

Pre-Bid Conference Meeting Minutes

Date & Time: August 11, 2023

Location: Hagerty Consulting Offices

Construction Management Services-Repair, Reconstruction and Construction of Facilities Impacted by Hurricane Maria

Welcome Remarks from Sara Rivera

Introduced-Hagerty Consulting Staff-Victor Cabrera

Catholic Extension staff-Susana Linares

Topics:

1. The agenda was discussed and debriefed.
2. Everything may be seen in <https://prrecovery.catholicextension.org>
3. Why and RFP?
4. Geographic Distribution (Exhibit 1) in RFP documentation. Each Diocese and Archdiocese has a separate RFP. All participants may pick and choose which RFP to participate in.
5. Repair Facilities (Exhibit C). The list may vary by one or two facilities.
6. Exhibit C-ADSJ oldest Church Entries. It may include facilities from another Diocese and will be identified in the RFP for example: Caguas and Arecibo identified under the San Juan Portfolio with Houses of Worship (Casas de oración) and Schools, telecommunications sector (2 facilities).
7. Portfolio for Arecibo. Has facilities in its own municipalities and those that are close and mentioned in the Geographic map. It includes (Schools, and Foster Homes, and parishes)
8. Portfolio for the Dioceses of Caguas-Facilities inside of the Caguas Municipality, Gurabo, San Lorenzo, Aguas Buenas, Yabucoa, Humacao. Caguas includes facilities that were once from the Diocese of Fajardo-Humacao.
9. Each Portfolio has an individual list Exhibit C. List may vary by a minimal amount. – Reference Exhibit C
10. Services Agreements – Duration, Clauses, Remedies, Termination, Insurance - Encouraged to review the full Exhibit F
11. The bid-deadline is August 18, 2023, at 5pm
12. Any addendum or modification will be posted on <https://prrecovery.catholicextension.org> and it is the Respondents responsibility to review the changes to the addendums.
13. Evaluation Criteria – Reference RFP CM Services Section III
14. Timeline - Church Entities reserve the right to amend this timeline at any time during the RFP process up to the execution of the CM Agreements, if any. Reference RFP CM Services.

Questions:

1. RFP may be answered for just one Diocese or Archdiocese? Yes.

2. Specificity of the project and its type. Each portfolio has all the inventory and specificity that encompasses the facility. PW is there a spread sheet that matches the PW with the project-The information will be provided to the chosen contractor. Z
3. Contract is Contract is 3 years with a potential 2 year extension. Reference Exhibit E
4. Are all projects are in the initial face ready of design.
5. Facilities are work to be completed? Yes
6. Some of the project require an Architect that the church will hire an architect-The CM is required to hire the architect that will execute the design.
7. will provide the design.
8. The CM work is foreseen to begin by the end of the year 2023 early 2024
9. There is a list of projects. Is there a sequence of projects or can the firm decide how to begin the works in each facility. Part of the scope of work required is the capacity to manage multiple facilities at one time. The firm will have to present the project approach and methodology which will be part of the evaluation criteria points.
10. How will the additional personnel be evaluated? Only Key staff are part of the evaluation.
11. Key Personnel-Inside the RFP there are clauses that indicate the process. Page 14 includes all the Qualifications and Relevant Experience of Key Staff. In the area of additional staff (H1-H4 is not key personnel) and it upon need of the project and the entity.
12. Is it one contract? No, it would be four different contracts.
13. Amount of references required? 3 – reference page 15 on RFP CM Services
14. Are all the facilities encompassed in the projects identified? Yes- example: Arecibo 87 facilities are within 40 projects which have assigned \$56 Million.
15. Does the contract have a Liquidation section? – Reference Remedies: Liquidated Damages page 14
16. Are there only 406 projects? No, there are 428 and 406 projects. Details will be discussed later with the firm selected.

Adjournment:

1. All questions must be sent to: prrecovery@catholicextension.org and must reference the specific RFP(s) in the subject line of the email. Questions shall cite the document, section, and questions to facilitate the response process.
2. All Diocesan RFPs (Maria and Earthquake) will be published on the newspaper and through the recovery portal prrecovery.catholicextension.org