

- 1) On page 25, the letter “L” “Hourly Rate and other rates”. At this stage the SOW per project is not established, making it difficult to conclude the associated related costs. We suggest that the Manual for Professional Practices and Guidelines for the Compensation of Professional Services of the Professional College of Engineers and surveyors be taken into consideration as a parameter to establish the professional fees with the first qualified firm. If an agreement is not reached, then the negotiation continues with the second qualified firm, and so on.

PRDE RESPONSE: *In the RFQ submittal, we require to have the Hourly Rates submitted so we have a reference point and understanding of your rate schedule. After selection of the Design Consortium(s), guidelines such as the Manual referenced above will be used as the basis of fee negotiations for project assignments.*

- 2) We understand that at this stage only the qualifications of the proponents will be evaluated, so we do not see the need to submit the costs when the reasonableness of the costs could be discussed when the SOW per project is established and during the negotiation stage as established in FAR 36.606.

PRDE RESPONSE: *See response to Question 1.*

- 3) Section E, Technical Qualifications, Experience, and Approach, pg. 21
 - a. What’s the maximum # of pages, if any, assigned for this section?
 - b. Can photos of previous projects of similar scope be included in this section or as attachments or exhibits?

PRDE RESPONSE: *Section E should be used solely to describe your team’s approach to projects that may be assigned to the team. All other information requested under Section E should be covered in other sections of the RFQ. Firm Experience information should be contained in Section I. Information on Federally Funded projects should be contained in Section I. Subconsultant information should be contained in Section J. The page limit for Section E was not included in the RFQ but will now be set at 5 pages for the team’s approach to the projects. If photos are part of the response to this Section, they will be counted as part of the page limit and should not be placed in an attachment or exhibit.*

- 4) Section I, Firm Experience / Project Profiles
 - a. This section has a maximum of 7 pages. Do photos of the Proponent’s experience with K12 school facilities be included in this section or as attachments or exhibits?
 - b. What’s the difference between the type of experience that’s requested on Section E versus the type of experience requested on this section?

PRDE RESPONSE: *a) If photos are part of the response to this Section I, they will be counted as part of the 7 page limit. b) Please see response to question 3 above.*

- 5) Section J, Subconsultants:
 - a. What’s the maximum # of pages, if any, assigned for this section?

PRDE RESPONSE: *Page limits are described in the RFQ, based on the number of Subconsultants.*

- 6) We would like to clarify the requirements for the submission of the Qualifications. On page 7 of the Request for Qualifications establishes that it is required “3 signed Original Proposal..”. Does PRDE requires 3 originals of every document, or would the PRDE accept one 3 ring binder with all original documents (clearly marked as Original) and two three-ring binder with copies of the original documents (in color if preferred) to provide a total of 3 sets of physical documents.

PRDE RESPONSE: *The submittal should include the following 5 items:*

- *1 Signed Original Proposal in a 3-Ring Binder with Financial Statements, clearly marked as the Original*
- *2 Exact Copies of the Original Proposal in a 3-Ring Binder with Financial Statements, clearly marked as Copy*
- *1 Exact Copy of the Original Proposal on a Jump Drive, including Financial Statements*
- *1 Exact Copy of the Original Proposal submitted by shared document link emailed to aerfq@de.pr.gov*

- 7) Attachment A was not included. Can you please provide the attachment document?

PRDE RESPONSE: *The Contract Form for Attachment A can be found at the following link: <https://de.pr.gov/recovery/>*

- 8) Consultants will be qualified for one or more than one region?

PRDE RESPONSE: *PRDE will determine how many firms will be qualified and how the work will be assigned.*

- 9) How many consultants will be qualified for per region?

PRDE RESPONSE: *PRDE will determine how many firms will be qualified and how the work will be assigned.*

- 10) If consultant is a Joint Venture (LLP, LLC, PSC) (JV) or partnership clarify if Attachment I Reference Questionnaire can be requested and completed for each member.

PRDE RESPONSE: *We would expect that references would be received to align with the makeup of the Joint Venture. For example, if there is a 60/40 JV split, we would want to see references for both partners but more references for the 60% partner.*

- 11) Provide the project execution calendar.

PRDE RESPONSE: *Projects will be assigned based on the needs of the PRDE. Each project will have its own execution schedule.*

- 12) Clarify the type of federally funded programs that can be included as part of previous references.

PRDE RESPONSE: *Federally funded projects that are most similar to the PRDE program’s FEMA and HUD funding would be most relevant. Other programs may also be used and will be scored based on relevancy to PRDE’s program.*

- 13) On pg. 21, Section D, “Firm Information”, the last item requires the Proponent to provide information regarding name, contact, telephone #, # of employees of each consultant. Then, on Section J pg. 24, “Subconsultants”, the RFQ requires information regarding name, address, telephone of consultants. What’s the difference? Should we put the same information on both sections?

PRDE RESPONSE: *For Section D, provide a list of subconsultant names and disciplines only. For Section E, only describe your team’s approach. No subconsultant information is required in Section E other than information that may be contained in your approach. For Section J, include all subconsultant information, including information requested in Section E.*

- 14) On pg. 21, Section E, “Technical Qualifications, Experience and Approach, the description requires a list of consultants for each of the services. What’s the difference between the required consultant’s information on Sections D, E, and J?

PRDE RESPONSE: *See response to Question 13.*

- 15) On pg. 22, Section E, “Technical Qualifications, Experience and Approach, the RFQ requires the Proponent to provide specific information regarding projects, nature of services provided, name of project, location, contact person, brief description of project, completion date, among other things. Then, on Section E, pg. 24, “Firm Experience”, the RFQ requires the Proponent to provide information regarding k12 projects, including name of project, location, contact person, brief description of project, completion date, among other things. What’s the difference between the projects that appear on Section I vs those on Section I?

PRDE RESPONSE: *Section E should be used solely to describe your team’s approach. All Firm Experience information should be contained in Section I.*

- 16) On Section F, pg. 22, “References”, a minimum of 3 references are required. Each reference requires the contact name, title, name of organization, phone, e-mail, among other things. Sections E and I also requires] the same information regarding the projects. If the 5 reference projects required on Section I, pg. 22, are the same presented on Sections E and F, on pg. 22, do we need to repeat the information on all sections?

PRDE RESPONSE: *Section E should be used solely to describe your team’s approach. No reference information is required in Section E. Section F describes the requirements for references that must be submitted separately to PRDE. In Section I, only the name and contact information of the project reference is required. Section I may or may not include the same references that were utilized in Section F.*

- 17) With regard to the PRDE auction (ER)-2022-001, I would like to know if it is necessary to buy bids to participate.

PRDE RESPONSE: *No. All RFQ documents are available free of charge on PRDE’s website: <https://de.pr.gov/recovery/>*

- 18) In attachment G, item no. 21 refers to the Proponents questionnaire and reference form. What is expected of the Proposer to include as Attachment I in this section as the instructions requests that this is delivered directly to PRDE by the Proposer's Reference?

PRDE RESPONSE: *Only the reference form from Attachment H is required.*

- 19) In attachment G, item no. 22 refers to the Scope of Services. This is a document that has no areas to be filled by the Proposer. Is Proposer expected to include the attachment as is?

PRDE RESPONSE: *. Nothing is required. Initialing the Checklist will acknowledge that the Scope of Services was reviewed.*

- 20) Page 5, Sec 2 – Project Funding - The RFQ document reads: "At least a portion of the contracted services will be financed with funds from the Federal Emergency Management Agency's ("FEMA") Public Assistance Program ("PA"), Hazard Mitigation Grant Program (HMGP), the Federal Housing and Urban Development ("HUD") Community Development Block Grant ("CDBG") Program, and other allowable federal funds assigned to PRDE." Are all PRDE reconstruction projects approved under FEMA's FAASt? If the answer is no: are those projects still pending application, approval, or formulation processes of any kind? If so, will selected proponent(s) be required to support the PRDE in completing those processes?

PRDE RESPONSE: *FAASt projects will be approved by FEMA, HUD and any other participating Federal Agencies after the Scopes of Work are prepared and submitted for their review. The firm(s) that are selected will be expected to assist the PMO by providing technical information related to the project(s) that they are assigned. PRDE will be responsible for coordinating with COR3 and all Federal funding agencies to receive required approvals prior to the start of construction.*

- 21) According to the FEMA-4339-DR-PR Public Assistance Post-Fixed Cost Estimate Obligation for PREPA, PRASA, and PRDE Course of Action (COA) Guide (11/18/2020),

- o "The Scope of Work of the FAASt projects require the Subrecipients to submit a workplan to the Recipient and FEMA within 90 days of project obligation and provide an update to the Recipient and FEMA every 90 days thereafter"; in addition,
- o The SOW of the FAASt projects specifies, "In order to use funding authorized by the subaward for construction, the Subrecipient must first submit the proposed SOW (or recovery SOW) for review by the Recipient and FEMA."

Is supporting the PRDE in the fulfillment of these FAASt requirements part of the services requested by this RFQ?

PRDE RESPONSE: *The firm(s) selected will be expected to support PRDE with technical information related to the project(s) being submitted for review by the Recipient and FEMA .*

"

- 22) Do all reconstruction projects with approved/obligated FEMA PWs that are eligible for Sec 406 HM, already have approved proposals? If not, will selected proponents be involved in assisting the preparation of Sec 406 HM proposals?

PRDE RESPONSE: *No, not all projects that have obligated PWs have approved Sec 406 HM proposals at this time. The selected firm(s) will be expected to assist PRDE, as needed, to develop 406 HM proposal requests for FEMA review.*

- 23) Page 8, Sec 6 – Contract term - With one-year contracts (renewable by PRDE, at its option, for up to 4 additional, 1-yr terms),
- how will A/E services be provided for projects whose planning, design, permitting and reconstruction extend beyond a 1-yr contract term?
 - will the Contract allow for increase in hourly rates for resources, should the PRDE elect to add terms?

PRDE RESPONSE: *Projects that are started during an active contract year will typically be allowed to continue until completion and the contract will be extended accordingly.. Annual escalation of hourly rates will also be considered at time of contract negotiations.*

- 24) Page 38, Attachment G – Checklist - What specifically must be included in Item No. 22 (Attachment J – Scope of Services)?

PRDE RESPONSE: *Nothing is required. Initialing the Checklist will acknowledge that the Scope of Services was reviewed.*

- 25) Please confirm that the role of “Delegated Inspector” (as required under OGPe’s regulation) will be done by other entities subcontracted by PRDE.

PRDE RESPONSE: *Confirmed.*

- 26) 01 - K Financial, Legal, Insurance Status:

“Proponent must include a copy of their audited financial statements for the last three (3) years or copy of the income tax return for the las three (3) years signed by the person that prepared it, along with other relevant information that demonstrate the firm’s financial capacity to pay employees and subcontractors even when awaiting payment of invoice under engagements per this RFQ.”

The audited financial statements requested in section (K) must be submitted by all bidders or only by bidders as required by the State Department. In whom it does not apply can be compiled financial statements ?

PRDE RESPONSE: *The requirements of Section K (audited financial statements or copies of income tax returns) must be included in all responses to this RFQ.*

- 27) 02 - Attachment A: Contract Form

Attachment A : Contract Form is blank. It is not clear if this attachment will remain blank or what should we submit in this attachment?

PRDE RESPONSE: *The Contract Form for Attachment A can be found at the following link: <https://de.pr.gov/recovery/>.*

28) PAGE 7 - Please clarify the actual number of copies of the Proposal to be submitted. Is it (3) copies (or packages) containing the following:

- 3 Signed Original Proposals
- 1 Exact Copy of Original Proposal on a Jump Drive
- OR
- Is it (1) copy (or package) containing the following:
- 3 Signed Original Proposals
- 1 Exact Copy of Original Proposal on a Jump Drive

PRDE RESPONSE: *The SOQ Submittal should be comprised of the following 5 items:*

- *1 Signed Original Proposal in a 3-Ring Binder with Financial Statements, clearly marked as the Original*
- *2 Exact Copies of the Original Proposal in a 3-Ring Binder with Financial Statements, clearly marked as Copy*
- *1 Exact Copy of the Original Proposal on a Jump Drive, including Financial Statements*
- *1 Exact Copy of the Original Proposal submitted by shared document link emailed to aerfq@de.pr.gov*

29) PAGE 10 - For the proposed timeline requested, should we assume that the assigned project will require all the scope of services defined in Page 5, including Natural Hazard Mitigation?

PRDE RESPONSE: *The requested "Proposed Timeline" is asking Proponent to describe the startup process that will occur once a specific project is identified, negotiated and assigned to the firm.*

30) PAGE 20 -Instructions allow for SOQ bound along the left margin in any manner. Notebooks and portfolio binders are acceptable. Meanwhile in Page 7 a 3-Ring Binder is required. Please clarify.

PRDE RESPONSE: *Either is acceptable provided the document can be opened and will lay flat.*

31) We would like to request by this means the extension of the time to deliver the Required Qualifications as part of this RFQ.

PRDE RESPONSE: *The due date of the SOQ will be changed to Wednesday, April 13, 2022. **We are adding the requirements to submit an Intent to Submit Letter on the original due date of April 7, 2022.** The Intent to Submit Letter should be submitted via email to aerfq@de.pr.gov and state your firm's name, contact information and intent to submit a Statement of Qualifications.*

RFQ Schedule - Revised	
Event	Time and Date
RFQ Document Issued:	March 9, 2022
Final date for submission of questions and requests for clarifications:	March 29, 2022 5:00 PM local time

Submit Letter of Intent to Submit via email to aerfq@de.pr.gov	April 7, 2022 5:00 PM local time
Statement of Qualifications Due Date:	April 13, 2022 2:00 PM local time
Selection of firms:	TBD

- 32) Given that in recent years we have experienced the consequences of a pandemic, being reflected in the paralysis of multiple design and construction works, we request that the required time in which the representative projects have been carried out be extended from 10 years to 15 years.

PRDE RESPONSE: *We will require that references come from projects that are no more than 10 years old. Please use your most relevant projects. Other projects where you provided similar services can also be used if needed.*