



Sociedad Española de Auxilio Mutuo

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REQUEST FOR PROPOSAL (RFP)

FOR

ARCHITECTURAL AND ENGINEER (A/E) DESIGN SERVICES – ROOF AND CEILING CONSTRUCTION OF LIB4 NORTH WING SAN VICENTE & L1B5 CENTRAL WING BUILDINGS

**FOR SOCIEDAD ESPAÑOLA DE AUXILIO MUTUO Y BENEFICENCIA DE PUERTO RICO (SEAM)
AMH-2023-09-02.PF**

UNDER THE

UNITED STATES DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD) & FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA)

October 12, 2023

November 30, 2023 at 4:00 pm AST

RFP Issue

Proposal Due Date

Table of Contents

1	BACKGROUND.....	4
	Legal Framework.....	4
	Purpose and Intent.....	4
2	DEFINITIONS/ACRONYMS.....	5
3	SCOPE OF WORK (SOW)	8
	3.1 Deliverable.....	8
	3.2 Key Staff.....	8
	3.3 Subcontracting.....	8
	3.4 Contract Term.....	9
	3.5 Penalties and Liquidated Damages.....	9
	3.6 HUD General Provisions.....	10
	3.7 Insurance Requirements	10
	3.8 Minority and Women Owned Business Enterprises.....	10
4	RFP PROCEDURES.....	11
	4.1 RFP Documents Acquisition.....	11
	4.2 Point of Contact and Communications.....	11
	4.3 Addenda.....	12
	4.4 Timeline and Submission Date.....	12
	4.5 Pre-Proposal Virtual Meeting.....	12
	4.6 Site Visits.....	13
	4.7 Proposal Clarification Requests & Interview.....	13
	4.8 Questions and Answers.....	13
	4.9 Representations of Proposals Submissions.....	14
	4.10 Proposal Errors, Omissions, and Modifications.....	14
	4.11 Ownership of Proposals.....	14
	4.12 Requirements for Legal Entities.....	15
5	PROPOSAL REQUIREMENTS.....	15
	5.1 Proposal Format.....	15
	5.2 Proposal Execution.....	16
	5.3 Proposal Electronic Submission.....	17
	5.4 Proposal Sections.....	18
6	PROPOSAL EVALUATION AND SCORING.....	24
	6.1 Evaluation Committee.....	24
	6.2 Evaluation.....	24
	6.3 Proposal Scoring.....	25
	6.4 Technical Evaluation.....	25
	6.5 Cost Proposal Evaluation.....	25
	6.6 Total Proposing Scoring Summary.....	25
	6.7 Negotiations.....	26
	6.8 Selection and Award.....	26
	6.9 Rejection of Proposals and Cancellation of RFP.....	26
	6.10 Confidentiality of Responses and Proprietary Information.....	27
7	COMPLIANCE AND ATTACHMENTS.....	27
	7.1 Collection and Use of Personal Information.....	27
	7.2 Prohibition of Discrimination.....	27
	7.3 Required Compliance Documents.....	27
	7.4 Attachments	28

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1. BACKGROUND

The "Sociedad Española de Auxilio Mutuo" ("SEAM") is a non-profit corporation organized under the laws of the Commonwealth of Puerto Rico. SEAM is an internationally accredited, multi-specialty hospital, providing world-class healthcare services for over 138 years. The 2017 hurricane season brought insurmountable devastation to Puerto Rico when in the month of September, the Island experience category four and five hurricanes, Irma and María. SEAM Hospital was not exempt from the destructive effects of the storms. Since then, SEAM has been procuring assistance from Federal agencies (FEMA) which have been very enthusiastic to provide the required funds to recover and even mitigate the damage.

1.1 Legal Framework

The Procurement Guidance for Recipients and Subrecipients under 2 CFR part 200 (Uniform Rules), the Supplement to the Public Assistance Procurement Disaster Assistance Team (PDAT) field manual and the Procurement Manual and Contractual Requirements for CDBG-DR of the US Department of Housing and Urban Development (HUD) are the regulations that SEAM follows in the presentation of this RFP.

FEMA provides Federal assistance through various financial assistance programs under the authority of various Federal Laws. SEAM is required to comply with the Uniform Administrative Requirements, Cost Principles, and Audit for federal awards at 2 CFR Part 200.

1.2 Purpose and Intent

SEAM is working towards its recovery, which requires the issuance of this Request for Proposal (the "RFP") for Architecture & Engineering Services for the SEAM Recovery Project in our different buildings, all of them located within our Hato Rey campus for a period of three (3) years with the option of two (2) optional extension of one (1) additional year. This Program is 90% funded by FEMA and 10% matching funds of CDBG-DR Non-Federal Match Program.

The purpose of this RFP is to request and receive proposals from responsible and qualified Architecture & Engineering firms for the development of all design documents: As-Built, Basis of Design, detail design, specifications, cost estimates, schedules, scopes of work, and bidding phase and other required documentation for the compliance of the requirements of FEMA and CDBG-DR Non-Federal Match Program.

Proponents must explain in detail how they will be able to provide the required services and achieve the expected results in compliance with Attachment 1: Scope of Services, FEMA and PRDOH/CDBG-DR Non-Federal Match requirements. Previous experience with projects subject to compliance requirements under FEMA and PRDOH/CDBG-DR Non-Federal Match Program is a plus. SEAM will evaluate and analyze the information provided in the Proposals and determine which Proposals meet the minimum requirements.

The awarded proponent(s) shall comply with all applicable Federal, state, and local laws, rules, regulations, and policies relating to FEMA Public Assistance Program and PRDOH CDBG-DR Program services. This includes without limitation, applicable Federal Registers; 2 C.F.R. part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards; Community Development Act of 1974; 24 C.F.R. part 570 Community Development Block Grant; applicable waivers; Fair Housing Act, 24 C.F.R. § 35, 24 C.F.R. part 58, 24 C.F.R. part 135; National Historic Preservation Act; 2 C.F.R. part 200.101, where applicable, and any other applicable state laws or regulations, including the requirements related to nondiscrimination, labor standards, and the environment; and Action Plan amendments and HUD's guidance on the funds.

The Contract shall be awarded to the responsible firm(s) whose qualifications, technical approach, price, and/or any other factors considered, are most advantageous to SEAM. There is no guarantee of a minimum level of services which may be requested by SEAM under this Contract.

2. DEFINITIONS/ACRONYMS

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

- **“Act. No. 164-2009”** refers to the “Act to Establish the General Law of Corporations”, as amended. This act states that any natural person with legal capacity or any legal person, by itself or in union to others, may incorporate or organize a corporation under this Law, through the filing in the Department of State of a certificate of incorporation to be granted, certificate, filed and registered.
- **“Act. No. 173-1988”** refers to the “Act of the Examiner Board of Puerto Rico's Engineers, Architects, Surveyors and Landscapes”, as amended. This act states that the performance of any engineering, architecture, surveying, and landscape architecture services in Puerto Rico shall be commissioned to a licensed professional or a professional services organization.
- **“Addendum”** or **“Addenda”** refers to an additional document issued by SEAM before the Proposal Due Date which modifies or interprets the RFP using additions, deletions, clarifications, or corrections.
- **“A/E”** or **“A&E”** is defined as Architectural and Engineering services.
- **“Authorized Representative”** refers to an individual designated by a company or organization to act on their behalf during the RFP process. The authorized representative is responsible for submitting the proposal and representing the interests of the company or organization throughout the procurement process.

- **“Award Notice”** refers to the award determination or notice to be issued by SEAM in relation to this RFP.
- **“Award Winner”** or **“Contractor”** or **“Selected Proposer”** means a Bidder or Proposer awarded a Contract resulting from this RFP.
- **“Auxilio Mutuo”** refers to “Sociedad Española de Auxilio Mutuo”.
- **“BAFO”** refers to Best and Final Offer.
- **“Bid”, “Bid Solicitation”,** or **“RFP” “Solicitation”** means the series of documents, which establishes the bidding and requirements, and solicits Quotes (Proposals) to meet the needs of SEAM, and includes the Bid Solicitation (RFP), prices schedule, attachments, and Bid Amendments (Addenda). **BID** or **RFP** are used interchangeably in this document.
- **“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 in any Federal, State and/or Local jurisdictions.
- **“BQP”** means the Best Qualified Proposer.
- **“Contract”, “Contract(s)”** refers to the agreement(s) to be executed between SEAM and the Selected Proposer(s) in accordance with this RFP.
- **“CDBG-DR”** refers to the Community Development Block Grant for Disaster Recovery Program of the US Department of Housing and Urban Development (HUD) which provides additional funding appropriated by the United States Congress to rebuild areas affected by Presidentially declared disasters and provides crucial seed money to start the recovery process, where applicable. This program is funded by 10% matching funds of CDBG-DR Non-Federal Match Program.
- **“COR3”** means the Central Office of Recovery, Reconstruction and Resilience of the Government of Puerto Rico. A division within the Puerto Rico-Private Partnerships Authority created to assist the Governor’s Authorized Representative (“GAR”) to implement the best practices for program and closeout services of project worksheets of eligible subrecipients.
- **“Damages”** means a location of a facility which suffered damages due to a disaster for which FEMA defines a Damage Description and Dimensions (DDD), Scope of Work (SOW), Method of Repair (MOR), Cost Estimate (CE), and a Record of Environmental Consideration (REC). A FEMA project consists of one or more Damages. Each Damage has a unique Damage Inventory ID (DI Number). All the information provided by FEMA is defined at the Damage level.

- **“Federal Government”** means any of the departments of the Executive Branch of the Government of the United States of America, or any other department, corporation, agency, or instrumentality created, or which may be created, designated or established by the United States of America.
- **“FEMA”** means the Federal Emergency Management Agency.
- **“Key Staff”** means an individual who will play an important role in the engagement or contract resulting from this RFP.
- **“Manual”** refers to SEAM Procurement Manual that establishes the rules and requirements for the acquisition of goods and services under the FEMA funds allocation.
- **“Project”** means a FEMA defined collection of Damages. Each project has a unique Project Number and a Project Worksheet Number (PW Number). A Project consists of one or more Damages.
- **“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 SEAM.
- **“Public Assistance Program (PA)”** refers to the FEMA's largest grant program providing funds to assist communities responding to and recovering from major disasters or emergencies declared by the President. The program provides funding for emergency assistance to save lives and protect property and assists with funding for permanently restoring community infrastructure affected by a federally declared incident. This Program represents the 90% Federal Share Cost of the match.
- **“Qualified Proposer”** means a responsible and responsive Proposer whose Proposal meets the Submission Requirements of this RFP and obtains a technical score greater than or equal to the minimum threshold of this RFP.
- **“SEAM”** refers to “Sociedad Española de Auxilio Mutuo”.
- **“Subrecipient”** means SEAM.
- **“Subcontractors”** means any contractor hired by the Contractor.
- **“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 SEAM.

3. SCOPE OF WORK (SOW)

SEAM seeks proposals from highly qualified firms or individuals (Consultant) to provide Architecture & Engineering Design Services for the repair of Historical and Non-Historical buildings located within our Hato Rey campus. The selected Consultants will assist SEAM in its efforts to deliver high-quality construction projects by participating in the review and management of Plans, Specifications, and Estimates packages to ensure that engineering, designs, plans, and quantities are supported by sound engineering judgment, comply with established policies, guidelines, and standards, and contain appropriate design flexibility and cost-saving measures in a cost-effective and efficient manner. Specific activities and tasks under the Scope of Services for Architectural & Engineering Design Services are included as Attachment 1 (Scope of Work).

3.1 Deliverables

Deliverables to be provided are detailed in Attachment 1 (Scope of Work). The Proposer shall be responsible for completing, at a minimum, the activities outlined in the Scope of Work. The Selected Proposer(s) shall assist SEAM by providing additional resources to accomplish authorized assignments.

3.2 Key Staff

The Proposer shall demonstrate that its Key Staff (and subcontractors) meet the desired requirements listed in Attachment 1 (Scope of Work) and have the necessary experience and knowledge to successfully implement and perform the tasks and services. The A&E Design firm must provide the name and information of all the following Key Staff:

- a. Design and Permitting Manager
- b. Electric Engineer Specialist
- c. Structural Engineer Specialist
- d. Mechanical Engineer Specialist

All Key Staff must be located on the island when performing work under the Contract. In the event that the scope of work within the design package necessitates the involvement of any additional consultants, the proponent is permitted to include them, providing clear justification for their inclusion. Proposer understands that SEAM will consider the qualifications of key staff in the selection of the successful proposer; therefore, replacement of key staff will not be permitted without the written approval of the Purchasing Director. The Purchasing Director reserves the right to reject any key staff proposed if it is in SEAM's best interest.

3.3 Subcontracting

If a Proposer is considering subcontracting part of the services outlined in the project, several key steps must be followed to ensure compliance with policies. The Proposer should clearly identify the role and scope of service that the subcontractor is expected to undertake. This should be detailed enough to allow for meaningful review. A thorough justification for

subcontracting the particular role must be submitted. This could include reasons like specialized skills, efficiency, or cost-effectiveness. The Purchasing Director retains the right to either accept or reject the proposal for subcontracting. This decision will be geared towards the best interest of SEAM and will be communicated formally to the Proposer.

3.4 Contract Term

The initial term of the Contract will be for three (3) years from the execution date of the contract. The contract may include SEAM's option for two (2) additional one (1) year extension of the initial agreement if mutually agreed upon by both parties and subject to the Proponent's satisfactory performance, the availability of funds, and the required authorizations. The contract terms will be subject to the amount approved in the certified budget for such services.

At the sole discretion of SEAM and based upon the breath and experience of Respondents to this RFP, or other factors considered in the best interests of SEAM may award contracts to more than one respondent and award any Respondent one or more steps per contract. In such case, Respondents acknowledge and accept that SEAM reserves the right, in its absolute discretion, to further negotiate the terms and conditions of their Proposal before it is awarded and to withdraw an award(s) if an agreement is not reached, notwithstanding the Respondents' submission of Best and Final Offers ("BAFOs").

SEAM 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).

3.5 Penalties and Liquidated Damages

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

- **Penalties:** In the event, that the selected Proposer is engaged in any proscribed conduct or otherwise is in default as to any applicable term, condition, or requirement of the contract, SEAM 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).

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

- Temporarily withhold cash payments pending correction of the deficiency by the Selected Proposer.
- Disallow all or part of the cost of the activity or action not in compliance.
- Initiate suspension or debarment proceedings as authorized under 2 C.F.R. part 180.
- Withhold further Federal awards for the project or program.
- Take other remedies that may be legally available.

- **Liquidated Damages:** Selected Proposer(s) will be subject to liquidated damages as related to their timeframes of performance. SEAM and the Proposer will agree on the timetable for the deliverable of each task. The Proposer may justify in writing any anticipated delay in a period of no more than two weeks before the delivery date and wait for SEAM's review and approval of such delay. If SEAM does not approve the delay, the Proposer shall pay to the SEAM, as liquidated damages, \$100.00 for each calendar day that a deliverable required is late until deemed in compliance, subject to a maximum of ten percent (10%) of the signed contract amount. Said sum, because of the difficulty of accurately ascertaining the loss, which the SEAM will suffer as a result of the delay in the completion of the work herein requested, is hereby fixed and agreed as the liquidated damages that SEAM will suffer because 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 SEAM's right to indemnification, or the Proposer's obligation to indemnify the SEAM, 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 SEAM. To apply and calculate such liquidated damages, a grace period of ten (10) days shall be observed. SEAM may deduct and retain out of the monies which may become due to the Proposer, the amount of any such liquidated damages; and in case the amount, which may become due is less than the number of liquidated damages due to SEAM, the Proposer shall be liable to pay the difference.

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 4 (HUD General Provisions).

3.7 Insurance Requirements

The Proposer should be aware that, in case of results selected for the award of this RFP, Proposer must have a minimum of required insurance policies and coverages. The contractor selected in the RFP will be obligated to maintain the required coverages, at its sole cost and expense, during the entire term and any subsequent renewal term of the contract. For details regarding insurance requirements refer to Exhibit I (Insurance Requirements).

3.8 Minority and Women Owned Business Enterprises

SEAM recognizes its obligation to promote opportunities for maximum feasible participation of certified Minority and Women Owned Business Enterprises (M/WBEs), and the employment of minority group members and women in the performance of all federal funded contracts. SEAM is committed to ensuring that firms that are M/WBE certified are encouraged to submit statement of qualifications in response to this RFP.

The work to be performed under the contract resulting from this RFP shall be subject to the regulations outlined in the 2 C.F.R. § 200.321 that 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 (MBEs), 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, M/WBEs, and labor surplus area businesses participate in contracting.

SEAM recognizes its obligation to promote opportunities for the maximum feasible participation of certified M/WBEs, and the employment of minority group members and women in the performance of the contracts.

4. RFP PROCEDURES

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

4.1 RFP Documents Acquisition

Proponents can access the RFP Package documents in two ways: either by scanning the QR code displayed in the newspaper advertisement or by visiting the designated link: <https://www.auxiliomutuo.com/avisos-rfp>. If the Proponent encounter any issues while trying to access the RFP Package, directly report the problem via email to idejesus@customgrouppr.com for a more streamlined response. Upon receiving your email, our team will assess the issue and may provide you with an alternative method for accessing the RFP documents, such as sending them directly via email or providing a different link.

4.2 Point of Contact and Communications

For this RFP, all communications must be made through email and addressed to SEAM's designated representative:

Ivelisse De Jesús Rivera
Purchasing Officer
idejesus@customgrouppr.com

Neither Proponents nor any Proponent team members nor any of their respective advisors, employees, or representatives shall contact or attempt to contact, either directly or indirectly, at any time during the RFP process, any of the following persons on matters related to this RFP process, the RFP documents, or the Proposals: (a) any member of the Evaluation Committee; (b) any advisor of SEAM for this RFP process; (c) any SEAM employee or representative; and/or (d) any directors, officers, or consultants of SEAM. Failure to adhere to this requirement may result in the rejection of submitted Proposals.

4.3 Addenda

SEAM reserves the right to amend this RFP at any time. Any amendments prior to the receipt of the Proposals will be issued by Addenda. SEAM will send copies of each Addendum to all prospective Proposers that request RFP documents. The proponent must exercise due care to review and understand such changes and acknowledge its receipt. Any proposal that does not adhere to up-to-date information will be considered non-responsive. The Proponents should use the utmost care to ensure their proposals are complete and error-free when submitted. The Proponents are responsible for addressing the addenda in their proposals using Section G in **Exhibit B** (Statement of Qualifications). SEAM will have no obligation whatsoever to confirm or verify that the proponents have consulted SEAM regarding amendments. The Proposer shall, in the event of any discrepancy, omission, or error within the RFP, or in the event of doubt on the part of the Proposer as to the RFP's intent or meaning, address in writing all inquiries to SEAM's contact before the dateline provided herein.

4.4 Timeline and Submission Date

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

Event	Time and Date
RFP Release Date	Thursday, October 12, 2023
Pre-Proposal Virtual Meeting via Microsoft Team	Tuesday, October 31, 2023, at 10:00 am
Site Visit	Thursday, November 2, 2023, at 10:00 am
Deadline to Submit Questions	Wednesday, November 8, 2023, at 3:00 pm
Response to Questions	Wednesday, November 15, 2023
Deadline to Submit Proposals	Thursday, November 30, 2023, at 4:00 pm
Presentation (Short List)	Friday, December 8, 2023
Notice of Award Expected	Tuesday, December 12, 2023
Execution of Agreement Expected	Tuesday, December 19, 2023

4.5 Pre-Proposal Virtual Meeting

SEAM 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 4.4. The Pre-Proposal Conference has the purpose of explaining the processes and the Scope of Services. If you are interested in attending the Pre-Proposal Virtual Meeting, you may request an invitation via email at idejesus@customgrouppr.com on or before the scheduled date in Section 4.4.

4.6 Site Visits

It is encouraged, but not mandatory that each proponent visit the site to review all the Damages of the Projects that are included in the Design Package. The Proposers are responsible to be familiarized with the site and identifying any potential problems before starting and hereby confirms its expertise in this field of work and is fully knowledgeable and experienced in all aspects of procedures, methods, regulations, codes, and requirements to perform the job; therefore, the Architecture & Engineering Design firm acknowledges that SEAM is relying on this expertise.

4.7 Proposal Clarification Requests & Interview

If considered appropriate, Proposers could receive a written invitation to perform an Oral Presentation of their work approach.

In general, the Oral Presentation's purpose will be clarifying the work approach, based on the Proposer's submitted Proposal. The topics to be presented will be based on information provided as part of the Proposal. No additional topics will be allowed during the Oral Presentation. Oral Presentations will be confidential and only one (1) Proposer will be present at a time.

In the case the Oral Presentations are considered necessary, the written invitation to the Oral Presentation will be issued and sent to Proposers with adequate time before the presentation proposed date. Rules specifically applying to the presentation will be detailed in the written invitation. The invitation will be issued either by electronic mail or regular mail. Each Proposer will be responsible of confirming in writing their participation or advising about any inconvenience they may have with the proposed date and time.

If the Proposer chooses to decline the invitation for the Oral Presentation, as described in this section, the evaluation of the Qualifications and Work Approach shall continue based on Proposer's submitted Proposal and no additional clarifications to any topic of the Proposal will be allowed or accepted by SEAM.

4.8 Questions and Answers

Each prospective Proposer may submit questions as to the intent of clarity of this RFP, its attachments, its Exhibits, Forms, and its Addenda. Proposers shall submit all questions in writing (English or Spanish) using the Q&A form included as Exhibit H, on or before the deadline established in Section 4.4 of this RFP to the electronic mail idejesus@customgrouppr.com, unless specified otherwise. The Q&A form must reference the RFP page number, section of the RFP document, RFP Attachment or RFP Exhibit. Responses to all Proposers' questions will be distributed as an Addendum to this RFP on or before the date established in Section 4.4. Please note that SEAM does not guarantee answers to all questions or comments received. Be advised that SEAM will not accept any questions that are not submitted as stated in this section.

4.9 Representations of Proposals Submissions

All costs associated with the response to this RFP are the sole responsibility of the Proposer. Neither SEAM, the COR3, the PRDOH, the Government of Puerto Rico, nor any of its Government Entities or its instrumentalities, nor FEMA, or 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. SEAM further reserves the right, without limitations, to make such investigations as it deems necessary as to the qualifications or perceived conflicts of interest of 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. If any or all Proposals are rejected, SEAM reserves the right, without limitations, to re-solicit Proposals.

This RFP, its award, and any derivative contract are subject to the availability of the allocated FEMA PA, and/or CDBG-DR funds. The proposer acknowledges and agrees that any suspension, cancellation, or termination of the FEMA/CDBG-DR allocation(s) will result in the immediate suspension, cancellation, or termination of this RFP, award, or executed contract upon the SEAM's notice.

Issuance of this RFP does not constitute a commitment by the Government of Puerto Rico, the COR3, the HUD, the PRDOH and/or SEAM to award a Contract.

4.10 Proposal Errors, Omissions, and Modifications

Timely withdrawal of a proposal does not preclude the Proponent's right to submit another proposal provided it is submitted by the Due Date. After the Proposal Due Date, the Proposer may withdraw its Proposal by written request to the Purchasing Director Office of SEAM. All decisions to allow the withdrawal of a Proposal shall be supported by a written determination signed by SEAM Purchasing Director, after the Due Date.

SEAM reserves the right to reject a proposal that contains a non-minor error or omission. SEAM also reserves the right to request corrections of any minor errors or omissions and or to request any clarification or additional information from any or all Proponents. The determination of a non-minor or minor error or omission will be at SEAM's sole discretion.

4.11 Ownership of Proposals

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

4.12 Requirements for Legal Entities

SEAM will contract with a Professional Services Corporation (PSC), Limited Liability Corporation (LLC) or a sole practitioner (Consultant or Proponent) as specified in Act 164 of 2009 as amended. The principals of the Proponent need to be duly licensed in Puerto Rico according to the requirements of Act 173 of 1988 as amended. SEAM will not entertain submissions from regular corporations.

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

Proposers that are Puerto Rico based, 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. 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.

5. PROPOSAL REQUIREMENTS

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

5.1 Proposal Format

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

- **Paper Size:** 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.
- **Minimum Font Size:** 11 point (except for footnotes, headers, or footers).
- **Ready for Printing:** All electronic files submitted will be pre-formatted for printing.
- **Software:** All electronic files submitted should be created (or fully compatible) with the following software suites or packages: Microsoft Office, Microsoft Project, or Adobe Acrobat.
- **Language:** English, excluding certifications and/or documents issued by the Government of Puerto Rico in the Spanish language.
- **Signatures:** 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. Below each signature, full name of each signatory must be included.

- **Corporate Seal:** Electronic documents must be sealed with the Proposer's Corporate Seal when applicable.
- **Cover Page:** 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. Luis R. Ortíz Belmonte
Purchasing Director
Sociedad Española de Auxilio Mutuo

- **Checklist:** Electronic Proposal documents shall be organized as per the Proposal Checklist included as Exhibit A-1 (Mandatory Requirements Checklist) and Exhibit A-2 (Technical Requirements Checklist).
- 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.
- **Redacted Copy:** Please submit an original copy and a redacted copy of the Proposal based on Section 6.10: Confidentiality of Responses and Proprietary Information.

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 4.4 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 electronically, uploading it to the platform by accessing the link <https://www.auxiliomutuo.com/avisos-rfp>. The Proposer is solely responsible for the "on-time" submission of their Electronic Proposal. At the scheduled due date for Electronic Proposals submission, a link button will be enabled to provide access to the Registration Form. Proposers will be requested to provide and validate an email address. Complete all the required fields in the form. The proposal must be submitted within the closing date and time for Proposals as established in Section 4.4.

To ensure a streamlined evaluation process and a comprehensive review of each proposal, we kindly request that each proponent submit the mandatory requirements and technical requirements separately. Follow the instructions outlined below for proper electronic submission:

- **Mandatory Requirements Submission:**

- o Prepare a separate document or package containing all mandatory requirements as specified in the Request for Proposal (RFP).
- o This section should include a digital cover page with the name of the Proposer and the RFP number.
- o Include all mandatory documents, certifications, licenses, and other prerequisites necessary for eligibility and compliance required by **Exhibit A-1** (Proposal Checklist).
- o It is recommended that Proposers submit a redacted version of their response if it contains sensitive details such as trade secrets, proprietary information, or privileged and confidential data. This redacted copy should be provided at the time of the original submission, with all sensitive information appropriately modified or removed.
- o Clearly label this document/package as "**Mandatory Requirements Submission_[Proposer Entity Short Name or Acronym]**" and ensure that it is separated from other proposal components.

- **Technical Requirements Submission:**

- o Compile all technical proposal documents, and any other materials related to the technical aspects of the project.
- o This section should include a digital cover page with the name of the Proposer and the RFP number.
- o Ensure that the technical proposal provides a clear and comprehensive understanding of your approach, methodology, and proposed solutions required by **Exhibit A-2** (Proposal Checklist).
- o Label this document/package as "**Technical Requirements Submission_[Proposer Entity Short Name or Acronym]**" and separate it from any financial information.

5.4 Proposal Sections

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

Mandatory Requirements for this RFP are as follows:

5.4.1.1 Cover Page:

The cover page must include the following information:

- Name of person, company or organization;
- Name of the procurement process and procurement number;
- Name of SEAM contact person and title;
- Name of contact person, title, and email address.

5.4.1.2 Cover Letter/Executive Summary:

This letter must include:

- a. Name of the Licensed Professional, type of company (i.e., Sole Proprietorship, Professional Corporation, Limited Liability Company, Limited Liability Partnership, etc.).
- b. Date and place of incorporation or the date the operation began.
- c. Telephone, physical, mailing, and electronic addresses of the Proponent.
- d. A brief overview of the Proponent.
- e. Describe the Proponent's interest and commitment to participate in presenting a proposal to be considered to render the services described in the RFP.
- f. A brief statement of the proponent's understanding of the Scope of Professional Services of the Project, recipient's needs, challenges, and goals.
- g. State how your proposal aligns with the recipient's needs and offers a unique value. Emphasize your strengths, capabilities, and any differentiators.
- h. Briefly outline your proposed approach, and methodology. Focus on how your approach addresses the client's needs.
- i. Provide a brief overview of your team's qualifications and relevant experience. Showcase expertise and capabilities.

- j. Name, title, telephone, and email of an Authorized Agent (or Agents, in case of multiple Authorized Agents) and indicate who will be the primary contact. It shall indicate, also, the names of all corporate officers. The Authorized Agent, if any, shall be equally a Licensed Professional, able to provide all necessary credentials.
- k. System for Award Management (SAM) Registration.
- l. A certification that the information submitted, and the Qualification Statements and Responses are true and accurate.
- m. The signature of an Authorized Agent authorized to "act" on behalf of the Proponent submitting the RFP. The proponent's representative shall sign all documents.

5.4.1.3 Organizational Documentation

In its Proposal, the Proposer must submit its organizational documents, which will vary depending on 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, among others. The Proposer must provide organizational documentation of any of its Team Members. If the Proposer is teaming up with other companies to compete in this RFP all parts of the team will have to comply with this section as if they are pursuing the contract on their own.

5.4.1.4 Financial Requirements

In its Proposal, the Proposer shall demonstrate that it has adequate financial resources to perform the services under a Contract. Failure to comply with the Financial Stability of this RFP will result in the disqualification of the Proposal. The Proposer, as a minimum, must include the following:

- The Proposers must certify the Firm's financial ability to cover the cost of the Firm's expenses based on a 90-day billing cycle.
- **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. SEAM reserves the right, as its discretion, to accept unaudited financial statements and/or to require additional information as may be necessary to evaluate the financial stability of the proposer.
- **Year to Date Information.** Most recent interim (year-to-date) financial statements for a period ending not later than **ninety (90) days** before

the Proposal submission date. The interim financial statements must include at least a Balance Sheet and a Statement of Operations.

- **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 on the bank or financial institution's letterhead, including its address, email, and phone number. 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 duly 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.

- **Legal Actions.** 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

- **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.

5.4.1.5 Conflicts of Interest

Pursuant to Act 1 of January 3, 2012, as amended, Act 237 of August 31, 2004, and/or Act 2 of January 4, 2018, Proposers will be required to certify that he presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of services required to be performed under this proposal. The Proposer further covenants that in the performance of the contract that may be entered with SEAM, no person having

any such interest shall be employed or have any financial interest as already stated or has participated in contract negotiations on behalf of the Government of Puerto Rico; that the Proposal is made in good faith without fraud, collusion, or connection of any kind with any other Proposers; that the Proposer is competing solely in its own behalf without connection with, or obligation to, any undisclosed person or firm; and that the Proposer has not been convicted or has plead guilty in a state of a federal court or any other jurisdiction of the United States of America, or another country if the elements which constitute the crime are the same, of certain crimes constituting fraud, illegal appropriation, or misuse of public funds, for a term of ten (10) years in convictions of felony crimes and five (5) years in convictions of misdemeanor crimes. For compliance with this Mandatory Requirement, the Proposer shall submit with their response to this RFP:

- Exhibit C: Non-Conflict of Interest Certification
- Exhibit D: Non-Conflict of Interest on Existing or Pending Contracts Certification
- Exhibit E: Limited Denial of Participation, Suspension or Debarment Status Affidavit
- Exhibit F: Non-Collusive Affidavit

5.4.1.6 Other Required Documents

Proposers shall submit the following documents duly completed and notarized, if applicable, as part of their responses to this RFP:

- Exhibit G: Anti-Lobbying Certification

5.4.2 Qualifications and Work Approach (Technical Proposal)- The Proponent shall present their qualifications and work approach following the instructions included in this section to demonstrate their ability to deliver a successful and impactful project.

5.4.2.1 Technical Capability and Expertise

- Describe the organization/company's history, experience, and capabilities as it relates to the proposed scope of work. Be specific and detail projects/contracts: description of work, dates, locations, challenges, and results.
- Experience in the Hazard Mitigation Grant Program Sections 404, 406 & 428.
- Please indicate whether you have experience working with hospitals, and years of experience performing services similar as those requested in this RFP.
- Provide, at least, **five (5)** specific examples of the services or tasks previously provided by the entity as considered in this RFP.

5.4.2.2 Key Personnel Qualifications

- Provide the names and describe the qualifications of personnel who will make up the project team. Provide resumes for key staff. The proponent should demonstrate that its staff (and/or subcontractor's staff) meet the desirable requirements listed below and have necessary experience and knowledge to successfully implement and perform the tasks and services.
- Any subcontractors should be named, along with a description of their experience and what role they will play on the Proponent's team.
- The proponent should describe its demonstrated capability to provide the staffing with the qualifications required in this RFP through the term of the expected contract.
- Provide an organizational chart describing how the firm would staff and structure the proposed team for all phases of the project. Include subcontractors (if applicable).

5.4.2.3 Project Approach and Methodology

- Understanding of the project scope and objectives.
- Describe your company's approach to managing this project. Describe the scheduling controls, change order controls, and project communication tools that will be employed.
- Proposed design and planning methodologies.
- Detail your firm's understanding of the challenges and barriers for a project like this and the proposed approach to overcoming these barriers.
- Innovativeness and feasibility of the proposed solutions.
- Phases of work and deliverables.

5.4.2.4 Quality Assurance and Control Procedures

- Firm's internal review processes.
- Quality Control mechanism in place.
- Risk management control.
- Method of ensuring continuous quality throughout the project.
- Familiarity with local regulations, codes, and guidelines.
- Approach to collaborating with stakeholders.

5.4.2.5 Cost Proposal

This RFP includes **Exhibit J**: Cost Proposal Form. The A&E firm must complete this form with their costs per service. No item shall be left blank, if an item is left blank, it will be assumed that no charge will be made against that item or task, but the task will be expected to be rendered by the A&E Firm. This form will be the one taken into consideration by the Evaluation Committee. The Evaluation Committee will review the reasonableness of the costs submitted. Cost alone shall not be determinative

in this process. Costs shall only be one of the criteria to be taken into consideration by the Evaluation Committee upon reviewing each Proposal.

Cost Proposals will be awarded points based on the following formula:

Cost Proposal Points

$$= \frac{\text{Lowest Cost Proposal Received}}{\text{Respondent's Cost Proposal}} \times 15 \text{ points}$$

The total amount shall encompass all costs related to the completion of the tasks detailed in Attachment 1: Scope of Services. Services, tasks, or additions not explicitly mentioned in the "Scope of Services" above are considered "Additional Services". These additional services will require either a separate agreement or an amendment to the existing A&E Design Services contract. Costs, timelines, and responsibilities for these additional services would need to be explicitly outlined and agreed upon by all parties involved.

If the provider identifies a necessity or suggests additional tasks or services that extend beyond the originally outlined "Scope of Services," SEAM must be formally notified in writing before initiating any of these new activities. This written notification aims to maintain transparency, achieve mutual agreement on the associated costs, and prevent unexpected financial commitments. Upon receipt, SEAM conducts an initial review to assess the relevance, feasibility, and cost implications of the additional services. If necessary, SEAM may request additional information or clarifications from the provider. SEAM will formally approve or reject the request for additional services in writing, documenting the reasons for their decision. If approved, an amendment to the original contract will be drafted to include the new scope, costs, and any other relevant terms.

5.4.2.6 Best Value Statement

Describe how your approach delivers the best value for the investment. This is an opportunity to point out how your company can deliver a more cost-effective and innovative overall project due to corporate structure, depth of experience and expertise, local relationships and knowledge, experience on similar projects, knowledge of particular adaptations, etc.

5.4.2.7 References

Include three (3) references for those who have worked on similar projects. Include current contact information for each of the references. SEAM reserves the right, without limitations, to make investigations as it deems necessary regarding the

qualifications included in the proposals received. Respondent shall provide all requested information as part of **Exhibit B** (Statement of Qualifications).

5.4.3 Preference of 5 points for Section 3 Business Concern and/or MWBE Business

SEAM shall provide a preference 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.

Respondents seeking Section 3 preference must be able to provide supporting evidence to substantiate Section 3 status can include:

- (i) Evidence of business ownership
- (ii) Evidence of employees of the business
- (iii) Evidence of completed Section 3 Worker Self-certification Forms for each of the 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

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

6. PROPOSAL EVALUATION AND SCORING

Each proposal received in response to this RFP process will be evaluated as described in the following sections:

6.1 Evaluation Committee

An Evaluation Committee will be appointed by SEAM, 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. Following receipt, the responses of all Proposers will be reviewed for completeness and analyzed based upon the criteria described in this RFP.

6.2 Evaluation

The Evaluation Committee shall conduct a comprehensive, fair, and impartial evaluation of Proposals received in response to this RFP. Following the submittal of Proposals, the Evaluation Committee will meet to evaluate each Proposal based on the Evaluation Criteria stated in this RFP. Initial evaluation will consider the Mandatory Requirements of the Proposals stated in Section 5.4.1. The Evaluation Committee may request clarifications to Proposers to assist in gaining an additional understanding of the Proposals. A response to a clarification request

must be to clarify or explain portions of the already submitted Proposals and may not contain new information not included in the original Proposals.

6.3 Proposal Scoring

SEAM is looking for the best-qualified and responsible Proponent to do the job efficiently in the least amount of time possible and whose technical approach to the project, qualifications and price is most advantageous to SEAM.

Table 3 below presents the Evaluation Criteria and the maximum points that may be awarded to Proposals based on SEAM's evaluation. For details regarding the distribution of each technical aspect of the Proposals refer to the corresponding section.

6.4 Technical Evaluation

The Technical Evaluation considers the Qualifications, Work Approach and Cost requirements requirements. The total score point for these two requirements is 105. The minimum passing score is 70% or 70 points. A proposal that obtains 69 points or less is discarded.

6.5 Cost Proposal Evaluation

To evaluate the Cost Proposal, the cost proposal points will be based on the relative Proposal Cost of qualified proponents. The lower cost proponent receives the maximum cost proposal point, and the other receive points in proportion to their cost.

6.6 Total Proposing Scoring Summary

The maximum proposal scoring is as follows:

Criteria	Proposal Points
Technical Capability and Expertise	20
Key Personnel Qualifications	20
Project Approach and Methodology	30
Quality Assurance and Control Procedures	10
Cost Proposal	15
Best Value Statement	5
Preference Section 3 and/or MWBE	5
Total	105

The qualifying proposals will be ranked according to their proposal points. The Proponent with the highest score will be designated the "Best Qualified Proposer" (BQP).

6.7 Negotiations

The Evaluation Committee may recommend discussion and negotiations with the BQP. Negotiations are exchanges between SEAM and the Best Qualified Proposer (BQP) undertaken with the intent to further evaluate the BQP's level of commitment with the Project's expectations, timeframe, and goals, and allow the BQP to revise its Cost Proposal. The primary objective of discussions is to maximize SEAM's ability to obtain the best possible offers, based on the requirements set forth in the RFP in accordance with federal and state requirements. If for whatever reason, a fair and reasonable fee cost proposal is not agreed upon, SEAM will notify the BQP, and the next best qualified proposer will be selected as the "Best Qualified Proposer".

6.8 Selection and Award

The Evaluation Committee shall recommend the "Selected Proposer" with the Proposal, conforming to this RFP, which obtains the highest total proposal score and offered or accepted a fair and reasonable compensation. After final recommendation from the Evaluation Committee, SEAM will issue a resolution to award or cancel. The resolution to award from SEAM shall include a determination that costs are reasonable.

Prior to awarding a contract, SEAM must obtain the Proposer's clearance. To obtain clearance, SEAM will search <https://www.sam.gov/SAM/> to verify whether the Proposer is 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.

The RFP and award processes are directly contingent on the availability of funds. If SEAM does not receive the proper fund allocation, this RFP process will be canceled and terminated without any responsibility whatsoever for SEAM, COR3, FEMA, and HUD for pre-agreement and non-contractual damages.

SEAM is not obligated to accept any of the proposals submitted by the Proposers and is not responsible for costs incurred by Proposers in preparing and submitting their proposals. Before the execution of a contract for the services requested here, this RFP may be canceled and terminated at discretion of SEAM without any liability from it, COR3, FEMA, and HUD.

6.9 Rejection of Proposals and Cancellation of RFP

SEAM reserves the right, without limitations, to accept or reject, in whole or part, 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 SEAM.

6.10 Confidentiality of Responses and Proprietary Information

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 SEAM from disclosing such information if required by law. The awarded Contract(s) and all included prices shall not be considered confidential or proprietary and such information may be made publicly available.

Any information, be it trade secrets, proprietary or confidential information submitted as part of this RFP will be made available to the U.S. Office of Inspector General, or any other federal or state agency that requires said information for program evaluation and compliance purposes.

7. COMPLIANCE AND ATTACHMENTS

7.1 COLLECTION AND USE OF PERSONAL INFORMATION:

Respondents are solely responsible for familiarizing themselves and ensuring that they comply with the laws applicable to the collection and dissemination of information, including resumes and other personal information concerning employees and employees of any subcontractors. If this RFP requires Respondents to provide SEAM with the personal information of employees who have been included as resources in the Proposal to this RFP, Respondents will ensure that they have obtained written consent from each employee before forwarding such personal information to SEAM. Such written consents are to specify that the personal information may be forwarded to the sub-recipient entity for the purposes of responding to this RFP and use by the sub-recipient entity for the purposes set out in the RFP. SEAM may, at any time, request the original consents or copies of the original consents from Respondents, and upon such request being made, Respondents will immediately supply such originals or copies to SEAM.

7.2 PROHIBITION OF DISCRIMINATION

SEAM is an employer in compliance with the prohibitions against discrimination in employment or in the provision of services based on race, color, religion, religious creed, sex, sexual orientation, gender identity, age, marital status, ancestry, national origin, political affiliation, veteran status, physical disability, or medical condition. The selected company must also comply with this regulation. This clause does not require the hiring of unqualified persons.

7.3 REQUIRED COMPLIANCE DOCUMENTS

The proponent must comply with all RFP requirements and provide the required documentation, which means that the proponent is responsible for the Proposal to be

considered for evaluation. Required documents for Proposals are detailed in the Proposal Checklist.

The proponent must comply with all RFP requirements and provide the required documentation, which means that the proponent is responsible for the Proposal to be considered for evaluation. Required documents for Proposals are detailed in the Proposal Checklist.

The following are Attachments included in the RFP Documents, which must be submitted with Proposals:

- Exhibit A-1: Mandatory Requirements Checklist
- Exhibit A-2: Technical Requirements Checklist
- Exhibit B: Statement of Qualification
- Exhibit C: Non-Conflict of Interest Certification
- Exhibit D: Non-Conflict of Interest on Existing or Pending Contracts Certification
- Exhibit E: Limited Denial of Participation (LDP)/Suspension or Debarment Status Affidavit
- Exhibit F: Non-Collusive Affidavit
- Exhibit G: Anti-Lobbying Certification
- Exhibit H: Q&A Form
- Exhibit I: Insurance Requirements
- Exhibit J: Cost Form

7.4 ATTACHMENTS

Include as part of the exhibits all the forms or information that the proponent should be aware of as part of the proposal.

- Attachment 1: Scope of Services
- Attachment 2: Map of the Facilities
- Attachment 3: Federal Clauses
- Attachment 4: HUD General Provisions
- Attachment 5: Public Assistance Program and Policy Guide
- Attachment 6: Act 173-1988: "Ley de la Junta Examinadora de Ingenieros, Arquitectos, Agrimensores y Arquitectos Paisajistas de Puerto Rico"
- Attachment 7: Act 164-2009: "Ley General de Corporaciones"