing like services. (up to 5 points).
- Provide specific examples of the services or tasks previously provided by the entity as considered in this RFP. (up to 4 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 2 points).
- Identify potential risk factors and methods for dealing with these factors. (up to 2 points).

Team Qualifications (up to 20 points)

- 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 the 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 staffing with the qualifications required in this RFP through the term of the expected contract. (up to 10 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).



Cost Proposal Breakdown (45 points)

- Provide Cost Estimate Breakdown based in SOW provided in Scope of Work (Appendix B) (45 points)

Project Execution Timeline (5 points)

- This criterion will evaluate the proponent's ability to execute and complete the required services within an efficient and realistic time frame. Proponents must submit a detailed project timeline that includes key milestones, deliverables, and a breakdown of phases (5 points).

Compliance with RFP Instructions (5 points)

- This criterion evaluates the extent to which the proponent has complied with the instructions, format, and submission requirements outlined in the Request for Proposals (RFP). It ensures a consistent and fair review process by rewarding proponents who follow the specified guidelines (5 points).

Minority Businesses Participation (5 points)

- This criterion will be evaluated based on the proponent's demonstrated commitment to engaging certified minority-owned businesses, including subcontracting plans and prior performance in fostering inclusive economic participation.

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 procurement requirements.



PROPOSAL AWARD

The UCC reserves the right to reject any proposal and to award the bid under the conditions it 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 a commitment or deal of the corresponding purchase order. The submission of a proposal does not represent a commitment or deal of any kind between the UCC and the proponent.

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



REQUIRED INSURANCE FOR THE PROJECT

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

- (X) Bid Bond (5% of proposal)
- (X) Performance & Payment Bond (100% of proposal)
- (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

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

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

- (X) Builder's Risk (if needed)

- (X) Pollution — limit of \$1,000,000

Endorsements must be in the name of:

Universidad Central del Caribe
P. O. Box 60327
Bayamón, PR 00960-6032



APPENDIX A – STATEMENT OF THE BIDDER

STATEMENT OF THE BIDDER

BUSINESS AND TECHNICAL ORGANIZATION

1. Permanent Place of Business

-
- a. Name of Bidder:
 -
 -
- b. Postal Address:
 -
 -
- c. Physical Address:
 -
 -
- d. Telephone:
- e. E-mail:



2. Proponent References - List Below Similar Contracts Executed

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

The list should be presented in the following format:

No.	Client Name Contact Person Telephone	Location	Type of Work	Contract Amount	Completion Date	Funding Resource (private, state or federal)
1.						
2.						
3.						
4.						
5.						



3. List Below Contracts in Hand

The proponent must supply current contracts in hand to which similar services have been provided within the past five years of a comparable sized institution or company.

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



4. Executive Summary

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

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5. Experience Description and Strategy in Providing the Services

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6. 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 the 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 staff 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).



APPENDIX B – SCOPE OF WORK

General Scope

The selected A&E firm will be responsible for executing soil studies, conducting an H&H study, and performing land surveying to establish baseline conditions and provide data-driven recommendations. The scope of work includes field investigations, laboratory testing, hydrological modeling, and technical reporting.

The primary objective of this project is to increase the capacity of the existing storm water system and reduce flooding on the University campus. UCC seeks innovative and technically sound proposals to address persistent flooding issues on its campus, particularly in the areas surrounding Building Two's courtyard, food court, and adjacent parking lot.

Possible alternatives for reference

To establish a conceptual baseline for the design process, the following alternatives are provided for reference purposes only and do not represent constraints or exclusions to other viable design solutions that may arise during further analysis:

- a. Enhance the campus stormwater drainage capacity by replacing the existing system with a new high-capacity infrastructure.
- b. Construct a French drain system, by capturing and redirecting runoff away from university buildings and into the existing municipal stormwater sewer system.

Proponents are encouraged to assess the technical feasibility, cost-effectiveness, and environmental sustainability of the proposed alternatives, and to offer expert recommendations that enhance the project's resilience, compliance with FEMA mitigation standards, and long-term operational performance.



Workflow Breakdown Structure

This project is proposed to be completed in two phases. Phase 1 (data collection and design) will include all activities necessary to develop/implement the project including the following elements:

1. Development of an H&H and soil study and conduct a topography survey.
2. Development of project design documents and technical specifications
3. Development of opinion of probable cost of construction.
4. Permitting activities (as needed).
5. Environmental and historic preservation (EHP) compliance assessment/documentation
6. Cost-effectiveness determination
7. Final project scope of work development
8. Final project implementation schedule.

See **Project Deliverables section** for details on each element described above.

Additionally, Phase 1 will include all necessary procurement and permitting (based on project design). At the conclusion of Phase 1, all identified deliverables will be submitted to COR3 & FEMA for review and approval and proceed to Phase 2 (Construction).



Project Deliverables

This project will determine and design a combined mitigation solution to address existing storm water infrastructure problems in the identified project area. It is anticipated that the design flood event level will be a 100-year event. This will be studied and validated or modified during design development. This project will be completed in two phases. Phase 1 will consist of non-construction activities, namely data collection and design work and Phase 2 will consist of construction activities.

Phase 1 will include the following activities:

- 1) Development of an H&H and soil study and conduct a topography survey.

Development of new data and analysis of existing data to identify, analyze, and document the specifics of the stormwater flood hazard and potential solutions, including a range of alternatives to be considered.

Deliverables:

- Surveying.
- Soil Analysis.
- H&H Study and any necessary modeling, data collection/development.

- 2) Development of project design documents and technical specifications

Phase 1 will follow an iterative design process that includes coordination between COR3, UCC and FEMA at identified stages to assist in identifying any potential issues at the earliest possible time.

Deliverables:

- Preliminary design at 30%, 60% and 90% stages, and final design drawings and specifications.
- Technical narrative, including calculations used in design drawings.
- Engineering assessment, including analysis of risk remaining after project implementation.
- Preliminary Operations and Maintenance Plan for the mitigation measures proposed.
- Permitting documentation, permit applications, copies of permits and reports of consultation regarding permits.



3) Development of opinion of probable cost of construction.

Deliverables:

- Preliminary and final opinions of probable cost for construction phase.
- Construction phase budget narrative with a project cost breakdown and supporting documentation. Lump-sum estimates are not eligible and will not be accepted.
- Itemized construction phase cost estimate that includes the materials, with unit description and unit cost. For labor and rental equipment, include number of hours and hourly rate.
- Source(s) and methodology used to develop the cost estimate.

4) Identification of required permits and approvals.

Deliverables

- Listing and timeline of required permits and approvals.
- Initiation of the required permits and approvals (as applicable and available)

5) Environmental and Historic Preservation (EHP) compliance documentation.

Deliverables:

- Environmental Assessment (as directed by the funding agency).
- Documentation of necessary coordination with agencies (as directed by the funding agency).
- Site photos and maps of project area and area of project impact.

6) Cost-effectiveness determination

Deliverable:

- Benefit-cost analysis (BCA) and all necessary supporting documentation.
- Supporting documentation includes annual maintenance costs necessary for the upkeep or repair of mitigation project components to ensure that the project maintains its effectiveness over its useful life.
- The estimates shall be provided using standard cost estimating software or engineering documents and must be certified by a professional engineer or architect.



7) Final project scope of work.

Deliverable:

- Provide a detailed scope of work with specific tasks and milestones for the construction phase of the project.
- Project narrative for construction phase of project, identifying specific sequence of actions to be undertaken to address identified hazard/problem.
- Identify the technical standards and/or specifications required by the design.
- Provide project maps on site photos. This includes photos of any existing structures in proposed construction areas.

8) Final project implementation schedule.

Deliverable:

- Project work schedule, including major milestones, deliverables, project management activities, and coordination points.



Environmental data collection requirements (Environmental Assessment)

The proposal should provide:

1. A detailed narrative, final project plans, and aerial maps that identify existing and proposed structures/facilities. The description should include GPS coordinates (start and end), conservative dimensions (Length x Width x Depth/Height, as applicable, in feet), and methods of construction for:
 - Site preparation (1) Ground disturbance (e.g., excavations, cut/fill, grading, etc.) (Length X Width x Depth)
 - Vegetation removal (in acres)
 - Staging areas (e.g., temporary offices, machinery, debris, materials and other)
 - Demolitions (asphalt removal, concrete, pipes, etc.)
2. New construction, realignments and/or modifications (As applicable).
 - Catch basins
 - Reinforced Concrete Pipelines (specify capacity, path, and route)
 - Culverts system inlets and outlets (include associated slabs and wingwalls as applicable)
 - Bioengineering and green infrastructure measures
 - Permeable parking lot resurfacing (and associated components)
 - Demolitions, relocations, and modifications
 - Other related construction actions
3. Provide a narrative that indicates the dimensions, capacity, and connection of both the proposed and existing stormwater drainage systems. Include the GPS location of the inlet and outlet point of the existing system.
4. Provide an estimate of the total project area (in acres) including modified and new storm water drainage system, staging areas, temporary loads, vegetation removal, etc. Provide supporting documentation such as delineated aerial maps or GIS shapefiles (.shp) with polygons corresponding to total action area.



5. Provide a narrative describing anticipated direct and indirect impacts this project may have to floodplains. Please specify positive and negative impacts anticipated in the short term (during project development) and long term (after project development).
6. Notify if the Project will or will not result in flood increase and/or adverse flood risk effects to the community or surrounding communities or properties and structures as a result of the proposed action. Provide supporting documentation and descriptive narrative. UCC shall revise design plans if increase of 1-foot or more of Base Flood Elevation is anticipated with proposed actions.



APPENDIX C – COST PROPOSAL

(A&E Fees)

Narrative	Total Cost
P-1- Survey and topography studies to determine property boundaries and calculate the proper slope required of the new system to drain properly.	
P-1. Hydrologic and Hydraulic studies (H&H) to determine volume and path of storm water runoff through the project area.	
P-1. Soil testing and geological studies to determine absorption rate in the project area.	
P-1. Environmental studies & permitting work related to any EHP compliance requirements or mitigation activities, as directed by the agency responsible.	
P-1 Costs associated with expected permitting and agency fees related to project implementation and construction.	
P-1 Storm System Design. Costs associated with final A/E design, cost estimation, and coordination work necessary to finalize project documents and prepare bid specifications.	
P-1. Parking lot design costs associated with final A/E design cost estimation, and coordination work necessary to finalize project documents and prepare bid specifications.	
P-1 Benefit Cost Analysis (BCA)	



APPENDIX D – REQUIRED FEDERAL DOCUMENTS

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

1. Lobbying Certification
2. Limited Denial of Participation (LDP) / Suspension or Debarment Status, Legal Issues, and Conflicts Affidavit.
3. Non-Collusive Affidavit
4. SAM Registration

Please use forms attached in this Appendix D to fill out required documents 1,2 & 3. A bidder who omits any of the required documents may be disqualified.



LOBBYING CERTIFICATION

Certification for Contracts, Grants Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her acknowledge 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 anti-act, the matting 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 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 the appropriate box:

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

☐ 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

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

By signing this certification, the Proponent 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.

_____ of 20 _____

(Signature of Proponent)

(Printed Name of Proponent)

(Position)



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 Proponent)

(Printed Name of Proponent)

(Position)



APPENDIX E – GENERAL PROVISIONS AND REQUIRED CLAUSES UNDER FEDERAL AND PUERTO RICO LAWS

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APPENDIX F – EXISTING CONDITIONS REFERENCE DOCUMENTS

F.1 – General Site Plan

F.2 – Drainage System Pictures

F.3 – Flooded and Eroded Areas Pictures

F.4 - Parking Lot Erosion Pictures

F.5 – General Storm System

F.6 – General Site Plan – Rainwater Flow Analysis

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APPENDIX G - 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?

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

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

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

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

_____ Did you complete and include required federal documents in Appendix D (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 (CIAPR / CAAPR License 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 G-Response Checklist

Initials_____