



SCOPE OF SERVICES
Project Management Services
Economic Development Investment Portfolio for Growth Program (IPG)
Community Development Block Grant – Disaster Recovery
Puerto Rico Convention Center District Authority
RFP No. CDBG-DR-IPG-PRCCDA-2023-01

1. Introduction

This document defines the Scope of Services for **Project Management Services** that the Proposer(s) must perform in order to support the Puerto Rico Convention Center District Authority (**PRCCDA**) and the Puerto Rico Department of Housing (**PRDOH**) in the execution of the Economic Development Investment Portfolio for Growth Program (**IPG**), under the Community Development Block Grant for Disaster Recovery (**CDBG-DR**). CDBG-DR Programs subject of this Scope of Services are briefly described below.

The IPG Program seeks to alleviate the exacerbated economic effects of the hurricanes through large-scale development projects that are transformative in nature and create/retain Low-to-Moderate Income (**LMI**) jobs and/or cascading economic impacts. The IPG Program intends to award gap funding for large-scale commercial and industrial development in a broad-ranging category of activities that cover a wide variety of economic revitalization initiatives.

The IPG Program will foster both mixed-use, community-based development, as well as major infrastructure improvements supporting economic revitalization for Puerto Rico. The objective of this program is to develop a series of projects across Puerto Rico that result in large-scale commercial or industrial development in a broad-ranging category of activities and that cover a wide variety of economic revitalization initiatives. Projects are encouraged to be developed through public-private partnerships in which CDBG-DR and CDBG-MIT funds are used as leverage for private funds for economic development activities, in concert with governmental or non-governmental organization (NGO) efforts. This may include, but is not limited to the development and/or redevelopment of:

- Commercial developments such as retail facilities including, but not limited to: shopping centers or stores; hotels, shipping distribution centers, or office buildings; Industrial/ manufacturing complexes such as factories or industrial parks; and public commercial spaces such as convention centers or parking garages.
- Mixed-use developments, whereby projects will support business opportunities and other economic development in support of housing.
- Infrastructure development to support large economic revitalization activities, including, but not limited to: transportation facilities (new roads, street rehabilitation, sidewalk improvements, streetlights, parking facilities, streetscape

improvements, etc.); and water, sewer, and drainage improvements directly supporting an economic revitalization activity.

The IPG Program has selected several large-scale development projects as award recipients for the CDBG-DR IPG Program funds. Such funds will be used directly in hard costs of the proposed construction projects. As part of the implementation of this program, award recipients are required to fulfill and comply with CDBG-DR funds usage requirements.

A detailed description of the IPG Program is included in the current Puerto Rico Disaster Recovery Action Plan (Action Plan) approved by the U.S. Department of Housing and Urban Development (HUD) which is available at www.cdbg-dr.pr.gov.

The PRCCDA is seeking qualified Proposer(s) to provide professional **Project Management Services** for their CDBG-DR approved project proposal. The Selected Proposer(s) will be directly responsible for ensuring the accuracy, timelines, and completion of all tasks assigned under the PRCCDA Agreement (**SRA**), between PRDOH and PRCCDA. The Scope of Services presented is based upon circumstances that exist at the time of solicitation. The PRCCDA, PRDOH or authorized representatives, reserves the right without limitations, to: (i) cancel this solicitation and reissue this request for proposal or another version of it, if it deems that doing so is in the best interest of the public; (ii) amend the contract(s) of the Selected Proposer(s) to, among others, (iii) extend its original duration; (iv) to reissue another procurement process that is in the best interest of the public.

The PRCCDA, PRDOH also reserves the right to make provision for multiple awards if it benefits the CDBG-DR Program and its funds, and to negotiate any price with the awarded Proposer(s).

2. Staff Requirements, Roles and Responsibilities

This section details the project management Staff that the Selected Proposer(s) must retain in order to support PRDOH and PRCCDA or its authorized representatives, in the implementation and management of the IPG Program.

The Proposer shall have or will secure, at its own expense, all personnel required in performing the services under the contract. PRCCDA expects the Selected Proposer to provide competent and fully qualified staff authorized or permitted under federal, state, and local law to perform the scope of services. The PRCCDA reserves the right to request the removal of any staff not performing to standard. No personnel may be assigned to the executed contract without the written consent of the PRCCDA.

2.1. Staff Requirements

Key Staff resources must be ready to begin working within two (2) weeks after the contract execution date and may be working throughout the term of the contract. Proposer must ensure the professional architectural or engineering services, if any, are performed by licensed professionals with the proper

qualifications, skills, and experience, necessary to perform such services, according to applicable federal and local rules and regulations.

2.2. Staff Experience and Qualifications

The Proposer shall provide detailed information about the experience and qualifications of the entire staff, including applicable degrees, certifications, licenses and years of relevant experience. The Proposer shall specifically identify resources currently employed by the Proposer who will serve as Key Staff. This includes the Proposer’s own staff and staff from any subcontractors. The Proposer shall demonstrate that its staff (and subcontractors’ staff) meet the requirements listed below and the necessary experience and knowledge to successfully implement and perform the services. **Table 1** presents requirements for Key Staff, roles and responsibilities.

2.3. Organizational and Staffing Plan

The Proposer shall submit to the PRCCDA an initial organizational chart detailing the identity of each resource (whether employed by the Proposer or a subcontractor) who shall perform any project management service. The Proposer’s organizational and staffing plan shall include the required number of personnel, role and responsibilities, name of each resource(s) or subcontractor(s), resume or professional information, their planned level of effort, their anticipated involvement, and their on-site availability. The Proposer shall demonstrate their ability to adequately staff and scale each functional area to maintain agreed upon service levels throughout the life of the projects.

Table 1. Key Staff Requirements and Responsibilities

Staff	Requirements	Roles & Responsibilities
Project Manager	<ul style="list-style-type: none"> • Must have a bachelor's degree or higher education in Planning, Engineering, Architecture, Project Management, or similar discipline. • Must have at least three (3) years of previous experience in comparable projects. • At least five (5) years of previous experience in the construction field. • Must have previous experience with federally funded projects. 	<ul style="list-style-type: none"> • Oversee the project team and manage projects themselves providing on-time, on-budget planning and design work that is of the highest technical and creative quality. • Deliver public presentations and facilitate public meetings, including in front of government agencies and commissions, concerned, and engaged stakeholder groups, and other agencies and organizations. • Lead, manage and administer all PRCCDAs' project-related performance from application,

Staff	Requirements	Roles & Responsibilities
	<ul style="list-style-type: none"> • Must have fluent verbal and written communications skills. 	<ul style="list-style-type: none"> design development, permitting, bidding, construction and close out. • Develop cost and time estimates and proactively manage project-related workload requirements. • Conduct performance measurement and analyze and report measurement results. • Participate in and support problem resolution. • Serve as the PRCCDA's primary point of contact with PRCCDA 's Program contractors and all PRDOH's representatives (i.e., PRDOH's Grant Manager, PRDOH's Oversight Manager, etc.) • Promote and ensure the timely delivery of all PRCCDAs' deliverables. • Lead all projects design development peer review activities between the PRCCDA and design related Proposers and/or specialists.
Regulatory Compliance Officer	<ul style="list-style-type: none"> • Must have a bachelor's degree or higher education. • Must have at least three (3) years of experience working in the regulatory compliance field. • Must have compliance and monitoring experience in federally funded programs. • Must have fluent verbal and written communication skills. 	<ul style="list-style-type: none"> • Monitor Program activities and contracts to validate compliance with all requirements established by CDBG-DR PRCCDA SRA Agreement. • Develop work plan containing specific tasks to accomplish all requirements established by CDBG-DR PRCCDA SRA Agreement. • Provide all necessary guidance, technical assistance, and training to internal staff, and contractors to enforce compliance with all requirements established by CDBG-DR PRCCDA SRA Agreement.

Staff	Requirements	Roles & Responsibilities
		<ul style="list-style-type: none"> • Prepare all necessary program wide documentation and progress reports.
Construction Manager	<ul style="list-style-type: none"> • Must have a bachelor's degree or higher education in Engineering or Architecture, Project Management, or similar discipline. • Must have obtained OSHA 30 hours training certification in the construction industry within the last five (5) years. • Must have at least three (3) years of previous experience in comparable projects. • At least five (5) years of previous experience in the construction field. • Must have fluent verbal and written communication skills. 	<ul style="list-style-type: none"> • Manage construction progress in consistency with construction contract budget and schedule of all PRCCDA's projects under CDBG-DR program. • Coordinate construction management tasks with each Construction Inspector contracted for each approved project. • Oversight construction process compliance with environmental clearance document for all projects under CDBG-DR program. • Monitor health and safety plan implementation during construction of projects under CDBG-DR program. • Review and recommend all payment certifications related to construction projects under CDBG-DR program. • Manage all construction change orders regarding projects under CDBG-DR program. • Prepare construction progress reports of all projects under CDBG-DR program. • Assist Project Manager in the peer review process of design, construction, specifications and contract documents of all projects under CDBG-DR program.
	<ul style="list-style-type: none"> • Must have a bachelor's degree or higher education in an 	<ul style="list-style-type: none"> • Perform peer review of deliverables related to design, permitting, cost estimate and environmental compliance

Staff	Requirements	Roles & Responsibilities
Engineer or Architect	<p>engineering or architecture field.</p> <ul style="list-style-type: none"> • Must be a License Professional Engineer or Registered Architect for the last ten (10) years in Puerto Rico. • Must have at least two (2) years of previous experience in comparable federally funded programs/projects within the last five (5) years. 	<p>documentation for all PRCCDA's projects under CDBG-DR program.</p> <ul style="list-style-type: none"> • Validate construction cost estimates and schedules for all PRCCDA's projects under CDBG-DR program. • Formulates and reviews project feasibility studies, determines costs, and ensures that work standards, schedules, policies, purposes, and goals are communicated to subordinates and subcontractors for the performance of work. • Implement review procedures to validate compliance of applicable construction local and federal codes for all PRCCDA's projects under CDBG-DR program. • Performs evaluation of alternatives and assessments of risks and costs. • Prepare peer review report for each design related delivery for each approved project.
Environmental Specialist	<ul style="list-style-type: none"> • Must have a bachelor's degree or higher education in Environmental Science, Engineering, Biology, or relevant field. • Must have experience with environmental processes of federally funded programs/projects involving construction work. • Must have technical skills preparing and reviewing environmental related reports. 	<ul style="list-style-type: none"> • Prepare and review Environmental Review work plans and reports. • Review all documentation regarding compliance with NEPA, 24 CFR Part 58 and all applicable environmental related laws and regulations in Puerto Rico. • Coordinate the implementation of the most current and applicable best practices for environmental reviews under CDBG-DR Infrastructure Programs. • Provide all necessary support regarding requests for release of funds for CDBG-DR programs. • Coordinate and support monitoring activities for environmental compliance for

Staff	Requirements	Roles & Responsibilities
		construction projects under CDBG-DR programs.
Administrative Assistant	<ul style="list-style-type: none"> • Must have a degree in Office Administration, or similar education. • Must have at least five (5) years of experience as an Administrative Assistant. • Must have knowledge in Microsoft Office software. • Must be familiarized with data management systems in the user-end. • Must have fluent verbal and written communication skills. 	<ul style="list-style-type: none"> • Support the Staff. • Receive or make calls, take or send messages, and manage correspondence to or from the Staff. • Maintain daily, weekly and monthly schedules for the Staff. • Maintain a proper physical file system, as required. • Support the preparation of reports, presentations and briefs for the Staff. • Monitors and maintains availability of office supplies, as required. • Assist Staff in record-keeping all data and documentation generated for the IPG-DR implementation. • Manage communications via different media with other Infrastructure Program Managers involved in the IPG-DR, as required by the Key Staff. • Assist in any other administrative task, as assigned by the Key Staff or any other team member.

Proposers may present a single person covering one staff position fulfilling the roles and responsibilities of multiple staff as long as the person complies with the most restrictive staff requirement. If this is the case, Proposer shall include description of how one single person will reasonably perform efficiently and effectively the roles assigned.

The Selected Proposer(s) will concentrate on providing support and services on behalf of the PRCCDA in an effort to contribute to the completion of the Projects for the IPG Program. The Proposer will assure the Project's development by establishing communication standards between all the Project's contracted parties, oversee such

communications between parties and, when necessary, intervene to mitigate conflict and provide resolution on behalf of PRCCDA providing a particular emphasis on the successful documentation submission process to the IPG Program's Grant Management System.

The Proposer(s) shall have or will secure, at its own expense, all personnel required in performing the services under the contract. PRCCDA expects the Selected Proposer(s) to provide competent and fully qualified staff that are authorized or permitted under federal, state, and local law to perform the Scope of Services under the contract. The PRCCDA, PRDOH or authorized representatives, reserves the right to request the removal of any staff not performing to standard. No personnel may be assigned to the resulting contract without the written consent of the PRCCDA and PRDOH.

SAM Registry

Proposers must be registered in the System for Award Management (**SAM**) at the time of the Proposal submission or initiate the registration process immediately following the Proposal submission. For more information about the System for Award Management (SAM), go to <https://www.sam.gov/SAM/>. Awards will only be issued to entities that are cleared and not ineligible for the award of a contract due to suspension, debarment, or HUD imposed limited denial of participation.

3. Tasks

The Selected Proposer(s) will be responsible for performing the following tasks.

3.1 General Tasks and Duties

Tasks include:

- Support the PRCCDA in any task that contributes to the successful completion of the Projects for the IPG Program;
- Between all contracted parties, represent and act on behalf of the PRCCDA best interest;
- Lead, manage, and support in the timely delivery of PRCCDA deliverables and proactively communicate to the Program when instances may not occur in a timely manner; and
- Ensure consistency with all requirements as established with the SRA and additional duties described in the Scope of Services.
- Any other task necessary to support PRCCDA IPG Program operation.

3.2 Documentation Management and Submission

Tasks include:

- The Selected Proposer(s) shall provide support and assistance to the PRCCDA for the management and completion of design development submissions to the Grant Management System throughout the project(s) and provide revisions when requested;

- The Selected Proposer(s) shall provide support and assistance for the preparation and completion of recurring submissions throughout the project(s) which may include but is not limited to:
 - Monthly Inspection Reports;
 - Davis Bacon Compliance checklists and spot checks;
 - Health and Safety compliance plans; and
 - Final Punch List and Project Close Out Binder; etc.
- The Selected Proposer(s) shall provide support and assistance, as necessary, for the preparation, completion, and compliance of documentation for procuring services which may include but not limited to:
 - Architectural, engineering, and construction services.
 - Design-build services;
 - Renewable energy and green infrastructure as required; and
 - Cost Estimates, etc.
- Any other task necessary for proposer document management.

3.3 Communications Management

Tasks include:

- Actively participate in communications throughout the project between all contracted parties, always acting on behalf of the PRCCDA's best interest.
- When necessary, provide an active communications role to ensure on-time, on-budget, and quality design and construction work and when necessary, participate in the mitigation and resolution of conflict between parties.
- Attend periodic meetings for coordination and conduction of construction works, inspection reports, and discussion of Project issues between all parties and, when necessary or requested, lead the meetings on the PRCCDA's behalf.
- Any other task necessary to ensure the proper and effective completion of the Communications Management Task.

3.4 Project Design Development

Tasks include:

- Provide necessary support in compliance of all requirements of Design Development as established in the SRA.
- For each authorized project, the Selected Proposer(s) shall coordinate with the Design Builder the schedule of design development deliverables of each approved project.
- The Selected Proposer(s) shall manage and follow-up the accomplishment of each deliverable submission.
- The Selected Proposer(s) shall perform a peer review of all design related documentation delivered by the Design Builder and prepare a report of the resulting review.
- For each review, the Selected Proposer(s) shall provide review comments to be addressed by the Design Builder.

- The Selected Proposer(s) shall review the cost estimate and coordinate with the Design Builder any revision or clarification to assure the cost estimate is within budget and complies with CDBG-DR requirements.
- Proposer shall provide technical assistance and program guidance regarding CDBG-DR requirements.
- Proposer shall provide technical support as necessary for property acquisition activities.
- The Selected Proposer(s) shall perform all peer review considering the following:
 - Quality of Architectural and/or Engineering drawings, Contract documents, and technical specifications to ensure generally accepted design practices are utilized.
 - Fatal flaws in the project design, permitting, schedule, or procurement methods.
 - Consistency with all requirements established in the SRA.
 - Whether the project development documents contain all relevant federal and local requirements that the contractor must abide by and the plans and specifications include the appropriate prescriptive and performance specifications to describe the desired results for project construction.
- Advise about any change in construction scope, budget or duration with a clear description of the reason for change and options to solve the issue(s) with the least negative impact to the completion of the Project(s).
- Coordination and alignment with Environmental Review analysis, findings and requirements.
- Any other task necessary to ensure the proper and effective completion of the Project Design Development Task.
-

3.5 Environmental Review and Clearance

Tasks include:

- Provide necessary support in compliance with all requirements of Environmental Review and Clearance as established in the SRA.
- The Selected Proposer(s) shall coordinate with A&E Design Contractor, Environmental Specialist, and PRDOH the work plan regarding the preparation of all necessary studies and analyses for the Environmental Review documentation in compliance with 24 CFR Part 58 regulation.
- Before commencing any work, The Selected Proposer(s) shall coordinate with the PRDOH the appropriate level of environmental review to obtain issuance of the Authorization to Use Grant Funds **(AUGF)**.
- Any other task necessary to assure the environmental clearance for projects is obtain.

3.6 Design Build Procurement Package

Tasks include:

- Provide necessary support in compliance of all requirements of Design Build Procurement Package process preparation as established in the SRA.
- For each approved project, upon completion of the environmental review and receiving AUGF, Proposer shall provide necessary technical support in the preparation of the amendment of the Subrecipient Agreement to obtain the authorization for construction related funds.
- For each approved project, Proposer shall perform peer review of each approved project Design-Build bid package and provide resulting report regarding:
 - Quality of Architectural and/or Engineering drawings, Contract documents and technical specifications to ensure generally accepted design practices are utilized.
 - Fatal flaws in the project design, permitting, schedule, or procurement methods.
 - Consistency with the project performance statement in the SRA
- Coordination and alignment with Environmental Review results.
- Provide necessary support to develop, review and validate Construction Cost Estimate, as applicable.
- The Selected Proposer(s) shall review and validate construction contracting in compliance with CDBG-DR requirements and provide resulting review report regarding:
 - Section 3/EEO
 - MBE/WBE Solicitation
 - Labor standards
 - Payroll reporting
 - Project signs
 - Payment procedures
- Construction administration and inspection by A&E Consultants and/or construction manager
- Change orders & Environmental Review
- Project Completion & Closeout Documentation
- The Selected Proposer(s) shall provide technical assistance throughout the procurement process to ensure that the process is compliant with PRDOH's CDBG-DR Procurement requirements.
- The Selected Proposer(s) shall provide necessary assistance in the evaluation of design-build bids.
- The Selected Proposer(s) will provide technical support in the accomplishment of property acquisition, if necessary.
- Any other task necessary to ensure the proper and effective completion of the Design Build Procurement Package Task.

3.7 Project Implementation and Construction

Construction of approved project(s) including the implementation of necessary activities to comply with CDBG-DR guidelines, policies and regulations. Tasks include:

- Provide necessary support in compliance of all requirements of Construction process as established in the SRA.
- The Selected Proposer(s) will perform construction management regarding all construction activities and necessary services to develop the construction for each approved project.
- The Selected Proposer(s) shall coordinate with Construction Inspection Contractor to manage the design-build contract scope, budget and schedule.
- Proposer shall establish a plan for all necessary monitoring activities during construction.
- Once the Notice to Proceed for construction project is issued, the Proposer shall coordinate with Construction Inspection Contractor to implement the monitoring plan, develop all necessary monitoring reports and submit reports to PRDOH.
- The Selected Proposer(s) shall manage all potential contract changes in coordination with Construction Inspection Contractor.
- The Selected Proposer(s) shall review all design-build invoices in coordination with Construction Inspection Contractor to validate completeness, confirm breakdown for payment in compliance with design-build contract, and recommend for payment.
- The Selected Proposer(s) must conduct monitoring site visits to validate compliance with required CDBG-DR programs policies and regulations including:
 - Reviewing construction progress meeting minutes.
 - Attending periodic construction progress meetings, if necessary.
 - Conducting periodic site monitoring visits, if necessary.
 - Reviewing minutes of substantial completion inspection and punch list.
 - Reviewing results of final completion inspection. Attending final completion inspection, if necessary.
- The Selected Proposer(s) shall identify and coordinate appropriate actions regarding:
 - Eligibility and compliance with CDBG-DR funding
 - Consistency with the Environmental Clearance documents/ERR
 - Whether change order requires Subrecipient performance statement and/or ERR amendments
 - Budgetary shortfalls
 - Cost reasonableness
 - Schedule overruns
 - Sign-off recommending approval.
- The Selected Proposer(s) shall conduct/attend Pre-construction Meeting(s) to review CDBG-DR requirements with successful Proposer regarding Section 3, Davis-Bacon wage rates and Labor Standards, Change Orders, and MBE/WBE goals.
- The Selected Proposer(s) shall monitor construction activities to ensure compliance with applicable CDBG-DR regulations and policies, particularly:
 - Labor standards
 - Section 3

- Equal Employment Opportunity
- Financial management
- Timely project completion
- Compliance with building codes and regulations
- Adherence to project scope
- Any other task necessary to ensure the proper and effective completion of the Project Implementation and Construction Task.

3.8 Project Closeout

For each approved project, the Project Closeout process will collect all construction related documentation (i.e. red marked construction drawings, permits, endorsements, professional certifications, insurances, operation and maintenance manuals, punch list documents, final completion documents, final inspection documents, change orders documents, etc.) in a single binder to be submitted to PRCCDA and PRDOH in compliance with all PRDOH's guidelines, policies and regulations.

Tasks include:

- Provide necessary support in compliance with all requirements of Project Closeout process as established in the SRA.
- The Selected Proposer(s) shall lead and coordinate all required documentation to prepare Closeout Binder.
- The Selected Proposer(s) is required to implement revisions to Closeout Binder if PRDOH's feedback review results in comments, clarification or revision requests of the Project Closeout Binder.
- Lead and support preparation and review of information in PRDOH's system of record to determine what documents are needed to successfully complete closeout of the project.
- Identify and resolve any outstanding documents required or deficiencies in documentation.
- Coordinate with other contractors' resolution of Project Closeout documentation revisions.
- Once the package is complete, the Proposer will coordinate with the PRDOH for processing the closeout of the SRA and submitting all necessary documentation in PRDOH's System of Record.
- Any other task necessary to ensure the proper and effective completion of the Project Closeout Task.

4. Deliverables

The Selected Proposer(s) shall perform all roles, responsibilities, task and services as requested above to support PRCCDA and PRDOH in the execution of the IPG Program. The Selected Proposer(s) will be directly responsible for ensuring the accuracy, timeliness,

and completion of all tasks assigned under this contract within the term to be established by Parties before the execution of the contract for the completion of every Deliverable. The Scope of Services presented is based upon circumstances existing at the time the procurement process is released. The PRCCDA, PRDOH or authorized representatives, shall reserves the right to modify and/or delete the tasks/deliverables/timeframes listed. The following list of requirements is not intended to be exclusive.

4.1 Project Design Development

Project Management services will be delivered regarding each of the projects in compliance with all requirements of the PRDOH. For each Design Development delivery performed by the Design Builder(s), the Proposer shall perform a peer review to provide comments or revision required to comply with PRCCDA and IPG objective and/or applicable local and federal codes or regulations.

4.2 Environmental Review and Clearance

Project Management services will be delivered regarding the Environmental per approved project in compliance with all requirements of the PRDOH. For each Environmental Review documentation delivery performed by the Design Builder or Specialist Contractor, the Proposer shall perform a peer review to provide comments or revision as necessary to comply with CRP's objective and/or applicable local and federal codes or regulations.

4.3 Project Design Build Bid Package

Project Management services will be delivered regarding the preparation and submission of Design Build bid packages for the project in compliance with all requirements of the PRDOH. Some services will be project specific, therefore will require prior approval of such project before execution of procurement processes.

4.4 Project Implementation and Construction

Project Management services will be delivered regarding the construction management process of approved projects provided throughout the term of the design-build contract. For each approved project, the Proposer shall submit monthly reports covering all aspects of the design-build contract in compliance with the reporting requirements of the PRDOH.

4.5 Project Closeout

Project Management services will be delivered regarding the closeout process of each construction of approved projects. For each approved project, the Proposer shall prepare and submit a closeout binder covering all aspects of the design-build contract in compliance with closeout requirements of PRDOH.

5. Milestones

- As established on the PRCCDA SRA Agreement, Milestone is accomplished when the PRCCDA completes each phase of the approved project successfully to PRDOH requirements
- Successful submission of Project Closeout Binder.

6. Contract Term

- This Contract shall be in effect and enforceable between the parties from the date of its execution. PRCCDA may, at its sole discretion, extend the Contract for additional terms, upon mutual written agreement between the Proposer and the PRCCDA.

7. Organizational Documentation:

The Proposer, with its Proposal, must submit organizational documents, which will vary by the Proposer's type of organization. Such documents may include (but are not limited to) Certificates of Incorporation, Partnership Agreements, Joint Venture Agreements, Certificates of Good Standing, and Joint Venture Agreements.

By signing this document, I acknowledge that I have read, understand and accept its contents as described:

Proposer Entity Name

Proposer Authorized Representative Signature

Date

Proposer Authorized Representative Printed Name



REQUEST FOR PROPOSALS

FOR

**PROGRAM MANAGEMENT AND PROJECT
MANAGEMENT SERVICES**

UNDER THE

**COMMUNITY DEVELOPMENT BLOCK GRANT-
DISASTER RECOVERY**

**ECONOMIC DEVELOPMENT INVESTMENT PORTFOLIO
FOR GROWTH PROGRAM (IPG)**

CDBG-DR-IPG-PRCCDA-RFP-2023-01

**PUERTO RICO CONVENTION CENTER DISTRICT
AUTHORITY**

OCTOBER 3, 2023

RFP Issued

FROM NOVEMBER 16 TO NOVEMBER 17 at 5:00PM AST

Proposal Due Date

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Attachments

- 1 Scope of Services
- 2 Model Contract
- 3 Form for Submission of Inquiries
- 4 Insurance Requirements

Exhibits

- A-1 Mandatory Requirements Proposal Checklist
 - A-2 Work Approach Proposal Checklist
 - A-3 Cost Proposal Checklist
 - B List of Comparable Projects
 - C Statement of Qualifications
- Certifications:
- D. Non-Conflict of Interests Certification
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- F. Limited Denial of Participation (LDP) / Suspension or Debarment Status Affidavit**
- G. Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion**
- H. Non-Collusive Affidavit**
- I. Sworn Statement Under Act No. 2-2018**
- J. Anti-Lobbying Certification**
- K. Authorization for Background and/or Financial Information**
- M. Proposer Prior Performance Certification**
- N. Certifications and Representations of Offerors (Non-Construction Contracts)**
- O. Cost Form**

1. Definitions/Acronyms

The following terms shall have the meanings indicated below, which shall apply to both their singular and plural forms:

- **“Action Plan”** refers to the Puerto Rico Disaster Recovery Action Plan, as it may be amended, that outlines the uses for the approximately \$1.5 billion CDBG-DR funds allocated to Puerto Rico.
- **“Addendum”** or **“Addenda”** refers to a written or graphic document issued by the PRCCDA before the Proposal Due Date which modifies or interprets the RFP by means of additions, deletions, clarifications, or corrections.
- **“Authorized Representative”** refers to the person authorized to bind the Proposer in matters related to the RFP and the Contract. This is the person authorized to sign for the project.
- **“Award Notice”** refers to the award determination or notice to be issued by the PRCCDA Bid Board in relation to this RFP.
- **“Award Winner”** or **“Contractor”** or **“Selected Proposer”** means a Bidder or Proposer awarded a Contract resulting from this RFP.
- **“Bidder”, “Proposer”** or **“Respondent”** means a(n) (i) legal person, (ii) joint venture, or (iii) partnership, or (iv) consortium of partnerships, and/or companies or other entities that submit a response to this RFP that is not currently debarred.
- **“Bid Board”** refers to an organization of the PRCCDA comprised of five (5) members each designated by the Deputy Director by an Administrative Order. The members of the Board may be officials or employees of the PRCCDA and ascribed agencies. The Bid Board will oversee the mission to evaluate, award or decide the bids or Request for Proposals for the acquisition of non-personal goods or nonpersonal services and professional services in a formal procurement process to be executed by PRCCDA, according to the applicable regulations.

- **“CDBG-DR”** refers to the Community Development Block Grant - Disaster Recovery which is additional funding appropriated by the United States Congress to rebuild affected areas and provide crucial seed money to start the recovery process.
- **“Contract”, “Contract(s)”** refers to the agreement(s) to be executed between the PRCCDA and the Selected Proposer(s) in accordance with this RFP.
- **“Evaluation Committee”** refers to a committee designated by the Deputy Director of the PRCCDA which will evaluate all the Proposals pursuant to the criteria listed in this RFP.
- **“Federal Government”** means any of the departments of the Executive Branch of the Government of the United States of America, or any department, corporation, agency, or instrumentality created, or which may be created, designated, or established by the United States of America.
- **“Government Entity”, “Government Entities”** refer to any department, agency, board, commission, body, bureau, office, public corporation or instrumentality of the Government of Puerto Rico’s Executive Branch, whether existing or to be created in the future.
- **“HUD”** refers to the United States Department of Housing and Urban Development.
- **“Key Individuals”** means an individual who will play an important role in the engagement or contract on behalf of a Team Member resulting from this RFP.
- **“Local Parties”** means local subcontractors or professionals and relevant service providers who are based in or have a significant on-going business presence in Puerto Rico.
- **“Manual”** refers to PRCCDA’S Procurement Manual and Contract Requirements, that establishes the rules and requirements for the acquisition of goods and services under the CDBG-DR allocation to the Government of Puerto Rico.
- **“PRDOH”** refers to the Puerto Rico Department of Housing.
- **“Proposal”** or **“Proposals”** refers to the proposal(s) submitted by Proposer(s) in response to this RFP.
- **“Proposal Due Date”** refers to the date and time on which the Proposals are due. Proposals received after the stipulated date will not be accepted by the PRDOH.
- **“Public Interest”** means any government action directed to protecting and benefiting citizens at large, whereby essential goods and services are provided for the welfare of the population.
- **“Qualified Proposer”** means a responsible and responsive Proposer whose Proposal meets the Mandatory Requirements of this RFP and obtains a technical score greater than or equal to the minimum threshold set forth in this RFP.
- **“RFP”** means this Request for Proposals and addenda issued by the PRCCDA.
- **“SRA”** means Sub-Subrecipient Agreement between the PRCCDA and other government or non-government entity.

- **“Team Member”** means a member of a Proposer. Team Members should be identified in Proposer's submissions and not be changed without the consent of the PRCCDA.

2. Overview, Purpose, and Intent

a. CDBG-DR

On September 8, 2017, the U.S. Congress enacted the Supplemental Appropriations for Disaster Relief Requirements (Pub. L. 115-56), which appropriated \$7.4 billion in CDBG-DR funds to HUD. Through Federal Register Vol. 83, No. 28 (February 9, 2018), 83 FR 5844, HUD allocated \$1,507,179,000 to Puerto Rico for its recovery from the disasters caused by Hurricanes Irma and María.

Subsequently, the President of the United States signed the Bipartisan Budget Act of February 9, 2018 (Pub. L. 115-123), which authorized \$28 billion in CDBG-DR funds and directed HUD to allocate not less than \$15 billion for mitigation activities in proportion to amounts awarded to 2015, 2016, and 2017 qualified disaster funding recipients. Pursuant to Pub. L. 115-123, these funds are to be used to cover necessary expenses for activities authorized under Title I of the Housing and Community Development Act of 1974 (42 U.S.C. 5301 et seq.) related to disaster recovery and mitigation in most impacted and distress areas as a result of a declared disaster in 2017.

Meanwhile, on August 14, 2018, HUD -through Federal Register Vol. 83, No. 157 (August 14, 2018), 83 FR 40314- allocated \$8,220,783,000 in CDBG-DR funds to Puerto Rico. On September 20, 2018, the Government of Puerto Rico and HUD entered into the first Grant Agreement for \$1,507,179,000 in CDBG-DR funds.

Then, on June 6, 2019, Congress enacted the Additional Supplemental Appropriations for Disaster Relief Act (Pub. L. 116-20), appropriating \$2,431,000,000 in CDBG-DR funds for major disasters occurring in 2017, 2018, or 2019. Of these funds, \$431,000,000,000 are for recipients who received funds in response to a 2017 disaster; and \$331,442,114 would be allocated to recipients affected by Hurricane María.

On January 27, 2020, HUD allocated another \$277,853,230 in CDBG-DR funds to Puerto Rico to assist in long-term disaster recovery from Hurricanes Irma and María. The announcement was made through Federal Register Vol. 85, No. 17 (January 27, 2020), 85 FR 4681. Finally, the Government of Puerto Rico and HUD signed, on February 21, 2020, a First Amendment to Grant Agreement obligating another \$1,700,000,000 in CDBG-DR funds; and, on May 5, 2021, a Second Amendment obligating \$6,520,783,000.

Purpose

This RFP seeks to select highly qualified and skilled single-source entities to provide Program Management and Project Management Services that will assist the PRCCDA in the mplementation of Subrecipient Agreement 2023-DR0005 (SRA) under the Economic Development Investment Portfolio (IPG) Program **of** the CDBG-DR grant. The Contract would be effective from the date of its execution through **July 31, 2026**. PRCCDA may, at its sole discretion, extend the

Agreement's term for additional terms, upon mutual written agreement of the Parties, if the SRA's term were to be extended. The term of the services shall not exceed the lifetime of the initial Grant Agreement between PRDOH and HUD, unless the term of the initial Grant Agreement is extended by HUD, in which case the term of this agreement cannot exceed the extension. The selected Proposer(s) are expected to strengthen the IPG Program by providing their expertise, experience and knowledge as defined in **Attachment 1 (Scope of Services)**.

The PRCCDA reserves the right, without limitations, to: (i) cancel this solicitation and reissue this RFP or another version of it; (ii) amend the contract(s) of the selected Proposer(s) to, among others, extend its original term or to include additional work as related to the programs and services requested herein. The Contract shall be awarded to the responsible firm(s) whose technical approach to the project, qualifications, price and/or any other factors considered, are most advantageous to the PRCCDA provided that the proposed price is considered reasonable and within the maximum total budgeted amount established for the specific activity.

There is no guarantee of a minimum level of services which may be requested by the PRCCDA under this contract.

PRCCDA's Reservation of Rights

The PRCCDA reserves the right, without limitations, to:

- (i) Reject any or all proposals, to waive any informality in the RFP process, or to terminate the RFP process at any time, if deemed by to be in its best interests.
- (ii) Reject and not consider any proposal that does not meet the requirements of this RFP, including but not necessarily limited to incomplete proposal and/or proposals offering alternate or non-requested services.
- (iii) Cancel this solicitation and reissue the RFP or another version of it, if it deems that doing so is in the best interest of the Public Interest.
- (iv) PRCCDA shall have no obligation to compensate any proposer for any costs incurred in responding to this RFP.
- (v) To reduce or increase estimated or actual quantities in whatever amount necessary without prejudice or liability to, if:
 - a. Funding is not available,
 - b. Legal restrictions are placed upon the expenditure of monies for this category.
 - c. PRCCDA's requirements in good faith change after award of the contract.
- (vi) Make an award to more than one Proposer based on ratings.
- (vii) To require additional information from all Proposers to determine level of responsibility.
- (viii) To contact any individuals, entities, or organizations that have had a business relationship with the proposer regardless of their inclusion in the reference section of the proposal submittal.
- (ix) In the event any resulting contract is prematurely terminated due to nonperformance and/or withdrawal by the Contractor, PRCCDA reserves the right to:
 - a. seek monetary restitution (to include but not limited to withholding of monies owed) from the Contractor to cover costs for interim services and/or cover the difference of a higher cost (difference between terminated Contractor's rate and new company's rate) beginning the date of Contractor's termination through the contract expiration date.
- (x) Amend the Contract(s) of the Selected Proposer(s) to, among others, extend its original duration, as further explained in the RFP, or to extend the scale of its scope to include work under subsequent CDBG-DR and CDBG-MIT action plans as related to the

- services requested herein, or to reduce the scale of its scope to decrease work as a consequence of underperformance or inexcusable delays related to the services requested herein.
- (xi) To contract with one or more Qualified Proposers as result of the selection of qualified Proposers or the cancellation of this RFP.

The PRCCDA reserves the right to, at any time during the ensuing contract period, and without penalty to the Selected Proposer(s) contracted because of this RFP, conduct additional competitive solicitations to obtain additional Program Management and Project Management Services when, in the opinion of the Contracting Officer, it is the best interests of the PRCCDA to do so.

2.1. Procurement Manual

On August 4, 2020, PRDOH approved the Procurement Manual for the CDBG-DR Program Regulation No. 9205 of August 4, 2020, effective on September 3, 2020, which repeals the Procurement Manual and Contractual Requirements for CDBG-DR Regulation No. 9075 of February 26, 2019. The Manual is available at www.cdbg-dr.pr.gov (Resources >Policies >General Policies) and is incorporated by reference and made an integral part of this RFP.

2.2. Action Plan

The **CDBG-DR** and CDBG-MIT Action Plans, as approved by HUD are available at <https://cdbg-dr.pr.gov/en/action-plan/>, and are incorporated by reference and made an integral part of this RFP and the Contract(s).

2.3. IPG Program

The Economic Development Investment Portfolio (**IPG**) Program seeks to alleviate the exacerbated economic effects of the hurricanes through large-scale development projects that are transformative in nature and create/retain Low-to-Moderate Income (**LMI**) jobs and/or cascading economic impacts. The **IPG** Program intends to award gap funding for large-scale commercial and industrial development in a broad-ranging category of activities that cover a wide variety of economic revitalization initiatives.

The **IPG** Program will foster both mixed-use, community-based development, as well as major infrastructure improvements supporting economic revitalization for Puerto Rico. The objective of this program is to develop a series of projects across Puerto Rico that result in large-scale commercial or industrial development in a broad-ranging category of activities and that cover a wide variety of economic revitalization initiatives. Projects are encouraged to be developed through public-private partnerships in which **CDBG-DR** and CDBG-MIT funds are used as leverage for private funds for economic development activities, in concert with governmental or non-governmental organization (**NGO**) efforts. This may include, but is not limited to the development and/or redevelopment of:

- Commercial developments such as retail facilities including, but not limited to shopping centers or stores; hotels, shipping distribution centers, or office buildings; Industrial/manufacturing complexes such as factories or industrial parks; and public commercial spaces such as convention centers or parking garages.

- Mixed-use developments, whereby projects will support business opportunities and other economic development in support of housing.
- Infrastructure development to support large economic revitalization activities, including, but not limited to transportation facilities (new roads, street rehabilitation, sidewalk improvements, streetlights, parking facilities, streetscape improvements, etc.); and water, sewer, and drainage improvements directly supporting an economic revitalization activity.

The **IPG** Program has selected several large-scale development projects as award recipients for the **CDBG-DR IPG** Program funds. Such funds will be used directly in hard costs of the proposed construction projects. As part of the implementation of this program, award recipients are required to fulfill and comply with **CDBG-DR** funds usage requirements.

A detailed description of the **IPG** Program is included in the current Puerto Rico Disaster Recovery Action Plan (**Action Plan**) approved by the U.S. Department of Housing and Urban Development (**HUD**) which is available at www.cdbg-dr.pr.gov.

There is no guarantee of a minimum level of services which may be requested by the PRCCDA under this contract.

3. Scope of Services

The PRCCDA is seeking to contract a single qualified firm or firms to provide Program Management and Project Management services for the **CDBG-DR** approved projects.

Specific activities and tasks under the Scope of Services for Program Management and Project Management Services are included as **Attachment 1** (Scope of Services).

3.1. Deliverables

Deliverables to be provided are detailed in **Attachment 1** (Scope of Services). The Proposer shall be responsible for completing, at a minimum, the activities outlined in the Scope of Services. The Selected Proposer(s) shall assist PRCCDA by providing additional resources to accomplish assignments authorized by the PRCCDA'S Deputy Director related to SRA 2023-DR0005.

A Model Contract for Program Management and Project Management Services for the IPG Program is included as **Attachment 2**. Please be aware that this model contract is just a draft and may be subject to modifications before execution, at the PRCCDA's discretion, as a result of negotiations with Proposer, by virtue of law or regulations, or any other event that may affect the dispositions therein contained.

3.2. Contract Term

The term of the Contract will be from the date of its execution to **July 31, 2026**. The term of this agreement shall not exceed the SRA, which in turn, shall not exceed the Grant Agreement term. The PRCCDA reserves the right to re-bid the Contract at any time during the performance of the Contract. Nothing of the above will be understood as a prohibition to the Selected Proposer to compete in the new solicitation at the end of their Contract(s).

3.3. Payment Terms and Methods of Payment

Payments shall be issued for services provided and previously approved by the PRCCDA. It is the selected Proposer's responsibility to provide all services as set forth under the Scope of Services detailed in this RFP.

The selected Proposer shall submit an invoice to PRCCDA on a monthly basis. Said invoice must be submitted including all required invoice supporting documents including, but not limited to, monthly reports, timesheets, invoice and photos evidence, expense plan, work projections. If PRCCDA determines the submitted invoice and supporting documentation as acceptable, then the invoice will be approved for payment.

An authorized representative of the PRCCDA will review each invoice and, if adequate, will approve and process its payment. Payments to the selected Proposer shall be made by electronic funds transfer (**EFT**). PRCCDA reserves the right to conduct any audits it deems necessary. The Contractor agrees to cooperate fully with any such audit or audits.

3.4. Penalties and Liquidated Damages

The services will be subject to the following penalties and liquidated damages:

- **Penalties:** In the event, the Contractor is determined to have engaged in any proscribed conduct or otherwise is in default as to any applicable term, condition, or requirement of the contract, the PRCCDA may impose sanctions against the selected Proposer for any default. Refer to all required provisions set forth at 2 C.F.R. § 200.326 and 24 C.F.R. § 570.489(g), and the CDBG-DR Procurement Manual and Contractual Requirements, Art. XII, Section 2(a.), as found in the CDBG-DR Website (www.cdbg-dr.pr.gov) which is herein included and made integral part of this RFP, as it may be updated from time to time.

If the Contractor fails to comply with federal statutes, regulations or the terms and conditions of the contract, the PRCCDA may take one or more of the following actions:

- i. Temporarily withhold cash payments pending correction of the deficiency by the Contractor.
 - ii. Disallow all or part of the cost of the activity or action not in compliance.
 - iii. Initiate suspension or debarment proceedings as authorized under 2 C.F.R. Part 180.
 - iv. Withhold further Federal awards for the project or program.
 - v. Take other remedies that may be legally available.
- **Liquidated Damages:** The PRCCDA and the Contractor will agree on the timetable for the deliverable of each task. The Contractor shall pay to PRDOH, as liquidated damages, **\$150.00** for each calendar day that a deliverable required is late until deemed in compliance subject to a maximum of **\$15,000.00**. Said sum, in view of the difficulty of accurately ascertaining the loss which PRCCDA will suffer by reason of delay in the completion of the work herein requested, is hereby fixed and agreed as the liquidated damages that PRCCDA will suffer by reason of such delay. Liquidated damages received are not intended to be nor shall they be treated as either a partial or full waiver or discharge of the PRCCDA's right to indemnification, or the Contractor's obligation to indemnify the PRCCDA, or to any other remedy provided for as a provision of the contract or law. Liquidated damages may be assessed at the sole discretion of PRCCDA. For the

purpose of applying and calculating such liquidated damages, a grace period of **ten (10) days** shall be observed. The PRCCDA may deduct and retain out of the monies which may become due to the Contractor, the amount of any such liquidated damages; and in case the amount which may become due is less than the amount of liquidated damages due to the PRCCDA, the Contractor shall be liable to pay the difference.

3.5. CDBG-DR Grant Requirements

While providing the services, the Contractor must adhere to applicable requirements of the CDBG-DR grant. If the Contractor performs ineligible activities under the CDBG-DR grant or program, the Contractor cannot include them in the invoice for payment.

3.6. HUD General Provisions

Given the Contract involves federal funds for which HUD is the federal oversight agency; the selected Proposer agrees to comply with all the requirements and HUD General Provisions included in **Attachment 2** (Model Contract).

3.7. Insurance Requirements

Proposer shall be aware that, in case of resulting selected for the award of this RFP, Proposer must have a minimum of required insurance policies and coverages. For details regarding insurance requirements refer to **Attachment 4** (Insurance Requirements).

3.8. Local Participation

The PRCCDA encourages Proposers to engage local subcontractors, professionals and relevant service providers headquartered in Puerto Rico ("Local Parties") as Team Members and Key Staff to the greatest extent possible. Proposers are encouraged as part of this RFP to provide descriptions of their current and/or anticipated business arrangements with Local Parties and, in particular, Local Parties who are Team Members and Key Individuals for the Project, as applicable.

3.9. Minority and Women Owned Business Enterprises

The work to be performed under the contract resulting from this RFP shall be subject to the regulations set forth in 2 C.F.R. §200.321 which require the non-federal entity to take necessary steps to ensure that all Subrecipients, Contractors, Sub-Contractors, and/or Developers funded in whole or in part with the CDBG-DR financial assistance ensure that, when possible, contracts and other economic opportunities are directed to small and minority firms, women owned business enterprises (**WBEs**), and labor surplus area firms. Consistent with Executive Orders No. 11625, 12138, and 12432, the subrecipient shall make every feasible effort to ensure that small businesses, minority-owned business enterprises (MBEs), WBEs, (together M/WBEs), and labor surplus area businesses participate in contracting.

The PRCCDA recognizes its obligation to promote opportunities for maximum feasible participation of certified Minority and Women Owned Business Enterprises (**MBE/WBE's**), and the employment of minority group members and women in the performance of the contracts. All participating entities engaged must make a commitment and demonstrate an acceptable "Good Faith Effort" toward the achievement of PRDOH's MBE/WBE's subcontracting goals of

twenty percent (20%) of the entire contract value consisting of ten percent (10%) for MBE and ten percent (10%) for WBE participation. The PRDOH M/WBE policy guide is located: <https://cdbg-dr.pr.gov/en/download/mwbe-policy/> <https://cdbg-dr.pr.gov/download/politica-wmbe/>

An M/WBE utilization plan template is available online on the PRDOH website in English <https://cdbg-dr.pr.gov/en/section-3/enterprise-woman-minority-mwbe/utilization-plan/> & Spanish <https://cdbg-dr.pr.gov/section-3/empresa-de-mujeres-minorias-mwbe/plan-de-utilizacion/>. **Entities responding to this RFP should provide this completed template as part of their overall efforts for M/WBE compliance for evaluation.**

3.10. Section 3

The work to be performed under the Contract resulting from this RFP shall be subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. §1701u and as implemented in 24 C.F.R. Part 75 (Section 3). You can access [ENTITY NAME]'s Section 3 Policy requirements in English <https://cdbg-dr.pr.gov/en/section-3/> and Spanish <https://cdbg-dr.pr.gov/seccion-3/>.

Section 3 Contractor Plan template is available online on the [ENTITY NAME] site: Section 3 Contractor Plan: English <https://cdbg-dr.pr.gov/seccion-3/negocios-y-contratistas/plan-contratistas-seccion-3/> & Spanish <https://cdbg-dr.pr.gov/en/section-3/business-and-contractors/contractor-section-3-plan/>.

Specifically, for this Contract, the Proposer shall indicate, if selected, how they will meet the Section 3 minimum benchmarks and will enforce these requirements with any subcontractors during the life of the contract with PRCCDA:

HUD's current Section 3 Project safe harbor benchmarks as established in accordance with the provisions of 24 CFR 75.23 are:

Labor Hour Standard	Ratio Formula	Benchmark Percentage*
Section 3 Workers	Work Hours of Section 3 Workers ÷ Total Labor Hours	25%
Targeted Section 3 Workers	Work Hours of Targeted Section 3 Workers ÷ Total Labor Hours	5%

* Federal Register Doc. 2020-19183 Filed 9-28-20

1. For a worker to qualify as a **Section 3 worker**, one of the following must be maintained:

1	A worker's self-certification that their income is below the income limit from the prior calendar year;
2	A worker's self-certification of participation in a means-tested program such as public housing or Section 8-assisted housing;
3	Certification from a PHA, or the owner or property manager of project-based Section 8-assisted housing or the administrator of tenant-based Section 8-assisted housing that the worker is a participant in one of their programs;

4	An employer's certification that the worker's income from that employer is below the income limit when based on an employer's calculation of what the worker's wage rate would translate to if annualized on a full-time basis; or
5	An employer's certification that the worker is employed by a Section 3 business concern.

2. For a worker to qualify as a **Targeted Section 3 Worker**, under eligible Housing and Community Development financial assistance:

1	An employer's confirmation that a worker's residence is within one mile of the worksite or, if fewer than 5,000 people live within one mile of a worksite, within a circle centered on the worksite that is sufficient to encompass a population of 5,000 people according to the most recent U.S. Census;
2	An employer's certification that the worker is employed by a Section 3 business concern; or
3	A worker's self-certification that the worker is a YouthBuild participant.

4. RFP Procedures

This RFP shall be governed by the procedures described in the following sections.

4.1. RFP Documents Acquisition

The RFP documents are available for download by qualified firms at the PRCCDA Website, the CDBG-DR and CDBG-MIT Websites. To download the documents, prospective Proposers must go to www.prcda.com, where all procurement documents will be published. RFP Documents will be available on the date and time of the Document Availability Start stated in Section 4.3. Additionally, the RFP documents will be posted on the CDBG-DR and CDBG-MIT website.

4.2. Addenda

The PRCCDA reserves the right to amend this RFP at any time. Any amendments to the RFP will be issued as written Addenda. PRCCDA will post copies of each Addendum for all prospective Proposers to download at the "Procurement" section of the www.prcda.com. Addenda will become a part of this RFP. Proposers are encouraged to monitor the PRCCDA website for addenda. (Addenda will not be posted on the CDBG-DR and CDBG-MIT website.)

4.3. Schedule

A summary schedule of major activities associated with this RFP is presented in **Table 1** below. The dates, times, and activities are subject to change and may be revised through the issuance of Addenda by the PRCCDA.

Table 1: RFP Schedule

Event	Time and Date	
Public Notice	Tuesday, October 3, 2023	
Documents Availability Start	From:	Tuesday, October 3, 2023
Request Invitation to Pre-Proposal Submission Virtual Conference via Email	On or before October 20, 2023	
Pre- Proposal Submission Virtual Conference	Tuesday, October 24 at TIME 10:00 am AST	
Submission of Questions and Requests for Clarification	On or before October 27, 2023	
Responses to Questions and Requests for Clarifications	November 3, 2023	
Proposals Due Date (Electronic Submission Only)	From:	November 16, at 5:00pm
	Up To:	On or before November 17 at TIME 5:00pm AST

4.4. Correspondence and Communications

Inquiries and communications regarding the RFP must be submitted to PRCCDA by electronic mail to nperez@prcda.com. If you are interested in attending the Pre-Proposal Virtual Meeting you may request an invitation via email at nperez@prcda.com on or before the scheduled date in Section 4.3.

4.5. Prohibited Communications

Verbal communications regarding the contents of this RFP are prohibited during the submission and selection processes. Failure to adhere to this requirement may result in the rejection of submitted Proposals.

4.6. Pre-Proposal Virtual Meeting

The PRCCDA will hold a Pre-Proposal virtual meeting on the date and time indicated above. Prospective Proposers should confirm attendance on the date established in Section 4.3. The Pre-Proposal Conference have the purpose of explaining the processes and the Scope of Services.

4.7. Submission of Inquiries

Each prospective Proposer may submit questions as to the intent of clarity of this RFP, its attachments, and its Exhibits. Proposers shall submit all questions in writing on or before the deadline established in Section 4.3 of this RFP to the electronic mailing address specified in Section 4.4 of this RFP. Inquiries shall be submitted by prospective Proposers using the document titled Form for Submission of Inquiries included as Attachment 3. Questions shall be clearly labeled and shall cite the Section(s) and page number in this RFP or other document that forms the basis of the question. Questions may be submitted in English or Spanish. Responses to all Proposers' questions will be distributed as an Addendum to this RFP on or before the date established in Section 4.3 and will be posted in the www.prcda.com.

All procurement documents pertaining to the procurement process, including Addenda issued by the PRCCDA, are and will be available for download at www.prcda.com. All prospective

Proposers must monitor the www.prcda.com to retrieve Addenda, if any, issued for this procurement process.

4.8. Representations for Proposal Submission

All cost associated with the response to this RFP are the sole responsibility of the Proposer. Neither the PRCCDA, the PRDOH, the Government of Puerto Rico, nor any of its Government Entities or its instrumentalities, nor HUD, or other relevant entities of the Federal Government, will be responsible for any expenses in the preparation and/or presentation of the Proposals, oral presentations or for the disclosure of any information or material received in connection with this RFP.

No individual, or firm, is assured of obtaining any work because of this RFP process.

The PRCCDA further reserves the right, without limitations, to make such investigations as it deems necessary as to the qualifications or perceived conflicts of interest of any and all firms submitting Proposals in response to this RFP. The mere appearance of a conflict of interest shall constitute sufficient cause for the outright rejection of a Proposal. In the event that any or all Proposals are rejected, the PRCCDA reserves the right, without limitations, to re-solicit Proposals.

By submitting a Proposal, the Proposer shall adhere to complying with all applicable Federal and Puerto Rico laws and regulations.

This RFP, its award, and any derivative contract are subject to a grant agreement between the Government of Puerto Rico or the PRCCDA, and HUD; and the availability of the allocated CDBG-DR funds. Proposer acknowledges and agrees that any suspension, cancellation, or termination of the CDBG-DR allocation(s) will result in the immediate suspension, cancellation, or termination of this RFP, award, or executed contract, upon PRCCDA's notice.

Issuance of this RFP does not constitute a commitment by the Government of Puerto Rico and/or the PRCCDA to award a Contract.

4.9. Proposal Withdrawal

After electronic submission of the Proposals, the Proposer may withdraw its Proposal by written request to the PRCCDA via email (nperez@prcda.com) at any time prior to contract award. All decisions to allow a withdrawal of a Proposal shall be supported by a written determination signed by the PRCCDA's Procurement Director, as delegated official after the Due Date.

4.10. Ownership of Proposals

All materials submitted in response to this RFP shall become the property of the PRCCDA and will not be returned. Selection or rejection of a Proposal does not affect this provision.

4.11. Requirements for Legal Entities

Proposers that are Puerto Rico based corporations, limited liability companies, partnerships, or any other legal entity, shall be duly and properly organized and/or registered in compliance with the applicable laws of Puerto Rico. Such entities must show that they are in "good standing" at the time of Proposals submission. In the event the Proposer is a foreign legal entity, including U.S. based entities, it shall be duly and properly organized and/or registered in compliance with the

applicable laws of its place of organization and/or incorporation. Such entities must show that they are in "good standing" within their jurisdiction at the time of Proposals submission. If a Contract is awarded to a foreign entity Proposer, said Proposer shall request authorization to do business in Puerto Rico previous to the execution of the Contract.

Proposers must ensure at all times that professional, architectural, or engineering services is performed by licensed professionals with the proper qualifications, skills, and experience necessary to perform the services, according to applicable regulations.

5. General Proposal Requirements

All proposals shall comply with the general requirements stated in the following sections.

5.1. Proposal Format

To ensure uniformity to specific requirements and prompt reference among all Electronic Proposals, the format of the Electronic Proposals shall adhere to the following parameters:

- Electronic Proposal documents shall be typewritten on standard 8 ½" x 11" pages. Pages shall have a one-inch margin. The written content of the Proposal must be set at one and one-half (1.5) line spacing.
- Larger paper (up to 11" x 17") and smaller fonts are permissible for charts, diagrams, spreadsheets, etc.
- The Electronic Proposal and its Exhibits shall be drafted in the English language, excluding certifications and/or documents issued by the Government of Puerto Rico in the Spanish language.
- All documents that need a signature as part of the Electronic Proposal shall be signed in blue or black ink. Documents consisting of more than one page that require signature shall contain the initials of the Proposer's Authorized Representative at the right-top corner of every page. Electronic signatures are accepted.
- Electronic documents must be sealed with the Proposer's Corporate Seal when applicable.
- Electronic Proposals' cover pages shall include the Proposer's name, contact information, and mailing address, the RFP submission date, and the RFP title. The responses shall be addressed to:
 - Attn. Norberto Pérez O'Neill
Deputy Executive Director
CDBG-DR & CDBG-MIT
- Electronic Proposal documents shall be organized as per the Proposal Checklist included as Exhibits A-1, A-2, and A-3.
- All blanks on Exhibits and any other document must be completed by the Proposer. In fields that do not apply to certain Proposers, N/A (not applicable) shall be written. If filled in handwriting, documents must be completed in print type using blue color ink.
- Below each signature, the full, printed name of each signatory must be included.

5.2. Proposal Execution

The Proposals must be properly executed by an authorized representative of the Proposer. To constitute proper execution, the Proposal shall be in strict compliance with the following:

- **Individuals:** Proposals submitted by Individuals shall be signed by them. If the Proposal is signed by an authorized representative, a power of attorney, dated and executed by the individual, shall be attached to the Proposal as evidence of the representative's authority to sign the Proposal and to bind the Proposer thereto.
- **Partnerships:** Proposals submitted by a partnership shall be signed on the partnership's behalf by at least one general partner or by an authorized representative of the partnership. If the authorized representative signs the Proposal, a power of attorney, dated and executed by all partners of the Proposer, shall be attached to the Proposal as evidence of the representative's authority to sign the Proposal and to bind the Proposer.
- **Corporations:** Proposals submitted by corporations shall state the correct name of the corporation and must be signed by an authorized officer, whose authority to bind the corporation must be evidenced by the corresponding corporate resolution. The title or position occupied by the corporate officer executing the Proposal shall appear below the signature.
- **Joint Venture:** Proposals submitted by a joint venture shall be signed by all members of the joint venture. If the Proposal is signed by only one member of the joint venture entity, the Proposal shall be accompanied with a copy of the joint venture agreement evidencing that the Proposal is signed by a member with authority to bind the joint venture. The joint venture agreement shall be executed before the date and time specified for proposal submission.

5.3. Proposal Electronic Submission

Proposals are to be submitted on the Proposals Due Date stated in Section 4.3 of this RFP. Responses to the RFP submitted after the prescribed deadline will not be allowed. Submissions of responses to the RFP will only be accepted by electronic means. Proposers are advised that the PRCCDA will neither require nor accept physical proposal submissions, whether by courier, FedEx, UPS, DHL, personal delivery, or similar physical means. If Proposals are submitted in both electronic and in paper formats, the PRCCDA will only consider the electronic format for evaluation.

Proposals must be submitted via email to nperez@prcda.com within the closing date and time for Proposals as established in Section 4.3 of this RFP.

5.3.1. Prior Submission

Prior Electronic Proposal submission on the PRCDA website, Proposer must take into consideration the following:

- Check your internet connection before starting to upload the Electronic Proposal documents.

- As the due date time draws near, heavy traffic on the web server may cause delays. Plan ahead and leave ample time to prepare and submit your proposal. Proposers bear the risk of website inaccessibility due to heavy usage in the final hours before the RFP closing time.
- The Proposer must submit the Mandatory Requirements, Qualifications and Work Approach and the Cost Proposal Requirements in the identified sections at the website.
- The documents must be submitted in PDF Format (searchable PDF Format is recommended). Multiple PDFs may be merged into one single document. Also, multiple files may be uploaded in a Zip File. The maximum upload size for each document or compressed file is 500 MB.
- The Proposer is solely responsible for "on time" submission of their Electronic Proposal. The PRCCDA will only consider Electronic Proposals that have been transmitted completely and successfully within the RFP requested format.
- During the document upload process the Proposer will be able to click on the documents and have a preview of the uploaded document. Incomplete Electronic Proposals, with errors, or if viruses or corrupted files are found after the upload, will not be accepted.
- During submission period, Proposers experiencing any technical difficulties may contact the PRCCDA at nperez@prcda.com.
- If the website fails during the submission period, on or before the scheduled time deadline, the PRCCDA will provide instructions via Addendum to the Proposers.

5.3.2. Proposal Upload

Proposers shall upload their Electronic Proposals at the corresponding section identified in the website, as follows:

- **"Mandatory Requirements"** - include a digital cover page with the name of the Proposer and the RFP number. The contents of this Section shall include all documents required by **Exhibit A-1** (Mandatory Requirements Proposal Checklist). Proposers are suggested to submit a redacted copy at the time of submission of their response, if Proposers identify, modify, edit, revise, and remove trade secrets, proprietary information, or privileged and confidential information. For details in the submission of a redacted copy, see Section 9.7 of this RFP.

For single document upload, the following identification key is suggested when naming the Mandatory Requirements files:

- MAN_[Exhibit ##]_[Last 6 Digits of RFP Number]_[Proposer Entity Short Name or Acronym]
- MAN_[Document Name]_[Last 6 Digits of RFP Number]_[Proposer Entity Short Name or Acronym]

For merged document upload, the following identification key is suggested when naming the Mandatory Requirements files:

- MAN_[File Name]_[Last 6 Digits of RFP Number]_[Proposer Entity Short Name or Acronym]

- **"Qualifications and Work Approach"** - include a digital cover page with the name of the Proposer and the RFP number. The contents shall include all documents required by **Exhibit A-2** (Qualifications Proposal Checklist). Proposers are suggested to submit a redacted

copy at the time of submission of their response, if Proposers identify, modify, edit, revise, and remove trade secrets, proprietary information, or privileged and confidential information. For details in the submission of a redacted copy, see Section 9.7 of this RFP.

For single document upload, the following identification key is suggested when naming the Qualifications and Work Approach files:

- QUAL_[Exhibit ##]_[Last 6 Digits of RFP Number]_[Proposer Entity Short Name or Acronym]
- QUAL_[Document Name]_[Last 6 Digits of RFP Number]_[Proposer Entity Short Name or Acronym]

For merged document upload, the following identification key is suggested when naming the Qualifications and Work Approach files:

- QUAL_[File Name]_[Last 6 Digits of RFP Number]_[Proposer Entity Short Name or Acronym]
- **“Cost Proposal Requirements”** include a digital cover page with the name of the Proposer and the RFP number. The contents shall include all documents required by **Exhibit A-3 (Cost Proposal Checklist)**. Proposers are suggested to submit a redacted copy at the time of submission of their response, if Proposers identify, modify, edit, revise, and remove trade secrets, proprietary information, or privileged and confidential information. For details in the submission of a redacted copy, see Section 9.7 of this RFP.

For single document upload, the following identification key is suggested when naming the Cost Proposal Requirements files:

- COST_[Exhibit ##]_[Last 6 Digits of RFP Number]_[Proposer Entity Short Name or Acronym]
- COST_[Document Name]_[Last 6 Digits of RFP Number]_[Proposer Entity Short Name or Acronym]

For merged document upload, the following identification key is suggested when naming the Cost Proposal Requirements files:

- COST_[File Name]_[Last 6 Digits of RFP Number]_[Proposer Entity Short Name or Acronym]

Once the Electronic Proposal is submitted, the Proposal is "locked" in the system until PRCCDA completes its evaluation. Therefore, the Proposer must assure that all documentation required by the RFP has been correctly uploaded at the submission due date. The Proposer must be aware that modification to the Electronic Proposals will not be allowed once the submission is completed.

6. Technical Requirements

Each complete package of a Proposal shall comply with the technical information specified in the following sections.

6.1. Mandatory Requirements (Pass/Fail)

Proposers shall comply with the following Mandatory Requirements in order for their Proposals to be evaluated on their technical and cost aspects. **Mandatory Requirements will be scored as either "Pass" or "Fail"**. If the Proposal meets all Mandatory Requirements of this RFP, the Proposal will "Pass" the Mandatory Requirements evaluation. If the Proposal does not meet all Mandatory Requirements of this RFP, the Proposal will "Fail" the Mandatory Requirements evaluation. **Failure to comply with all of the Mandatory Requirements of this RFP will result in the disqualification of the Proposer.** However, PRCCDA reserves the right to waive minor irregularities and minor instances of non-compliance. Mandatory Requirements for this RFP are as follows:

6.1.1.Proposal Submission: Proposal must be submitted within the closing date and time for Proposals as established in Section 4.3 of this RFP.

6.1.2. Organizational Documentation: The Proposer, in its Proposal, must submit organizational documents, which will vary by the Proposer's type of organization. Such documents may include (but are not limited to) Certificates of Incorporation, Partnership Agreements, Joint Venture Agreements, and Certificates of Good Standing. Refer to Sections 4.10 and 5.2 for further details. The Proposer must provide organizational documentation of any of its Team Members and/or First Tier Subcontractor/s.

6.1.3.Financial Requirements: The Proposer, in its Proposal, shall demonstrate that it has adequate financial resources to perform the services under the Contract. Accordingly, the Proposer shall provide the following financial information to permit the PRCCDA to evaluate its financial capability:

- **6.1.3.1. Year-End Information.**
 - Year-end (fiscal or calendar) audited, reviewed, or compiled financial statements for the most recent two (2) years issued by a Certified Public Accountant (CPA) and prepared in accordance with US Generally Accepted Accounting Principles (US GAAP). The financial statements must include a Balance Sheet, Statement of Operations, Statement of Cash Flows, and notes to the financial statements.
 - Copy of income tax returns for the same two (2) years.
 - If Proposer has more than one (1) year in operation but less than two (2), please provide the requested information for the last fiscal or calendar year.
- **6.1.3.2. Year to Date Information.** Most recent interim (year to date) financial statements for a period ending not later than **sixty (60) days** before the Proposal submission date. The interim financial statements must include at least a Balance Sheet and a Statement of Operations.
- **6.1.3.3. Line of Credit or Cash Availability.**
 - Third party certification from a bank or financial institution, dated within **sixty (60) days** before the Proposal submission date, stating experience, account balances, availability of lines of credit with their terms and conditions, and/or a confirmation from a bank or financial institution indicating their willingness to provide such a line of credit for the required amount if the contract is granted to the Proposer. The certification and/or confirmation shall be provided in the bank or financial institution's

letterhead, including its address, email, and phone number. The amount required of the unencumbered line of credit, available cash balances, or a combination thereof, is a minimum of **\$300,000.00**.

- If the Proposer plans to use its own cash balances to fund the services under the RFP, or a combination of a line of credit and its own cash balances, it must provide a statement dully signed by an authorized officer of the Proposer, dated not later than **sixty (60) days** before the Proposal submission date, ascertaining that its cash balances will be available and used to fund the services under the RFP.
- **6.1.3.4. Pending Litigation.** Sworn statement executed by an authorized representative of the Proposer, dated not later than **sixty (60) days** before the Proposal submission date, of any relevant or significant pending litigation or claim against the Proposer. Such statement must include at a minimum the following information:
 - Parties involved;
 - Case number;
 - Nature of cause;
 - Amount involved; and
 - Probability of loss.
- **6.1.3.5. No Bankruptcy.** Sworn statement executed by an authorized representative of the Proposer, dated not later than **sixty (60) days** before the Proposal submission date, stating that the Proposer is not in bankruptcy, receivership or in any other condition, preventing the Proposer from a total or partial administration or disposition of its property.
- **6.1.3.6. Principals, Stockholders, Partners, or Members Information, if Applicable.** If Proposer has not been in existence or did not conduct business within the year prior to the RFP submission date, it must also provide the following information with respect to each Principal, Stockholder, Partner or Member:
 - Sworn statement executed by an authorized representative of the Proposer, dated not later than **sixty (60) days** before the Proposal submission date, indicating the Principals, Stockholders, Partners or Members of the Proposer and their business participation.
 - Copy of income tax returns for the most recent two (2) years for each Principal, Stockholder, Partner or Member of the Proposer holding 25% or more business participation and for those providing the working capital or guarantees to the Proposer.
 - Year-end financial information (only for those Principals, Stockholders, Partners or Members of the Proposer holding 25% or more business participation and for those providing the working capital or guarantees to the Proposer):
 - If the Stockholders, Partners, or Members are not individuals - year-end (fiscal or calendar) audited, reviewed or compiled financial statements for the most recent two (2) years issued by a CPA and prepared in

accordance with US GAAP. The financial statements must include a Balance Sheet, Statement of Operations, Statement of Cash Flows, and notes to the financial statements. If any of the entities have more than one (1) year in operation but less than two (2), please provide the requested information for the last fiscal or calendar year.

- If the Stockholders, Partners, or Members are individuals - compiled personal financial statements as of a period ending not later than sixty (60) days before the Proposal submission date, issued by a CPA and prepared in accordance with US GAAP.
- Interim financial information - if the Stockholders, Partners, or Members are not individuals, holding 25% or more business participation and for those providing the working capital or guarantees to the Proposer:
 - Most recent interim (year to date) financial statements for a period ending not later than **sixty (60) days** before the Proposal submission date. The interim financial statements must include at least a Balance Sheet and a Statement of Operations.
- Certification executed by an authorized representative of the Proposer, dated not later than **sixty (60) days** before the Proposal submission date, indicating the business entities in which all the Principals, Stockholders, Partners, or Members of the Proposer are involved.
- Line of Credit or Cash Availability:
 - Third party certification from a bank or financial institution, dated within **sixty (60) days** before the Proposal submission date, stating experience, account balances, and availability of lines of credit with their terms and conditions for each Principal, Stockholder, Partner or Member of the Proposer holding 25% or more business participation and for those providing the working capital or guarantees to the Proposer. The certification and/or confirmation shall be provided in the bank or financial institution's letterhead, including its address, email and phone number. The amount of the unencumbered line of credit, available cash balances, or a combination thereof required, is for a minimum of **\$300,000.00**.
 - If the Principals, Stockholders, Partners or Members plan to use their own cash balances to fund the services to be provided by the Proposer under the RFP, or a combination of a line of credit and their own cash balances, they must provide a statement duly signed by each Principal, Stockholder, Partner or Member of the Proposer providing the line of credit and/or cash funds, dated not later than **sixty (60) days** before the Proposal submission date, ascertaining that their cash balances will be available and used to fund the services under the RFP.

The information submitted will permit a Pass or Fail grading following a scoring process by the PRDOH regarding the financial capability of each Proposer through the evaluation of the following financial requirements and grading.

Financial Requirement	Grading (Entities with one year or more in operation)	Grading (Entities less than one year in operation)
Year-end Financial Statements Analysis	40%	20%
Interim Financial Statements Analysis	15%	15%
Line of Credit and/or Bank Accounts	20%	20%
Pending Litigation	10%	10%
No Bankruptcy	15%	15%
Principals, Stockholders, Partners, or Members Information	n/a	20%
Total	100%	100%

A total grading of 70% or more is required to obtain a rating of “Pass”.

The financial information requested is based upon circumstances existing at the time the RFP is released. The PRDOH reserves the right, without limitations, to: (i) modify the requirements of the information, (ii) request additional information or clarification during the evaluation process, and (iii) if appropriate, modify the minimum score requirements; all in the best interest of PRCCDA's obligations under the CDBG-DR Action Plan.

All documents authorized by a Notary Public outside of Puerto Rico jurisdiction shall be authenticated and include an official certificate or apostille from the Secretary of State, County Clerk, or corresponding entity of the State government.

6.1.4.Conflicts of Interest: For compliance with this Mandatory Requirement the Proposer must submit with his response to this RFP: **Exhibit D** (Non-Conflict of Interest Certification), **Exhibit E** (Non-Conflict of Interest on Existing or Pending Contracts with PRDOH), **Exhibit F** (Limited Denial of Participation (LDP)/Suspension or Debarment Status Affidavit), **Exhibit G** (Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion), **Exhibit H** (Non-Collusive Affidavit), and **Exhibit I** (Sworn Statement Under Act No. 2-2018, as amended, 3 LPR § 1881 et seq., known as the “Anticorruption Code for the New Puerto Rico”), duly completed and notarized, if applicable. All documents authorized by a Notary Public outside of Puerto Rico jurisdiction shall be authenticated and include an official certificate or apostille from the Secretary of State, County Clerk or corresponding entity of the State government.

6.1.5.Other Required Documents: For compliance with this Mandatory Requirement the Proposer shall submit the following documents duly completed: **Exhibit J** (Anti-Lobbying Certification), **Exhibit K** (Authorization for Background and/or Financial Information), **Exhibit M** (Proposer's

Prior Performance Certification), and **Exhibit N** (Certifications and Representations of Offerors (Non-Construction Contracts)).

6.2. Qualification Requirements

Proposer shall comply with each of the following requirements to qualify for the next phase of the evaluation of the Proposal. However, PRCCDA reserves the right to waive minor irregularities and minor instances of non-compliance. Qualification requirements will have a total maximum score of **sixty (60) points**.

6.2.1.Capacity to Provide Services: Proposers shall establish their experience, past performance, and record of integrity for the provision of services by providing the following information with their responses. **This part of the Proposer's Qualifications will have a maximum score of Twenty-Five (25) points.**

- **Cover letter:** The cover letter shall be signed by an authorized representative of the Proposer. The letter shall indicate the Proposer's commitment to providing the services at the price and schedule proposed. Also, the cover letter shall identify the members of the team that comprise the Proposer. Indicate the organizational relationship of the team members. **(2 points)**
- **Executive Summary:** The executive summary should include a brief overview of the project approach and the key staff who will be responsible for the services to be provided. **(3 points)**
- **Profile.** Brief history of the firm and, if applicable, First-Tier Subcontractor, as related to inspection services. Proposers and, if applicable, First-Tier Subcontractors shall provide the information requested herein. **(5 points)**
- **Identification.** The Proposer's and, if applicable, Team Members and/or First-Tier Subcontractor's Tax-ID, Unique Entity ID (UEI), and the year of establishment. Proposers and, if applicable, First-Tier Subcontractors shall provide the information requested herein as part of **Exhibit C** (Statement of Qualifications). **(3 points)**
- **Form of Business.** Proposer's and, if applicable, Team Members and/or First-Tier Subcontractor's form of business (e.g., corporation, non-profit corporation, limited liability company, professional services company) and detail the names, telephone numbers, and email addresses of its officers, directors, members, and any partners, if applicable, as well as the persons the PRCCDA should contact regarding the Proposal. Proposers and, if applicable, First-Tier Subcontractors shall provide the information requested herein as part of **Exhibit C** (Statement of Qualifications). **(3 points)**
- **Organizational Chart.** Provide an Organizational Chart suitable for the engagement. The Proposer must provide an organizational chart showing the corporate structure and lines of responsibility and authority in the performance of the tasks and sub-tasks under the Scope of Work and the required number of personnel, role, and responsibilities of each person on the project. The Proposer shall specifically identify people currently employed

by the Proposer who will serve in key roles and positions that it intends to fill in the event of an award; the Proposer must provide the name of resources to be assigned, their education, years of experience, licenses, certifications, and résumés or professional information, specifying the year of graduation, start and end dates for each job position (s) and project (s). This includes the Proposer's own staff and staff from any subcontractors to be used. **(3 points)**

- **Integrity.** Has the Proposer or any of its Team Members and/or First-Tier Subcontractor, if applies, been involved in any criminal, civil, or administrative suits, actions, investigations, litigations, sanctions, and/or administrative complaints or proceedings that were commenced, pending, settled, threatened, resolved, or concluded during the five (5) year period prior to the date of the Proposal Due Date? If the answer to this question is "yes", state for each such suit, action, investigation, or proceeding the (a) date of the suit, action, investigation or proceeding (or time period involved); (b) the specific nature of the suit, action, investigation or proceeding; (c) the amount of funds involved, if any; (d) the names of the parties; (e) the names and complete addresses of the courts and law enforcement agencies involved; (f) the title and file number of the suit, action, investigation or proceeding; (g) the disposition or current status; and (h) any sentence, fine or other penalty imposed. Also include an opinion from an attorney discussing whether the litigation will impact the Proposer's work. Proposers shall provide the information requested herein as part of **Exhibit C (Statement of Qualifications)**. **(3 points)**

- **Ongoing contracts/projects.** Provide a list of ongoing contracts/projects with their current status and projected termination dates, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the services described in this RFP. **(3 points)**

6.2.2. Comparable Projects: The Proposers, in their Proposals, must provide a list of at least three (3) comparable projects, current or within the last 8 years, where the Proposer had provided services similar in scope to the herein required. Proposers shall provide the information requested herein as part of **Exhibit B (List of Comparable Projects)**. **(15 points)**

The Proposer must provide sufficient documentation demonstrating the relationship and qualifications between the Proposer and any of its Team Members and/or First Tier Subcontractor/s to allow the PRCCDA to verify and combine the collected experiences. The evaluation of this section will be done taking in consideration the submitted information regarding the relationship and qualifications of Team Members and/or First Tier Subcontractor/s, if provided.

6.2.3.Reputation and Managerial, Organization, and Technical Capabilities: Proposers must have a good reputation and managerial, organizational, and technical capabilities, as well as the experience, to provide the Inspection Services for the IPG Program. **(20 points)**

- **Key Staff:** The Proposer must demonstrate that it has personnel capable of handling the services required herein. For Key Staff as related to the engagement, the Proposer must provide the name of resources to be assigned, their education, years of experience, licenses, certifications, and resumes or professional information, specifying year of graduation, start and end dates for each job position(s) and project(s). The Proposer must fill the pertinent Key Staff member's information as part of **Exhibit C (Statement of Qualifications)**. Refer to **Attachment 1 (Scope of Services)** for detailed requirements and roles of each Key Staff member. Key Staff that will be required as part of the responses to this RFP include the following:

- **Project Manager**
- **Regulatory Compliance Officer**
- **Construction Manager**
- **Engineer or Architect**
- **Environmental Specialist**
- **Administrative Assistant**

6.3. Work Approach

Proposers shall draft and submit a Work Approach document as part of the proposal. The document shall clearly state the following: **(40 points)**

- 6.3.1.**The Proposer's understanding of the overall implementation of IPG Program goals and requirements to be managed as part of this RFP Scope of Services. **(5 points)**
- 6.3.2.**A brief description of the Proposer's general experience and knowledge of federal, state, and local codes, laws, regulations and standards of design and construction requirements in Puerto Rico. Provide a description as to how this will help the Proposer ensure efficient Project Management Services. **(5 points)**
- 6.3.3.**The Proposer's capabilities and abilities to provide responsive coordination and performance of the Scope of Services elements. Include a brief description of how Proposer will address tasks such as scheduling, inspections, and reporting. **(5 points)**
- 6.3.4.**The Proposer's overall plan for the management of the different tasks and deliverables listed in Attachment 1 (Scope of Services). Describe Proposer's activities required for each task, the deliverables that will result from activities of each task and timeframes for performance of each task. **(25 points)**

The Work Approach responses shall not exceed FIFTEEN (15) pages. Responses that exceed the page limit will only be evaluated up to the contents of page fifteen (15). Content beyond this point will not be considered in the evaluation.

Responses to the Work Approach shall not be a copy and paste, replica, or reductions of the Scope of Services. This type of response will not be considered nor evaluated and will receive zero (0) points.

7. Preference for Section 3 Business Concern and/or MWBE Business

The PRCCDA shall 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.

Proposers seeking Section 3 preference must be able to demonstrate that they meet one of the following criteria:

- It is at least fifty one percent (51%) owned and controlled by low- or very low-income person.
- It is a business at least fifty one percent (51%) owned and controlled by current public housing residents or residents who currently live in Section 8-assisted housing.
- Over seventy-five percent (75%) of the labor hours performed for the business over the prior three (3)-month period are performed by Section 3 Workers.

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 CDBG-DR website.

- <https://cdbg-dr.pr.gov/en/download/section-3-policy/>
- <https://cdbg-dr.pr.gov/download/politica-sobre-seccion-3/>
- <https://cdbg-dr.pr.gov/en/download/mwbe-policy/>
- <https://cdbg-dr.pr.gov/download/politica-mwbe/>

Supporting evidence to substantiate Section 3 status can include; **(i)** Evidence of business ownership (e.g. Articles of Incorporation, By laws, proof of fifty one percent (51%) company ownership, Partnership Agreement); **(ii)** Evidence of employees of the business (e.g. roster of all full-time or part-time, permanent workforce and labor hours); **(iii)** Evidence of completed Section 3 Worker Self-certification Forms for each of my employees who qualify as a Section 3 Worker or Targeted Section 3 Worker and a copy of their timesheets to indicate their Labor Hours performed; **(iv)** Certification that the business has reviewed that each of the employees listed as a Section 3 Workers qualify as Section 3 Workers based on their supporting documentation provided and retained on the business file.

Proposers seeking M/WBE preference should provide a copy of their M/WBE certification to evidence their status.

8. Cost Proposal Requirements

The Cost Proposal will be submitted by the Proposer using **Exhibit O (Cost Form)**. Inspection Services to be provided by the Proposer to the PRCCDA. These services will be billed by the Proposer to the PRCCDA based on hourly rates and effort per position Proposers are encouraged to clearly identify a plan for reducing program costs over the life of the program as key milestones are reached and volume of activity reaches natural break points, and to identify a clear plan for cost saving measures and/or efficiencies.

After the Technical Evaluation is completed, and initial Cost Proposals are reviewed, PRCCDA may exercise its option to negotiate.

9. Proposal Evaluation

Proposals will be evaluated by the PRCCDA as described in the following sections.

9.1. Evaluation Committee

An Evaluation Committee will be appointed by the PRCCDA, for which it may rely on specialized advisers, consultants, and/or subject-matter experts that will review and score the different sections of this RFP, as well as make final recommendations to the PRCCDA Bid Board. Following receipt, the responses of all Proposers will be reviewed for completeness and analyzed based upon the criteria described in this RFP.

9.2. Responsiveness Review

The PRCCDA Procurement personnel will review all proposals to ascertain that they are responsive to all submission requirements. Proposals shall be complete in all material respects to be considered for evaluation. Proposals that meet all the requirements that will enable the Evaluation Committee to decide on the qualifications and viability of the proposal will be deemed responsive. The Evaluation Committee will review all responsive proposals.

9.3. Evaluation guidelines – INTENTIONALLY OMITTED

9.4. Technical Evaluation

The Evaluation Committee will perform a comprehensive evaluation of all responsive proposals in a fair and impartial manner. The evaluation shall be conducted following the evaluation process described in this RFP.

Once the Evaluation Committee has completed a preliminary evaluation of proposals, it may elect to establish a short list of proposers. Only those proposals deemed to be qualified to successfully perform the services required, as evidenced by the supporting documentation provided, will be considered for in the shortlist. In the determination of "Qualified Proposer", the Evaluation Committee will also consider the submission of a Certification for Section 3 compliance and M/WBE.

9.5. Shortlist

If the Evaluation Committee decides that it is in the best interest of the PRCCDA to establish a shortlist of proposers, the Evaluation Committee may invite shortlisted proposers to make an oral presentation, submit clarifications, respond to questions, or submit additional information.

9.6. Presentations

The PRCCDA reserves the right to, but is not obligated to, request and require that any or all Proposers provide a formal presentation of its Proposal at a date and time to be determined. If

required by PRCCDA, it is anticipated that such a presentation will not exceed two (2) hours. No Proposer will be entitled to present during, or otherwise receive any information regarding, any presentation of any other Proposer.

9.7. References

At the option of the PRCCDA, the Evaluation Committee may call references (**Exhibit M**) of shortlisted proposers only. This step is available to the Evaluation Committee at its own discretion. The PRCCDA reserves the right to consider additional references on the performance of proposers on relevant projects, including but not limited to PRCCDA's projects and other entities' projects not submitted by the proposer as a reference in its proposal.

9.8. Price Proposal

Upon completion of the technical evaluation and shortlist, if any, the Evaluation Committee will open the price proposals of those firms/teams whose proposal is deemed to possess the qualifications and experience necessary to successfully perform the services required. The evaluation of the price will be based on its reasonableness, the value offered to the PRCCDA, the Government of Puerto Rico, and its citizens.

Cost Proposals of the "Qualified Proposers" will be awarded points based on the following formula:

$$\text{Cost Proposal Points} = \frac{\text{Lowest Proposal Cost Received} \times [\text{Max. Cost Proposal Points}]}{\text{Proposal Cost}}$$

9.9. Overall evaluation and Final Recommendation

The Evaluation Committee will perform a final evaluation of proposals based upon the evaluation criteria in the RFP considering the information provided in proposals and subsequent information and clarifications requested. The evaluation Committee will consider the Proposer's ability to perform, the value offered in their proposal, and the reasonableness of the price proposed. Upon completion of the evaluation process, the Evaluation Committee will prepare a report establishing the ranking of Proposers based on the evaluation criteria. The Evaluation Committee will make a recommendation to the Procurement Director.

Proposals will be scored using a Best Value methodology. Proposals will be evaluated on their technical capabilities, namely the Proposer's qualifications and work approach, and a score for each criterion will be assigned based on the maximum allowable points stated in **Table 2**.

Table 2: Proposals Scoring

Criteria	Maximum Points
Mandatory Requirements (Section 6.1)	Pass/Fail
Qualifications (Section 6.2)	60 Points
Work Approach (Section 6.3)	40 Points
Maximum Technical Points	100 Points
Cost Proposal (Section 8)	35 Points

Total Proposal Score	135 Points
Bonus for proposed Section 3 Plan Submission (Section 3.10)	5 Points
Preference of 5 points Section 3 Business Concern (Section 7)	5 Points

9.10. Negotiations

The Evaluation Committee may recommend discussion and negotiations with “Qualified Proposer(s)”. Negotiations are exchanges between the PRCCDA’s Procurement Area and Proposers that are undertaken with the intent of allowing the Proposers to revise their Price Proposals. The primary objective of discussions is to maximize the PRCCDA’s ability to obtain the best possible offers, based on the requirements set forth in the RFP. The PRCCDA may elect to request the submission of best and final offers from one or more of the highest qualified proposers or shortlisted proposers, if any.

If PRCCDA enters negotiations with the highest ranked proposer and the parties are unable to reach an agreement, the PRCCDA may terminate negotiations and initiate negotiations with the next highest ranked proposer. This process may continue in succession until a contract is successfully negotiated with a qualified proposer or the PRCCDA may elect to conduct a new solicitation if deemed in the best interests of PRCCDA.

9.11. Best and Final Offer (BAFO)

The PRCCDA reserves the right to request a Best and Final Offer from finalist Proposer(s), if it deems such an approach necessary. In general, the Best and Final Offer will consist of updated costs as well as answers to specific questions that were identified during the evaluation of Proposals.

If the PRCCDA chooses to invoke this option, the evaluation committee will consider in its final evaluation any information requested in the Best and Final Offer document, including costs, and answers to specific questions presented in the document. The specific format for the Best and Final Offer would be determined during evaluation discussions.

9.12. Selection and Award Process

The Evaluation Committee shall recommend the Proposer(s) with the Proposal, conforming to this RFP, which obtains the highest Best Value stated in Section 9.9, and, if required, the negotiations from Section 9.9. The PRCCDA, based on the overall Proposals received and their evaluation results, shall determine the number of successful Proposers for Planning Services and the Proposer for Inspection Services that represent the best interest of the IPG Program implementation. Successful Proposers will be selected starting with the Proposer whose Proposal achieved the Best Value. Other successful Proposers will be selected based on the ascending order of points obtained, until the maximum number of successful Proposers determined by the PRCCDA is reached.

The Proposer(s) to be awarded the RFP shall be recommended by the Evaluation Committee. After final recommendation from the Evaluation Committee the PRCCDA Bid Board will issue the Award Notice.

Prior to awarding a contract, the PRCCDA must obtain contractor clearance. To obtain clearance, the PRCCDA will search <https://www.sam.gov/SAM/> to verify whether the contractor is or not debarred. Therefore, the Proposers must be registered in the System for Award Management (SAM) at the time of the Proposal submission or initiate the registration process right after the Proposal submission. For more information about the System for Award Management (SAM) go to <https://www.sam.gov/SAM/>. Awards will only be issued to entities which are cleared and not ineligible for award of a contract due to suspension, debarment, or HUD imposed limited denial of participation.

9.13. Rejection of Proposals and Cancellation of RFP

Issuance of this RFP does not constitute a commitment by the Government of Puerto Rico and/or the PRCCDA to award a Contract. The PRCCDA reserves the right, without limitations, to accept or reject, in whole or part, and without further explanation, any or all Proposals submitted and/or to cancel this solicitation and reissue this RFP or another version of it, if it deems that doing so is in the best interest of the Public Interest, the Government of Puerto Rico, the PRCCDA or the impacted communities.

The PRCCDA reserves the right, without limitations, to disregard or waive any noncompliance, informalities and/or irregularities in the Proposals received in response to this RFP, not otherwise identified as Mandatory Requirements and Qualifications in Section 6.1 and Section 6.2 of this RFP, when, in its opinion, the Public Interest, the best interest of the Government of Puerto Rico or the PRCCDA or of the impacted communities will be served by such action.

9.14. Confidentiality of Responses and Proprietary Information

Upon completion of the RFP process, the PRCCDA will make public its report regarding the qualification, procurement, and selection process, which shall contain certain information related to this RFP process, except trade secrets, proprietary information, or privileged and confidential information of the Proposers, so identified by Proposers. Accordingly, all Proposers are suggested to submit a redacted copy of their Proposal at the time of submission. For the purpose of clarity, "redacted copy" refers to a copy of the Proposal that has been modified, edited, or revised and any confidential or sensitive information has been removed. The PRCCDA reserves the right, without limitations, to make public the redacted copies of the Proposals at the conclusion of the RFP process. If a redacted copy is not submitted by a Proposer, the PRCCDA will assume that the original copy of the Proposal can be made public. Proposals containing substantial contents marked as confidential or proprietary may be rejected by the PRCCDA.

The PRCCDA cannot guarantee that confidentiality or proprietary claims made by a Proposer, in any way, will be honored. Due to the nature of this RFP, some confidentiality or proprietary claims cannot be assured. Provision of any information marked as confidential or proprietary shall not prevent the PRCCDA from disclosing such information if required by law. The ultimately awarded Contract(s) and all prices set forth therein shall not be considered confidential or proprietary and such information may be made publicly available.

Any and all information, be it trade secrets, proprietary or confidential information submitted as part of this RFP will be made available to HUD, the U.S. Office of Inspector General, or any other

federal or state agency that requires said information for program evaluation and compliance purposes.

10. Administrative Procedure and Appellate Remedies

As stated in Article XVIII, Section 2 of the Manual, any person, party or entity that considers itself having been adversely affected by the Award Notice or award determination of the PRCCDA Bid Board, made in relation to this RFP, may file a petition for reconsideration before the PRCCDA Bid Review Board within the **twenty (20) days** from the date on which the copy of the Award Notice is duly notified. This is a jurisdictional term not subject to any extension. Failure to timely file the petition for reconsideration will preclude the PRCCDA Bid Review Board from considering the same. The applicable terms for the filing of a judicial review petition before the Puerto Rico Court of Appeals in relation to this action or lack of action by the PRCCDA Bid Review Board, shall be those established in Act No. 38-2017, as amended 3 L.P.R.A. § 9601 et seq., known as "Government of Puerto Rico Uniform Administrative Procedure Act" for bids procedures, particularly, in Sections 3.19 and 4.2 of Act No. 38-2017, *supra*. Simultaneously with the filing of the petition for reconsideration, the petitioner shall submit a copy of the petition to all the parties in the procedure and to the PRCCDA.

The mere filing of a petition for reconsideration before the PRCCDA Bid Review Board or filing of a judicial review petition before the Puerto Rico Court of Appeals will not have the effect of halting the contested award.

END OF RFP



EXHIBIT A-1
MANDATORY REQUIREMENTS PROPOSAL CHECKLIST
Project Management Services
Economic Development Investment Portfolio for Growth Program (IPG)
Community Development Block Grant – Disaster Recovery
Puerto Rico Convention Center District Authority
RFP No. CDBDG-DR-IPG-PRCCDA-2023-01

Submitted Request for Proposals (RFP) shall incorporate the following documents in the order provided. The forms included as part of the RFP must be completed and incorporated as part of the proposal. PRCCDA reserves the right to reject any proposal that does not fully satisfy these requirements. Proposer shall mark their initials in the space provided below to indicate compliance with the Checklist's requirements.

Initials	Document Description
	Company Cover Page
	One (1) electronic copy of the Proposal One (1) redacted copy of the Proposal (if applicable)
	Exhibit A-1: Mandatory Requirements Proposal Checklist
	Organizational Documents: Include all documents that demonstrate that the Proposer is properly organized and/or registered in compliance with the laws of its place of incorporation and that the Proposer is in "good standing". Such documents may include (but are not limited to) Certificates of Incorporation, Partnership Agreements, Joint Venture Agreements, and Certificates of Good Standing.
	Financial Stability: Year-end Financial Statements
	Financial Stability: Interim Financial Statement
	Financial Stability: Line of credit, available cash balances, or a combination thereof required of \$300,000.00
	Financial Stability: Pending Litigation Sworn Statement, duly completed and notarized, dated not later than sixty (60) days before the Proposal submission date
	Financial Stability: No Bankruptcy Sworn Statement, duly completed and notarized, dated not later than sixty (60) days before the Proposal submission date

Initials	Document Description
	Financial Stability: Principals, Stockholders, Partners, or Members Information, if Applicable.
	Exhibits D - J: Certifications: D: Non-Conflict of Interest Certification, E: Non-Conflict of Interest on Existing or Pending Contracts with PRCCDA, F: Limited Denial of Participation (LDP)/Suspension or Debarment Status Affidavit, G: Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion, H: Non-Collusive Affidavit, I: Sworn Statement Under Act 2-2018, and J: Anti-Lobbying Certification, duly completed and notarized.
	Exhibit K: Authorization for Background and/or Financial Information; Entity Prior Performance Certification
	Exhibit M: Proposer Prior Performance Certification
	Exhibit N: Certifications and Representations of Offerors (Non-Construction Contracts)

Proposer's Signature

Date

Proposer's Printed Name



EXHIBIT A-2
QUALIFICATIONS PROPOSAL CHECKLIST
Project Management Services
Economic Development Investment Portfolio for Growth Program (IPG)
Community Development Block Grant – Disaster Recovery
Puerto Rico Convention Center District Authority
RFP No. CDBDG-DR-IPG-PRCCDA-2023-01

Submitted Proposals shall incorporate the following documents in the order provided. The forms included as part of the RFP must be completed and incorporated as part of the Proposal. **PRCCDA** reserves the right to reject any Proposal that does not fully satisfy these requirements. Proposer shall mark their initials in the space provided below to indicate compliance with the Checklist's requirements. **If applicable, the Proposer shall submit for First-Tier Subcontractors, those items indicated as applicable with a checkmark below.**

Company Submitting is:

Proposer

First-Tier Subcontractor

Initials	First-Tier Sub. Applicability	Document Description
		Company Cover Page
		One (1) electronic copy of the Proposal One (1) redacted copy of the Proposal (if applicable)
		Exhibit A-2: Qualifications Proposal Checklist
		Cover Letter: The cover letter shall be signed by an authorized representative of the Proposer.
	X	Exhibit C: Statement of Qualifications duly completed, initialized, signed and with corporate seal, as applicable

Initials	First-Tier Sub. Applicability	Document Description
	X	<p>Profile: Company profile establishing the experience, past performance, and qualifications of the firm for Project Management Services. If the entity responding to this Proposal was recently created, the profile shall set forth the experience, expertise, and qualifications of each of the members within the entity.</p> <hr/> <p>Executive Summary: The executive summary should include a brief overview of the project approach and the key personnel who will be responsible for the services to be provided.</p> <hr/> <p>Exhibit B: List of Comparable Projects duly completed and initialized.</p> <hr/> <p>Key Staff - Resumes Project Manager Regulatory Compliance Officer Construction Manager Engineer or Architect Environmental Specialist Administrative Assistant</p> <hr/> <p style="text-align: center;">Organizational Chart</p> <hr/> <p style="text-align: center;">Ongoing Contracts/ Projects</p> <hr/> <p style="text-align: center;">Work Approach (Section 6.3)</p> <hr/> <p style="text-align: center;">Preference of Section 3 Business Concern <i>(Optional)</i></p> <hr/> <p style="text-align: center;">Preference of M/WBE <i>(Optional)</i></p> <hr/>
	X	<p>First-Tier Subcontractor Information (if applicable)</p> <hr/>

Proposer's Signature

Date

Proposer's Printed Name



EXHIBIT A-3
COST PROPOSAL CHECKLIST
Project Management Services
Economic Development Investment Portfolio for Growth Program (IPG)
Community Development Block Grant – Disaster Recovery
Puerto Rico Convention Center District Authority
RFP No. CDBG-DR-IPG-PRCCDA-2023-01

Submitted Proposals shall incorporate the following documents in the order provided. The forms included as part of the RFP must be completed and incorporated as part of the Proposal. PRCCDA reserves the right to reject any Proposal that does not fully satisfy these requirements. Proposer shall mark their initials in the space provided below to indicate compliance with the Checklist's requirements.

Initials	Document Description
	Company Cover Page
	One (1) electronic copy of the Proposal One (1) redacted copy of the Proposal (if applicable)
	Exhibit A-3: Cost Proposal Checklist
	Exhibit O: Cost Form

Proposer's Signature

Date

Proposer's Printed Name



EXHIBIT B
LIST OF COMPARABLE PROJECTS
Request for Proposals
Project Management Services
Economic Development Investment Portfolio for Growth Program (IPG)
Community Development Block Grant – Disaster Recovery
Puerto Rico Convention Center District Authority
RFP No. CDBDG-DR-IPG-PRCCDA-2023-01

1. Proposer Data:

1.1. Proposer's Identification:

(Proposer's Legal Name)

(Year of Establishment)

(Tax ID)

[Remainder of the Page Left Blank Intentionally]

[Proceed to Next Page for the Comparable Project Table]

2. List of Comparable Projects:

Comparable Projects: The Proposer, in its Proposal, must provide a list of at least 3 comparable projects completed within the past **8 years**. Each comparable project included on the list must include the name of the contact person, name of the organization, dollar value of the project, address, telephone number, and email address. Please provide at least **2** references.

ID	Client Name	Description of the services provided, include any similar services to the herein required	Contract Term (In Months)	Contract Amount and Project Dollar Value	Contact Person	Contact Person Address, Phone Number and Email address
1						
2						
3						

2. List of Comparable Projects:

Comparable Projects: The Proposer, in its Proposal, must provide a list of at least 3 comparable projects completed within the past **8 years**. Each comparable project included on the list must include the name of the contact person, name of the organization, dollar value of the project, address, telephone number, and email address. Please provide at least **2** references.

ID	Client Name	Description of the services provided, include any similar services to the herein required	Contract Term (In Months)	Contract Amount and Project Dollar Value	Contact Person	Contact Person Address, Phone Number and Email address
4						
5						



EXHIBIT C
STATEMENT OF QUALIFICATIONS
Request for Proposals
Project Management Services
Economic Development Investment Portfolio for Growth Program (IPG)
Community Development Block Grant – Disaster Recovery
Puerto Rico Convention Center District Authority
RFP No. CDBG-DR-IPG-PRCCDA-2023-01

1. Proposer Statement:

- 1.1. The undersigned, having familiarized himself/herself/themselves with the local conditions affecting the cost of work, and with the specifications (including the RFP and all documents attached thereto) and Addenda issued, if any, hereby proposes to furnish all labor, materials, equipment, and services for **Request for Proposals No. CDBG-DR-IPG-PRCCDA-2023-01: RFP for Project Management Services**
 - 1.1.1. Delivery Schedule: Proposer must adhere to the schedule as established in the Scope of Services. **(Attachment 1)**
 - 1.1.2. For the execution of the contract, the undersigned offers the Price Proposal in **Exhibit O (Cost Form)**.
- 1.2. If the undersigned receives an award under this RFP, the undersigned agrees to execute and deliver a contract on the prescribed form and furnish the required insurance within ten (10) days of the requirement.
- 1.3. Attached hereto is an affidavit in proof that the undersigned has not entered into any collusion with any person in respect to this RFP or any other RFP for the contract for which this RFP is submitted.
- 1.4. The Proposer represents he/she/they [**has/have**] [**has/have not**] participated in a previous contract or subcontract subject to the Equal Opportunity Clause herein or the clause originally contained in Section 301 of Executive Order Number 10925 or the clause in Section 201 of Executive Order Number 11114; that he/she/they [**has/have**] [**has/have not**] filed all required compliance reports; and that representations indicating submission of required reports, signed by subcontractors, will be obtained prior to subcontract awards. The Proposer further represents that he will, if required, submit, and required subcontractors to submit a compliance report prior to the award of the contract or subcontract.

2. Proposer Identification:

2.1. Proposer Identification:

<i>(Legal Name)</i>	<i>(Year of Establishment)</i>	<i>(Tax ID)</i>
		<i>(UEI Number)</i>

2.2. The following named person is hereby authorized to bind the Proposer in matters related to the Contract:

<i>(Name)</i>	<i>(Position)</i>
---------------	-------------------

2.3. Physical Address:

(Address Line 1)

(Address Line 2)

(City) *(State)* *(Zip Code)*

2.4. Mailing Address:

(Address Line 1)

(Address Line 2)

(City) *(State)* *(Zip Code)*

2.5. Contact Information:

_____ _____ _____

(Telephone Number) *(Facsimile Number)* *(Email Address)*

2.6. The Proposer is a:

Individual Partnership Other (Specify)

Corporation Joint Venture

2.7. If a corporation, indicate all that apply:

Publicly Held Privately Held Subsidiary

2.8. Officers and Directors: Detail the names, telephone numbers, and email addresses of the officers, directors, members, and any partners of the Proposer.

Name	Telephone	Email	Officer	Director	Member	Partner
_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. Capacity to Provide Services:

- 3.1. Profile:** Attach to this Statement of Qualifications the Proposer's company profile establishing experience, past performance, and qualifications of the firm to render **Project Management Services**. See Tab ____
- 3.2. Organizational Chart:** Attach to this Statement of Qualifications the Organizational Chart for the Services. (Not Applicable to Team Member and First-Tier Subcontractors) See Tab ____
- 3.3.** Has the Proposer been involved in any criminal, civil, or administrative suits, actions, investigations, litigations, sanctions and/or administrative complaints or proceedings that were commenced, pending, settled, threatened, resolved, or concluded during the five (5) year period prior to the date of the Proposal Due Date?
- No Yes (See Attachment ____)

If the answer to this question is "yes", state for each such suit, action, investigation or proceeding the (a) date of the suit, action, investigation or proceeding (or time period involved); (b) the specific nature of the suit, action, investigation or proceeding; (c) the amount of funds involved, if any; (d) the names of the parties; (e) the names and complete addresses of the courts and law enforcement agencies involved; (f) the title and file number of the suit, action, investigation or proceeding; (g) the disposition or current status; and (h) any sentence, fine or other penalty imposed on additional sheets attached to this Statement of Qualifications. Also include an opinion from an attorney discussing whether the Proposer's work will be impacted by the litigation.

Proposer's Initials: _____

Proposer's Initials: _____

4. Qualifications and Experience of Key Personnel (Not Applicable to Team Member and First-Tier Subcontractors)

4.1. Staff Members and Resumés: Provide the following information for all Key Staff for the Project.

Position	Resource Name	Education	Years of Experience in the Profession	Résumé & Certifications
Project Manager				
Regulatory Compliance Officer				
Construction Manager				
Engineer or Architect				
Environmental Specialist				
Administrative Assistant				

5. Acknowledgement of Addenda

5.1. The Proposer hereby acknowledges the receipt of the following Addenda:

Addendum No.	Date Issued	Addendum No.	Date Issued

5.2. Under Oath Certification:

The undersigned represents, warrants, and certifies on behalf of the Proposer that:

- a) The information contained in the Proposal is true and complete,
- b) The Proposal has been duly and properly authorized for submission by the Proposer, and
- c) In its preparation and development of the Proposal, the Proposer has not, directly or indirectly, solicited or received any advice, assistance, or information concerning the Proposal from any representative of the PRCCDA, or its agents or contractors, which was not equally available to other Proposer, and which might contribute to an actual or potential competitive advantage for the Proposer.

Proposer's Initials: _____

Exhibit C – Statement of Qualifications
Project Management Services
Economic Development Investment Portfolio for Growth Program (IPG)
Community Development Block Grant – Disaster Recovery
Puerto Rico Convention Center District Authority
RFP No. CDBDG-DR-IPG-PRCCDA-2023-01
Page 7 / 9

In witness thereof, the Proposer has executed this Statement of Qualifications this ____ day of _____, 20____.

If Entity is an individual:

(Signature of Individual)

(Printed Name of Individual)

(Address Line 1)

(Address Line 2)

(City)

(State)

(Zip Code)

[Remainder of Page Left Blank Intentionally]

Proposer's Initials: _____

If Entity is a sole partnership or operates under a trade name:

(Printed Name of Firm)

By: _____
(Authorized Representative's Signature)

(Printed Name of Authorized Representative)

(Address Line 1)

(Address Line 2)

(City) _____
(State) _____
(Zip Code)

If Entity is a partnership or joint venture:

(Printed Name of Partnership or Joint Venture)

By: _____
(Signature of General Partner)

(Printed Name of General Partner)

(Address Line 1)

(Address Line 2)

(City) _____
(State) _____
(Zip Code)

[Remainder of Page Left Blank Intentionally]

Proposer's Initials: _____

If Entity is a corporation:

(Printed Name of Corporation)

(Corporate Address Line 1)

(Corporate Address Line 2)

(City) *(State)* *(Zip Code)*

By: _____
(Signature of Officer)

(Printed Name of Officer)

(Title of Officer)

Attest: _____
(Secretary)

[CORPORATE SEAL]

(Jurisdiction of Incorporation)



Proposer's Initials: _____

EXHIBITS D, E, F, G, H, I, and J
EXHIBIT D: NON-CONFLICT OF INTEREST CERTIFICATION
CERTIFICACIÓN DE AUSENCIA DE CONFLICTO DE INTERÉS

Request for Proposals
Project Management Services
Economic Development Investment Portfolio for Growth Program (IPG)
Community Development Block Grant – Disaster Recovery
Puerto Rico Convention Center District Authority
RFP No. CDBDG-DR-IPG-PRCCDA-2023-01

I, _____, of legal age, of marital status (married/single), and a resident of _____, have been designated as the authorized representative of _____ ("the Proposer") for the procurement process referenced in the title of this document ("Procurement Process"). In such regard, I hereby certify that:

Yo, _____, mayor de edad, de estado civil (casado(a)/soltero(a)), y residente de _____, he sido designado(a) como el/la representante autorizado(a) de _____ (el "Proponente"), para el proceso de adquisición del proyecto indicado en el título de este documento ("Proceso de Adquisición"). En virtud de ello, certifico que:

1. No public official or employee of the Procuring Entity possesses any financial interest with any Proposer participating in this Procurement Process, and that, likewise, has had no direct or indirect financial interest with these for the past four (4) years.

[Ningún servidor público o empleado de la Entidad Adquirente tiene un interés pecuniario con alguno de los Proponentes que participan en este Proceso de Adquisición, ni lo han tenido -directa o indirectamente- en los últimos cuatro (4) años.]

2. No public official or employee of the Procuring Entity has solicited or accepted, directly or indirectly, by means of any person or entity with interest in this Procurement Process, including the Proposer, any goods of any value -including, gifts, gratuities, contributions, services, donations, loans, and/or any other item of monetary value- for themselves and/or for any member of their immediate family, and/or relatives, and/or for any person, as a form of compensation for performing the duties and responsibilities of their position in connection with this Procurement Process.

[Ningún servidor público o empleado de la Entidad Adquirente ha solicitado o aceptado, directa o indirectamente, por parte de cualquier persona o entidad con interés en este Proceso de Adquisición, incluyendo al Proponente, bienes de cualquier valor económico -incluyendo regalos, propinas, favores, servicios, donativos, préstamos y/o cualquier otra cosa de valor monetario- para sí y/o para algún miembro de su familia inmediata y/o familiares y/o para cualquier otra persona, como mecanismo de pago por llevar a cabo los deberes y responsabilidades de su posición relacionado a este Proceso de Adquisición.]

3. No public official or employee of the Procuring Entity has solicited or accepted, directly or indirectly, by means of any person or entity with interest in this Procurement Process, including the Proposer, any goods of any value -including,

Proposer's Initials: _____

gifts, gratuities, contributions, services, donations, loans, and/or any other item of monetary value- for themselves and/or for any member of their immediate family, and/or relatives, and/or for any person, in exchange for their actions being an influence in the end result of this Procurement Process.

[Ningún servidor público o empleado de la Entidad Adquirente ha solicitado o aceptado, directa o indirectamente, por parte de cualquier persona o entidad, incluyendo al Proponente, bienes de cualquier valor económico -incluyendo regalos, propinas, favores, servicios, donativos, préstamos y/o cualquier otra cosa de valor monetario- para sí y/o para algún miembro de su familia inmediata y/o familiares y/o para cualquier otra persona, a cambio de que su actuación influya el resultado final de este Proceso de Adquisición.]

4. I do not have a kindred relationship within the fourth (4th) degree of consanguinity and/or second (2nd) degree of affinity with public official or employee of the Procuring Entity that participates or influences -or has the capacity to do so- in the institutional decisions of the Procuring Entity.

[No tengo una relación de parentesco dentro del cuarto (4to) grado de consanguinidad y/o segundo (2do) de afinidad, con algún servidor público o empleado de la Entidad Adquirente que participe o inflencie -o tenga la capacidad para hacerlo- en las decisiones institucionales de la Entidad Adquiriente.]

The Procuring Entity is highly committed to management excellence and promotes the effective use of the government resources to benefit the people of Puerto Rico. Thus, the Procuring Entity will support and comply with the provisions of Act 2-2018, known as the Anti-Corruption Code for the New Puerto Rico, as amended, including Title III, Code of Ethics for Contractors, Suppliers and Applicants for Economic Incentives of the Government of Puerto Rico.

[La Entidad Adquirente está altamente comprometida con lograr una administración de excelencia y promover el uso efectivo de los recursos del gobierno en beneficio del pueblo de Puerto Rico. Por tanto, la Entidad Adquiriente está comprometida con apoyar y cumplir con la Ley 2-2018, conocida como el Código Anti Corrupción para el Nuevo Puerto Rico, según enmendada, incluyendo el Título III, Código de Ética para Contratistas, Suplidores y Solicitantes de Incentivos Económicos del Gobierno de Puerto Rico.]

In light of the above, I, the Proposer's Authorized Representative, also certify that:
[En virtud de lo anterior, yo, el/la Representante Autorizado(a) del Proponente, certifico que también:]

1. I agree to comply with the applicable provisions of Act 2-2018, known as the Anti-Corruption Code for the New Puerto Rico, as amended, including Title III, Code of Ethics for Contractors, Suppliers and Applicants for Economic Incentives of the Government of Puerto Rico and recognize that this is an essential requirement in order to execute transactions or to set up agreements with the Procuring Entity.

[Tengo el compromiso de cumplir con las disposiciones aplicables de la Ley 2-2018, conocida como el Código Anti-Corrupción para el Nuevo Puerto Rico, según enmendada, incluyendo el Título III, Código de Ética para Contratistas, Suplidores y Solicitantes de Incentivos Económicos del Gobierno de Puerto Rico y reconocemos que esta aceptación es una condición esencial e indispensable para que se puedan efectuar transacciones o que se establezcan acuerdos con la Entidad Adquirente.]

Proposer's Initials: _____

EXHIBIT E
NON-CONFLICT OF INTEREST CERTIFICATION
ON EXISTING OR PENDING CONTRACTS

I, _____, of legal age, of marital status (married/single), and a resident of _____, have been designated as the authorized representative of _____ ("the Proposer") for the procurement process referenced in the title of this document ("Procurement Process"). In such regard, I hereby certify that:

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

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but are not limited to, eliminating, mitigating or neutralizing the apparent, potential or actual conflict, when appropriate, through such means as ensuring a balance of views, disclosure with the appropriate disclaimers, or by restricting or modifying the work to be performed to avoid or reduce the apparent, potential, or actual conflict.

5. If an apparent, potential, or actual conflict of interest is discovered by the Proposer after the Procurement Process concludes, it will make a full disclosure in writing to the contracting officer. This disclosure shall include a description of actions that the Proposer has taken or proposes to take to avoid, mitigate, or neutralize the apparent, potential, or actual conflict of interest.
6. The Proposer has no present or currently planned interests (financial, contractual, organizational, or otherwise) relating to the contract or task order that may result from this Procurement Process that would create any apparent, actual, or potential conflict of interest (including conflicts of interest for immediate family members: spouses, parents, children) that would impinge on its ability to render impartial, technically sound, and objective assistance or advice or result in it being given an unfair competitive advantage.
7. The Proposer has exercised, and will continue to exercise, due diligence in avoiding, identifying, removing or mitigating any apparent, potential or actual conflicts of interests to the Procuring Entity's satisfaction.

EXHIBIT F
LIMITED DENIAL OF PARTICIPATION (LDP)/SUSPENSION OR DEBARMENT STATUS AFFIDAVIT

By signing this Certification, the Proposer certifies that the firm, business or person submitting the proposal 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. PRCCDA also may exercise any other remedy available by law.

EXHIBIT G
CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY, AND VOLUNTARY EXCLUSION

The Proposer certifies, by submission of this Certification, that:

- (1) Neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency;
- (2) It will provide immediate written notice to whom this Certification is submitted if at any time

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- the Proposer learns its certification was erroneous when submitted or has become erroneous by reason of changed circumstances;
- (3) It shall not knowingly enter any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated;
 - (4) It will include the clause titled Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion—Lower Tier Covered Transactions, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions;
 - (5) The certifications herein are a material representation of fact upon which reliance was placed when this transaction was entered into; and
 - (6) Where the Proposer is unable to certify to any of the statements in this certification, such Proposer shall attach an explanation to this Certification.

EXHIBIT H
NON-COLLUSIVE AFFIDAVIT (NON-COLLUSION CERTIFICATION)

The Offeror certifies that in relation to the procurement process referenced in the title of this document:

1. The prices in the offer have been arrived at independently without directly or indirectly mediating any type of consultation, communication or agreement with any other competitor relating to i) prices, ii) intention to submit an offer, or iii) the methods or factors used to calculate the proceed offered;
2. Prices in the offer have not been and will not be knowingly disclosed by the offeror, directly or indirectly, to any other offeror or competitor before bid opening or contract award unless otherwise required by law;
3. No attempt has been made or will be made by the offeror to induce any other competitor to/not to submit an offer for the purpose of restricting competition.

The signatory below (select one):

- Is the person in the offeror's organization responsible for determining the prices being offered, and has not participated and will not participate in any action contrary to paragraphs (1) through (3) above.
- Has been authorized, in writing, to act as agent for the following principals in certifying that those principals have not participated, and will not participate in any action contrary to paragraphs (1) through (3) above.

Name ¹	Position ²	Name	Position

¹ Insert full name of person(s) in the offeror's organization responsible for determining the prices offered in the bid or proposal.

² Insert the title of the person(s) in the offeror's organization responsible for determining the prices offered in the bid or proposal.

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As authorized agent, the Signatory does certify that the principals named above have not participated, and will not participate, in any action contrary to paragraphs (1) through (3) above.

As an agent, the Signatory has not personally participated, and will not participate, in any action contrary to paragraphs (1) through (3) above.

EXHIBIT I
DECLARACIÓN JURADA
Ley 2-2018, Código Anti-Corrupción para el Nuevo Puerto Rico³

[SWORN STATEMENT]
[Act 2-2018, Anti-Corruption Code for a New Puerto Rico]⁴

Yo, _____, en mi carácter personal y en representación de _____ ("Proponente" o "Licitador"), con número de seguro social patronal _____, mayor de edad, de profesión: _____, con estado civil: _____ y vecino de _____ el más solemne juramento declaro como sigue:

[I, _____, in my personal capacity and in representation of _____ ("Proposer" or "Bidder"), Tax I.D. Number _____, of legal age, with profession: _____, marital status: _____ and resident of _____, do hereby solemnly swear as follows:]

1. Mi nombre y demás circunstancias personales son las anteriormente expresadas.
1. *[My name and personal circumstances are as stated above.]*
2. A la fecha en que suscribo esta declaración jurada, el suscribiente, el Proponente o Licitador, su presidente, vicepresidente, director, director ejecutivo, miembro junta de _____

³ Como requisito para la participación en esta Solicitud de Propuestas, el Proponente deberá suscribir esta declaración tal como está redactada, sin alteración, reserva o modificación de índole alguna. Si el suscribiente, Licitador o Proponente no puede suscribir esta declaración según redactada, deberá someter una certificación bajo juramento aclarando todas las excepciones y/o aclaraciones aplicables. Someter información falsa, incompleta o incorrecta podría conllevar la imposición de sanciones civiles y criminales en contra del suscribiente, el Proponente.

⁴ *[As a requirement to participate in this RFP, the Proposer must file this sworn statement in the exact form and content as set forth herein, without alteration, exception or modification of any kind. If the Proposer is unable to execute this statement in the exact form provided herein, the Bidder or Respondent shall submit a separate sworn certification stating all exceptions, clarifications or modifications to this form of sworn statement. The submission of false, incomplete or incorrect information could lead to the imposition of civil and/or criminal penalties against the Proposer.]*

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oficiales o directores y personas que desempeñen funciones equivalentes para el Proponente o Licitador **no ha sido convicto ni se ha declarado culpable en el foro estatal o federal**, o en cualquier otra jurisdicción de los Estados Unidos, por cualquiera de los siguientes delitos: (a) apropiación ilegal agravada; (b) extorsión; (c) sabotaje de servicios públicos esenciales; (d) falsificación de documentos; (e) fraude; (f) fraude por medio informático; (g) fraude en las construcciones; (h) uso, posesión o traspaso fraudulento de tarjetas con bandas electrónicas; (i) enriquecimiento ilícito; (j) enriquecimiento ilícito de funcionario público; (k) enriquecimiento injustificado; (l) aprovechamiento ilícito de trabajos o servicios públicos; (m) intervención indebida en las operaciones gubernamentales; (n) negociación incompatible con el ejercicio del cargo público; (o) alteración o mutilación de propiedad; (p) certificaciones falsas; (q) soborno, en todas sus modalidades; (r) influencia indebida; (s) malversación de fondos públicos; o (t) lavado de dinero.

2. *[As of the date of execution of this sworn statement, neither the undersigned nor the Respondent or Bidder, or its president, vice president, director, executive director, member of Board of officers or directors, or any persons performing equivalent functions on Respondent's or Bidder's behalf, has been convicted or has pleaded guilty in state or federal court, or in any other jurisdiction of the United States, for any of the following crimes: (a) aggravated misappropriation; (b) extortion; (c) sabotage of essential public services; (d) forgery of documents; (e) fraud; (f) electronic fraud; (g) construction fraud; (h) fraudulent use, possession or transfer of cards with electronic bands; (i) illicit enrichment; (j) illicit enrichment by public official; (k) unjustified enrichment; (l) illicit enrichment of public work or services; (m) improper intervention in government operations; (n) negotiation incompatible with the exercise of public office; (p) false certifications; (q) bribery, in all its modalities; (r) undue influence; (s) embezzlement of public funds; or (t) money laundering.]*
3. A la fecha en que suscribo esta declaración jurada y **por los pasados veinte (20) años**, ni el suscribiente, ni el Proponente o Licitador, ni cualquiera de sus siguientes oficiales: presidente, vicepresidente, director, director ejecutivo o miembro junta de oficiales o directores o personas que desempeñen funciones equivalentes para el Proponente o Licitador, ha sido convicto o se ha declarado culpable en el foro estatal o federal, o en cualquier otra jurisdicción de los Estados Unidos, por cualquiera de los siguientes delitos: (a) daño agravado; (b) retención de propiedad; (c) alteración o mutilación de propiedad; (d) archivo de documentos o datos falsos; (e) posesión y uso ilegal de información, recibos y comprobantes de pago de contribuciones; (f) compra y venta ilegal de bienes en pago de contribuciones; (g) presentación de escritos falsos; (h) posesión ilegal de recibos de contribuciones; (i) falsificación de asientos en registros; (j) falsificación de sellos; (k) falsedad ideológica; (l) falsificación de licencia, certificado y otra documentación; (m) falsificación en el ejercicio de profesiones u ocupaciones; (n) posesión y traspaso de documentos falsificados; (o) posesión de instrumentos para falsificación; (p) preparación de escritos falsos.
3. *[As of the date of execution of this sworn statement and **for the twenty (20) years** prior, neither the undersigned nor the Respondent or Bidder, or any of its officers, including its president, vice president, director, executive director, member of board of officers or directors, or any person performing equivalent functions on Respondent's or Bidder's behalf, has been convicted or has pleaded guilty in the state or federal forum, or in any other jurisdiction of the United States, for any of the following crimes: (a) aggravated*

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damage; (b) property retention; (c) alteration or mutilation of property; (d) filing of false documents or data; (e) illegal possession and use of tax information, receipts and payment vouchers; (f) illegal purchase and sale of goods for the payment of taxes; (g) filing false writings; (h) illegal possession of tax receipts; (i) falsification of entries in registers; (j) forgery of stamps; (k) ideological falsehood; (l) forgery of license, certificates and other documents; (m) forgery in the exercise of professions or occupations; (n) possession and transfer of forged documents; (o) possession of counterfeit instruments; (p) preparation of false writings.]

4. A la fecha en que suscribo esta declaración jurada y **por los pasados ocho (8) años**, ni el suscribiente, ni el Proponente o Licitador, ni cualquiera de sus siguientes oficiales: presidente, vicepresidente, director, director ejecutivo o miembro junta de oficiales o directores o personas que desempeñen funciones equivalentes para el Proponente o Licitador, ha sido convicto o se ha declarado culpable en el foro estatal o federal, o en cualquier otra jurisdicción de los Estados Unidos, por cualquiera de los siguientes delitos: (a) omisión en el cumplimiento del deber; (b) venta ilegal de bienes; (c) incumplimiento del deber; (d) negligencia en el cumplimiento del deber; (e) usurpación de cargo público; o (f) impedir la inspección de libros y documentos.
4. *[As of the date of execution of this sworn statement and **for the eight (8) years** prior, neither the undersigned nor the Respondent or Bidder, or any of its officers, including its president, vice president, director, executive director, member of board officers or directors, or any person performing equivalent functions on Respondent's or Bidder's behalf, has been convicted or has pleaded guilty in the state or federal forum, or in any other jurisdiction of the United States, for any of the following crimes: (a) omission in the fulfillment of duty; (b) illegal sale of goods; (c) breach of duty; (d) negligence in the fulfillment of duty; (e) usurpation of public office; or (f) preventing the inspection of records and documents.*
5. A la fecha en que suscribo esta declaración jurada y **por los pasados diez (10) años**, ni el suscribiente, ni el Proponente o Licitador, ni cualquiera de sus siguientes oficiales: presidente, vicepresidente, director, director ejecutivo o miembro junta de oficiales o directores o personas que desempeñen funciones equivalentes para el Proponente o Licitador, ha sido convicto o se ha declarado culpable en el foro estatal o federal, o en cualquier otra jurisdicción de los Estados Unidos, por delitos graves contra el ejercicio del cargo público o contra fondos públicos codificados en el Código Penal de Puerto Rico; la Ley Núm. 1-2012, según enmendada, la "Ley Orgánica de la Oficina de Ética Gubernamental"; o cualquier otro según dispuesto en la Ley 2-2018.
5. *[As of the date of execution of this sworn statement and **for the ten (10) years prior**, neither the undersigned nor the Respondent or Bidder, or any of its officers, including its president, vice president, director, executive director, member of board officers or directors, or any person performing equivalent functions on Respondent's or Bidder's behalf, has been convicted or has pleaded guilty in the state or federal forum, or in any other jurisdiction of the United States, for crimes against the exercise of public office or public funds as defined in the Puerto Rico Penal Code, ; Law No. 1-2012, as amended, the Government Ethics Office Enabling Act; or any other crime defined in Law 2-2018.]*
6. Entiendo y acepto el deber de informar cualquier cambio al contenido de esta declaración durante el proceso de contratación o la vigencia del contrato, ya sea por alegación de culpabilidad o convicción por cualquiera de los delitos antes mencionados, o cualquier otra conducta proscrita en el "Código de Ética para Contratistas, Suplidores

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y Solicitantes de Incentivos Económicos de las Agencias Ejecutivas del Gobierno de Puerto Rico", Código Anticorrupción para el Nuevo Puerto Rico, Título III, Ley 2-2018.

6. *[I accept and acknowledge my obligation to inform of any change or modification to this statement during the contracting process or the term of the contract, as the result of a guilty plea or conviction for any of the above-mentioned crimes or any other conduct prohibited by the "Code of Ethics for Contractors, Suppliers of Goods and Services and Applicants for Economics Incentives of the Executive Agencies of the Government of Puerto Rico", Title III, Law 2-2018.]*
 7. Entiendo y acepto que la convicción posterior a esta declaración por cualquiera de los delitos enumerados en cualquiera de los incisos anteriores conllevará, además de cualquiera otra penalidad, la rescisión automática de cualquier contrato entre el suscribiente, el Proponente o el Licitador, y cualquier entidad gubernamental, corporación pública o municipio.
 7. *[I accept and acknowledge that a conviction for any of the crimes specified in the above paragraphs will result, in addition to any other penalties, in the immediate termination of any contract in force at the time of conviction, between the undersigned, the Bidder or Respondent, and any government entity, public corporation or municipality at the date of conviction or guilty plea.]*
 8. El suscribiente, el Proponente o el Licitador, según sea el caso, se compromete a cumplir con lo dispuesto en el Código de Ética para Contratistas, Suplidores y Solicitantes de Incentivos Económicos de las Agencias Ejecutivas del Gobierno de Puerto Rico", Código Anticorrupción para el Nuevo Puerto Rico, Título III, Ley 2-2018.
 8. *[The undersigned and/or the Bidder or Respondent, as the case may be, commits to complying with the "Code of Ethics for Contractors, Suppliers of Goods and Services and Applicants for Economics Incentives of the Executive Agencies of the Government of Puerto Rico", Title III, Law 2-2018.]*
 9. Suscribo esta declaración jurada de conformidad con las disposiciones de la Ley 2-2018, y los requisitos de esta [Subasta, Solicitud de Cualificaciones o Solicitud de Propuestas.].
 9. *[I execute this sworn statement pursuant to Law 2-2018, and the terms and provisions of this IFB, RFQ or RFP.]*
 10. Hago la presente declaración jurada para que cualquier entidad gubernamental, corporación pública o municipio, tenga conocimiento de lo aquí declarado para cualquier propósito administrativo y/o legal.
 10. *[I execute this sworn statement so that any government entity, public corporation or municipality has knowledge of what is herewith declared and for any administrative and/or legal purpose in relation thereto.]*
-

Proposer's Initials: _____

EXHIBIT J ANTI-LOBBYING CERTIFICATION

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 and officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2)** If any funds other than Federal appropriated funds have been paid or will be paid to any person for making lobbying contracts to an office or employee of any agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress in connection with the Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form – LLL, “Disclosure Form to Report Lobbying”, 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 subcontractors, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31 U.S.C. 1352 (as amended by the Lobbying Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty for not less than \$10,000 and not more than \$100,000 for each such failure.

The Proposer _____, certifies or affirms the truthfulness and accuracy each statement of its certification and disclosure, if any. In addition, the Proposer understands and agrees that the provisions of 31 U.S.C. A 3801 et seq., apply to this certification and disclosure, if any.

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SF-LLL Instructions

Instructions for Completion of SF-LLL Disclosure of Lobbying Activities

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity 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 a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitations for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Included prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action. (b) Enter the full names of the individual(s) performing services, and include full address if different from 10(a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

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information unless it displays a valid OMB control Number. The valid OMB control number for this information collection is OMB No. 4040-013. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (4040-013), Washington, DC 20503

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DISCLOSURE OF LOBBYING ACTIVITIES
Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

1. Type of Federal Action <input type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	2. Status of Federal Action <input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	3. Report Type <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change
4. Name and Address of Reporting Entity: <input type="checkbox"/> Prime <input type="checkbox"/> Subawardee (Tier, if known: _____) Name: _____ Street 1: _____ Street 2: _____ City: _____ State: _____ Zip: _____ Congressional District, if known: _____		
5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime: Name: _____ Street 1: _____ Street 2: _____ City: _____ State: _____ Zip: _____ Congressional District, if known: _____		
6. Federal Department/Agency: _____	7. Federal Program Name/Description: _____ CFDA Number, if known: _____	
8. Federal Action Number, if known: _____	9. Award Amount, if known: \$ _____	
10. (a) Name and Address of Lobbying Registrant: Name: _____ Street 1: _____ Street 2: _____ City: _____ State: _____ Zip: _____		
(b) Individual Performing Services (Including address of different from No. 10a): Name: _____ Street 1: _____ Street 2: _____ City: _____ State: _____ Zip: _____		
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure		
_____ <i>Signature</i>		
_____ <i>Printed Name</i>		
_____ <i>Title</i>		

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shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.	_____ Telephone No.	_____ Date
Federal Use Only:	Authorized for Local Reproduction Standard Form – LLL (Rev. 7-97)	

DISCLOSURE OF LOBBYING ACTIVITIES
Continuation Sheet

Reporting Entity: _____ Page _____ of _____
--

Proposer's Initials: _____

(Name of Offeror)

By: _____
(Signature)

(Printed Name of Signatory)

(Title)

Affidavit No: _____

Subscribed and sworn to before me in the city of _____, _____, this _____ day of _____, 20____, by _____ of legal age, _____ (civil status), _____ (occupation) and resident of _____, _____, in his/her capacity as _____ of Offeror. Who I personally know or have identified by his/her _____.

Public Notary



Proposer's Initials: _____

EXHIBIT K
AUTHORIZATION FOR BACKGROUND AND/OR FINANCIAL INFORMATION
Request for Proposals
Project Management Services
Economic Development Investment Portfolio for Growth Program (IPG)
Community Development Block Grant – Disaster Recovery
Puerto Rico Convention Center District Authority
RFP No. CDBG-DR-IPG-PRCCDA-2023-01

By signing this Authorization, the Proposer authorizes the Puerto Rico Convention Center District Authority (PRCCDA) to seek any background and/or financial information it deems necessary to evaluate the Proposer's capacity financial in connection to the Request for Proposal (RFP), as the case might be, under the Community Development Block Grant-Disaster Recovery Program (CDBG-DR) and the Community Development Block Grant-Mitigation Program (CDBG-MIT).

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ENTITY PRIOR PERFORMANCE CERTIFICATION

1. Has the Proposer been notified with a "Letter of Concern", which refers to any written communication from a Government entity notifying the Proposer, wariness or caution about the Proposer's performance under a contract to provide services.
- Yes No Other (Specify): _____

If yes, provide a copy of every "Letter of Concern" received from and as a contractor of a Government entity.

2. Has the Proposer been found in default of contract terms with any contracting entity?

Yes No

If yes, indicate below if a Performance Bond or other means was used to resolve the default issue:

Yes No Other (Specify): _____

Name of Surety Company: _____

Telephone of Surety Company: _____

Contact Person of Surety Company: _____

Provide an explanation regarding the circumstances that created the need for the contracting entity to invoke the terms of the Performance Bond, or other means, to include the current status of the matter (Include additional sheets if necessary).

Proposer Name

Signature of Authorized Representative

Date

Printed Name of Authorized Representative



EXHIBIT M
PROPOSER PRIOR PERFORMANCE CERTIFICATION
Request for Proposals
Project Management Services
Economic Development Investment Portfolio for Growth Program (IPG)
Community Development Block Grant – Disaster Recovery
Puerto Rico Convention Center District Authority
RFP No. CDBDG-DR-IPG-PRCCDA-2023-01

The Proposer hereby authorizes the PRCCDA to seek past performance information through a "Performance Rating Questionnaire", or any other mean it deems appropriate, for the following reference.

Client Name: _____

Contact Person: _____

Phone: _____

Email Address: _____

Description of Services Provided: _____

The Proposer is informed that the PRCCDA will send a "Performance Rating Questionnaire" to the Contact Person identified above. A response to the "Performance Rating Questionnaire" must be received back by the PRCCDA within a period of five (5) business days. Otherwise, a score of zero (0) may be assigned to the reference provided.

Name of Proposer Entity

Signature of Authorized Representative

Date

Printed Name of Authorized Representative

Certifications and Representations of Offerors

Non-Construction Contract

Public reporting burden for this collection of information is estimated to average 5 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

This form includes clauses required by OMB's common rule on bidding/offering procedures, implemented by HUD in 24 CFR 85.36, and those requirements set forth in Executive Order 11625 for small, minority, women-owned businesses, and certifications for independent price determination, and conflict of interest. The form is required for nonconstruction contracts awarded by Housing Agencies (HAs). The form is used by bidders/offers to certify to the HA's Contracting Officer for contract compliance. If the form were not used, HAs would be unable to enforce their contracts. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality.

1. Contingent Fee Representation and Agreement

(a) The bidder/offeror represents and certifies as part of its bid/offer that, except for full-time bona fide employees working solely for the bidder/offeror, the bidder/offeror:

- (1) has, has not employed or retained any person or company to solicit or obtain this contract; and
- (2) has, has not paid or agreed to pay to any person or company employed or retained to solicit or obtain this contract any commission, percentage, brokerage, or other fee contingent upon or resulting from the award of this contract.

(b) If the answer to either (a)(1) or (a) (2) above is affirmative, the bidder/offeror shall make an immediate and full written disclosure to the PHA Contracting Officer.

(c) Any misrepresentation by the bidder/offeror shall give the PHA the right to (1) terminate the resultant contract; (2) at its discretion, to deduct from contract payments the amount of any commission, percentage, brokerage, or other contingent fee; or (3) take other remedy pursuant to the contract.

2. Small, Minority, Women-Owned Business Concern Representation

The bidder/offeror represents and certifies as part of its bid/offer that it:

- (a) is, is not a small business concern. "Small business concern," as used in this provision, means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding, and qualified as a small business under the criteria and size standards in 13 CFR 121.
- (b) is, is not a women-owned small business concern. "Women-owned," as used in this provision, means a small business that is at least 51 percent owned by a woman or women who are U.S. citizens and who also control and operate the business.
- (c) is, is not a minority enterprise which, pursuant to Executive Order 11625, is defined as a business which is at least 51 percent owned by one or more minority group members or, in the case of a publicly owned business, at least 51 percent of its voting stock is owned by one or more minority group members, and whose management and daily operations are controlled by one or more such individuals.

For the purpose of this definition, minority group members are:

(Check the block applicable to you)

- | | |
|---|---|
| <input type="checkbox"/> Black Americans | <input type="checkbox"/> Asian Pacific Americans |
| <input type="checkbox"/> Hispanic Americans | <input type="checkbox"/> Asian Indian Americans |
| <input type="checkbox"/> Native Americans | <input type="checkbox"/> Hasidic Jewish Americans |

3. Certificate of Independent Price Determination

(a) The bidder/offeror certifies that—

- (1) The prices in this bid/offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other bidder/offeror or competitor relating to (i) those prices, (ii) the intention to submit a bid/offer, or (iii) the methods or factors used to calculate the prices offered;
- (2) The prices in this bid/offer have not been and will not be knowingly disclosed by the bidder/offeror, directly or indirectly, to any other bidder/offeror or competitor before bid opening (in the case of a sealed bid solicitation) or contract award (in the case of a negotiated solicitation) unless otherwise required by law; and
- (3) No attempt has been made or will be made by the bidder/offeror to induce any other concern to submit or not to submit a bid/offer for the purpose of restricting competition.

(b) Each signature on the bid/offer is considered to be a certification by the signatory that the signatory:

- (1) Is the person in the bidder/offeror's organization responsible for determining the prices being offered in this bid or proposal, and that the signatory has not participated and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above; or
- (2) (i) Has been authorized, in writing, to act as agent for the following principals in certifying that those principals have not participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above (insert full name of person(s) in the bidder/offeror's organization responsible for determining the prices offered in this bid or proposal, and the title of his or her position in the bidder/offeror's organization);
(ii) As an authorized agent, does certify that the principals named in subdivision (b)(2)(i) above have not participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) above; and

(iii) As an agent, has not personally participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above.

(c) If the bidder/offeror deletes or modifies subparagraph (a)2 above, the bidder/offeror must furnish with its bid/offer a signed statement setting forth in detail the circumstances of the disclosure.

4. Organizational Conflicts of Interest Certification

(a) The Contractor warrants that to the best of its knowledge and belief and except as otherwise disclosed, it does not have any organizational conflict of interest which is defined as a situation in which the nature of work under a proposed contract and a prospective contractor’s organizational, financial, contractual or other interest are such that:

- (i) Award of the contract may result in an unfair competitive advantage;
- (ii) The Contractor’s objectivity in performing the contract work may be impaired; or
- (iii) That the Contractor has disclosed all relevant information and requested the HA to make a determination with respect to this Contract.

(b) The Contractor agrees that if after award he or she discovers an organizational conflict of interest with respect to this contract, he or she shall make an immediate and full disclosure in writing to the HA which shall include a description of the action which the Contractor has taken or intends to eliminate or neutralize the conflict. The HA may, however, terminate the Contract for the convenience of HA if it would be in the best interest of HA.

(c) In the event the Contractor was aware of an organizational conflict of interest before the award of this Contract and intentionally did not disclose the conflict to the HA, the HA may terminate the Contract for default.

(d) The Contractor shall require a disclosure or representation from subcontractors and consultants who may be in a position to influence the advice or assistance rendered to the HA and shall include any necessary provisions to eliminate or neutralize conflicts of interest in consultant agreements or subcontracts involving performance or work under this Contract.

5. Authorized Negotiators (RFPs only)

The offeror represents that the following persons are authorized to negotiate on its behalf with the PHA in connection with this request for proposals: (list names, titles, and telephone numbers of the authorized negotiators):

6. Conflict of Interest

In the absence of any actual or apparent conflict, the offeror, by submission of a proposal, hereby warrants that to the best of its knowledge and belief, no actual or apparent conflict of interest exists with regard to my possible performance of this procurement, as described in the clause in this solicitation titled “Organizational Conflict of Interest.”

7. Offeror's Signature

The offeror hereby certifies that the information contained in these certifications and representations is accurate, complete, and current.

Signature & Date:

Typed or Printed Name:

Title:



Exhibit O
COST FORM
Request for Proposals
Project Management Services
Economic Development Investment Portfolio for Growth Program (IPG)
Community Development Block Grant – Disaster Recovery
Puerto Rico Convention Center District Authority
RFP No. CDBDG-DR-IPG-PRCCDA-2023-01

Name of Proposer:

Position	Quantity [A]	Total Estimated Hours for Engagement per Resource per Month [B]	Rate per Hour [C]	Total Proposal Monthly Cost [D=AxBxC]
Project Manager	[1]	160	\$	\$
Regulatory Compliance Officer	[1]	160	\$	\$
Construction Manager	[1]	160	\$	\$
Engineer or Architect	[1]	160	\$	\$
Environmental Specialist	[1]	160	\$	\$
Administrative Assistant	[1]	160	\$	\$
Total Proposal Monthly Cost ⁽³⁾				\$

Notes on Cost Form:

- (1) **Estimated Quantity of Hours** represents the expected level of effort in hours for each of the positions for the contract term. Should not be interpreted as a cap on the allowed level of effort per position.
- (2) **Rate Per Hour** includes overhead, profit, royalties, reimbursements, travel, fringe benefits, taxes, as well as any other additional fees and administrative costs applicable to the services.
- (3) **Estimated Total Cost Per Position** represents the estimated cost of positions based on the **Estimated Quantity of Hours** and **Rate Per Hour** proposed. Should not be interpreted as a cap on the allowed billing per position.

Proposer's Authorized Representative Signature

Date

Proposer's Authorized Representative Printed Name