

Amendment B

COMMUNITY DEVELOPMENT BLOCK GRANT – DISASTER RECOVERY (CDBG-DR)/ COMMUNITY DEVELOPMENT BLOCK GRANT – MITIGATION (CDBG-MIT)

AMENDMENT B TO THE AGREEMENT FOR ARCHITECTURAL, ENGINEERING, AND MANAGEMENT SERVICES

BETWEEN THE
PUERTO RICO DEPARTMENT OF HOUSING
AND
INTEGRA DESIGN GROUP PSC

Contract No. 2023-DR0080
Amendment Contract No. 2023-DR0080B




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This **AMENDMENT B TO THE AGREEMENT FOR ARCHITECTURAL, ENGINEERING, AND MANAGEMENT SERVICES, (Amendment or Amendment B)** is entered into in San Juan, Puerto Rico, this 06 day of June, 2025, by and between the **PUERTO RICO DEPARTMENT OF HOUSING (PRDOH)**, a public agency created under Act No. 97 of June 10, 1972, as amended, 3 LPRA § 441, *et seq.*, known as the "Department of Housing Governing Act", with principal offices at 606 Barbosa Avenue, San Juan, Puerto Rico, herein represented by Ciary Y. Pérez Peña, of legal age, single, and resident of Las Piedras, Puerto Rico, in his capacity as Secretary; and **INTEGRA DESIGN GROUP PSC (CONTRACTOR)**, with principal offices in San Juan, Puerto Rico, herein represented by Carlos I. Báez Dotel, in his capacity as President, of legal age, single, and resident of Guaynabo, Puerto Rico, duly authorized by Corporate Resolution, dated May 13, 2025, by the CONTRACTOR; collectively the "**Parties**".

I. RECITALS AND GENERAL AWARD INFORMATION

WHEREAS, on February 6, 2023, PRDOH and the CONTRACTOR entered into an Agreement for Architectural, Engineering, and Management Services, registered as Contract No. 2023-DR0080, for a maximum amount not to exceed **EIGHTEEN MILLION SIXTY-ONE THOUSAND EIGHT HUNDRED DOLLARS (\$18,061,800.00)** from **Account Number: mith08sih-doh-lm 4190-10-000**, ending on **February 6, 2026 (Agreement)**.

WHEREAS, the Agreement was amended on August 4, 2023, through Amendment A, registered as Contract No. 2023-DR0080A. In summary, Amendment A served the purpose of increasing the total budget amount to **NINETEEN MILLION SEVEN HUNDRED FORTY-SEVEN THOUSAND SIX HUNDRED DOLLARS (\$19,747,600.00)**. Also, modifications to **Article IV. COMPENSATION AND PAYMENT**, and **Article XXVI. MEMORANDUM NO. 2021-029; CIRCULAR LETTER NO. 013-2021 OF THE OFFICE OF THE CHIEF OF STAFF OF THE GOVERNOR (SECRETARIA DE LA GOBERNACION) & THE OFFICE OF MANAGEMENT AND BUDGET (OFICINA DE GERENCIA Y PRESUPUESTO)**, were incorporated via **Amendment A**. In addition, updated versions of **Attachment C** (Compensation Schedule), **Attachment D** (Performance Requirements), **Attachment G** (Contractor Certification) and **Attachment H** (Non-Conflict of Interest Certification), were incorporated into the Agreement. The period of performance was not modified in Amendment A.

WHEREAS, as per Article XLI of the Agreement, the Agreement may be amended in writing and signed by a duly authorized representative of each party. Nonetheless, the amendment shall not invalidate the Agreement, nor release the Parties from their obligations under the Agreement.

WHEREAS, this **Amendment B** is not intended to affect nor does it constitute an extinctive novation of the obligations of the Parties under the Agreement, but is rather a modification and amendment of certain terms and conditions under the Agreement.

WHEREAS, each party represents that the person executing this Amendment has the legal authority to do so on behalf of the respective party.

WHEREAS, the Parties wish to amend the Agreement, as amended, and become subject to the terms of the Agreement, as amended, and this **Amendment B**.

NOW, THEREFORE, in consideration of the mutual promises and the terms and conditions set forth herein, the PRDOH and the CONTRACTOR agree as follows:

II. SAVINGS CLAUSE

The information included in this Amendment serves the purpose of modifying and amending certain terms and conditions under the Agreement, as established in the following Articles III and IV of this Amendment. All other provisions of the original Agreement, including its attachments, shall continue to be in full force and effect.

III. SCOPE OF AMENDMENT

The objectives of the Social Interest Housing Program (**SIH**) are: (1) grant funding to applicants who are committed to providing Social Interest Housing and working with diverse populations to ensure accessibility of individuals having wide-ranging of socioeconomic, physical, emotional, and other impairments; and (2) grant funding to applicants to expand existing housing to increase the number of vulnerable persons served and/or bring existing housing to decent, safe, and sanitary conditions and in compliance with applicable State and local government construction codes and health and safety standards in disaster impacted areas. Meanwhile, the objective of the Social Interest Housing Mitigation Program (**SIHM**) is to facilitate mitigation projects for entities committed to providing social housing and working with diverse populations to ensure accessibility. Under SIHM, PRDOH will procure Architectural, Engineering and Management (**A,E&M**) Services to assist in the evaluation, design, environmental compliance, and management of the projects.

PRDOH has determined that a contract amendment is necessary in order to increase funding for program administration, project planning and design, drawings, and other duties. Therefore, after analyzing the status of each project, and in order to achieve the intent of the projects and the Program goals, it is necessary to increase the total contract amount to **NINETEEN MILLION NINE HUNDRED FORTY-TWO THOUSAND SIX HUNDRED DOLLARS (\$19,942,600.00)**.

Modifications to paragraph B of **Article IV. COMPENSATION AND PAYMENT, Article XVII. FORCE MAJEURE, Article XX. NOTICES, Article XXX. CDBG-DR POLICIES AND PROCEDURES**, and **Article XLVIII. CONSOLIDATIONS, MERGERS, CHANGE OF NAME, OR DISSOLUTIONS**, are being incorporated to the Agreement. Also, this Amendment includes updated versions of **Attachment B** (Scope of Services), **Attachment C** (Compensation Schedule), **Attachment F** (HUD General Provisions), **Attachment G** (Contractor Certification), and **Attachment H** (Non-Conflict of Interest Certification). All other provisions of the original Agreement remain unaltered.

IV. AMENDMENTS

- A. The Parties agree to amend **Article IV. COMPENSATION AND PAYMENT**, paragraph B, as follows:

[...]

*B. The PRDOH will pay the CONTRACTOR, for allowable services performed during the term of this Agreement, a maximum amount not to exceed **NINETEEN MILLION NINE HUNDRED FORTY-TWO THOUSAND SIX HUNDRED DOLLARS (\$19,942,600.00)**; Account numbers: mith08sih-doh-lm 4190-10-000, r02h11sih-doh-lm 4190-10-000 and r02h11sih-doh-lm 4190-13-000.*

[...]

- B. The Parties agree to amend **Article XVII. FORCE MAJEURE**, as follows:

In the event of a fire, flood, earthquake, natural disaster, hurricane, riot, act of governmental authority in its sovereign capacity, pandemic officially declared by the Government of Puerto Rico, or declare by the United States of America, strike, labor dispute or unrest, embargo, war, insurrection or civil unrest, any Force Majeure including inclement weather, herein collectively referred to as Force Majeure during the term of this Agreement, neither the PRDOH nor the CONTRACTOR shall be liable to the other party for nonperformance during the conditions created by such event. The party claiming Force Majeure shall exercise due diligence to prevent, eliminate, or overcome such Force Majeure event where it is possible to do so and shall resume performance at the earliest possible date.

The CONTRACTOR shall notify the PRDOH in writing as soon as possible, but in any event within **ten (10) business days** of the occurrence of the Force Majeure event and describe in reasonable detail the nature of the Force Majeure event, how the non-performance or delay relates to or arises from the Force Majeure event, its anticipated duration and any action taken to minimize its effect. The CONTRACTOR may be entitled to reasonable adjustments in schedules, among other measures, in the

foregoing circumstances. If non-performance continues for more than **thirty (30) business days**, since the occurrence of the Force Majeure without reasonable justification, the PRDOH may terminate this Agreement immediately upon written notification to the CONTRACTOR.

- C. The Parties agree to amend **Article XX. NOTICES**, as follows:

[...]

To: PRDOH Hon. Ciary Y. Pérez Peña
Secretary
Puerto Rico Department of Housing
606 Barbosa Ave.
Juan C. Cordero Davila Bldg.
San Juan, Puerto Rico 00918S

[...]

- D. The Parties agree to amend **Article XXX. CDBG-DR POLICIES AND PROCEDURES**, as follows:

In addition to what is established in this Agreement, the CONTRACTOR shall comply with all CDBG-DR program specific and general policies and procedures, including, but not limited to, the Contract and Subrecipient Agreement Manual, OS&H Guideline, MWBE Policy, Procurement Manual for the CDBG-DR Program, URA & ADP Guidelines, Cross Cutting Guidelines, AFWAM Policy, Section 3 Policy, Personally Identifiable Information, Confidentiality, and Nondisclosure Policy and Conflict of Interest and Standards of Conduct Policy, as found in the CDBG-DR Website (<https://recuperacion.pr.gov/welcome/index.html>), which are herein included and made an integral part of this Agreement, as they may be updated from time to time, and reporting requirements as established by the PRDOH.

- E. The Parties agree to amend **Article XLVIII. CONSOLIDATIONS, MERGERS, CHANGE OF NAME, OR DISSOLUTIONS**, as follows:

A. Consolidation or Merger

*In the event that the signing party (e.g. Subrecipient, Contractor, or Subcontractor) of the Agreement with the PRDOH moves for a consolidation or merger with another entity (private or public), by its discretion or otherwise, written notice of such decision or event shall be delivered to the PRDOH Legal Division at contractscdbgdr@vivienda.pr.gov at **least fifteen (15) business days prior to the effective date** of the consolidation or merger. The notice shall include, but not limited to, a description of: the expected effective*

date of the consolidation or merger; name of each of the constituent entities moving to consolidate or merge into the single resulting or surviving entity; the proposed name of the resulting entity (in case of a consolidation) or the name of the surviving entity (in case of a merger) if necessary; reference to the projected capacity of the resulting or surviving entity to comply with the terms, conditions, obligations, tasks, services, and performance goals or requirements included in the Agreement as well as its Exhibits or Attachments; and a brief summary of the proposed plan to achieve the transition of duties (Scope of Work or Scope of Services), tasks, and performance goals or requirements to the resulting or surviving entity.

Upon the consolidation or the merger becoming effective, and supporting evidence of such event is notified to PRDOH, execution of an Amendment to the Agreement may follow. The Amendment would include, but not limited to, modifications to the clauses that refer to the identity, personal circumstances, address, and any other information related to the signing party deemed relevant by PRDOH for the execution of the Amendment. Additionally, the CONTRACTOR must deliver documents requested to satisfy any reasonable requirement made by PRDOH. These requests aim to ensure the compliance with local and federal regulations, as applicable **No amendment to the Agreement will be necessary if the Subrecipient, Contractor, or Subcontractor becomes the surviving entity following a merger.**

Failure to comply with any of the before mentioned conditions, may result in the activation of the termination clauses provided in the Agreement.

B. Change of Name

In the event that the signing party (e.g. Subrecipient, Contractor, or Subcontractor) of the Agreement with the PRDOH initiates a change of name process, written notice of such decision or event shall be delivered to the PRDOH Legal Division at contractscdbgdr@vivienda.pr.gov at **least fifteen (15) business days prior to the effective date of such event**. The notice shall include, but not limited to, a description of: the expected effective date of the change of name; the proposed name; inform of any change of address; and reference of any change in the capacity of the entity to comply with the terms, conditions, obligations, tasks, services, and performance goals or requirements included in the Agreement, as well as its Exhibits or Attachments.

Upon the change of name becoming effective, and supporting evidence of such event is notified to PRDOH, execution of an Amendment to the Agreement may follow. The Amendment would include, but not limited to, modifications to the clauses that refer to the identity, personal circumstances, address, and any other information related to the

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signing party deemed relevant by PRDOH for the execution of the Amendment. Additionally, the CONTRACTOR must deliver documents requested to satisfy any reasonable requirement made by PRDOH. These requests aim to ensure the compliance with local and federal regulations, as applicable.

Failure to comply with any of the before-mentioned conditions, may result in the activation of the termination clauses provided in the Agreement.

C. Dissolution

*In the event that the signing party (e.g. Subrecipient, Contractor, or Subcontractor) of the Agreement with the PRDOH moves for dissolution of the entity, written notice of such decision or event shall be delivered to the PRDOH Legal Division at contractscdbgdr@vivienda.pr.gov at **least fifteen (15) business days prior to the effective date of such event**. The notice shall include, but not limited to, a description of the expected effective date of the dissolution; and contact information of one or more of its directors, officials or agents. Upon dissolution, becoming effective, and supporting evidence of such event is notified to PRDOH, termination of the Agreement will follow. Consequently, the signing party acknowledges and agrees to provide to the PRDOH, after termination of the Agreement, the assistance reasonably requested to facilitate the orderly transfer of responsibility for performance of the tasks or services to the PRDOH or a third party designated by the PRDOH. Moreover, all finished or unfinished records (files, data, work product) connected with this Agreement will be turned over to PRDOH following the Agreement termination.*

- F. An updated version of **Attachment B** (Scope of Services) is hereto incorporated by reference into the Agreement. (**Attachment I**).
- G. An updated version of **Attachment C** (Compensation Schedule) is hereto incorporated by reference into the Agreement. (**Attachment II**).
- H. An updated version of **Attachment F** (HUD General Provisions) is hereto incorporated by reference into the Agreement. (**Attachment III**).
- I. An updated version of **Attachment G** (Contractor Certification) is hereto incorporated by reference into the Agreement. (**Attachment IV**).
- J. An updated version of **Attachment H** (Non-Conflict of Interest Certification) is hereto incorporated by reference into the Agreement. (**Attachment V**).

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V. HEADINGS

The titles of the paragraphs of this Amendment are solely for reference purposes and the convenience of the Parties and shall not be used to explain, modify, simplify, or aid in the interpretation of the provisions of this Amendment.

VI. FEDERAL FUNDING

The fulfillment of the Agreement, as amended, is based on those funds being made available to the PRDOH as the lead administrative agency for Recovery. All expenditures under the Agreement, as amended, must be made in accordance with the Agreement, as amended, the policies and procedures promulgated under the CDBG-DR/MIT Programs, and any other applicable laws. Further, the CONTRACTOR acknowledges that all funds are subject to recapture and repayment for non-compliance.

VII. COMPLIANCE WITH LAW

It is the intention and understanding of the Parties hereto that each and every provision of law required to be inserted in the Agreement, as amended, should be and is inserted herein. Furthermore, it is hereby stipulated that every such provision is deemed to be inserted and if, through mistake or otherwise, any such provision is not inserted herein or is not inserted in correct form, then the Agreement, as amended, shall forthwith, upon the application of any Party, be amended by such insertion so as to comply strictly with the law and without prejudice to the rights of any Party.

VIII. SUBROGATION

The CONTRACTOR acknowledges that funds provided through the Agreement, as amended, are Federal funds administered by HUD under the CDBG-DR/MIT Program and that all funds provided by the Agreement, as amended, are subject to audit, disallowance, and repayment. Any disagreement with adverse findings may be challenged and subject to Federal regulation, however, the CONTRACTOR shall promptly return any and all funds to the PRDOH, that are found to be ineligible, unallowable, unreasonable, a duplication of benefits, or non-compensable, no matter the cause. This clause shall survive indefinitely the termination of the Agreement, as amended.

IX. COMPTROLLER REGISTRY

The PRDOH shall remit a copy of this Amendment to the Office of the Comptroller for registration within **fifteen (15) days** following the date of execution of this Amendment and any subsequent amendment thereto. The services object of this Amendment may not be invoiced or paid until this Amendment has been registered by the PRDOH at the Comptroller's Office, pursuant to Act No. 18 of October 30, 1975, as amended by Act No. 127 of May 31, 2004.

X. ENTIRE AGREEMENT

The Agreement and this Amendment constitute the entire Agreement among the Parties for the use of funds received under the Agreement and this Amended

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Agreement and it supersedes all prior or contemporaneous communications and proposals, whether electronic, oral, or written among the Parties with respect to the Agreement.

XI. SEVERABILITY

If any provision of this Amendment shall operate or would prospectively operate to invalidate the Amendment in whole or in part, then such provision only shall be deemed severed and the remainder of the Amendment shall remain operative and in full effect.

XII. COUNTERPARTS

This Amendment may be executed in any number of counterparts, each of which shall be deemed to be an original, however, all of which together shall constitute one and the same instrument. If the Amendment is not executed by the PRDOH within **thirty (30) days** of execution by the other party, this Amendment shall be null and void.

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XIII. SURVIVAL OF TERMS AND CONDITIONS

The terms and conditions of this Amendment related to the following subjects shall survive the termination or expiration of this Amendment: interpretive provisions; consideration; warranties; general affirmations, federal assurances, federal and state certifications; CDBG-DR/MIT and state funding, recapture of CDBG-DR/MIT and/or state funds, overpayment of CDBG-DR/MIT and/or state funds; ownership and intellectual property, copyright; records retention methods and time requirements; inspection, monitoring, and audit; confidentiality; public records; indemnification and liability; infringement of intellectual property rights; independent contractor relationship; compliance with laws; notices; choice of law and venue; severability; dispute resolution; consolidations, merger, change of name, and dissolution. Terms and conditions that, explicitly or by their nature, evidence the Parties' intent that they should survive the termination or expiration of this Amendment shall so survive.

XIV. COMPLIANCE WITH THE FINANCIAL OVERSIGHT AND MANAGEMENT BOARD FOR PUERTO RICO (FOMB) POLICY: REVIEW OF CONTRACTS, AS MODIFIED ON APRIL 30, 2021, REGARDING PROFESSIONAL SERVICES

The FOMB Policy requires that all agreements that contemplate recurring professional services that may be performed by appropriately trained government staff include a provision of compliance with the adequate transfer of skills and technical knowledge to the pertinent public sector personnel. This requirement shall not apply to contracts that contemplate non-recurring professional services or specialized professional services that may not be performed by existing staff at the applicable governmental entity, including as a result of independence requirements.

Accordingly, given that the agreements under CDBG-DR are non-recurring professional services or specialized professional services, the PRDOH certifies that the transfer of skills and technical knowledge required by the Certified Fiscal Plan is inapplicable given the non-recurring or specialized nature of the contracted services.

As mentioned before, HUD allocated funds for disaster recovery assistance to the Government of Puerto Rico under the CDBG-DR Program. These funds are intended to provide financial assistance to address unmet needs that arise and that are not covered by other sources of financial aid. In addition, with these allocations of funding under the Grant Agreement, the PRDOH will conduct a comprehensive recovery to benefit the residents of Puerto Rico.

XV. COMPLIANCE WITH THE FINANCIAL OVERSIGHT AND MANAGEMENT BOARD FOR PUERTO RICO (FOMB) POLICY, REVIEW OF CONTRACTS

As part of the PRDOH contract process, and pursuant to Section 204(b)(2) of the "Puerto Rico Oversight, Management, and Economic Stability Act," 48 U.S.C. §2101, *et seq.*, also known as "PROMESA", the Financial Oversight and Management Board for Puerto Rico (FOMB) require approval of certain contracts and amendments to assure that they "promote market competition" and "are not inconsistent with the approved fiscal plan." For the approval process, the FOMB requests, among other information, the Contractor Certification Requirement for its evaluation.

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In compliance with the above, the CONTRACTOR represents and warrants that the information included in the Contractor Certification Requirement is complete, accurate and correct, and that any misrepresentation, inaccuracy or falseness in such Certification will render the contract null and void and the CONTRACTOR will have the obligation to reimburse immediately to the Commonwealth any amounts, payments or benefits received from the Commonwealth under the proposed Amendment and original Agreement.

XVI. COMPLIANCE WITH ADMINISTRATIVE ORDER NO. OA-HD-25-03 OF PRDOH

On April 28, 2025, PRDOH issued an Administrative Order No. OA-HD-25-03, to establish public policy regarding the use and management of electronic and digital signatures within PRDOH. Additionally, to recognize electronic and digital signatures in the course of PRDOH's operations.

In compliance with OA-HD-25-03, PRDOH validates the consent of the electronic signatories through the incorporation of the following clause:

The Parties agree that this document may be signed by electronic means. They further acknowledge that, if signed in this manner, the document shall retain its legal validity and effect with respect to enforceability, consent, applicability, and admissibility.

[SIGNATURES ON THE FOLLOWING PAGE]



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IN WITNESS THEREOF, the Parties hereto execute this **Amendment B** in the place and on the date first above written.

PUERTO RICO DEPARTMENT OF HOUSING

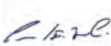
INTEGRA DESIGN GROUP PSC

Ciary Pérez Peña

Ciary Pérez Peña (Jun 6, 2025 10:41 EDT)

Ciary Y. Pérez Peña

Secretary



Carlos I. Báez Dotel

President

**ATTACHMENT B
SCOPE OF SERVICES
Request for Proposals
Architectural, Engineering, and Management Services
City Revitalization Program – Community Resilience Centers Set-Aside
Social Interest Housing Program
Social Interest Housing Mitigation Program
Community Development Block Grant – Disaster Recovery
Community Development Block Grant – Mitigation
Puerto Rico Department of Housing
CDBG-DRMIT-RFP-2022-01
(Revised for Amendment B)**

1. INTRODUCTION



This document defines the architectural, engineering, environmental, and management services that the Contractor will provide for the implementation of the City Revitalization Program (**CRP**), including the Community Resilience Centers (**CRC**) Set-Aside and the Social Interest Housing Program (**SIH**), through the Community Development Block Grant – Disaster Recovery (**CDBG-DR**) and the Social Interest Housing Mitigation Program (**SIH-MIT**) through the Community Development Block Grant – Mitigation (**CDBG-MIT**). The Contractor will be solely responsible for ensuring the accuracy, timeliness, and completion of all tasks related to the management, assessment, architectural and engineering design guidelines, cost estimation, specifications, procurement documentation, support during the procurement process, and services during construction for Projects assigned under this contract. The scope of services presented is based upon circumstances existing at the time of solicitation. The PRDOH reserves the right to modify or delete the requested services and, if appropriate, add additional services prior to and during the term of the contract. All activities shall be performed in compliance with applicable regulations of the CDBG-DR and CDBG-MIT programs, as set forth by the U.S. Department of Housing and Urban Development (**HUD**) and the Puerto Rico Department of Housing (**PRDOH**).

This RFP seeks to select one (1) or more firms to provide Architectural, Engineering, and Management Services, at the discretion and in the best interest of the Programs' implementation, under the CDBG-DR and CDBG-MIT grant(s), and any other federal funds, for a period of three (3) years with optional extensions of up to two (2) additional annual extensions.

The Proposers shall consider that all engineering or architectural work must be performed by a professional or professional services organization in accordance with Act No. 173 of August 12, 1983, as amended, better known as the Act of Puerto Rico Examining Board of Engineers, Architects, Surveyors and Landscapers, and Act No. 164-2009, as amended, better known as the General Corporations Act.

The following are brief descriptions of the CRP, CRC Set-Aside, SIH, and the SIH-MIT Programs.

+ **City Revitalization Program (CRP)**

CRP provides CDBG-DR funding to those municipal governments and other eligible entities enabling them to conduct a variety of critical recovery activities aimed at reinvigorating downtown areas, urban areas, and key community corridors.

o **Community Resilience Centers (CRC) Set-Aside Projects**

The CRP establishes a CRC Set-Aside under the CDBG-DR Action Plan for developing or rehabilitating existing Community Resilience Centers, creating a known network of clearly identified and registered CRCs across the Island. The multi-purpose nature of these facilities will be enhanced by locating them in or near downtown areas, urban centers, or key corridors to the extent practical. This will facilitate access and coordination to essential public services such as potable water, communications infrastructure, and power, and enhance the centers' roles in resource distribution during and after a disaster. CRCs shall provide year-round community gathering spaces where citizens may receive educational materials and information on preparedness and home/community resilience initiatives. In this way, CRCs will enhance social resilience within communities by creating clearly identified and easily accessible gathering spaces and rendezvous locations for residents.

o **Other CRP Projects**

Proposers are expected to have the capabilities necessary for the preparation of technical documentation required for the development of other types of CRP Projects (Projects) with CRP funds as required by PRDOH. These projects may include public facilities, complete streets, affordable housing, economic development, or mixed use within communities in urban areas.

Additional information related to CRP guidelines and policy can be found at <https://recuperacion.pr.gov/en/download/city-revitalization/>.

+ **Social Interest Housing Program (SIH)**

SIH creates housing for highly vulnerable populations such as, but not limited to: homeless persons, senior citizens, domestic violence victims, persons with intellectual disability, persons with developmental and/ or physical disability, persons living with HIV/AIDS, individuals recovering from addiction and individuals with other functional or access needs. The goal for the Program is to address the unmet need by creating high-quality, modern, resilient housing solutions for these populations.

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Additional information related to SIH guidelines and policy can be found at <https://recuperacion.pr.gov/en/download/social-interest-housing-program/>.

+ **Social Interest Housing Mitigation Program (SIH-MIT)**

SIH-MIT will address the varying and localized need for mitigation against a number of hazardous threats. One of the main goals of the Program is to fund projects with high quality, modern, resilient housing solutions to address the mitigation needs of the vulnerable populations and protected classes. The Program will provide funding to eligible entities to expand existing housing to increase the number of vulnerable persons served and/or bring existing housing to decent, safe, and sanitary conditions. Also, to comply with applicable State and local government construction codes and health and safety standards. SIH-MIT will provide funding to eligible entities who are committed to providing Social Interest Housing and working with diverse populations to ensure accessibility of individuals having a wide-ranging of socioeconomic, physical, emotional, and other impairments.

Additional information related to SIH-MIT guidelines and policy can be found at <https://recuperacion.pr.gov/en/download/social-interest-housing-mitigation-program/>.

Additional information and details related to CRP, SIH and SIH-MIT requirements and eligible use of funds can be found in the CDBG-DR and CDBG-MIT Action Plans, as they may be amended from time to time. The current Action Plans, as of the date of this Scope of Services, can be found at <https://recuperacion.pr.gov/en/action-plans/action-plan-cdbg-dr/> and <https://recuperacion.pr.gov/en/action-plans/action-plan-cdbg-mit/>.

The PRDOH plans on implementing the CRC Set-Aside, SIH and SIH-MIT Program through construction implementation strategies such as the typical design-bid-construct methodology and the design-build methodology. The strategy for projects' implementation will depend on the complexity and risks associated to each individual project, therefore risk identification, evaluation and assessment shall be considered within services in this request. Construction services are planned on being procured in bundles to take advantage of cost reductions that such bundles could represent to PRDOH. Projects may be bundled by project type (e.g. solar systems installations), project location (e.g. more than one project in the same geographical area), or any other factor deemed appropriate by PRDOH. The Contractor will recommend to PRDOH those implementation strategies best suited for each project as well as project bundles.

The scope of services considers all services required from the Contractor to fully develop the design of a project from the initial concept to the final drawings and specifications to be used

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for construction. This applies to all projects assigned to the Contractor through a design-bid-construct methodology. Alternatively, when a project is determined to be implemented through the design-build methodology, the Contractor will only develop the project's design up to the Schematic Design Phase but will also perform the responsibilities of project management and environmental review for the project. The Contractor shall assist the PRDOH in conducting the successful procurement of both design-bid-construct and design-build projects; including the procurement of necessary construction and inspection services for the projects.

It is important to note that, although Program Management activities are included as a part of the scope of services, the primary focus of the services to be provided lies in project development and design services. As such, PRDOH is requesting the services of a full-service design firm that is experienced and capable of providing project design and management services.

2. STAFF REQUIREMENTS, ROLES, AND RESPONSIBILITIES

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

2.1. Staff Requirements

Key staff resources must be ready to begin working within two (2) weeks after the contemplated contract execution date and may be working throughout the term of the contract. Contractor must always ensure the professional, architectural, engineering, and management work services are performed by licensed professionals with the proper qualifications, skills, and experience, necessary to perform such services, according to applicable federal and local rules (state and municipal) and regulations.

2.2. Organizational Chart

The Contractor's organizational chart shall include the required number of staff, role and responsibilities, name of resource(s) or subcontractor(s), and resume or professional information.

2.3. Staff Experience and Qualifications

The Contractor shall demonstrate that its Key Staff (and subcontractors' staff) meet the desired requirements listed below and have the necessary experience and knowledge to successfully implement and perform the tasks and services. All Key Staff must be located on the island when performing work under the Contract. The table below presents requirements for Key Staff, roles and responsibilities.

Amendment B to the Architectural, Engineering, and Management Services Agreement
Between the PRDOH and Integra Design Group PSC
For the Community Resilience Centers Set-Aside, Social Interest Housing Program
and Social Interest Housing Mitigation Program under CDBG-DR/MIT
Attachment B: Scope of Services
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Key Staff Position	Requirements	Roles & Responsibilities
Program Manager	+ Must have a bachelor's degree or higher education in architecture or engineering. + Must be a professional architect or engineer licensed in Puerto Rico. + Must have at least seven (7) years of experience in program/project management. + Required business level proficiency in verbal and written communication in both English and Spanish.	+ Maintaining a complete understanding of all applicable laws, regulations, policies, and procedures for the CRC Set-Aside, SIH, and SIH-MIT Program. + Will be the main point of contact between the PRDOH and the Contractor. + Be available on-call to attend status and progress meetings. + Formulate, organize, and monitor the overall performance of the projects. + Decide on suitable strategies and objectives; as well as coordinating cross-project activities. + Develop and control deadlines, budgets, and activities; apply change, risk, and resource management. + Assume responsibility for the program's performance, assess it, and aim to maximize it. + Resolve program issues. + Prepare and review reports. + Any other function necessary to ensure the successful implementation of the Programs.
Design and Permitting Coordinator	+ Must have a bachelor's degree or higher education in architecture or engineering. + Must be a professional architect or engineer licensed in Puerto Rico.¹ + Must have at least ten (10) years of experience developing or supervising multi-disciplinary designs. + Required business level proficiency in verbal and written communication in both English and Spanish.	+ Ensure that project designs are both aesthetically aligned to Owner requirements and responsive to project goals and Program Guidelines; + Reviewing design documents and making recommendations to the Owners and Designer as to constructability, scheduling, and time of construction. + Confirming the clarity, consistency, and coordination of documentation around design documents. + Performing life-cycle cost analysis and other reviews to maximize the return on the construction investment. + Developing a detailed design schedule and supervising its implementation. + Reviewing design in progress to assure constructability with minimal changes and fewer problems in the field. + Coordinating the development of component cost estimates at every design submittal. + Establishing procedures for the preparation of environmental review records and for obtaining environmental clearance for activities to be performed under the Programs. + Organizing and controlling the Contractor's environmental staff activities.

¹ Additional resources in excess of 1 FTE may be Architect-in-Training (AIT) or Engineering-in-Training (EIT) in lieu of the requirement to be a licensed architect or engineer.

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Key Staff Requirements Position	Roles & Responsibilities
	+ Coordinating environmental related activities with designated PRDOH representatives and regulatory agencies such as the State Historic Preservation Office (SHPO). + Coordinating the preparation of environmental review records for activities to be performed under the Programs. + Coordinating and guiding the team on identification of environmental mitigation measures for the activities to be performed under the Programs. + Preparing reports and keeping all parties informed on the status of environmental review record activities for each project assigned under the Contract. + Maintaining knowledge and familiarity with the policies and procedures established by PRDOH for the procurement of goods and/or services under CDBG-DR and CDBG-MIT. + Coordinating the preparation of complete procurement packages for the goods and/or services necessary to undertake the construction activities of Projects under the Contract. This entails a close working relationship with designers, PRDOH representatives, and other staff to ensure that complete and accurate Scope of Services, Cost Estimates, Evaluation Criteria, Instructions to Proposers/Bidders, and other related documents necessary are submitted to the PRDOH Procurement Division. + Attending pre-bid conferences of procurement processes for Projects assigned under the Contract. + Coordinating efforts for revisions to drawings and specifications, answers to questions and requests for clarifications, and preparation of addenda for procurement processes of Projects assigned under the Contract. + Providing technical assistance to PRDOH and its representatives, as required, during the procurement of goods and/or services for Programs' activities; from pre-solicitation to contract execution. + Coordinating the preparation of contract packages for the execution of contracts with construction contractors and inspection contractors selected by PRDOH through the procurement processes undertaken for Projects assigned under the Contract.

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Key Staff Position	Requirements	Roles & Responsibilities
Project Coordinator	+ 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 experience working with construction projects and their management. + Preferred fluent verbal and written communication skills in both English and Spanish.	+ Maintaining and monitoring project plans, project schedules, work hours, budgets, and expenditures. + Organizing, attending, and participating in stakeholder meetings. + Documenting and following up on important actions and decisions from meetings. + Preparing necessary presentation materials for meetings. + Ensuring project deadlines are met. + Determining project changes. + Providing administrative support as needed. + Undertaking project tasks as required. + Developing and implementing project strategies. + Ensuring projects adhere to frameworks and all documentation is maintained appropriately for each project. + Assess project risk and issues and provide solutions where applicable. + Ensure stakeholder views are managed towards the best solution. + Chair and facilitate meetings where appropriate and distribute minutes to all project team members. + Create a project management calendar for fulfilling each goal and objective.
Project Controls	+ Must have a bachelor's degree or higher education in planning, engineering, architecture, project management, or similar discipline. + Preferred fluent verbal and written communication skills in both English and Spanish.	+ Analysis and reporting data to develop a complete and accurate picture that inform decisions regarding the management, quality, and control of projects. + Identifying, agreeing, and implementing appropriate performance management techniques for the project. This includes identifying trends and deviations from the original plan and recommending appropriate corrective actions. + Developing, setting, and managing baselines (reference levels against which a project is monitored or controlled). + Identifying, applying, and evaluating schedule control techniques, which support the management of progress against a timetable and consider factors such as limited resources and estimating uncertainty. + Identifying, applying, and evaluating cost control techniques to support the monitoring, managing, and reporting of costs.

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Key Staff Position	Requirements	Roles & Responsibilities
		+ Identifying, applying, and evaluating quality control techniques to support the monitoring and managing of quality. + Identifying, applying, and evaluating risk control techniques to inform the risk management process. + Establishing protocols to alter the scope of a project, implementing the protocols when necessary and updating documentation including contracts to develop, maintain, and apply quality management processes for the ongoing project or change initiative.
Scheduler	+ Must have a degree in construction, engineering, architecture, or related technical field. + Must be proficient in the use of scheduling software of Microsoft Project or Primavera. + Must have at least two (2) years of experience with construction scheduling. + Preferred fluent verbal and written communication skills in both English and Spanish.	+ Consulting with project managers and technical experts to set up assignments, tasks, and subtasks. + Developing, implementing, and maintaining an effective scheduling management system. + Coordinating project timelines with different departments, contractors, and external stakeholders. + Monitoring project timelines and deadlines. + Review construction project schedule submittals. + Evaluate and provide recommendation with regards to time impact analysis and/or time extension claims submitted by the construction contractor. + Identifying potential project schedule delays and facilitating intervention in a timely manner. + Evaluating performance and preparing project progress reports. + Accommodating updates and changes to project schedules. + Recommending actions to keep projects within budget and completed on time. + Keeping stakeholders informed of project timelines and deadlines. + Documenting project scheduling processes and maintaining records.

3. TASKS AND SERVICES

The following are the tasks that the Contractor will perform under this Scope of Services.

3.1. Program Management

The Contractor will be responsible for the comprehensive management of every stage of projects assigned under the Contract, beginning with the original concept and project definition, and ending with the project's closeout after construction. The Contractor, under its program manager role, shall always act in the interest of PRDOH and the project owner/sponsor. As part of its program management responsibilities, the

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Contractor will offer advice, unstained by any conflicting interests, on such matters as:

- + Optimum use of available funds;
- + Project scope of services;
- + Project scheduling;
- + Optimum use of design and construction firms' skills and talents;
- + Avoidance of delays, changes, and disputes;
- + Enhancing project design and construction quality;
- + Contracting and procurement; and
- + Cost control and risk management at all stages.

The Contractor will support PRDOH and project owners/sponsors with proven strategies to deliver the best possible projects, on time and within budget. The Contractor shall give the PRDOH and the project owners/sponsors a more effective control of complex construction, delivering high quality finished projects on time and within budget. The Contractor will be the PRDOH's and the project owner's/sponsor's advocate, combining detailed technical knowledge with a commitment to meeting the PRDOH's and the project owner's/sponsor's needs. The Contractor will represent the PRDOH and the project owner/sponsor on crucial areas such as:

- + General project characteristics and performance requirements;
- + Project analysis and selection;
- + Forming a collaborative team of professionals;
- + Coordination of ongoing activities at the project site and any effects on these that the project's construction may have;
- + Development and maintenance of a budgets and comprehensive schedules;
- + Establishment of management and reporting systems to meet PRDOH's requirements;
- + Development of detailed and complete procurement documents to assure timely, responsive, and comparable proposals, while avoiding protests; and
- + Assistance in reviewing and analyzing proposals and selecting contractors.
- + Full collaboration with other PRDOH's contractors, as required.

As pertaining to project selection phase, the Contractor shall:

- + Assist the PRDOH with the evaluation and selection of feasible projects to be implemented using CRC Set-Aside, or SIH-MIT Program funds.
- + Perform a Project Concept Feasibility Analysis to determine if the project's implementation is viable under the CRC Set-Aside, or SIH-MIT Program. The Project Concept Feasibility Analysis shall consider factors such as budget limitations, current conditions of the project site and its buildings, required improvements to meet project goals, environmental considerations, project achievement of risk mitigation, and any other factor that may affect project's feasibility for implementation.

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- + For projects deemed eligible and viable, the Contractor shall coordinate, prepare, gather, and transmit to PRDOH a full agreement package to PRDOH for execution of an agreement with the project owner/sponsor for the project's implementation.

As pertaining to the design phase, the Contractor shall:

- + Control and manage the budget, scheduling, and implementation of design and environmental clearance activities for projects assigned under the Contract. This includes management and control of design activities that may be performed by other entities under contract with PRDOH for implementation of the CRC Set-Aside, SIH and SIH-MIT Program (such as design builder contracted for the implementation of a specific project or bundle of projects).
- + Ensure that project designs are both aesthetically aligned to Owner requirements and responsive to project goals and Program Guidelines;
- + Review design documents and make recommendations to the PRDOH and the project owners/sponsors as to constructability, scheduling, and time of construction;
- + Confirm the clarity, consistency, and coordination of documentation around design documents;
- + Develop a detailed design schedule and supervise its implementation;
- + Review designs to assure constructability with minimal changes and few problems in the field;
- + Develop component cost estimates at every design submittal.
- + Ensure that required permits and endorsements from Regulatory Agencies are obtained.
- + Any other task required to ensure successful completion of design and environmental clearance activities for the project.

As pertaining to the procurement phase, in compliance with the 2 C.F.R. 200 requirements and the Procurement Manual for the CDBG-DR Program, the Contractor shall:

- + Prepare complete procurement packages and make the necessary coordination for the goods and/or services necessary to undertake the construction activities of projects assigned under the Contract. This includes both construction and inspection services procurement.
- + Provide technical assistance in the pre-bid conferences to clarify the project's needs and assure responsive bids.
- + Coordinate efforts for revisions to drawings and specifications, answers to questions and requests for clarification, and preparation of addenda for procurement processes of projects assigned under the Contract.

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- + Provide technical assistance to PRDOH and its representatives, as required, during the procurement of goods and/or services for Programs' activities.
- + Assure that all procurement documents are clear, and all questions are answered.
- + Provide technical assistance, as required, during the evaluation process of proposals received for projects assigned under the Contract.
- + Any other task necessary to ensure the proper, compliant, and successful completion of procurement processes for projects assigned under the Contract.

As pertaining to the construction phase, the Contractor shall:

- + Assure that all contractors, subcontractors, and other participants fully understand the project's design and requirements at every stage, including any permitting or endorsement condition.
- + Deliver timely and clear weekly and monthly reports concerning construction progress, milestones, and other elements, as required by PRDOH. The format of the weekly and monthly reports will be agreed to between the Contractor and PRDOH during the provision of services.
- + Monitor the construction process to anticipate difficulties, identify and document unforeseen conditions, resolve issues early, and keep the work flowing.
- + Corroborate that work milestones are being met and confirm that all construction related expenses have been paid by the construction contractor in a timely manner.
- + Review and recommend Applications for Payment received from other PRDOH vendors including but not limited to construction services contractors and project inspectors.
- + Assure that the contractor provides a safe workplace, both for project works and, in renovations, for individuals who continue to use the facility during construction.
- + Ensure compliance of projects with the provisions of the Uniform Relocation Act (**URA**) guidelines. If tenants are identified, a due diligence must be performed to relocate the tenant, if required, and log appropriate actions.
- + Monitor all construction services contractors' and subcontractors' files and assure compliance with the statutory and regulatory compliance of the Secretary of Labor's requirements with Davis-Bacon and Related Acts (**DBRA**), the Work Hours and Safety Standards Act (**WHSSA**), the Copeland "Anti-Kickback" Act, Fair Housing and Equal Opportunity Standards, and all other applicable federal, state, and local laws and regulations pertaining to labor standards insofar as those acts apply to the execution of the assigned projects under the Contract.
- + Monitor all construction services contractors' and subcontractors' files and assure compliance with the statutory and regulatory compliance of Section 3 of the Housing and Urban Development Act of 1968, as amended and Minority /

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Women Business Enterprise (M/WBE) Business participation requirements.

- + Coordinate the final stages of construction with project inspector, including contractor's punch lists and similar tasks that must be completed before the project's closed out phase.

To perform the aforementioned Program Management Tasks, the Contractor will make use of Key Staff depicted in **Section 2.3**. For the purpose of determining the maximum staff that the Contractor may be able to employ, the framework below shall be followed. Additional FTEs or fractions may be employed after PRDOH's written approval and within the current budget thresholds.

Position	Full Time Equivalent Cap Criteria
Program Manager	+ 1 FTE for the life of the contract
Design and Permitting Coordinator	+ 1 FTE for the life of the contract
Project Coordinator	+ 1 FTE for the life of the contract
Project Controls	+ 1 FTE for the life of the contract
Scheduler	+ 1 FTE for the life of the contract

PRDOH reserves the right to modify the above framework at any time if it considers it in the best interest of the Programs' implementation. Any modification to the framework will be informed in writing to the Contractor and shall not require a contract amendment for it to become effective.

3.2. Design Services

The Contractor will be responsible for the design development and permitting of projects assigned under the Contract. Design development for projects will be performed through phases. The phases will be **(i)** Project Concept Planning and Feasibility Analysis, **(ii)** Preliminary Design, **(iii)** Construction Drawings and Specifications, **(iv)** Services During the Procurement Process, and **(v)** Services During the Construction Phase.

Depending on the project implementation methodology, the Contractor may perform a complete or a partial design development phase. In the case of projects to be implemented using the typical design-bid-construct methodology, the Contractor will perform all stages of the design development for the project. In the case of projects to be implemented using the design-build methodology, the Contractor will perform the Project Concept and Feasibility Analysis, and the Services During the Procurement Process phases.

Design Services do not include the cost of engineering studies necessary for the design development such as test borings, property surveys, or other technical studies that may

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be needed. All these excluded services will be performed by the Contractor, as needed for each project, as Additional Services (See **Section 3.4**).

All necessary drawings for construction shall be prepared in digital format, with drawing templates, scales, and drawing sheets size to be provided. Drawing digital format shall be prepared in AutoCAD (DWG) format. Drawings shall be delivered in Portable Document Format (PDF) as well. All design documents for construction (including drawings, specifications, cost estimates, etc.) shall be certified by a professional engineer or architect licensed to practice in Puerto Rico (as required by Law 173 of August 12, 1998). Specifications and Cost Estimates shall be prepared and formatted in accordance with Master Format Standard from the Construction Specifications Institute (CSI).

For all project implementation methodologies and/or assigned projects where there are existing design documents available, the Contractor shall perform the necessary tasks, as detailed below:

3.2.1. Project Concept Planning and Feasibility Analysis

Out of conferences with the PRDOH and the project owner/sponsor, studies shall be prepared by the Contractor to determine in a schematic way, the nature and purpose of the project, its size, and the relationship of project components and the suitability of the site. The Contractor shall prepare a schematic opinion of probable cost based on the area, volume, or other pertinent data.

The PRDOH or project owner/sponsor will cooperate fully and furnish all the information required for the proposed project, including standards, if any, the exact uses and, the manner in which the PRDOH or project owner/sponsor expects it to operate. If the project is one calling for possible future additions or further extension, the PRDOH or project owner/sponsor will inform the Contractor of such facts and what the expected ultimate expansions might be.

For the Project Concept Planning and Feasibility Analysis Phase the Contractor shall deliver to PRDOH a report containing the following:

- + Project Description (including existing conditions)
- + Location Plan and Aerial Photo
- + Include the project owner's/sponsor's needs assessment as per submitted application
- + The designer's needs assessment, including:
 - **Architectural:** Exit gates, space distribution, site conditions, elevator systems, and others.

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- **Structural Evaluation:** Structural resistance, seismic response, compliance with modern structural codes, and others.
- **Electrical Evaluation:** Lighting system, wiring conditions, electrical devices, compliance with National Electric Code (latest version), electrical capacity, substations and meter banks, and others.
- **Mechanical Evaluation:** Mechanical rooms, HVAC Systems, fire detection and alarm systems, pump systems, valves, gauges, fans, air vents, dampers drains, ducts and access doors, and others.
- **Plumbing Evaluation:** Water distribution systems, fire suppression systems, sewer systems, drainage systems, pipes, fitting, or plumbing fixture, valves, sinks, showers, toilets, lavatories, grease traps and others.
- **Civil Evaluation:** Water distribution on site (meters, valves, fire hydrants and pipes systems), sanitary sewer drainage (building connections, manholes, pipe systems, etc.), pavement, sidewalks, curbs, streets, storm drainage (pipes, catch basins, manholes, headwalls, and capacity), and others.
- **Green Building Standard Evaluation:** Necessary work to comply with an industry recognized Green Building Standard such as ENERGY STAR, Enterprise Green Communities, LEED BD+C, LEED Homes, LEED O+M, LEED ND, ICC-700, EPA Indoor AirPlus, or "Permiso Verde" for new constructions or substantial rehabilitations; and with HUD's Green Building Retrofit Checklist for repairs or rehabilitations. This is only applicable to projects funded with CDBG-DR funds.
- **Accessibility Evaluation:** Include design requirements of the Fair Housing Act, as well as ADA Standards, and Section 504 of the Rehabilitation Act of 1973 (Section 504) and/or the Uniform Federal Accessibility Standards (**UFAS**), as applicable, and to the extent feasible for those sites considered non-substantial repair²;
- **Other needs** to comply with Program Guidelines as determined by the PRDOH, the project owner/sponsor, or the Contractor

- + Project specific analysis of codes, ordinances, and regulations
- + Field inspection reports
- + Toxic Material Assessment (Lead and Asbestos, among others)
- + Findings and Recommendations for Risk Mitigation
- + Recommended Plan of Improvements
- + Schematic Drawings of Planned Improvements
- + Permit Work Plan
- + List of Required Additional Services (studies) needed for the design of the project
- + Schematic construction cost estimate signed and sealed by the professional engineer or architect that prepared the estimate.
- + A recommendation on whether or not the project is feasible as conceptualized with CRC Set-Aside, SIH, and SIH-MIT Programs' budgets, timelines, and eligible activities.

² [HUD Accessibility Requirements for Buildings](#)

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- + Documentation of meeting with project owner/sponsor, residents, users of the facility and other interested parties, documenting their needs and requests as to the proposed improvements of the project (including meeting minutes and list of attendees).

3.2.2. Preliminary Design Services

When the Project Concept Planning and Feasibility Analysis, as a result of conferences and information furnished by the PRDOH or the project owner/sponsor, have been generally determined and the proposed scheme approved, then the Contractor shall proceed with the preliminary drawings of the project. These are drawings, at small scale, showing the location of the project on the site, the general disposition of the principal features, and equipment. At this stage the Contractor should determine any limitations of the site such as structure or buildings lines, zoning, setbacks, etc., and also limitations of existing applicable laws and regulations.

These drawings are developed with plan, elevations, and sections sufficient to fix and illustrate the site and character of the project in all its essential basic particulars including space provision and system layout for data, electrical, and mechanical equipment. The Contractor should also prepare basic outline specifications and include in the same manner other special features or equipment required for the project.

The Contractor shall also at this stage develop such preliminary construction opinion of probable cost pertaining to those preliminary drawings that are the basis for the whole concept of the project. They are important and should be thoroughly studied and understood before proceeding to the next step, the preparation of Construction Drawings and Specifications.

The Contractor shall also provide, as part of this stage of design, all necessary documentation to determine requirements for possible property acquisition for the development of the project, as applicable for each program.

3.2.3. Construction Drawings and Specifications

These are the logical and final development of the foregoing preliminary work and as a result are the instruments of the professional service from which the project is constructed or assembled. These deliverables must explain in substantial detail the extent of the work included and to be performed under the construction contract.

The construction drawings shall give explicit information in terms of dimensions, when required. Schedule of interior finishes shall accompany the construction drawings and

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mark the location of the respective kinds of materials as specified. The specifications shall give information regarding the kind and use of materials and/or equipment.

The Contractor shall furnish as part of the construction drawings sufficient information including scaled details to set forth the requirements including the following information in general:

- + **Site Plans:** Developed from the survey and shall show the following:
 - Location of the project on the site.
 - All building or zoning lines and restrictions.
 - Connections to existing utilities.
 - Sewage disposal system, if trunk sewers are not available.
 - Drainage systems, including inflows, land and building contributions, and runoff disposal and management works.
 - Roads, walks, utilities, landscaping, and other general site improvements, including accessible routes.
 - Normal grading of the proposed structures.
 - All existing foundations or other obstructions.
 - Any other physical characteristics, which might affect the site improvement of the project.
- + **Building Plans:** Should be thoroughly dimensioned and include the following information:
 - If the building is of a complicated nature, a foundation plan showing footings, caissons, piling, drainage pits, etc., occurring below the basement of the lowest levels should be included.
 - Floor plans at an adequate scale. Key drawings may be prepared at a lesser scale.
 - Overall elevations at an adequate scale. Key drawings may be prepared at lesser scale.
 - Sections through the building and sections through stairway particularly those of a special nature, shall be developed at an adequate scale. Sufficient additional sections, as needed, to clearly illustrate the intent shall be developed.
 - Roof plans showing roof pitch, drainage outlets, mechanical and electrical equipment, and other roof top elements, including safety features.
 - Framing plans (except for simple buildings) showing structural members, and other information to illustrate structural requirements. These will include beam, slab, structural walls, columns, and lintel schedules.
 - Floor plans and necessary cross sections showing all plumbing, mechanical, electrical equipment, and data communication components to show relationship between architectural and engineering construction. These drawings should show all piping, conduit arrangements, and diagrams with the location of all fixtures

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shown.

- Detail drawings, at suitable scale, to illustrate adequately special equipment or features.
- Detail of special architectural or engineering features to illustrate the intent and construction requirements.
- Schedules, showing windows, doors, rooms finishes, corridors, stairs, mechanical, electrical and plumbing, etc.
- + **Specifications:** The specifications shall be written in sufficient detail to describe adequately the materials, construction methods, and workmanship. The specifications shall follow an industry standard format, such as the CSI MasterFormat.
- + **General Conditions and Special Conditions:** As applicable to the project. The Contractor shall coordinate General and Special Conditions with the PRDOH and the project owner/sponsor.
- + **Construction Opinion of Cost:** The Contractor shall develop a construction opinion of probable cost pertaining to the Construction Drawings and Specifications.
- + Descriptions of each division of the work describing the materials, their quantity, and the manner of assembling them, if required.

3.2.4. Services During the Procurement Process

Prepare procurement package documents, including, but not limited to, instructions to the bidders, scopes of work, bid form, etc. Assist PRDOH during the procurement process by attending pre-bid meetings, and issuing necessary addenda to clarify proposer's inquiries. Provide Technical Assistance to the PRDOH and the project owner/sponsor in the evaluation phase of the procurement process, if necessary. Assistance shall be provided in the procurement of both construction and inspection services for the projects, and any other procurement process required for the project's completion.

The instructions to offerors should state the conditions surrounding the procurement process, availability of documents and who can participate of the process, due dates, instructions for the submission of bids/proposals, and whether a public opening of the bids will be performed.

The procurement documents must contain references to the bid, payment, and performance bonds, or certified check requirements. Also, it should state the requirements for liquidated damages.

During the procurement evaluation process, the Contractor may assist the PRDOH with the evaluation of technical aspects of the offers submitted, as well with any other technical assistance needed.

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3.2.5. Services During the Construction Phase

Construction Phase Services involve consulting with, and advising, the PRDOH and the project owner/sponsor during construction as the client representative. This service is limited to determining in general terms if the construction is proceeding according to the contract documents. Services during the construction phase include the following:

- + Reviewing for compliance with design concepts, shop, and erection drawings submitted by the contractors.
- + Reviewing laboratory, shop, and test reports on materials and equipment.
- + Visiting the project site at appropriate intervals as construction proceeds to observe and report on the progress and the quality of the executed work, on monthly basis as a minimum, or as required by the project's needs.
- + Issuing instructions from the client to the contractor, issuing necessary interpretations and clarifications of contract documents, preparing change orders requiring special inspections and testing of the work, and making recommendations as to the acceptability of the work.
- + Preparing sketches to resolve problems due to actual field conditions encountered.
- + Determining amounts of progress payments due, based on the degree of completion of the work, and recommending issuance of such payments by the client.
- + Observing and assisting performance test and initial operation of the project.
- + Making final observation and reporting on completion of the project, including recommendations concerning final payments to contractors and release of retainage percentages.
- + Review and evaluate change orders requests from construction contractor, and recommendations from the project inspection, related to additional costs and time extension, in a timely manner. Provide recommendations for the grant management review and final approval by PRDOH.
- + Review final as-built drawings set of the project prepared by the construction contractor, including all changes or modifications implemented during the construction of the project.
- + Preparing record drawings to include any design or construction changes approved during the construction phase utilizing as-built drawings provided by the construction contractor.
- + Assist the client/project owner during the project closeout phase, including but not limited to, the review of Closeout Binder, and operations and maintenance trainings.

3.2.6. Permitting

The Contractor shall identify and obtain all permits and endorsements required for the execution of the projects assigned under the Contract. Regulatory Agencies that must be consulted for permit and endorsement purposes include, but are not limited to, the Office of Permit Management (**OGPe**), the Department of Natural and Environmental

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Resources (**DNER**), the Puerto Rico Fire Department (**PRFD**), the Environmental Quality Board (**EQB**), the Puerto Rico Police Department (**PRPD**), Municipalities, the Department of Spots and Recreation (**DSR**), the Puerto Rico Aqueduct and Sewer Authority (**PRASA**), the Puerto Rico Department of Transportation and Public Works (**DTPW**), the Puerto Rico Electric Power Authority (**PREPA**), the Puerto Rico Telecommunications Bureau (**PRTB**), the Fish and Wildlife Service (**FWS**), the State Historic Preservation Office (**SHPO**), and the Puerto Rico Institute of Culture (**PRIC**). Requests for permits and endorsements will be submitted by the Contractor to Regulatory Agencies as soon as the necessary documents for submission are ready, during any phase of the design process and avoiding negative impacts to the project schedule.

Contractor shall gather all notifications and recommendations from regulatory agencies, address any requests for information, and implement their recommendations to the project's design. Copies of all communications with regulatory agencies regarding permits and endorsements shall be provided to PRDOH as soon as they are available.

Contractor shall obtain all project required permits and endorsements prior to completing the Working Drawings and Specifications phase of the design development.

Contractor shall assure that any requirement or conditions resulting from the permitting/endorsement process of each project is clearly communicated to bidders during construction procurement process.

3.3. Environmental

The Contractor will be responsible for obtaining environmental clearance through an Environmental Review of the proposed activities for the project. For this, the Contractor will perform the following activities:

3.3.1. Environmental Surveys and Assessments

The services required under this task include, but are not limited to, the completion of environmental site assessments.

- + A field observation report will be required on every project structure/location to assess the visible aspects of the structure. This includes obtaining a GPS location (to six figures after the decimal point), photographs to assist in defining the structure, a visual determination if there are any potential environmental concerns, and other items of interest.
- + Perform hazardous materials Environmental Site Assessments (ESAs).
- + Perform a record review to obtain and review records that will help identify recognized environmental conditions in connection with the property.

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- + Perform field observations and testing to determine if a project site is contaminated from past or present on-site and/or off-site activities, including, at minimum, undertaking Phase I consistent with applicable American Society for the Testing of Material protocols.
- + Where contamination is present, identify the appropriate mitigation measure, the contaminant of concern, and the location of the contaminant.
- + The Contractor must notify PRDOH of any other requirements, studies, reviews, and/or assessments.

3.3.2. Environmental Review

To perform the projects' environmental reviews the Contractor must initiate meetings with PRDOH and project owner/sponsor staff, as well as any other pertinent stakeholders. For each project, the Contractor will conduct environmental reviews, including the preparation of required publication notices on an as-needed basis with the required level of clearance. The Contractor will coordinate with PRDOH the publication of notices. Publication costs will be assumed by PRDOH or may be reimbursed to the Contractor under Task 3.5 – Reimbursable Expenses.

Environmental reviews must, at minimum, comply with the requirements of the Supplemental Appropriations for Disaster Relief Requirements, 2017 (Public Law 115- 56), the National Environmental Public Policy Act (Including implementation regulations at 40 CFR 1500 and 25 CFR 58), the Environmental Public Policy Act of Puerto Rico, as amended (Law Num 416-2004), and the Puerto Rico Permit Process Reform, as amended (Law Num. 161-2009) along with any other local environmental review requirements. For each project, the Contractor will create an Environmental Review Record (ERR) meeting the aforementioned legal requirements and documenting PRDOH's review and compliance with the federal authorities listed in 24 CFR 58. This will include structure verification of dates of construction with aerial images, and the preparation of forms, as needed, by staff meeting the Secretary of Interior's (SOI) Professional Qualifications Standards for Architecture or Architecture History for submission to the State Historic Preservation Office (SHPO) to comply with consultation requirements set forth in the Programmatic Agreement between SHPO, FEMA, HUD, COR3, and PRDOH.

The Contractor will evaluate the feasibility of the proposed project in relation to the required level of environmental review and make recommendation to PRDOH as to the appropriate level of review (e.g. Exempt, Categorically Excluded, Environmental Assessment, Environmental Impact Statement, etc.). The Contractor will be responsible for coordinating with the PRDOH, the project owner/sponsor, and the regulatory agencies to assure permits and/or compliance documentation is obtained for each

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The Contractor will evaluate comments and questions received during the public comment period of ERRs and support the PRDOH in addressing such comments, modifying, and updating the ERR documentation accordingly. The Contractor shall also prepare and submit to PRDOH the Requests for Release of Funds (RROF).

Contractor shall assure that any requirement or conditions resulting from the Environmental Review process of each project is clearly communicated to bidders during construction procurement process.

3.4. **Additional Services**

In addition to the traditional management, design, permitting, and environmental services included in this Scope of Services, some projects may require additional services, surveys, studies, and tests for the Contractor to deliver a complete and thorough design. These are considered Additional Services by PRDOH. For such services, the Contract will include an allowance.

Whenever Additional Services are required, the Contractor shall develop an Additional Service Work Plan, including a justification of need for the service, the scope of work, the credentials of the staff to perform the services, a schedule, the costs, and a list of deliverables to be prepared. The Additional Service Work Plan shall be submitted by the Contractor to the PRDOH through a Request for Approval (**RFA**) for approval prior to the Contractor performing the services. PRDOH will evaluate each Additional Service for need and cost reasonableness and, if determined to be of need and in the best interest of the project, approve the performance of the services by the Contractor. No Additional Service shall be performed by the Contractor without the written approval of PRDOH.

If the cost of any Additional Services is more than \$10,000 (the micro purchase procurement threshold) then the Contractor shall submit to PRDOH at least three (3) economic proposals for the Additional Services. These three (3) economic proposals must be from different Subcontractors for the performance of the Additional Services. One of the economic proposals may consider the performance of the Additional Service with the Contractor's own staff, if the Contractor has the internal capacity to perform them.

Additional Services include, but are not limited to:

- + **Land Surveys** (boundary surveys, ALTA surveys, topographic surveys, location surveys, mortgage surveys, subdivision surveys, new construction surveys, etc.)

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- + **Hazardous Material Studies and Development of Abatement Plans** (lead containing materials, asbestos containing materials, etc.)
 - + **Geotechnical Studies** (drilling works, soil sampling and investigations, rotary core drilling and rock sampling, standard penetration tests, field vane shear tests, cone penetration tests, etc.)
 - + **Structural Studies** (radiographic testing, ultrasonic testing, infrared thermography inspection, etc.)
 - + **Hydrological Studies** (catchment analysis, catchment flows, rainfall analysis, hydrogeology, overland flow/runoff assessment, watercourse hydraulics, flood risk assessment, drainage impact statement, etc.)
 - + **Transportation/Traffic Studies** (traffic signal studies, traffic signal warrants, intersection turning movement counts, intersection delay, gap studies, non-motorized volume studies, vehicle spot speed studies, travel time and delay studies, etc.)
 - + **Environmental Studies** (wetland evaluations and delineations, historical and archeological studies and monitoring, phase II environmental site assessments, etc.)
 - + **Peer Reviews** of designs performed by other third parties. The Contractor will be required to perform peer reviews of designs performed by others, such as when a project is implemented through the design-build methodology and the design is completed by the selected design-build firm.

All Additional Services shall be prepared in compliance with applicable federal, state, and local codes, regulations, and laws, and whenever applicable, shall be prepared and certified by competent professional with the proper authorizations to perform the work.

3.5. Reimbursable Expenses

For the proposer to adequately complete all tasks under this Scope of Services, there are certain costs established by law or regulation that must be paid. These costs include mandatory fees of the Puerto Rico College of Engineers and Land Surveyors (**CIAPR** for its Spanish acronym), permit taxes (aranceles), and permit application fees. These costs will be paid by the Contractor to the corresponding entities and presented for reimbursement to the PRDOH. The PRDOH will reimburse the direct costs incurred by the Contractor on the fees. For this purpose, the Contract includes an allowance out of which reimbursable costs will be paid by PRDOH.

3.6. Architectural Design Guidelines and Outline Specifications (CRC Set-aside)

An important task for the CRC Set-Aside will be the preparation and establishment of formal guidance as to the expected standards for the design of a CRC, following a "kit of parts" approach. This design guideline shall establish:

- + The basic components of a CRC, including recommended spatial considerations

and agencies

- + Alternate additions to the basic CRC based on needs and specific regional considerations
- + Establishment of a level of quality for building materials, equipment, systems, components, and FF&E
- + Description of recommended sustainable design features
- + Preparation of Outline Specifications

These documents will serve as the basis of design for all CRCs and will be published as a part of the RFP documents as the standard of quality for these centers.

4. TIMEFRAMES OF PERFORMANCE

The Contractor shall complete project assignments within the following timeframes:

Task / Services	Timeframes
Architectural Guidelines and Specifications (CRC Set-aside)	Design Outline Deliverables submitted within ninety (90) calendar days of the PRDOH's request to perform the task.
Project Concept Planning and Feasibility Analysis	Deliverables submitted within ninety (90) calendar days of project assignment.
Preliminary Design	As agreed between the PRDOH and the Contractor for each specific project.
Working Drawings and Specifications & Environmental Review	As agreed between the PRDOH and the Contractor for each specific project.
Services During the Procurement Process	Complete procurement packages submitted to PRDOH to initiate the procurement process within fifteen (15) days of completing the Working Drawings and Specifications phase.

5. SPECIAL PROVISIONS

The services provided by the Contractor shall adhere to the following Special Provisions:

5.1. Compliance with Laws, Codes, Ordinances, and Regulations

The Contractor shall perform the required services in compliance with all applicable Federal, State, and Local laws, codes, ordinances, and regulations, except as modified by any waivers. The Contractor shall prepare construction documents required for approval by all governmental agencies having jurisdiction over the project. The Contractor shall make changes in the design documents necessary to obtain governmental approval without additional compensation or reimbursement, except when, during the development of designs but prior to a construction permit being acquired, revisions are made to applicable codes or regulations that required changes to design work already completed by the Contractor. The Contractor, however, is

obligated to notify PRDOH of any significant code or regulatory change affecting the work within thirty (30) days of the change occurrence, and such notification shall be required in order for the Contractor to be entitled to any additional compensation or reimbursement. Said additional compensation must be formalized between the parties.

5.2. Constraints of Project Funding Limitations

The Contractor shall perform the design services required under the Contract in such a manner as to cause an award of a construction contract that does not exceed the budgeted construction cost established by the PRDOH for projects. This fixed limit shall be known as the Maximum Construction Contract Cost. The amount may be modified by PRDOH when deemed in the best interest of the project's implementation and the Programs.

5.3. Accuracy of Cost Estimates

Cost Estimates prepared by the Contractor will be used by PRDOH as its Independent Cost Estimate (**ICE**) for the procurement projects' construction activities. It is of the utmost importance that the Contractor provides complete and accurate cost estimates of the construction activities for the project.

The Contractors are responsible for preparing the ICE with sufficient detail and descriptive information that allows the PRDOH to adequately evaluate the economic proposals received for the construction of the projects. Documentation must be present the considerations and assumptions related to cost elements that have a risk that could potentially increase the total construction cost significantly, this includes material availability, labor cost or site conditions. The Contractor and PRDOH will agree to a standard format for cost estimates during the provision of services.

Therefore, whenever bids received, as a result of procurement processes, are substantially higher than the Contractor's Construction Cost Estimates, the Contractor must analyze its cost estimate and the bid construction costs received by PRDOH and present a justified determination on either:

- + The cost estimate presented to PRDOH being flawed, thereby triggering redesigns, rebids, and other services necessary to cause an award of a construction contract within the allocated project budgets, without additional compensation or reimbursement from PRDOH to the Contractor; or
- + The construction bids received being of unreasonably high costs due to market volatility, speculation, or any other factor that may influence the costs presented by prospective construction contractors. Under this situation the Contractor may be entitled to additional compensation of the PRDOH determines to further pursue the award of a construction contract for the Project.

END OF SCOPE OF SERVICES

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ATTACHMENT C

COMPENSATION SCHEDULE

Integra Design Group, PSC

Architectural, Engineering, and Management Services

Request for Proposals No. CDBG-DRMIT-RFP-2022-01

(Revised for Amendment B)

The following sections contains cost information that considers the hours worked and hourly rates for each staff, task or unit completed by the Architectural, Engineering and Management firms through their Price Form in compliance with the Request for Proposals (**RFP**) CDBG-DRMIT-RFP-2022-01.

The Procurement Division recommends allocating Integra Design Group, PSC (**Integra**) to SIH-MIT and SIH Programs. In case of discrepancy between the Price Form and the Compensation Schedule, the Price Form will prevail.

Table 1 presents a summary of the rates presented by Integra.

Table 1: Integra Rates for SIH-MIT and SIH Programs

ID Task	Quantity [A]	Units [B]	Unit Cost ⁽¹⁾ [C]	Total Cost [D = A x C]
Integra Rates for SIH-MIT				
A 3.1: Program Management	1	Lump Sum	\$7,192,800.00	\$7,192,800.00
B 3.2.1: Project Concept Planning and Feasibility Analysis	40	Projects	\$35,000.00	\$1,400,000.00
C 3.2.2: Preliminary Design	40	Projects	\$35,000.00	\$1,400,000.00
D 3.2.3: Working Drawings and Specifications	40	Projects	\$75,000.00	\$3,000,000.00
E 3.2.4: Services During the Procurement Phase	40	Projects	\$10,000.00	\$400,000.00
F 3.2.5: Services During the Construction Phase	40	Projects	\$35,000.00	\$1,400,000.00
G 3.3: Environmental	40	Projects	\$3,500.00	\$140,000.00
H 3.4: Additional Services Allowance	1	Allowance	\$2,600,000.00	\$2,600,000.00
I 3.5: Reimbursable Expenses	1	Allowance	\$529,000.00	\$529,000.00
J Subtotal Proposal Cost for SIH-MIT Program ⁽²⁾				\$18,061,800.00
Integra Rates for SIH				
K 3.1: Program Management	1	Lump Sum	\$1,004,800.00	\$1,004,800.00
L 3.2.1: Project Concept Planning and Feasibility Analysis	3	Projects	\$35,000.00	\$105,000.00
M 3.2.2: Preliminary Design	3	Projects	\$35,000.00	\$105,000.00
N 3.2.3: Working Drawings and Specifications	3	Projects	\$75,000.00	\$225,000.00
O 3.2.4: Services During the Procurement Phase	6	Projects	\$10,000.00	\$60,000.00
P 3.2.5: Services During the Construction Phase	6	Projects	\$35,000.00	\$210,000.00
Q 3.3: Environmental	6	Projects	\$3,500.00	\$21,000.00
R 3.4: Additional Services Allowance	1	Allowance	\$75,000.00	\$75,000.00
S 3.5: Reimbursable Expenses	1	Allowance	\$75,000.00	\$75,000.00
T Subtotal Proposal Cost for SIH Program ⁽²⁾				\$1,880,800.00
U Total Proposal Cost for SIH-MIT and SIH Programs				\$19,942,600.00

Notes on Total Proposal Cost for SIH-MIT and SIH Programs

1. **Unit Costs** to be used for the purpose of calculating the Total Proposal Costs for SIH-MIT Program are as follows:
- a. For **Task 3.1: Program Management** the Proposer will use the proposed cost in the SIH-MIT and SIH Programs Positions Total Cost (Column [C] from Table 02) in the Task 3.1: Program Management Proposal Table.
 - b. For **Task 3.2: Design Services** (including **Subtasks 3.2.1, 3.2.2, 3.2.3, 3.2.4, and 3.2.5**) the Proposer will use the proposed costs that correspond to a Category 2 Project with a Construction Cost Range of \$1.5M to \$2M in the Task 3.2: Design Services Proposal Table (Table 03).
 - c. For **Task 3.3: Environmental** the Proposer will use the proposed cost of a Non-Residential Environmental Assessment (Column [C] from Table 04) in the Task 3.3: Environmental Proposal Table.
2. **Total Proposal Cost for SIH-MIT and SIH Programs** represents the total proposed cost for Architectural, Engineering, and Management Services under the SIH-MIT Program if the Proposer is awarded a contract by PRDOH; assuming forty (40) Category 2 Projects for SIH-MIT; three (3) Category 2 Projects for ID Tasks 3.2.1- 3.2.3 for SIH and six (6) Category 2 Projects with ID Task 3.2.4, 3.2.5 and 3.3 for SIH; with a construction cost range between \$1.5M and \$2M and that all environmental reviews will have a Non-Residential Environmental Assessment Level of Review. The actual costs to be paid to the Contractor for design and environmental services in each project will be established based on Project Category, Construction Cost Range, and Level of Environmental Review of the specific project.

Program Management Task

Table 2 shows the Program Management Task estimated quantity of hours, rate per hour, and estimated cost per position for the term of thirty-six (36) months.

Table 2: Program Management

Position	Estimated Quantity of Hours ⁽¹⁾	Rate Per Hour ⁽²⁾	Estimated Total Cost Per Position ⁽³⁾
	[A]	[B]	[C = A x B]
Program Management Task of the SIH-MIT Program			
Program Manager	6,480	\$160.00	\$1,036,800.00
Design and Permitting Coordinator	6,480	\$125.00 ⁽⁶⁾	\$810,000.00 ⁽⁶⁾
Project Coordinator	32,400	\$80.00	\$2,592,000.00
Project Control	19,440	\$75.00	\$1,458,000.00
Scheduler	16,200	\$80.00	\$1,296,000.00
SIH-MIT Program Positions Subtotal Cost ⁽⁴⁾			\$7,192,800.00

Amendment B to the Architectural, Engineering, and Management Services Agreement
Between the PRDOH and Integra Design Group PSC
For the Community Resilience Centers Set-Aside, Social Interest Housing Program
and Social Interest Housing Mitigation Program under CDBG-DR/MIT
Attachment C: Compensation Schedule
Page 3 / 7

Program Management Task of the SIH Program			
Program Manager	2,100	\$160.00	\$336,000.00
Design and Permitting Coordinator	910	\$125.00 ⁽⁶⁾	\$113,750.00 ⁽⁶⁾
Project Coordinator	4,700	\$80.00	\$376,000.00
Project Control	2,014	\$75.00	\$151,050.00
Scheduler	350	\$80.00	\$28,000.00
SIH Program Positions Subtotal Cost ⁽⁴⁾			\$1,004,800.00
SIH-MIT and SIH Programs Positions Total Cost			\$8,197,600.00

Notes on Program Management Task

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(1) **Estimated Quantity of Hours** represents the expected level of effort in hours for each of the positions for the initial three (3) year contract term. Should not be interpreted as a cap on the allowed level of effort per position. Cost caps are established in Notes 4 below.

(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. Cost caps are established in Note 4 below.

(4) **MIT and DR Programs Positions Total Cost** represents the maximum amount that the Contractor is allowed to invoice for the positions of Program Manager, Design and Permitting Coordinator, Project Coordinator, Project Controls, and Scheduler under the Program Management Task for the SIH-MIT and SIH Programs. An individual position may invoice for an amount greater than that established in the Estimated Total Cost Per Position; but the total amount to be invoiced for the group of positions may not exceed the **SIH-MIT and SIH Programs Positions Total Cost**. Contractor must exercise caution in accurately managing the MIT and DR Programs Subtotal Costs to ensure continued ability to provide services throughout the life of the contract.

(5) **Design and Permitting Coordinator** resources that are not a licensed architect or engineer will charge a **Rate per Hour** of \$112.50.

(6) For the purpose of calculating the **Estimated Total Cost Per Position** for the **Design and Permitting Coordinator**, it is assumed that all hours were invoiced by a licensed architect or engineer resource.

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Design Services Task

Table 2 shows the Design Services Task estimated cost per project.

Table 3: Design Services

Subtask	Project Construction Cost Range ⁽¹⁾⁽²⁾⁽³⁾⁽⁴⁾					
	\$0 - \$500k	\$500k - \$1M	\$1M - \$1.5M	\$1.5M - \$2M	\$2M - \$2.5M	\$2.5M - \$3M
3.2.1: Project Concept Planning and Feasibility Analysis	\$15,500.00	\$20,500.00	\$30,000.00	\$35,000.00	\$42,000.00	\$47,000.00
3.2.2: Preliminary Design	\$10,000.00	\$18,000.00	\$25,000.00	\$35,000.00	\$40,000.00	\$50,000.00
3.2.3: Working Drawings and Specifications	\$22,000.00	\$50,000.00	\$58,000.00	\$75,000.00	\$100,000.00	\$128,000.00
3.2.4: Services During the Procurement Phase	\$10,000.00	\$10,000.00	\$15,000.00	\$10,000.00	\$10,000.00	\$15,000.00
3.2.5: Services During the Construction Phase	\$12,000.00	\$20,000.00	\$25,000.00	\$35,000.00	\$45,000.00	\$50,000.00

Subtask	Project Construction Cost Range ⁽¹⁾⁽²⁾⁽³⁾⁽⁴⁾					
	\$3M - \$4M	\$4M - \$5M	\$5M - \$6M	\$6M - \$7M	\$7M - \$8M	\$8M - \$9M
3.2.1: Project Concept Planning and Feasibility Analysis	\$45,000.00	\$55,000.00	\$67,000.00	\$78,500.00	\$90,000.00	\$101,000.00
3.2.2: Preliminary Design	\$60,000.00	\$75,000.00	\$90,000.00	\$105,000.00	\$120,000.00	\$135,000.00
3.2.3: Working Drawings and Specifications	\$175,000.00	\$225,000.00	\$275,000.00	\$320,000.00	\$370,000.00	\$315,000.00
3.2.4: Services During the Procurement Phase	\$15,000.00	\$15,000.00	\$15,000.00	\$20,000.00	\$20,000.00	\$20,000.00
3.2.5: Services During the Construction Phase	\$60,000.00	\$75,000.00	\$75,000.00	\$105,000.00	\$115,000.00	\$125,000.00

Subtask	Project Construction Cost Range ⁽¹⁾⁽²⁾⁽³⁾⁽⁴⁾		
	\$9M - \$10M	\$10M - \$12.5M	\$12.5M - \$15M
3.2.1: Project Concept Planning and Feasibility Analysis	\$112,000.00	\$132,000.00	\$160,000.00
3.2.2: Preliminary Design	\$150,000.00	\$175,000.00	\$214,000.00
3.2.3: Working Drawings and Specifications	\$465,000.00	\$550,000.00	\$640,000.00
3.2.4: Services During the Procurement Phase	\$20,000.00	\$25,000.00	\$25,000.00
3.2.5: Services During the Construction Phase	\$135,000.00	\$155,000.00	\$190,000.00

Notes on Design Services

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- (1) **Project Construction Cost Range** represents the cost range under which projects funded through the SIH-MIT is expected to fall.
 - (2) All costs to be proposed for design services shall be under the assumption of a Project Category 2 as set forth in the Manual for Professional Practices and Guidelines for the Compensation of Professional Services of the College of Engineers and Land Surveyors of Puerto Rico (**CIAPR**).
 - (3) The Contractor will be compensated for each project's design services based on the estimated cost and under which Project Construction Cost Range such actual construction costs fall. The Contractor's compensation for each project's design will also be dependent on the actual Project Category as established in the Manual for Professional Practices and Guidelines for the Compensation of Professional Services of the CIAPR. To establish compensation for Project Categories 1, 3, 4, and 5 the following will apply:
 - a. For Project Category 1 the proposed costs of the Contractor will be multiplied by a factor of 0.8 as established in the Manual for Professional Practices and Guidelines for the Compensation of Professional Services of the CIAPR.
 - b. For Project Category 3 the proposed costs of the Contractor will be multiplied by a factor of 1.108 as established in the Manual for Professional Practices and Guidelines for the Compensation of Professional Services of the CIAPR.
 - c. For Project Category 4 the proposed costs of the Contractor will be multiplied by a factor of 1.20 as established in the Manual for Professional Practices and Guidelines for the Compensation of Professional Services of the CIAPR.
 - d. For Project Category 5 the proposed costs of the Contractor will be multiplied by a factor of 1.30 as established in the Manual for Professional Practices and Guidelines for the Compensation of Professional Services of the CIAPR.
 - (4) Design services costs include all tasks and services associated with each subtask, including costs associated to Subtask 3.2.6: Permitting, as included in the Scope of Work. The cost must include all expenses, including incidental, taxes, profit, as well as any other administrative costs associated with the services. For the purpose of clarity, the cost of mandatory fees of the CIAPR, permit taxes (*aranceles*), and permit application fees, among other costs or fees established by law or regulation are not included as part of the Design Services. These costs will be reimbursed to the Contractor, at cost, through the allowance for Task 3.5: Reimbursable Expenses.

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Environmental Task

Table 2 shows the Environmental Task estimated unit cost per project.

Table 4: Environmental

Level of Environmental Review [A]	Assumptions [B]	Proposed Unit Cost ⁽¹⁾ [C]
Exempt	None	\$950.00
Categorical Exclusion Not Subject to 58.5	None	\$1,750.00
Categorical Exclusion Subject to 58.5	Consultation with SHPO and related activities included. 8-Step Process Publication Costs not Included. NOI/RROF Publication Costs not Included. FONSI Publication Costs not included.	\$2,200.00
Non-Residential Environmental Assessment	Consultation with SHPO and related activities included. 8-Step Process Publication Costs not Included. NOI/RROF Publication Costs not Included. FONSI Publication Costs not included. Phase I ESA not included.	\$3,500.00
Residential Environmental Assessment	Consultation with SHPO and related activities included. 8-Step Process Publication Costs not Included. NOI/RROF Publication Costs not Included. FONSI Publication Costs not included. Includes a Phase I ESA and a Noise Study.	\$3,500.00

Notes on Task 3.3: Environmental

- (1) **Proposed Unit Cost** includes overhead, profit, royalties, reimbursements, travel, fringe benefits, taxes, as well as any other additional fees and administrative costs applicable to the services.
- (2) The Contractor will be compensated for each project's environmental services based on the actual level of environmental review required for the project.
- (3) If additional environmental review services to those included in Task 3.3: Environmental become necessary for a specific project then such tasks will be compensated to the Contractor through Task 3.4: Additional Services.

Additional Services (Allowance)

Table 2 5 shows the Additional Services for the SIH-MIT and SIH Programs. Some projects may require additional services, surveys, studies, and tests for the Contractor to deliver a complete and thorough design. These are considered Additional Services by PRDOH. Estimated amounts of allowances for SIH-MIT and SIH Programs are depicted in the table below.

Table 5: Additional Services

Additional Services Allowance	Allowance Amount
SIH-MIT Program	\$2,600,000.00
SIH Program	\$75,000.00
Total Additional Services Allowance	\$2,675,000.00

Whenever Additional Services are required, the Contractor shall develop an Additional Service Work Plan, including a justification of need for the service, the scope of work, the credentials of the staff to perform the services, a schedule, the costs, and a list of deliverables to be prepared. The Additional Service Work Plan shall be submitted by the Contractor to the PRDOH through a Request for Approval (RFA) for approval prior to the Contractor performing the services. PRDOH will evaluate each Additional Service for need and cost reasonableness and, if determined to be of need and in the best interest of the project, approve the performance of the services by the Contractor. No Additional Service shall be performed by the Contractor without the written approval of PRDOH.

If the cost of any Additional Services is more than \$10,000 (the micro purchase procurement threshold), then the Contractor shall submit to PRDOH at least three (3) economic proposals for the Additional Services. These three (3) economic proposals must be from different Subcontractors for the performance of the Additional Services. One of the economic proposals may consider the performance of the Additional Service with the Contractor's own staff, if the Contractor has the internal capacity to perform them.

Reimbursable Expenses

For the Contractor to adequately complete all tasks under the Scope of Services, there are certain costs established by law or regulation that must be paid. These costs include mandatory fees of the Puerto Rico College of Engineers and Land Surveyors (CIAPR for its Spanish acronym), permit taxes (aranceles), and permit application fees. These costs will be paid by the Contractor to the corresponding entities and presented for reimbursement to the PRDOH. The PRDOH will reimburse the direct costs incurred by the Contractor on the fees. Estimated amount of allowance for the SIH-MIT and SIH Programs are depicted in the table below.

Table 6: Reimbursable Expenses

Reimbursable Expenses Allowance	Allowance Amount
SIH-MIT Program	\$529,000.00
SIH Program	\$75,000.00
Total Reimbursable Expenses Allowance for SIH-MIT and SIH	\$604,000.00

The Puerto Rico Department of Housing (PRDOH) reserves the right to re-distribute the amounts shown above if benefits the Programs successful implementation without modifying the Total Contract Cost Awarded. The PRDOH may evaluate the need for re-distribution, and if determined the redistribution is in benefits of the Programs and the available balance of funds is validated, the PRDOH will provide written confirmation. Until the written confirmation is submitted by the PRDOH, the redistribution cannot be considered as authorized. A re-distribution of funds, as described here shall be considered binding and will not require an amendment to this contract.

END OF COMPENSATION SCHEDULE.



DEPARTMENT OF

HOUSING

GOVERNMENT OF PUERTO RICO

ATTACHMENT III

ATTACHMENT F

HUD GENERAL PROVISIONS

Given that the Contract involves funds for which the U.S. Department of Housing and Urban Development (**HUD**) is the oversight agency, the following terms and conditions may apply to this Contract. In addition, Contractor shall comply with the Federal Labor Standards Provisions set forth in Form HUD-4010, available at <https://www.hud.gov/sites/dfiles/OCHCO/documents/4010.pdf> and must include Form HUD-4010 clauses as an appendix, or by reference, to all covered contracts. Also, contractors and subcontractors are required to insert them in any lower-tier subcontracts.

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The terms and conditions outlined in this document (HUD General Provisions) must be included in their entirety by the CONTRACTOR in all purchase orders or subcontracts that are directly related to the Agreement, even though some of the terms and conditions might not apply to a particular kind of purchase order or subcontract.

These general provisions may be updated from time to time. It is the sole responsibility of the CONTRACTOR to be aware of any changes hereto, to amend and implement such changes and to ensure subcontracts terms and conditions are modified as necessary, if any.

General Provisions:

1. PROVISIONS REQUIRED BY LAW DEEMED INSERTED

Each and every provision of law and clause required by law to be inserted in this Contract shall be deemed to be inserted herein and the Contract shall be read and enforced as though it were included herein, and if through mistake or otherwise any such provision is not inserted, or is not correctly inserted, then upon the application of either party, the Contract shall forthwith be physically amended to make such insertion or correction.

2. STATUTORY AND REGULATORY COMPLIANCE

CONTRACTOR shall comply with all laws and regulations applicable to the Community Development Block Grant-Disaster Recovery funds appropriated by: the Continuing Appropriations Act, 2018, and Supplemental Appropriations for Disaster Relief Requirements, 2017 (**Pub. L. 115-56**) approved on September 8, 2017, as amended; the Bipartisan Budget Act of 2018 (**Pub. L. 115-123**) approved on February 9, 2018, as amended; the Additional Supplemental Appropriations for Disaster Relief Act, 2019, (**Pub. L. 116-20**) approved on June 6, 2019, as amended; as well as including, but not limited, to the applicable Office of Management and Budget Circulars, which may impact the administration of funds and/or set forth certain cost principles, including if certain expenses are allowed.

3. BREACH OF CONTRACT TERMS

The Puerto Rico Department of Housing (**PRDOH**) reserves its right to all administrative, contractual, or legal remedies, including but not limited to suspension or termination of this Contract, in instances where the CONTRACTOR or any of its subcontractors violate or breach any Contract term. If the CONTRACTOR or any of its subcontractors violate or breach any Contract term, they shall be subject to such sanctions and penalties as may be appropriate. The duties and obligations imposed by the Contract documents, and the rights and remedies available thereunder shall be in addition to and not a limitation of any duties, obligations, rights and remedies otherwise imposed or available by law.

4. REPORTING REQUIREMENTS

The CONTRACTOR shall complete and submit all reports, in such form and according to such schedule, as may be required by PRDOH and/or the Government of Puerto Rico. The CONTRACTOR shall cooperate with all the PRDOH and/or the Government of Puerto Rico efforts to comply with HUD requirements and regulations pertaining to reporting, including but not limited to 24 C.F.R. §§ 85.40-41 (or 84.50-52, if applicable) and § 570.507, when applicable.

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5. ACCESS TO RECORDS

The Government of Puerto Rico, the PRDOH, HUD, the Comptroller General of the United States, or any of their duly authorized representatives, shall have, at any time and from time to time during normal business hours, access to any work product, books, documents, papers, and records of the CONTRACTOR which are related to this Contract, for the purpose of inspection, audits, examinations, and making excerpts, copies and transcriptions.

6. MAINTENANCE/RETENTION OF RECORDS

All records (files, data, work product) connected with this Contract will be turned over to PRDOH following the Agreement termination to be maintained for the remainder of the grant and post grant closeout.

7. SMALL AND MINORITY FIRMS, WOMEN'S BUSINESS ENTERPRISES, AND LABOR SURPLUS AREA FIRMS

The CONTRACTOR will take necessary affirmative steps to assure that minority firms, women's business enterprises, and labor surplus area firms are used in subcontracting and purchases from material suppliers when possible. Steps include, but are not limited to:

- (i) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
- (ii) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
- (iii) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority business, and women's business enterprises;
- (iv) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority business, and women's business enterprises; and
- (v) Using the services and assistance of the Small Business Administration, and the Minority Business Development Agency of the Department of Commerce.

Additionally, for contracts of **\$10,000 or more**, the CONTRACTOR shall comply with PRDOH established quarterly reporting regarding contract and subcontract activity.

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This will enable PRDOH to complete federal reporting on all efforts to HUD as per the previously used HUD Form 2516 (Contract and Subcontract Activity) and data requested on this form.

8. RIGHTS TO INVENTIONS MADE UNDER A CONTRACT OR AGREEMENT

Contracts or agreements for the performance of experimental, developmental, or research work shall provide for the rights of the Federal Government and the recipient in any resulting invention in accordance with 37 C.F.R. Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements", and any implementing regulations issued by HUD.

9. TITLE VI OF THE CIVIL RIGHTS ACT OF 1964

 The Proposer will comply with the provisions of Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin in any program or activity that receives Federal funds or other Federal financial assistance. Programs that receive Federal funds cannot distinguish among individuals on the basis of race, color or national origin, either directly or indirectly, in the types, quantity, quality or timelines of program services, aids or benefits that they provide or the manner in which they provide them. This prohibition applies to intentional discrimination as well as to procedures, criteria or methods of administration that appear neutral but have a discriminatory effect on individuals because of their race, color, or national origin. Policies and practices that have such an effect must be eliminated unless a recipient can show that they were necessary to achieve a legitimate nondiscriminatory objective.

10. SECTION 109 OF THE HOUSING AND COMMUNITY DEVELOPMENT ACT OF 1974

The CONTRACTOR shall comply with the provisions of Section 109 of the Housing and Community Development Act of 1974. No person in the United States shall on the grounds of race, color, national origin, religion or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with funds made available under this title. Section 109 further provides that discrimination on the basis of age under the Age

Discrimination Act of 1975 or with respect to an otherwise qualified handicapped individual as provided in Section 504 of the Rehabilitation Act of 1973, as amended, is prohibited.

11. SECTION 504 OF THE REHABILITATION ACT OF 1973

The CONTRACTOR shall comply with Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794), as amended, and any applicable regulations.

The CONTRACTOR agrees that no qualified individual with handicaps shall, solely on the basis of handicap, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity that receives Federal financial assistance from HUD.

12. AGE DISCRIMINATION ACT OF 1975

The CONTRACTOR shall comply with the Age Discrimination Act of 1975 (42 U.S.C. § 6101 *et seq.*), as amended, and any applicable regulations. No person in the United States shall, on the basis of age, be excluded from participation in, be denied the benefits of, or be subjected to, discrimination under, any program or activity receiving Federal financial assistance.

13. DEBARMENT, SUSPENSION, AND INELIGIBILITY

The CONTRACTOR represents and warrants that it and its subcontractors are not debarred or suspended or otherwise excluded from or ineligible for participation in Federal assistance programs subject to 2 C.F.R. Part 2424.

14. CONFLICTS OF INTEREST

The CONTRACTOR shall notify the PRDOH as soon as possible if this Contract or any aspect related to the anticipated work under this Contract raises an actual or potential conflict of interest (as defined at 24 C.F.R. §578.95; 24 C.F.R. §570.489(g) and (h); and 24 C.F.R. §570.611, if applicable). The CONTRACTOR shall explain the actual or potential conflict in writing in sufficient detail so that the PRDOH is able to assess such actual or potential conflict. The CONTRACTOR shall provide the PRDOH any additional information necessary to fully assess and address such actual or potential conflict of interest. The CONTRACTOR shall accept any reasonable conflict mitigation strategy

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employed by the PRDOH, including but not limited to the use of an independent subcontractor(s) to perform the portion of work that gives rise to the actual or potential conflict.

15. SUBCONTRACTING

When subcontracting, the CONTRACTOR shall solicit for and contract with such subcontractors in a manner providing for fair competition. Some of the situations considered to be restrictive of competition include, but are not limited to:

- (i) Placing unreasonable requirements on firms in order for them to qualify to do business;
- (ii) Requiring unnecessary experience and excessive bonding;
- (iii) Noncompetitive pricing practices between firms or between affiliated Companies;
- (iv) Noncompetitive awards to consultants that are on retainer contracts,
- (v) Organizational conflicts of interest;
- (vi) Specifying only a brand name product instead of allowing an equal product to be offered and describing the performance of other relevant requirements of the procurement; and
- (vii) Any arbitrary action in the procurement process.

The CONTRACTOR represents to the PRDOH that all work shall be performed by personnel experienced in the appropriate and applicable profession and areas of expertise, taking into account the nature of the work to be performed under this Contract.

The CONTRACTOR will include these HUD General Provisions in every subcontract issued by it, so that such provisions will be binding upon each of its subcontractors as well as the requirement to flow down such terms to all lower-tiered subcontractors.

16. ASSIGNABILITY

The CONTRACTOR shall not assign any interest in this Agreement, and shall not transfer any interest in the same (whether by assignment or novation) without prior written approval of the PRDOH.

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17. INDEMNIFICATION

The CONTRACTOR shall indemnify, defend, and hold harmless the Government of Puerto Rico and PRDOH, its agents and employees, from and against any and all claims, actions, suits, charges, and judgments arising from or related to the negligence or willful misconduct of the CONTRACTOR in the performance of the services called for in this Contract.

18. COPELAND "ANTI-KICKBACK" ACT

The CONTRACTOR will comply with "anti-kickback" regulations found in section 2 of the Act of June 13, 1934, as amended (40 U.S.C. 3145) known as the Copeland Act which applies to this contract subject to Federal wage standards and which is for the construction, prosecution, completion, or repair of public buildings, public works or buildings or works financed in whole or in part by loans or grants from the United States. The Copeland Act enforces minimum wage provisions of the Davis-Bacon Act and the various statutes for federally assisted construction, including those provisions which are not subject to Reorganization Plan No. 14 of 1950. This act also enforces overtime provisions of the Contract Work Hours and Safety Standards Act whenever they are applicable to construction work.

Each contractor or subcontractor engaged in the construction, prosecution, completion, or repair of any public building or public work, or building or work financed in whole or in part by loans or grants from the United States, each week must provide a copy of its weekly payroll for all laborers and mechanics engaged on work covered by this part and part 5 of this chapter during the preceding weekly payroll period, accompanied by a statement of compliance certifying the accuracy of the weekly payroll information. This statement must be executed by the contractor or subcontractor or by an authorized officer or employee of the contractor or subcontractor who supervises the payment of wages, and must be on the back of Form WH-347, "Payroll (For Contractors Optional Use)" or on any form with identical wording.

Each certified payroll required under § 3.3 must be delivered by the contractor or subcontractor, within 7 days after the regular payment date of the payroll period, to a representative at the site of the building or work of the agency contracting for or financing the work, or, if there is no representative of the agency at the site of the

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building or work, the statement must be delivered by mail or by any other means normally assuring delivery by the contractor or subcontractor, within that 7 day time period, to the agency contracting for or financing the building or work. After the certified payrolls have been reviewed in accordance with the contracting or sponsoring agency's procedures, such certified payrolls must be preserved by the agency for a period of 3 years after all the work on the prime contract is completed and must be produced for inspection, copying, and transcription by the Department of Labor upon request.

The CONTRACTOR will abide by federal regulation in § 3.5 regarding permissible payroll deductions and follow guidance on obtaining approval from the Secretary of Labor for additional deductions.

19. CONTRACT WORK HOURS AND SAFETY STANDARDS ACT

The CONTRACTOR will comply with the provisions of the Contract Work Hours and Safety Standards Act applicable to this contract in excess of \$100,000 and subject to its overtime provisions.

- (1) **Overtime requirements.** No contractor or subcontractor contracting for any part of the contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such work to work in excess of forty hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty hours in such workweek.
- (2) **Violation; liability for unpaid wages; liquidated damages.** In the event of any violation of the clause set forth in [paragraph \(b\)\(1\)](#) of this section the contractor and any subcontractor responsible therefor shall be liable for the unpaid wages and interest from the date of the underpayment. In addition, such contractor and subcontractor shall be liable to the United States (in the case of work done under contract for the District of Columbia or a territory, to such District or to such territory), for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchpersons and guards, employed in violation of the clause set forth in [paragraph \(b\)\(1\)](#) of this section, in the sum of \$32 for each calendar day on which such individual was

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required or permitted to work in excess of the standard workweek of forty hours without payment of the overtime wages required by the clause set forth in paragraph (b)(1).

(3) **Withholding for unpaid wages and liquidated damages** –

(i) **Withholding process.** The PRDOH may, upon its own action, or must, upon written request of an authorized representative of the Department of Labor, withhold or cause to be withheld from the contractor so much of the accrued payments or advances as may be considered necessary to satisfy the liabilities of the prime contractor or any subcontractor for any unpaid wages; monetary relief, including interest; and liquidated damages required by the clauses set forth in this [paragraph \(b\)](#) on this contract, any other Federal contract with the same prime contractor, or any other federally assisted contract subject to the Contract Work Hours and Safety Standards Act that is held by the same prime contractor (as defined in [§ 5.2](#)). The necessary funds may be withheld from the contractor under this contract, any other Federal contract with the same prime contractor, or any other federally assisted contract that is subject to the Contract Work Hours and Safety Standards Act and is held by the same prime contractor, regardless of whether the other contract was awarded or assisted by the same agency, and such funds may be used to satisfy the contractor liability for which the funds were withheld.

(ii) **Priority to withheld funds.** The Department has priority to funds withheld or to be withheld in accordance with [paragraph \(a\)\(2\)\(i\)](#) or [\(b\)\(3\)\(i\)](#) of this section, or both, over claims to those funds by:

- (A) A contractor's surety(ies), including without limitation performance bond sureties and payment bond sureties;
- (B) A contracting agency for its procurement costs;
- (C) A trustee(s) (either a court-appointed trustee or a U.S. trustee, or both) in bankruptcy of a contractor, or a contractor's bankruptcy estate;
- (D) A contractor's assignee(s);
- (E) A contractor's successor(s); or
- (F) A claim asserted under the Prompt Payment Act, [31 U.S.C. 3901-3907](#).

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- (4) **Subcontracts.** The contractor or subcontractor must insert in any subcontracts the clauses set forth in paragraphs (b)(1) through (5) of this section and a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor is responsible for compliance by any subcontractor or lower tier subcontractor with the clauses set forth in paragraphs (b)(1) through (5). In the event of any violations of these clauses, the prime contractor and any subcontractor(s) responsible will be liable for any unpaid wages and monetary relief, including interest from the date of the underpayment or loss, due to any workers of lower-tier subcontractors, and associated liquidated damages and may be subject to debarment, as appropriate.
- (5) **Anti-retaliation.** It is unlawful for any person to discharge, demote, intimidate, threaten, restrain, coerce, blacklist, harass, or in any other manner discriminate against, or to cause any person to discharge, demote, intimidate, threaten, restrain, coerce, blacklist, harass, or in any other manner discriminate against, any worker or job applicant for:
- (i) Notifying any contractor of any conduct which the worker reasonably believes constitutes a violation of the Contract Work Hours and Safety Standards Act (CWHSSA) or its implementing regulations in this part;
 - (ii) Filing any complaint, initiating or causing to be initiated any proceeding, or otherwise asserting or seeking to assert on behalf of themselves or others any right or protection under CWHSSA or this part;
 - (iii) Cooperating in any investigation or other compliance action, or testifying in any proceeding under CWHSSA or this part; or
 - (iv) Informing any other person about their rights under CWHSSA or this part.

20. DAVIS-BACON ACT

The CONTRACTOR will comply with labor standards provisions contained in the Davis-Bacon Act (46 Stat. 1494, as amended; 40 U.S.C. 3141 et seq.) and its related statutes ("Related Acts") for this contract, in excess of \$2,000, which is entered into for the actual construction, alteration and/or repair, including painting and decorating, of a public building or public work, or building or work financed in whole or in part from Federal funds or in accordance with guarantees of a Federal agency or financed from funds obtained by pledge of any contract of a Federal agency to make a loan, grant

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or annual contribution (except where a different meaning is expressly indicated), and which is subject to the labor standards provisions of any of the laws referenced by § 5.1, the following clauses:

(1) **Minimum wages** –

- (i) **Wage rates and fringe benefits.** All laborers and mechanics employed or working upon the site of the work (or otherwise working in construction or development of the project under a development statute), will be paid unconditionally and not less often than once a week, and without subsequent deduction or rebate on any account (except such payroll deductions as are permitted by regulations issued by the Secretary of Labor under the Copeland Act ([29 CFR part 3](#))), the full amount of basic hourly wages and bona fide fringe benefits (or cash equivalents thereof) due at time of payment computed at rates not less than those contained in the wage determination of the Secretary of Labor which is attached hereto and made a part hereof, regardless of any contractual relationship which may be alleged to exist between the contractor and such laborers and mechanics. As provided in [paragraphs \(d\) and \(e\)](#) of this section, the appropriate wage determinations are effective by operation of law even if they have not been attached to the contract. Contributions made or costs reasonably anticipated for bona fide fringe benefits under the Davis-Bacon Act ([40 U.S.C. 3141\(2\)\(B\)](#)) on behalf of laborers or mechanics are considered wages paid to such laborers or mechanics, subject to the provisions of [paragraph \(a\)\(1\)\(v\)](#) of this section; also, regular contributions made or costs incurred for more than a weekly period (but not less often than quarterly) under plans, funds, or programs which cover the particular weekly period, are deemed to be constructively made or incurred during such weekly period. Such laborers and mechanics must be paid the appropriate wage rate and fringe benefits on the wage determination for the classification(s) of work actually performed, without regard to skill, except as provided in [paragraph \(a\)\(4\)](#) of this section. Laborers or mechanics performing work in more than one classification may be compensated at the rate specified for each classification for the time actually worked therein: *Provided*, That the employer's payroll records accurately set forth the time spent in each classification in which work is performed. The wage

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determination (including any additional classifications and wage rates conformed under [paragraph \(a\)\(1\)\(iii\)](#) of this section) and the Davis-Bacon poster (WH-1321) must be posted at all times by the contractor and its subcontractors at the site of the work in a prominent and accessible place where it can be easily seen by the workers.

(ii) **Frequently recurring classifications.**

(A) In addition to wage and fringe benefit rates that have been determined to be prevailing under the procedures set forth in [29 CFR part 1](#), a wage determination may contain, pursuant to [§ 1.3\(f\)](#), wage and fringe benefit rates for classifications of laborers and mechanics for which conformance requests are regularly submitted pursuant to [paragraph \(a\)\(1\)\(iii\)](#) of this section, provided that:

- (1) The work performed by the classification is not performed by a classification in the wage determination for which a prevailing wage rate has been determined;
- (2) The classification is used in the area by the construction industry; and
- (3) The wage rate for the classification bears a reasonable relationship to the prevailing wage rates contained in the wage determination.

(B) The Administrator will establish wage rates for such classifications in accordance with [paragraph \(a\)\(1\)\(iii\)\(A\)\(3\)](#) of this section. Work performed in such a classification must be paid at no less than the wage and fringe benefit rate listed on the wage determination for such classification.

(iii) **Conformance.**

(A) The contracting officer must require that any class of laborers or mechanics, including helpers, which is not listed in the wage determination and which is to be employed under the contract be classified in conformance with the wage determination. Conformance of additional classification and wage rate and fringe benefits is appropriate only when the following criteria have been met:

- (1) The work to be performed by the classification requested is not performed by a classification in the wage determination; and
- (2) The classification is used in the area by the construction industry; and
- (3) The proposed wage rate, including any bona fide fringe benefits, bears a reasonable relationship to the wage rates contained in the wage determination.

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(B) The conformance process may not be used to split, subdivide, or otherwise avoid the application of classifications listed in the wage determination.

(C) If the contractor and the laborers and mechanics to be employed in the classification (if known), or their representatives, and the contracting officer agree on the classification and wage rate (including the amount designated for fringe benefits where appropriate), a report of the action taken will be sent by the contracting officer by email to DBAconformance@dol.gov. The Administrator, or an authorized representative, will approve, modify, or disapprove every additional classification action within 30 days of receipt and so advise the contracting officer or will notify the contracting officer within the 30-day period that additional time is necessary.

(D) In the event the contractor, the laborers or mechanics to be employed in the classification or their representatives, and the contracting officer do not agree on the proposed classification and wage rate (including the amount designated for fringe benefits, where appropriate), the contracting officer will, by email to DBAconformance@dol.gov, refer the questions, including the views of all interested parties and the recommendation of the contracting officer, to the Administrator for determination. The Administrator, or an authorized representative, will issue a determination within 30 days of receipt and so advise the contracting officer or will notify the contracting officer within the 30-day period that additional time is necessary.

(E) The contracting officer must promptly notify the contractor of the action taken by the Wage and Hour Division under [paragraphs \(a\)\(1\)\(iii\)\(C\)](#) and [\(D\)](#) of this section. The contractor must furnish a written copy of such determination to each affected worker or it must be posted as a part of the wage determination. The wage rate (including fringe benefits where appropriate) determined pursuant to [paragraph \(a\)\(1\)\(iii\)\(C\)](#) or [\(D\)](#) of this section must be paid to all workers performing work in the classification under this contract from the first day on which work is performed in the classification.

- (iv) **Fringe benefits not expressed as an hourly rate.** Whenever the minimum wage rate prescribed in the contract for a class of laborers or mechanics includes a fringe benefit which is not expressed as an hourly rate, the contractor may either

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pay the benefit as stated in the wage determination or may pay another bona fide fringe benefit or an hourly cash equivalent thereof.

- (v) **Unfunded plans.** If the contractor does not make payments to a trustee or other third person, the contractor may consider as part of the wages of any laborer or mechanic the amount of any costs reasonably anticipated in providing bona fide fringe benefits under a plan or program, *Provided*, That the Secretary of Labor has found, upon the written request of the contractor, in accordance with the criteria set forth in [§ 5.28](#), that the applicable standards of the Davis-Bacon Act have been met. The Secretary of Labor may require the contractor to set aside in a separate account assets for the meeting of obligations under the plan or program.
- (vi) **Interest.** In the event of a failure to pay all or part of the wages required by the contract, the contractor will be required to pay interest on any underpayment of wages.

(2) **Withholding –**

- (i) **Withholding requirements.** The PRDOH may, upon its own action, or must, upon written request of an authorized representative of the Department of Labor, withhold or cause to be withheld from the contractor so much of the accrued payments or advances as may be considered necessary to satisfy the liabilities of the prime contractor or any subcontractor for the full amount of wages and monetary relief, including interest, required by the clauses set forth in [paragraph \(a\)](#) of this section for violations of this contract, or to satisfy any such liabilities required by any other Federal contract, or federally assisted contract subject to Davis-Bacon labor standards, that is held by the same prime contractor (as defined in [§ 5.2](#)). The necessary funds may be withheld from the contractor under this contract, any other Federal contract with the same prime contractor, or any other federally assisted contract that is subject to Davis-Bacon labor standards requirements and is held by the same prime contractor, regardless of whether the other contract was awarded or assisted by the same agency, and such funds may be used to satisfy the contractor liability for which the funds were withheld. In the event of a contractor's failure to pay any laborer or mechanic, including any apprentice or helper working on the site of the work (or otherwise working in construction or development of the project under a development statute) all or

part of the wages required by the contract, or upon the contractor's failure to submit the required records as discussed in [paragraph \(a\)\(3\)\(iv\)](#) of this section, the [Agency] may on its own initiative and after written notice to the contractor, sponsor, applicant, owner, or other entity, as the case may be, take such action as may be necessary to cause the suspension of any further payment, advance, or guarantee of funds until such violations have ceased.

(ii) **Priority to withheld funds.** The Department has priority to funds withheld or to be withheld in accordance with [paragraph \(a\)\(2\)\(i\)](#) or [\(b\)\(3\)\(i\)](#) of this section, or both, over claims to those funds by:

- (A) A contractor's surety(ies), including without limitation performance bond sureties and payment bond sureties;
- (B) A contracting agency for its procurement costs;
- (C) A trustee(s) (either a court-appointed trustee or a U.S. trustee, or both) in bankruptcy of a contractor, or a contractor's bankruptcy estate;
- (D) A contractor's assignee(s);
- (E) A contractor's successor(s); or
- (F) A claim asserted under the Prompt Payment Act, [31 U.S.C. 3901-3907](#).

(3) **Records and certified payrolls –**

(i) **Basic record requirements –**

(A) **Length of record retention.** All regular payrolls and other basic records must be maintained by the contractor and any subcontractor during the course of the work and preserved for all laborers and mechanics working at the site of the work (or otherwise working in construction or development of the project under a development statute) for a period of at least 3 years after all the work on the prime contract is completed.

(B) **Information required.** Such records must contain the name; Social Security number; last known address, telephone number, and email address of each such worker; each worker's correct classification(s) of work actually performed; hourly rates of wages paid (including rates of contributions or costs anticipated for bona fide fringe benefits or cash equivalents thereof of the types described in [40 U.S.C. 3141\(2\)\(B\)](#) of the Davis-Bacon Act); daily and weekly number of hours actually

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worked in total and on each covered contract; deductions made; and actual wages paid.

(C) **Additional records relating to fringe benefits.** Whenever the Secretary of Labor has found under [paragraph \(a\)\(1\)\(v\)](#) of this section that the wages of any laborer or mechanic include the amount of any costs reasonably anticipated in providing benefits under a plan or program described in [40 U.S.C. 3141\(2\)\(B\)](#) of the Davis-Bacon Act, the contractor must maintain records which show that the commitment to provide such benefits is enforceable, that the plan or program is financially responsible, and that the plan or program has been communicated in writing to the laborers or mechanics affected, and records which show the costs anticipated or the actual cost incurred in providing such benefits.

(D) **Additional records relating to apprenticeship.** Contractors with apprentices working under approved programs must maintain written evidence of the registration of apprenticeship programs, the registration of the apprentices, and the ratios and wage rates prescribed in the applicable programs.

 (ii) **Certified payroll requirements –**

(A) **Frequency and method of submission.** The contractor or subcontractor must submit weekly, for each week in which any DBA- or Related Acts-covered work is performed, certified payrolls to the PRDOH if the agency is a party to the contract, but if the agency is not such a party, the contractor will submit the certified payrolls to the applicant, sponsor, owner, or other entity, as the case may be, that maintains such records, for transmission to the PRDOH. The prime contractor is responsible for the submission of all certified payrolls by all subcontractors. A contracting agency or prime contractor may permit or require contractors to submit certified payrolls through an electronic system, as long as the electronic system requires a legally valid electronic signature; the system allows the contractor, the contracting agency, and the Department of Labor to access the certified payrolls upon request for at least 3 years after the work on the prime contract has been completed; and the contracting agency or prime contractor permits other methods of submission in situations where the contractor is unable or limited in its ability to use or access the electronic system.

(B) **Information required.** The certified payrolls submitted must set out accurately and completely all of the information required to be maintained under [paragraph](#)

(a)(3)(i)(B) of this section, except that full Social Security numbers and last known addresses, telephone numbers, and email addresses must not be included on weekly transmittals. Instead, the certified payrolls need only include an individually identifying number for each worker (e.g., the last four digits of the worker's Social Security number). The required weekly certified payroll information may be submitted using Optional Form WH-347 or in any other format desired. Optional Form WH-347 is available for this purpose from the Wage and Hour Division website at <https://www.dol.gov/sites/dolgov/files/WHD/legacy/files/wh347.pdf> or its successor website. It is not a violation of this section for a prime contractor to require a subcontractor to provide full Social Security numbers and last known addresses, telephone numbers, and email addresses to the prime contractor for its own records, without weekly submission by the subcontractor to the sponsoring government agency (or the applicant, sponsor, owner, or other entity, as the case may be, that maintains such records).

(C) **Statement of Compliance.** Each certified payroll submitted must be accompanied by a "Statement of Compliance," signed by the contractor or subcontractor, or the contractor's or subcontractor's agent who pays or supervises the payment of the persons working on the contract, and must certify the following:

- (1) That the certified payroll for the payroll period contains the information required to be provided under paragraph (a)(3)(ii) of this section, the appropriate information and basic records are being maintained under paragraph (a)(3)(i) of this section, and such information and records are correct and complete;
- (2) That each laborer or mechanic (including each helper and apprentice) working on the contract during the payroll period has been paid the full weekly wages earned, without rebate, either directly or indirectly, and that no deductions have been made either directly or indirectly from the full wages earned, other than permissible deductions as set forth in 29 CFR part 3; and
- (3) That each laborer or mechanic has been paid not less than the applicable wage rates and fringe benefits or cash equivalents for the classification(s)

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of work actually performed, as specified in the applicable wage determination incorporated into the contract.

(D) **Use of Optional Form WH-347.** The weekly submission of a properly executed certification set forth on the reverse side of Optional Form WH-347 will satisfy the requirement for submission of the "Statement of Compliance" required by [paragraph \(a\)\(3\)\(ii\)\(C\)](#) of this section.

(E) **Signature.** The signature by the contractor, subcontractor, or the contractor's or subcontractor's agent must be an original handwritten signature or a legally valid electronic signature.

(F) **Falsification.** The falsification of any of the above certifications may subject the contractor or subcontractor to civil or criminal prosecution under [18 U.S.C. 1001](#) and [31 U.S.C. 3729](#).

(G) **Length of certified payroll retention.** The contractor or subcontractor must preserve all certified payrolls during the course of the work and for a period of 3 years after all the work on the prime contract is completed.

(iii) **Contracts, subcontracts, and related documents.** The contractor or subcontractor must maintain this contract or subcontract and related documents including, without limitation, bids, proposals, amendments, modifications, and extensions. The contractor or subcontractor must preserve these contracts, subcontracts, and related documents during the course of the work and for a period of 3 years after all the work on the prime contract is completed.

(iv) **Required disclosures and access –**

(A) **Required record disclosures and access to workers.** The contractor or subcontractor must make the records required under [paragraphs \(a\)\(3\)\(i\) through \(iii\)](#) of this section, and any other documents that the PRDOH or the Department of Labor deems necessary to determine compliance with the labor standards provisions of any of the applicable statutes referenced by [§ 5.1](#), available for inspection, copying, or transcription by authorized representatives of the PRDOH or the Department of Labor, and must permit such representatives to interview workers during working hours on the job.

(B) **Sanctions for non-compliance with records and worker access requirements.** If the contractor or subcontractor fails to submit the required records or to make them available, or refuses to permit worker interviews during

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working hours on the job, the Federal agency may, after written notice to the contractor, sponsor, applicant, owner, or other entity, as the case may be, that maintains such records or that employs such workers, take such action as may be necessary to cause the suspension of any further payment, advance, or guarantee of funds. Furthermore, failure to submit the required records upon request or to make such records available, or to permit worker interviews during working hours on the job, may be grounds for debarment action pursuant to [§ 5.12](#). In addition, any contractor or other person that fails to submit the required records or make those records available to WHD within the time WHD requests that the records be produced will be precluded from introducing as evidence in an administrative proceeding under [29 CFR part 6](#) any of the required records that were not provided or made available to WHD. WHD will take into consideration a reasonable request from the contractor or person for an extension of the time for submission of records. WHD will determine the reasonableness of the request and may consider, among other things, the location of the records and the volume of production.

(C) **Required information disclosures.** Contractors and subcontractors must maintain the full Social Security number and last known address, telephone number, and email address of each covered worker, and must provide them upon request to the PRDOH if the agency is a party to the contract, or to the Wage and Hour Division of the Department of Labor. If the Federal agency is not such a party to the contract, the contractor, subcontractor, or both, must, upon request, provide the full Social Security number and last known address, telephone number, and email address of each covered worker to the applicant, sponsor, owner, or other entity, as the case may be, that maintains such records, for transmission to the PRDOH, the contractor, or the Wage and Hour Division of the Department of Labor for purposes of an investigation or other compliance action.

(4) **Apprentices and equal employment opportunity –**

(i) **Apprentices –**

(A) **Rate of pay.** Apprentices will be permitted to work at less than the predetermined rate for the work they perform when they are employed pursuant to and individually registered in a bona fide apprenticeship program registered

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with the U.S. Department of Labor, Employment and Training Administration, Office of Apprenticeship (OA), or with a State Apprenticeship Agency recognized by the OA. A person who is not individually registered in the program, but who has been certified by the OA or a State Apprenticeship Agency (where appropriate) to be eligible for probationary employment as an apprentice, will be permitted to work at less than the predetermined rate for the work they perform in the first 90 days of probationary employment as an apprentice in such a program. In the event the OA or a State Apprenticeship Agency recognized by the OA withdraws approval of an apprenticeship program, the contractor will no longer be permitted to use apprentices at less than the applicable predetermined rate for the work performed until an acceptable program is approved.

(B) **Fringe benefits.** Apprentices must be paid fringe benefits in accordance with the provisions of the apprenticeship program. If the apprenticeship program does not specify fringe benefits, apprentices must be paid the full amount of fringe benefits listed on the wage determination for the applicable classification. If the Administrator determines that a different practice prevails for the applicable apprentice classification, fringe benefits must be paid in accordance with that determination.

(C) **Apprenticeship ratio.** The allowable ratio of apprentices to journeymen on the job site in any craft classification must not be greater than the ratio permitted to the contractor as to the entire work force under the registered program or the ratio applicable to the locality of the project pursuant to [paragraph \(a\)\(4\)\(i\)\(D\)](#) of this section. Any worker listed on a payroll at an apprentice wage rate, who is not registered or otherwise employed as stated in [paragraph \(a\)\(4\)\(i\)\(A\)](#) of this section, must be paid not less than the applicable wage rate on the wage determination for the classification of work actually performed. In addition, any apprentice performing work on the job site in excess of the ratio permitted under this section must be paid not less than the applicable wage rate on the wage determination for the work actually performed.

(D) **Reciprocity of ratios and wage rates.** Where a contractor is performing construction on a project in a locality other than the locality in which its program is registered, the ratios and wage rates (expressed in percentages of the journeyworker's hourly rate) applicable within the locality in which the

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construction is being performed must be observed. If there is no applicable ratio or wage rate for the locality of the project, the ratio and wage rate specified in the contractor's registered program must be observed.

- (ii) **Equal employment opportunity.** The use of apprentices and journeyworkers under this part must be in conformity with the equal employment opportunity requirements of [Executive Order 11246](#), as amended, and [29 CFR part 30](#).

(5) **Compliance with Copeland Act requirements.** The contractor shall comply with the requirements of [29 CFR part 3](#), which are incorporated by reference in this contract.

(6) **Subcontracts.** The contractor or subcontractor must insert in any subcontracts the clauses contained in [paragraphs \(a\)\(1\) through \(11\)](#) of this section, along with the applicable wage determination(s) and such other clauses or contract modifications as the PRDOH may by appropriate instructions require, and a clause requiring the subcontractors to include these clauses and wage determination(s) in any lower tier subcontracts. The prime contractor is responsible for the compliance by any subcontractor or lower tier subcontractor with all the contract clauses in this section. In the event of any violations of these clauses, the prime contractor and any subcontractor(s) responsible will be liable for any unpaid wages and monetary relief, including interest from the date of the underpayment or loss, due to any workers of lower-tier subcontractors, and may be subject to debarment, as appropriate.

(7) **Contract termination: debarment.** A breach of the contract clauses in [29 CFR 5.5](#) may be grounds for termination of the contract, and for debarment as a contractor and a subcontractor as provided in [29 CFR 5.12](#).

(8) **Compliance with Davis-Bacon and Related Act requirements.** All rulings and interpretations of the Davis-Bacon and Related Acts contained in [29 CFR parts 1, 3, and 5](#) are herein incorporated by reference in this contract.

(9) **Disputes concerning labor standards.** Disputes arising out of the labor standards provisions of this contract shall not be subject to the general disputes clause of this contract. Such disputes shall be resolved in accordance with the procedures of the

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Department of Labor set forth in [29 CFR parts 5, 6, and 7](#). Disputes within the meaning of this clause include disputes between the contractor (or any of its subcontractors) and the contracting agency, the U.S. Department of Labor, or the employees or their representatives.

(10) **Certification of eligibility.**

- (i) By entering into this contract, the contractor certifies that neither it nor any person or firm who has an interest in the contractor's firm is a person or firm ineligible to be awarded Government contracts by virtue of [40 U.S.C. 3144\(b\)](#) or [§ 5.12\(a\)](#).
- (ii) No part of this contract shall be subcontracted to any person or firm ineligible for award of a Government contract by virtue of [40 U.S.C. 3144\(b\)](#) or [§ 5.12\(a\)](#).
- (iii) The penalty for making false statements is prescribed in the U.S. Code, Title 18 Crimes and Criminal Procedure, [18 U.S.C. 1001](#).

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(11) **Anti-retaliation.** It is unlawful for any person to discharge, demote, intimidate, threaten, restrain, coerce, blacklist, harass, or in any other manner discriminate against, or cause any person to discharge, demote, intimidate, threaten, restrain, coerce, blacklist, harass, or in any other manner discriminate against, any worker or job applicant for:

- (i) Notifying any contractor of any conduct which the worker reasonably believes constitutes a violation of the DBA, Related Acts, this part, or [29 CFR part 1](#) or [3](#);
- (ii) Filing any complaint, initiating or causing to be initiated any proceeding, or otherwise asserting or seeking to assert on behalf of themselves or others any right or protection under the DBA, Related Acts, this part, or [29 CFR part 1](#) or [3](#);
- (iii) Cooperating in any investigation or other compliance action, or testifying in any proceeding under the DBA, Related Acts, this part, or [29 CFR part 1](#) or [3](#); or
- (iv) Informing any other person about their rights under the DBA, Related Acts, this part, or [29 CFR part 1](#) or [3](#).

21. TERMINATION FOR CAUSE

(Applicable to contracts exceeding \$10,000)

If, through any cause, the CONTRACTOR shall fail to fulfill in a timely and proper manner his or her obligations under this Contract, or if the CONTRACTOR shall violate any of the covenants, agreements, or stipulations of this Contract, the PRDOH shall thereupon have the right to terminate this Contract by giving written notice to the CONTRACTOR of such termination and specifying the effective date thereof, at least five (5) days before the effective date of such termination. In such event, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs, and reports prepared by the CONTRACTOR under this Agreement shall, at the option of the PRDOH, become the PRDOH's property and the CONTRACTOR shall be entitled to receive just and equitable compensation for any work satisfactorily completed hereunder. Notwithstanding the above, the CONTRACTOR shall not be relieved of liability to the Government of Puerto Rico and PRDOH for damages sustained by the Government of Puerto Rico and/or PRDOH by virtue of any breach of the Agreement by the CONTRACTOR, and the Government of Puerto Rico and/or PRDOH may withhold any payments to the CONTRACTOR for the purpose of set-off until such time as the exact amount of damages due to the Government of Puerto Rico and/or PRDOH from the CONTRACTOR is determined.

22. TERMINATION FOR CONVENIENCE

(Applicable to contracts exceeding \$10,000)

The PRDOH may terminate this Contract at any time by giving at least ten (10) days' notice in writing to the CONTRACTOR. If the Contract is terminated by the PRDOH as provided herein, the CONTRACTOR will be paid for the time provided and expenses incurred up to the termination date.

23. SECTION 503 OF THE REHABILITATION ACT OF 1973

(Applicable to contracts exceeding \$10,000)

The CONTRACTOR shall comply with Section 503 of the Rehabilitation Act of 1973 (29 U.S.C. § 793), as amended, and any applicable regulations.

Equal Opportunity for Workers with Disabilities:

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- 1) The CONTRACTOR will not discriminate against any employee or applicant for employment because of physical or mental disability in regard to any position for which the employee or applicant for employment is qualified. The CONTRACTOR agrees to take affirmative action to employ, advance in employment and otherwise treat qualified individuals with disabilities without discrimination based on their physical or mental disability in all employment practices, including the following:
- (i) Recruitment, advertising, and job application procedures;
 - (ii) Hiring, upgrading, promotion, award of tenure, demotion, transfer, layoff, termination, right of return from layoff and rehiring;
 - (iii) Rates of pay or any other form of compensation and changes in compensation;
 - (iv) Job assignments, job classifications, organizational structures, position descriptions, lines of progression, and seniority lists;
 - (v) Leaves of absence, sick leave, or any other leave;
 - (vi) Fringe benefits available by virtue of employment, whether or not administered by the CONTRACTOR;
 - (vii) Selection and financial support for training, including apprenticeship, professional meetings, conferences, and other related activities, and selection for leaves of absence to pursue training;
 - (viii) Activities sponsored by the CONTRACTOR including social or recreational programs; and
 - (ix) Any other term, condition, or privilege of employment.
- 2) The CONTRACTOR agrees to comply with the rules, regulations, and relevant orders of the Secretary of Labor issued pursuant to the act.
- 3) In the event of the CONTRACTOR's noncompliance with the requirements of this clause, actions for noncompliance may be taken in accordance with the rules, regulations, and relevant orders of the Secretary of Labor issued pursuant to the act.

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- 4) The CONTRACTOR agrees to post in conspicuous places, available to employees and applicants for employment, notices in a form to be prescribed by the Deputy Assistant Secretary for Federal Contract Compliance Programs, provided by or through the contracting officer. Such notices shall state the rights of applicants and employees as well as the CONTRACTOR'S obligation under the law to take affirmative action to employ and advance in employment qualified employees and applicants with disabilities. The CONTRACTOR must ensure that applicants and employees with disabilities are informed of the contents of the notice (e.g., the CONTRACTOR may have the notice read to a visually disabled individual, or may lower the posted notice so that it might be read by a person in a wheelchair).
- 5) The CONTRACTOR will notify each labor organization or representative of workers with which it has a collective bargaining agreement or other contract understanding, that the CONTRACTOR is bound by the terms of Section 503 of the Rehabilitation Act of 1973, as amended, and is committed to take affirmative action to employ and advance in employment individuals with physical or mental disabilities.
- 6) The CONTRACTOR will include the provisions of this clause in every subcontract or purchase order in excess of \$10,000, unless exempted by the rules, regulations, or orders of the Secretary issued pursuant to Section 503 of the act, as amended, so that such provisions will be binding upon each subcontractor or vendor. The CONTRACTOR will take such action with respect to any subcontract or purchase order as the Deputy Assistant Secretary for Federal Contract Compliance Programs may direct to enforce such provisions, including action for noncompliance.

24. EQUAL EMPLOYMENT OPPORTUNITY

(Applicable to construction contracts and subcontracts exceeding \$10,000)

The CONTRACTOR shall comply with Executive Order 11246 of September 24, 1965, entitled "Equal Employment Opportunity," as amended by Executive Order 11375 of October 13, 1967, and as supplemented in Department of Labor regulations (41 C.F.R. chapter 60).

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During the performance of this Agreement, the CONTRACTOR agrees as follows:

- 1) The CONTRACTOR shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The CONTRACTOR shall take affirmative action to ensure that applicants for employment are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.
- 2) The CONTRACTOR shall post in conspicuous places, available to employees and applicants for employment, notices to be provided by Contracting Officer setting forth the provisions of this non-discrimination clause. The CONTRACTOR shall state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin.
- 3) The CONTRACTOR will, in all solicitations or advertisements for employees placed by or on behalf of the CONTRACTOR, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex or national origin.
- 4) The CONTRACTOR will send to each labor union or representative of workers with which he or she has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer, advising the labor union or workers representative of the CONTRACTOR's commitments under Section 202 of Executive Order 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- 5) The CONTRACTOR will comply with all provisions of Exec. Order No. 11246 of September 24, 1965, and of the rules, regulations and relevant orders of the Secretary of Labor.
- 6) The CONTRACTOR will furnish all information and reports required by Exec. Order No. 11246 of September 24, 1965, and by the rules, regulations and orders of the Secretary of Labor, or pursuant thereto, and will permit access to books, records

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and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations and orders.

- 7) In the event of the CONTRACTOR's non-compliance with the non-discrimination clause of this Agreement or with any of such rules, regulations or orders, this Agreement may be cancelled, terminated or suspended in whole or in part and the CONTRACTOR may be declared ineligible for further government contracts in accordance with procedures authorized in Executive Order 11246 and such other sanctions as may be imposed and remedies invoked as provided in Exec. Order No. 11246 of September 24, 1965, or by rule, regulation or order of the Secretary of Labor, or as otherwise provided by law.
- 8) CONTRACTOR shall incorporate the provisions of 1 through 7 above in every subcontract or purchase order unless exempted by rules, regulations or orders of the Secretary of Labor so that such provisions shall be binding on such subcontractor. The CONTRACTOR will take such action with respect to any subcontract or purchase order as the contracting agency may direct as a means of enforcing such provisions including sanctions for non-compliance, provided, however, that in the event the CONTRACTOR becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the contracting agency, the CONTRACTOR may request the United States to enter into such litigation to protect the interests of the United States.

25. CERTIFICATION OF NONSEGREGATED FACILITIES

(Applicable to construction contracts exceeding \$10,000)

The CONTRACTOR certifies that it does not maintain or provide for its establishments, and that it does not permit employees to perform their services at any location, under its control, where segregated facilities are maintained. It certifies further that it will not maintain or provide for employees any segregated facilities at any of its establishments, and it will not permit employees to perform their services at any location under its control where segregated facilities are maintained. The CONTRACTOR agrees that a breach of this certification is a violation of the equal opportunity clause of this Agreement.

As used in this certification, the term "segregated facilities" means any waiting rooms, work areas, rest rooms and wash rooms, restaurants and other eating areas, time

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clocks, locker rooms, and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation and housing facilities provided for employees which are segregated by explicit directive or are, in fact, segregated on the basis of race, color, religion, or national origin because of habit, local custom, or any other reason.

The CONTRACTOR further agrees that (except where it has obtained for specific time periods) it will obtain identical certification from proposed subcontractors prior to the award of subcontracts exceeding \$10,000 which are not exempt from the provisions of the equal opportunity clause; that it will retain such certifications in its files; and that it will forward the preceding notice to such proposed subcontractors (except where proposed subcontractors have submitted identical certifications for specific time periods).

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26. CERTIFICATION OF COMPLIANCE WITH CLEAN AIR AND WATER ACTS **(Applicable to contracts exceeding \$100,000)**

CLEAN AIR ACT

- 1) --The CONTRACTOR agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. § 7401 *et seq.*
- 2) -The CONTRACTOR agrees to report each violation to the PRDOH and understands and agrees that the PRDOH will, in turn, report each violation as required to assure notification to the Government of Puerto Rico, HUD, and the appropriate Environmental Protection Agency Regional Office.
- 3) -The CONTRACTOR agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with Federal assistance provided by HUD.

WATER POLLUTION CONTROL ACT

- 1) --The CONTRACTOR agrees to comply with all applicable standards, orders or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 U.S.C. §1251, *et seq.*
- 2) -The CONTRACTOR agrees to report each violation to the PRDOH and understands and agrees that the PRDOH will, in turn, report each violation as required to assure notification to the Government of Puerto Rico, HUD, and the appropriate Environmental Protection Agency Regional Office.
- 3) -The CONTRACTOR agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with Federal assistance provided by HUD.

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The CONTRACTOR and all subcontractors shall comply with the requirements of the Clean Air Act, as amended, 42 U.S.C. § 7401 *et seq.*, the Federal Water Pollution Control Act, as amended, 33 U.S.C. § 1251 *et seq.*, and the regulations of the Environmental Protection Agency with respect thereto, at 5 C.F.R. Part 919 Subpart E and 24 C.F.R. Part 58 as amended, Section 508 of the Clean Water Act (33 U.S.C. § 1368) and Executive Order 11738.

In addition to the foregoing requirements, all nonexempt contractors and subcontractors shall furnish to the owner, the following:

- 1) A stipulation by the CONTRACTOR or subcontractors, that any facility to be utilized in the performance of any nonexempt contract or subcontract, is not listed on the Excluded Party Listing System pursuant to 40 C.F.R. Part 32 or on the List of Violating Facilities issued by the Environmental Protection Agency (**EPA**) pursuant to 24 C.F.R. Part 58, as amended.
- 2) Agreement by the CONTRACTOR to comply with all the requirements of Section 114 of the Clean Air Act, as amended, (42 U.S.C. § 7414) and Section 308 of the Federal

Water Pollution Control Act, as amended, (33 U.S.C. § 1318) relating to inspection, monitoring, entry, reports and information, as well as all other requirements specified in said Section 114 and Section 308, and all regulations and guidelines issued thereunder.

- 3) A stipulation that as a condition for the award of the Agreement, prompt notice will be given of any notification received from the Director, Office of Federal Activities, EPA, indicating that a facility utilized, or to be utilized for the Agreement, is under consideration to be listed on the Excluded Party Listing System or the EPA List of Violating Facilities.
- 4) Agreement by the CONTRACTOR that he or she will include, or cause to be included, the criteria and requirements in paragraph (1) through (4) of this section in every nonexempt subcontract and requiring that the CONTRACTOR will take such action as the government may direct as a means of enforcing such provisions.

27. ANTI-LOBBYING (Applicable to contracts exceeding \$100,000)

By the execution of this Contract, the CONTRACTOR 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 CONTRACTOR, to any person for influencing or attempting to influence an 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 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 this Federal contract, grant,

loan, or cooperative agreement, the CONTRACTOR shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities", in accordance with its instructions.

- 3) The CONTRACTOR shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, 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 Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

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28. BONDING REQUIREMENTS

(Applicable to construction and facility improvement contracts exceeding \$100,000)

The CONTRACTOR shall comply with Puerto Rico bonding requirements, unless they have not been approved by HUD, in which case the CONTRACTOR shall comply with the following minimum bonding requirements:

- 1) A bid guarantee from each bidder equivalent to five percent (5%) of the bid price. The "bid guarantee" shall consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of his or her bid, execute such contractual documents as may be required within the time specified.
- 2) A performance bond on the part of the CONTRACTOR for one hundred percent (100%) of the Agreement price. A "performance bond" is one executed in connection with a contract to secure the fulfillment of all the CONTRACTOR's obligations under such contract.

- 3) A payment bond on the part of the CONTRACTOR for one hundred percent (100%) of the Agreement price. A "payment bond" is one executed in connection with a contract to assure payment as required by the law of all persons supplying labor and material in the execution of the work provided for in the contract.

29. SECTION 3 OF THE HOUSING AND URBAN DEVELOPMENT ACT OF 1968 (As required by applicable thresholds)

- 1) The work to be performed under this Agreement is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. § 1701u (**Section 3**). The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by Section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.
- 2) The parties to this Agreement agree to comply with HUD's regulations in 24 C.F.R. Part 75 which implement Section 3. As evidenced by their execution of this Agreement, the parties to this Agreement certify that they are under no contractual or other impediment that would prevent them from complying with the Part 75 regulations.
- 3) The CONTRACTOR agrees to send to each labor organization or representative of workers with which the CONTRACTOR has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the CONTRACTOR's commitments under this Section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the Section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.

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- 4) The CONTRACTOR agrees to include this Section 3 clause in every subcontract subject to compliance with regulations in 24 C.F.R. Part 75, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this Section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 C.F.R. Part 75. The CONTRACTOR will not subcontract with any subcontractor where the CONTRACTOR has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 C.F.R. Part 75.
- 5) The CONTRACTOR will certify that any vacant employment positions, including training positions, that are filled: (1) after the CONTRACTOR is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 C.F.R. Part 75 require employment opportunities to be directed, were not filled to circumvent the CONTRACTOR's obligations under 24 C.F.R. Part 75.
- 6) Noncompliance with HUD's regulations in 24 C.F.R. Part 75 may result in sanctions, termination of this Agreement for default, and debarment or suspension from future HUD assisted contracts.
- 7) With respect to work performed in connection with Section 3 covered Indian housing assistance, Section 7(b) of the Indian Self-Determination and Education Assistance Act (46 U.S.C. § 5307) also applies to the work to be performed under this Agreement. Section 7(b) requires that to the greatest extent feasible: (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this Agreement that are subject to the provisions of Section 3 and Section 7(b) agree to comply with Section 3 to the maximum extent feasible, but not in derogation of compliance with Section 7(b).
- 8) The Contractor agrees to submit, and shall require its subcontractors to submit to them, quarterly reports to the PRDOH detailing the total number of labor hours worked on the Section 3 Project, the total number of labor hours worked by Section 3 Workers, and the total number of hours worked

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by Targeted Section 3 Workers, and any affirmative efforts made during the quarter to direct hiring efforts to low- and very low-income persons, particularly persons who are Section 3 Workers and Targeted Section 3 Workers.

30. FAIR HOUSING ACT

CONTRACTOR shall comply with the provisions of the Fair Housing Act of 1968, as amended. The act prohibits discrimination in the sale or rental of housing, the financing of housing or the provision of brokerage services against any person on the basis of race, color, religion, sex, national origin, handicap or familial status. The Equal Opportunity in Housing Act prohibits discrimination against individuals on the basis of race, color, religion, sex or national origin in the sale, rental, leasing or other disposition of residential property, or in the use or occupancy of housing assisted with Federal funds.

31. ENERGY POLICY AND CONSERVATION ACT

CONTRACTOR shall comply with mandatory standards and policies relating to energy efficiency as contained in the Government of Puerto Rico's energy conservation plan, issued in compliance with the Energy Policy and Conservation Act (42 U.S.C. 6201 *et seq*).

32. HATCH ACT

CONTRACTOR agrees to comply with mandatory standards and policies relating to Hatch Act, Public Law 76-252, as amended.

The Hatch Act applies to political activities of certain state and local employees. As a Puerto Rico Department of Housing CONTRACTOR, you may do any of the following activities: be a candidate in nonpartisan elections; attend political meetings and conventions; contribute money; campaign in partisan elections; and hold office in political parties.

The CONTRACTOR may not do the following activities: be a candidate in partisan elections; use official influence to interfere in elections; coerce political contributions from subordinates in support of political parties or candidates. The office of special counsel operates a website that provides guidance concerning hatch act issues.

33. HEALTH AND SAFETY STANDARDS

All parties participating in this project agree to comply with Sections 107 and 103 of the Contract Work Hours and Safety Standards Act. Section 107 of the Act is applicable to construction work and provides that no laborer or mechanic shall be required to work in surroundings or under working conditions, which are unsanitary, hazardous, or dangerous to his or her health and safety as determined under construction, safety, and health standards promulgated by the Secretary of Labor. These requirements do not apply to the purchase of supplies or materials or articles ordinarily available on the open market, or contracts for transportation.

34. PERSONNEL

The CONTRACTOR represents that it has, or will secure at its own expense, all personnel required in performing the services under this Agreement. Such personnel shall not be employees of, or have any contractual relationship with, the contracting party. All the services required hereunder will be performed by the CONTRACTOR or under its supervision, and all personnel engaged in the work shall be fully qualified and shall be authorized or permitted under State and local law to perform such services. No person who is serving sentence in a penal or correctional institution shall be employed on work under this Contract.

35. WITHHOLDING OF WAGES

If in the performance of this Agreement, there is any underpayment of wages by the CONTRACTOR or by any subcontractor thereunder, the PRDOH may withhold from the CONTRACTOR out of payment due to him or her an amount sufficient to pay to employees underpaid the difference between the wages required thereby to be paid and the wages actually paid such employees for the total number of hours worked. The amounts withheld may be disbursed by the PRDOH for and on account of the CONTRACTOR or subcontractor to the respective employees to whom they are due.

36. CLAIMS AND DISPUTES PERTAINING TO WAGE RATES

Claims and disputes pertaining to wage rates or to classifications of professional staff or technicians performing work under this Contract shall be promptly reported in

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writing by the CONTRACTOR to the PRDOH for the latter's decision, which shall be final with respect thereto.

37. DISCRIMINATION BECAUSE OF CERTAIN LABOR MATTERS

No person employed on the services covered by this Agreement shall be discharged or in any way discriminated against because he or she has filed any complaint or instituted or caused to be instituted any proceeding or has testified or is about to testify in any proceeding under or relating to the labor standards applicable hereunder to his or her employer.

38. INTEREST OF MEMBERS OF LOCAL PUBLIC AGENCY AND OTHERS

The CONTRACTOR agrees to establish safeguards to prohibit employees from using positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have a family, business, or other tie. The CONTRACTOR will be aware of and avoid any violation of the laws of this State which prohibit municipal officers and employees from having or owning any interest or share, individually or as agent or employee of any person or corporation, either directly or indirectly, in any contract made or let by the governing authorities of such municipality for the construction or doing of any public work, or for the sale or purchase of any materials, supplies or property of any description, or for any other purpose whatsoever, or in any subcontract arising therefrom or connected therewith, or to receive, either directly or indirectly, any portion or share of any money or other thing paid for the construction or doing of any public work, or for the sale or purchase of any property, or upon any other contract made by the governing authorities of the municipality, or subcontract arising therefore or connected therewith.

The CONTRACTOR will also be aware of and avoid any violation of the laws of this State which prescribe a criminal penalty for any public officer who has an interest in any contract passed by the board of which he or she is a member during the time he or she was a member and for one year thereafter.

39. INTEREST OF CERTAIN FEDERAL OFFICERS

No member of, or delegate to, the Congress of the United States and no Resident Commissioner shall be admitted any share or part of this Agreement or to any benefit to arise therefrom.

40. INTEREST OF CONTRACTOR

The CONTRACTOR agrees that it presently has no interest and shall not acquire any interest, direct or indirect, in the above described project or any parcels therein or any other interest which would conflict in any manner or degree with the performance of the Work hereunder. The CONTRACTOR further agrees that no person having any such interest shall be employed in the performance of this Agreement.

41. POLITICAL ACTIVITY

The CONTRACTOR will comply with the provisions of the Hatch Act (5 U.S.C. § 1501 *et seq.*), which limits the political activity of employees.

42. RELIGIOUS ACTIVITY

The CONTRACTOR agrees to abstain from using any funds related to this Agreement for inherently religious activities prohibited by 24 C.F.R. § 570.200(j), such as worship, religious instruction, or proselytization.

43. FLOOD DISASTER PROTECTION ACT OF 1973

The CONTRACTOR will ensure that procedures and mechanisms are put into place to monitor compliance with all flood insurance requirements as found in the Flood Disaster Protection Act of 1973, 24 C.F.R. § 570.605.

44. LEAD BASED PAINT

The CONTRACTOR must comply with the regulations regarding lead-based paint found at 24 C.F.R. Part 35 on LEAD-BASED PAINT POISONING PREVENTION IN CERTAIN RESIDENTIAL STRUCTURES with regards to all housing units assisted using CDBG-DR funds.

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45. VALUE ENGINEERING

(Applicable to construction contracts exceeding \$2,000 when required by Federal program legislation)

The CONTRACTOR must comply with the regulations regarding systematic and organized approach to analyze functions of systems, equipment, facilities, services, and materials to ensure they achieve their essential functions at the lowest cost consistent to life cycle in execution, reliability, quality, and safety, in accordance with 24 C.F.R. § 200.318(g).

46. UNIFORM RELOCATION ASSISTANCE AND REAL PROPERTY ACQUISITION POLICIES ACT (URA)

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Every project funded in part or in full by Community Development Block Grant – Disaster Recovery (CDBG-DR) funds, and all activities related to that project, are subject to the provisions of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA), as amended, 42 U.S.C. § 4601 et seq., and section 104(d) of the Housing and Community Development Act of 1992, as amended (HCDA), 42 U.S.C. § 5304(d), except where waivers or alternative requirements have been provided by the U.S. Department of Housing and Urban Development (HUD). The implementing regulations for URA are at 49 C.F.R. Part 24, and the regulations for section 104(d) are at 24 C.F.R. Part 42, subpart C. Additionally, HUD has established regulations specific to CDBG-funded housing activities at 24 C.F.R. § 570.606. PRDOH has also established the Uniform Relocation Assistance Guide & Residential Anti-Displacement and Relocation Assistance Plan (URA & ADP Guide) which provides guidance and requirements regarding URA compliance and minimizing displacement that are applicable to all CDBG-DR programs. The primary purpose of these laws and regulations is to provide uniform, fair, and equitable treatment of persons whose real property is acquired or who are displaced in connection with federally funded projects.

When CDBG-DR funds are planned, intended, or used for any activity or phase of a project and the phases are interdependent, URA applies to that activity or project. This includes any property acquisition, even if CDBG-DR funds are not used to fund the purchase, if the contract to acquire property is executed with the intention of seeking CDBG-DR funds to complete the project or an interdependent phase of the project.

Contractors are responsible for ensuring URA compliance throughout the design, proposal, and implementation of any project that includes real property acquisition or displacement of residential or business occupants.

47. OCCUPATIONAL SAFETY AND HEALTH ACT OF 1970 (OSH ACT)

The CONTRACTOR shall comply with the Occupational Safety and Health Act of 1970 (OSH Act) as supplemented by the Department of Labor regulations. This Act created the Occupational Safety and Health Administration (OSHA). OSHA sets and enforces protective standards of safety and health in the workplace. Under the OSH Act, employers have a responsibility to provide a safe workplace.

Employers must comply with the 29 CFR 1910 General Obligations Clause of the OSH Act. This clause requires employers to maintain their workplaces free from serious recognized hazards. This includes the adoption of safety and health guidelines and the subsequent training of the employer's workforce in these.

CONTRACTORS whose Scope of Work includes construction activities must comply with the General Clauses, and also with provisions of 29 CFR 1926 "Construction Health and Safety Regulations". It shall be a condition of any contract for construction, alteration and/or repair, including painting and decorating, that no contractor or subcontractor for any part of the contract work shall require any worker or mechanic employed in the performance of the contract to work in an environment or in unhealthy, hazardous or dangerous working conditions to their health or safety.

48. FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT (FFATA)

The Federal Funding Accountability and Transparency Act of 2006 (**FFATA**), as amended, was signed with the intent of reducing wasteful government spending and providing citizens with the ability to hold the government accountable for spending decisions. 2 C.F.R. § Part 170 outlines the requirements of recipients' in reporting information on subawards and executive total compensation under FFATA legislation. Any non-Federal entity that receives or administers Federal financial assistance in the form of grants, loans, loan guarantees, subsidies, insurance, food commodities, direct appropriations, assessed and voluntary contributions; and/or other financial

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assistance transactions that authorize the non-Federal entities' expenditure of Federal fund, is subject to these requirements. Prime contract awardees and prime grant awardees are required to report against subcontracts and subgrants awarded in the FFATA Subaward Reporting System (FSRS), the reporting tool for Federal prime awardees. This information reported will then be displayed on a public and searchable website: www.USASpending.gov.

49. PROCUREMENT}

The Uniform Guidance procurement requirements (2 C.F.R. § Part 200, Subpart D) went into effect on July 1, 2018. These requirements are applicable to CDBG-DR funded projects, or as provided by 83 Federal Register 5844 VI A(1)(b)(2) permits a state grantee to elect to follow its own procurement policy. These policies and procedures ensure that Federal dollars are spent fairly and encourage open competition at the best level of service and price.

50. CHANGE ORDERS TO CONTRACTS

Change orders are issued when the initial agreed-upon pricing or work to be completed requires modification. First, the CONTRACTOR must complete a Change Order Request Form. This form and supporting documentation must be delivered to the PRDOH for review. Each change order must have a cost analysis. Once the Project Manager approves the change order, it is returned to the contractor for execution. Change orders are only invoiced on the final draw and categorized as "change orders." The amount listed on the invoice must match the previously approved amount and must be cost-reasonable. The PRDOH is responsible for verifying cost reasonableness. Verification documentation for cost reasonableness becomes an attachment to the change order.

51. LANGUAGE ACCESS PLAN

Executive Order No. 13166, signed on August 11, 2000, requires programs, subrecipients, contractors, subcontractors, and/or developers funded in whole or in part with CDBG-DR financial assistance to ensure fair and meaningful access to programs and services for families and individuals with Limited English Proficiency (LEP) and/or deaf/hard of hearing. Fair access is ensured through the implementation of a

Language Assistance Plan (**LAP**), which includes non-English-based outreach, translation services of vital documents, free language assistance services, and staff training. Vital documents are defined as depending on the importance of the program, information, encounter, or service involved, and the consequence to the LEP person if the information in question is not provided accurately or in a timely manner.

The Fair Housing and Equal Opportunity Language Access Plan for all CDBG-DR/MIT Programs states that Subrecipient Agreements will include requirements for the provisions of LEP and Limited Spanish Proficient (**LSP**) resources by subrecipients for all public participatory activities, including marketing, outreach, applications, vital document translations as well as monitoring requirements. Subrecipients and contractors have to comply with the following LEP/LSP requirements:

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- a. Provide Spanish translations for all outreach, marketing, application materials, and vital documents, and advertise the availability of language assistance services.
 - b. Requirements will also be added for subrecipients, contractors, and other administering entities that interact with LEP/LSP individuals as part of the implementation of the CDBG-DR/MIT Programs to:
 - i. Develop and maintain operating procedures that address LEP/LSP assistance;
 - ii. Maintain inquiry and application logs that specify language of choice;
 - iii. Submit documentation to PRDOH supporting subrecipient efforts to further LEP access;
 - iv. Submit translated documentation to PRDOH for maintenance in PRDOH's project files; and
Require periodic monitoring by PRDOH for compliance with LEP/LSP requirements.

CDBG-DR/MIT subrecipients and contractors, as well as any other administering entities that interact with LEP/LSP individuals as part of the implementation of the programs, will be required to maintain inquiry and application logs that document the

language preference of persons seeking to apply or participate in CDBG-DR/MIT funded activities.

52. PERSONALLY IDENTIFIABLE INFORMATION

In accordance with 2 C.F.R. § 200.303, regarding internal controls of a non-Federal entity, a grantee must guarantee the protection of all Personally Identifiable Information (PII) obtained. The program will enact necessary measures to ensure PII of all applicants is safeguarded as to avoid release of private information. If a contractor or employee should experience any loss or potential loss of PII, the program shall be notified immediately of the breach or potential breach.

53. PROCUREMENT OF RECOVERED MATERIALS


A non-Federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (**EPA**) at 40 C.F.R. part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

END OF DOCUMENT



**ATTACHMENT G
APPENDIX C
CONTRACTOR CERTIFICATION
FINANCIAL OVERSIGHT AND MANAGEMENT BOARD FOR PUERTO RICO
CONTRACTS REVIEW POLICY
INTEGRA DESIGN GROUP PSC**

The following is hereby certified to the Oversight Board regarding the request for authorization to execute a contract amendment) for Architectural, Engineering and Management (AE&M) Services by and between the **Puerto Rico Department of Housing** and **INTEGRA DESIGN GROUP PSC**:

1. The expected subcontractor(s) in connection with the proposed contract¹ is (are) the following:

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SUBCONTRACTOR	PRINCIPAL OR OWNER	ROLE	ESTIMATED SUBCONTRACT AMOUNT
JLMS Consulting Engineers, PSC	José Luis Marrero Sicardo, PE	Mechanical Engineering Consultant	\$200,000.00
Despiau Associates	José Despiau, PE	Geotechnical Engineers	\$100,000.00
Javier E. Bidot & Associates, PSC	Javier Bidot, PLS	Surveyor	\$150,000.00
Nortol Environmental & Occupational Safety, Inc.	Norma Torres Lebrón	Hazardous Materials Consultants	\$95,000.00

¹ As used herein, the term "contract" is inclusive of any amendments, modifications or extensions.

2. Neither the contractor nor any of its owners², partners, directors, officials, or employees, has agreed to share or give a percentage of the contractor's compensation under the contract to, or otherwise compensate, any third party, whether directly or indirectly, in connection with the procurement, negotiation, execution or performance of the contract, except as follows:

Not applicable.

3. To the best knowledge of the signatory (after due investigation), no person has unduly intervened in the procurement, negotiation or execution of the contract, for its own benefit or that of a third person, in contravention of applicable law.

4. To the best knowledge of the signatory (after due investigation), no person has: (i) offered, paid, or promised to pay money to; (ii) offered, given, or promised to give anything of value to; or (iii) otherwise influenced any public official or employee with the purpose of securing any advantages, privileges or favors for the benefit of such person in connection with the contract (such as the execution of a subcontract with contractor, beneficial treatment under the contract, or the written or unwritten promise of a gift, favor, or other monetary or non-monetary benefit).

5. Neither the contractor, nor any of its owners, partners, directors, officials or employees or, to the best of its knowledge (after due investigation), its representatives or sub-contractors, has required, directly or indirectly, from third persons to take any action with the purpose of influencing any public official or employee in connection with the procurement, negotiation or execution of the contract, in contravention of applicable law.

6. Any incorrect, incomplete or false statement made by the contractor's representative as part of this certification shall cause the nullity of the proposed contract, and the contractor must reimburse immediately to the Commonwealth any amounts, payments, or benefits received from the Commonwealth under the proposed contract.

² For purposes of this certification, a contractor's "owner" shall mean any person or entity with more than a ten percent (10%) ownership interest in the contractor.

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I hereby certify under penalty of perjury that the foregoing is complete, true, and correct on this 3rd day of April of 2025.

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Signature

3-APR-25
Date

Carlos I. Báez Dotel, PE
Printed Name

President
Position



HOUSING

GOVERNMENT OF PUERTO RICO

ATTACHMENT V

ATTACHMENT H

NON-CONFLICT OF INTEREST CERTIFICATION

INTEGRA DESIGN GROUP PSC

The CONTRACTOR certifies that:

1. No public servant of this executive agency has a pecuniary interest in this contract, subrecipient agreement, purchase, or commercial transaction.
2. No public servant of this executive agency has requested me or accepted from me, directly or indirectly, for him (her), for any member of his family unit or for any person, gifts, bonuses, favors, services, donations, loans or anything else of monetary value.
3. No public servant (s) requested or accepted any good of economic value, linked to this transaction, from any person of my entity as payment for performing the duties and responsibilities of their employment.
4. No public servant has requested from me, directly or indirectly, for him (her), for any member of his or her family unit, or for any other person, business, or entity, something of economic value, including gifts, loans, promises, favors or services in exchange for the performance of said public servant is influenced in my favor or of my entity.
5. I have no kinship relationship, within the fourth degree of consanguinity and second by affinity, with any public servant who has the power to influence and participate in the institutional decisions of this executive agency.

"I hereby certify under penalty of perjury that the foregoing is complete, true, and correct."

Signature

4/3/2025

Date

Carlos Báez Dotel

Printed Name

President

Position