



**GOVERNMENT OF PUERTO RICO**  
Department of Housing

**COMMUNITY DEVELOPMENT BLOCK GRANT – DISASTER RECOVERY (CDBG-DR)**

**AGREEMENT FOR  
TITLE CLEARANCE PROGRAM SERVICES  
BETWEEN THE  
PUERTO RICO DEPARTMENT OF HOUSING  
AND  
F.S. SURVEYING, PSC**



**THIS AGREEMENT FOR Title Clearance Program Services**, (hereinafter referred to as the "Agreement") is entered into in San Juan, Puerto Rico, this 16 of September, 2019, by and between the **PUERTO RICO DEPARTMENT OF HOUSING** (hereinafter, PRDOH), a public agency created under Law 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 Hon. Fernando A. Gil-Enseñat, lawyer, of legal age, married and resident of Guaynabo, Puerto Rico, in his capacity as Secretary; and **F.S. Surveying, PSC** (hereinafter, the "CONTRACTOR"), with principal offices in Urb. Puerto Nuevo, Andalucía Ave. 511, Suite 2C, San Juan, PR 00920, herein represented by Fernando Santiago Rosario, in his capacity as President, of legal age, married and resident of Aibonito, Puerto Rico by the CONTRACTOR.

**WHEREAS**, on September 2017, Hurricanes Irma and María made landfall in Puerto Rico causing catastrophic island wide damage, knocking out power, water, and telecommunications for the entire island and its island municipalities. Hurricane María caused major structure and infrastructure damage to family homes, businesses and government facilities triggering the displacement of thousands of residents of the Island from their homes and jobs.

**WHEREAS**, under the Continuing Appropriations Act, 2018 and Supplemental Appropriations for Disaster Relief Requirements Act, 2017, signed into law September 8, 2017 (Pub. L. 115-56), \$1.5 billion were allocated by the U.S. Department of Housing and Urban Development (HUD) for disaster recovery assistance to the Government of Puerto Rico under the CDBG-DR. 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.

**WHEREAS**, on February 9, 2018, a Notice was published in the Federal Register, Vol. 83, No. 28 (83 FR 5844), that allocated \$1.5 billion for disaster recovery assistance to the Government of Puerto Rico.

**WHEREAS**, pursuant to a letter dated February 23, 2018 sent by the former Governor of Puerto Rico, Ricardo Rosselló Nevárez, to the Honorable Benjamin Carson, Secretary of HUD, the PRDOH is the governmental agency designated by the former Governor of Puerto Rico as grantee of the CDBG-DR funds allocated to the Government of Puerto Rico.

**WHEREAS**, under the Bipartisan Budget Act of 2018, signed into law February 9, 2018 (Pub. L. 115-123), an additional \$8.22 billion were allocated by HUD for disaster recovery assistance to the Government of Puerto Rico under CDBG-DR.

**WHEREAS**, on August 14, 2018, a Notice was published in the Federal Register Vol. 83, No. 157, (83 FR 40314) that made an additional allocation to Puerto Rico of \$8.22 billion for recovery efforts. With these allocations of funding, the PRDOH aims to lead a transparent, comprehensive recovery to benefit the residents of Puerto Rico. PRDOH holds accountability and is committed to the responsible, efficient, and transparent

administration of CDBG-DR grant funding. On September 20, 2018, the Governor of Puerto Rico and the Secretary of HUD signed the Grant Agreement.

**WHEREAS**, tens of thousands of homes suffered hurricane damage and are still in need of repair. Residents may have applied for FEMA or other recovery assistance and faced challenges due to lack of clear title. The goal of the Title Clearance Program is to provide clear title to homeowners throughout the hurricane impacted area, therefore resulting in long-term sustainability and security for residents. The PRDOH is interested in contracting a **Title Clearance Program Services** firm to assist PRDOH with the oversight and management of CDBG-DR funds allocated to Puerto Rico as a result of Hurricane María. This firm will support PRDOH's objectives of ensuring compliance with all CDBG-DR, HUD, and applicable federal and local requirements, rules and regulations, as well as in PRDOH's objectives of the Action Plan, as amended, and adequately coordinating and monitoring all CDBG-DR related activities.

**WHEREAS**, on November 16, 2018 the PRDOH issued a Request for Proposals CDBG-DR-RFP 2018-07 "**Title Clearance Program Services**" with CDBG-DR funds. This request was placed through the Registro Único de Subastas del Gobierno (RUS, for its Spanish Acronym) and CDBG-DR website. Afterwards, PRDOH requested Proposals from qualified Proposers therein registered (**Attachment A**).

**WHEREAS**, on January 9, 2019, the CONTRACTOR submitted a proposal (hereinafter referred to as the "Proposal"), which fully complied with the requirements set forth by the PRDOH.

**WHEREAS**, the CONTRACTOR will provide services to homeowners in order to clear titles in properties throughout the hurricane impacted area, therefore resulting in long-term sustainability and security for residents.

**WHEREAS**, the Evaluation Committee recommended F.S. Surveying, PSC to perform the required services at a reasonable proposed cost (**Attachments A and C**) to assist PRDOH in the Puerto Rico's recovery efforts according to the award criteria established in the RFP.

**WHEREAS**, the PRDOH desires to enter into an agreement with **F.S. Surveying, PSC** to secure its services and accepts the CONTRACTOR'S Proposal and costs, and the CONTRACTOR by its acceptance of the terms and conditions of this Agreement is ready, willing and able to provide the requested services contemplated under this Agreement (**Attachment B, C and D**).



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

#### I. TYPE OF CONTRACT

**Contract Type:** This is a fixed fee contract. Under this Agreement, CONTRACTOR shall submit monthly invoices to the PRDOH as the services are rendered. Any and all changes and/or modifications to this Agreement shall be in writing and must be signed by both parties.

**Attachments Incorporated:** The following attachments are incorporated into this Agreement by reference and are hereby made part of this Agreement:

**Attachment A** Bid Board, Title Clearance Program Services, CDBG-DR-RFP2018-07, Resolution of Award. Dated August 15, 2019



<b>Attachment B</b>	Title Clearance Program Services, Under CDBG-DR, a Proposal for the Puerto Rico Department of Housing. Dated January 9, 2019
<b>Attachment C</b>	Scope of Services
<b>Attachment D</b>	Compensation Schedule
<b>Attachment E</b>	Insurance Requirements (DV-OSPA-78-5)
<b>Attachment F</b>	HUD General Provisions
<b>Attachment G</b>	Performance Requirements

All Attachments hereto are fully incorporated herewith such that the terms and conditions of the Attachments shall be as binding as any terms and conditions of this executed written Agreement. Should any inconsistency appear between the Attachments and this Agreement, the Agreement shall prevail.

## II. TERM OF AGREEMENT

- A. This Agreement shall be in effect and enforceable between the parties from the date of its execution. The Term of this Agreement will be for a performance period of thirty six (36) months, ending in September 15, 2022.
- B. **Contract Extensions:** PRDOH may, at its sole discretion, extend the Agreement's term for additional terms of one (1) year up to two (2) years. Any type of agreement extension must be executed in writing and signed by both parties.
- C. The term of this Agreement shall not exceed a period of five (5) years, including options for renewal or extension.

## III. SCOPE OF SERVICES

 The CONTRACTOR shall provide the services described in **Attachment C** of the Agreement. The parties agree that the CONTRACTOR shall furnish all permits, consents, licenses, equipment, software and supplies necessary to perform the Services, at CONTRACTOR'S sole cost.

## IV. COMPENSATION AND PAYMENT

- A. The PRDOH agrees to pay the CONTRACTOR for allowable Services rendered under this Agreement in accordance with the rates and amounts described in **Attachment D** of this Agreement.
- D. The PRDOH will pay the CONTRACTOR, for allowable services performed during the term of this Agreement, a maximum amount not to exceed **EIGHT MILLION NINE HUNDRED THIRTEEN THOUSAND AND SEVEN HUNDRED AND FIVE DOLLARS (\$8,913,705.00); Account Number R01H08TCP-DOH-LM-4190-10-000.**
- B. Such payment shall be compensation for all allowable services required, performed and accepted under this Agreement included in **Attachment C**.



- C. Any additional funds to complete the services requested by the PRDOH to the CONTRACTOR will be subject to evaluation before acceptance as well as funds availability and will require an amendment to this Agreement.
- D. The CONTRACTOR shall submit an invoice to PRDOH on a monthly basis. Said invoice must be submitted including all required invoice supporting documents, including but not limited to monthly reports, timesheets, invoice and photos evidence, expense plan and/or work projections. If PRDOH determines that the submitted invoice and supporting documents are acceptable, then the invoice will be approved for payment.
- E. An authorized representative of the PRDOH will review each invoice and, if adequate, will approve and process its payment. Payments to the CONTRACTOR shall be made by electronic funds transfer (EFT). PRDOH reserves the right to conduct any audits it deems necessary. The CONTRACTOR agrees to cooperate fully with any such audit or audits.
- F. While providing the services under this Agreement, the CONTRACTOR must adhere to applicable requirements of the CDBG-DR grant. If the CONTRACTOR performs ineligible activities under the CDBG-DR grant or program, the CONTRACTOR cannot include them in the invoice for payment to the CONTRACTOR.
- G. In order for the CONTRACTOR to receive payment for any work performed hereunder, the following certification must be included in each application for payment or invoice submitted to the PRDOH for payment:

**"Under penalty of absolute nullity, I certify that no public servant of the government entity is a party to or has an interest in the profits or benefits that are the product of the contract subject of this invoice, and to be a party to or have an interest in the profits or benefits of resulting from the contract, under this invoice a prior dispensation has been issued. The sole consideration to furnish the contracted goods or services subject of the contract is the payment agreed upon with the authorized representative of the parties. The amount that appears in the invoice is fair and correct. The work has been performed, the products have been delivered and the services rendered, and no payment has been received for them."**

#### V. REIMBURSABLE EXPENSES

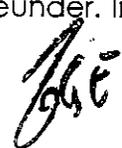
The PRDOH will not reimburse any costs incurred by the CONTRACTOR not included in the approved Proposal or in an executed written amendment.

#### VI. ADDITIONAL SERVICES

Should additional services be needed by the PRDOH, such additional services shall be agreed upon by the parties in a written document signed by both parties, prior to the issuance of a notice to proceed with the performance of such additional services.

#### VII. OWNERSHIP AND USE OF DOCUMENTS

- A. With the exception of the CONTRACTOR'S working papers, the CONTRACTOR acknowledges the PRDOH's ownership of all information, drafts, documents, reports, papers and other materials developed and prepared by the CONTRACTOR, its agents or representatives, for purposes of performing key obligations hereunder. In



the event of any termination, the CONTRACTOR shall deliver such information, drafts, reports, papers and other materials to the PRDOH, in document form or as computer program data, and the CONTRACTOR recognizes the PRDOH's right to request such documentation or computer program data. If the CONTRACTOR fails to deliver said information, the PRDOH may seek a judicial order to enforce its rights.

- B. Proof of expenditures incurred by the CONTRACTOR on behalf of PRDOH shall be made available to PRDOH. The CONTRACTOR agrees to maintain accurate records and files of all contract documents, correspondence, book estimates, bills and other information related to the CONTRACTOR account. These documents shall be open for the PRDOH examination at all reasonable times during the term of this Agreement, and up to five (5) years after termination.

#### VIII. DOCUMENTATION AND RECORKEEPING

- A. **Records to be Maintained:** The CONTRACTOR shall maintain records of the state and units of general local government, including supporting documentation, which shall be retained for the greater of five (5) years from closeout of the grant to the state, or the period required by other local applicable laws and regulations. Such records include but are not limited to: Records providing a full description of each activity undertaken; Records demonstrating that each activity undertaken meets one of the National Objectives of the CDBG-DR program; Records required to determine the eligibility of activities; Records required to document the acquisition, improvement, use or disposition of real property acquired or improved with CDBG-DR assistance; Records documenting compliance with the fair housing and equal opportunity requirements of the CDBG-DR program regulations; Financial records as required by 24 C.F.R. § 570.502, and 2 C.F.R. Part 200, including records necessary to demonstrate compliance with all applicable procurement requirements; and other records necessary to document compliance with this agreement, any other applicable Federal statutes and regulations, and the terms and conditions of PRDOH's Federal award.
- B. **Access to Records:** The CONTRACTOR shall permit the PRDOH and auditors to have access to the CONTRACTOR'S records and financial statements as necessary for the PRDOH to meet its audit requirements under the Federal award.
- C. **Record Retention and Transmission of Records to the PRDOH:** Prior to close out of this Agreement, the CONTRACTOR must transmit to the PRDOH records sufficient for the PRDOH to demonstrate that all costs under this Agreement met the requirements of the Federal award.
- D. **Contractor's Data and Privileged Information:** The CONTRACTOR is required to maintain data demonstrating client eligibility for activities provided under this agreement. Such data may include, but not be limited to, client name, address, income level or other basis for determining eligibility, and description of activities provided.

#### IX. NON-DISCLOSURE AND CONFIDENTIALITY

- A. **Confidential Information; Definition:** The term Confidential Information as used throughout this Section, means any information concerning PRDOH operations and that of its CONTRACTOR (e.g., the projects, computer processing systems, object and source codes and other PRDOH business and financial affairs). The term Confidential Information shall also deem to include all notes, analysis, compilation, studies and

interpretation or other documents prepared by CONTRACTOR, its agents or representatives, in connection with PRDOH operations.

- B. Non-Disclosure:** CONTRACTOR agrees to take all reasonable steps or measures to keep confidential all Confidential Information and will not, at any time, present or future, without PRDOH express written authorization, signed by the Secretary of the PRDOH, use or sell, market or disclose any Confidential Information to any third party, CORPORATION, corporation, or association for any purpose whatsoever. CONTRACTOR further agrees that, except as they relate to the normal course of the service, the CONTRACTOR will not make copies of the Confidential Information except upon PRDOH express written authorization, signed by an authorized representative of PRDOH, and will not remove any copy or sample of Confidential Information without prior written authorization from PRDOH. CONTRACTOR retains the right to control its work papers subject to these confidentiality provisions.
- C. Return Documents:** Upon receipt of written request from the PRDOH, CONTRACTOR will return to PRDOH all copies or samples of Confidential Information which, at the time of the notice are in CONTRACTOR'S or its agent's possession. CONTRACTOR reserves the right to retain a set of its work papers.
- D. Equitable Relief:** The CONTRACTOR acknowledges and agrees that a breach of the provision of subparagraph B and C of this Section will cause PRDOH to suffer irreparable damage that could not be remedied or compensated adequately only by mere monetary retribution. The CONTRACTOR further agrees that money damages may not be a sufficient remedy for any breach of this Section. Accordingly, the CONTRACTOR agrees that PRDOH shall have the right to seek injunctive relief and the specific performance of the provisions of this Section to enjoin a breach or attempted breach of the provision hereof, such right being in addition to any and all other rights and remedies that are available to PRDOH by law, equity or otherwise.

#### X. TERMINATION

-  **A. Termination for Cause or Default:** The PRDOH may terminate this Agreement, in whole or in part, because of CONTRACTOR'S failure to fulfill any of its obligations. The PRDOH shall terminate this Agreement by delivering to the CONTRACTOR a thirty (30) day notice of termination specifying the extent to which the performance of the service under this Agreement is terminated, the reason therefor and the effective date of termination. CONTRACTOR shall, upon written notice, be provided a ten (10) day opportunity to cure the alleged defect that resulted in the perceived default. If the defect is not cured within that period of time, CONTRACTOR shall immediately discontinue all such services being terminated and deliver to the PRDOH all information, notes, drafts, documents, analysis, reports, compilations, studies and other materials accumulated or generated in performing the services contemplated in this Agreement, whether completed or in process. Notwithstanding the above, the CONTRACTOR shall not be relieved of liability to the PRDOH for damage sustained to PRDOH CDBG-DR Program by virtue of any breach of the Agreement by the CONTRACTOR. The PRDOH may withhold any payments to the CONTRACTOR, for the purpose of off-set or partial payment, as the case may be, of amounts owed to the PRDOH by the CONTRACTOR. PRDOH shall make payment, in accordance with the terms of this Agreement, of any amounts due to CONTRACTOR for allowable services rendered prior to the termination notice.
- B. Termination for Convenience:** The PRDOH may terminate this Agreement, in whole or in part, whenever the PRDOH determines that such termination is necessary or convenient to the Agency. The PRDOH will terminate this Agreement by delivering to



the CONTRACTOR a thirty (30) day notice of termination specifying the extent to which the performance of the work under this Agreement is terminated, and the effective date of termination. Upon receipt of such notice, the CONTRACTOR shall immediately discontinue all services affected and deliver to the PRDOH all information, studies and other materials property of the PRDOH. In the event of a termination by Notice, the PRDOH shall be liable only for payment of services rendered up to and including the effective date of termination. PRDOH shall make payment, in accordance with the terms of this Agreement, of any amounts due to CONTRACTOR for allowable services rendered prior to the termination notice.

**C. Termination by Unilateral Abandonment:** The PRDOH will consider this Agreement immediately terminated, in the event that the CONTRACTOR unilaterally and without prior notice, chooses to abandon (in any shape, form or fashion) cease and desist in the specific performance of its general and particular duties and responsibilities as agreed in this Agreement. Upon the knowledge of such event, the PRDOH will not be held liable and will immediately, automatically and retroactively deduct from any future reimbursement, all funds from the day such unilateral abandonment took place. The PRDOH will not be compelled to continue the performance of the Agreement, should the CONTRACTOR breach the Agreement by unilateral abandonment. For the purposes of this Section, Abandonment shall mean that CONTRACTOR voluntarily and intentionally disavows its contractual duties in a manner that is overt and without question a relinquishment of said contractual duties.

**D. Unilateral Termination:** The PRDOH may terminate this Agreement, in whole or in part, at PRDOH's sole discretion, with or without cause, at any time. The PRDOH will terminate this Agreement by delivering to the CONTRACTOR a thirty (30) day notice of termination specifying the extent to which the performance of the work under this Agreement is terminated, and the effective date of termination. Upon receipt of such notice, the CONTRACTOR shall immediately discontinue all services affected and deliver to the PRDOH all information, studies and other materials property of the PRDOH. In the event of a termination by Notice, the PRDOH shall be liable only for payment of services rendered up to and including the effective date of termination.

**E. Suspension:** The PRDOH may suspend this Agreement in whole or in part at any time for the PRDOH's convenience. The PRDOH shall give the CONTRACTOR five (5) days' written notice of such suspension. Upon receipt of said notice the CONTRACTOR shall immediately discontinue all Services affected.



**F. Immediate Termination:** In the event the CONTRACTOR is subjected to a criminal or civil action, suit, proceeding, inquiry or court of applicable jurisdiction, or any governmental agency, or the CONTRACTOR shall be subject to an order, judgment, or opinion, issued by any federal or local authority, a court of applicable jurisdiction, or any governmental agency, in connection with the execution, delivery, and performance by the CONTRACTOR of this Agreement or the CONTRACTOR of this Agreement has been noncompliant, breach, inaccuracy of any representation, warranties, covenants, or the certifications provided herein, whether the noncompliance, breach or inaccuracy takes place before or after the execution of this Agreement, the PRDOH shall have the right to the immediate termination of this Agreement notwithstanding, any provisions to the contrary herein. This Section will apply in the event of any judgment that may obligate the PRDOH to terminate the Agreement pursuant to Act Number 2 of January 2, 2018, as amended, known as the Anti-Corruption Code for the New Puerto Rico.

**G. Period of Transition:** Upon termination of this Agreement, and for ninety (90) consecutive calendar days thereafter (the Transition Period), CONTRACTOR agrees



to make himself available to assist the PRDOH with the transition of services assigned to CONTRACTOR by the PRDOH. CONTRACTOR shall provide to the PRDOH the assistance reasonably requested to facilitate the orderly transfer of responsibility for performance of the Services to the PRDOH or a third party designated by the PRDOH. The parties agree to execute a Transition Services Agreement for the Transition Period and CONTRACTOR will be paid at a reasonable, agreed upon hourly rate for any work performed for the PRDOH during the Transition Period.

In the event that the funds are suspended, withdrawn, canceled, or are otherwise unavailable, this Agreement will be immediately terminated.

## XI. PENALTIES AND LIQUIDATED DAMAGES

### A. Penalties

1. In the event the CONTRACTOR is determined to have engaged in any proscribed conduct or otherwise is in default as to any applicable term, condition, or requirement of this Agreement, at any time following the Effective Date of the Agreement, the CONTRACTOR agrees that, PRDOH may impose sanctions against the CONTRACTOR for any default in accordance with **Attachment C** and **Attachment G** and this Section. Refer to Procurement Manual and Contract Requirements, Art. XII, Section 2(a.), and all required provisions set forth at 2 C.F.R. § 200.326 and 24 C.F.R. § 570.489(g).
2. If the CONTRACTOR fails to comply with federal statutes, regulations or the terms and conditions of the Agreement, PRDOH may take one or more of the following actions:
  - i. Temporarily withhold cash payments pending correction of the deficiency by the CONTRACTOR.
  - ii. Disallow all or part of the cost of the activity or action, not in compliance.
  - iii. Initiate suspension or debarment proceedings as authorized under 2 C.F.R. Part 180.
  - iv. Withhold further Federal awards for the project or program.
  - v. Take other remedies that may be legally available.

### B. Liquidated damages



The Contractor shall pay to PRDOH, as liquidated damages, \$50 for each calendar day that any task deliverable required is late until deemed in compliance subject to a maximum of \$1,000 established in this Contract between PRDOH and the Contractor, in accordance with **Attachments C and G**. Said sum, in view of the difficulty of accurately ascertaining the loss which PRDOH will suffer by reason of delay in the completion of the Work hereunder, is hereby fixed and agreed as the liquidated damages that PRDOH will suffer by reason of such delay. Liquidated damages received hereunder are not intended to be nor shall they be treated as either a partial or full waiver or discharge of the PRDOH's right to indemnification, or the Contractor's obligation to indemnify the PRDOH pursuant to this Contract, or to any other remedy provided for in this Contract or by Law. Liquidated damages may be assessed at the sole discretion of PRDOH. For the purpose of applying and calculating such liquidated damages, a grace period of ten (10) days shall be observed. The PRDOH may deduct and retain out of the monies which may become due hereunder, the amount of any such liquidated damages; and in case the amount which may become due hereunder shall be less than the



amount of liquidated damages due to the PRDOH per the formula above, the Contractor shall be liable to pay the difference.

## XII. LIABILITY

In no event, the PRDOH shall be liable for any indirect, incidental, special or consequential damages, or damages for loss of profits, revenue, data or use, incurred by either party or any third party, whether in an action in contract or tort, even if the other party or any person has been advised of the possibility of such damages. Third parties operating under this program, with their agency, will have their own general civil and criminal liability imposed by law towards the PRDOH, the CONTRACTOR and any citizen.

The CONTRACTOR shall carry the insurances as are required by law (if applicable), as set forth below. The CONTRACTOR shall furnish PRDOH certificates of insurance.

## XIII. INSURANCE

### A. Required Coverage

The CONTRACTOR shall keep in force and effect for the period beginning from the execution of the Agreement and ending at the completion of all services to be provided hereunder, insurance policies in compliance with the PRDOH's requirements as set forth required in OSPA-78-5, attached hereto and made an integral part hereof as **Attachment E**.

Upon the execution of this Agreement, the CONTRACTOR shall furnish PRDOH with original and two (2) certified copies of the insurance policies described in **Attachment E** and any other evidence PRDOH may request as to the policies' full force and effect.

Any deductible amount, under any of the policies, will be assumed in whole by the CONTRACTOR for any and all losses, claims, expenses, suits, damages, costs, demands or liabilities, joint and several of whatever kind and nature arising from the Agreement resulting from this solicitation by and between the CONTRACTOR and PRDOH.

The PRDOH shall not be held responsible under any circumstances for payments of any nature regarding deductibles of any Commercial Liability Policies for the aforementioned Agreement.

### B. Endorsements

Each insurance policy maintained by the CONTRACTOR must be endorsed as follows:

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1. PRDOH, Government of Puerto Rico, HUD and its officers, agents and employees are named as additional insured (except Worker's Compensation) but only with respect to liability arising out of tasks performed for such insured by or on behalf of the named insured.
  2. To provide waiver of subrogation coverage for all insurance policies provided or herein in favor of PRDOH and its respective officers, agents and employees.
  3. The insurer shall be required to give PRDOH written notice at least thirty (30) days in advance of any cancellation in any such policies.



The CONTRACTOR shall furnish to PRDOH, prior to commencement of the work, certificates of insurance from insurers with a rating by the A.M. Best Co. of B+ and five (5) or over on all policies, reflecting policies in force, and shall also provide certificates evidencing all renewals of such policies. Insurers shall retain an A.M. Best Co. rating of B+ and five (5) or over on all policies throughout the term of this Agreement and all policy periods required herein. The insurance company must be authorized to do business in Puerto Rico and be in good standing.

### **C. Related Requirements**

The CONTRACTOR shall furnish original Certificates of Insurance evidencing the required coverage to be in force on the Effective Date of Agreement. In the case of Payment and Performance Bond, Certificate of Authority, Power of Attorney and Power of Attorney License issued by the Commissioner of Insurance shall be furnished. THE REQUIRED DOCUMENTATION MUST BE RECEIVED PRIOR TO THE CONTRACTOR COMMENCING WORK. NO CONTRACTOR OR ITS AUTHORIZED REPRESENTATIVES ARE TO BEGIN THEIR RESPONSIBILITIES UNDER THE AGREEMENT PRIOR TO FULL COMPLIANCE WITH THIS REQUIREMENT AND NOTIFICATION FROM PRDOH TO PROCEED.

Renewal Certificates of Insurance or such similar evidence is to be received by the Procurement Department prior to expiration of insurance coverage. At PRDOH's option, non-compliance will result in one or more of the following actions: (1) The PRDOH will purchase insurance on behalf of the CONTRACTOR and will charge back all cost to the CONTRACTOR; (2) all payments due the CONTRACTOR will be held until the CONTRACTOR has complied with the Agreement; and/or (3) The CONTRACTOR will be assessed Five Thousand Dollars (\$5,000.00) for every day of non-compliance.

The receipt of any certificate does not constitute agreement by PRDOH that the insurance requirements in the Agreement have been fully met or that the insurance policies indicated on the certificate are in compliance with the requirements of the Agreement. The insurance policies shall provide for ninety (90) days written notice to be given to PRDOH in the event coverage is substantially changed, cancelled or non-renewed.

The CONTRACTOR shall require all subcontractors or consultants to carry the insurance required herein or the CONTRACTOR, may provide the coverage for any or all of its subcontractors and if so, the evidence of insurance submitted shall so stipulate and adhere to the same requirements and conditions as outlined above.

The CONTRACTOR expressly understands and agrees that whenever the CONTRACTOR is covered by other primary, excess, or excess contingent insurance that, any insurance or self-insurance program maintained by PRDOH shall apply in excess of and will not contribute with insurance provided by the CONTRACTOR under this Agreement.

### **XIV. HOLD HARMLESS**

The CONTRACTOR and its affiliates, its successors and assignees will indemnify the PRDOH from any damages and/or losses arising out of any breach of this Agreement by the CONTRACTOR or against personal injuries or property damage resulting from any act of negligence or omission by the CONTRACTOR and its affiliates in connection with this Agreement.



## XV. FORCE MAJEURE

In the event of a fire, flood, earthquake, natural disaster, hurricane, riot, act of governmental authority in its sovereign capacity, 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 CONTRACTOR shall notify, as soon as possible, the PRDOH of the occurrence of the *Force Majeure* event and describe in reasonable detail, the nature of the *Force Majeure* event.

## XVI. INDEPENDENT CONTRACTOR

The relationship of the CONTRACTOR to PRDOH shall be that of an independent CONTRACTOR rendering professional services. Neither the CONTRACTOR nor any personnel of the CONTRACTOR shall have any authority to execute contracts or make commitments on behalf of PRDOH. Nothing contained herein shall be deemed to create the relationship of employer/employee, principal/agent, joint venture or partner between the CONTRACTOR and PRDOH. Further, the CONTRACTOR recognizes that in view of its status as an independent CONTRACTOR, neither it nor its employees or subcontractors will be entitled to participate in or receive any fringe benefits normally granted to PRDOH employees under such programs, including, but not limited to, worker's compensation, voluntary disability, travel accident insurance, medical/dental insurance, life insurance, long-term disability, holiday pay, sick pay, salary continuation pay, leaves of absence (paid or unpaid), pension plan and savings plan.

The CONTRACTOR shall have exclusive control over its employees and subcontractors (and the CONTRACTOR'S employees and subcontractors are herein, collectively, referred to as the "CONTRACTOR Personnel"), its labor and employee relations and its policies relating to wages, hours, working conditions and other employment conditions. The CONTRACTOR has the exclusive right to hire, transfer, suspend, lay off, recall, promote, discipline, discharge and adjust grievances with its CONTRACTOR Personnel. The CONTRACTOR is solely responsible for all salaries and other compensation of its CONTRACTOR Personnel who provide Services.

 The CONTRACTOR is solely responsible for making all deductions and withholdings from its employees' salaries and other compensation and paying all contributions, taxes and assessments, including union payments. The CONTRACTOR shall be responsible for and shall defend, indemnify and hold harmless PRDOH, and its agents, officers, directors, employees, representatives, CONTRACTOR'S, successors and assigns against all costs, expenses and liabilities, including without limitation reasonably prudent attorneys' fees relative to the situation, in connection with the CONTRACTOR'S employment and/or hiring of any CONTRACTOR Personnel providing any of the Services, including without limitation: (i) payment when due of wages and benefits, (ii) withholding of all payroll taxes, including but not limited to, unemployment insurance, workers' compensation, FICA and FUTA, (iii) compliance with the Immigration Reform Control Act, and (iv) compliance with any other applicable laws relating to employment of any CONTRACTOR Personnel of, and/or hiring by, CONTRACTOR in connection with the Services.



## XVII. NOTICES

All notices required or permitted to be given under the Agreement shall be in writing, and shall be deemed given when delivered by hand or sent by registered or certified mail, return receipt requested, to the address as follows:

To: PRDOH

Hon. Fernando Gil-Enseñat  
606 Barbosa Ave.  
Juan C. Cordero Dávila Bldg.  
San Juan, PR 00918

To: CONTRACTOR

Fernando Santiago Rosario  
President  
F.S. Surveying, PSC  
PO BOX 2075  
Aibonito, PR 00705

## XVIII. THIRD PARTIES

Nothing contained in this Agreement shall create a contractual relationship with, or a cause of action of a third party against either the PRDOH or the CONTRACTOR.

## XIX. SUBCONTRACTS

**A. General:** CONTRACTOR shall ensure all subcontracts follow 2 C.F.R. 200 as well as any applicable HUD rules and regulations. All subcontracts shall contain the applicable provisions described in Appendix II to Part 200 on "Agreement Provisions for non-Federal Entity Agreements Under Federal Awards", as well as applicable provisions set forth in 2 C.F.R. § 200.101. The PRDOH shall review subcontracts as part of the compliance, monitoring, and oversight process performed by PRDOH or upon request.

**B. Specific Requirements:** All subcontracts shall contain provisions specifying:

- i. That the work performed by the subcontractor be in accordance with the applicable terms of this Agreement between the PRDOH and CONTRACTOR;
- ii. That nothing contained in such subcontract agreement shall impair the rights of the PRDOH;
- iii. That nothing contained herein, or under this Agreement will create any contractual relation between the subcontractor and the PRDOH;
- iv. That the subcontractor specifically agrees to be bound by the confidentiality provision regarding Personal Identifiable Information set forth in this Agreement;
- v. That CONTRACTOR will be responsible for ensuring all subcontract work is performed consistent with federal and state regulations and/or policies to be eligible for reimbursement of the approved work; and
- vi. All Federal flow down provisions are included in the subcontract agreement per Federal guidelines.

**C. Monitoring:** CONTRACTOR shall diligently monitor all subcontracted services. If CONTRACTOR discovers any areas of noncompliance, CONTRACTOR shall provide the PRDOH summarized written reports supported with documented evidence of corrective action.



- D. Content:** CONTRACTOR shall cause all the applicable provisions of this Agreement to be included in, and made a part of, any subcontract executed in the performance of this Agreement.

**XX. SECTION 3 CLAUSE**

- A.** 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.
- B.** The parties to this Agreement agree to comply with HUD's regulations in 24 C.F.R. Part 135, which implements 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 135 regulations.
- C.** 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.
- D.** The CONTRACTOR agrees to include this Section 3 clause in every subcontract subject to compliance with regulations in 24 C.F.R. Part 135, 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 135. 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 135.
- E.** The CONTRACTOR will certify that any vacant employment positions, including training positions, that are filled (1) after the CONTRACTOR is selected but before the Agreement is executed, and (2) with persons other than those to whom the regulations of 24 C.F.R. Part 135 require employment opportunities to be directed, were not filled to circumvent the CONTRACTOR'S obligations under 24 C.F.R. Part 135.
- F.** The CONTRACTOR agrees to submit, and shall cause its subcontractors to submit, quarterly reports to the PRDOH detailing the number of new employees hired, the number of new Section 3 employees hired, and any affirmative efforts made to direct hiring efforts to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing during the previous quarter.
- G.** Noncompliance with HUD's regulations in 24 C.F.R. Part 135 may result in sanctions, termination of this Agreement for default, and debarment or suspension from future HUD assisted contracts.



## XXI. CERTIFICATION OF COMPLIANCE WITH LEGAL REQUIREMENTS

Given that the Agreement involves funds for which HUD is the oversight agency, the CONTRACTOR agrees to carry out its obligations under this Agreement in compliance with all the requirements described in **Attachment F** (HUD General Provisions) and the following provisions:

- A. Compliance with Executive Order 24:** Pursuant to Executive Order 24 of June 18, 1991, the CONTRACTOR certifies and guarantees that at the signing of this Agreement it has filed all the necessary and required income tax returns to the Government of Puerto Rico for the last five (5) years. The CONTRACTOR further certifies that it has complied and is current with the payment of any and all income taxes that are, or were due, to the Government of Puerto Rico. The CONTRACTOR shall hand out, to the satisfaction of the PRDOH and whenever requested by the PRDOH during the term of this Agreement, the necessary documentation to support its compliance of this clause. The CONTRACTOR will be given a specific amount of time by the PRDOH to produce said documents. During the term of this Agreement, the CONTRACTOR agrees to pay and/or to remain current with any repayment plan agreed to by the CONTRACTOR with the Government of Puerto Rico.
- B. Compliance with Executive Order 52:** Pursuant to Executive Order 52 of August 28, 1992, amending EO-1991-24, the CONTRACTOR certifies and warrants that it has made all payments required for unemployment benefits, workmen's compensation and social security for chauffeurs, whichever is applicable, or that in lieu thereof, has subscribed a payment plan in connection with any such unpaid items and is in full compliance with the terms thereof. The CONTRACTOR accepts and acknowledges its responsibility for requiring and obtaining a similar warranty and certification from each and every CONTRACTOR and subcontractor whose service the CONTRACTOR has secured in connection with the services to be rendered under this Agreement and shall forward evidence to PRDOH as to its compliance with this requirement.
- C. Social Security and Income Tax Retentions:** The CONTRACTOR will be responsible for rendering and paying the Federal Social Security and Income Tax Contributions for any amount owed as a result of the income from this Agreement.
- D. Government of Puerto Rico Municipal Tax Collection Center (CRIM, for its Spanish acronym):** The CONTRACTOR certifies and guarantees that at the signing of this Agreement it has no current debt with regards to property taxes that may be registered with the Government of Puerto Rico's Municipal Tax Collection Center. The CONTRACTOR further certifies to be current with the payment of any and all property taxes that are or were due to the Government of Puerto Rico. The CONTRACTOR shall hand out, to the satisfaction of the PRDOH and whenever requested by the PRDOH during the term of this Agreement, the necessary documentation to support its compliance of this clause. The CONTRACTOR will deliver upon request any documentation requested under this clause as per request of PRDOH. During the Term of this Agreement, the CONTRACTOR agrees to pay and/or to remain current with any repayment plan agreed to by the CONTRACTOR with the Government of Puerto Rico with regards to its property taxes.
- E. Income Tax Withholding:** The PRDOH shall retain the corresponding amount from all payments made to the CONTRACTOR, as required by the Puerto Rico Internal Revenue Code. The PRDOH will advance such withholdings to the Government of Puerto Rico's Treasury Department (known in Spanish as *Departamento de Hacienda del Gobierno de Puerto Rico*). The PRDOH will adjust such withholdings provided the



CONTRACTOR produces satisfactory evidence of partial or total exemption from withholding.

- F. Compliance with Article 1 of Act No. 48-2013, as amended, 3 L.P.R.A. § 8611, note:** It is established that all contracts, except those granted to non-profit entities, for professional services, consultancy, advertising, training or guidance, granted by an agency, dependency or instrumentality of the Government of Puerto Rico, public corporation, as well as the Legislative Branch, the Office of the Comptroller, the Office of Ombudsman and the Judicial Branch, a special contribution will be imposed equivalent to one point five (1.5%) percent of the total amount of said contract, which will be destined to the General Fund.
- G. Compliance with Act No. 45 of April 18, 1935, as amended, 11 L.P.R.A. § 1, et seq.:** The CONTRACTOR certifies and guarantees that at the signing of this Agreement has valid insurance issued by the State Insurance Fund Corporation (CFSE, for its Spanish Acronym), as established by Act No. 45, *supra*, known as the "Puerto Rico Workers' Accident Compensation Act".
- H. Government of Puerto Rico's Agency for the Collection of Child Support (ASUME, for its Spanish acronym):** The CONTRACTOR certifies and guarantees that at the signing of this Agreement that the CONTRACTOR nor any of its Partners, if applicable, have any debt or outstanding debt collection legal procedures with regards to child support payments that may be registered with the Government of Puerto Rico's Child Support Administration. The CONTRACTOR hereby certifies that it is a limited liability company organized and existing in good standing under the laws of the Government of Puerto Rico. The CONTRACTOR shall present, to the satisfaction of PRDOH, the necessary documentation to substantiate the same. The CONTRACTOR will be given a specific amount of time by PRDOH to deliver said documents.
- I. Compliance with Act No. 168-2000, as amended, 3 L.P.R.A. § 711, et seq.:** The CONTRACTOR is in full compliance with Act No. 168-2000, as amended, known as "Act for the Improvement of Elderly Support of Puerto Rico."
- J. Compliance with Act No. 1-2012, as amended, 3 L.P.R.A. § 1854, et seq.:** The PRDOH and the CONTRACTOR hereby certify that in signing this Agreement they are in compliance with Act No. 1-2012, as amended, known as "Puerto Rico Government Ethics Act of 2011", in connection with the possibility of a conflict of interest.
- K. Clause of Governmental Ethics Certification of Absence of Conflict of Interests -** The CONTRACTOR certifies that: (1) No public servant of this executive agency has a pecuniary interest in this contract, purchase or commercial transaction. (2) No public servant of this executive agency requests or accepts 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) request or accept 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 requested me, directly or indirectly, for him (her), for any member of her family unit, or for any other person, business or entity, some 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.



- L. **Other payments or compensation:** The CONTRACTOR certifies that it does not receive payment or compensation for regular services rendered as an official or public employee to another government entity, agency, public corporation or municipality, and knows the ethical standards of his profession and assumes responsibility for his actions.
- M. **Consequences of Non-Compliance:** The CONTRACTOR expressly agrees that the conditions outlined throughout this Section are essential requirements of this Agreement; thus, should any one of these representations, warrants, and certifications be incorrect, inaccurate or misleading, in whole or in part, there shall be sufficient cause for PRDOH to render this Agreement null and void and the CONTRACTOR reimburse to PRDOH all moneys received under this Agreement.

**XXII. BYRD ANTI-LOBBYING AMENDMENT, 31 U.S.C. §1352**

The CONTRACTOR certifies, to the best of his or her knowledge, that:

- A. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence 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.
- B. 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 undersigned shall complete and submit Standard Forms-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- C. 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 sub recipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. §1352 (as amended by the Lobbying Disclosure Act of 1995). The CONTRACTOR acknowledges that 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. The CONTRACTOR certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the CONTRACTOR understands and agrees that the provisions of 31 U.S.C. §3801 *et seq.*, apply to this certification and disclosure, if any.

**XXIII. EQUAL OPPORTUNITY**

- A. The CONTRACTOR will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The CONTRACTOR will take affirmative action to ensure that applicants 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. The CONTRACTOR agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.

- B. 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 considerations for employment without regard to race, color, religion, sex, or national origin.
- C. When applicable, the CONTRACTOR will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the CONTRACTOR'S commitments under this Section and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- D. The CONTRACTOR will comply with all provisions of Executive Order 11246 of September 24, 1965, as amended by Executive Order 11375 of October 13, 1967, and as supplemented by the rules, regulations, and relevant orders of the United States Secretary of Labor.
- E. The CONTRACTOR will furnish all information and reports required by Executive Order 11246 of September 24, 1965, as amended, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
- F. In the event of the CONTRACTOR'S noncompliance with the nondiscrimination clauses of this Agreement or with any of the said rules, regulations, or orders, this Agreement may be canceled, terminated, or suspended in whole or in part and the CONTRACTOR may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, as amended, and such other sanctions as may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, as amended, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
- G. The CONTRACTOR will include the portion of the sentence immediately preceding paragraph (A) and the provisions of paragraphs (A) through (F) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order 11246 of September 24, 1965, 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 administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance. Provided, however, that in the event a CONTRACTOR becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the administering agency, the CONTRACTOR may request the United States to enter into such litigation to protect the interests of the United States.



**XXIV. CLEAN AIR ACT**

- A. 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.*
- B. 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.
- C. 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.

**XXV. WATER POLLUTION CONTROL ACT**

- A. 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.*
- B. 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.
- C. 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.

**XXVI. SUSPENSION AND DEBARMENT**

- A. This Agreement is a covered transaction for purposes of 2 C.F.R. part 180 and 2 C.F.R. part 3000. As such, the CONTRACTOR is required to verify that none of the CONTRACTOR, its principals (defined at 2 C.F.R. § 180.995), or its affiliates (defined at 2 C.F.R. §180.905) are excluded (defined at 2 C.F.R. §180.940) or disqualified (defined at 2 C.F.R. §180.935).
- B. The CONTRACTOR must comply with 2 C.F.R. part 180, subpart C and 2 C.F.R. part 3000, subpart C and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into.
- C. This certification is a material representation of fact relied upon by PRDOH. If it is later determined that the CONTRACTOR did not comply with 2 C.F.R. Part 180, subpart C and 2 C.F.R. Part 3000, subpart C, in addition to remedies available to (name of state agency serving as recipient and name of sub recipient), the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment.
- D. The CONTRACTOR agrees to comply with the requirements of 2 C.F.R. part 180, subpart C and 2 C.F.R. part 3000, subpart C while this offer is valid and throughout the period of any contract that may arise from this offer. The CONTRACTOR further agrees to include a provision requiring such compliance in its lower tier covered transactions.

1. CONTRACTOR



- a) Competitively within a timeframe providing for compliance with the contract performance schedule;
- b) Meeting contract performance requirements; or
- c) At a reasonable price.

2. Information about this requirement, along with the list of EPA- designated items, is available at EPA's Comprehensive Procurement Guidelines web site, <https://www.epa.gov/smm/comprehensive-procurement-guideline-cpg-program>

#### **XXVII. ACCESS TO RECORDS**

- A. The CONTRACTOR agrees to provide the Government of Puerto Rico, PRDOH, HUD's Secretary, the Comptroller General of the United States, or any of their authorized representative's access to any books, documents, papers, and records of the CONTRACTOR which are directly pertinent to this Agreement for the purposes of making audits, examinations, excerpts, and transcriptions.
- B. The CONTRACTOR agrees to permit any of the foregoing parties to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed.

#### **XXVIII. COMPLIANCE WITH FEDERAL LAW, REGULATIONS & EXECUTIVE ORDERS**

The CONTRACTOR acknowledges that HUD financial assistance will be used to fund the Agreement only. Also, the CONTRACTOR shall comply with all applicable federal, state or local rules, regulations, guidelines, or policies relating to CDBG-DR and CDBG program services. This includes without limitation, applicable Federal Registers; 2 C.F.R. § 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards; Community Development Act of 1974; 24 C.F.R. part 570 Community Development Block Grant; applicable waivers; Fair Housing Act, 24 C.F.R. § 35, 24 C.F.R. part 58, 24 C.F.R. part 135; National Historic Preservation Act, and any other applicable state laws or regulations, including the requirements related to nondiscrimination, labor standards and the environment; and Action Plan amendments and HUD's guidance on the funds. Also, CONTRACTOR shall comply, without limitation, those set forth in **Attachment F**.

#### **XXIX. NO OBLIGATION BY THE FEDERAL GOVERNMENT**

The Federal Government is not a party to this Agreement and is not subject to any obligations or liabilities to the non-Federal entity, CONTRACTOR, or any other party pertaining to any matter resulting from the Agreement.

#### **XXX. PROGRAM FRAUD & FALSE OR FRAUDULENT STATEMENTS OR RELATED ACTS**

 The CONTRACTOR acknowledges that 31 U.S.C. Chapter 38 (Administrative Remedies for False Claims and Statements) applies to the CONTRACTOR'S actions pertaining to this Agreement.

#### **XXXI. BANKRUPTCY**

In the event that CONTRACTOR files for bankruptcy protection, the Government of Puerto Rico and PRDOH may deem this Agreement null and void, and terminate this Agreement without notice.



**XXXII. ENTIRE AGREEMENT**

This Agreement and all its attachments represent the entire and integrated agreement between PRDOH and the CONTRACTOR and supersede all prior negotiations, representations, agreements and/or understandings of any kind. This Agreement may be amended only by written document signed by both PRDOH and the CONTRACTOR.

**XXXIII. MODIFICATION OF AGREEMENT**

Any modification of this Agreement or additional obligation assumed by either party in connection with this Agreement shall be binding only if written and signed by both parties, and its authorized representatives.

**XXXIV. BINDING EFFECT**

This Agreement shall be binding upon and shall inure to the benefit of PRDOH and the CONTRACTOR, their successors and assigns.

The CONTRACTOR shall not assign this Agreement, in whole or in part, without the prior written consent of PRDOH, and any attempted assignment not in accordance herewith shall be null and void and of no force or effect.

**XXXV. ASSIGNMENT OF RIGHTS**

The rights of each party hereunder are personal to that party and may not be assigned or otherwise transferred to any other person, CONTRACTOR, corporation, or other entity without the prior, express, and written consent of the other party.

**XXXVI. NON-WAIVER**

The failure or delay of either party to insist upon the performance of and/or the compliance with any of the terms and conditions of this Agreement shall not be construed as a waiver of such terms and conditions or the right to enforce compliance with such terms and conditions.

**XXXVII. GOVERNING LAW JURISDICTION**

This Agreement shall be governed by, interpreted and enforced in accordance with, the laws of the Government of Puerto Rico and any applicable federal laws and regulations. The parties further agree to assert any claims or causes of action that may arise out of this Agreement in the Puerto Rico Court of First Instance, Superior Court of San Juan, Puerto Rico.

**XXXVIII. CONSOLIDATIONS, MERGERS, OR DISSOLUTIONS**

In the event that participating entities are consolidated or merged with another entity or agency, F.S. Surveying, PSC will notify PRDOH of such action within a fifteen (15) day period of being notified of it. PRDOH will have fifteen (15) days to state its position. With PRDOH's written approval, F.S. Surveying, PSC must ensure that the resulting entity becomes responsible for F.S. Surveying, PSC's tasks under this legal agreement. A timeframe of no more than fifteen (15) days from the date that any merger or consolidation becomes effective will be provided to make amendments or transitory changes, so that the tasks assigned to personnel at F.S. Surveying, PSC under this Agreement are carried out by the resulting entity with little or no lapse in performance objectives and the ability to fulfill the scope of work for the program as outlined in **Attachment C**. F.S. Surveying, PSC is to provide notice to any other agency or entity if



may consider consolidating or merging with in advance, to advise and provide orientation on F.S. Surveying, PSC 's duties under this Agreement and make the survival or transfer of those tasks a condition to any merger, consolidation, or dissolution involving F.S. Surveying, PSC during the time span of this Agreement.

### **XXXIX. SEVERABILITY**

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

### **XL. COUNTERPARTS**

This Agreement may be executed in any number of counterparts, each of whom shall be deemed to be an original, however, all of which together shall constitute one and the same instrument.

### **XLI. ETHICS CLAUSE**

According to Act Number 2 of January 2, 2018, as amended, known as the Anti-Corruption Code for the New Puerto Rico, no employee or officer of PRDOH as well as any member of their families can have any interest in the earnings or benefits from this Agreement CONTRACTOR also acknowledges receipt of the Ethics Code for Producers, Suppliers, and Applicants of Economic Incentives from the Government of Puerto Rico Agencies known in Spanish as "*Código de Ética para Contratistas, Suplidores y Solicitantes de Incentivos Económicos de las Agencias Ejecutivas del Estado Libre Asociado de Puerto Rico*".

### **XLII. CONFLICTS OF INTEREST**

The CONTRACTOR shall comply with the ethics requirements set forth herein and warrant that to the best of its knowledge and belief and except as otherwise disclosed, it does not have any organizational conflict of interest which is defined as a situation in which the nature of the work under a PRDOH contract and CONTRACTOR'S organizational, financial, contractual or other interest are such that:

- a) Award of the Agreement may result in an unfair competitive advantage; or
- b) The CONTRACTOR'S objectivity in performing the contract work may be impaired.

The CONTRACTOR agrees that if after award he or she discovers an organizational conflict of interest with respect to this Agreement, it shall make an immediate (within the next 72 hours) and full disclosure in writing to the Contracting Officer, which shall include a description of the action, which the CONTRACTOR has taken or intends to take to eliminate or neutralize the conflict. The CONTRACTOR will disclose the details of any existing or future contract to provide services to third parties participating or for the purpose to participate in disaster recovery programs or projects in Puerto Rico. The PRDOH may, however, terminate the Agreement for the convenience of PRDOH if it would be in its best interest.

In the event the CONTRACTOR was aware of an organizational conflict of interest before the award of this Agreement and did not disclose the conflict to the Contracting Officer, the PRDOH may terminate the Agreement for default.



The provisions of this clause shall be included in all subcontracts and/or consulting agreements wherein the work to be performed is similar to the services provided by the CONTRACTOR. The CONTRACTOR shall include in such subcontracts and consulting agreements any necessary provision to eliminate or neutralize conflicts of interest.

#### **XLIII. NON-CONVICTION**

The CONTRACTOR certifies that it has not been convicted nor accused of a felony or misdemeanor against the government, public faith and function, or that involves public property or funds, either federal or local in origin. Furthermore, CONTRACTOR also certifies that:

- A. It has not been convicted, nor has pleaded guilty at a state or federal bar, in any jurisdiction of the United States of America, of crimes consisting of fraud, embezzlement or misappropriation of public funds, as stated in Act Number 2 of January 2, 2018, as amended, known as the Anti-Corruption Code for the New Puerto Rico, which prohibits the award of Offers or government contracts to those convicted of fraud, misappropriation of public fund.
- B. It understands and accepts that any guilty plea or conviction for any of the crimes specified in Article 3 of said Act, will also result in the immediate cancellation of any contracts in force at the time of conviction, between the undersigned and whichever Government Agencies, Instrumentalities, Public Corporations, Municipalities and the Legislative or Judicial Branches.
- C. It declares under oath the above mentioned in conformity with what is established as in Act Number 2 of January 2, 2018, as amended, known as the Anti-Corruption Code for the New Puerto Rico, which prohibits awarding Offers for government contracts, to those convicted of fraud, embezzlement or misappropriation of public funds.
- D. The CONTRACTOR represents and guarantees that none of its employees, officials or agents have been convicted of a felony or misdemeanor. Moreover, the CONTRACTOR agrees to notify PRDOH should any employee, official, or agent is convicted of a felony or misdemeanor after the date of this Agreement. Said notice shall be made within ten (10) days from the time of the conviction.

#### **XLIV. DRUG FREE WORKPLACE**

 The CONTRACTOR should establish procedures and policies to promote a Drug-Free workplace. Further, the CONTRACTOR should notify all employees of its policy for maintaining a Drug-Free workplace, and the penalties that may be imposed for drug abuse violations occurring in the workplace. Further, the CONTRACTOR shall notify the PRDOH if any of its employees is convicted of a criminal drug offense in the workplace no later than ten (10) days after such conviction.

#### **XLV. HEADINGS**

The titles to the paragraphs of this Agreement 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 Agreement.

#### **XLVI. ACT NO. 18 OF OCTOBER 30, 1975, as amended, 2 L.P.R.A. secs. 97-98**

The parties to this Agreement agree that its effective date will be subject to the due registration and remittance to the Office of the Comptroller of Puerto Rico. No rendering



or consideration subject matter of this Agreement will be required before its registration at the Office of the Comptroller of Puerto Rico pursuant to Act No. 18 of October 30, 1975, as amended. The CONTRACTOR will be responsible for ensuring that this Agreement has been registered before the rendering of services by requesting a copy of the registered Agreement with its proper number and date of registry. No services under this Agreement will continue to be delivered after its effective date unless at the expiration date, an amendment signed by both parties and duly registered exists. No services performed in violation of this provision will be paid. The party violating this clause will be doing so without any legal authority, this action will be deemed as *ultra vires*.

**XLVII. MEMORANDUM NO. 2017-001; CIRCULAR LETTER 141-17 OF THE OFFICE OF THE CHIEF OF STAFF OF THE GOVERNOR (SECRETARÍA DE LA GOBERNACIÓN) & THE OFFICE OF MANAGEMENT AND BUDGET (OFICINA DE GERENCIA Y PRESUPUESTO)**

**A. Interagency Services Clause:** Both contracting parties acknowledge and agree that services retained may be provided to any entity of the Executive Branch with which the contracting entity makes an interagency agreement or by direct provision of the Office of the Chief of Staff of the Governor (*Secretario de la Gobernación*). These services will be performed under the same terms and conditions in terms of hours of work and compensation set forth in this Agreement. For purposes of this clause, the term "Executive Branch entity" includes all agencies of the Government of Puerto Rico, as well as public instrumentalities and corporations and the Office of the Governor.

**B. Termination Clause:** The Chief of Staff (*Secretario de la Gobernación*) of the Governor shall have the power to terminate this Agreement at any time.

**XLVIII. PERFORMANCE WARRANTY**

- (a) Contractor warrants that it will perform all work and provide all Deliverables under this Contract in a manner consistent with the degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances.
- (b) Contractor warrants that all Deliverables it completes under this Contract shall: meet or exceed the standards of Contractor's trade, profession, or industry; meet or exceed the specifications set forth in the Attachments; and be fit for ordinary use, of good quality, and with no material defects.
- (c) If Contractor submits Deliverables that do not meet specifications, fails to complete Deliverables timely, or fails to perform its obligation under this Contract, PRDOH may require Contractor, at its sole expense, to:
1. repair or replace Deliverables that do not meet specifications;
  2. refund payment for Deliverables that do not meet specifications and accept the return of such Deliverables;
  3. pay liquidated damages for any past due Deliverable; and
  4. take necessary action to ensure that future performance and Deliverables meet specifications and conform to the Contract.

**XLIX. FEDERAL FUNDING**

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



**L. RECAPTURE OF FUNDS**

PRDOH may recapture payments it makes to Contractor that (i) exceed the maximum allowable rates; (ii) are not allowed under applicable laws, rules, or regulations; or (iii) are otherwise inconsistent with this Contract, including any unapproved expenditures. Contractor must refund such recaptured payments within thirty (30) days after the PRDOH issues notice of recapture to Contractor.

**II. OVERPAYMENT**

Contractor shall be liable to the PRDOH for any costs disallowed pursuant to financial and/or compliance audit(s) of funds received under this Contract. Contractor shall reimburse such disallowed costs from funds other than those Contractor received under this Contract.

**IN WITNESS THEREOF**, the parties hereto execute this Agreement in the place and on the date first above written.

**DEPARTMENT OF HOUSING**

**F.S. SURVEYING, PSC**



**Fernando A. Gil-Enseñat, Esq.**  
Secretary



**Fernando Santiago Rosario**  
President  
DUNS No. 17-365-2285





GOVERNMENT OF PUERTO RICO  
Department of Housing

Puerto Rico Department of Housing  
Title Clearance Program Services  
CDBG-DR-RFP-2018-07

**Bid Board Resolution**

Date: August 15, 2019

Time: 5:23pm

The Bid Board of the Puerto Rico Department of Housing (the "Board") with quorum duly constituted, pursuant Article II, Section 1 (e) of the Regulation No. 9075 of February 26, 2019, on the Procurement Manual and Contractual Requirements for CDBG-DR (Regulation 9075), upon evaluation of the recommendation issued by the CDBG-DR Procurement Office regarding the process for the Title Clearance Program Services under Request for Proposal No. CDBG-DR-RFP-2018-07 (the RFP-2018-07), including the Evaluation Committee Report dated June 10, 2019, has decided to award the RFP-2018-07 to **Deval, LLC** and **F.S. Surveying, PSC**, two responsive and responsible Proposers whose Proposals are the most advantageous to the Puerto Rico Department of Housing (PRDOH), in terms of price, qualifications and work approach set forth in the RFP-2018-07. This award would result in the execution of an agreement with a total cost of **\$9,497,124.00** and a **3-year term** for **Deval LLC** and to **F.S. Surveying, PSC** for the amount of **\$8,913,705.00** and a **3-year term** for **Title Clearance Program Services** under the Community Development Block Grant for Disaster Recovery (CDBG-DR) program.

The Puerto Rico Department of Housing (PRDOH) issued the RFP-2018-07 for Title Clearance Program Services under CDBG-DR. According to the RFP, services shall include general administration and coordination, land surveying services, including appraisals and title search investigations to support PRDOH in the administration of the Title Clearance program.

The Notice for the RFP-2018-07 was published on November 16, 2018 through the Registro Unico de Subastas del Gobierno (RUS) and CDBG-DR website. On January 9, 2019 the PRDOH Procurement Office received seven proposals from the following entities:

- 
1. Deval LLC
  2. Pontifical Catholic University of Puerto Rico
  3. Innovative Emergency Management Inc.
  4. Global Consultas Asociados LLC
  5. F.S. Surveying, PSC
  6. BLN Caribe, LLC



7. Instituto de Educación Práctica del Colegio de Abogados de Puerto Rico, Inc.

The proposals were evaluated by an Evaluation Committee appointed by virtue of Administrative Order No. 19-12 dated March 14, 2019.

The Evaluation Committee performed an evaluation of the Proposals based on the criteria stated in the RFP. The following criteria were considered as part of the evaluation:

- Mandatory Requirements (Pass/Fail) (Section 6.1 of the RFP)
- Qualifications (60 Points) (Section 6.2. of the RFP)
- Work Approach (40 Points) (Section 6.3. of the RFP),
- Bonus Points for Section 3 Compliance Plan (5 points) award.

Initial evaluation considered the Mandatory Requirements of the Proposals stated in Section 6.1 of the RFP, including Financial Requirements. Those Proposers whose Proposals met the Mandatory Requirements were evaluated by the Evaluation Committee for Qualifications and Work Approach. To be considered "Qualified", Proposers need to obtain a score greater than or equal to 75 points in the evaluation of their Qualifications and Work Approach. Three Proposers, Deval LLC, Innovative Emergency Management Inc. and F.S. Surveying, PSC were considered "Qualified" for the services. A summary of the results of the evaluation of each Proposal is shown in Table 1 below:

Table 1:

Proposer	Mandatory Requirements	Technical Points	Proposal Cost	Price Per Point
Deval LLC	Pass	78.77	\$24,907,597.70	\$315,325.942
Pontifical Catholic University of Puerto Rico	Fail	N/A	N/A	N/A
Innovative Emergency Management Inc.	Pass	92.66	\$48,033,975.00	\$518,605.385
Global Consultas Asociados LLC	Fail	N/A	N/A	N/A
F.S. Surveying, PSC	Pass	78.83	\$32,487,597.50	\$412,122.26
BLN Caribe, LLC	Fail	N/A	N/A	N/A
Instituto de Educación Práctica del Colegio de Abogados de Puerto Rico, Inc.	Fail	N/A	N/A	N/A



According to the Evaluation Committee Report discussion of results, the Pontifical Catholic University of Puerto Rico failed to comply with the mandatory requirement of providing at least ten projects (current or within the last ten years), in which the proposer had provided services similar in scope. In addition, the proposal submitted by the Pontifical Catholic University of Puerto Rico did not included a Bid Bond payable to the PRDOH in the amount of five percent of the total Proposal Cost as set forth in Section 6.1.5. of the RFP.

*JGE*

In regards to Global Consultas Asociados LLC, (Global Consultas) the Evaluation Committee concluded that the Proposer failed to provide the mandatory Proposal Guarantee (Bid Bond) as per Section 6.1.5.

Related to BLN Caribe, LLC, the Proposer submitted Exhibit B enumerating 12 projects that were considered comparable to the services. As indicated by the Evaluation Committee, six of the 12 projects were performed by the Proposer's First-Tier Subcontractors. Therefore, the Evaluation Committee concluded the Proposer failed with the comparable projects requirement. As stated in the Evaluation Committee report, the Proposer also failed to comply with the mandatory financial requirements of the RFP. According to the financial consultant (IGS, LLC) report, the Proposer did not include its most recent (issued no more than two years before the RFP submittal) audited financial statements. The Proposer, a newly created company, submitted reviewed financial statements from a Parent Company.

Regarding Instituto de Educación Práctica del Colegio de Abogados de Puerto Rico, Inc., the Evaluation Committee concluded that the Proposer failed to provide the mandatory Proposal Guarantee (Bid Bond) as per Section 6.1.5.

On November 13, 2018 the PRDOH prepared an Independent Cost Estimate (hereinafter "ICE") for Title Clearance Services in the amount of \$30,506,415.00, including allowances for "Narrativas", Land Survey and Title Clearance additional services. The ICE was amended on June 4, 2019 obtaining an ICE in the amount of \$20,465,683 for 1 company and again it was amended on July 12, 2019 obtaining an ICE in the amount of \$19,788,000.00 without additional services.

Table 2 shows a comparison of the overall Cost Proposal submitted by Qualified Proposers with Revised ICE dated June 4, 2019. This table does not consider any amount for additional services.

**Table 2:**

Proposer	Revised ICE (June 4, 2019)	Cost Proposal *	% Dif. w/ ICE
Deval LLC		\$24,907,597.70	+21.70%
Innovative Emergency Management Inc.	<b>\$20,465,683.00</b>	\$48,003,975.00	+134.8%
F.S. Surveying, PSC		\$32,487,597.50	+60.6%

On June 14, 2019, the Procurement Office notified the Secretary, Fernando A. Gil Enseñat, Esq. about the recommendation to negotiate with "Qualified" Proposers. On that same date, Mr. Gil Enseñat authorized the Procurement Office to conduct and coordinate the negotiations and subject to the approval and award of the Bid Board.



On June 18, 2019, the Procurement Office sent a letter to Deval LLC, Innovative Emergency Management Inc. and F.S. Surveying, PSC. to request the Proposers to revise their Cost Proposals. These revised Cost Proposals would be considered the Proposers' best and final offer (BAFO), however, the PRDOH reserved the right to conduct another round of negotiations. On June 25, 2019, the Procurement Office received the revised Cost Proposals, including rates per hour for manager and five title clearance specialists; unit prices and sub total costs for land survey tasks, Appraisals, Title Searches, Property Title Certification, Petitions to Registry (Instancias), Deeds of Clarification, Declaration of Heirship and Sworn Statements. The Proposers also included additional costs for the Special Appraisals, Title Searches Updates, and Expediente de Domino per range of applications from 1 to 1000, 1001 to 3000 and up to 3,0001. Rates per hour for the additional land survey and title clearance services were also included.

Table 3 shows a comparison of the overall revised Cost Proposal submitted by the Proposers with the revised ICE dated June 4, 2019.

**Table 3:**

Proposer	Revised ICE (June 4, 2019)	Cost Proposal	% Dif. w/ ICE
Deval LLC		\$33,536,422.90	+62.99%
Innovative Emergency Management Inc.	<b>\$20,465,683.00</b>	\$44,365,043.44	+116.78%
F.S. Surveying, PSC		\$22,917,422.00	+13.40%

On July 12, 2019 the Procurement Office sent a second request for a best and final offer. The Procurement Office noticed some mathematical inconsistencies in the Cost Forms submitted by Proposers with their second BAFOs. Proposers responded to the inconsistencies on July 26, 2019.

A summary of the total cost for per unit tasks received with the second BAFO is shown in Table 4 and includes a comparison with the revised ICE dated July 12, 2019. These amounts include per unit pricing for management, surveying, appraisal, title search and legal tasks, and a single manager for the Management and Administration Task.

**Table 4:**

Proposer	Revised ICE (July 12, 2019)	Cost Proposal	% Dif. w/ ICE
Deval LLC		\$25,617,024.00	+29.5%
Innovative Emergency Management Inc.	<b>\$19,788,000.00</b>	\$34,408,896.00	+73.9%
F.S. Surveying, PSC		\$23,010,276.00	+16.3%

Based on proposed prices received in response to the solicitation and after consideration of factors that affect surveying costs and legal task distributed the

followers task applying the same terms and conditions for all qualify proposers from the responses to the RFP.

The Procurement Office considers reasonable the following quantities of tasks for the final evaluation:

- 3,000 for (i) Land Survey, Plot Plan, and Property Description Task, (ii) Title Search Task, and (iii) Sworn Statement Task;
- 1,500 for (i) Filing of Registration Plans with OGPe/Municipality Task, (ii) Appraisals Task, (iii) Property Title Certification Task, and (iv) Notarial Deeds Task;
- 375 for (i) Petitions to Registry Task, (ii) Notarial Acts Task, and (iii) Declaration of Heirship Task;
- 300 for Proof of Ownership Evidence to Justify Task; and
- 150 for (i) Boundary Determination Survey Task, (ii) Segregation Plan, Properties Plot Plan and Description Task, and Parcel Grouping Survey, Plot Plan, and Property Description Task.

The result of the final evaluation is shown in Table 5.

Table 5:

Task	ICE	Deval		IEM		F.S.	
		Cost	%dif.	Cost	%dif.	Cost	%dif.
General Management and Administration	\$360,000.00	\$381,024.00	5.8%	\$504,000.00	40.0%	\$717,300.00	99.3%
Per Unit tasks	\$6,071,250.00	\$7,886,250.00	29.9%	\$10,595,280.00	74.5%	\$6,966,550.00	14.7%
Allowance for tariffs and internal Revenue stamps	\$849,750.00	\$849,750.00	n/a	\$849,750.00	n/a	\$849,000.00	n/a
Allowance for additional services	\$380,000.00	\$380,100.00	n/a	\$380,100.00	n/a	\$380,100.00	n/a
<b>Total</b>	<b>\$7,661,100.00</b>	<b>\$9,497,124.00</b>	<b>24.0%</b>	<b>\$12,329,130.00</b>	<b>60.9%</b>	<b>\$8,913,705.00</b>	<b>16.4%</b>

The Procurement Office concluded that the revised Cost Proposals submitted by Deval, LLC and F.S. Surveying, PSC are ones of reasonable cost for the Program. Also, given that Innovative Emergency Management, Inc.'s revised Cost Proposal is 60.9% higher than the ICE; the Procurement Office concluded that this revised Cost Proposal is not of reasonable cost.

Given the above, the Evaluation Committee's recommendation, the BAFOs received, and pursuant to the terms within the RFP document, the Procurement Office recommended that awards be issued to Deval LLC for the amount of **\$9,497,124.00 and a 3-year term** for Title Clearance Program Services under the CDBG-DR program and F.S. Surveying, PSC. for the amount of **\$8,913,705.00 and a**

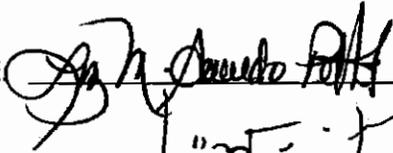
**3-year term** for Title Clearance Program Services under the CDBG-DR program. These proposers are responsive and responsible after consideration of the RFP requirements and their proposals.

The Bid Board Resolution shall be notified to all persons or legal entities who submitted Proposals in response to the RFP-2018-07. The Award Notice shall indicate that any person, party or entity that considers itself having been adversely affected by an award determination of the Bid Board made under the provisions of the Regulation 9075, may file a petition for reconsideration with the Bid Review Board (Request for Reconsideration) within 20 days from the date on which a copy of the Award Notice was duly notified in accordance with Section 3.19 of Act 38-2017, Uniform Administrative Procedures Act of the Government of Puerto Rico. Simultaneously, with the filing of the Request for Reconsideration, said person, party or entity shall submit a copy of the Request to all the parties in the procedure and to the Puerto Rico Department of Housing (PRDOH). Alternatively, a petition for review may be filed before the Court of Appeals of Puerto Rico.

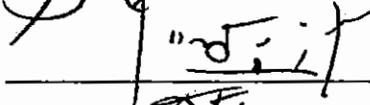
The mere presentation of a Request for Reconsideration will not have the effect of halting the contested award. The Bid Review Board may or may not consider the Request for Reconsideration. The terms in relation to this action or lack of action, as well as its Judicial review, if any, shall be those established in Act 38-2017, *supra*.

Signed by:

Eng. Luz M. Acevedo Pellot, P.E.  
Chairman

  
\_\_\_\_\_

Mr. Joel Ayala Martínez, Esq.

  
\_\_\_\_\_

Mr. Omar Figueroa Vázquez, Esq.

  
\_\_\_\_\_

CERTIFICATION: I hereby certify that I have delivered the original of the Resolution to William G. Rios Maldonado, Esq., Procurement Director under CDBG-DR, on this 26 of August, 2019.

  
\_\_\_\_\_  
Adalgisa Polanco Reyes  
Secretary, Bid Board



**GOVERNMENT OF PUERTO RICO**  
**Department of Housing**

**EXHIBIT Q**  
**BID BOND**  
Request for Proposals  
Title Clearance Program Services  
Community Development Block Grant – Disaster Recovery  
CDBG-DR-RFP-2018-07  
BOND NO. 19200738-1

BE IT KNOWN, BY THESE PRESENTS:

That we, F. S. SURVEYING PSC as Principal, and  
UNITED SURETY & INDEMNITY COMPANY as Surety  
(collectively with the Principal, the "Obligors"), are held and firmly bound unto the Puerto Rico Department of Housing, a governmental instrumentality of the Government of Puerto Rico, its successors and assigns, as Obligee, in the full and just amount equal to **5% of the Proposer's Proposal Cost** for the payment in lawful money of the United States, of which sum well and truly to be made, the Obligors bind ourselves, our heirs, administrators, and successors, jointly and severally, firmly by these presents.

WHEREAS, the Proposer has submitted the accompanying Proposal dated \_\_\_\_\_  
for **Title Clearance Program Services under CDBG-DR (CDBG-DR-RFP-2018-07)**.

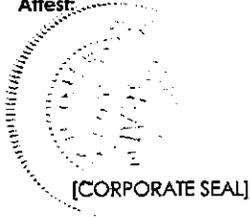
NOW, THEREFORE, the conditions of this obligation are such that if the aforesaid Principal is awarded the contract and, the said Principal, within the time required enters into a formal contract and secures the performance of the terms and conditions of the contract, then this obligation will be void. If otherwise, the Principal withdraws his Proposal or fails to enter into a formal contract after award, the Principal and Surety will pay unto the Obligee the difference in money between the amount of the Proposal of the said Principal and the amount for which the Obligee legally contracts with another party to perform the work if the latter amount be in excess of the former, but in no event shall liability hereunder exceed the penal sum hereof. These conditions shall remain in full force and effect for a period of ninety (90) days after the Proposal Due Date.

IN WITNESS WHEREOF, the above bound parties have executed this instrument under their several

\_\_\_\_\_ , the name and corporate seal of each corporate  
seals this 4TH day of JANUARY, 2019 party  
being hereto affixed and these presents duly signed by the undersigned representative pursuant to authority of its governing body.

[SIGNATURES IN THE NEXT PAGE]

Attest:



Principal: F.S. SURVEYING PSC

(Proposer Name)

By: 

(Signature of Proposer's Authorized Representative)

Fernando Santiago Rosario

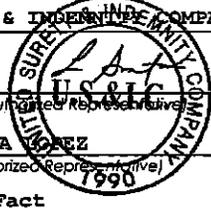
(Printed Name of Proposer's Authorized Representative)

President

(Title of Proposer's Authorized Representative)

Surety: UNITED SURETY & INDEMNITY COMPANY

(Name of Surety)

By: 

(Signature of Surety's Authorized Representative)

LOURDES SANTANA GOMEZ

(Name of Surety's Authorized Representative)

Attorney-in-Fact

(Title of Surety's Authorized Representative)

[CORPORATE SEAL]



**MANDATORY PREMIUM AND COVERAGE CONDITIONS RIDER-PUERTO RICO**

It is hereby understood and agreed that pursuant to the regulations approved by the Commissioner of Insurance of Puerto Rico, this bond is amended according to the following conditions and stipulations:

1. **Bond Premium Paid in Full by You:** If the premium for this bond is to be paid by you in its entirety, surety coverage will be afforded only if the total premium is paid in full to, and received by, us or our authorized representative on or before the effective date shown in the bond. Otherwise, the bond will be effective on the date the total premium is paid in full to, and received by, us or our authorized representative, and we will proceed as indicated on Section 4 of this rider.
2. **Rider Premium:** Riders issued after the inception date of this bond, affording additional coverage and which result in an additional premium, shall not be effective until the total additional premium due thereon is paid in full to, and received by, us or our authorized representation.
3. **Premium Corrections:** Any additional premium due resulting from changes in rates, classifications, premium bases, or any other adjustments (as determined by us or the proper rating organization), shall be paid full within thirty (30) days from the date of billing of the corrective rider.
4. **Late Payments:** If payment is received after the specified due date, we will proceed as follows:
  - a. For new bonds (Section 1 above) we will issue a Change of Effective Date of Coverage Notice stating:
    - (1) that the coverage afforded under the bond is effective as of the date of receipt of the applicable premium payment,
    - (2) the resulting amended inception and expiration dates of the bond, which will be postponed by the same number of days that coverage was not afforded due to the late receipt of the premium payment, and
    - (3) the corresponding period of time during which coverage is not afforded under the bond.
  - b. For premium corrections riders (Section 3 above) we will issue, subject to the applicable regulations, a limited Reinstatement Notice stating:
    - (1) that the coverage afforded by the bond will be reinstated as of the date of receipt of the applicable additional premium payment,
    - (2) the period for which coverage is not afforded, and
    - (3) the amount of premium return due to you, if any.
5. **Cancellation of Bond:** With reference to renewal of bonds, such bonds will not be effective if the corresponding premium has not been received by us or our authorized representative on the date established in the Cancellation Notice, which will be issued in compliance with the terms of the bond.
6. **Definition of Authorized Representative:** Authorized representative for the purpose of this rider means a General Agent, an Attorney in Fact, or a person duly authorized in writing by us for premium collection purposes.
7. This mandatory rider supersedes any other conditions to this effect in the bond to which it is attached.



# UNITED SURETY & INDEMNITY COMPANY

A Commitment to Excellence and Integrity

## CERTIFICATE OF APPOINTMENT OF ATTORNEY-IN-FACT

Know All Men by these Presents, that UNITED SURETY & INDEMNITY COMPANY, a corporation duly organized and existing under the laws of the Commonwealth of Puerto Rico, and having its principal office in the City of Guaynabo, Puerto Rico, does hereby certify that it has made, constituted and appointed LOURDES SANTANA LOPEZ, of Bayamón, Puerto Rico, its true and lawful Attorney-in-Fact with full power and authority conferred to sign, seal and execute in its behalf bonds, undertakings and other obligatory instruments of similar nature as follows:

### WITHOUT LIMITATION

and to bind UNITED SURETY & INDEMNITY COMPANY thereby as fully and to the same extent as if such instruments were signed by an officer of UNITED SURETY & INDEMNITY COMPANY and all the acts of said Attorney, pursuant to the authority given by virtue of Deed Number Eighteen (18), executed on the 10<sup>th</sup> of October, 2008; before Notary Public Johanny Martínez Batista, are hereby ratified and confirmed.

The Power of Attorney granted by the above mentioned deed, was made and executed pursuant to and by authority of the By-Laws duly adopted by the Stockholders of the Company. Certified copy of the above mentioned Deed shall be filed at the Office of the Commissioner of Insurance of Puerto Rico.

In Witness Whereof, UNITED SURETY & INDEMNITY COMPANY has, pursuant to its By-Laws, caused the present certificate to be signed by the Secretary and its corporate seal to be hereto affixed this 31<sup>st</sup> of March, 2011.

UNITED SURETY & INDEMNITY COMPANY

By: Rafael A. Blanes González  
Rafael A. Blanes González, Secretary



Official Number: 0185

and subscribed before me by Rafael A. Blanes González, of legal age, married, executive and resident of Guaynabo, Puerto Rico, to me personally known.

In Guaynabo, Puerto Rico, this 31<sup>st</sup> day of March, 2011.

Johanny Martínez Batista  
Notary

The present certificate is in full force and effect as of this  
4TH day of JANUARY, 2019.

Rafael A. Blanes González  
Secretary



EXHIBIT D  
NON-CONFLICT OF INTEREST CERTIFICATION  
[CERTIFICACIÓN DE AUSENCIA DE CONFLICTO DE INTERÉS]  
Request for Proposals  
Title Clearance Program Services  
Community Development Block Grant – Disaster Recovery  
CDBG-DR-RFP-2018-07

Entity's Name: FS SURVEYING, PSC

[Nombre de Entidad:]

The Entity interested in doing businesses, certify that:

[La entidad que hace o interesa hacer negocios certifica que:]

- 1. No public official or employee of the Puerto Rico Department of Housing possesses any financial interest in this contract, or business transaction, and that likewise, has had no direct or indirectly financial interest in this business transaction for the past four (4) years.

[Ningún (a) servidor (a) público (a) del Departamento de la Vivienda tiene interés pecuniario en este contrato, compra o transacción comercial, y tampoco ha tenido en los últimos 4 años directa o indirectamente interés pecuniario en este negocio.]

- 2. No public official or employee of the Puerto Rico Department of Housing has solicited or accepted, directly nor indirectly, for himself (herself), or any member of his (her) immediate relatives, or any other party, gifts, gratuities, contributions, services, donations, loans or any other item of monetary value.

[Ningún (a) servidor (a) público (a) del Departamento de la Vivienda me solicitó o aceptó, directa o indirectamente, para él (ella), para algún miembro de su unidad familiar<sup>1</sup> o para cualquier persona, regalos, gratificaciones, favores, servicios, donativos, préstamos o cualquier otra cosa de valor monetario.]

- 3. No public official or employee has solicited or accepted goods of any value, related to this transaction from any representative of the entity as a form of compensation for performing the duties and responsibilities of his or her position.

[Ningún(a) servidor(a) público(a) me solicitó o aceptó bien alguno de valor económico, vinculados a esta transacción, de persona alguna de mi entidad como pago por realizar los deberes y responsabilidades de su empleo.]

- 4. No public official or employee has accepted, or solicited from any person whatsoever directly or indirectly, either for himself (herself), for any member of his (hers) immediate family<sup>1</sup> unit, or for any other person, business or entity, any asset whatsoever of monetary value, including gifts, loans, promises, favors, or services, in exchange for the actions of said public official or employee being of influence on behalf of my person or the entity.

[Ningún(a) servidor(a) público(a) me solicitó, directa o indirectamente, para él (ella), para algún miembro de su unidad familiar, ni para cualquier otra persona, negocio o entidad, bien alguno de valor económico, incluyendo regalos, préstamos, promesas, favores o servicios a cambio de que la actuación de dicho servidor (a) público (a) esté influenciada a favor mío o de entidad.]

- 5. There is no kindred relationship within the fourth (4<sup>th</sup>) degree of consanguinity and second (2<sup>nd</sup>) degree of affinity with any public official or employee in position of influencing or participating in institutional decisions of the contracting agency.

[No tengo relación de parentesco, dentro del cuarto (4to) grado de consanguinidad y segundo (2do) por afinidad, con ningún (a) servidor (a) público (a) que tenga facultad para influenciar y participar en las decisiones institucionales del Departamento de la Vivienda.]

The Puerto Rico Department of Housing is an agency that is highly committed to management excellence and promotes the effective use of the government resources to benefit the people of Puerto Rico. We are committed to support and comply with Title III of Act 2-2018 Code of Ethics for Contractors, Suppliers and Applicants for Economic Incentives of the Government of Puerto Rico.

[El Departamento de la Vivienda es una Agencia que está altamente comprometida con lograr una administración de excelencia y promover el uso efectivo de los recursos del gobierno en beneficio del pueblo de Puerto Rico. Estamos comprometidos con apoyar y cumplir con el Título III de la Ley 2-2018 Código de Ética para Contratistas, Suplidores y Solicitantes de Incentivos Económicos del Gobierno de Puerto Rico.]

The entity that makes or interested in doing business certifies that:  
[La entidad que hace o interesa hacer negocios certifica que:]

1. Agrees to bind by the provisions of Title III of Law 2-2018 Code of Ethics for Contractors, Suppliers and Seekers for Economic Incentives of the Government of Puerto Rico. Acceptance of the rules contained in such law is a vital essential condition so that transactions can be carried out or set up arrangements with the Puerto Rico Department of Housing.

[Se compromete a regirse por las disposiciones del Título III de la Ley 2-2018 Código de Ética para Contratistas, Suplidores y Solicitantes de Incentivos Económicos otorgados en las Agencias Ejecutivas del Estado Libre Asociado de Puerto Rico. La aceptación de las normas incluidas en dicha Ley es una condición esencial e indispensable para que se puedan efectuar transacciones o establezcan ocuerdos con el Departamento de la Vivienda.]

  
\_\_\_\_\_  
Signature of Authorized Representative of the Entity  
[Firma del Representante Autorizado de la Entidad]

12-20-2018  
Date  
[Fecha]

  
\_\_\_\_\_  
FERNANDO SANTIAGO ROSARIO  
Printed Name of Authorized Representative of the Entity  
[Nombre en Letra de Molde del Representante Autorizado de la Entidad]





GOVERNMENT OF PUERTO RICO

Department of Housing

Proposer's Initials:

EXHIBIT E  
CONFLICT OF INTEREST ON EXISTING OR PENDING CONTRACTS CERTIFICATION  
Request for Proposals  
Title Clearance Program Services  
Community Development Block Grant – Disaster Recovery  
CDBG-DR-RFP-2018-07

Entity's Name: FS SURVEYING, PSC

By signing this form, the Proposer certifies that, to the best of its knowledge and belief, there are no relevant facts or circumstances that could give rise to an organizational or personal conflict of interest, for the organization or any of its staff, and that the Proposer, subcontractor, employee, or consultant has disclosed all such relevant information if such a conflict of interest appears to exist to a reasonable person with knowledge of the relevant facts (or if such a person would question the impartiality of the Proposer, subcontractor, employee, or consultant).

(1) Conflicts may arise in but not limited to the following situations:

- (i) **Unequal access to information.** A potential contractor, subcontractor, employee, or consultant has access to non-public information through its performance on a government contract for disaster recovery services in Puerto Rico.
- (ii) **Biased ground rules.** A potential contractor, subcontractor, employee, or consultant has worked, in one government contract, or program, on the basic structure or ground rules of another government contract for disaster recovery services in Puerto Rico.
- (iii) **Impaired objectivity.** A potential contractor, subcontractor, employee, or consultant, or member of their immediate family (spouse, parent, or child) has financial or other interests that would impair, or give the appearance of impairing, impartial judgment in the evaluation of government programs, in offering advice or recommendations to the government, or in providing technical assistance or other services to recipients of Federal funds as part of its contractual responsibility.

(2) Proposer must provide the disclosure described above on any actual or potential conflict of interest (or apparent conflict of interest) regardless of their opinion that such a conflict or potential conflict (or apparent conflict of interest) would not impair their objectivity.



(3) In a case in which an actual or potential conflict (or apparent conflict of interest) is disclosed, the PRDOH will take appropriate actions to eliminate or address the actual or potential conflict, including but not limited to mitigating or neutralizing the conflict, when appropriate, through such means as ensuring a balance of views, disclosure with the appropriate disclaimers, or by restricting or modifying the work to be performed to avoid or reduce the conflict. In this clause, the term "potential conflict" means reasonably foreseeable conflict of interest.

(4) The Proposer, subcontractor, employee, or consultant agrees that if "impaired objectivity", or an actual or potential conflict of interest (or apparent conflict of interest) is discovered after the award is made, it will make a full disclosure in writing to the contracting officer. This disclosure shall include a description of actions that the Proponent has taken or proposes to take to avoid, mitigate, or neutralize the actual or potential conflict (or apparent conflict of interest).

The Proposer, FS SURVEYING, PSC, hereby certifies that, to the best of its knowledge and belief, there are no present or currently planned interests (financial, contractual, organizational, or otherwise) relating to the work to be performed under the contract or task order resulting from Request for Proposal No. **CDBG-DR-RFP-2018-07** that would create any actual or potential conflict of interest (or apparent conflicts of interest) (including conflicts of interest for immediate family members: spouses, parents, children) that would impinge on its ability to render impartial, technically sound, and objective assistance or advice or result in it being given an unfair competitive advantage. In this clause, the term "potential conflict" means reasonably foreseeable conflict of interest. The Proposer further certifies that it has and will continue to exercise due diligence in identifying and removing or mitigating, to the PRDOH's satisfaction, such conflict of interest (or apparent conflict of interest).

  
\_\_\_\_\_  
Signature of Authorized Representative of the Entity

12-20-2018  
Date

FERNANDO SANTIAGO ROSARIO  
\_\_\_\_\_  
Printed Name of Authorized Representative of the Entity







GOVERNMENT OF PUERTO RICO
Department of Housing

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

Request for Proposals
Title Clearance Program Services
Community Development Block Grant - Disaster Recovery
Puerto Rico Department of Housing
CDBG-DR-RFP-2018-07

By signing this Certification, the Proponent certifies that the firm, business or person submitting the proposal has not been LDP, suspended, debarred or otherwise lawfully precluded from participating in any public procurement activity with any Federal, State or local government. Signing this Certification without disclosing all pertinent information about a debarment or suspension shall result in rejection of the proposal or cancellation of a contract. PRDOH also may exercise any other remedy available by law.

In AIBONITO, PR this 30 day of NOVEMBER of 20 18.

FS SURVEYING, PSC
(Name of Firm)

By: [Signature]
(Signature of Proponent)

FERNANDO SANTIAGO ROSARIO
(Printed Name of Proponent)

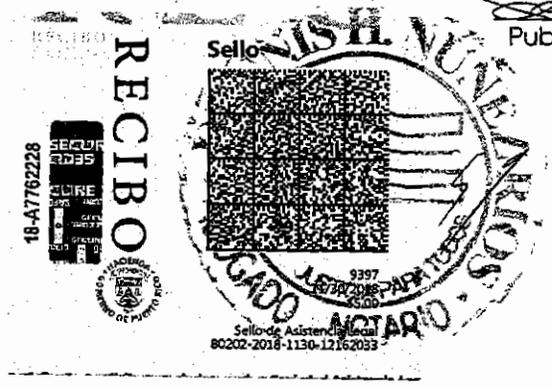
PRESIDENT
(Position)

Affidavit No. -12,135-

Subscribed and sworn to before me in the city of AIBONITO, PR, this 30 day of NOVEMBER 2018, by FERNADO SANTIAGO ROSARIO of legal age, MARRIED (civil status), CONTRACTOR (occupation) and resident of AIBONITO, in his/her capacity as PRESIDENT of Proponent, who I personally known or have identified by his/her

[Signature]

[Signature]
Public Notary



[Handwritten mark]



**GOVERNMENT OF PUERTO RICO**

**Department of Housing**

**EXHIBIT G**

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY, AND VOLUNTARY EXCLUSION**

**Request for Proposals**

**Title Clearance Services**

**Community Development Block Grant - Disaster Recovery**

**Puerto Rico Department of Housing**

**CDBG-DR-RFP-2018-07**

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

- (1) Neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency;
- (2) It will provide immediate written notice to whom this Certification is submitted if at any time the Proposer learns its certification was erroneous when submitted or has become erroneous by reason of changed circumstances;
- (3) It shall not knowingly enter any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated;
- (4) It will include the clause titled Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion—Lower Tier Covered Transactions, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions;
- (5) The certifications herein are a material representation of fact upon which reliance was placed when this transaction was entered into; and
- (6) Where the Proposer is unable to certify to any of the statements in this certification, such Proposer shall attach an explanation to this Certification.

In AIBONITO, PUERTO RICO this 30 day of NOVEMBER of 2018.

FS SURVEYING, PSC

(Name of Firm)

By:

[Signature]  
(Signature of Proposer)

FERNANDO SANTIAGO ROSARIO

(Printed Name of Proposer)

PRESIDENT

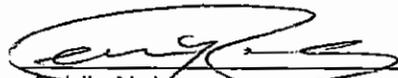
(Position)

**(OATH ON THE FOLLOWING PAGE)**

*[Handwritten mark]*

Affidavit No. -12,134-

Subscribed and sworn to before me in the city of AIBONITO, PR, this 30 day of NOVEMBER, 2018, by FERNANDO SANTIAGO ROSARIO of legal age, MARRIED (civil status), CONTRACTOR (occupation) and resident of AIBONITO, in his/her capacity as PRESIDENT of Proponent, who I personally known or have identified by his/her.

  
Public Notary









GOVERNMENT OF PUERTO RICO

Department of Housing

EXHIBIT H
NON-COLLUSIVE AFFIDAVIT

Request for Proposals
Title Clearance Program Services
Community Development Block Grant - Disaster Recovery
CDBG-DR-RFP-2018-07

FERNANDO SANTIAGO ROSARIO, being first duly sworn, deposes and says:

That he is PRESIDENT (a partner or officer of the firm of, etc.) the party making the foregoing proposal or bid, that such proposal or bid is genuine and not collusive or sham; that said bidder has not colluded, conspired, connived or agreed, directly or indirectly with any bidder or person, to put in a sham bid or to refrain from bidding and has not in any matter directly or indirectly sought by agreement or collusion or communication or conference, with any person, to fix the bid price of the affiant or of any other bidder, or to fix any overhead, profit or cost element of said bid price, or of that of any other bidder, or to secure any advantage against the Puerto Rico Department of Housing or any person interested in the proposed contract; and that all statements in said proposal or bid are true.

FS SURVEYING, PSC
(Name of Firm)

By: [Signature]
(Signature of Proposer)

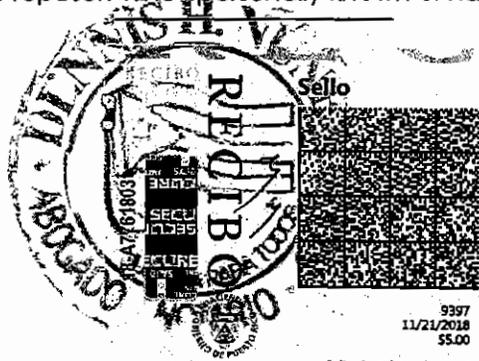
FERNANDO SANTIAGO ROSARIO
(Printed Name of Proposer)

PRESIDENT
(Position)

[Handwritten mark]

Affidavit No: -12,133-

Subscribed and sworn to before me in the city of AIBONITO, PR, this 30 day of NOVEMBER, 2018, by FERNANDO SANTIAGO ROSARIO of legal age, MARRIED (civil status), CONTRACTOR (occupation) and resident of AIBONITO, in his/her capacity as PRESIDENT of Proposer. Who I personally known or have identified by his/her



[Signature]
Public Notary

[Handwritten initials]

9397
11/21/2018
55.00
Sello de Asistencia Legal
80202-2018-1121-74374108



**EXHIBIT I**  
**DECLARACIÓN JURADA**  
**Ley 2-2018, Código Anti-Corrupción para el Nuevo Puerto Rico<sup>1</sup>**

**(SWORN STATEMENT)**  
**(Act 2-2018, Anti-Corruption Code for a New Puerto Rico)<sup>2</sup>**

**Request for Proposals**  
**Title Clearance Program Services**  
**Community Development Block Grant - Disaster Recovery**  
**CDBG-DR-RFP-2018-07**

Yo, FERNANDO SANTIAGO ROSARIO, en mi carácter personal y en representación de LICITADOR ("Proponente" o "Licitador"), con número de seguro social patronal 66-0627134, mayor de edad, de profesión: AGRIMENSOR, con estado civil: CASADO y vecino de AIBONITO el más solemne juramento declaro como sigue:

(I. FERNANDO SANTIAGO ROSARIO, in my personal capacity and in representation of BIDDER ("Respondent" or "Bidder"), Tax I.D. Number [REDACTED], of legal age, with profession: LAND SURVEYOR, marital status: MARIED and resident of AIBONITO, do hereby solemnly swear as follows:)

1. Mi nombre y demás circunstancias personales son las anteriormente expresadas.  
*(My name and personal circumstances are as stated above.)*
2. A la fecha en que suscribo esta declaración jurada, el suscribiente, el Proponente o Licitador, su presidente, vicepresidente, director, director ejecutivo, miembro junta de oficiales o directores y personas que desempeñen funciones equivalentes para el Proponente o Licitador **no ha sido convicto ni se ha declarado culpable en el foro estatal o federal**, o en cualquier otra jurisdicción de los Estados Unidos, por cualquiera de los siguientes delitos: (a) apropiación ilegal agravada; (b) extorsión; (c) sabotaje de servicios públicos esenciales; (d) falsificación de documentos; (e) fraude; (f) fraude por medio informático; (g) fraude en las construcciones; (h) uso, posesión o traspaso fraudulento de tarjetas con bandas electrónicas; (i) enriquecimiento ilícito; (j) enriquecimiento ilícito de funcionario público; (k) enriquecimiento injustificado; (l) aprovechamiento ilícito de trabajos o servicios públicos; (m) intervención indebida en

<sup>1</sup> Como requisito para la participación en esta Solicitud de Propuestas, el Proponente deberá suscribir esta declaración tal como está redactada, sin alteración, reserva o modificación de índole alguna. Si el suscribiente, Licitador o Proponente no puede suscribir esta declaración según redactada, deberá someter una certificación bajo juramento aclarando todas las excepciones y/o aclaraciones aplicables. Someter información falsa, incompleta o incorrecta podría conllevar la imposición de sanciones civiles y criminales en contra del suscribiente, el Proponente.

<sup>2</sup> (As a requirement to participate in this RFP, the Proposer must file this sworn statement in the exact form and content as set forth herein, without alteration, exception or modification of any kind. If the Proposer is unable to execute this statement in the exact form provided herein, the Bidder or Respondent shall submit a separate sworn certification stating all exceptions, clarifications or modifications to this form of sworn statement. The submission of false, incomplete or incorrect information could lead to the imposition of civil and/or criminal penalties against the Proposer.)



las operaciones gubernamentales; (n) negociación incompatible con el ejercicio del cargo público; (o) alteración o mutilación de propiedad; (p) certificaciones falsas; (q) soborno, en todas sus modalidades; (r) influencia indebida; (s) malversación de fondos públicos; o (t) lavado de dinero.

2. *(As of the date of execution of this sworn statement, neither the undersigned nor the Respondent or Bidder, or its president, vice president, director, executive director, member of Board of officers or directors, or any persons performing equivalent functions on Respondent's or Bidder's behalf, has been convicted or has pleaded guilty in state or federal court, or in any other jurisdiction of the United States, for any of the following crimes: (a) aggravated misappropriation; (b) extortion; (c) sabotage of essential public services; (d) forgery of documents; (e) fraud; (f) electronic fraud; (g) construction fraud; (h) fraudulent use, possession or transfer of cards with electronic bands; (i) illicit enrichment; (j) illicit enrichment by public official; (k) unjustified enrichment; (l) illicit enrichment of public work or services; (m) improper intervention in government operations; (n) negotiation incompatible with the exercise of public office; (p) false certifications; (q) bribery, in all its modalities; (r) undue influence; (s) embezzlement of public funds; or (t) money laundering.)*
3. A la fecha en que suscribo esta declaración jurada y **por los pasados veinte (20) años**, ni el suscribiente, ni el Proponente o Licitador, ni cualquiera de sus siguientes oficiales: presidente, vicepresidente, director, director ejecutivo o miembro junta de oficiales o directores o personas que desempeñen funciones equivalentes para el Proponente o Licitador, ha sido convicto o se ha declarado culpable en el foro estatal o federal, o en cualquier otra jurisdicción de los Estados Unidos, por cualquiera de los siguientes delitos: (a) daño agravado; (b) retención de propiedad; (c) alteración o mutilación de propiedad; (d) archivo de documentos o datos falsos; (e) posesión y uso ilegal de información, recibos y comprobantes de pago de contribuciones; (f) compra y venta ilegal de bienes en pago de contribuciones; (g) presentación de escritos falsos; (h) posesión ilegal de recibos de contribuciones; (i) falsificación de asientos en registros; (j) falsificación de sellos; (k) falsedad ideológica; (l) falsificación de licencia, certificado y otra documentación; (m) falsificación en el ejercicio de profesiones u ocupaciones; (n) posesión y traspaso de documentos falsificados; (o) posesión de instrumentos para falsificación; (p) preparación de escritos falsos.
3. *(As of the date of execution of this sworn statement and for the twenty (20) years prior, neither the undersigned nor the Respondent or Bidder, or any of its officers, including its president, vice president, director, executive director, member of board of officers or directors, or any person performing equivalent functions on Respondent's or Bidder's behalf, has been convicted or has pleaded guilty in the state or federal forum, or in any other jurisdiction of the United States, for any of the following crimes: (a) aggravated damage; (b) property retention; (c) alteration or mutilation of property; (d) filing of false documents or data; (e) illegal possession and use of tax information, receipts and payment vouchers; (f) illegal purchase and sale of goods for the payment of taxes; (g) filing false writings; (h) illegal possession of tax receipts; (i) falsification of entries in registers; (j) forgery of stamps; (k) ideological falsehood; (l) forgery of license, certificates and other documents; (m) forgery in the exercise of professions or occupations; (n) possession and transfer of forged documents; (o) possession of counterfeit instruments; (p) preparation of false writings.)*
4. A la fecha en que suscribo esta declaración jurada y **por los pasados ocho (8) años**, ni el suscribiente, ni el Proponente o Licitador, ni cualquiera de sus siguientes oficiales: presidente, vicepresidente, director, director ejecutivo o miembro junta de oficiales o



Proposer's Initials: 

directores o personas que desempeñen funciones equivalentes para el Proponente o Licitador, ha sido convicto o se ha declarado culpable en el foro estatal o federal, o en cualquier otra jurisdicción de los Estados Unidos, por cualquiera de los siguientes delitos: (a) omisión en el cumplimiento del deber; (b) venta ilegal de bienes; (c) incumplimiento del deber; (d) negligencia en el cumplimiento del deber; (e) usurpación de cargo público; o (f) impedir la inspección de libros y documentos.

4. *(As of the date of execution of this sworn statement and for the eight (8) years prior, neither the undersigned nor the Respondent or Bidder, or any of its officers, including its president, vice president, director, executive director, member of board officers or directors, or any person performing equivalent functions on Respondent's or Bidder's behalf, has been convicted or has pleaded guilty in the state or federal forum, or in any other jurisdiction of the United States, for any of the following crimes: (a) omission in the fulfillment of duty; (b) illegal sale of goods; (c) breach of duty; (d) negligence in the fulfillment of duty; (e) usurpation of public office; or (f) preventing the inspection of records and documents.*
5. A la fecha en que suscribo esta declaración jurada y **por los pasados diez (10) años**, ni el suscribiente, ni el Proponente o Licitador, ni cualquiera de sus siguientes oficiales: presidente, vicepresidente, director, director ejecutivo o miembro junta de oficiales o directores o personas que desempeñen funciones equivalentes para el Proponente o Licitador, ha sido convicto o se ha declarado culpable en el foro estatal o federal, o en cualquier otra jurisdicción de los Estados Unidos, por delitos graves contra el ejercicio del cargo público o contra fondos públicos codificados en el Código Penal de Puerto Rico; la Ley Núm. 1-2012, según enmendada, la "Ley Orgánica de la Oficina de Ética Gubernamental"; o cualquier otro según dispuesto en la Ley 2-2018.
5. *(As of the date of execution of this sworn statement and for the ten (10) years prior, neither the undersigned nor the Respondent or Bidder, or any of its officers, including its president, vice president, director, executive director, member of board officers or directors, or any person performing equivalent functions on Respondent's or Bidder's behalf, has been convicted or has pleaded guilty in the state or federal forum, or in any other jurisdiction of the United States, for crimes against the exercise of public office or public funds as defined in the Puerto Rico Penal Code, ; Law No. 1-2012, as amended, the Government Ethics Office Enabling Act; or any other crime defined in Law 2-2018.)*
6. Entiendo y acepto el deber de informar cualquier cambio al contenido de esta declaración durante el proceso de contratación o la vigencia del contrato, ya sea por alegación de culpabilidad o convicción por cualquiera de los delitos antes mencionados, o cualquier otra conducta proscrita en el "Código de Ética para Contratistas, Suplidores y Solicitantes de Incentivos Económicos de las Agencias Ejecutivas del Gobierno de Puerto Rico", Código Anticorrupción para el Nuevo Puerto Rico, Título III, Ley 2-2018.
6. *(I accept and acknowledge my obligation to inform of any change or modification to this statement during the contracting process or the term of the contract, as the result of a guilty plea or conviction for any of the above-mentioned crimes or any other conduct prohibited by the "Code of Ethics for Contractors, Suppliers of Goods and Services and Applicants for Economics Incentives of the Executive Agencies of the Government of Puerto Rico", Title III, Law 2-2018.)*
7. Entiendo y acepto que la convicción posterior a esta declaración por cualquiera de los delitos enumerados en cualquiera de los incisos anteriores conllevará, además de cualquiera otra penalidad, la rescisión automática de cualquier contrato entre el



Proposer's Initials: 

suscribiente, el Proponente o el Licitador, y cualquier entidad gubernamental, corporación pública o municipio.

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

Y PARA QUE ASÍ CONSTE, juro y suscribo esta declaración en AIBONITO,  
PUERTO RICO, hoy 30 de NOVIEMBRE de 2018.

*(NOW THEREFORE, I hereby swear and sign this statement in AIBONITO,  
PUERTO RICO, on this 30 day of NOVEMBER, 2018.)*



  
DECLARANTE  
(DEPONENT)

(JURAMENTO EN LA PROXIMA PAGINA)  
(OATH ON THE FOLLOWING PAGE)







**EXHIBIT J**  
**ANTI-LOBBYING CERTIFICATION**  
Request for Proposals  
Title Clearance Program Services  
Community Development Block Grant – Disaster Recovery  
CDBG-DR-RFP-2018-07

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence and officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for making lobbying contracts to an office or employee of any agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress in connection with the Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form – LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontractors, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

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

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

\_\_\_\_\_  
Signature of Authorized Representative

12-20-2018  
Date

FERNANDO SANTIAGO ROSARIO  
Printed Name of Authorized Representative



**GOVERNMENT OF PUERTO RICO**

**Department of Housing**

**EXHIBIT K**

**AUTHORIZATION FOR BACKGROUND AND/OR FINANCIAL INFORMATION**

**Request for Proposals**

**Title Clearance Program Services**

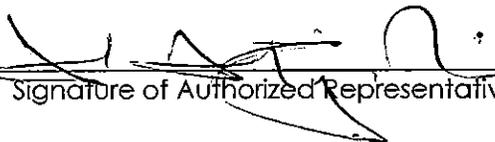
**Community Development Block Grant – Disaster Recovery**

**CDBG-DR-RFP-2018-07**

By signing this Authorization, the Proposer authorizes the Puerto Rico Department of Housing (PRDOH) to seek any background and/or financial information it deems' necessary to evaluate the Proposer's capacity financial in connection to the Request for Proposal (RFP), as the case might be, for the services of Title Clearance Program Services, under the Community Development Block Grant-Disaster Recovery Program (CDBG-DR).

FS SURVEYING, PSC

Name of Proposer Entity

  
\_\_\_\_\_  
Signature of Authorized Representative

12-20-2018  
Date

FERNANDO SANTIAGO ROSARIO

Printed Name of Authorized Representative







GOVERNMENT OF PUERTO RICO  
Department of Housing

Proposer's Initials:

EXHIBIT L  
AUTHORIZATION FOR REQUEST FOR REFERENCES  
Request for Proposals  
Title Clearance Program Services  
Community Development Block Grant – Disaster Recovery  
CDBG-DR-RFP-2018-07

I FERNANDO SANTIAGO ROSARIO, in my personal capacity or in representation of F.S. SURVEYING, PSC, with Tax I.D. Number [REDACTED], of legal age, (profession) LICENCED SURVEYOR, (marital status) MARRIED and resident of AIBONITO, PR consent to the disclosure of my personal / professional information:

Only to the following:

- Company Legal Name: Crown Castle Inc. (Eng. Alejandro Quiñones 787-641-2367)
- Company Legal Name: USDA- NCRS South Region (Eng. Heriberto Rosado 787-837-4450)
- Company Legal Name: URS CARIBE LLP (Eng. Luis Torres 787-723-3332)
- Company Legal Name: Claro ( Eng. Victor Marciano-Engineering Dpt.)

To all request for references.

By signing this Authorization, the Proposer authorizes the Puerto Rico Department of Housing (PRDOH) to seek references / information it deems' necessary to evaluate the Proposer's capacity in connection to the Request for Proposal (RFP), as the case might be, for the services of Title Clearance Program Services, under the Community Development Block Grant-Disaster Recovery Program (CDBG-DR).

F.S. SURVEYING, PSC  
Name of Proposer Entity

Signature of Authorized Representative

12-20-2018  
Date

FERNANDO SANTIAGO ROSARIO  
Printed Name of Authorized Representative



GOVERNMENT OF PUERTO RICO
Department of Housing

EXHIBIT M
PROPOSER'S PRIOR PERFORMANCE CERTIFICATION
Request for Proposals
Title Clearance Program Services
Community Development Block Grant - Disaster Recovery
CDBG-DR-RFP-2018-07

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

Yes No

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

Yes No Other (Specify):

\_\_\_\_\_

Name of Surety Company: \_\_\_\_\_

Telephone of Surety Company: \_\_\_\_\_

Contact Person of Surety Company: \_\_\_\_\_

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

[Signature]
FS SURVEYING, PSC
Proposer Name

[Signature]
Signature of Authorized Representative

12-20-2018
Date

FERNANDO SANTIAGO ROSARIO
Printed Name of Authorized Representative

[Signature]

# Certifications and Representations of Offerors

## Non-Construction Contract

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing

Public reporting burden for this collection of information is estimated to average 5 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This form includes clauses required by OMB's common rule on bidding/offering procedures, implemented by HUD in 24 CFR 85.36, and those requirements set forth in Executive Order 11625 for small, minority, women-owned businesses, and certifications for independent price determination, and conflict of interest. The form is required for nonconstruction contracts awarded by Housing Agencies (HAs). The form is used by bidders/offers to certify to the HA's Contracting Officer for contract compliance. If the form were not used, HAs would be unable to enforce their contracts. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality.

### 1. Contingent Fee Representation and Agreement

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

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

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

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

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

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

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

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

(Check the block applicable to you)

- Black Americans                       Asian Pacific Americans
- Hispanic Americans                       Asian Indian Americans
- Native Americans                       Hasidic Jewish Americans

### 3. Certificate of Independent Price Determination

(a) The bidder/offers certifies that—

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

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

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

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

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

#### 4. Organizational Conflicts of Interest Certification

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

(i) Award of the contract may result in an unfair competitive advantage;

(ii) The Contractor's objectivity in performing the contract work may be impaired; or

(iii) That the Contractor has disclosed all relevant information and requested the HA to make a determination with respect to this Contract.

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

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

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

#### 5. Authorized Negotiators (RFPs only)

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

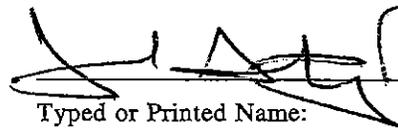
#### 6. Conflict of Interest

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

#### 7. Offeror's Signature

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

Signature & Date:

 12-20-2018

Typed or Printed Name:

Fernando Santiago Rosario

Title:

President





**EXHIBIT O**  
**CERTIFICATION FOR COMPLIANCE WITH HUD GENERAL PROVISIONS**  
Request for Proposals  
Title Clearance Program Services  
Community Development Block Grant – Disaster Recovery  
CDBG-DR-RFP-2018-07

Each provision of law and clause required by law to be inserted in federal funded contracts are mentioned herein and 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 RFP and/or Contract shall forthwith be physically amended to make such insertion or correction.

I, FERNANDO SANTIAGO ROSARIO (Representative's Name)  
PRESIDENT (Position in the Company), in representation of  
FS SURVEYING, PSC (Proposer's Name) certify the compliance with  
the Department of Housing and Urban Development (HUD) General Provisions and shall adhere to the terms and conditions set forth in Attachment 4, and any subsequent changes made by HUD.

• **STATUTORY AND REGULATORY COMPLIANCE**

Proposer will comply with all laws and regulations applicable to the Community Development Block Grant-Disaster Recovery funds appropriated by the Supplemental Appropriations for Disaster Relief Requirements (Appropriations Act), under Public Law 115-56 of 2017.

• **DAVIS-BACON ACT**

The Proposer will comply, when required by Federal program legislation, with the Davis Bacon Act (40 U.S.C. §§ 276a to 276a-7) as supplemented by Department of Labor regulations (29 C.F.R. part 5, Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week.

• **FEDERAL LABOR STANDARDS**

Proposer will comply with Federal Labor Standards Provisions set forth in Form HUD-4010. The Proposer shall also comply with the Davis Bacon and Related Acts (DBRA), as the Congress has extended Davis Bacon Act prevailing wage requirements to other laws which provide federal assistance for construction through grants, loans, loans guarantees and insurance (29 CFR Part 5). The

following DBRA statutes are frequently used to fund/assist construction: National Housing Act Housing Act of 1950; Federal Aid to Highway Acts; Federal Water Pollution Control Act; U.S. Housing Act of 1937; and Housing and Community Development Act of 1974. 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.

- **REPORTING REQUIREMENTS**

Proposer will comply with, and had cooperate with the compliance of, 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.

- **ACCESS TO RECORDS**

Proposer will comply with 24 CFR 85.26(i) (10) and (11), by giving access to PRDOH, HUD, the Comptroller General of the United States, or any of their duly authorized representatives, at any time and from time to time during normal business hours, access to any work product, books, documents, papers, and records of the Proposer, for the purpose of inspection, audits, examinations, and making excerpts, copies and transcriptions. In addition of, maintained for three (3) years after the final payments and other matters had been closed.

- **SMALL AND MINORITY FIRMS, WOMEN'S BUSINESS ENTERPRISES, AND LABOR SURPLUS AREA FIRMS**

The Proposer will comply with taking the necessary affirmative steps to assure that minority firms, women's business enterprises, and labor surplus area firms are used in subcontracting when possible. Additionally, in contracts of \$10,000 or more, the Proposer had filed Form HUD 2516 (Contract and Subcontract Activity) on a quarterly basis.

- **RIGHTS TO INVENTIONS MADE UNDER A CONTRACT OR AGREEMENT**

In contracts or agreements for the performance of experimental, developmental, or research work, the Proposer will comply and the contract shall provide for the rights of the Federal Government and the recipient in any resulting invention in accordance with 37 CFR 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.

- **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 timeliness 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.

- **SECTION 109 OF THE HOUSING AND COMMUNITY DEVELOPMENT ACT OF 1974**

The Proposer will comply with the provisions of Section 109 of the Housing and Community Development Act of 1974, which requires that no person in the United States shall on the grounds of race, color, national origin, or gender be excluded from participation in, be denied the benefits or be subjected to discrimination under, any program or activities funded in whole or in part with community development funds made available pursuant to the Act. Section 109 further provides that any prohibition against discrimination on the basis of age under the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.) or with respect to an otherwise qualified handicapped individual as provided in Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 796) shall also apply to any such program or activity.

- **SECTION 504 OF THE REHABILITATION ACT OF 1973**

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

- **AGE DISCRIMINATION ACT OF 1975**

The Proposer will 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.

- **DEBARMENT, SUSPENSION, AND INELIGIBILITY**



The Proposer 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.

- **CONFLICTS OF INTEREST**

The Proposer will notify the PRDOH as soon as possible if this Request for Qualifications and/or Proposals or any aspect related to the anticipated work under the forthcoming Contract raises an actual or potential conflict of interest (as defined at 2 C.F.R. Part 215 and 24 C.F.R. § 85.36 (2013) (or 84.42 (2013), if applicable)).

- **SUBCONTRACTING**

When subcontracting, the Proposer solicits for and contract with such subcontractors in a manner providing for fair competition.

- **COPELAND "ANTI-KICKBACK" ACT**

The Proposer will comply the Copeland "Anti-Kickback Act" of June 13, 1934 (48 Stat. 948; 62 Stat. 740; 63 Stat. 108; Title 18 U.S.C. § 874; and Title 40 U.S.C. § 276c). The proposer, and subcontractors, must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled.

- **CONTRACT WORK HOURS AND SAFETY STANDARDS ACT**

The Proposer will comply with Sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. §§ 3701-3708) as supplemented by Department of Labor Regulations (29 C.F.R. part 5). Under 40 U.S.C. 3702 of the Act, each proposer and its subcontractors shall compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week.

- **SECTION 503 OF THE REHABILITATION ACT OF 1973**

Proposer will comply with section 503 of the Rehabilitation Act of 1973 (29 U.S.C. § 793), as amended, and any applicable regulations. The Proposer and subcontractors will not discriminate in employment against individuals with disabilities (IWDs), and will take affirmative action to recruit, hire, promote, and retain these individuals.

- **EQUAL EMPLOYMENT OPPORTUNITY**



The Proposer will 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 CFR chapter 60).

The Proposer:

[...] hereby agrees that it will incorporate or cause to be incorporated into any contract for construction work, or modification thereof, as defined in the regulations of the Secretary of Labor at 41 CFR Chapter 60, which is paid for in whole or in part with funds obtained from the Federal Government or borrowed on the credit of the Federal Government pursuant to a grant, contract, loan insurance, or guarantee, or undertaken pursuant to any Federal program involving such grant, contract, loan, insurance, or guarantee, the following equal opportunity clause:

During the performance of this contract, the contractor agrees as follows:

(1) The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex or national origin. The contractor will take affirmative action to ensure that applicants 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. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.

(2) 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 considerations for employment without regard to race, color, religion, sex, or national origin.

(3) The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

(4) The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations and relevant orders of the Secretary of Labor.

(5) The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and



orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations and orders.

(6) In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

(7) The contractor will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, 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 administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance: Provided, however, that in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the administering agency the contractor may request the United States to enter into such litigation to protect the interests of the United States.

(b) The Contractor further agrees that it will be bound by the above equal opportunity clause with respect to its own employment practices when it participates in federally assisted construction work: Provided, that if the Contractor so participating is a State or local government, the above equal opportunity clause is not applicable to any agency, instrumentality or subdivision of such government which does not participate in, work on or under the contract.

(c) The Contractor agrees that it will assist and cooperate actively with the administering agency and the Secretary of Labor in obtaining the compliance of contractors and subcontractors with the equal opportunity clause and the rules, regulations, and relevant orders of the Secretary of Labor, that it will furnish the administering agency and the Secretary of Labor such information as they may require for the supervision of such compliance, and that it will otherwise assist the administering agency in the discharge of the agency's primary responsibility for securing compliance.


(d) The Contractor further agrees that it will refrain from entering into any contract or contract modification subject to Executive Order 11246 of September 24, 1965, with a contractor debarred from, or who has not demonstrated eligibility for, Government contracts and federally assisted construction contracts pursuant to the Executive Order and will carry out such sanctions and penalties for violation of the equal opportunity clause as may be imposed upon contractors and subcontractors by the administering agency or the Secretary of Labor pursuant to Part II, Subpart D of the Executive Order. In addition, the Contractor agrees that if it fails or refuses to comply with these undertakings, the administering agency may take any or all of the following actions: Cancel, terminate, or suspend in whole or in part this grant (contract, loan, insurance, guarantee); refrain from extending any further assistance to the Contractor under the program with respect to which the failure or refund occurred until satisfactory assurance of future compliance has been received from such Contractor; and refer the case to the Department of Justice for appropriate legal proceedings.

Further guidance regarding the applicability and implementation of the requirements of this Part VII may be found in HUD Regulations 24 CFR §§200.410, 200.420 and 200.425.

(41 CFR § 60-1.4(b)).

- **CERTIFICATION OF COMPLIANCE WITH CLEAN AIR AND WATER ACTS**

The Proposer and all subcontractors will comply with all applicable standards, order or regulations issued to Clean Air Act, as amended, 42 U.S.C. § 1857 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 40 C.F.R. Part 15 and 32, as amended, Section 508 of the Clean Water Act (33 U.S.C. § 1368) and Executive Order 11738.

- **ANTI-LOBBYING**

The Proposer certifies, to the best of his or her knowledge and belief, that no Federal appropriated funds have been paid or will be paid, by or on behalf of the Proposer, 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.

- **SECTION 3 OF THE HOUSING AND URBAN DEVELOPMENT ACT OF 1968**





The Proposer will comply with HUD's regulations in 24 C.F.R. part 135, which implement section 3. The Proposer certifies that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.

Proposer further agrees to comply with the "Section 3" requirements stated below and to include verbatim this language in all subsequent sub-subrecipient agreements, contracts, and subcontracts executed under this Agreement:

"A. 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.

B. The parties to this Agreement agree to comply with HUD's regulations in 24 CFR part 135, 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 135 regulations.

C. 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.

D. The contractor agrees to include this section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 135, 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 CFR part 135. 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 CFR part 135.

E. 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 CFR part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 135.

F. Noncompliance with HUD's regulations in 24 CFR part 135 may result in sanctions, termination of this Agreement for default, and debarment or suspension from future HUD assisted contracts.

G. 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 (25 U.S.C. 450e) 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 sub contracts 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)."

(24 CFR 135.38)

- **FAIR HOUSING ACT**

Proposer will comply with the provisions of the Fair Housing Act of 1968 as amended, which prohibits discrimination in the sale, rental, and financing of dwellings, and in other housing-related transactions, based on race, color, national origin, religion, sex, familial status (including children under the age of 18 living with parents or legal custodians, pregnant women, and people securing custody of children under the age of 18), and disability.

- **ENERGY POLICY AND CONSERVATION ACT**

The Proposer will comply with mandatory standards and policies relating to energy efficiency as contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (42 U.S.C. 6201 et seq).

- **HATCH ACT**

The Proposer agree to comply with mandatory standards and policies relating to Hatch Act, Public Law 94-163, as Amended. The Proposer 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.



Proposer's Initials: 

This is to certify that the information provided herein is true and correct to the best of my knowledge and recollection. I acknowledge that submission of false information could jeopardize the Proposer eligibility and could be basis for denial of Proposers participation in this procurement process, or in case of being the Selected Proposer the termination of contract.

FS SURVEYING, PSC  
Proposer Name

  
Signature of Authorized Representative

12-20-2018  
Date

FERNANDO SANTIAGO ROSARIO  
Printed Name of Authorized Representative





fss.LAND SURVEYORS  
& Consultants

## QUALIFICATION AND WORK APPROACH

Project:  
**TITLE CLEARANCE PROGRAM SERVICES**  
under the  
**COMMUNITY DEVELOPMENT BLOCK GRANT**  
**DISASTER RECOVERY**  
**CDBG-DR-RFP-2018-07**

Proposer:

**F.S. Surveying, PSC**

511 Andalucía Ave. Suite 2C, Puerto Nuevo

San Juan PR, 00920

PO Box 2075, Aibonito, PR 00705

Tel. 787-746-5039

Email: [fsantiago@fssurv.com](mailto:fsantiago@fssurv.com)

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GOVERNMENT OF PUERTO RICO

Department of Housing

EXHIBIT A-2

QUALIFICATIONS AND WORK APPROACH PROPOSAL CHECKLIST

Request for Proposals

Title Clearance Program Services

Community Development Block Grant – Disaster Recovery

CDBG-DR-RFP-2018-07

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

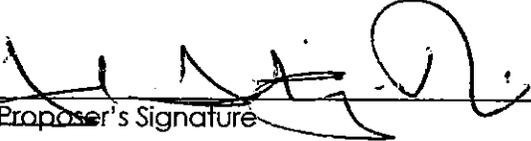
Company Submitting is:

Proposer

First-Tier Subcontractor

Tab	Initials	First-Tier Sub. Applicability	Document Description
			Company Cover Page
			Proposal is bound into a single document using plastic comb or metal ring binders at the left margin of the page
			One (1) original of the Proposal Three (3) physical copy of the Proposal One (1) electronic copy of the Proposal One (1) redacted copy of the Proposal (if applicable)
1		✓	Exhibit A-2: Qualifications and Work Approach Proposal Checklist
2		✓	Exhibit C: Statement of Qualifications
3		✓	Company's Profile
4			Organizational Chart
5			Availability Chart

Tab	Initials	First-Tier Sub. Applicability	Document Description
6			Key Staff Résumé and Professional Information
7			Work Approach
8			Plan for Compliance with Section 3 Requirements <i>(Optional to obtain up to five (5) bonus points in the evaluation of the Proposal)</i>
9			First-Tier Subcontractor Information (if applicable)

  
Proposer's Signature

12-20-2018  
Date

FERNANDO SANTIAGO ROSARIO  
Proposer's Printed Name







Proposer's Initials: 

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

Name	Telephone	Email	Officer	Director	Member	Partner
FERNANDO SANTIAGO	787-661-0380	fsantiago@fssurv.com	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
LUIS E. DAUMONT	787-661-0379	ldaumont@fssurv.com	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NIVEA M. JIMENEZ	787-557-4157	njimenez@fssurv.com	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
ANGEL R. SANTIAGO	787-975-0116	rafa.santiago@fssurv.com	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
ALEJANDRO TABALES	787-247-1357	alejandrotabales@fssurv.com	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ERIC JOHN ROSADO	787-779-9388	erosado@fssurv.com	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
RAQUEL RAMIREZ	787-746-5039	rramirez@fssurv.com	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Proposer's Initials:



## 2. Capacity to Provide Services:

- 2.1. **Brief History of the Firm:** Attach to this Statement of Qualifications the company's profile. See Tab 3
- 2.2. **Organizational Chart:** Attach to this Statement of Qualifications the Organizational Chart for the Services. See Tab 4
- 2.3. **Organizational Chart:** Attach to this Statement of Qualifications the Availability Chart for the Services. See Tab 5
- 2.4. Has the Bidder been involved in any criminal, civil, or administrative suits, actions, investigations, litigations, professional and/or administrative complaints or proceedings that were commenced, pending, settled, threatened, resolved, or concluded during the five (5) year period prior to the date of the Proposal Due Date?

No

Yes (See Attachment \_\_\_\_)

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

*[Remainder of the Page Left Blank Intentionally]*



Proposer's Initials: 

2.5. Ongoing Contracts/Projects (Include additional sheets of this table if necessary)

ID	Client Name	Work Description	Contract Amount	Project Duration (in Months)	Status	Completion Date	Deliverables of the Project	Contact Person	Phone Number
1	River to Tap, Inc.	Complete field data collection to develop As built Plan for the whole facilities covering an approximate area of 60 acres at Dalecortia Water Plant, Washington DC.	\$ 65,200.00	3	Completed	12-10-2018	Certified Hard Copy As Built plans and .dwg format drawings.	Abelardo Torres	1-470-592-8350
2	River to Tap, Inc.	Complete field data collection to develop As built Plan covering approximately 50 kilometers for Sanitary Sewer system renewal at Dekalb County, Atlanta Georgia.	\$ 113,240.00	3	Current	By 2-28-2019	Certified Hard Copy As Built plans and .dwg format drawings.	Abelardo Torres	1-470-592-8350
3	Crown Castle, LLC	Alla survey plans, segregation and inscription permits, legal description for communication facilities.	Open Approx. \$ 30,000.00/year	12/Open	Current	Open	Certified Hard Copy As Built plans and .dwg format drawings, permits Resolutions, A1 Certification Letters, Elevation Certificates, Structural Analysis.	Eng. Alejandro Quiñones	787-641-2367
4	NEVA Development, Corp.	Alla surveys, Nofa 2015 allocation plan compliance certifications, utilities as built for construction design	3,500.00	1	Current	By 12-31-2018	Certified Hard Copy As Built plans and .dwg format drawings.	Eng. Oscar Nevares	787-800-2247
5	QMC Telecomm, LLC	As built, topographic and boundary survey plans to design and execute lease inscription at the Property Registry.	Open Approx. \$ 30,000.00/year	12/Open	Current	Open	Certified Hard Copy As Built plans and .dwg format drawings, A1 Certification Letters, Elevation Certificates.	Arch. Edgar Montañez	787-721-3953
6	Republic Services	Salinas and Ponce Landfills flight over (by DRONE) to complete Orthographic Photo, topographic and planimetric plans, earthwork volumes calculations for over 350 acres of land.	\$ 15,000.00	1	Current	By 1-15-2019	Certified Hard Copy As Built plans and .dwg format drawings. Earthwork volumes report.	Eng. Miguel García	787-275-7754
7	CPH Engineers, LLC	Flight over (by DRONE) to complete Orthographic Photo, topographic and planimetric and Boundary Survey plans, for over 150 acres of land located at Gurabo.	\$ 6,500.00	1	Completed	11-30-2018	Certified Hard Copy As Built plans and .dwg format drawings.	Eng. Carlos Sanchez	787-385-9339
8	Caribbean Aerial Survey	St. Thomas and St. Croix Landfills flight over (by DRONE) to complete Orthographic Photo, topographic and planimetric plans, earthwork volumes calculations for over 250 acres of land.	\$ 6,500.00	1	Current	By 1-31-2019	Certified Hard Copy As Built plans and .dwg format drawings. Earthwork volumes report.	Ramón Figueroa	939-644-5901
9	Housing Promoters Inc.	Alla Boundary Survey Plan for Villa Soigal Residential Community at San Sebastián.	\$ 4,500.00	2	Current	By 1-31-2019	Certified Hard Copy As Built plans and .dwg format drawings.	Arch. Enrique Trigo	787461-0544
10	Eaton Corporation	3D Scanning and tridimensional model for Electrical Facilities Room at	\$ 5,500.00	2	Current	By 1-31-2019	3D Model on .rvt format for Electrical Cabinets design.	Eng. Osvaldo Valiente	787-645-3505

Proposer's Initials:

2.6. Previous Projects and Contracts that Qualify Entity to Develop and Implement the Project (Include additional sheets of this table if necessary).

ID	Client Name	Work Description	Contract Amount	Project Duration (in Months)	Completion Date	Deliverables of the Project	Contact Person	Phone Number
1	Administración de los Sistema de Retiro del Estado Libre Asociado de Puerto Rico	As built and occupied area surveys for mortgage loans.	\$ 10,200.00	24	03/2015	Certified Plot Plans.	Santos Castillo León	787-754-4545
2	PRDOH/IGLESIAS VAZQUEZ & ASOCIADOS	Field data collection of existing conditions for over 200 lots to complete inscription plan and eventual Title Delivery at Tocones Community, Piñones, Loiza - PRDOH.	\$ 18,500.00	5	2/2008	Certified Inscription Plan.	Eng. Juan Vazquez	787-722-1184
3	PRDOH/URS CARIBE LLP	Create plot plans of existing structures for demolition permits, 35 ea., different locations around the island.	\$ 5,250.00	5	09/2011	Certified Plot Plans and PDF files	Eng. Luis P. Torres	787-723-3332/787-951-3073
4	PRDOH/URS CARIBE LLP	Collect field data to complete boundary survey of 17 acres farm for acquisition, Villa 2000 Community, Dorado.	\$ 7,500.00	2	04/2014	Certified Survey plan and CAD files.	Eng. Mario Oliveras	787-723-3332/787-668-8550
5	PRDOH/URS CARIBE LLP	Collect field data information to complete Lot distribution and Inscription Plan- Jurulungo Community, San Juan.	\$ 7,500.00	2	06/2010	Certified Inscription plan and CAD files.	Eng. Mario Oliveras	787-723-3332/787-668-8550
6	PUERTO RICO PORTS AUTHORITY/URS CARIBE LLP	Complete grouping plan and boundary survey for Luis Muñoz Marín International Airport, 1,500 acres farm composed by over 50 original parcels.	\$ 105,000.00	6	11/2012	Certified Inscription plan and CAD files.	Eng. Mario Oliveras	787-723-3332/787-668-8550
7	USDA-NATURAL RESOURCES CONSERVATION SERVICE PRDA/ LAND AUTHORITY, EL CARIBE SOIL & WATER CONSERVATION DISTRICT	Field data collection to complete topographic/profile/cross sections plan for Santa Isabel irrigation facilities system.	\$ 22,000.00	2	12/2005	Certified Hard Copy Plans and CAD files.	Eng. Heriberto Rosado	787-766-5206
8	USDA-NATURAL RESOURCES CONSERVATION SERVICE. TASK#3-SALINAS & GUAYAMA FARMS	Task#3-Salinas & Guayama farms. Topographic/profiles/cross sections plans for Guayama/Salinas farms to preserve irrigation channels.	\$ 38,700.00	2	08/2007	Certified Hard Copy Plans and CAD files.	Eng. Nilda Collazo	787-743-1600
9	CATAÑO MUNICIPALITY/SOLA ,TAPIA & ASSOC	Field data collection to complete as built plan for sanitary sewer system design at Juana Matos Community, Cataño.	\$ 45,000.00	3	09/2008	Certified Hard Copy Plans and CAD files.	Eng. Ricardo Solá	787-754-7745
10	PRDOH/URS Caribe, LLC	Collect field data information to complete Lot distribution and Inscription Plan- ***** Community, Aguas Buenos	\$ 8,500.00	2	10/2014	Certified Hard Copy Inscription Plans and CAD files.	Eng. Mario Oliveras	787-723-3332/787-668-8550

Proposer's Initials: 

**3. Reputation and Managerial, Organization, and Technical Capabilities (Not Applicable to First-Tier Subcontractors)**

3.1. **Key Team Members for the Engagement:** Provide the following information for all Key Team Members for the Project.

Position	Resource Name	Education	Years of Experience in the Profession	Résumé & Certifications
Manager/CEO	Fernando Santiago	Bachelor Degree Surveying and Mapping UPR-RUM, Bachelor Civil Eng UPPR	24	(See résumé in Tab 6.A)
Director/COO	Luis E. Daumont	Bachelor Degree Surveying and Mapping UPR-RUM, Master Degree GIS,UPPR.	21	(See résumé in Tab 6.B)
Office Administrator	Nivea M. Jimenez	Bachelor Degree Pedagogia, UPR CUC	15	(See résumé in Tab 6.C)
Field Manager	Angel R. Santiago	Bachelor Degree Surveying and Mapping UPR-RUM.	14	(See résumé in Tab 6.D)
Field Manager	Alejandro Tabales	Bachelor Degree Surveying and Mapping UPR-RUM, Bachelor Civil Eng UPR-RUM	14	(See résumé in Tab 6.E)
Surveyor/Draftman	Edgar A. Vélez	Bachelor Degree Surveying and Mapping UPR-RUM.	20	(See résumé in Tab 6.F)
Surveyor/Draftman	José A. Muñoz	Bachelor Degree Surveying and Mapping UPPR.	20	(See résumé in Tab 6.G)
Surveyor/Draftman	Eric J. Rosado	Bachelor Degree Surveying and Mapping UPPR.	3	(See résumé in Tab 6.H)
Surveyor/Draftman	Antonio Figueroa	Bachelor Degree Surveying and Mapping UPPR.	11	(See résumé in Tab 6.I)
Surveyor/Draftman	Orlando R. Hernández	Bachelor Degree Surveying and Mapping UPPR.	20	(See résumé in Tab 6.J)
Title Clearance Spec.	Carmen Caratini	Bachelor Degree Social Sciences	30	(See résumé in Tab 6.K)
Title Clearance Spec.	Edwin Suarez	Bachelor Degree Social Sciences	31	(See résumé in Tab 6.L)
Title Clearance Spec.	José Delgado	Bachelor Degree Social Sciences	7	(See résumé in Tab 6.M)
Title Clearance Spec.	Nilsa Figueroa	Bachelor Degree Social Sciences, Master Degree	24	(See résumé in Tab 6.N)
Title Clearance Spec.	Carlos García	BA Business Administration	6	(See résumé in Tab 6.O)



Proposer's Initials: 

<b>Accounting Manager</b>	Raquel Ramirez	Bachelor Degree MBA	25	(See résumé in Tab <u>6.P</u> )
<b>Safety Officer</b>	Lester I. Gonzalez	BS CIVIL ENG	25	(See résumé in Tab <u>6.Q</u> )
<b>Manager</b>	Manuel Rolon	BS CIVIL ENG	26	(See résumé in Tab <u>6.R</u> )
<b>Manager</b>	Daniel Laboy		14	(See résumé in Tab <u>6.S</u> )
				(See résumé in Tab ____)



Proposer's Initials: 

3.2. **References:** Provide at least three (3) separate references and contact information of past or current clients, preferably public entities.

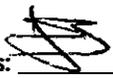
Name	Email	Phone Number	Relation
Eng. Heriberto Rosado	luis.rosado@pr.usda.gov	787-766-5206	Client-USDA-NRCS South District Manager,
Hon. William Alicea	aibonitoalcalde@gmail.com	787-380-7709	Client-Aibonito Mayor
Arch. Edgar Montañez	emontanez@qmctelecom.com	787-975-3342	Client- QMC Telecomm Operation Manager
Eng. Miguel García	mgarciacampos@republicservices.com	787-275-7754	Client- Republic Services

**4. Acknowledgement of Addenda (Not Applicable to First-Tier Subcontractors)**

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

Addendum No.	Date Issued	Addendum No.	Date Issued
1	12-05-2018		
2	12/18/2018		
3	12/20/2018		
4	12/21/2018		




Proposer's Initials: 

**5. Under Oath Certification:**

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

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

In witness thereof, the Proposer has executed this Statement of Qualifications this 19 day of december, 2018.

**If Entity is an individual:**

\_\_\_\_\_  
(Signature of Individual)

\_\_\_\_\_  
(Printed Name of Individual)

\_\_\_\_\_  
(Address Line 1)

\_\_\_\_\_  
(Address Line 2)

\_\_\_\_\_  
(City)                      (State)                      (Zip Code)

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

\_\_\_\_\_  
(Printed Name of Firm)

**By:** \_\_\_\_\_  
(Authorized Representative's Signature)

\_\_\_\_\_  
(Printed Name of Authorized Representative)

\_\_\_\_\_  
(Address Line 1)

\_\_\_\_\_  
(Address Line 2)

\_\_\_\_\_  
(City)                      (State)                      (Zip Code)



Proposer's Initials: 

**If Entity is a partnership or joint venture:**

\_\_\_\_\_  
(Printed Name of Partnership or Joint Venture)

By:

\_\_\_\_\_  
(Signature of General Partner)

\_\_\_\_\_  
(Printed Name of General Partner)

\_\_\_\_\_  
(Address Line 1)

\_\_\_\_\_  
(Address Line 2)

\_\_\_\_\_  
(City)

\_\_\_\_\_  
(State)

\_\_\_\_\_  
(Zip Code)

**If Entity is a corporation:**

F.S. Surveying, PSC  
\_\_\_\_\_  
(Printed Name of Corporation)

Urb. Puerto Nuevo, Ave. Andalucía 511, Suite  
2C  
\_\_\_\_\_  
(Corporate Address Line 1)

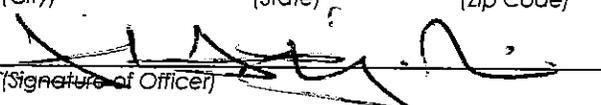
\_\_\_\_\_  
(Corporate Address Line 2)

San Juan  
\_\_\_\_\_  
(City)

PR  
\_\_\_\_\_  
(State)

00920  
\_\_\_\_\_  
(Zip Code)

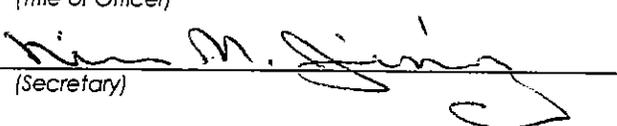
By:

  
\_\_\_\_\_  
(Signature of Officer)

Fernando Santiago Rosario  
\_\_\_\_\_  
(Printed Name of Officer)

President  
\_\_\_\_\_  
(Title of Officer)

Attest:

  
\_\_\_\_\_  
(Secretary)

[CORPORATE SEAL]

Puerto Rico  
\_\_\_\_\_  
(Jurisdiction of Incorporation)





Proposer's Initials: 



**FS Surveying, PSC**  
Andalucía Street #511, Suite 2C  
Puerto Nuevo, San Juan, PR, 00926  
Tel/Fax 787-746-5039; MOB. 787-661-0380  
[www.fssurv.com](http://www.fssurv.com)  
e-mail: [info@fssurv.com](mailto:info@fssurv.com)

Dear Professional:

FS Surveying comes to provide a solution to the problem of limited project time and survey equipment services options and lack of a resources center for survey technology and consulting. Established on 2000, with more than 18 years under operation and personnel with over 25 years of experience, our diverse group of surveyors and technician allows us to provide technical expertise in the area of automation survey practice and support. Our effort and devotion of the latest technology survey services have led us to become a solid based company providing services to most prestigious design companies, developers, private companies, government agencies, etc. After planning a completed program group, we now feel comfortable assisting you and your company in identifying potential serving and achieving them.

With comfortable and accessible facilities at **Andalucía St. 511, Suite 2C Puerto Nuevo, San Juan**, our spectrum of services focuses on planner, developers, constructions, engineering, architect, mayoralty and government offices to provide the proper survey information data in a variety format for your planning and design. We look forward to having the opportunity to provide you with prompt diversified services that meet your needs.

Best regards,



Fernando Santiago Rosario, BSCE, PLS  
President

**Professional History and Performance:**

Mr. Fernando Santiago is a Professional Land Surveyor and Civil Engineer specializing in field and office production work for over twenty years. Over the past few years he has worked as Project Manager for prestigious Development Companies at San Juan, like Mora Development and Levitt Homes. Prior to embarking into his vision of creating his own surveying firm, he worked in civil/survey design department from the same development company, creating utility site and grading plans, water lines, sanitary trunk and lateral, storm sewer, and others.

His interest in the way of obtaining high quality information data and survey processing make him search for the fastest and accurate way to accomplish the project need.

Mr. Santiago is a licensed Land Surveyor by the Government of Puerto Rico an active member of the "Colegio de Agrimensores de Puerto Rico" (CIAPR).

As a professional corporation, we have been and continue very active in the definition and application of computerized system in all activities concern in surveying for project, as in all activities related to the professional practice of engineering, architecture and surveying. Making use of the latest technology instrument and computerized system available, we have applied them widely and efficiently for our clients, as is proper planification, programming and project control, which have let us produce effectively, functional and economical projects such for our clients as for ourselves.

During the past ten years Mr. Santiago and FS Surveying has also incorporated into the Construction Industry, completing in this deployment a diversity of significant projects and developing strong **Project Management Skills**.

\*After more than fifteen years of land survey experience and knowledge, FS Surveying now moves even further forward to a new level of excellence.

\*From Field Survey to Office Survey we developed **FS Surveying** to meet the needs for engineering professionals. We understand that you time is valuable. **FS Surveying** is the tool to make the most of that time.

**FS Surveying** welcomes all professional in the need of our survey services interested in developing a strong research and quality information. Many significant savings can be achieved by properly applying technical and survey skill to you business need. When adequate understanding of technology achieved more and better options become available in every decision.

A unique group of professionals with strong ties, our experiences surveyors and latest high precisions equipment allows us to feel confident in providing assistance with:

- ▣ **Land Tittle and ALTA/ACSM Survey**
- ▣ **3D Scanning**
- ▣ **GIS**
- ▣ **Topographic Survey.**
- ▣ **Stake Layout**
- ▣ **DRONE Services**
- ▣ **As Built**

**Available equipment and personnel:**

- 1- GPS RTK Leica Geosystems 530: This equipment is able to reach an accuracy of  
  
5mm + 2ppm rms, it uses two satellite receivers, one base and one rover, this technology is known as RTK (real-time kinematics).
- 2- Two GPS Dual Frequency RTK, VRS R-6 Trimble Receivers.
- 3- Five Total Stations Trimble M3, 3D Scanner Trimble TX5 an SX10 and 4 DJI Drone (different models).
- 4- Comfortable office facilities equipped with basic instruments, computers, plotter, plan copier, etc.
- 5- Personnel:
  - a - Five Survey crews
  - b - One Operation Manager
  - c - Two field supervisor
  - d- Draftsman
  - e - Secretary
  - f - General Manager  
(Both, Operation Manager and General Manager are P.L.S.)
- 6- Transportation Vehicles:
  - a- Five all terrain trucks
  - b- Two "Four Track
  - c- 26'- Two Motors Boat

Fernando Santiago Rosario

Licensed Surveyor – Lic. # 17316

**Objective** Present professional experience.

**Experience** June, 1999 -to present FS Surveying, Corp. Caguas, PR  
**President & General Manager**

- Land surveying consultants.
- General Contractors.  
Project Management
- Telecommunication Towers A & E consultants and contractors.
- In charge of office administration, projects development and budget execution, new business negotiations and coordination, project estimating, etc.

April, 1997- June 2000 Mora Development Hato Rey, PR  
**Project Manager**

- In charge of housing construction project progress, earthwork, site plans redesign and administration.

April, 1996- April 1997 Ten General Contractors, S.E. Hato Rey,  
**Project Manager**

- In charge of housing construction project progress, earthwork and administration.

October, 1994-April 1996 Levitt Homes Hato Rey, PR  
**Project Surveyor**

- In charge of housing construction project site progress and earthwork.

**Education** 1989-1994 University of P.R., Mayagüez Campus  
**B.A., Surveying and Topography.**

2011 Polytechnic University of P.R.  
**B.S., Civil Engineering.**

2012- Present (In Progress) Polytechnic University of  
P.R. Master Degree, Geospacial Science and  
Technology

**References** Available upon request



## Luis E. Daumont, P.L.S.

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### Experience Working with:

Jul.2001-to present                      FS Surveying                      Caguas, P.R.  
**Chief Surveyor**

- In charge of the coordination for the all the field crews from the main office also to download and process all the field data to produce a plat like as built, Boundary Survey, Topographic maps, G.P.S. Controls, etc.
- Today I'm in charge of the layout of Hacienda Jimenez in Rio Grande, Terrazas de Borinquen in Caguas, Jardines de Vega Linda in Cayey, a boundary survey of 500 cuerdas in Coamo and other many projects.

Feb.2000-Jun.2001                      Cashman Equipment                      Boston, MA  
**Quality Control Inspector and Land Surveyor**

- In Charge of all the survey in the Puerto Nuevo River Project. As the project field surveyor I had the overall responsibility of the project layout and survey controls. Duties include relocation of the Puerto Nuevo River Channel template, location of the piles, and structures to be constructed at the channel sides. Also worked assisting directly the project manager and performing quality control.

1996-2000

### **Land Surveyor**

- In charge of all the survey in housing development projects. Work consists on day-to-day location and grading of several housing projects (layout of streets, walkways, etc.).

### Education

1991-1996                      Univ. de Puerto Rico                      Mayaguez, P.R.  
**B.A., Survey and Topography**

2012- Present (In Progress) Polytechnic University of P.R.  
Master Degree, Geospacial Science and Technology

**Project Experiences (Relevant Projects):**

- 1- River to Tap (Contact Abelardo Torres, 470-592-8350)
  - a- As Built and Topographic Survey for Dalecarlia Water Plant, Washington DC
- 2- Applied Research Associates- (Contact-Eng. Josue Vargas- 1-210-623-0474)
  - a- Company in charge of field data collection and As Built Plans development for Runways rehabilitation- NAVY- Lakehurst- Westfield Aerodrome JBMDL, **Air Force-McGuire-AFB-Lakehurst Airport, New Jersey**
- 3- STAR Management – (Contact Jorge Trigo – 787-790-0525)
  - a- Company in charge of obtain survey data and create an ALTA/NSPS Survey Plan of Villa Soigal Apartments. Social Development.
- 4- Iglesias Vazquez & Associates – (Contact – Juan H Vazquez – 787-721-4545)
  - a- Company in charge of obtain the field survey data to complete a re-distribution lot plan for the Tocones (Piñones) Community under the supervision of The PRDOH.
- 5- Leading Edge Geomatics- (Contact- Eng. Jonathan Wickens- 506.446.4403)
  - a- Company in charge of Ground Control system establishment for PR Lidar-Quadrangles Review Project
- 6- Republic Services, Inc.
  - a- Ponce and Salinas Landfills Yearly Photogrammetry Study and Quarterly volume calculations using Drone equipment and related technology, for the past three years.
- 7- Caribbean Aerial Survey (Contact- Ramón Figueroa- 939-644-5901)
  - a- St. Thomas (2948) & St. Croix Landfills yearly Photogrammetry Study using Drone equipment and related technology.
- 8- Weston Solutions, Inc. (Contact- Eng. Hector Rodriguez Cesani- 787-602-8424)
  - a- Company in charge of Field data collection and Topographic plans completion for Useful Life Study 2018 at 5 existing landfills in the Island, EPA Huracain Maria Response Project
- 9- Puerto Rico Solid Waste Authority
  - a- Company in charge of Field data collection and Topographic plans completion for Useful Life Study 2003 at all 27 existing landfills in the Island.
- 10- URS- Puerto Rico Ports Authority (Contact, Eng. Mario Oliveras, 787-668-8550)
  - a- International Airport LMM Land Tittle Boundary Survey (1,500 Acres Farm)
- 11- Black and Veatch Puerto Rico (Contact, Eng. Esquilín, 787-378-0087)
  - a- Valenciano Dam PRASA Project, original as built plans and project progress earthwoks monitoring and volume calculations.
- 12- Global Energy Services (GES) (Contact, Eng. Hector Rodriguez, 787-413-1816)
  - a- Ilumina Solar Pannels Farm, Guayama. Earthwork stake out and calculations for
    - i. Carro Construction during project development.

- b- Punta Lima Wind Farm, Naguabo. Earthwork stake out and calculations for Carro
  - ii. Construction during project development.
- 13- Cherox Construction- Corozal, PR (Contact, Eng. Raúl Fernández, 787-310-1448)
  - a- La Plata Dam (PRASA)- construction
  - b- Stakeout. b- Final As Built.
- 14- Crown Castle International, Inc. (Contact, Eng. Alejandro Quiñonez- 787-287-4141)
  - a- Several Telecommunication Tower As- Builts Plans (over 500 Sites) for new development or existing sites at Puerto Rico and the Caribbean.
- 15- USDA, Soil Conservation District (Contact, Eng. Heriberto Rosado, 787-299-9343)
  - a- Several as built plans, over 20 kilometers of site studies including cross sections and profiles for water reservoirs, sedimentation ponds and grass waterway designs.
- 16- EATON Electrical (Contact, Eng. William Colón, 787-525-8343)
  - a- 3D Scanning at Methanol Plant Electrical Room, Trinidad & Tobago Site.
- 17- North Star Technologies / GM Company- Pennsylvania
  - a- Survey and as built at Lugo Auto Sales, Hormigueros, PR.
- 18- Encon / Wehran – PR Solid Waste Administration.
  - a- Waste Landfill perimeter delineation and topographic studies at all 29 existent active landfills at Puerto Rico for utility lifetime study in order to accomplish EPA requirements.
- 19- Velocitel Inc.- California
  - a- Site As built Surveys for telecommunication towers design at Puerto Rico and
    - iii. Dominican Republic.
- 20- Mora Development- San Juan
  - a- Construction stake out at various projects.
  - b- Topographic Surveys and as builds for different projects design. c- Roads planimetry for projects access and sewer design.
- 21- Benitez & Company- San Juan
  - a- Survey plan for a 500 acres farm located at Coamo, Puerto Rico. b- Survey plan for a 100 acres farm at Aibonito, Puerto Rico.
- 22- Enrique Blanes/ Alberto Rubí- Designer and Developer respectively
  - a- Survey and Topographic plan at a 200 acres farm located at Cayey, Puerto Rico for housing development design.
- 23- Eugenio Alemañi & Assoc.- Arquitects Consultants & Planners
  - a- Several Off-site as built plans for sewer and access design. b- Several Farm surveys and topographic studies.
- 24- Shaw Environmental
  - a- Survey and topographic plans for Roosevelt Roads Military Base Landfill closure at Ceiba.

- b- Topographic and As-Built plan for the Vieques Fish and Wild Life Visitor Center design.

25- 3G Development, Inc.

- a- Several Telecommunication Tower As- Builts for new development or existing sites including the island of Vieques, Culebra, Saint Thomas, St.Coix, Dominican Republic and Puerto Rico.

**Project Experiences (Construction Projects and Project Management):**

- 1- USDA / El Caribe Soil & Water Conservation District – Juana Diaz, P.R. (\$ 125,000.00)
  - a- Special Project 2005, Earthwork for 5 Infiltration Ponds & Sediment Basin, and Grassed Waterways @ Santa Isabel, P.R.  
( Contact, Eng. Luis Rosado – 787-837- 2460)
- 2- Waste Management / San Juan Transfer Station – San Juan, P.R. (\$ 925,000.00)
  - a- Re – Construction of all concrete slab ( 2,000 sq.y) for garbage process area and reinforce tunnels and columns for trucks loading areas.
  - b- Construction of push walls around the garbage process area.
  - c- Parking and site improvements.
- 3- Crown Castle International – San Juan, P.R.
  - a- All kind of Civil and technical work for Telecommunication Tower Sites around Puerto Rico.
  - b- ALTA/ACSM Certified Surveys for Telecommunication Sites.
  - c- GPS Base Lines to create 2C – Letter Certifications for FAA and FCC permits approval with mean sea level milimetric approximation.
  - d- Several Telecommunication Tower As- Builts for new development or existing sites
  - e- Permits process.  
(Contact, Eng. Alejandro Quiñones – 787-641-2367)
- 4- Waste Management – Peñuelas Valley – Peñuelas, P.R.
  - a- Earthwork project to obtain a 2 acres retention pond with 3,500,000 gallons of water storage capacity.
  - b- Instalation of an evaporation system.
- 5- 3G-Development – Guaynabo, P.R.

Corporate Profile

- a- Management and Construction of 5 new Telecommunication Tower Sites for cellular waves transmission.
- b- ALTA/ACSM Certified Surveys for Telecommunication Sites.
- c- GPS Base Lines to create 2C – Letter Certifications for FAA and FCC permits approval with mean sea level milimetric approximation.
- d- Several Telecommunication Tower As- Builts for new development or existing sites.

(Contact, Manuel Aviles, COO; 787-783-2290)

6- Shaw Environmental

- a- Survey and topographic plans for Roosevelt Roads, NAVY Military Base Landfill closure at Ceiba and Vieques, Puerto Rico.

7- Aibonito Municipality (\$ 525,000.00)

- a- Design and Build Project for Los Cuadritos Community Sport Facilities.

8- Menonita General Hospital- (\$ 525,000.00)

- a- Construction of a 17,750 sq. ft. storage building.

9- Menonita General Hospital- (\$ 1,225,000.00)

- a- Construction of Renal Treatment (Dialysis) Facilities.

10- Allied Waste-(\$ 650,000.00)

- a- Solidification Pit Construction at Ponce Landfill.

11- Baxter Health Care, Aibonito (\$ 150,000.00)

(Contact, Eng. Luis Lora, Engineering Dept. Director)

- a- Parking lot Re-Grading and Pavement.
- b- Doors replacement and stairs reconstruction.
- c- Full Scale Project- Structure Foundation and Perimeter Preparation.
- d- Reflected Ceiling replacement.

12- Baxter Health Care, Aibonito (\$ 1,750,000.00)

(Contact, Eng. Luis Lora, Engineering Dept. Director)

- a- Chemical and Microbiology Laboratory Construction

13- Baxter Health Care, Aibonito (\$ 450,000.00)

(Contact, Eng. Luis Lora, Engineering Dept. Director)

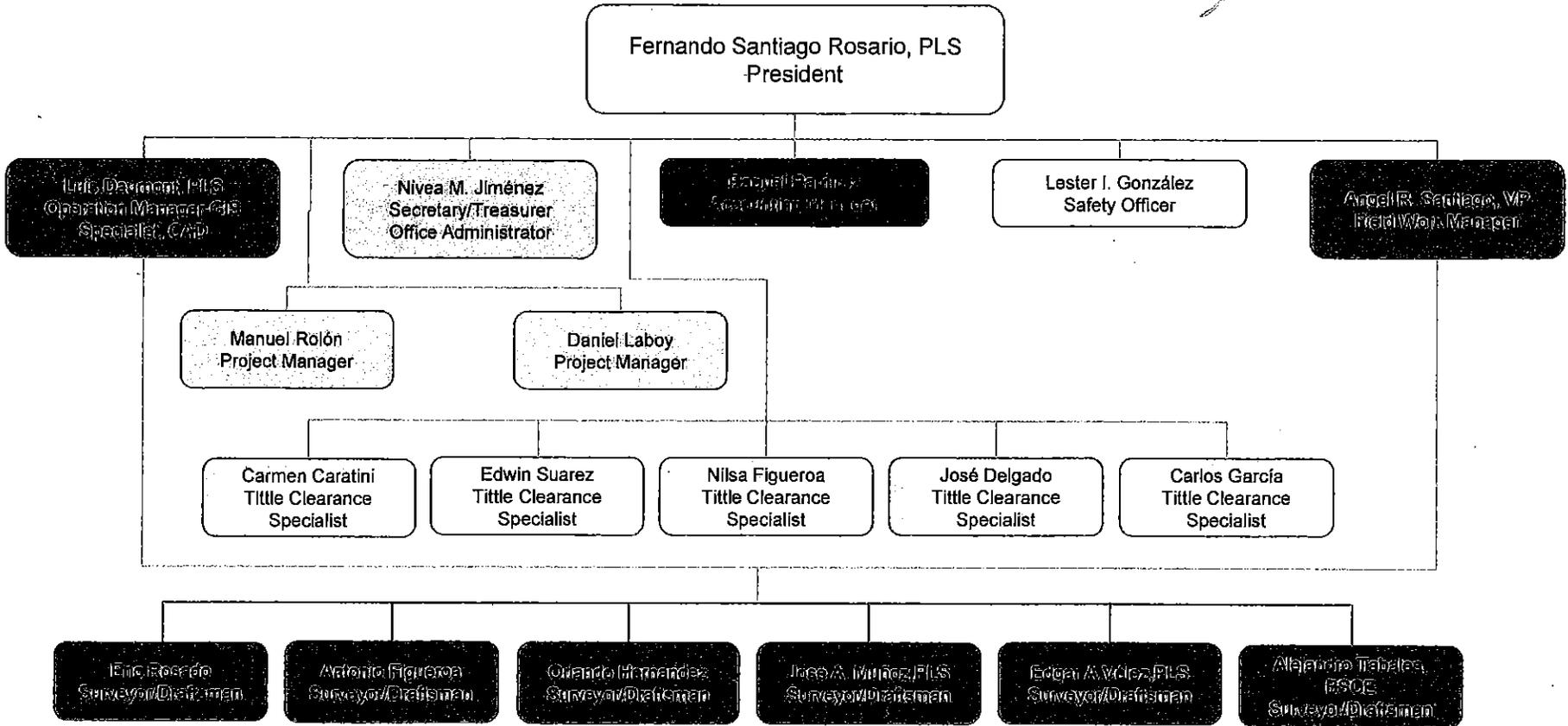
- a- Shut Down 2014, Gowning- Degowning Construction Project

Find more information and project references at our web site, [www.fssurv.com](http://www.fssurv.com).



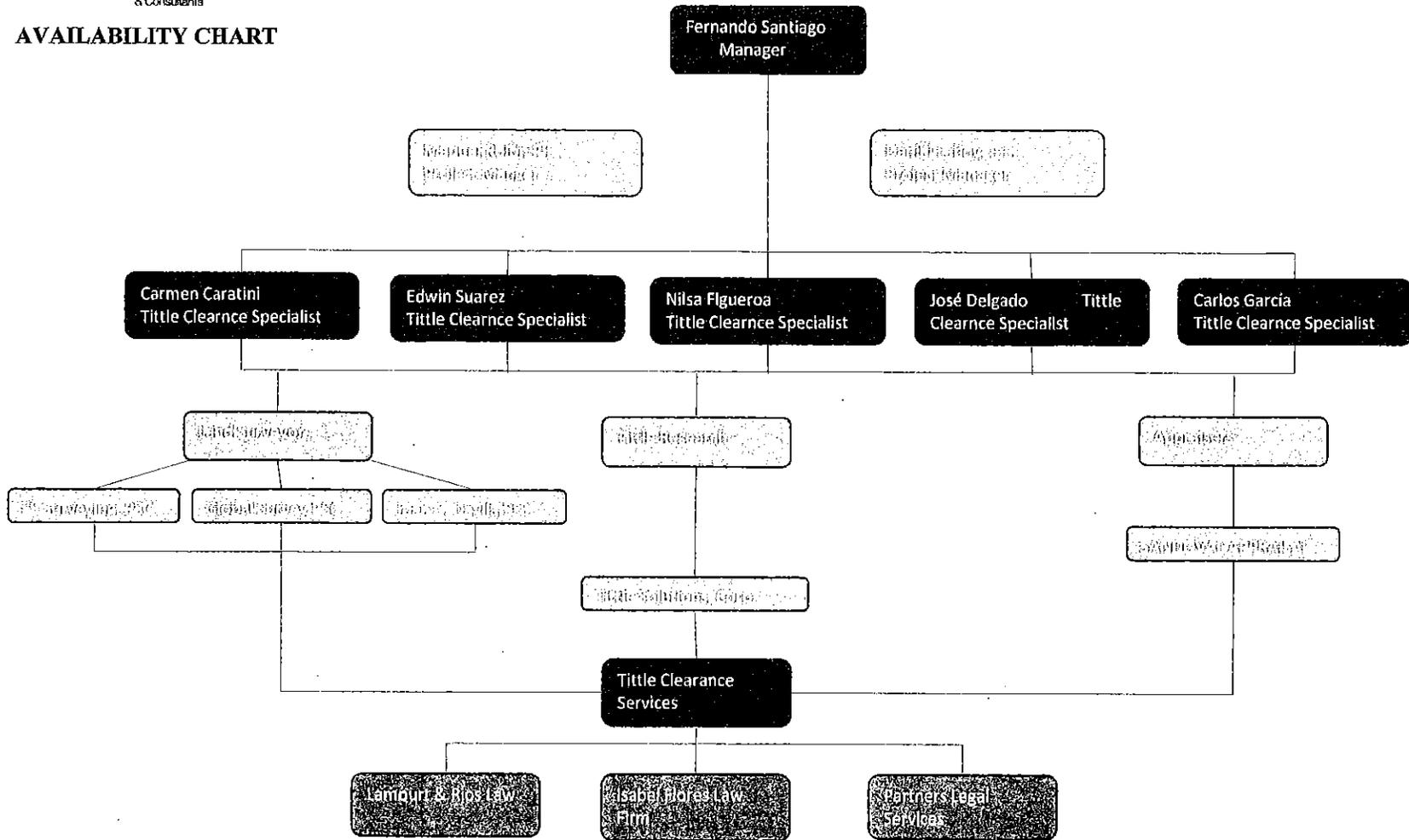
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### FS SURVEYING ORGANIZATIONAL CHART



Jose

AVAILABILITY CHART



\*\*\* All professionals and Firms above mentioned are fully available since day one if contract awarded.

*File*

## Fernando Santiago Rosario

Licensed Surveyor – Lic. # 17316

**Objective** Present professional experience.

**Experience** June, 1999 -to present FS Surveying, Corp. Caguas, PR  
**President & General Manager**

- Land surveyors consultants.
- General Contractors.
- Telecommunication Towers A & E consultants and contractors.
- In charge of office administration, projects development and budget execution, new business negotiations and coordination, project estimating, etc.

April, 1997- June 2000 Mora Development Hato Rey, PR  
**Project Manager**

- In charge of housing construction project progress, earthwork, site plans redesign and administration.

April, 1996- April 1997 Ten General Contractors, S.E. Hato Rey,  
**Project Manager**

- In charge of housing construction project progress, earthwork and administration.

October, 1994-April 1996 Levitt Homes Hato Rey, PR  
**Project Surveyor**

- In charge of housing construction project site progress and earthwork.



**Education** 1989-1994 University of P.R., Mayagüez Campus  
**B.A., Surveying and Topography.**

2011 Polytechnic University of P.R.  
**B.S., Civil Engineering.**

2012- Present (In Progress) Polytechnic University of  
P.R. Master Degree, Geospacial Science and  
Technology



***Project Experiences (Relevant Projects):***

- 1- Applied Research Associates- (Contact-Eng. Josue Vargas- 1-210-623-0474)
  - a- Company in charge of field data collection and As Built Plans development for Runways rehabilitation- NAVY- Lakehurst- Westfield Aerodrome JBMDL, Air Force-McGuire- AFB-Lakehurst Airport, New Jersey
- 2- STAR Management – (Contact Jorge Trigo – 787-790-0525)
  - a- Company in charge of obtain survey data and create an ALTA/NSPS Survey Plan of Villa Soigal Apartments. Social Development.
- 3- Iglesias Vazquez & Associates – (Contact – Juan H Vazquez – 787-721-4545)
  - a- Company in charge of obtain the field survey data to complete a re-distribution lot plan for the Piñones Community under the supervision of The PRDOH.
- 4- Leading Edge Geomatics- (Contact- Eng. Jonathan Wickens- 506.446.4403)
  - a- Company in charge of Ground Control system establishment for PR Lidar- Quadrangles Review Project
- 5- Republic Services, Inc.
  - a- Ponce and Salinas Landfills Yearly Photogrammetry Study and Quarterly volume calculations using Drone equipment and related technology, for the past three years.
- 6- Caribbean Aerial Survey (Contact- Ramón Figueroa- 939-644-5901)
  - a- St. Thomas (2948) & St. Croix Landfills yearly Photogrammetry Study using Drone equipment and related technology.
- 7- Weston Solutions, Inc. (Contact- Eng. Hector Rodriguez Cesani- 787-602-8424)
  - a- Company in charge of Field data collection and Topographic plans completion for Useful Life Study 2018 at 5 existing landfills in the Island, EPA Huracain Maria Response Project
- 8- Puerto Rico Solid Waste Authority
  - a- Company in charge of Field data collection and Topographic plans completion for Useful Life Study 2003 at all 27 existing landfills in the Island.
- 9- URS- Puerto Rico Ports Authority (Contact, Eng. Mario Oliveras, 787-668-8550)
  - a- International Airport LMM Land Tittle Boundary Survey (1,500 Acres Farm)
- 10- Black and Veatch Puerto Rico (Contact, Eng. Esquilín, 787-378-0087)
  - a- Valenciano Dam PRASA Project, original as built plans and project progress earthwoks monitoring and volume calculations.
- 11- Global Energy Services (GES) (Contact, Eng. Hector Rodriguez, 787-413-1816)
  - a- Ilumina Solar Pannels Farm, Guayama. Earthwork stake out and calculations for
    - i. Carro Construction during project development.
    - b- Punta Lima Wind Farm, Naguabo. Earthwork stake out and calculations for Carro
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- 12- Cherox Construction- Corozal, PR (Contact, Eng. Raúl Fernández, 787-310-1448)
  - a- La Plata Dam (PRASA)- construction
  - b- Stakeout. b- Final As Built.



ESTADO LIBRE ASOCIADO DE PUERTO RICO  
 COMMONWEALTH OF PUERTO RICO  
 POLICIA DE PUERTO RICO  
 POLICE OF PUERTO RICO  
**CERTIFICADO NEGATIVO DE ANTECEDENTES PENALES**  
 NEGATIVE CERTIFICATE OF PENAL RECORD



Certifico que: FERNANDO SANTIAGO ROSARIO  
 Certify that: FERNANDO SANTIAGO ROSARIO

Residente en: AIBONITO, PR  
 Resident of: AIBONITO, PR

Seguro Social: xxx-xx-3843  
 Social Security: xxx-xx-3843

Fecha de nacimiento: 17/07/1971  
 Date of birth: 07/17/1971

Num. Solicitud: PRCAP1230233787950721936  
 Application num.: PRCAP1230233787950721936

Al momento de realizar el cotejo no aparece con antecedentes penales de la División de Expedición de Certificados de Antecedentes Penales de la Policía de Puerto Rico. Esta certificación se expide conforme a la ley 254 del 27 de julio de 1974, según enmendada por la ley 314 del 15 de septiembre de 2004, 34 L.P.R.A. Sección 1725. El cotejo se limita a las sentencias emitidas por los tribunales del Estado Libre Asociado de Puerto Rico. Este documento excluye información recibida de la jurisdicción federal u otro país, así como convicciones legalmente eliminadas del expediente penal e indultos, si alguno.

**No constituye una identificación de la persona a cuyo nombre se expide.  
 El receptor del documento debe verificar la identidad de la persona concernida.**

At the time of search did not appear with a penal record in the Division of Penal Records Certificate Expedition of the Police of Puerto Rico. This certificate is issued in compliance with Public Law 254 of July 27, 1974, as amended by Law 314 of September 15, 2004, 34 L.P.R.A. Section 1725. The search was limited only to the sentences emitted by the Courts of the Commonwealth of Puerto Rico. It excludes information received from federal jurisdiction and other countries, also convictions legally eliminated from penal records or pardons, if any.

**This document does not constitute an identification of bearer.  
 The receptor of this document should verify the identity of the person concerned.**

**Certificado emitido a traves de pr.gov**

Dado en San Juan Puerto Rico hoy 25/08/2015  
 Issued in San Juan, Puerto Rico 08/25/2015

A petición de: FERNANDO SANTIAGO ROSARIO  
 Requested By: FERNANDO SANTIAGO ROSARIO

*José L. Roldán Pizarro*  
 Superintendente  
 Superintendent

*Miguel A. Rivera*  
 Superintendente Auxiliar de Servicios Generales  
 Assistant Superintendent of Management Services

Para validar la información contenida en este certificado, favor acceder a:  
 To validate the information in this certificate, please access the URL:  
<https://servicios.pr.gov/validar/cap>

\* Favor de utilizar el núm. de solicitud como código de validación  
 \* Please use the Application number as validation code.

ADVERTENCIA: Cualquier alteración anula este certificado y constituirá violación al artículo 292 del Código Penal.  
 WARNING: Any alteration voids this certificate and constitutes a violation of article 292 of the Penal Code.

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RENOVACIÓN APROBADA: 16 de noviembre, 2015

RENEWAL APPROVED ON: November 16, 2015



Estado Libre Asociado de Puerto Rico  
*Commonwealth of Puerto Rico*

DEPARTAMENTO DE ESTADO  
*Department of State*

Secretaría Auxiliar de Juntas Examinadoras  
*Office of the Assistant Secretary of State for Examining Boards*

La Junta Examinadora de Ingenieros y Agrimensores  
*The Examining Board of Engineers and Land Surveyors*

por la presente certifica que  
*hereby certifies that*

**Fernando Santiago Rosario**

habiendo cumplido todos los requisitos de Ley, se ha inscrito en el Registro de esta Junta como  
*having met all the requirements of law, has been registered as:*

**Agrimensor Licenciado**  
*Licensed Surveyor*

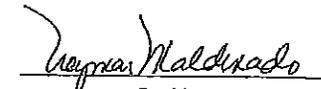
En testimonio de lo cual, se expide esta licencia para el ejercicio de dicha profesión, bajo el sello de la Junta Examinadora.  
*In testimony whereof, this license is issued to practice this profession, under the seal of the Board of Examiners.*

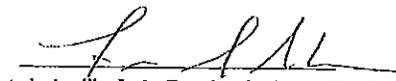
En San Juan, Puerto Rico, efectivo 17 de julio de 2014  
*In San Juan, Puerto Rico, effective July 17, 2014.*

Número de Licencia: 17316  
*License Number*

Vencimiento: 17 de julio de 2019  
*Expires: July 17, 2019*



  
Presidente

  
Secretario Auxiliar Ldo. Francisco Rodríguez Bernier  
*Under Secretary*



Colegio de Ingenieros y Agrimensores de Puerto Rico

Agrim. Fernando Santiago Rosario, PS



17316 PS

Exp. 31/08/2019

Miembro en Propiedad

Sede CIAPR  
Urb. Roosevelt  
500 Antolin Nín  
San Juan PR

[www.ciapr.org](http://www.ciapr.org)

787.758.2250  
800.981.5791



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Tel:(787) 661-0379 Fax:(787) 716-0217  
e-mail: sti-04@hotmail.com  
Address: #27 Paseo Los Artesanos, Las Piedras, P.R. 00771

# **Luis E. Daumont, P.L.S.**

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## **Experience Working with:**

Jul.2001-to present                      FS Surveying      Caguas, P.R.

### **Chief Surveyor**

- In charge of the coordination for the all the field crews from the main office also to download and process the field data to deliver a plat like As-built, Boundary Survey, Topographic maps, G.N.S.S. processing, etc.
- Today I'm in charge of the As-built, Inscription and Stake-Out plans for over 200<sup>th</sup> telecommunication facilities, several ALTA Surveys for Elderly Housing Developments and other many projects.
- Implement UAV technology to the office workflow

Feb.2000-Jun.2001                      Cashman Equipment      Boston, MA

### **Quality Control Inspector and Land Surveyor**

- In Charge of all the survey in the Puerto Nuevo River Project. As the project field surveyor I had the overall responsibility of the project layout and survey controls. Duties include relocation of the Puerto Nuevo River Channel template, location of the piles, and structures to be constructed at the channel sides. Also worked assisting directly the project manager and performing quality control.

1996-2000

**Land Surveyor**      Construciones Contreras      San Juan, P.R.

- In charge of all the survey in housing development projects. Work consists on day-to-day location and grading of several housing projects (layout of streets, walkways, etc.).

## **Education**

1991-1996                      Univ. de Puerto Rico, Mayaguez, P.R.

- B.A., Survey and Topography

2013-2015      Polytechnic University of Puerto Rico, San Juan, P.R.

- Master of Geospatial Science and Technology



**Skills**

Ability to work with computers and engineering/surveying related software, AutoCAD, Excel, SurvCad Carlson, Word, Trimble Business Center, Revit and others. Proficient in Windows operating system and Microsoft Office, also the knowledge and experience working with G.N.S.S. like Trimble. establishing base lines and performing Real Time Kinematics (R.T.K.).



RENOVACIÓN APROBADA: 19 de octubre, 2016

RENEWAL APPROVED ON: October 19, 2016



Estado Libre Asociado de Puerto Rico  
*Commonwealth of Puerto Rico*

DEPARTAMENTO DE ESTADO  
*Department of State*

Secretaría Auxiliar de Juntas Examinadoras  
*Office of the Assistant Secretary of State for Examining Boards*

La Junta Examinadora de Ingenieros y Agrimensores  
*The Examining Board of Engineers and Land Surveyors*

por la presente certifica que  
*hereby certifies that*

**Luis Enrique Daumont Gracia**

habiendo cumplido todos los requisitos de Ley, se ha inscrito en el Registro de esta Junta como  
*having met all the requirements of law, has been registered as:*

**Agrimensor Licenciado**  
*Licensed Surveyor*

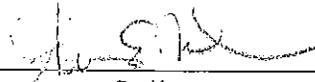
En testimonio de lo cual, se expide esta licencia para el ejercicio de dicha profesión, bajo el sello de la Junta Examinadora.  
*In testimony whereof, this license is issued to practice this profession, under the seal of the Board of Examiners.*

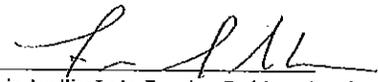
En San Juan, Puerto Rico, efectivo 30 de agosto de 2016  
*In San Juan, Puerto Rico, effective August 30, 2016.*

**Número de Licencia: 18011**  
*License Number*

**Vencimiento: 28 de agosto de 2021**  
*Expires: August 28, 2021*



  
Presidente

  
Secretario Auxiliar Lcdo. Francisco Rodríguez Bernier  
*Under Secretary*

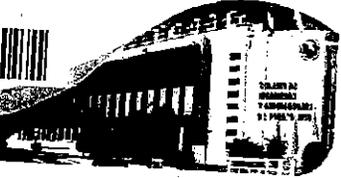
Colegio de Ingenieros Agrimensores de Puerto Rico

Agrim. Luis E. Daumont Gracia, PS

18011 PS

Exp. 31/08/2019

Miembro en Propiedad



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AUCTORIBUS • PROFESSORIBUS • QUIBUS • HOC • MUNUS • COMMISSUM • EST  
SINDICI

# Universitatis Portoricensis

Luis E. Daumont Gracia

AD • GRADUM

Baccalauri Scientiarum Agrorum Mensurae et Topographiae

ADMISERE • EIQUE • OMNIA • JURA • HONORES • PRIVILEGIA • AD • HUNC  
GRADUM • PERTINENTIA • CONCESSERE.

IN • CUIUS • REI • TESTIMONIUM • NOS • HUIUS • UNIVERSITATIS • RITE  
CONSTITUTI • MAGISTRATUS • HUIC • DIPLOMATI • NOMINA • NOSTRA  
SUBSCRIPSIMUS • ET • SIGILLUM • NOSTRAE • UNIVERSITATIS • SIGILLUMQUE  
AEDIUM • APPONI • CURAVIMUS.

DATUM • IN • URBE • MAYAGUEZ • PUERTO • RICO • DIE • IX • MENSIS • JUNII  
ANNO • DOMINI • MCMXCVI.

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*Gerardo Maldonado*



*[Handwritten signature]*

CONCILII SINDICORUM PRAESES

UNIVERSITATIS • PRAESES

*[Handwritten signature]*

IN • AEDIBUS • ACADEMICUS • MAYAGUEZ  
CANCELLARIUS





THE BOARD OF TRUSTEES OF THE UNIVERSITY  
UPON RECOMMENDATION OF THE FACULTY  
HEREBY CONFERS UPON

*Luis E. Daumont Gracia*

THE DEGREE OF

*Master of Geospatial Science and Technology*

IN RECOGNITION OF THE COMPLETION OF THE PRESCRIBED  
PROGRAM OF STUDY WITH ALL THE HONORS,  
RIGHTS AND PRIVILEGES THERETO APPERTAINING.  
GIVEN UNDER THE SEAL OF THE UNIVERSITY AT  
San Juan, Puerto Rico, this thirtieth day of June, 2015.

CHAIRMAN OF THE BOARD OF TRUSTEES

PRESIDENT OF THE UNIVERSITY

# NIVEA M. JIMENEZ

---

PO Box 2075, Aibonito, Puerto Rico

00705787-557-4157

[njimenez@issurv.com](mailto:njimenez@issurv.com)

## Professional summary

Administrative professional offering excellent communication and computer skills. Meets deadlines and works that goes above and beyond basic administrative tasks and takes on multiple projects at once, excellent work ethic and strength in boosting company morale.

## Skills

- Excellent communication skills
- Filing and data archiving
- Flexible
- Conference planning
- Appointment setting
- Invoice processing
- Weekly payroll
  
- Teaching/tutoring
- Outstanding social skills
- Age appropriate lesson planning
- Audio- visual and implementation
- Positive reinforcement
- Classroom discipline
- Experience with special – needs student

## Work history

Teacher, 09/1993 to 01/2007

Departamento de Educación – Barranquitas, Puerto Rico

- Planned, implemented, monitored, and assessed a classroom instructional program of the Departamento de Educación goals.
- Modified the general education curriculum for special – needs students based upon a variety of instructional techniques and technologies.
- Reinforcement of Spanish and Math skills through visual arts.
- Developed programs to work with students and increase interest in higher learning.

Office Assistant, 08/2009 to Current

FS Surveying, PSC – Caguas, Puerto Rico

- Answered and managed incoming and outgoing calls while recording accurate messages.
- Coordinated, scheduled and arranged meeting and travel calendars, including business and social events.
- Ordered and distributed office supplies while adhering to a fixed office budget.
- Organized all new hired and temporary paperwork.
- Drafted weekly time sheets for executives and employees.
- Opened and properly distributed incoming post.



- Coordinated domestic and international travel arrangements, including booking flights, hotels and transport.
- Handled weekly payroll.

**Education**

**Associate of Arts: Visuals Art Concentration, 1996**  
University of Puerto Rico , Río Piedras Campus

**Pedagogy BA: Natural Sciences/ 1990**  
University of Puerto Rico, Cayey Campus

# Angel R. Santiago

URB BelAir, Street 5 #169, Guaynabo, PR, 00969, 787-975-0116, rafa.santiago@fssurv.com

## CONSTRUCTION MANAGER / ON-SITE PROJECT MANAGER

Construction manager with a 12-year of success overseeing all phases of medium and high budget construction, infrastructure, telecommunication site and landfill projects for government and private-sector clients. Experience includes managing crews of up to 20 in tower foundations and erections, survey crews, specific works as landfill closure areas and a variety of other construction/demolition projects. Backed by strong credentials and a proven history of on-time, on-budget and high-quality project completions.

### Key Skills

- Construction/Demolition Projects
- Infrastructure Improvement Projects
- Telecommunications Projects
- FM and FCC Tower Height Certification
- Site Safety/OSHA Compliance
- Permits on Government Agencies
- Change Order Management
- Auto-CAD Drafting tools.
- Budgeting & Cost Controls
- Bidding/Estimating/Proposals
- Subcontractor/Crew Supervision
- MS Project Software.

### Employer Summary

**ES SURVEYING CORP. - INNOVATION WIRELESS GROUP-TELECOMMUNICATIONS TOWERS CONSTRUCTION (2006-08)**

Responsible for the construction cost estimate, general construction and management of the telecommunications sites.

**ES SURVEYING - WASTE MANAGEMENT, INC. - EL COOILL LANDELL, HUMACAO, PR (2009-10)**

Responsible for the construction cost estimate, project and construction management of the Phase 6-B and Final Cover Project.

**ES SURVEYING - A/BONITO M UNICIPA LITY- DESIGN AND BUILD FOR BENJAMIN GONZALEZ SPORT COMMUNITY COMPLEX (2010-11)**

Responsible for the Design and Build process for the sport complex working with the as-built, conceptual plans, construction details, plans, cost estimate and finally management of general construction.

**ES SURVEYING - ALLIED WASTE OF PONCE INC - MIXING PITS CONSTRUCTION (2011)**

Responsible for the construction cost estimate, construction manager and foreman in charge of 16 people and sub-contractor for the construction of two mixing pits of 112,207 gallons of capacity.

**GENERAL MENNONITE HOSPITAL (2011)**

Responsible for the construction and project management of a 16,000 square foot two stories building.

**CROWN CASTLE INT. - NEW SITE ACQUISITION ALTA-ASCM SURVEY'S (2007-2011)**

Responsible for field supervision, field editing and drafting of ALTA Survey generated by the surveying crew.

**CROWN CASTLE INT. - CONSTRUCTION MANAGER FOR TELECOM INDUSTRY (2011-2017)**

Responsible for manage third parties GC's in the installations and civil works performed on Crown Castle Sites.

### Education & Certifications

UNIVERSITY OF PUERTO RICO, MAYAGUEZ CAMPUS, MAYAGUEZ, PUERTO RICO  
BS IN SURVEYING AND TOPOGRAPHY

OSHA Construction Outreach Training Certification and General Industry Outreach Certification Also

Certified in Construction Safety, Confined Space Entry

Tower Climbing Safety and Rescue, Vertical Access Safety and Rescue, Construction Project Cost Estimator.  
Project Manager Profesional (PMP) 40Hrs Education

### Memberships

Surveyor's Institute of Puerto Rico,  
Association of General Contractors,  
Project Management Institute



# ALEJANDRO TABALES SANTIAGO

---

Address: Urb. Olympic Ville Calle Atlanta #149 Las Piedras, P.R. 00771

Mobile: (787) 247-1357

Email: [tabales3@gmail.com](mailto:tabales3@gmail.com)

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## PROFESSIONAL OBJECTIVE

---

To obtain a position in the industry that allows me to be a leader, improve and apply my 11 years of knowledge on Radio site operations and development.

## HIGHLIGHTS

---

- Bilingual (English/Spanish)
- Proficient in all documentation, record maintenance and paperwork to ensure accuracy and client confidentiality
- Proven ability to gain customer's confidence and trust
- Able to work under pressure and independently.
- Excellent organization and communication skills.
- Able to accurately establish priorities and adapt quickly to changing needs.
- Effective working alone and as a cooperative team worker.
- Diligent, punctual and extremely well organized.

## EDUCATION

---

*University of Puerto Rico, Mayagüez Campus*

B.S. Land Surveyor & Topography & B.S. in Science in Civil Engineer

1999 - 2007

## PROFESSIONAL EXPERIENCE

---

DEC 2018 – Present  
FS Surveying, PR

### Construction Manager

- Documented and tracking reports for sites installation.
- Field crews supervision and follow up on site.
- Preconstruction site visits, and survey reports preparation.

MAY 2018 – DEC 2018  
KGPco, PR

### Construction Manager

- Working on L600 Tmobile project Under NOKIA management.
- Documented and tracking reports for sites installation.
- General contractor supervision and follow up on site.
- Preconstruction site visits, and survey reports preparation.



**DEC 2015 – MAY 2018 LTE Implementation Manager**

Ericsson Caribbean, Inc. -Conducting LTE Bandwidth expansion installation projects for ATT account.  
-Programming ATT LTE sites 9-1-1 call testing activities.  
-Programming Sites installation activities for CELLONE at Bermudas project.  
-Programming Sites installation activities for Open Mobile at PR project.  
-Documentation and tracking reports for sites installed.

**NOV 2011- DEC 2015 Quality Auditor & Mentor**

Ericsson Caribbean, Inc. -Conducting quality audit at regular intervals to telecommunication sites.  
-Documentation of audit visits.  
- Conducting 2G, 3G & LTE commissioning training.  
- Conducting RBS6000 Installation Training.

**CERTIFICATION AND LICENSES**

---

- Ericsson QASIS (Quality Auditor) Training and Certification Course.
- Ericsson ASP Mentor Course.
- Ericsson RBS 6000 Main Remote and Power System Installation course.
- Ericsson LTE RBS 6000 Commissioning –(LZU 108 7803 R2A).
- Ericsson RBS 6000 Multi Standard Expansion –(LZU 108 8658 R1A).
- Ericsson GSM RBS Commissioning – (LZU 108 8069).
- Ericsson WCDMA RBS Commissioning – (LZU 108 7832).
- Ericsson Test of Radio Site 2G (TRS-2).
- Ericsson Test of Radio Site 3G (TRS-3).
- Ericsson Test of Radio Site 4G (TRS-4).
- 30 Hours on Occupational Safety and Health Training Course in: Construction Safety and Health.
- 10 Hours on Occupational Safety and Health Training Course in: Construction Safety and Health.
- Rope and Rescue School tower climbing certification.
- COMTRAIN “In House” Instructor certification.
- PADI (Professional Association of Diving Instructors) Open Water Diver License.
- United States of America Passport.
- Puerto Rico Department of Transportation Driver License.

**COMPUTER SKILLS**

---

Strong knowledge in legal programs: All basic software, including word processing, e-mail and other program.  
Operating systems: Mac, Windows 95/98/2000/NT/XP/2007/7/Vista. Proficient in the computer programs: MS Office 2007/XP (Word, Excel, Power Point, and Publisher), AutoCAD, Mr. CAD, Google Earth, Google Maps, Adobe Photoshop, Microsoft Streets & Trips, RBS Ericsson Element Manager, Hyperterminal, Cesar FTP, WS\_FTP95, Filezilla, R69G (OMT\_load\_files), Mini-Link Craft, Putty, Total Commander.

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References available upon request

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AUCTORIBUS • PROFESSORIBUS • QUIBUS • HOC • MUNUS • COMMISSUM • EST  
SYNDICI

# Universitatis Portorricensis

Alejandro Tabales Santiago

AD • GRADUM

Baccalauri Scientiarum Agrorum Mensurae Et Topographiae

ADMISERE • EIQUE • OMNIA • JURA • HONORES • PRIVILEGIA • AD • HUNC  
GRADUM • PERTINENTIA • CONCESSERE.

IN • CUIUS • REI • TESTIMONIUM • NOS • HUIUS • UNIVERSITATIS • RITE  
CONSTITUTI • MAGISTRATUS • HUIC • DIPLOMATI • NOMINA • NOSTRA  
SUBSCRIPSIMUS • ET • SIGILLUM • NOSTRAE • UNIVERSITATIS • SIGILLUMQUE  
AEDIUM • APPONI • CURAVIMUS.

DATUM • IN • URBE • MAYAGUEZ • PUERTO • RICO • DIE • VI • MENSIS • JUNII  
ANNO • DOMINI • MMIV.



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CONCILII • SYNDICORUM • PRAESES

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UNIVERSITATIS • PRAESES

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IN • AEDIBUS • ACADEMICUS • MAYAGUEZ  
CANCELLARIUS



AUCTORIBUS • PROFESSORIBUS • QUIBUS • HOC • MUNUS • COMMISSUM • EST  
SYNDICI

# Universitatis Portoricensis

Alejandro Tabales Santiago

AD • GRADUM

Baccalaureatus Scientiarum Curatoris Civilis

ADMISERE • EIQUE • OMNIA • JURA • HONORES • PRIVILEGIA • AD • HUNC  
GRADUM • PERTINENTIA • CONCESSERE.

IN • CUIUS • REI • TESTIMONIUM • NOS • HUIUS • UNIVERSITATIS • RITE  
CONSTITUTI • MAGISTRATUS • HUIC • DIPLOMATI • NOMINA • NOSTRA  
SUBSCRIPSIMUS • ET • SIGILLUM • NOSTRAE • UNIVERSITATIS • SIGILLUMQUE  
AEDIUM • APPONI • CURAVIMUS.

DATUM • IN • URBE • MAYAGUEZ • PUERTO • RICO • DIE • XIII • MENSIS  
JUNII • ANNO • DOMINI • MMVIII.



CONCILII SYNDICORUM PRAESSES

UNIVERSITATIS • PRAESSES

IN • AEDIBUS • ACADEMICIS • MAYAGUEZ  
CANCELLARIUS



*Basé*

OSHA

600324013



U.S. Department of Labor  
Occupational Safety and Health Administration

ALEJANDRO TABALES SANTIAGO

has successfully completed a 30-hour Occupational Safety and Health  
Training Course in

Construction Safety & Health

HAROLD RIVERA #25

7-18-09

(Trainer) *Harold Rivera*

(Date)

OSHA

001931993



U.S. Department of Labor  
Occupational Safety and Health Administration

ALEJANDRO TABALES SANTIAGO

has successfully completed a 10-hour Occupational Safety and Health  
Training Course in

Construction Safety & Health

HAROLD RIVERA

#25 5-30-09

(Trainer) *Harold Rivera*

(Date)



## Safety Certification

This certificate is to recognize that

**ALEJANDRO TABALES SANTIAGO**

Has successfully completed a 30- hour Occupational Safety and Health Training  
Course in CONSTRUCTION SAFETY & HEALTH

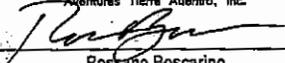
Harold River Pérez  
HAROLD RIVERA PEREZ (TRAINER # 25)

DATE : JULY 18 , 2009

**Rope & Rescue School**

una división de

Aventuras Tierra Adentro, Inc.



Rossano Boscarino  
Instructor

8 A Ave. Piñero  
University Gardens  
San Juan, P.R. 00927

tel: 787-766-0470  
fax: 787-754-7543  
info @ aventuraspr.com



**Alejandro Tabales Santiago**

Ericsson Caribbean, Inc.  
completó el curso de

**Escalada, Seguridad & Rescate en Torres**

el cual cumple con los requisitos de OSHA de protección de caídas y rescate

San Juan, PR  
1 de diciembre de 2011  
Certificado # 1211RRS377



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A handwritten signature or scribble consisting of several overlapping, curved lines.

This certificate acknowledges  
**Alejandro Tabales** of  
Ericsson Caribbean Inc  
was certified as a ComTrain  
Climber/Rescuer on  
3/9/2015  
in Sanford, FL  
ComTrain Certificate  
# 11578-67571-44



*Eric Walls*  
ComTrain Instructor  
Certification expires 24 months from date

This certificate acknowledges  
**Alejandro Tabales**  
Ericsson Caribbean Inc  
was certified as a ComTrain  
4<sup>th</sup> ED In-House Instructor  
on 3/9/2015  
in  
Sanford, FL  
Certificate # 11578-67571





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*[Handwritten signature]*



**Alejandro Tabales**  
**BlueStream**

**TMO 600 + AirScale Install Level 1**

*License Expiration Date 05/16/2019*



**001ADZW0106976**

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**ALEJANDRO  
TABALES**

**Is Certified as an Authorized  
"In-House Instructor" of  
ComTrain's "Basic Tower  
Climbing Safety and Rescue"  
Course for**

**ERICSSON CARIBBEAN  
INC.**

*Eric*

**Certified  
3/9/2015**

**in  
SANFORD, FL**

Eric Walls  
ComTrain Authorized Representative

www.comtrainusa.com  
512-275-6600

Certificate #: 11578-67572-2

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## **EDGAR A. VÉLEZ GONZÁLEZ**

Professional Land Surveyor (PLS)

License number: 19061

Valle Costero

3830 Calle Algas

Santa Isabel, PR 00757-3219

e-mail: agrimeavelez@gmail.com

Mobile: 787-644-8856

---

### **Education**

B.S. in Surveying and Topography from the University of Puerto Rico, Mayagüez Campus - June 1997.

### **Technical Skills**

- Familiarized with computer softwares like: Autocad, Developers Tools (Mr. Cad), Microsoft Office, Insite (estimating and earthwork calculator software), among others.
- Practical knowledge in Windows and Macintosh operating systems.
- Practical knowledge on leading brands of surveying instruments, 48 GX and TDS Data Collectors, all types of optical levels and Topcon, Leica and Trimble GPS receivers.

### **Communication skills**

Bilingual: speak, read, and write fluently in Spanish and English.

### **Work Experience**

- Dec 2017- Provide services as a freelance land surveyor for Constructores José Carro on the Río Grande de Manatí Levee Repair, Barceloneta PR.
- Sep 2017- Feb 2018 Provide services as a freelance land surveyor for Constructores José Carro on the emergency project AC-800536 after Hurricane María's passing over the island: The rehabilitation of the PR-52 bridge over Inabón River, Ponce PR.
- Aug 2017-Jan 2018 Provide services as a freelance land surveyor for Constructores José Carro on Site Improvements for Manheim's Caribbean Subasta de Autos Project, Toa Baja PR.
- Jun 2017- Provide services as a freelance land surveyor for Del Valle Group on the Crowley Upland Development project, San Juan PR.
- Feb 2017-Mar 2017 Survey and Topography of American Military Academy,



Bayamón PR.

- Aug 2016 Provide services as a freelance surveyor for Ing. Axel Bonilla on the ALTA Survey of the Sagrado Corazón home for the elderly, Ponce PR.
- May 2016 – Dec 2016 Performed as-built surveys of handicapped apartments for 8 public housing sites for Hernández-Bauzá Architects.
- Jun 2016 – Sep 2016 Provide services as a freelance land surveyor for Obratec in the improvements of PR-853 road (AC #085812), Carolina PR.
- May 2016 – Jul 2016 Provide services as a freelance land surveyor for Obratec in the improvements of PR-853 road (AC #800500), Carolina PR.
- Dec 2015- Mar 2017 Provide services as a freelance surveyor for Ing. Axel Bonilla on the Survey and Topography and further monumentation of the Maritime/Terrestrial Zone for the construction of a breakwater for the Ponce Municipal Government at the Paseo del Puerto Development, La Playa Ward, Ponce PR.
- Aug 2015 Provide services as a freelance surveyor for Ing. Axel Bonilla on the topography and “as-built” of the Medcentro facilities in Peñuelas for the design of a heliport.
- May 2015 Provide services as a freelance surveyor for Ing. Axel Bonilla on the Survey and Topography for the new facilities of Medcentro at Villalba PR.
- May 2015 –Dec 2015 Provide services as a freelance land surveyor for Constructora José Carro in the construction of a new waste cell inside the existing EC Waste Landfill, Peñuelas PR.
- May 2015 – Jun 2016 Provide services as a freelance land surveyor for Constructora José Carro in the construction of a new waste cell inside the existing EC Waste Landfill, Humacao PR.
- Nov 2014– Apr 2015 Provide services as a freelance land surveyor for Constructora José Carro in the construction of 3 Irrigation Storage Reservoirs and 2 Water and sediment control basins at Juana Díaz, PR for the USDA-Natural Resources and Conservation Service Caribe Soil and Water Conservation District.
- Sep 2014– Dec 2015 Provide services as a freelance land surveyor for Dunamis in the improvements of Fidalgo Díaz Ave., Carolina, PR.



- July 2014 Provide services as a freelance surveyor for Ing. Axel Bonilla on the Survey and Topography of the Damas Hospital parking area and access roads for a new parking building.
- Apr 2014- Dec 2016 Provide services as a freelance surveyor for Ing. Axel Bonilla on various projects at the Medcentro facilities in Ponce.
- Apr 2014 – May 2014 Provide services as a freelance land surveyor for Obratec in the improvements of PR-7741 road (AC #774106), Guayama PR.
- Mar 2014 – Jan 2015 Provide services as a freelance land surveyor for Constructora José Carro in the construction of Horizon Energy Solar Farm, Salinas PR.
- Jan 2014 – Apr 2016 Provide services as a freelance land surveyor for Wall and Building Corporation in the construction of a new multi level parking at "Corporación del Fondo del Seguro del Estado", Bayamón PR.
- Dec 2012 – Aug 2013 Provide services as a freelance land surveyor for Dunamis in the improvements of Enrique Ortega Water Treatment Plant, Toa Alta PR.
- Apr 2012 – Sept 2013 Provide services as a freelance land surveyor for Del Valle Group in the improvements of Taxiway Sierra and Runway 8-26 at Luis Muñoz Marín International Airport, Carolina PR.
- Feb 2012 – May 2012 Provide services as a freelance land surveyor for Obratec in the improvements of a ramp and intersection (AC #301123), Canóvanas PR.
- Dec 2011– Oct 2012 Provide services as a freelance land surveyor for Global Energy Services (GES) on the construction of Punta Lima Wind farm, Naguabo PR.
- Oct 2011 – Jun 2012 Provide services as a freelance land surveyor for Global Energy Services (GES) on the construction of Ilumina solar project, Guayama PR.
- Jul 2011 – Oct 2014 Provide services as a freelance land surveyor for Constructores Gilmar in the construction of a roundabout at Amelia borough, Guaynabo PR.
- Feb 2011 – Nov 2011 Provide services as a freelance land surveyor for Capson in the construction of Caminito building complex, Gurabo PR.
- Ene 2011 – Abr 2012 Provide services as a freelance land surveyor for Obratec



*ABE*

in the construction of a Walgreens store and site construction, Fajardo PR.

Aug 2010 – Oct 2012 Provide services as a freelance land surveyor for Constructores Gilmar in the construction of an extension of a PR-20 marginal road, Guaynabo PR.

Apr 2010 – Dec 2011 Provide services as a freelance land surveyor for Constructora José Carro in the construction of a new waste cell inside the existent BFI landfill, Salinas PR.

Apr 2009 – Jun 2009 Performed the survey of 135 cdas. of Camp Guajataka for the Boy Scouts of America, San Sebastián PR.

May 2008 – May 2010 Provide services as a freelance land surveyor for Constructora José Carro in the construction of the Portugués River Dam, Ponce PR.

Feb 2008- Jun 2011 Provide services as a freelance land surveyor for Constructores Gilmar in the construction of La Marquesa Forest park and cableway, Guaynabo PR.

Sep 1999 - Feb 2008 Site Construction Technologies Caguas, PR

#### **Project Manager**

- In charge of site construction and earthwork progress in several housing development projects.

#### **Project Surveyor**

- In charge of the survey needed for housing development projects, earthwork and site construction.
- Estimator, site and earthwork designer.

Oct 1998 – Sep 1999 MGM Construction San Juan, PR

#### **Project Manager**

- In charge of earthwork, design and build of building and site construction of the Suiza Dairy Distribution Plant, Juncos PR.

#### **Project Surveyor**

- In charge of the survey needed for the construction of the Suiza Dairy Distribution Plant facilities, Juncos PR.

July 1997 – Oct 1998 SASE (Super Acueducto Sociedad Especial) Arecibo, PR



### **Field Surveyor**

- In charge of collecting data for as-builts, leveling for earthwork and buildings, establishing positions for buildings to be constructed, piping layout, and design and layout for roads on the North Coast Superaqueduct Project, Arecibo Treatment Plant.

Jan 1997 - present      Independent jobs of Lot Subdivision, Topographies, Boundary Surveys, As-Builts, Grading Plan design, percolation tests, piping layout, street layout, plot- plan preparation, Maritime-Terrestrial Zone delimitations and GPS control establishment.

### **Memberships**

Colegio de Ingenieros y Agrimensores de Puerto Rico (CIAPR)

### **References**

Provided upon request.



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Colegio de Ingenieros y Agrimensores de Puerto Rico

**Agrim. Edgar A. Velez Gonzalez, PS**

19061 PS

Exp. 31/08/2019

Miembro en Propiedad

Sede CIAPR  
Bld. Roosevelt  
500 A. tolin Nln  
San Juan PR  
www.ciapr.org  
787.758.2250  
800.981.5791



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RENOVACIÓN APROBADA: 27 de febrero, 2014

RENEWAL APPROVED ON: February 27, 2014



Estado Libre Asociado de Puerto Rico  
*Commonwealth of Puerto Rico*

DEPARTAMENTO DE ESTADO  
*Department of State*

Secretaría Auxiliar de Juntas Examinadoras  
*Office of the Assistant Secretary of State for Examining Boards*

La Junta Examinadora de Ingenieros y Agrimensores  
*The Examining Board of Engineers and Land Surveyors*

por la presente certifica que  
*hereby certifies that*

**Edgar Alexis Vélez González**

habiendo cumplido todos los requisitos de Ley, se ha inscrito en el Registro de esta Junta como  
*having met all the requirements of law, has been registered as:*

**Agrimensor Licenciado**  
*Licenciado Surveyor*

En testimonio de lo cual, se expide esta licencia para el ejercicio de dicha profesión, bajo el sello de la Junta Examinadora.  
*In testimony whereof, this license is issued to practice this profession, under the seal of the Board of Examiners.*

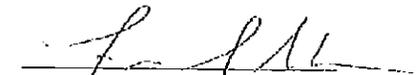
En San Juan, Puerto Rico, efectivo 09 de febrero de 2014  
*In San Juan, Puerto Rico, effective February 09, 2014.*

Número de Licencia: 19061  
*License Number*

Vencimiento: 08 de febrero de 2019  
*Expires: February 08, 2019*



  
Presidente

  
Secretario Auxiliar  
*Under Secretary*

# José A. Muñoz Serrano

PLS Lic. # 19059

---

Po box 10007 Ste. 469 Guayama, P.R. 00785 | 787-383-5419 | j.a.m.s.lss@hotmail.com

## Education

**B.S. IN LAND SURVEYING AND MAPPING | JULY 1998 | POLYTECHNIC UNIVERSITY OF PUERTO RICO**

## Skills & Abilities

- Use and management of the main brands of surveying instruments, data collectors, optical levels and GPS receivers.
- Knowledge and use of the Windows operating system and computer programs such as Microsoft office, AutoCAD, SurvCad, among others.

## COMMUNICATION

- Bilingual: speak, read, and write in Spanish and English.

## Work Experience

- Jan. 2018- Providing land surveying services for Desarrollos Metropolitanos LLC on Peninsula building located at Condado, San Juan, PR.
- Jan. 2018- Providing land surveying services for Desarrollos Metropolitanos LLC on Aerostar Cargo Building located at Luis Muñoz Marín International Airport, Carolina, PR.
- Jan. 2018- Providing land surveying services for Desarrollos Metropolitanos LLC on Aerostar Cargo Building located at Luis Muñoz Marín International Airport, Carolina PR.
- Jan. 2018- Providing land surveying services for Desarrollos Metropolitanos LLC on Aerostar Cargo Building located at Luis Muñoz Marín International Airport, Carolina PR.
- June 2018 Survey of two lots of land property of Desarrollos Metropolitanos Located at Bayamon, PR.
- April 2018 Performed the boundary survey for a lot of land of 166 cdas. property of



Hector N. Ramos, located at Yabucoa, PR.

- May 2018 Provide services as a freelance surveyor for Xterra Group on the preparation of the "as- built" and topographic plan for the New Parking Lot facilities for Stryker Corp. at Arroyo, PR.
- Sept. 2017 Performed the boundary survey for a lot of land of 3.7 cdas. property of Mario Gonzalez, located at Patillas, PR.
- March 2017 Provide services as a freelance surveyor for Inter-American University on the preparation of the "as- built" and topographic plan for the expansion of Building "E" at Bayamon Campus, Bayamon, PR.
- Jan. 2017 – Sept. 2018 Providing land surveying services for Rosendin Construction Corp. on Puerto Del Rey Solar Plant, Fajardo, PR.
- Jan. 2017 - Providing land surveying services for Desarrollos Metropolitanos LLC on Caguas Ambulatory Surgical Center building located at Caguas, PR.
- Oct. 2016 – Nov. 2016 Providing land surveying services for Rosendin Construction Corp. on Steri-Tech Solar Plant, Salinas, PR.
- Mar. 2016 – Oct. 2016 Providing land surveying services for Renewable Energy Systems on Fonroche Solar Farm, Humacao, PR.
- Feb. 2016 Performed the boundary survey for two lots of land of 0.5 cdas. property of Frankie Mirandes, located at Guaynabo, PR.
- Oct. 2015 Performed the boundary survey for a lot of land of 2.25 cdas. property of Sucn. Vega Torres, located at Yabucoa, PR.
- Oct. 2015 – Mar. 2016 Providing land surveying services for Rosendin Construction Corp. on Medtronic Solar Plant, Juncos, PR.
- Sept. 2015 – Mar. 2016 Providing land surveying services for Constructores del Este S.E. on Plaza Barceló project, San Juan, PR.
- Feb. 2015 Provide services as a freelance surveyor for Land Surveyor Carmelo Sierra on the preparation of the "as- built" and topographic plan for the Guayama Landfill at Guayama, PR.
- Oct. 2014 – Feb. 2015 Providing land surveying services for Bird Construction Corp. on Ciudadela project, San Juan, PR.

- Oct. 2014                      Performed the boundary survey for a lot of land of 0.48 cdas. property of Ramon Baez, located at Yabucoa, PR.
- May 2014                      Provide services as a freelance surveyor for Lanco Corp. on the preparation of the "as- built" and topographic plan for the expansion of ENCO-WECO facilities at Vega Alta, PR.
- Jan. 2014 – Nov. 2015      Providing land surveying services for Caribe General Corp. on PUMA office building project, located at Bayamon, PR.
- Aug. 2013                      Performed the boundary survey for 7 lots of land of 5.5 cdas. in total, property of Lanco Mfg. Corp., located at San Lorenzo, PR.
- May 2013– Nov. 2014      Providing land surveying services for Constructores del Este S.E. on Carolina RWWTP project, Carolina, PR.
- Feb. 2013                      Provide services as a freelance surveyor for Eng. Fernando Cortes on the preparation of the "as- built" and topographic plan for Ciudadela expansion at San Juan, PR.
- Feb. 2103 – June 2013      Performed the boundary survey for a lot of land of 240 cdas. property of Puerto Rico Land Authority, located at Arecibo, PR.
- May 2012                      Provide services as a freelance surveyor for Eng. Juan Ayguabibas on the preparation of the "as- built" and topographic plan for San Gerardo Hospital at San Juan, PR.
- Mar. 2012                      Performed the boundary survey for a lot of land of 0.25 cdas. property of Sucn. Davila Rotger, located at San Juan, PR.
- Oct. 2011 – Mar. 2012      Performed the boundary survey for a lot of land of 413 cdas. property of Puerto Rico Land Authority, located at Yabucoa, PR.
- June 2011 – Dic. 2012      Providing land surveying services for SMPC LLC on Bernardino Cordero Vocational School, located at Ponce, PR.
- June 2011 – Oct.2011      Performed the boundary survey for 8 lots of land of 471 cdas. in total, property of Ciro Group Corp., located at Salinas, PR.
- Oct. 2006 – May 2010      Field surveyor for FS Surveying Corp.
- Jan. 2004 – Aug. 2006      Project supervisor in BAS-Mor Construction Corp.

- Jan 1999 – Sept. 2002      Field surveyor for Javier E. Bidot & Assoc. Land Surveyors & Consultants.
- Jan 1999 –                      Independent jobs of Lot Subdivision, Topographies, Boundary Surveys, As-Builts, and GPS control establishment.

### **Memberships**

Colegio de Ingenieros y Agrimensores de Puerto Rico (CIAPR).

### **References**

Provided upon request.





Colegio de Ingenieros y Agrimensores de Puerto Rico

Agrim. Jose A Muñoz Serrano, PS

19059 PS

Exp. 31/08/2019

Miembro en Propiedad



Sede CIAPR  
Urb. Roosevelt  
500 Avenida Nín  
San Juan PR  
www.ciapr.org  
757.736.2250  
800.961.5751



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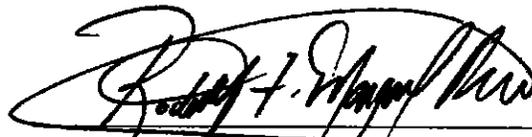
# COLEGIO DE INGENIEROS Y AGRIMENSORES DE PUERTO RICO

PO Box 363845 \* San Juan, Puerto Rico 00936-3845  
Tel. 758-2250 Fax. 758-7639 / 756-8692

## CERTIFICACION

Por la presente certifico que el Agrim. Jose A Muñoz Serrano, PS, Número de Licencia 19059 es miembro activo del Colegio de Ingenieros y Agrimensores de Puerto Rico desde el 28 de noviembre de 2001 y ha cumplido con los requisitos de colegiación para el año 2018-2019.

Y para que así conste expido la presente certificación bajo mi firma y sello oficial del Colegio de Ingenieros y Agrimensores de Puerto Rico, en San Juan Puerto Rico, a 28 de agosto de 2018.



Ing. Rodolfo F. Mangual Ramos  
Director Ejecutivo

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THE BOARD OF TRUSTEES OF THE UNIVERSITY  
UPON RECOMMENDATION OF THE FACULTY  
HEREBY CONFERS UPON

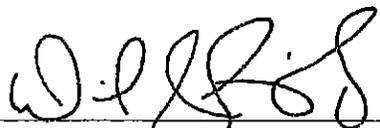
*José Alberto Muñoz Serrano*

THE DEGREE OF

*Bachelor of Science in Land Surveying and Mapping*

IN RECOGNITION OF THE COMPLETION OF THE PRESCRIBED  
PROGRAM OF STUDY WITH ALL THE HONORS,  
RIGHTS AND PRIVILEGES THERETO APPERTAINING  
GIVEN UNDER THE SEAL OF THE UNIVERSITY AT

San Juan, Puerto Rico, this fifteenth day of July, 1998



PRESIDENT OF THE BOARD OF TRUSTEES



PRESIDENT OF THE UNIVERSITY

# Eric John Rosado Jiménez

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## OBJECTIVE

To secure a challenging position that utilizes my technical knowledge, enhances my professional skills, while allowing me the opportunity to serve my country.

## EDUCATION

Polytechnic University of Puerto Rico, San Juan, PR      May, 2017  
*Bachelor of Science in Land Surveying and Mapping*      GPA: 3.36

## WORK EXPERIENCE

### *Land Surveyor (Full Time)*

FS Land Surveyors and Consultants, Caguas, PR      June, 2017 – Present

Recently promoted to perform Land Surveyor's duties with little or no supervision.

### *Surveyor Assistant (Part Time while studying)*

*(24 hrs per week)*

FS Land Surveyors and Consultants, Caguas, PR      May, 2016 – May, 2017

- Observing, receiving, and obtaining information from all relevant field data.
- Establishing, investigating, and reestablishing land and property boundaries, and preparing plats for tracts of land.
- Prepare and maintain sketches, maps, reports, and legal descriptions of surveys in order to describe, certify, and assume liability for work performed.
- Direct or conduct surveys in order to establish legal boundaries for properties, based on legal deeds and titles.
- Record the results of surveys, including the shape, contour, location, elevation, and dimensions of land or land features.
- Plan and conduct ground surveys designed to establish baselines, elevations, and other geodetic measurements.
- Search legal records, survey records, and land titles in order to obtain information about property boundaries in areas to be surveyed.
- Determine longitudes and latitudes of important features and boundaries in survey areas, using theodolites, transits, levels, and satellite-based global positioning systems (GPS).
- Making Decisions and Solving Problems - Analyzing information and evaluating results to choose the best solution and solve problems.
- Using computers and computer systems to set up functions, enter data, or process information.
- Perform photogrammetric flights using sUAV (small Unmanned Aerial Vehicles) of high precision for engineering and Land Surveying purposes.

### *Engineering Technician (Volunteer),*

USDA Natural Resources Conservation Service, Caguas, PR

Nov, 2015 (Two Weeks)

- Assist Conservation Engineer in performing soil evaluations.
- Perform Design Survey and high accuracy Construction Layout using GPS equipment.
- Conduct As-built layout of engineering conservation practices.

*Surveying Crew Helper (Full Time)*

FS Land Surveyors and Consultants, Caguas, PR

Feb, 2014 – July, 2014

- Assisting Surveying Crew in obtaining information from field data (Rodman).
- Entering, recording, storing, or maintaining information in written or electronic form.

**SKILLS**

Proficiency in operating many surveying equipment and process data with several software.

**Equipment:**

- GPS Receivers (VRS & RTK)
- Total Station
- Small Unmanned Aerial Vehicle (sUAV)
- Automatic Level
- Robotic Total Station (Trimble SX10)

**Software:**

- AutoCAD Revit\*, AutoCAD Civil 3D
- Pix4D
- Quantum GIS (QGIS)
- Carlson Survey
- Microsoft Office, Microsoft Window

*\*AutoCAD Revit User Certification*

Ability to communicate in both Spanish (first language) and English (second language).

**KEY STRENGTHS**

- Teamwork • Service • Initiative • Responsible
- Fast learner • Communication • Reasoning

**REFERENCES**

*Available upon request.*

*Polytechnic University of Puerto Rico*



*File*

THE BOARD OF TRUSTEES OF THE UNIVERSITY  
UPON RECOMMENDATION OF THE FACULTY  
HEREBY CONFERS UPON

*Eric John Rosado Jiménez*

THE DEGREE OF

*Bachelor of Science in Land Surveying and Mapping*

*Cum Laude*

IN RECOGNITION OF THE COMPLETION OF THE PRESCRIBED  
PROGRAM OF STUDY WITH ALL THE HONORS,  
RIGHTS AND PRIVILEGES THERETO APPERTAINING.

GIVEN UNDER THE SEAL OF THE UNIVERSITY AT  
San Juan, Puerto Rico, this twenty-ninth day of June, 2017.

*[Handwritten mark]*

*[Signature]*  
CHAIRMAN OF THE BOARD OF TRUSTEES

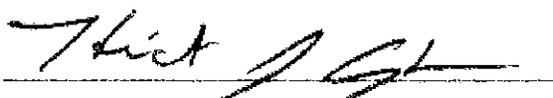
*[Signature]*  
PRESIDENT OF THE UNIVERSITY

La Facultad del Departamento de  
Ingeniería Civil, Ingeniería Ambiental y  
Agrimensura otorga este Certificado de Honor a

*Eric J. Rosado Jiménez*

en reconocimiento a su aprovechamiento académico, dedicación y responsabilidad.

Dado en San Juan, Puerto Rico, hoy 18 de noviembre de 2016.

  
Héctor Cruzado  
Director

  
Amado Vélez Gallego  
Director Asociado



**Antonio L. Figueroa Pizarro**

Parque Ecuestre, G- 65 calle Dulce sueno Carolina, P.R. 00987-8527  
Cel: (787) 313-9566 Email: tonysurvey@hotmail.com

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**JOB OBJECTIVE**

*Offer the best of my capabilities in a progressive enterprise where the opportunity of professional growing, human enhancement and an attractive working environment motivate me every day to work toward the goals of the institution, making it through my performance.*

**SUMMARY OF QUALIFICATIONS**

- Knowledge of Auto Cad and Project Management software.
- Motivated and dedicated to getting the job done right.
- Work with others at various levels.
- Able to travel as needed.
- Eagle eye for details, courteous and professional.
- Speaks and writes Spanish and English. Fluently.
- Fast learner, customer service oriented, expresses ideas clearly, analyses issues, provides feedbacks, identify and solve problems.
- Excellent computer knowledge{MS Office, Internet, outlook}
- Dependable, persuasive, responsible, organize, self- starter, punctual, meets deadlines, sets goals, define needs and develops strategies.
- Leadership skills, supervise and motivates employees within a team or group.
- Follows and enforces company policies and procedures to achieve great success.

**EDUCATION/TRAINING**

Polytechnic University	Hato Rey PR	Graduated
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Three years studies in **Mechanical Engineering**

**B. S. of Science in Land Surveying and Mapping.**

Key Courses: Highway Construction, Geographic information system (GIS); Global positioning system (GPS); F.E.M.A seminar at C.I.A.P.R.; OSHA seminar at C.I.A.P.R.

**EXPERIENCES**

Sam's Club Carolina	1998 - 2000
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- Cashier, hall merchandiser in different areas of the store, like Hard lines, foods and products and electronics.

**Los Prados Urbanos en Caguas, PR**

2000 – 2007

**Supervisor (Land Surveyor)**

Projects Developer (houses and walk-ups).  
*Professional Practice*

- *Land surveyor in charge of establishing bounds between all the property developed and all types of survey.*
- *Land Surveyor Supervisor of all land movements.*
- *Inspector of any finished work such as: sidewalks, asphalt, retaining walls, driveways, floor layouts or any other type of structure.*
- *responsible for supervising the internal staff and brigades hired.*
- *Responsible for attending suppliers and visitors to the project as well as nearby merchants to the work of Construction as a client service.*
- *Costumers service representative, direct contact with house buyers.*

**(Supervisor) Independent Land surveyor**

2007 -2010

*All types of projects such as:*

- *Establishing points for sanitary and pluvial pipes for A.A.A*
- *As built and topographic plans of any types.*
- *Worked on Route 66, (corredor del Este) stakeouts and elevations of roads storm water and sanitary lines.*
- *LT Automation contractors- Plan Design, stakeouts and elevations of parallel sanitary lines and manholes.*
- *Surveying parking lots, whether it's one level or multi level.*
- *Establishing baselines with Lambert coordinates NAD 83,*
- *last revision, for any type of projects*

Reference available upon request

**Water and sewage Authority of Puerto Rico**

2010- 2015

**Position - Costumers Service Representative (Freelance employment)**



*Polytechnic University of Puerto Rico*



THE BOARD OF TRUSTEES OF THE UNIVERSITY  
UPON RECOMMENDATION OF THE FACULTY  
HEREBY CONFERS UPON

*Antonio L. Figueroa Pizarro*

THE DEGREE OF

*Bachelor of Science in Land Surveying and Mapping*

IN RECOGNITION OF THE COMPLETION OF THE PRESCRIBED  
PROGRAM OF STUDY WITH ALL THE HONORS,  
RIGHTS AND PRIVILEGES THERETO APPERTAINING.  
GIVEN UNDER THE SEAL OF THE UNIVERSITY AT  
San Juan, Puerto Rico, this eighteenth day of June, 2009.

*[Signature]*  
CHAIRMAN OF THE BOARD OF TRUSTEES

*[Signature]*  
PRESIDENT OF THE UNIVERSITY

# Orlando R. Hernández Rosario, B.A. S.L.S.

PO BOX #416 Aibonito, Puerto Rico | (787)567-1370 | orlandoherandez53@yahoo.com

## Objective

- Get a job in the worldwide construction industry, where I can develop my knowledge, skills and abilities in a place that allows me to evolve professionally.

## Experience

Surveyor | Transportation and Highway Authority of Puerto Rico | 1997 - 2018

- Work at the divisions of Survey and Engineer to do bridges, roadways, land survey and ROW. Because of my sixteen years of experience in the government I was involve in Highways and Roads government projects in Puerto Rico and also some private projects. Some projects are: P.R. # 52 Highway, P.R. # 10 Utuado to Ponce, P.R. #66 Rio Grande to Fajardo highway extension, P.R. # 2 South rehabilitation and repair, and others.
- My responsibilities include, but are not limited to:
  - Manage surveying equipment to measure distance, localizations, levels, and other data on the field. Knowledge in Total Stations and Data Collectors.
  - Calculate controls coordinates and level up elevations.
  - Manage "row data" and coordinates systems.

Able to analyze and evaluate data.

- Calculate center lines and stations of the project.
- Delineate As built, topography and measurement.
- Preparation of plans using the field data.
- Calculate and outline cross sections and profiles.
- Layout and establish limits of lands and ROW projects.
- Collect data on earth's movements.
- Prepare daily technical reports related with roadways work status.
- Establish controls, level up and sketch all field works.
- Layouts, checks of drainages, inlets and manholes.
- Manage a surveyor crew.
- Office duties.

## Education

BACHELOR'S IN GEOMATICS SCIENCES, LAND SURVEYOR AND MAPPING | 1997 | POLYTECHNIC UNIVERSITY OF PUERTO RICO

- Accredited by the Middle States Commission on Higher Education (MSCHE) of the U.S.A.
- Accredited by ABET, Accreditation Board for Engineering and Technology.
- Accredited by , National Security Agency (NSA) and the Department of Homeland Security (DHS) as a National Center of Academic Excellence in Information Assurance Education (CAE/IAE)
- Accredited by NAAB, the National Architectural Accrediting Board and this is accredited by the International Assembly for Collegiate Business Education (IACBE).



## Skills & Abilities

- I am a successful professional with 21 years of experience in surveying.
- Proficient in MS Word, MS Excel, MS Power Point and others.
- Knowledge in Geographic Information Systems (GIS).
- Work with Global Position System (GPS)
- Knowledge in Structure and Bridge, drainage and roads.
- Having the ability to learn fast with good skills that allow me to develop alignments, measures, stakeout, topography, cross sections, plot plan, profiles and levels.

## Communication:

- Spanish, written and spoken fluently.
- Knowledge in written and spoken English.

Reference: Available upon request



**CARMEN D. CARATTINI DIANA**

Calle 6A F2 Urb. Rio Grande Estate, Rio Grande PR  
(787)209-3514 (Mobile) deliacarattini1122@gmail.com

**BACKGROUND**

Over twenty-five years of experience under the Departamento de la Vivienda of Puerto Rico. As part of those twenty-five years, served as the Carolina regional director for sixteen years and four as the department supervisor. During my career I demonstrated effective leadership skills defining goals for team members, including title specialist and civil engineers. As the Carolina regional director, I have extensive knowledge of the department's procedures, applicable Puerto Rico laws, and daily activities of the department.

**OBJECTIVE:** Seeking a position where I can apply my experience and knowledge to help the company achieve their objective.

**EXPERIENCE**

DEPARTAMENTO DE LA VIVIENDA DE PUERTO RICO, Carolina Region

August 1988 – February 2017

Regional Director

- Reviewed and evaluated property titles prepared by technical personnel for correctness. As part of these activities provided guidance, as necessary, to cover applicable local laws and proper usage of department procedures and regulations.
- Evaluated and approved property acquisition by qualified buyers for their lawful usage according with Ley 26 Administration and Release of Land dated 1971 and Ley 35 Property Title Release.
- In case of controversy regarding the proper usage of physical properties, assisted local tribunal to testify and provide any information required by law for the resolution of the controversy. This included invading of properties, properties limits, or any illegal activities concerning the property.
- Prepared written and oral reports to keep Senior Management informed of the progress and status of all efforts concerning my region.
- Supervised thirty-two individual with different skills and prepared their individual performance appraisal based on performance merits. As part of this responsibility, assigned work, had regular status meetings, and offered clarifications as necessary on the work assigned.
- As part of my responsibilities, interacted with the public and offered orientation on different public program programs available including but not limited to material assistance programs.
- Coordinated community activities to release property titles to the public.
- Worked with the "Comunidades Especiales" to evaluate applications for new constructions or repair of existing houses to help with construction/repair materials.

**EDUCATION:**

BS Social Science, Turabo University, Caguas, PR

**TRAININGS:**

- Ethics Training, Governor Office, Carolina Puerto Rico
- Use of Public Funds, Contrador de Puerto Rico, San Juan Puerto Rico
- Technical Writing, Ethics Department, San Juan Puerto Rico
- Sexual Harassment Training, Ethics Department, San Juan Puerto



## **Edwin Suárez Vázquez**

Mansiones de Las Piedras #19  
Las Piedras, PR 00771

edwin.sua.vaz@hotmail.com  
(787)206-6929

### **BACKGROUND**

Over thirty years of experience under the Housing Department of Puerto Rico served as the San Juan regional director, special assistant of the Housing's Department Secretary and Budget analyst. During my career, I demonstrated effective leadership skills defining goals for team members, including title specialist and civil engineers. As the San Juan regional director, I have extensive knowledge of the department's procedures, applicable Puerto Rico laws, and daily activities of the department.

### **OBJECTIVE**

Seeking a position where I can apply my experience and knowledge to help the company achieve their objective.

### **EXPERIENCE**

Housing Department, San Juan, Puerto Rico

August 1986– February 2017

#### **Regional Director**

- Reviewed and evaluated property titles prepared by technical personnel for correctness. As part of these activities provided guidance, as necessary, to cover applicable local laws and proper usage of department procedures and regulations.
- Evaluated and approved property acquisition by qualified buyers for their lawful usage according with Ley 26 Administration and Release of Land dated 1971 and Ley 35 Property Title Release.
- In case of controversy regarding the proper usage of physical properties, assisted local tribunal to testify and provide any information required by law for the resolution of the controversy. This included invading of properties, properties limits, or any illegal activities concerning the property.
- Prepared written and oral reports to keep Senior Management informed of the progress and status of all efforts concerning San Juan region.
- Supervised twenty-four individual with different skills and prepared their individual performance appraisal based on performance merits.
- As part of this responsibility, assigned work, had regular status meetings and offered clarifications as necessary on the work assigned.
- As part of my responsibilities, interacted with the public and offered orientation on different public programs available including but not limited to material assistance programs.
- Coordinated community activities to release property titles to the public.
- Worked with the "Comunidades Especiales" to evaluate applications for new constructions or repair of existing houses to help with construction/repair materials.

### **EDUCATION**

BS Social Science in Economy, University of Puerto Rico at Rio Piedras, Puerto Rico

### **TRAININGS**

- Ethics training, Governor Office, San Juan, Puerto Rico
- Effective communication training, Ethics Department, San Juan, Puerto Rico
- Emergency management training, Governor Office, San Juan, Puerto Rico





UNIVERSIDAD DE PUERTO RICO  
RECINTO DE RÍO PIEDRAS  
OFICINA DEL REGISTRADOR  
PO BOX 23303  
SAN JUAN PR 00931-3303

842-80-9025  
NÚMERO DE ESTUDIANTE

## C E R T I F I C A C I Ó N

CERTIFICO QUE **SUÁREZ VÁZQUEZ, EDWIN**  
RECIBIÓ EN LA UNIVERSIDAD DE PUERTO RICO EL GRADO DE

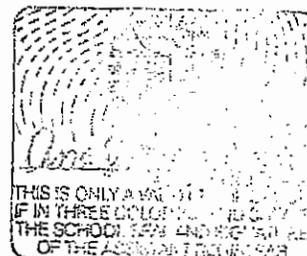
**BACHILLER EN ARTES  
ECONOMÍA**

**EL 8 DE JUNIO DE 1986.**

EXPEDIDA EN RÍO PIEDRAS, PUERTO RICO, EL **12 DE JUNIO DE 2009.**

**POR EL REGISTRADOR  
DIVISIÓN DE GRADOS Y DIPLOMAS**

cms



# José Ismael Delgado Altieri

## Contact

Mobile: 787-593-5463

E-mail:

delgadojoseismael@gmail.com

## ADDRESS

PO Box 156 Lares, P.R. 00669

Professional with more than 30 years of experience in business and social work. Very successful in the coordination of resources and assignments of job priorities. Team work oriented, organized, responsible, and able to handle multiple priorities under tight schedule. Proficient in business property rights and property deed.

## Objective

I am seeking a position to expand my professional horizons seeking challenges where I can employ my education, job experience, abilities and skills to contribute in achieving the company's mission.

## PROFESSIONAL EXPERIENCE

### **Housing Director (Puerto Rico Government)**

Arecibo, PR

March 2001 – December 2008

- Supervisor of the north area region (thirteen cities)
- Manage over forty employees and staff
- Served as a point of contact between of technician, administrative assistant and surveyor
- Review documentation for accuracy and compliance of property rights and deed
- Scheduled the field visits and assigned the surveyor personnel
- Liaison between the government rights and the court to provide settlement
- Assist in training internal personnel on guided documentation

### **Business Owner and Agricultural**

Lares, PR

January 1993 – February 2001

- Supervisor and manage employees and staff
- Developed, maintained and issued detailed weekly responsibilities

### **Director Department of Family Affairs of Puerto Rico**

Lares, PR

July 1974 – December 1992

- Office Administrative Director
- Supervise and manage employees and staff
- Review documentation for accuracy and compliance of requirements
- Document evaluations to grant several agencies benefit for the applicable families
- Verify compliance of norms and office regulations

## EDUCATION

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Pontifical Catholic University of Puerto Rico - 1969 to 1972  
BA Arts and Social Work

Ponce, PR

## AREAS OF EXPERTISE

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- Excellent interpersonal and communication skills; focused on results. Team work oriented, organized, responsible. Computer literacy in Windows and Microsoft Office.

## LANGUAGES

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Spanish (native) English (fluently)

## ADDITIONAL SKILLS

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- Great Interpersonal Skills and Leadership
- Strong organizational skills
- Courteous demeanor
- Sharp problem solver, Ability to work in fast paced challenging environment
- Active listening skills
- Sports (tennis)



PO Box 1744  
Carolina, P.R. 00984

787-344-6596  
nfitorres@hotmail.com

**Nilsa Figueroa Torres**

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**Objetivo:**

Obtener un empleo, donde pueda aplicar mis estudios, habilidades, conocimientos y colaborar con los objetivos, la misión y visión de la empresa.

**Educación**

2015-2017      Universidad Interamericana, R. Piedras,

Maestría en Educación con concentración Consejería Profesional

2009-2011      Universidad Interamericana, R. Piedras,

Maestría en Ciencias Sociales con concentración en Justicia Criminal

2005-2009      Universidad del Este, Carolina,

Bachillerato en Artes Liberales con concentración en Justicia Criminal  
Magna Cumlaude

1994-1995.      Universidad del Este, Carolina

Certificación en Administración de Empresas.

1990-1993      Universidad del Este, Carolina,

Grado Asociado, Artes liberales con concentración en Criminología  
Graduada con Honores de Criminología.

 **Experiencias:**

2018 Organización " Soy Potencial"

Fundadora de la organización, cuyo objetivo es: fomentar el desarrollo de diversas poblaciones en proyectos de empoderamiento y resiliencia en en el área educativa y ocupacional. Lema: Educando para transformar.



**2018 Pottery Barn (retail) (Mall Of San Juan)**

- Diseñadora de interiores y asociada de ventas

**2017-2018 WSP Inspection Service, ( FEMA contractor)**

- Inspector de Vivienda (disaster for Maria Hurricane) Humacao, Naguabo, Maunabo, Carolina area. (CERT)

**2014-2015 National College University, (sección online, Cupey)**

- Desarrolladora de Curso
- Desarrollo del Curso de Mediación de Conflictos para la facultad de Ciencias Sociales - Justicia Criminal

**1993–2017 Departamento de La Vivienda de Puerto Rico.**

**Oficial Ejecutivo**

- Venta por tasación del inventario de solares en Comunidades de PR
- Servicio a la clientela de nuestras Comunidades Rurales de PR
- Representar al Secretario Auxiliar, en juntas y actividades oficiales
- Encargada de la Seguridad de Información confidencial de la base de datos de Comunidades del Departamento de la Vivienda (full Control)
- Encargada de realizar petición del Presupuesto de la Secretaría
- Procesamiento de Facturas de Contratista y Proveedores
- Realización de cotización de Materiales y obras de Rehabilitación de Vivienda
- Inspección de Viviendas en Rehabilitación
- Auxiliar de ingeniería sección de cambios de uso segregación y mitigación de terreno
- Mediación Comunitaria
- Adiestramiento de empleados
- Investigación y Auditoría de casos en las Comunidades
- Tramitación de casos (Programa de Rehabilitación de Viviendas)
- Tramitación de casos para las Comunidades Especiales



**Destrezas y habilidades:**

- Capacidad para redactar eficientemente y análisis crítico.
- Conocimiento y dominio en Microsoft Office: Excel, Power Point, Word, Acces, Visio Etc.
- Trabajo en equipo, buen manejo del tiempo, capacidad de aprender rápido y liderazgo.
- Conferenciante motivacional y educativo.

**Certificaciones y Organizaciones**

- Mediador y arbitra por el Tribunal de Justicia de P.R.
- CERT (Certified Emergency Respond (FEMA)
- Certificación como Observadoras de la Comisión de Derecho Civiles
- Certificación en Administración de Empresas
- Fundadora de la organización "Soy Potencial"
- 2015-2017 Delegada General de la Federación Central de Trabajadores

**Referencias:** Serán suministradas según sean solicitadas.



# Carlos E. García Rivera

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Apdo. 2846 Moca, PR 00676  
Cell: (787) 451-5102 – [cemanuel63garcia@gmail.com](mailto:cemanuel63garcia@gmail.com)

## Professional Summary

Successful professional with 28 years of experience in the Housing Department of Puerto Rico, Aguadilla Region. Served in different positions such as Regional Director, Coordinator of Special Communities Project and Rural Communities Technician. Posses vast knowledge of the laws and procedures applicable to the Department of Housing in PR.

## Objective

Get a position where I can use my experience and knowledge to achieve the company's goals.

## Experience

Department of Housing, Aguadilla, PR

### Regional Director

**January 2013- February 2017**  
**October 2006- December 2008**

- To implement laws and procedures of the Department of Housing
- To supervise the personnel and assign work to be done
- To evaluate and approve property titles and property acquisitions
- To evaluate the assignment of vacant properties
- To deal with controversial cases regarding properties or their legal documents
- To participate legal issues related to properties
- To prepare and write reports task-related
- To coordinate activities to release property titles to the qualified participants

### Community Technician

**January 2009 - December 2012**  
**September 2006- July 1987**

- To investigate property titles cases
- To work with cases of vacant properties
- To investigate cases to approve construction and repair materials
- To worked and evaluate applications for new constructions or to repair existing houses under the "Comunidades Especiales" (Special Communities) Program
- To investigate and evaluate the acquisition of properties through purchase by appraisal

### Special Communities Coordinator

**March 2003- August 2006**

- To coordinate activities with residents presenting them the new construction projects and housing repair.

## Education

BA Business Administration, University of Puerto Rico, Arecibo



# Raquel E. Ramirez Viveros

RidgeTop Luxury Apart D-201 • Guaynabo, PR 00969

Telephones: (787) 630-4951

E-mail: [rramirezviveros20@hotmail.com](mailto:rramirezviveros20@hotmail.com)

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Proactive and results oriented executive with extensive experience in all aspects of accounting and financial management. Demonstrated hands on management style in the development and implementation of strategic plans to support rapid company growth. Demonstrated ability to analyze and incorporate changes, as well as organizing and coordinating projects with maximum efficiency. Proven ability to manage multiple assignments efficiently, under pressure, while meeting tight deadlines. Determines areas of opportunity and targets, streamlines existing operations, turns around unprofitable functions, develops new concepts that are aligned with future trends and follows through with development, direction and results.

## SKILLS SUMMARY

Cash Management  
Reporting / Documentation  
Business Analysis  
Financial Management / Analysis  
OSHA Regulations

Budget Preparation / Administration  
General Accounting  
Project Management Skills  
Analytical & Problem Solving

Leadership  
Payroll Reports & Forms  
IVU Reports & Forms  
Strategic Planning

## EMPLOYMENT HISTORY

**February 2017 to date**  
**Accountant/Office Manager**

**FS Surveying, PSC**

Accounting of three companies  
Accounts Receivable and Accounts Payable  
Billing and your monthly statements.  
Payroll and professional services payments.  
Update of the accounting data of the manual checks and reclassification of invoices to reimbursements and cash receipts.  
Make the applications of the deposits to each client weekly.  
Bank Reconciliations  
Monthly Reports  
Submit the IVU forms on the 20th of each month  
Balances and biweekly payments of the IVU  
Balances and monthly payments of Social Security, Income tax and 7% Serv.Prof.  
Render quarterly returns (941, 940, Income tax and unemployment and disability)  
State insurance fund returns  
Annual reports filed in hacienda and IRS (480 and W2)  
Update files and archive



Procedures or procedures to the mail, CFSE and Treasury, when required  
Administrative letters, employees, forms and any administrative management

**April 2008 to July 2016**  
**Controller**

**Plantas Tropicales de Puerto Rico, Inc, Guaynabo, PR**

Overall responsibility for the financial operation of the organization as it relates to, budget preparation & administration, development of the financial statements, full analysis of business trends, daily operational expenses, and forecasting company business activities. Strategic planning, compliance with internal and external auditors' requirements, as well as compliance with all applicable tax laws, financial control of the company's operational budget, and management of general and administrative expenses.

**September 2004 to April 2008**  
**Accountant/Office Manager**

**G.C. Plumbing Corp, Guaynabo, PR**

Responsible for managing and supervising of all finance, accounting & administrative functions. Develop company operational budgets, business plans and financial projections, as well as Annual Financial Statements of various related entities. Prepare and maintain project estimates and costs.

**Sept. 2000 to Dec. 2003**      **ProFuturo, Pension Plan System Administrator, Ciudad Panama, Panama**  
**Assistant of Operations in Treasury**

Participate in Investment Market Valuations and Cash Allocations. Perform risk analysis, pursuit the expiration of different portfolios and maintain direct contact with personnel of the Stock Exchange of Values of Panama (BVP)

## **EDUCATION AND CREDENTIALS**

- . MBA , Master in Business Administration, Major Human Resources, Universidad del Este, Manati Campus, PR
- . BBA, Business Administration, Mayor Accounting, National University of Panama, Panama
- . CPA for Panama, License number 9110
- . Rendon Training Center – “Human Resources Department Design: Rules & Procedures”
- . Investment Education Alliance – “Understanding Wall Street, International & National Markets”
- . Centro de Actualizacion Hacia el Futuro – “Corporate Philosophy”
- . CESA – “Ethic in Our Time”
- . Gente Competente – “Total Quality Leadership”
- . RPC – “Change Process”
- . Executive Development, S.A. – “Excellence on Administrative Assistant”
- . Asociacion de Secretariado Ejecutivo de Panama (A.S.E.P.) – “Overcoming and Progress
- . Expertise in the utilization of Microsoft Office Applications: Excel, Word, Power Point and Publisher. Also proficient in the use of several Accounting and ERP systems (Peachtree, QuickBooks, AccPac, Dynamics GP)

## **PROFESSIONAL REFERENCES**

Available upon request

# Universidad del Este

Upon the recommendation of the Faculty and under the authority vested  
in the Board of Trustees of the Ana G. Méndez University System

Hereby confers on

Raquel E. Ramírez Viveros

the degree of

Master in Business Administration

Human Resources

With all the Honors, Rights, and Privileges appertaining thereto.

In witness whereof, the Seal of the Universidad del Este  
is herewith affixed at Carolina, Puerto Rico in the month of  
January, in the year of our Lord, two thousand nine.



*[Signature]*  
Chancellor

*[Signature]*  
President of the Ana G. Méndez University System

*[Signature]*  
Chair of the Board of Directors

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República de Panamá  
 Ministerio de Comercio e Industrias  
**La Junta Técnica de Contabilidad**  
 en cumplimiento de su Resolución

Resuelto No. 9110 de fecha 21 de Enero de 2002

le expide a

**Raquel Esmeralda Ramirez Diveros**

**Licencia de Idoneidad**

para ejercer la profesión de

**Contador Público Autorizado**

De acuerdo con la Ley 57 de septiembre de 1978

firmada y sellada en Panamá, a las veintin días  
 del mes de Enero del año 20 02

Miembros de la Junta Técnica de Contabilidad

Presidente de la Junta Técnica de Contabilidad

Representantes de las Universidades

Representantes de Contadores Públicos Autorizados

*[Signatures]*

*[Signatures]*

*[Handwritten mark]*

*[Handwritten mark]*

# UNIVERSIDAD DE PANAMÁ



LA FACULTAD CORRESPONDIENTE

Hace constar que

UNIVERSIDAD

**Maquel G. Ramirez M.**  
PANAMÁ

HA TERMINADO DE MANERA SATISFACTORIA LOS CURSOS DE CONTABILIDAD QUE OFRECE LA FACULTAD Y EN CONSECUENCIA SE LE EXPIDE EL PRESENTE CERTIFICADO DE

**Contadora**

a los **veintidós** DÍAS DE **septiembre** DEL AÑO DOS MIL.

**1935**

*Rafael Amador*  
Secretario General

Diploma 78919

Identificación Personal 8-286-235

*Paulo A. de la Cruz*  
Decano

*Justo Guzmán*  
Rector



*Abc*

*[Handwritten mark]*



REPUBLICA DE PANAMA

MINISTERIO DE EDUCACION

COLEGIO MARIA AUXILIADORA

INCORPORADO

Confiere a

**Raquel Esmeralda Ramirez Viveros**

*el Título de Bachiller en Comercio*

*Por haber cumplido satisfactoriamente con los Planes y Programas de Estudio, de acuerdo con las disposiciones legales, en testimonio de lo cual se expide el presente*

**Diploma**

*Firmado por la Directora en la Ciudad de Panamá y refrendado por el  
Ministerio de Educación, el día veinte de diciembre  
de mil novecientos ochenta y cinco.*

*[Firma]*  
Directora

1342

*[Firma]*  
Ministro de Educación

*[Firma]*

*[Firma]*

UNIVERSIDAD DE PANAMA

LA FACULTAD DE

Administración de Empresas y Contabilidad

EN VIRTUD DE LA POTESTAD QUE LE CONFIEREN LA LEY Y EL ESTATUTO UNIVERSITARIO,  
HACE CONSTAR QUE

**Raquel S. Ramirez W.**

HA TERMINADO LOS ESTUDIOS Y CUMPLIDO CON LOS REQUISITOS  
QUE LE HACEN ACREEDOR AL TITULO DE

**Licenciada en Contabilidad**

Y EN CONSECUENCIA SE LE CONCEDE TAL GRADO CON TODOS LOS DERECHOS,  
HONORES Y PRIVILEGIOS RESPECTIVOS, EN TESTIMONIO DE LO CUAL SE LE EXPIDE  
ESTE DIPLOMA EN LA CIUDAD DE PANAMA A LOS **veintidos**  
DÍAS DEL MES DE **septiembre** DEL AÑO DOS MIL

*Alc*

*[Handwritten mark]*

*[Signature]*  
Secretario General  
Diploma 78219  
Identificación Personal 8-286-235

*[Signature]*  
Decano

*[Signature]*  
Rector





**Certifica que:**

**Raquel E. Ramírez Viveros**

*Asistió al Seminario de:*

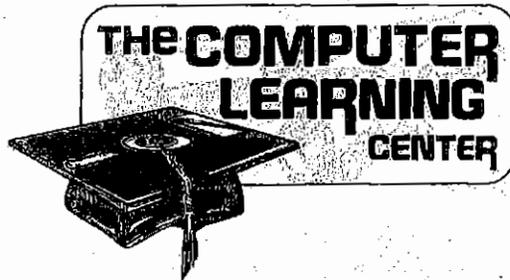
**“Diseño de la Estructura de un Departamento de Recursos Humanos: Normas y Procedimientos”**

*Siete (7) horas de duración  
Dado hoy, 30 de noviembre de 2007*

  
Zoraida Román Ríos, MLR  
Presidenta



*Abc*



**Presents This Certificate To**

**Raquel Ramírez - 16 hrs.**

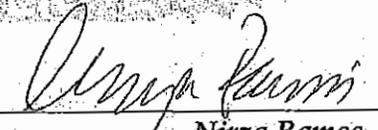
**In Recognition of Satisfactory Completion of**

**Fundamentals for Peachtree for Windows 2005**

*Authorized*  
**April 5-6, 2005**

**DATE**

  
\_\_\_\_\_  
**Joel Sotomayor**  
**Director**

  
\_\_\_\_\_  
**Nirza Ramos**  
**Instructor**

Business Software Solution, Inc. D\B\A The Computer Learning Center  
P.O. Box 195318 San Juan, P.R. 00919-5318 • Tel: (787) 793-6620 / Fax: (787) 793-7305  
[www.tlcpr.com](http://www.tlcpr.com)

**INVESTMENT EDUCATION ALLIANCE**

Otorga el presente Certificado a:

*Raquel Ramírez*

---

Por haber participado en la Conferencia

**“ENTENDIENDO A WALL STREET”**

Dictado en la Ciudad de Panamá, el 27 de junio de 2001, con 3 horas de duración.

  
Stephen Egan  
Expositor

  
Alfredo Du Bois  
Coordinador

*Alfredo*

**El Centro de Estudios Superiores  
de Administración de APEBE  
CESA**

**Otorga este Certificado a:**

**RAQUEL RAMIREZ**

**en testimonio a su participación en el curso  
ETICA EN NUESTROS TIEMPOS**

**Panamá, 26 DE ABRIL DE 1994, . . . 2 HORAS**

  
  
Junta Ejecutiva de CESA

  
Expositor del Programa

*Handwritten mark*



LA ASOCIACION DE SECRETARIAS EJECUTIVAS DE PANAMA

UI



*Certifican la participación de:*

\*\*\*\*RAQUEL RAMIREZ\*\*\*\*

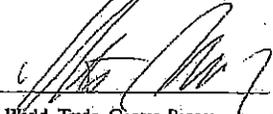
EN EL CICLO DE TALLERES PARA LA SECRETARIA DEL  
SEGUNDO CONGRESO LATINOAMERICANO DE INFORMATICA

**OFICINA '93**

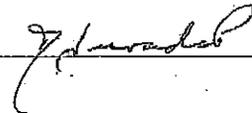
14, 15 y 16 de Octubre de 1993  
Centro de Convenciones ATLAPA Panamá, República de Panamá

LA SECRETARIA - CLAVE EN UNA IMAGEN DE CALIDAD

- TEMAS:
- QUE ES UNA IMAGEN DE CALIDAD Y SUS PROYECCIONES PARA LA SECRETARIA
  - LA ADMINISTRACION DEL TIEMPO - HABILIDAD CLAVE EN LA IMAGEN DE CALIDAD
  - LAS RELACIONES HUMANAS Y SUS IMPLICACIONES EN EL TRABAJO DE LA SECRETARIA
  - LA SICOLOGIA EN LA OFICINA - SUS EFECTOS Y REPERCUSIONES EN EL LOGRO DE LA CALIDAD

  
World Trade Center Panama

  
Asociación de Secretarías Ejecutivas  
de Panamá



*Alc*

Tu encuentro con el futuro



ASISTENCIA

CERTIFICAMOS QUE

Raquel Ramírez

Asistió a las Conferencias  
del Seminario

TU ENCUENTRO CON EL FUTURO  
en busca de una Verdadera  
Filosofía Empresarial

Panamá, Rep. de Panamá

  
DIRECTOR EJECUTIVO  
CENTRO DE ACTUALIZACIÓN  
HACIA EL FUTURO

  
COORDINADOR DEL  
SEMINARIO

~~CENTRO DE~~  
**ACTUALIZACIÓN**  
**HACIA EL FUTURO**

HACEMOS BRILLAR TUS IDEAS

DEL 30 DE MAYO

AL 1º DE JUNIO

1,996

*Abie*

**pdp, intl.**

*Confiere el presente*

CERTIFICADO

*A*

RAQUEL RAMIREZ

*Por haber participado en el programa*

EXCELENCIA SECRETARIAL

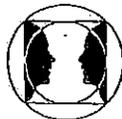
*que comprende el estudio intensivo de estos principios  
en función de los requerimientos de la Empresa*

23 de julio de 1993

FECHA

  
CONDUCTOR DEL CURSO

  
GERENTE GENERAL



*File*

---

## **Occupational Safety and Health- National Guard**

*Award winning Safety Expert with a track record of success in the areas of: risk management, project management, and compliance.*

---

Environmental health and safety (EHS) manager ensuring that health, safety, and environmental impact policies are being successfully developed and implemented. Oversee compliance with federal, state, and local regulations as it pertains to the health, safety, and productivity of workers and environmental impact of the organization's operations. Track record of creating and enforcing worker safety training programs, investigating and recommending courses of action for on-the-job accidents, analyzing potential worker safety risks in a facility and implementing measures to mitigate them, and facilitating required government safety inspections. Impeccable history of providing consultation and advice to organizations about workplace safety.

### **Areas of Expertise**

- EHS
- Workplace Safety
- OSHA
- Occupational Health
- Military
- Project Management
- FDA
- Manufacturing

---

## **Professional Experience**

Puerto Rico Air National Guard- AFSC 1S071, Puerto Rico

**Occupational Safety and Health Craftsman**, Active Duty- Present

*Establish programs that ensure beyond compliance performance through management commitment, employee participation and comprehensive risk evaluations.*

Plan, develop, and direct safety initiatives. Investigate and research hazard causes and trends, assess risk, and develop plans to eliminate future hazards. Perform audits to ensure facilities are in compliance with all applicable safety, health, and environmental regulations including OSHA, EPA, and state and local regulations. Lead knowledge management initiatives; liaise with federal, state, municipal, and private agencies sharing common safety concerns, recommendations, and solutions.

- ◆ Develop Safety Programs.
- ◆ Provide Trainings

J &A OHS Consulting Services LLC, Aibonito, PR

**EHS Consultant (Director)**, 2015 – Present

Professional EHS, specializing in General and Construction production work for over sixteen years. Over the past few years he has worked as EHS Manager for different Companies, like FS Surveying, MPS And Security Integration Group. Prior to embarking into his vision of creating his own EHS firm, he worked in EHS in the industrial sector. Mr. Gonzalez is a passionate, engaged and resilient leader with proven ability to execute, inspire and transform organizations into safe, productive and improved value to business and customer. Outstanding ability to drive visionary strategic planning and maximizing key partnerships and relationships. Dynamic interpersonal and communications skills enhanced by strong business acumen with expertise in leading, motivating and inspiring teams to reach and exceed goals.

 continued...

Perfectly suited for an organization seeking an accomplished leader who has the ability to execute and drive value at all levels of the organization with a strong focus on people and customers.

Baxter Healthcare, Aibonito, PR  
**EHS Security Manager, 2000 - 2015**

*Directed the administration of the EHS Security programs; developed and carried out procedures that controlled accident, property loss, and health exposures company wide.*

Represented the organization in dealing with government agencies on EHS and security matters. Trained employees and leadership on OSHA regulations and standards, including guidance on handling OSHA compliance, inspections, and citations. Led corporate audit teams on Baxter facilities evaluations/inspections. Organized and maintained budget and directed compliance initiatives to fulfill facility, division, and corporate EHS goals.

- ◆ Led team facility to achieved OSHAS 18001 certification and be recognize "Best of the Best in EHS" in 2009,2011 2012, and 2014 by corporate.
- ◆ Spearheaded program initiatives causing Hearing Conservation Program reduction by 73%.
- ◆ Under my leadership 16 million hours without lost time days was achieved.
- ◆ OSHAS 18001 Certified- 3 times in a row
- ◆ Credit of more than \$10M by Puerto Rico Workers Compensation (Fondo).

**Additional Experience:**

**Radiation Safety Officer, Baxter- Puerto Rico**

- ◆ Led compliance initiatives with US Nuclear Regulatory Commission (US NRC) regulations which includes implementation and management of the Radiation Safety Program.

**Education**

**Bachelor of Science- Natural Sciences**  
*University of Puerto Rico*

**Credentials**

- Adult CPR
- OSHA 18001 Certified 2006, 2009, 2012, 2015
- ISO 14001 Certified
- Certified Safety Administrator (CSA)
- Certified Safety Manager (CSM)
- 4M Certified
- OSHA General Industry Outreach Trainer
- OSHA Construction Industry Outreach Trainer
- Radiation Safety Officer

## Awards

---

- Outstanding Safety Professional by Puerto Rico Manufacturing Association
- Two-time Innovation Safety Award Recipient- Baxter Healthcare





DEPARTMENT OF VETERANS AFFAIRS  
Center for Verification and Evaluation  
Washington DC 20420

March 13, 2018  
In Reply Refer To: 00VE

Mr. Lester I Gonzalez  
J & A Occupational Health & Safety Consulting Services LLC  
DUNS: 080554114  
Hc 01 Box 4386  
Aibonito, PR 00705

Dear Mr. Gonzalez:

On behalf of the U.S. Department of Veterans Affairs (VA), Center for Verification and Evaluation (CVE), I am writing to inform you that J & A Occupational Health & Safety Consulting Services LLC has been verified as a Service-Disabled Veteran-Owned Small Business (SDVOSB) and added to the Vendor Information Pages (VIP) at <http://www.vip.vetbiz.gov>. J & A Occupational Health & Safety Consulting Services LLC will be eligible to participate in Veterans First Contracting Program opportunities with VA.

**This verification is valid for three (3) years from the date of your previous determination of August 22, 2017.** Please retain a copy of this letter to confirm J & A Occupational Health & Safety Consulting Services LLC's continued program eligibility in accordance with 38 Code of Federal Regulations (CFR) § 74.12. You may reapply 120 days prior to your expiration date by logging in to your VIP profile.

To promote J & A Occupational Health & Safety Consulting Services LLC's verified status, you may use the following link to download the logo for use on marketing materials and business cards:

[http://www.vetbiz.gov/cve\\_completed\\_s.jpg](http://www.vetbiz.gov/cve_completed_s.jpg)

To ensure that J & A Occupational Health & Safety Consulting Services LLC is correctly listed in the Vendor Information Pages, check J & A Occupational Health & Safety Consulting Services LLC's profile for the verified logo. Please notify us if the logo is not present within 72 hours of receipt of this letter.

While CVE has confirmed that J & A Occupational Health & Safety Consulting Services LLC is presently, as of the issuance of this notice, in compliance with the regulation, J & A Occupational Health & Safety Consulting Services LLC must inform CVE of any changes or other circumstances that would adversely affect its eligibility. Eligibility changes not reported to

*"World Class Professionals  
Enabling Veteran Business Opportunities by Protecting the Veteran Advantage - One Vet at a Time"*

Page 2.

Mr. Lester I Gonzalez

CVE within 60 days could result in a referral to the Office of Inspector General (OIG), a referral to the Debarment and Suspension Committee, and the initiation of cancellation proceedings—all of which could result in J & A Occupational Health & Safety Consulting Services LLC being removed from the VIP Verification Program.

Please be advised all verified businesses may be required to participate in one or more post-verification audits at CVE's discretion. Additionally, this letter and other information pertaining to J & A Occupational Health & Safety Consulting Services LLC's verification application may be subject to Freedom of Information Act (FOIA) requests. However, FOIA disclosures include exceptions regarding the personal privacy of individuals, and VA policy similarly provides limitations on the release of individual records.

If J & A Occupational Health & Safety Consulting Services LLC receives a negative size determination from the U.S. Small Business Administration (SBA), CVE must act in accordance with 38 CFR § 74.2(e). Also note, if at any time if J & A Occupational Health & Safety Consulting Services LLC discovers that it fails to meet the size standards for any NAICS Codes listed on its VIP profile, CVE requires such NAICS Code(s) be removed within five (5) business days. If the NAICS Code(s) are not removed within the allotted five (5) business days, CVE may request SBA conduct a formal size determination. In addition, CVE may initiate a referral to OIG, a referral to the Debarment and Suspension Committee, and pursue cancellation proceedings. All of the aforementioned referrals and procedures could result in J & A Occupational Health & Safety Consulting Services LLC being removed from the VIP Verification Program.

Thank you for your service to our country and for continuing to serve America through small business ownership.

Sincerely,



Thomas J. McGrath  
Director  
Center for Verification and Evaluation



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# The National Association of Safety Professionals

In accordance with the recommendation and under the authority of the Board of Registration and Certification, confers upon the herein named, the Certification:

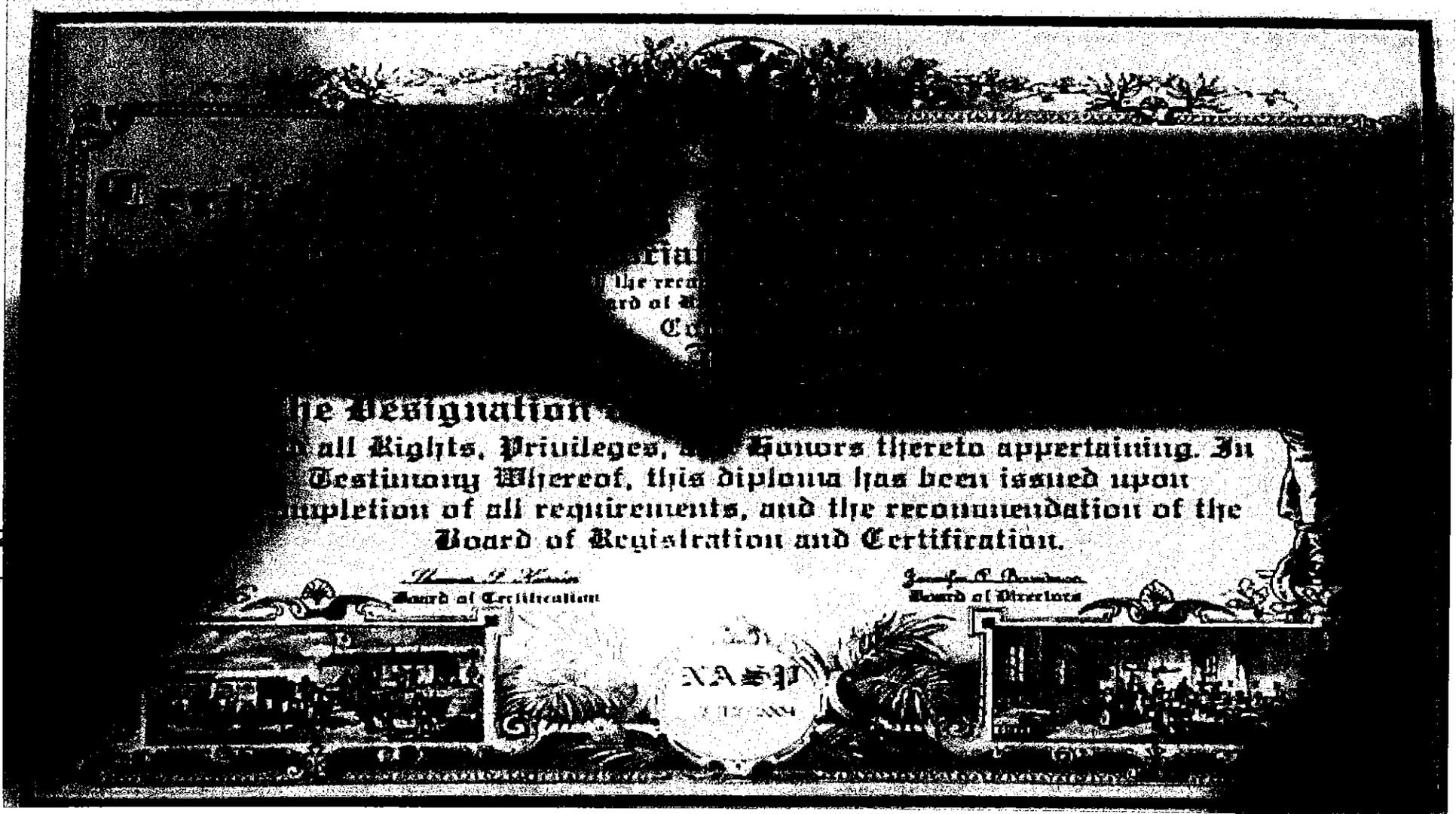
**Safety Planning Specialist**  
**Lester J. Gonzalez**

And all rights, privileges, and honors thereto appertaining. In testimony whereof, this diploma has been signed upon completion of all requirements, and the recommendation of the Board of Registration and Certification.

*[Signature]*  
Board of Directors



166



...  
the rec...  
ard of ...  
C...

The Designation ...  
all Rights, Privileges, and Honors thereto appertaining. In  
Testimony Whereof, this diploma has been issued upon  
completion of all requirements, and the recommendation of the  
Board of Registration and Certification.

*Thomas S. ...*  
Board of Certification

*Joseph P. ...*  
Board of Directors



100

# The National Association of Safety Professionals

In accordance with the recommendation and  
under the authority of the Board of Registration  
and Certification, I do hereby name the herein named

Certification

Wester



100

# The National Association of Safety Professionals

In accordance with the recommendation and under the authority of the Board of Registration and Certification, confers upon the herein named, the Certification:

Environmental Health and Safety Management Specialist

## Lester J. Gonzalez

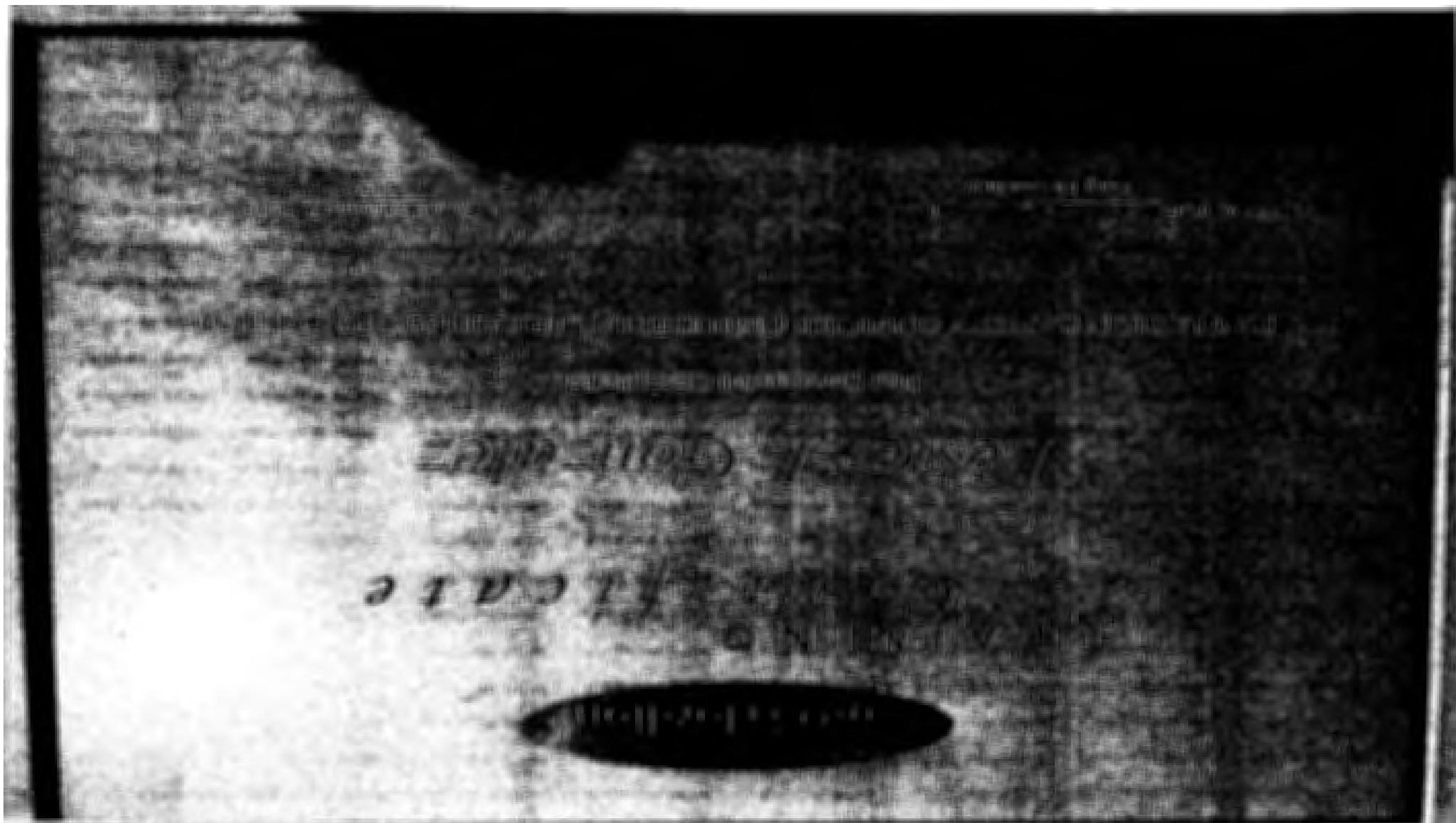
And all rights, privileges, and honors thereto appertaining. In testimony whereof, this diploma has been signed upon completion of all requirements and the requirements of the Board of Registration and Certification.

Joseph P. [Name]  
Board of Directors

Handwritten scribble

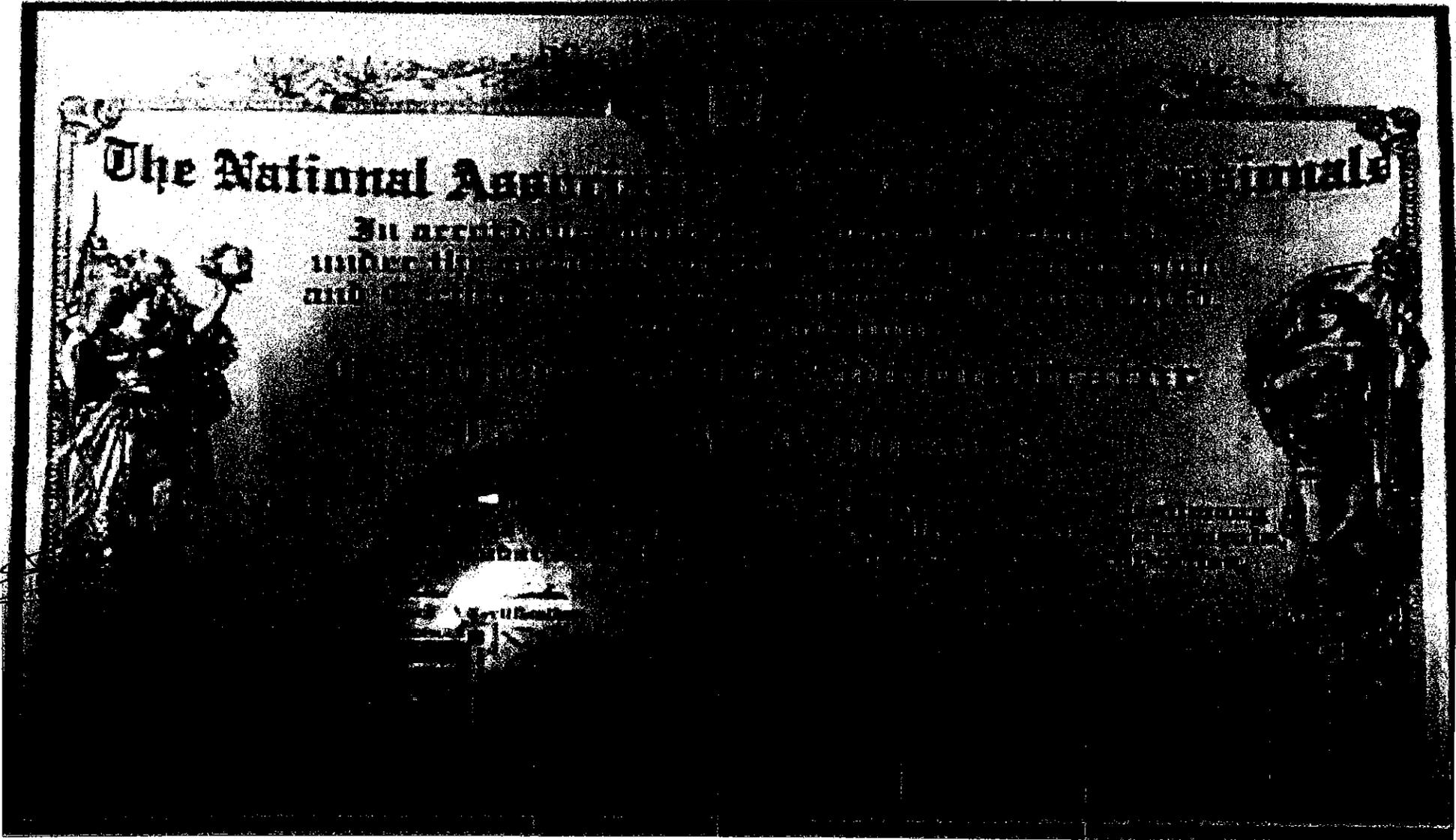


Vertical text on the right edge of the diploma, possibly a date or reference number.



*File*

168



118

# The National Association of Manufacturers

In accordance with the provisions of the Act  
under the authority of the Federal Reserve Board  
and Certificate of the Secretary of the Treasury

And in  
conformity with  
the Act

1913

*Handwritten mark*

# GEORGIA INSTITUTE OF TECHNOLOGY

GEORGIA TECH OSHA TRAINING CENTER

This is to certify that on  
December 13, 2013

**Lester I. Gonzalez**

has diligently and with merit  
completed training in the

**OTI 500**

Trainer Course  
Safety and Health  
Construction  
CCL



R E S U M E

MANUEL ROLON MARRERO, B.S.C.E.P.E.

203 Julio Cintrón Street

Guayacán Building Suite # 213

Aibonito, Puerto Rico 00705

Phone: (787)-735-3805

(787)-735-3810

Fax: (787)-735-3825

ingmrolon@mrmengeers.com

www.mrmengineersconsultants.com

---

**EDUCATION:**

University of Puerto Rico, Mayagüez Campus, Mayagüez, PR  
Bachelor of Science in Civil Engineering, 1987.

Fluent Spanish and English.

University of Mediator and Arbitrator's-Aguadilla, PR  
Momentum L.T.D.G. Leadership Program

**JOB RELATED COURSES ATTENDED:**

Surveying I, II. Structural Analysis I, II., Steel Design, Concrete Design, Soils Mechanics and Soils Mechanics Lab., Route and Location Design, Transportation Engineering, Environment and Water Resources Engineering, Materials for Civil Engineers, Legal Aspects in Civil Engineering, Fortran and Basic Computer Languages, Traffic Engineering, Geodesy.

Legal Terminology, mediator training course and arbitrator, mediation practices.

Private Pilot Ground School

Momentum LTDG. Leadership Program

**LECTURES:**

1. Continuous Education courses at C.I.A.P.R. on Structural Steel Design, Using the Manuals and Codes.
2. Conferences at C.I.A.P.R. about Puerto Rico Building Codes.
  - a. Analysis and Design of reinforced concrete structures up to two floors.
  - b. Two Way Slab Design and Mats.
  - c. Seismic Risk in Puerto Rico.
3. Introducción a la tasación de Bienes Raíces.
4. Mediación de conflictos y arbitraje.

**MEMBERSHIPS:**

1. American Society of Civil Engineers, A.S.C.E.
2. Colegio de Ingenieros y Agrimensores de Puerto Rico.
3. Instituto de Ingenieros Civiles de Puerto Rico.
4. American Institute of Steel Construction, AISC.
5. Who's Who life member since March 05
6. Junta Examinadora de Ingenieros, Arquitectos, Agrimensores.
7. International Building Code-ICBO
8. NCESS-ID 17-576-21
9. Puerto Rico Urban and Search Rescue Team-structural Specialist



PROFESSIONAL HISTORY:

1992 To present:

Principal - Manuel Rolón Marrero (MRM)  
Structural Analysis and Design, Architectural Design, and General  
Engineering and Architectural, Surveyors Consultants Office.  
Supervision and Construction of Projects by Construction Management  
Concept. Forensic Court expert services, mediation and arbitration  
services.

January 2011:

Century 21 School Renovation Program RFP-14  
Inspector for state Government

January 2009 to July 2013:

Engineering consultant Aibonito Major.

May 2009 to October 2017:

Puerto Rico 911 Board of director member.

Summer 2009 to Dec 2011:

Executive Director Land Administration  
Engineering consultant.

October 2005 to 2007:

Mediator Professor at University College of  
Professional Mediation.

January 2010 to present:

Structural Specialist Puerto Rico Urban.  
Search and Rescue Team.

October 2007 to present:

Member "Comisión de Desastres Naturales"  
Colegio de Ingenieros y Agrimensores de PR.

April 2006 to present:

Structural Engineering continuous education professor for "Colegio de  
Ingenieros y Agrimensores de Puerto Rico".

January 2001 to December 2006:

Engineering Consultant, Hon. Jesús E.  
Colón Orocovis County Major.

December 1995 to December 1999:

Engineering Consultant-Housing Department-Cruv.



**1998 to 2000:**

"Departamento de la Vivienda Home Federal Funds program" Engineering Consultant.

**1998 to 2000:**

Structural Consultant for New "Hogar Seguro" P.R. Government. LGN, OFFICE (AFI).

**1999 to 2003:**

Member of the Board, (Vice-President) Junta Examinadora, Ingenieros y Agrimensores PR.

**1993 to 1997:**

"Proyectista", Proyecto 100 Millones, OMEP for Aibonito, Comerio, Cidra, Corozal, Cayey, Counties.

**1997 to 2000:**

Arpe Executive Director consultant.

**1994 to 1996:**

Engineering Consultant "Departamento de la Familia". Engineering Consultant for construction projects Island Wide undersecretary supervision.

**1993 to 1994:**

Structural Engineer at David McCloskey & Associates, Hato Rey, P.R. Responsible for Shop Drawing corrections, Field Inspection of Projects and Structural Analysis and Design.

**1991 to 1992:**

Associated Engineer - Edgardo Guillen & Assoc. Responsible for Analysis and Structural. Design, Cost Estimates, Supervision and Construction of Projects by Construction Management Concept.

**1987 to 1992:**

Structural Engineer at Jose A. Quiñones & Assoc., Hato Rey, PR. Responsible for Analysis and Structural Design, aided with computers. Also responsible of construction Drawings development and Field inspection of them and shop drawings review.



June 1987/Nov. 1987

Structural Engineer at Capacete, Martin & Assoc.

Responsible for Analysis and Structural Design aided with computers.  
Also responsible for construction drawings development and shop drawings review.

**UNDERGRADUATED EXPERIENCE**

Summer 1984

Engineering Department at Mennonite General Hospital Responsible for planning and construction of new facilities at the hospital.

**LICENCES**

Commonwealth of Puerto Rico Lic. # 10,033

State of Florida Lic. # 59,728

Mediator TSPR 464

Arbitrator TSPR 134

NCEES-ID 17-576-21



**Daniel Laboy; P.E., NSPE**

**EDUCATION**

University of Puerto Rico – Mayagüez, PR: Bachelor Science of Civil Engineering  
University of Professional Mediation - Aguadilla, PR

**PROFESSIONAL LICENSE and CERTIFICATIONS**

- Professional Engineer, Commonwealth of Puerto Rico
- Professional Surveying Services ; Authorized by Commonwealth of Puerto Rico
- Mediator
- Arbitrator

**MEMBER IN GOOD STANDING:**

- Colegio de Ingenieros y Agrimensores de Puerto Rico (CIAPR)
- National Society of Professional Engineers (NSPE)
- Association for the Advancement of Cost Engineering International (AACE)

**PROFESSIONAL EXPERIENCE**

- **Laboy & Associates - COMPREHENSIVE QUALITY & COST MANAGEMENT<sup>TM</sup>**, from April 2004 to present.
- **MDL Contractors and Engineers SE-Owner 50%**: Operations Director, 78Mi Work Load from June/1996 To March/2004: Construction Management-Ocular Sciences US Soft Lens Plant-Juana Diaz, PR; 1,459 dwelling units; etc.
- **Caribe General Constructors, Inc.-** Projects Manager: Puerto Rico Veterans State Home and Nursing Home, La Plena Junior High School and Los Reyes Development; 100 dwelling units; Juana Diaz, Puerto Rico, April 1995 to May 1996 period.
- **Turner Caribe-Turner Construction Company Caribbean Subsidiary -** Projects Manager: U.S. Army Reserve Center: seven Buildings 89,000SF and Galerias II 20 stories building: 108 apartments, 12,000SF commercial areas, 60,000SF two stories Parking Garage and Senior Purchasing Agent, Jun/1992 to Feb/1995.

Member of the Total Quality Management Design Team, from April 1993 to February 1995 Responsibilities: research, design, implement, follow-up and monitor the TQM philosophy in all departments and construction projects.

**Force Constructors, S.E.-** Executive Vice- President, in charge off all field operations, 1,492 dwelling units, Jardines del Caribe School (34,000SF), Sierra de Cayey Shopping Center (70,000SF), DSCA Men's Residence, Anaquest Pilot Plan & Offices Bldg., GE New Building at Juana Diaz, Army Bldg. 653 remodeling, USPS Ponce Main Office Remodeling, from 1987 to May 1992.

 LABOY & ASSOCIATES

professional engineers

Tel. & Fax: 787-648-9086 Cel.939-645-7506 [dlaboy@laboyassociates.com](mailto:dlaboy@laboyassociates.com)

PO BOX 800494 COTO LAUREL PR 00780-0494

*Laboy*

- **Lizama & Stubbe, Inc.-** Projects Manager: Institutional projects, Psychiatric Hospital 43,000SF, San Juan PR and Field Laboratory Complex, University of Puerto Rico, Five buildings 59,000SF, Utuado, PR 1984-1986.
- **Constructora Lanca, Valencia Venezuela-**Ready Mix Concrete Plant Manager and Construction Manager for 175 apartments, 226 dwelling units, 1978-1983.
- **U S Enterprises - Hemisphere Construction Corp. -** Construction Manager VBC-130 and VBC-131, 600 row Housing Department program, 1975-1977, Ponce, PR.
- **Yañez Heery Praeger-**Construction Manager for Utuado & Adjuntas Government Centers, 1974-1975.
- **Independent Contractors, Inc.-**Project Engineer on 23 Stories Residential Building, 75 Apartments, Ponce, PR., 1973-1974.

#### PROFESSIONAL ACHIEVEMENTS

- 2010-2011 Member Colegio de Ingenieros y Agrimensores de PR "Código de Edificación de Puerto Rico-2011" Commission.
- 1992 Engineer of the year in construction, awarded by The National Society of Professional Engineers, Puerto Rico Chapter.
- 2003 Secretary of the National Society of Professional Engineers Puerto Rico Chapter.
- 1995 and 1996 Construction Industry Governor of the National Society of Professional Engineers Puerto Rico Chapter Board of Directors.
- 1989 and 1990 Member, Puerto Rico CIAPR Ponce Chapter CAPOTECO Commission (one hour weekly radio program).
- 1987 to 1992 NSPE Mathcounts Puerto Rico South Chapter Coordinator
- 1985 and 1986 Secretary, CIAPR Ponce Chapter
- 1984 Director, CIAPR Ponce Chapter.
- 1977 Director, Engineers and Surveyor Association (CIAPR) Ponce Chapter.

#### OTHER ACHIEVEMENTS

- 2008 Volunteer Civil Engineer - Agencia Estatal Para el Manejo de Emergencias de Puerto Rico.
- 2007-2010 Member - Colegio de Ingenieros y Agrimensores de Puerto Rico (CIAPR) 'Comisión para la Asistencia en el Manejo de Desastres Naturales'.

#### SEMINARS APPROVED by CIAPR for CONTINUOUS EDUCATION

- Co-Author: 'Mediación y Arbitraje en la Industria de la Construcción', 3 credits.
  - At San Juan (3), Mayagüez, Ponce & Arecibo
- Co-Author: 'Manejo de Reclamaciones Ante el Departamento de Asuntos del Consumidor D.A.C.O.' Work Quality Issues, On Site Quality Control Plan, Procedures & Legal Aspects, 3 credits.
  - At San Juan & Ponce



## WORK APPROACH

### 6.3.1 The Proposer's approach to the general administration and coordination of the efforts under the engagement with PRDOHH.

FS Surveying (FSS) has distinguished itself by offering innovative solutions under a centralized structural organization focused on two main principles: efficiency and economy. The responsibilities are distributed among individuals who possess the necessary experience and expertise to ensure that effort and attention are focused on each required task with a concise and clear goal. Each Subject Matter Expert (SME) will be responsible and accountable for each portion of the project, but under a unity of one manager.

- **General Administration approach:** Resource in charge is Fernando Santiago, **FSS Project Manager**. Providing full availability, Mr. Santiago will assure consistent and open communication. Different channels have been considered:

- Weekly meetings will be scheduled throughout the project duration with the purpose of project status updates, delivery of completed cases, problem or conflict discussions and new cases receipt.
- A database will be created, and General Administration will be shared for information access and constant virtual communication (e.g. emails, messenger, txt, etc.) during the process.

After defining project status, the Manager will coordinate efforts with the project's staff assigning tasks to respective **SME** as applicable. Staff is composed by:

- 
- . Title Clearance Specialists
  - . Appraisers
  - . Land Surveyors
  - . Lawyer
  - . Title Research

**6.3.2 The Proposer's implementation plan, describing in detail the methods, strategies and techniques that will employ in the delivery of the services describe in Attachment 2 (Scope of Service).**

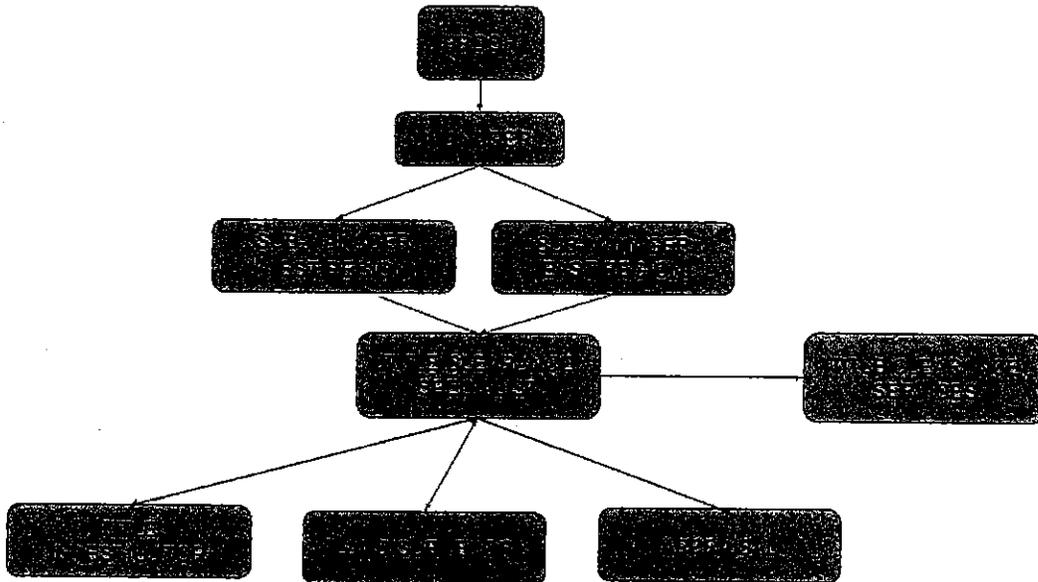
Planning and communication are key. A good workflow will allow us to map out the progress of the project from beginning to end, helping to speed up the approval process and reduce the errors that prevent our team from working efficiently.

**- Implementation Plan**

**Phased Approach** - Based on the fact that this project should be managed as a series of distinct steps to be completed, the traditional Phased Approach method has been selected. As it is true that the sequence may vary, it is also true that there are just a few alternatives to follow. For this reason, it is not necessary to complicate the managing process with a sophisticated but not applicable method, basic steps are enough to organize and manage:

- . Initiation . Planning . Execution . Controlling . Closing

**WORKFLOW**



The Title Clearance Program Implementation Plan will be as follows:

. Case by case evaluation- After the PRDOH refers the participant, the Manager will release to Regional Project Managers (East & West), who will populate Database and gather geographical location issues using the Puerto Rico Government Geographical Information System (GIS) to determine potential rejection based on floodplain, floodway, landslide risk locations.

. Once the data file is established, Title Clearance Specialist will evaluate each participant by interviews and site visits, confirm eligibility (Based on PRDOH Laws 26 and 132) and prepare a report that will be uploaded into the System. Regional Project Manager will validate the information and sign off. Depending on the information gathered, the Title Clearance Specialist will determine the course of action and Title Investigators, Lawyers, Appraisers and Land Surveyors will deploy as applicable to obtain missing or required information, based on Scope of Work.

. All information and completed work obtained will be handled by Title Clearance Services (as described in SOW) for technical evaluation, final legal advice and applicable process to emit final report and case will be delivered to PRDOH.

**6.3.3 The Proposer's approach to managing the performance of work including, overall organization, and support resources, including statement which evidences the number of appraisals, title searches, land surveying and related legal services has the capacity to conduct over a twelve (12) month period, assuming a maximum turnaround time will be between fifteen (days) and thirty (30) days. (10 Points).**

Performance route begins with the Manager, who will confirm the receipt of new Participants, which will be separated by East and West regions. **Regional Project Managers** (with office clerks assistance) will create database (per case) by using Smartsheet® software. Smartsheet® ensures all **SME** are in the same page all the time. It also enables a faster decision making with real time visibility and work execution plan. Creating a database enables our team to track and report in real time. Each member will have access to the information and will trigger the corresponding departments based on the missing information. It is noteworthy that the information provided by the PRDOH should contain at least one of the following:

- a. Participant's name, alias
- b. Physical and mail address
- c. Cadastral number
- d. Description of the unit (color, construction, etc.)
- e. Legal description
- f. Contact form of the participant such as telephones and emails

As cases are defined in system, Title Clearance Specialists will evaluate and inspect each one of them and determine the course of action for SME. Regional Project Manager will keep track by using virtual system and periodical meetings, by which will guarantee that workflow is running properly. If any problem or situation occurs, it is their responsibility to manage. Each case must be considered individually. The cycle time is greatly influenced by the initial information gathered and provided.

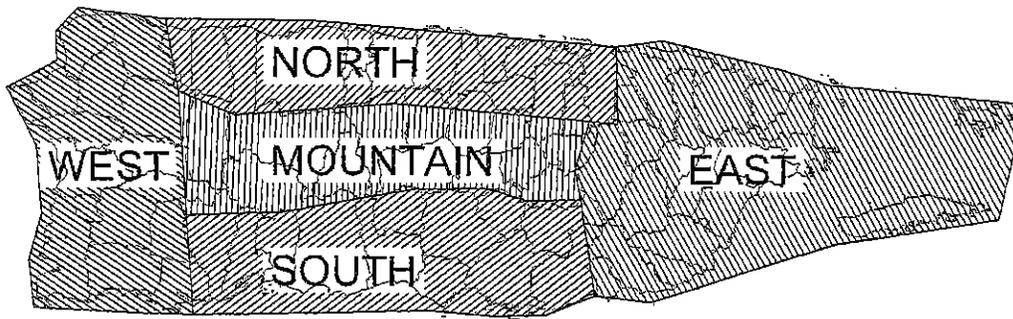
We currently have the infrastructure, personnel and organizational structure to perform the following amount of cases in a twelve (12) month period:

- a. Appraisals- Group Composed by 4 professionals that have the capacity to complete at least 10 cases per week for a total of 475 cases per year.
- b. Title Searches- Group composed by 7 professionals that have the capacity to complete at least 105 cases by week for a total of 5,000 cases per year.
- c. Land Surveying – Group composed by 3 mayor firms, and almost 12 field crews (with assistance of office staff and draftsmen) that have the capacity to complete almost 100 cases per week (8 by crew), for a total of 4,670 cases per year.
- ~~c~~ d. Legal Services – Group composed by 3 mayor firms, and about 12 attorneys, will be able to manage 40 cases per week for a total of 2,000 cases per year.

Administration and accounting will also be under manager umbrella.

. To improve performance, reduce driving time and maximize field verification efforts, we would organize the participants by geographical area and/or priorities. The geographical area will be divided in 5 regions:

- a. North
- b. Mountainous
- c. West
- d. South
- e. East



Each region  
will have  
their crews

reporting to a Supervisor who will report to the SME. Each SME will have a Quality Supervisor accountable for quality and reporting. The Manager whom would be responsible for the tracking and reporting to PRDOH will overlook the workflow and all communications.

#### **6.3.4. Proposer's approach or plan to identify pertinent issues and potential problems related to the program**

Problems and issues are normal, it is how we rise that makes the difference. FSS focuses on being facilitators that provide solutions.

There are two potential ways to identify issues or problems during the process.

- 1- One is related to each case in terms of information availability and/or case complexity- Our Title Clearance Specialists group has plenty of experience in this matter and are more than capable of identifying and manage each one of them.

2- The other one is related to staff or personnel performance - All related firms, staff or personnel involved in this project will have direct supervision in terms of workflow; first by their own peers, then by project management software, which allows to track and follow up constantly and confirm goals achievements. Finally, our Regional Project Managers will be tracking the system, and executing consistent project meetings with staff to follow up project status and discuss issues and problems, and direct them to successful solutions. Professional performance in terms of work quality or ethical behavior relies on each one of them, but our professional staff has proven within the years that it is more than reliable and ethical on each of their matters and must not have problems in that direction.

Based on previous work experience with PRDOH we have identified the following as pertinent issues and potential problem between others:

1. Incomplete physical addresses and erroneous geographic coordinates
2. Inconclusive Title Holder
3. Reaching out to the designated POC – missed calls or no answer
4. No information from the neighbors
5. Difference in measurement of lot area
6. Squatters
7. Not in compliance with Building Code and/or Permit regulations
8. Liens/ incumbrancers/ restrictive covenant
9. Physical access to the property
10. When the usufructuary dies, cession of rights of the structure by the heirs for the occupant.

In order to establish a plan to identify potential problems or issues, each task will be defined by a predetermined checklist based on scope of work, applicable basic requirements and/or SME Team Experience and knowledge.

### 6.3.5 The Proposer's planned quality assurance and quality control

The combination of quality assurance and quality control are key to ensure our service is being effective and customer's expectations are met. As part of the implemented program to achieve Quality Assurance and guarantee its success and reliability, we will establish quality checkpoints

in key parts of the process to prevent future issues and delays. Each checkpoint will be after the title investigator, appraisers, land surveyors and field visits submit the pre-determined forms. The office clerk will enter the data and a Supervisor will verify that both documents match and sign off.

On the other hand, to ensure quality control, weekly deployment meetings will be prearranged with both the SMEs and PRDOH. Random cases will be selected to be detailly inspected to assure fulfillment. Also, every professional involved needs to work under the best practices of their profession:

a. Land Surveyor: Manual for Professional Practices and Guidelines for the Compensation of professional Services and “Canones de Etica del Ingeniero y Agrimensor”, rev. aug. 8, 2009

b. Appraiser: Sandoval Appraisal Services PSC has performed Loss Mitigation and Quality Control services to Banco Santander de Puerto Rico from 2011 to the present. During the rendering of this services, we had the opportunity to perform peer review for quality control purposes of the appraisals prepared to the bank by other contractors. Etic and procedure manual: Uniform Standards of Professional Appraisal Practice (USPAP), Law. 277, Rule #7205 aug./21/2006

c. Title Investigator: Validation of the quality of your product will be the responsibility of the attorney notary verifying at all times that complies with the laws applicable in Puerto Rico and that it is useful for the services provided

d. Attorneys at Law: TITULO 4AP - APENDICE IX Código de Ética Profesional (1970).

### 6.3.6 EXAMPLES

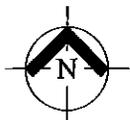
1. Boundary Land Survey- LUIS MUÑOZ MARIN INTL. AIRPORT
2. Plat, Map, Legal Description - AMERICAN LAND TITLE ASSOCIATION SURVEY SPECS:  
VILLA SOIGAL APARTMENTS, SAN SEBASTIAN P.R.
3. Plat – PRDOH, PUEBLO NUEVO CRUV-10-2-4, SAN GERMAN P.R.
4. Site Planning (Lotification Plan) – PRDOH, VILLA 2,000 COMMUNITY
5. Site Planning – PRDOH, TOCONES COMMUNITY DEV. PLAN
6. Tittle Study
7. Appraisal of Real Property



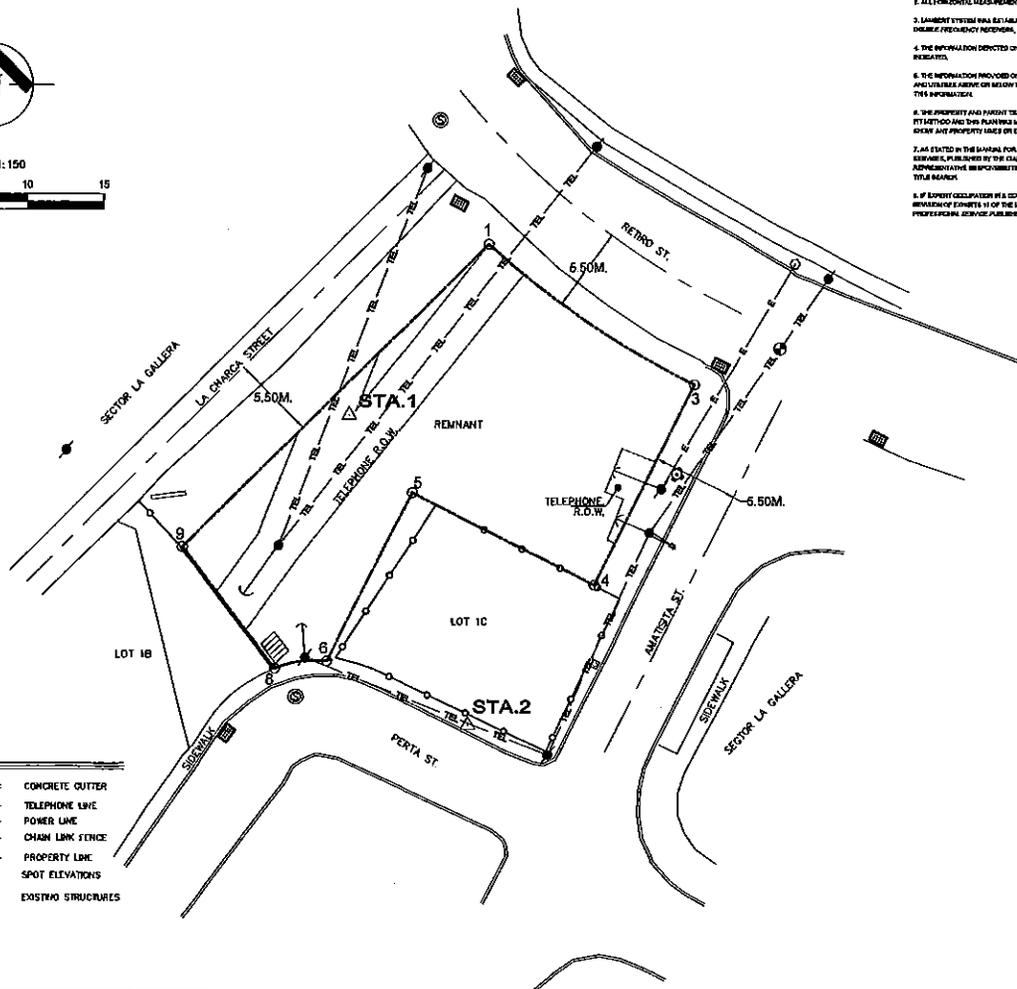




DA

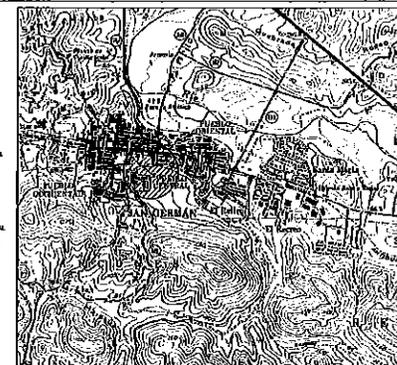


SCALE 1:150



**SURVEYORS NOTE:**

1. THE HORIZONTAL CONTROL LINES ON THIS PLAN ARE P.L. LINES FROM THE P.L. AND ARE REFERRED TO BY METRIC POINT (MCP) OR P.M.
2. ALL HORIZONTAL HEAD-POINTS ARE IN METERS UNLESS OTHERWISE SPECIFIED.
3. LARGEST SYSTEM HAS BEEN CALIBRATED BY GPS OR GRAVIMETRIC SURVEY. DOUBLE FREQUENCY REQUIRED.
4. THE INFORMATION SHOWN ON THIS PLAN REPRESENTS THE RESULTS OF THE SURVEY PERFORMED ON THE DATE INDICATED.
5. THE INFORMATION PROVIDED ON THIS PLAN MAY OR MAY NOT SHOW ALL CURRENTLY EXISTING STRUCTURES, PROPERTIES AND UTILITIES ABOVE OR BELOW THE GROUND. THE CONTRACTOR SHALL BE RESPONSIBLE FOR FIELD VERIFICATION OF THIS INFORMATION.
6. THE PROPERTY AND PARCEL TRACT LIMITS DERIVED FROM A PLAN MADE BY DEPT. OF LAND AND PLANNING AND PLOTTED USING A BEST FIT METHOD AND THIS PLAN HAS BEEN MADE TO SHOW THE EXACT LOCATION OF THE LOT AND HAS NOT INTENDED TO SHOW ANY PROPERTY LINES OR ENCROACHMENT.
7. AS EXISTED IN THE MANUAL FOR THE PROFESSIONAL PRACTICE AND SUBSCRIBED FOR THE OBTAINMENT OF PROFESSIONAL LICENSE, PUBLISHED BY THE BOARD OF THE PROFESSIONAL PRACTICE AND SUBSCRIBED FOR THE OBTAINMENT OF PROFESSIONAL ADMINISTRATIVE RESPONSIBILITY TO COMPENSATE IN THE NAME OF THE AFFECTED PROPERTY OWNERS BY PERFORMANCE OF THIS SERVICE.
8. IF ANY OCCUPATION HAS BEEN MADE IN THE PAST, ANY WORK SHALL BE DONE ACCORDING TO THE LATEST REVISIONS OF THE MANUAL FOR PROFESSIONAL PRACTICE AND SUBSCRIBED FOR THE OBTAINMENT OF PROFESSIONAL SERVICE PUBLISHED BY THE BOARD.



LOCATION 1:20000

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**LEGEND:**

- △ CONTROL STATION
- PROPERTY POINT
- ⊙ SANITARY SEWER MANHOLE
- ⊠ CATCH BASIN
- WATER METER
- WATER VALVE
- CONCRETE POWER POLE
- FIRE HYDRANT
- WOODEN POWER POLE
- GUY CABLE
- CONCRETE CUTTER
- TEL TELEPHONE LINE
- E POWER LINE
- CHAIN LINK FENCE
- PROPERTY LINE
- SPOT ELEVATIONS
- EXISTING STRUCTURES

Station	Northing	Easting	Elevation
1	227252.9340	138103.2280	60.876
2	227232.8800	138110.9780	62.231

PntNo	Bearing	Distance	Northing	Easting	Description
1			227264.0203	138112.3148	TO ESTABLISH
	Radius: 59.858	Chord: 16.206			Degree: 9°34'19" Dir: Left
	Length: 16.256	Delta: 15°33'38"			Tangent: 8.178
	Chord BRG: 8 55°49'45" E	Rad-In: N 41°57'04" E			Rad-Out: N 26°23'28" E
	Radius PntNo: 2 N: 227308.5376	E: 136152.3296			
3			227264.9178	136125.7235	TO ESTABLISH
4	S 20°37'02" W	14.519	227241.9376	136119.2186	TO ESTABLISH
6	N 63°13'10" W	13.337	227247.9470	136107.3120	TO ESTABLISH
6	S 26°59'27" W	12.253	227237.0283	136101.7508	TO ESTABLISH
	Radius: 8.457	Chord: 3.410			Degree: 88°44'21" Dir: Left
	Length: 3.451	Delta: 30°37'39"			Tangent: 1.768
	Chord BRG: 8 82°11'31" W	Rad-In: S 07°30'21" W			Rad-Out: S 23°07'18" E
	Radius PntNo: 7 N: 227230.6270	E: 136100.9074			
8			227236.5850	136098.3720	CONCRETE FENCE
9	N 37°18'02" W	9.925	227244.4801	136092.3575	CONCRETE FENCE
	N 45°34'33" E	27.845			
1			227264.0203	136112.3148	TO ESTABLISH
Area: 419.008 Sq. Meters = 0 = 0.1086 Cuerdas					



**FS SURVEYING**

**LAND SURVEYORS CONSULTANTS**

URB. VILLA DEL REY II, E-30, LUIS MUÑOZ MARIN AVE., CAGUAS, P.R.  
PO BOX 2075, AIBONITO, P.R., 00705

PROYECTO:

DEPARTAMENTO DE LA VIVIENDA  
AS-BUILT PLAN  
FOR BLOCK A REMNANT FROM "PROYECTO  
PUEBLO NUEZO CRUV-10-2-4"  
SAN GERMAN, PUERTO RICO

CERTIFY CORRECT

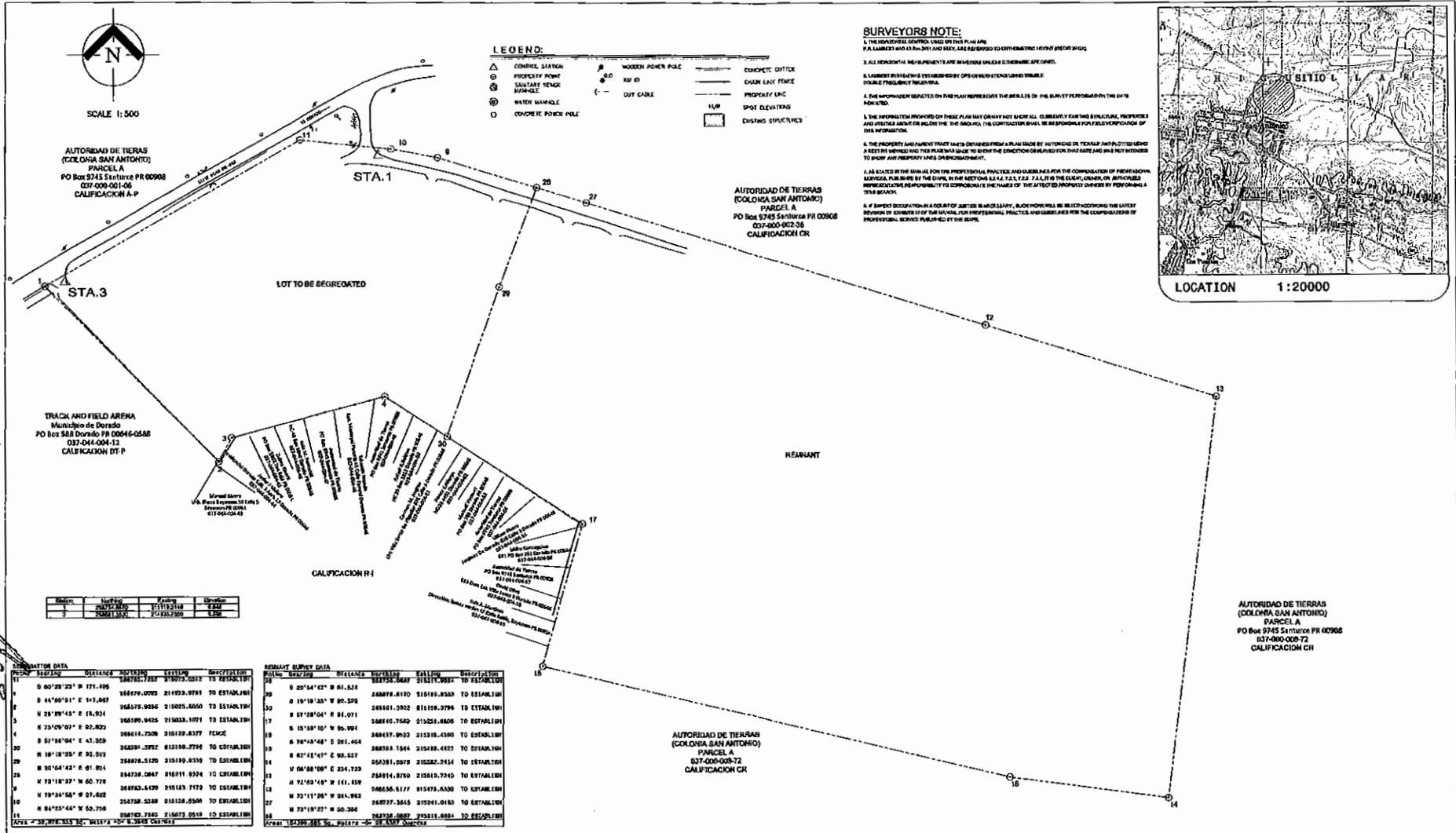
FERNANDO SANTIAGO, P.L.S.

REVISIONS:

DATE	BY	REVISION
09/20/11	PLS	1

1

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SCALE 1:500

**LEGEND:**

- △ CONTROL STATION
- PROPERTY POINT
- SALTARY MARK
- WATER MAIN/HALE
- CONCRETE POWER POLE
- △ WOODEN POWER POLE
- 300 ID
- OUT CABLE
- CONCRETE UTILITY
- CHAIN LINK FENCE
- PROPERTY LINC
- SPOT ELEVATIONS
- DISTING STRUCTURES

**SURVEYORS NOTE:**

1. THE INSTRUMENT CONTROLLED BY THIS PLAN ARE P.L. LAMBERT AND IS IN 3011 AND BEING AS RECORDED TO CERTIFICATE HEIGHT (GROSS PAGES).
2. ALL NECESSARY MEASUREMENTS ARE IN METERS UNLESS OTHERWISE SPECIFIED.
3. ALLUMENT POINTS ARE ESTABLISHED BY OPS OR NEW EXTENDING TRIMBLE DOUBLE FREQUENCY RECEIVER.
4. THE INFORMATION SHOWN ON THIS PLAN REPRESENTS THE RESULTS OF THE SURVEY PERFORMED ON THE DATE INDICATED.
5. THE INFORMATION PROVIDED ON THIS PLAN MAY ONLY BE USED FOR THE CONSTRUCTION OF STRUCTURES, PROPERTIES AND UTILITIES SHOWN ON PLOTTED THE ORIGINAL. THE CONTRACTOR SHALL BE RESPONSIBLE FOR VERIFYING THE ACCURACY OF THIS INFORMATION.
6. THE PROPERTY SURVEYMENT MUST BE CONSIDERED AS A PLAN MADE BY SURVEYOR OR TECHNICAL PROFESSIONAL USING A BEST PRACTICE AND THIS PLAN IS MADE TO SHOW THE LOCATION OF THE PROPERTY FOR THAT DATE AND NOT INTENDED TO SHOW ANY TEMPORARY LIMITS OR ENCROACHMENT.
7. AS STATED IN THE MANUAL FOR PROFESSIONAL PRACTICE AND GUIDELINES FOR THE COMPLETION OF PROFESSIONAL SERVICES PUBLISHED BY THE CIVIL ENGINE SECTION OF THE P.R. BOARD OF PROFESSIONAL ENGINEERS, SURVEYORS SHALL BE RESPONSIBLE FOR VERIFYING THE ACCURACY OF THE INFORMATION PROVIDED ON THIS PLAN.
8. IF ANY DISCREPANCY OCCURS IN THE SURVEY, THE SURVEYOR SHALL BE RESPONSIBLE FOR THE COMPLETION OF PROFESSIONAL SERVICES PUBLISHED BY THE BOARD.



AUTORIDAD DE TIERRAS (COLONIA SAN ANTONIO) PARCELA A PO Box 9245 Santituce PR 00908 037-000-001-06 CALIFICACION A-P

AUTORIDAD DE TIERRAS (COLONIA SAN ANTONIO) PARCELA A PO Box 9245 Santituce PR 00908 037-000-002-36 CALIFICACION CR

TRACK AND FIELD ARENA Municipio de Dorado PO Box 888 Dorado PR 00646-0588 037-004-004-12 CALIFICACION DT-P

Station	Bearing	Distance	Elevation
1	206°11'30"	2122.7300	4.26
2			4.26

**ADJACENT DATA**

STATION	BEARING	DISTANCE	ADJACENT
1	206°11'30"	2122.7300	TO ESTABLISH
2			TO ESTABLISH
3	82°18'04"	43.320	TO ESTABLISH
4	82°18'04"	43.320	TO ESTABLISH
5	73°09'07"	82.800	TO ESTABLISH
6	73°09'07"	82.800	TO ESTABLISH
7	28°09'02"	11029.8751	TO ESTABLISH
8	44°00'51"	143.867	TO ESTABLISH
9	44°00'51"	143.867	TO ESTABLISH
10	18°18'33"	82.300	TO ESTABLISH
11	18°18'33"	82.300	TO ESTABLISH
12	78°18'33"	60.770	TO ESTABLISH
13	78°18'33"	60.770	TO ESTABLISH
14	84°03'44"	50.700	TO ESTABLISH
15	84°03'44"	50.700	TO ESTABLISH

**REAR YARD SURVEY DATA**

STATION	BEARING	DISTANCE	ADJACENT
16	20°54'42"	81.534	TO ESTABLISH
17	19°18'33"	80.320	TO ESTABLISH
18	87°28'04"	81.071	TO ESTABLISH
19	15°30'10"	80.994	TO ESTABLISH
20	87°43'48"	261.054	TO ESTABLISH
21	87°43'48"	261.054	TO ESTABLISH
22	1°06'58"00"	254.723	TO ESTABLISH
23	72°02'40"	141.059	TO ESTABLISH
24	72°02'40"	141.059	TO ESTABLISH
25	72°11'26"	261.062	TO ESTABLISH
26	72°11'26"	261.062	TO ESTABLISH
27	78°18'33"	60.300	TO ESTABLISH
28	78°18'33"	60.300	TO ESTABLISH

**DEPARTAMENTO DE LA VIVIENDA**  
Estado Libre Asociado de Puerto Rico

**FS SURVEYING**  
LAND SURVEYORS CONSULTANTS  
URB. VILLA DEL REY N. E-30, LUIS MUÑOZ MARIN AVE., CAGUAS, P.R. PO BOX 2075, ABOINTO, P.R., 00705  
TEL. / FAX (787) 746-5039

PROJECT: DEPARTAMENTO DE LA VIVIENDA  
SEGREGATION PLAN  
FOR 'COMUNIDAD VILLA 2000' LOCATED AT  
PR-696 KM 2.3, HIGUILLAR WARD  
DORADO, PUERTO RICO

CERTIFY CORRECT

FERNANDO SANTIAGO, P.L.S.  
UC. NO. 17310

REVISIONS:

REV. NO.	DATE	DESCRIPTION
1	FEB 28/14	
2	MAR 11/14	
3	MAR 25/14	

Scale: 1:5000

*Handwritten signature or initials*

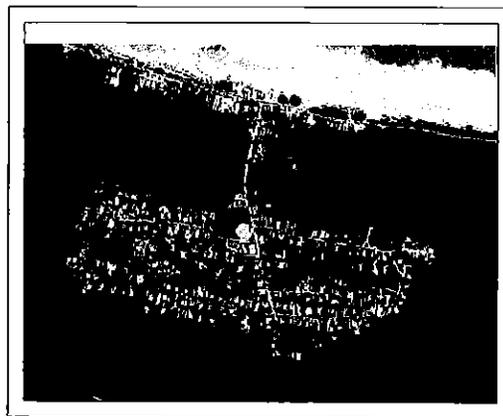
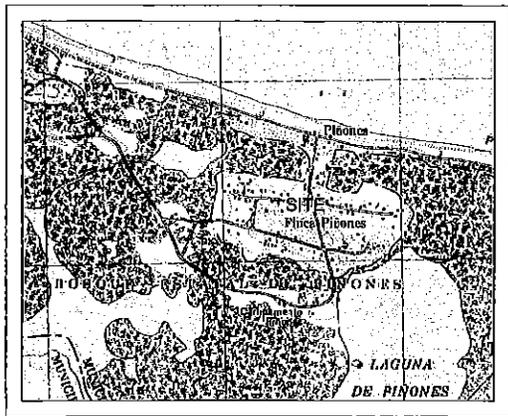
# RE-DISTRIBUTION PLAN FOR: SPECIAL COMMUNITY "TOCONES"

AT STATE ROAD # 187, KM- 11.5  
SECTOR, PIÑONES WARD, LOIZA, PUERTO RICO



**NOTES:**

1. ALL DISTANCES ARE EXPRESSED IN FEET, UNLESS OTHERWISE NOTED.
2. FIELDWORK PERFORMED ON APRIL, 2007.
3. HORIZONTAL CONTROLS ARE REFERRED TO NAD 83 STATE PLANE PUERTO RICO/ VIRGIN ISLANDS ZONE 1.
4. VERTICAL DATUM IS REFERRED TO ORTHOMETRIC HEIGHT THAT APPROXIMATES MEAN SEA LEVEL.
5. THE INFORMATION DEPICTED ON THIS MAP REPRESENTS THE RESULT OF THE SURVEY MADE ON THE DATE INDICATED AND CAN ONLY BE CONSIDERED AS AN INDICATION OF THE CONDITIONS EXISTING AT THAT TIME.
6. CONTRACTOR SHALL VERIFY ALL FIELD EXHIBITIONS AND MEASUREMENTS AND ADVISE ARCHITECT OR OWNER OF ANY INTERFERENCES.
7. UNDERGROUND UTILITY WERE LOCATED BASED ABOVE GROUND EVIDENCE. CONTRACTOR SHALL NOTIFY ALL UTILITY COMPANIES PRIOR TO ANY WORK.



AERIAL PHOTO  
N.T.S.

PLAN

WOODEN POWER POLE	CENTER LINE
WOODEN LIGHT POLE	TELEPHONE LINE
KV ID	POWER LINE
SANITARY CLEAN OUT	CHAIN LINK FENCE
FIRE HYDRANT	CHAIN LINK FENCE WITH CONCRETE GRADE
GUY CABLE	BARBED WIRE FENCE
WATER EDGE	METAL FENCE
EXISTING STRUCTURES	PROPERTY LINE

**INDEX:**

SHT. NO.	DESCRIPTION
1.	TITLE, LOCATION PLAN, NOTES, LEGEND & CONTROLS
2.	GENERAL AS-BUILT PLAN
3 - 14	SURVEY SUB-DIVISIONS



**FS SURVEYING**  
LAND SURVEYORS CONSULTANTS  
100 BOULEVARD MONTELEONE, SUITE 1000, SAN JUAN, P.R. 00925  
TEL. 787-741-0240 / FAX (787) 741-5258

SHEET







CLIENTE :

NOMBRE DEL CASO :

FINCA: # [REDACTED] inscrita al folio [REDACTED] del tomo [REDACTED] de Cataño, Registro de Bayamón, Sección IV

**DESCRIPCIÓN:**

**URBAN:** Parcel of land located at Palmas Ward, municipality of Cataño, Puerto Rico, with an area of 14849.088 square meters. It is bounded on the **NORTH**, by Parcel Number 2, property of Centro Associates, LP; on the **SOUTH**, by Street A; on the **EAST**, by Las Palmas Avenue; and on the **WEST**, with Centro de Distribución del Norte I Condominium. On this parcel of land a one story warehouse building of reinforced concrete, structural Steel with masonry walls, Steel roofing and siding has been constructed.

**TRACTO REGISTRAL:** Se segrega de la finca # [REDACTED], inscrita al folio [REDACTED] del tomo [REDACTED] de Cataño.

**DOMINIO:** Consta inscrito a favor de [REDACTED], entidad que adquiere el dominio de esta propiedad por compra a [REDACTED], por el precio de \$ [REDACTED], según consta de la Escritura # [REDACTED] otorgada en San Juan, el día 24 de junio de 1999, ante el notario [REDACTED]. Inscrita al folio [REDACTED] del tomo [REDACTED] de Cataño, inscripción 1ª.

**GRAVÁMENES:**

I. **Afecta por su procedencia:** Servidumbre de "spoil bank" a favor de Estados Unidos de América, servidumbre a favor de la Autoridad de las Fuentes Fluviales de Puerto Rico, Autoridad de Acueductos y Alcantarillados de Puerto Rico y Puerto Rico Telephone Company.

II. **Afecta por sí:**

**SERVIDUMBRE** de paso como predio sirviente a favor de la finca [REDACTED], valorada en \$1,000.00, constituida mediante la Escritura # 49, otorgada en San Juan, el 16 de junio del 2010 ante el notario [REDACTED]. Inscrita al folio [REDACTED] del tomo [REDACTED] de Cataño, finca # [REDACTED], inscripción 2ª.

**DOCUMENTOS PRESENTADOS:**

Al Asiento [REDACTED] del Diario [REDACTED], se presentó el día 20 de octubre del 2011, la Escritura # 109 sobre Hipoteca, otorgada en San Juan, el día 22 de septiembre del 2011 ante el notario [REDACTED], mediante la cual el titular registral constituye hipoteca en garantía de un pagaré a favor del Portador o a su orden, por la suma principal de \$ [REDACTED], con intereses al 15% anual, y vencimiento a la demanda.

*Complementario: Resolución Corporativa.*

*Documento presentado bajo la finca # [REDACTED] de Cataño. Datos tomados de estudio anterior, no teniendo acceso al documento telemáticamente para su revisión.*

Al Asiento [REDACTED] del Diario [REDACTED], se presentó el día 20 de marzo del 2015, la Escritura # 16 sobre Modificación de Hipoteca, otorgada en San Juan, el 23 de febrero del 2015 ante el notario [REDACTED], para que se inscriba a favor de Oriental Bank, sobre la finca [REDACTED] del término municipal de Cataño, Palmas Ward, con cabida de 14489.088 metros cuadrados. Con un valor la transacción de \$ [REDACTED].

*Datos tomados del Sistema Agora en línea, no teniendo acceso al documento telemáticamente para su revisión.*

CONTINÚA...

ESTE DOCUMENTO NO ES UN COMPROMISO PARA ASEGURAR, NI UNA PÓLIZA DE SEGURO DE TÍTULO, POR LO CUAL NO OFRECE SEGURIDAD ALGUNA. PARA OBTENER PROTECCIÓN, DEBE REQUERIR UNA PÓLIZA DE SEGURO DE TÍTULO. LA RESPONSABILIDAD DE TÍTULO SOLUTIONS, CORP., ESTÁ LIMITADA A LA CANTIDAD PAGADA POR EL ESTUDIO DE TÍTULO Y SÓLO CON RESPECTO AL CLIENTE DE REFERENCIA.



**CONTINUACIÓN  
FINCA 8377 DE CATAÑO  
PÁGINA # 2**

Al Asiento [REDACTED] del Diario [REDACTED] se presentó el 20 de marzo del 2015 Declaración de Financiamiento, otorgada el 30 de diciembre de 1899 (así consta) para que se inscriba a favor de Oriental Bank sobre la finca [REDACTED] del término municipal de Cataño, Palmas Ward, con cabida de 14849.088 metros cuadrados.

*Datos tomados del Sistema Ahora en línea, no teniendo acceso al documento telemáticamente para su revisión.*

**NOTA:** Debido al sistema de bitácora electrónica utilizado en este Registro no podemos determinar que exista algún otro documento adicional relacionado con esta finca.

**REVISADO TELEMATICAMENTE EN EL REGISTRO VIRTUAL DE LA PROPIEDAD DE BAYAMÓN, SECCIÓN IV:** Bajo el sistema electrónico ágora y Karibe: Embargos Estatales, Embargos Federales, Embargos bajo Ley 12 del 20 de enero de 2010, CRIM, Sentencias y Bitácora, del cual no nos hacemos responsables por errores u omisiones en el mismo, bajo el número de finca [REDACTED] de Cataño, hasta el Asiento 2018-[REDACTED]-BY04 del 31 de diciembre del 2018.

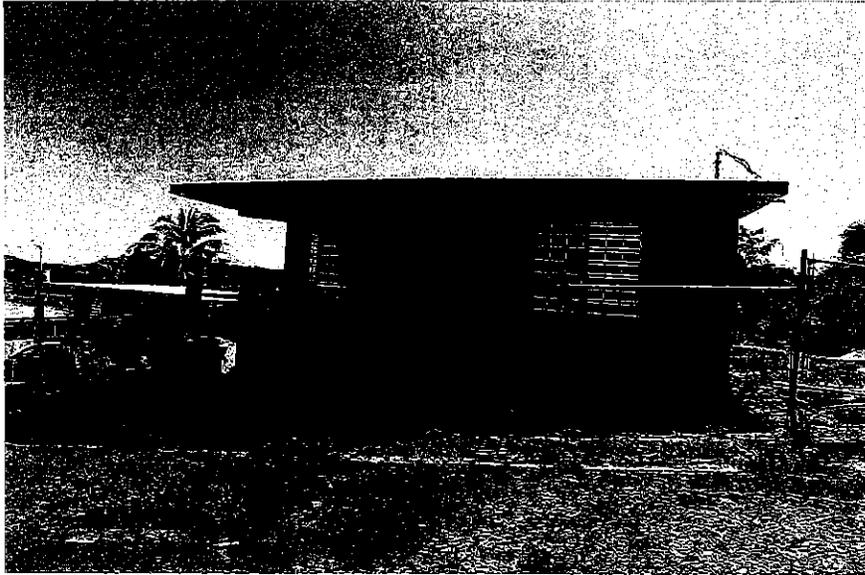
**Hoy 2 de enero del 2018, a las 11:26 a.m.**

**POR:** \_\_\_\_\_  
**MARIBEL VARGAS RAMOS**

**MV/mvr**

ESTE DOCUMENTO NO ES UN COMPROMISO PARA ASEGURAR, NI UNA PÓLIZA DE SEGURO DE TÍTULO, POR LO CUAL NO OFERCE SEGURIDAD ALGUNA PARA OBTENER PROTECCIÓN, DEBE REQUERIR UNA PÓLIZA DE SEGURO DE TÍTULO. LA RESPONSABILIDAD DE TITULO SOLUTIONS, CORP., ESTÁ EN EL ESTUDIO DE TÍTULO Y SÓLO CON RESPECTO AL CLIENTE REFERENCIA.

**APPRAISAL OF REAL PROPERTY**



**LOCATED AT**

Lot, Juan del Pueblo Street, Juan del Pueblo Comm.  
Naguabo, PR 00718

**FOR**

Juan del Pueblo  
Juan del Pueblo

**AS OF**

11/28/2018

**BY**

Orlando Sandoval Ramos EPA 887  
Sandoval Appraisal Services, PSC  
Cond. Colinas del Bosque 1150 Carr.#2 Apt.87  
Bayamon, PR 00961  
787-310-3156  
sandovalappraisals@gmail.com

# RESIDENTIAL APPRAISAL REPORT

File No.: 123

Property Address: Lot, Juan del Pueblo Street, Juan del Pueblo Comm. City: Naguabo State: PR Zip Code: 00718  
 County: 103 Legal Description: Refer to the attached legal description.

Tax Year: 2018 R.E. Taxes: \$ 599 Special Assessments: \$ 0 Assessor's Parcel #: 000-000-000-000  
 Borrower (if applicable): Juan del Pueblo

Current Owner of Record: Juan del Pueblo Occupant:  Owner  Tenant  Vacant  Manufactured Housing  
 Project Type:  PUD  Condominium  Cooperative  Other (describe) Residential Community HOA: \$ 0 per year per month

Market Area Name: Juan del Pueblo Community, Juan Ward Map Reference: 41980 Census Tract: 1703.00  
 The purpose of this appraisal is to develop an opinion of:  Market Value (as defined), or  other type of value (describe) Cost & Income Value (if applicable).  
 This report reflects the following value (if not Current, see comments):  Current (the Inspection Date is the Effective Date)  Retrospective  Prospective

Approaches developed for this appraisal:  Sales Comparison Approach  Cost Approach  Income Approach (See Reconciliation Comments and Scope of Work)  
 Property Rights Appraised:  Fee Simple  Leasehold  Leased Fee  Other (describe)  
 Intended Use: The intended use of this report is for the use of the client.

Intended User(s) (by name or type): Juan del Pueblo  
 Client: Juan del Pueblo Address: 123 Calle El Paraiso, El Eden Development, San Juan PR  
 Appraiser: Orlando Sandoval Ramos EPA 887 Address: 1150 Carr 2 Apt 87, Bayamon PR 00961

Location: <input type="checkbox"/> Urban <input checked="" type="checkbox"/> Suburban <input type="checkbox"/> Rural	Predominant Occupancy	One-Unit Housing	Present Land Use	Change in Land Use
Build up: <input type="checkbox"/> Over 75% <input checked="" type="checkbox"/> 25-75% <input type="checkbox"/> Under 25%	<input checked="" type="checkbox"/> Owner	PRICE \$(000)	One-Unit 65%	<input checked="" type="checkbox"/> Not Likely
Growth rate: <input type="checkbox"/> Rapid <input checked="" type="checkbox"/> Stable <input type="checkbox"/> Slow	<input type="checkbox"/> Tenant	AGE (yrs)	2-4 Unit 03%	<input type="checkbox"/> Likely * <input type="checkbox"/> In Process *
Property values: <input type="checkbox"/> Increasing <input checked="" type="checkbox"/> Stable <input type="checkbox"/> Declining	<input type="checkbox"/> Vacant (0-5%)	40 Low 15	Multi-Unit 02%	* To:
Demand/supply: <input type="checkbox"/> Shortage <input checked="" type="checkbox"/> In Balance <input type="checkbox"/> Over Supply	<input checked="" type="checkbox"/> Vacant (>5%)	100 High 60	Comm'l 05%	
Marketing time: <input type="checkbox"/> Under 3 Mos. <input type="checkbox"/> 3-6 Mos. <input checked="" type="checkbox"/> Over 6 Mos.		65 Pred 45	25%	

Market Area Boundaries, Description, and Market Conditions (including support for the above characteristics and trends): Property values in the neighborhood are in a stable trend. Under current market conditions, sales or financing concessions are typical. Demand and supply appears to be in balance. Marketing time between 6 to 12 months in this market place. During the last twelve years the economy of Puerto Rico had suffered a slow down that could negatively affect the real estate market.

Dimensions: 10 x 20 Site Area: 200 sqm  
 Zoning Classification: AD Description: Residential (Developed Area)  
 Zoning Compliance:  Legal  Legal nonconforming (grandfathered)  Illegal  No zoning  
 Are CC&Rs applicable?  Yes  No  Unknown Have the documents been reviewed?  Yes  No Ground Rent (if applicable) \$ /  
 Highest & Best Use as improved:  Present use, or  Other use (explain)

Actual Use as of Effective Date: Residential single family Use as appraised in this report: Residential single family  
 Summary of Highest & Best Use: The legal, physical and economic factors were analyzed to the extent necessary and resulted in a conclusion that the current use of the subject property is the high and best use.

Utilities	Public	Other	Provider/Description	Off-site Improvements	Type	Public	Private	Topography	Street level to below
Electricity	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Street	Asphalt	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Size	Average
Gas	<input type="checkbox"/>	<input type="checkbox"/>	None	Curb/Gutter	Concrete	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Shape	Rectangular
Water	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Sidewalk	None	<input type="checkbox"/>	<input type="checkbox"/>	Drainage	Typical
Sanitary Sewer	<input type="checkbox"/>	<input type="checkbox"/>	Septic Tank	Street Lights	Yes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	View	Residential
Storm Sewer	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Alley	None	<input type="checkbox"/>	<input type="checkbox"/>		

Other site elements:  Inside Lot  Corner Lot  Cul de Sac  Underground Utilities  Other (describe)  
 FEMA Spec'l Flood Hazard Area  Yes  No FEMA Flood Zone X FEMA Map # 72000C1285J FEMA Map Date 11/18/2009  
 Site Comments: The septic tank shows no signs of malfunctioning. There are no visible leaks or foul odor related to the system. The connection to public sewer system is currently not feasible. Appraisal report is being made based on the Plot Plan submitted by lender which certified no adverse site conditions. Note: Septic Tank should be completely exposed and is partially underground, therefore, appraisal report is being made subject to the removal of grass and dirt above it.

General Description	Exterior Description	Foundation	Basement	Heating
# of Units 1 <input type="checkbox"/> Acc. Unit	Foundation Concrete	Slab Yes/ 25%	<input checked="" type="checkbox"/> None	None
# of Stories 1	Exterior Walls Cement Plaster	Crawl Space Yes/ 75%	Area Sq. Ft. N/A	Type N/A
Type <input type="checkbox"/> Det. <input type="checkbox"/> Att.	Roof Surface Concrete	Basement No	% Finished N/A	Fuel N/A
Design (Style) Tropical	Gutters & Dwnspnts. Plastic Tubing	Sump Pump <input type="checkbox"/>	Ceiling N/A	Cooling None
<input checked="" type="checkbox"/> Existing <input type="checkbox"/> Proposed <input type="checkbox"/> Und. Cons.	Window Type Jal./Awnings	Dampness <input type="checkbox"/>	Walls N/A	Central N/A
Actual Age (Yrs.) 40	Storm/Screens None	Settlement No evidence	Floor N/A	Other N/A
Effective Age (Yrs.) 15		Infestation No evidence	Outside Entry N/A	

Interior Description	Appliances	Attic	Amenities	Car Storage
Floors Ceramic/Good	Refrigerator <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> None	Fireplace(s) # 0	<input checked="" type="checkbox"/> None
Walls Cem. Plaster/Avg.	Range/Oven <input checked="" type="checkbox"/>	Stairs <input type="checkbox"/>	Woodstove(s) # 0	Garage # of cars ( 1 Tot.)
Trim/Finish Cem. Plaster/Avg.	Disposal <input type="checkbox"/>	Drop Stair <input type="checkbox"/>		Attach.
Bath Floor Ceramic/Good	Dishwasher <input type="checkbox"/>	Scuttle <input type="checkbox"/>	Deck None	Detach.
Bath Wainscot Ceramic/Good	Fan/Hood <input type="checkbox"/>	Doorway <input type="checkbox"/>	Porch Yes	Bit-In
Doors	Microwave <input checked="" type="checkbox"/>	Floor <input type="checkbox"/>	Fence Yes	Carport
	Washer/Dryer <input checked="" type="checkbox"/>	Heated <input type="checkbox"/>	Pool None	Driveway 1
		Finished <input type="checkbox"/>		Surface Concrete

Finished area above grade contains: 4 Rooms 2 Bedrooms 1.0 Bath(s) 860 Square Feet of Gross Living Area Above Grade  
 Additional features: Porch, Ironworks, Fence and Paved Areas.

Describe the condition of the property (including physical, functional and external obsolescence): C3:Kitchen-remodeled-one to five years ago; Bathrooms-remodeled-one to five years ago: General condition of the subject property is rated good. At time of inspection both utilities (water and electricity) were not connected. Estimated remaining economic life: 45 years. Hot water infrastructure available in kitchen and bathroom.



# RESIDENTIAL APPRAISAL REPORT

File No.: 123

My research  did  did not reveal any prior sales or transfers of the subject property for the three years prior to the effective date of this appraisal.

Data Source(s): P.R. Comp.Sales Data System/Tasamax/Title Search

1st Prior Subject Sale/Transfer: Analysis of sale/transfer history and/or any current agreement of sale/listing: No prior sales for the Subject Property and the Comparable sales were discovered.

Date: \_\_\_\_\_ Price: \_\_\_\_\_

2nd Prior Subject Sale/Transfer: \_\_\_\_\_

Date: \_\_\_\_\_ Price: \_\_\_\_\_

Source(s): Tasamax, Abreu Comp.Sales

SALES COMPARISON APPROACH TO VALUE (if developed)  The Sales Comparison Approach was not developed for this appraisal.

FEATURE	SUBJECT	COMPARABLE SALE # 1	COMPARABLE SALE # 2	COMPARABLE SALE # 3	
Address	Lot, Juan del Pueblo Street Naguabo, PR 00718	Lot 332, Street 14 Naguabo, PR 00718	Lot 405, Street 17 Naguabo, PR 00718	Lot 191, SR 9973 Km.0.0 Naguabo, PR 00718	
Proximity to Subject		0.08 miles E	0.10 miles NE	1.24 miles NW	
Sale Price	\$ 50,000	\$ 55,000	\$ 59,000	\$ 55,000	
Sale Price/GLA	\$ 58.14 /sq.ft.	\$ 78.13 /sq.ft.	\$ 77.63 /sq.ft.	\$ 67.16 /sq.ft.	
Data Source(s)	Field	Tasamax - (ID:108449);DOM Unk	Karibe - 10210-HU0103;DOM 45	L.Abreu - (ID:235128);DOM 60	
Verification Source(s)	Inspection	First Equity Mortgage	Scotiabank	Preferred Mortgage	
VALUE ADJUSTMENTS	DESCRIPTION	DESCRIPTION	+(-) \$ Adjust	DESCRIPTION	+(-) \$ Adjust
Sales or Financing	ArmlLth	ArmlLth		ArmlLth	
Concessions	0	Conv;1650	-1,650	RH;3540	-3,540
Date of Sale/Time	10/31/2018	s04/18;c01/18		s07/18;c03/18	
Rights Appraised	Fee Simple	Fee Simple		Fee Simple	
Location	N;Res;	N;Res;		N;Res;	
Site	200 sqm	350 sqm		440 sqm	-3,600
View	Residential	N;Res;		N;Res;	
Design (Style)	Tropical	DT1;Tropical		DT1;Tropical	
Quality of Construction	Q4	Q4		Q4	
Age	40	48	0 53	0 28	0
Condition	C3	C3		C4	+3,000
Above Grade	Total Bdrms Baths	Total Bdrms Baths		Total Bdrms Baths	
Room Count	4 2 1.0	4 2 1.0		0 5 2 1.0	0
Gross Living Area	860 sq.ft.	704 sq.ft.	+2,300	760 sq.ft.	+1,500
Basement & Finished Rooms Below Grade	0sf	0sf		0sf	
Functional Utility	Average	Average		Average	
Heating/Cooling	None	None		None	
Energy Efficient Items	None	None		None	
Garage/Carport	None	1cp1dw	-3,000	1cp1dw	-2,000
Porch/Patio/Deck	lwks,Fce,PA	lwks,Fce,PA		lwks,Fce,PA	
Other Improvements	Porch, Ldry,Area	Porch,Al,Tce	0	Pch,Al,Ldry,Stg.	0
Neighborhood Name	Daguao Comm.	Daguao Comm.		Daguao Comm.	
				Mariana Ward	0
Net Adjustment (Total)		<input type="checkbox"/> + <input checked="" type="checkbox"/> - \$ -2,350	<input type="checkbox"/> + <input checked="" type="checkbox"/> - \$ -4,640	<input type="checkbox"/> + <input checked="" type="checkbox"/> - \$ -2,400	
Adjusted Sale Price of Comparables		\$ 52,650	\$ 54,360	\$ 52,600	

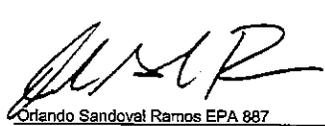
Summary of Sales Comparison Approach A comprehensive search was conducted for similar sales and the illustrated comparables were found to be the most recent and similar sales available. Differences in GLA were adjusted at \$15 per Sq.Ft. and lot sizes @ \$40 per sqm. Other adjustments were made to account for market recognized differences between the Subject and the comp.sales listed as shown, based on the contributory market value of each item. The lack of abundant market data required the use of one comparable sale over the preferred six months old period and over the suggested one mile distance. However, it is located at a competitive suburban community within the same Naguabo municipality which is affected by similar market conditions. Comp.sales No.2 and 3 sold in average condition, inferior than the subject property, required positive \$3,000 condition adjustments. Note: Comparable sale No.2 concrete aluminum covered carport required a negative adjustment estimated at \$2,000.00.

Indicated Value by Sales Comparison Approach \$	53,000
---	--------



# RESIDENTIAL APPRAISAL REPORT

File No.: 123

<b>COST APPROACH TO VALUE (if developed)</b> <input type="checkbox"/> The Cost Approach was not developed for this appraisal.	
Provide adequate information for replication of the following cost figures and calculations.	
Support for the opinion of site value (summary of comparable land sales or other methods for estimating site value): <u>Site value was obtained based on the abstraction method from improved sales within the neighborhood and method of sales comparison comparables vacant lots.</u>	
Site: 350 sqm @ \$40 per sqm = \$ 14,000.00	
<b>COST APPROACH</b>	ESTIMATED <input type="checkbox"/> REPRODUCTION OR <input checked="" type="checkbox"/> REPLACEMENT COST NEW
	OPINION OF SITE VALUE = \$ 14,000
	Source of cost data: <u>Local Cost Sources &amp; Marshall and Swift</u>
	DWELLING 860 Sq.Ft. @ \$ 50.00 = \$ 43,000
	Quality rating from cost service: <u>Average</u> Effective date of cost data: <u>Current</u>
	N/A Sq.Ft. @ \$ = \$
	Sq.Ft. @ \$ = \$
	Sq.Ft. @ \$ = \$
	Sq.Ft. @ \$ = \$
	Comments on Cost Approach (gross living area calculations, depreciation, etc.):
Replacement cost used in an appraisal may be significantly less than replacement cost for insurance purposes, therefore it is not appropriate for the lender simply to subtract the reported site value from the appraised value of the property to make the determination of the amount of insurance that may be needed. (Fannie Mae Selling Guide, Part V, Section 302: Coverage for Home Mortgage; and Part XI, Section 407, Cost Approach to Value)	
Improvements = \$ 10,000	
Garage/Carport Sq.Ft. @ \$ = \$	
Total Estimate of Cost-New = \$ 53,000	
Less Physical Functional External	
Depreciation 13,250 = \$( 13,250)	
Depreciated Cost of Improvements = \$ 39,750	
"As-is" Value of Site Improvements = \$ 1,250	
= \$	
= \$	
Estimated Remaining Economic Life (if required): <u>45 Years</u>	
INDICATED VALUE BY COST APPROACH = \$ 55,000	
<b>INCOME APPROACH TO VALUE (if developed)</b> <input checked="" type="checkbox"/> The Income Approach was not developed for this appraisal.	
Estimated Monthly Market Rent \$ <u>0</u> X Gross Rent Multiplier <u>0</u> = \$ <u>0</u> Indicated Value by Income Approach	
Summary of Income Approach (including support for market rent and GRM): <u>The Subject Property is in a predominant owner-occupied area. The lack of rented units with enforced lease contracts make meaningful rental and GRM conclusions nearly impossible.</u>	
_____	
_____	
<b>PROJECT INFORMATION FOR PUDs (if applicable)</b> <input type="checkbox"/> The Subject is part of a Planned Unit Development.	
Legal Name of Project: <u>N/A</u>	
Describe common elements and recreational facilities: <u>N/A</u>	
_____	
_____	
Indicated Value by: Sales Comparison Approach \$ <u>53,000</u> Cost Approach (if developed) \$ <u>55,000</u> Income Approach (if developed) \$ <u>0</u>	
Final Reconciliation Final value estimate was based on sales comparison approach. The above sales comparison approach shows a narrow range of adjusted values from \$52,600 to \$54,360 with a most probable market value of \$53,000 indicated for the subject property. Equal weight was given to all three comparable sales. Exposure time and marketing time are estimated between 6 to 12 months. Due to the lack of rental data the Income Approach is not appropriate.	
_____	
This appraisal is made <input checked="" type="checkbox"/> "as is", <input type="checkbox"/> subject to completion per plans and specifications on the basis of a Hypothetical Condition that the improvements have been completed, <input type="checkbox"/> subject to the following repairs or alterations on the basis of a Hypothetical Condition that the repairs or alterations have been completed, <input type="checkbox"/> subject to the following required inspection based on the Extraordinary Assumption that the condition or deficiency does not require alteration or repair. Refer to the attached "Repair and Maintenance Addendum" page.	
_____	
<input type="checkbox"/> This report is also subject to other Hypothetical Conditions and/or Extraordinary Assumptions as specified in the attached addenda.	
Based on the degree of inspection of the subject property, as indicated below, defined Scope of Work, Statement of Assumptions and Limiting Conditions, and Appraiser's Certifications, my (our) Opinion of the Market Value (or other specified value type), as defined herein, of the real property that is the subject of this report is: \$ <u>53,000</u> , as of: <u>11/28/2018</u> , which is the effective date of this appraisal. If indicated above, this Opinion of Value is subject to Hypothetical Conditions and/or Extraordinary Assumptions included in this report. See attached addenda.	
A true and complete copy of this report contains <u>16</u> pages, including exhibits which are considered an integral part of the report. This appraisal report may not be properly understood without reference to the information contained in the complete report.	
Attached Exhibits:	
<input checked="" type="checkbox"/> Scope of Work <input checked="" type="checkbox"/> Limiting Cond./Certifications <input type="checkbox"/> Narrative Addendum <input checked="" type="checkbox"/> Photograph Addenda <input checked="" type="checkbox"/> Sketch Addendum	
<input checked="" type="checkbox"/> Map Addenda <input type="checkbox"/> Additional Sales <input type="checkbox"/> Cost Addendum <input type="checkbox"/> Flood Addendum <input type="checkbox"/> Manuf. House Addendum	
<input type="checkbox"/> Hypothetical Conditions <input checked="" type="checkbox"/> Extraordinary Assumptions <input checked="" type="checkbox"/> Cover page <input type="checkbox"/>	
Client Contact: <u>787-123-4567</u> Client Name: <u>Juan del Pueblo</u>	
E-Mail: <u>123@juandelpueblo</u> Address: <u>123 Calle El Paraiso, El Eden Development, San Juan PR</u>	
<b>SIGNATURES</b>	
APPRAISER	SUPERVISORY APPRAISER (if required) or CO-APPRAISER (if applicable)
	
Appraiser Name: <u>Orlando Sandoval Ramos EPA 887</u>	Supervisory or Co-Appraiser Name: _____
Company: <u>Sandoval Appraisal Services, PSC</u>	Company: _____
Phone: <u>787-310-3156</u> Fax: _____	Phone: _____ Fax: _____
E-Mail: <u>sandovalappraisals@gmail.com</u>	E-Mail: _____
Date of Report (Signature): <u>11/30/2018</u>	Date of Report (Signature): _____
License or Certification #: <u>RC76</u> State: <u>PR</u>	License or Certification #: _____ State: _____
Designation: <u>MIE # 391</u>	Designation: _____
Expiration Date of License or Certification: <u>09/06/2020</u>	Expiration Date of License or Certification: _____
Inspection of Subject: <input checked="" type="checkbox"/> Interior & Exterior <input type="checkbox"/> Exterior Only <input type="checkbox"/> None	Inspection of Subject: <input type="checkbox"/> Interior & Exterior <input type="checkbox"/> Exterior Only <input type="checkbox"/> None
Date of Inspection: <u>11/28/2018</u>	Date of Inspection: _____



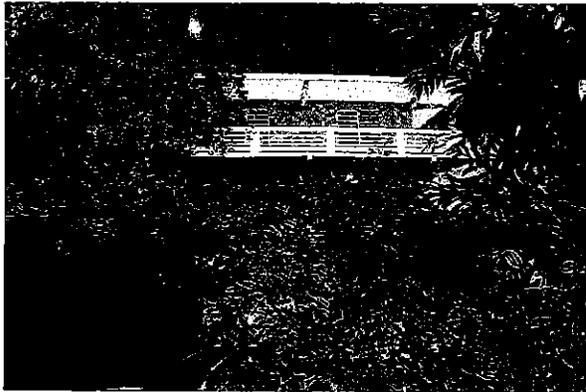
### Subject Photo Page

Borrower	Juan del Pueblo		
Property Address	Lot, Juan del Pueblo Street, Juan del Pueblo Comm.		
City	Nacuabo	County	103
Client	Juan del Pueblo	State	PR
		Zip Code	00718



#### Subject Front

Lot, Juan del Pueblo Street  
Sales Price 50,000  
Gross Living Area 860  
Total Rooms 4  
Total Bedrooms 2  
Total Bathrooms 1.0  
Location N;Res;  
View Residential  
Site 200 sqm  
Quality Q4  
Age 40



#### Subject Rear



#### Subject Street

*Jose*

## Comparable Photo Page

Borrower	Juan del Pueblo				
Property Address	Lot, Juan del Pueblo Street, Juan del Pueblo Comm.				
City	Naguabo	County 103	State PR	Zip Code 00718	
Client	Juan del Pueblo				



### Comparable 1

Prox. to Subject	0.08 miles E
Sales Price	55,000
Gross Living Area	704
Total Rooms	4
Total Bedrooms	2
Total Bathrooms	1.0
Location	N;Res;
View	N;Res;
Site	350 sqm
Quality	Q4
Age	48



### Comparable 2

Prox. to Subject	0.10 miles NE
Sales Price	59,000
Gross Living Area	760
Total Rooms	6
Total Bedrooms	3
Total Bathrooms	1.0
Location	N;Res;
View	N;Res;
Site	440 sqm
Quality	Q4
Age	53



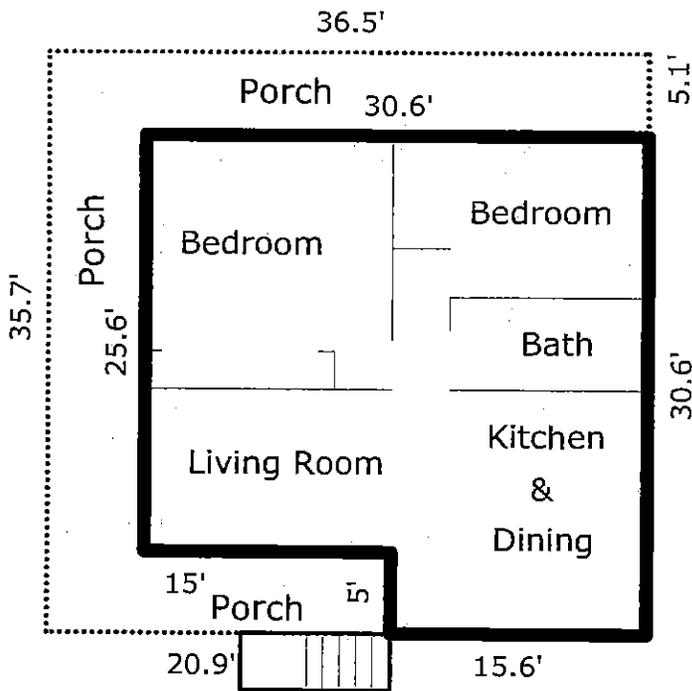
### Comparable 3

Prox. to Subject	1.24 miles NW
Sales Price	55,000
Gross Living Area	819
Total Rooms	5
Total Bedrooms	2
Total Bathrooms	1.0
Location	N;Res;
View	N;Res;
Site	376 sqm
Quality	Q4
Age	28

*Handwritten signature*

### Building Sketch (Page - 1)

Borrower	Juan del Pueblo		
Property Address	Lot, Juan del Pueblo Street, Juan del Pueblo Comm.		
City	Naguabo	County 103	State PR Zip Code 00718
Client	Juan del Pueblo		



Sketch by Apex Sketch v4 Standard™

## Appraiser Independence Certification

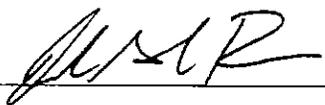
I do hereby certify, I have followed the appraiser independence safeguards in compliance with Appraisal Independence and any applicable state laws I may be required to comply with. This includes but is not limited to the following:

- I am currently licensed and/or certified by the state in which the property to be appraised is located. My license is the appropriate license for the appraisal assignment(s) and is reflected on the appraisal report.
- I certify that there have been no sanctions against me for any reason that would impair my ability to perform appraisals pursuant to the required guidelines.

I assert that no employee, director, officer, or agent of Juan del Pueblo, or any other third party acting as joint venture partner, independent contractor, appraisal management company, or partner on behalf of Juan del Pueblo, influenced, or attempted to influence the development, reporting, result, or review of my appraisal through coercion, extortion, collusion, compensation, inducement, intimidation, bribery, or in any other manner.

I further assert that Juan del Pueblo has never participated in any of the following prohibited behavior in our business relationship:

- 1) Withholding or threatening to withhold timely payment or partial payment for an appraisal report;
- 2) Withholding or threatening to withhold future business with me, or demoting or terminating or threatening to demote or terminate me;
- 3) Expressly or impliedly promising future business, promotions, or increased compensation for myself;
- 4) Conditioning the ordering of my appraisal report or the payment of my appraisal fee or salary or bonus on the opinion, conclusion, or valuation to be reached, or on a preliminary value estimate requested from me;
- 5) Requesting that I provide an estimated, predetermined, or desired valuation in an appraisal report prior to the completion of the appraisal report, or requesting that I provide estimated values or comparable sales at any time prior to my completion of an appraisal report;
- 6) Provided me an anticipated, estimated, encouraged, or desired value for a subject property or a proposed or target amount to be loaned to the borrower, except that a copy of the sales contract for purchase transactions may be provided;
- 7) Provided to me, or my appraisal company, or any entity or person related to me as appraiser, appraisal company, stock or other financial or non-financial benefits;
- 8) Any other act or practice that impairs or attempts to impair my independence, objectivity, or impartiality or violates law or regulation, including, but not limited to, the Truth in Lending Act (TILA) and Regulation Z, or the USPAP.

<p>                  _____                  Signature</p> <p>                  _____                  Appraiser's Name</p> <p>_____ <u>MIE # 391</u>                  State Title or Designation</p>	<p>_____ <u>11/30/2018</u>                  Date</p> <p>_____ <u>RC76</u>                  State License or Certification #</p> <p>_____ <u>09/06/2020</u> _____ <u>PR</u>                  Expiration Date of License or Certification State</p> <p>_____ <u>Lot, Juan del Pueblo Street, Juan del Pueblo Comm., Naguabo, PR 00718</u>                  Address of Property Appraised</p>
--	--

05/13



# USPAP Compliance Addendum

Loan # 1  
File # 123

Borrower	Juan del Pueblo		
Property Address	Lot, Juan del Pueblo Street, Juan del Pueblo Comm.		
City	Naguabo	County	103
		State	PR
		Zip Code	00718
Client	Juan del Pueblo		

**APPRAISAL AND REPORT IDENTIFICATION**

This Appraisal Report is one of the following types:

Appraisal Report      This report was prepared in accordance with the requirements of the Appraisal Report option of USPAP Standards Rule 2-2(a).

Restricted Appraisal Report      This report was prepared in accordance with the requirements of the Restricted Appraisal Report option of USPAP Standards Rule 2-2(b). The intended user of this report is limited to the identified client. This is a Restricted Appraisal Report and the rationale for how the appraiser arrived at the opinions and conclusions set forth in the report may not be understood properly without the additional information in the appraiser's workfile.

Appraisal was prepared in accordance with the requirements of title XI of the Financial Institutions Reform, Recovery and Enforcement Act of 1989, as amended (12 U.S.C. 3331 et seq.) and any implementing regulations.

**ADDITIONAL CERTIFICATIONS**

I certify that, to the best of my knowledge and belief:

- The statements of fact contained in this report are true and correct.
- The report analyses, opinions, and conclusions are limited only by the reported assumptions and are my personal, impartial, and unbiased professional analyses, opinions, and conclusions.
- I have no (or the specified) present or prospective interest in the property that is the subject of this report and no (or specified) personal interest with respect to the parties involved.
- I have no bias with respect to the property that is the subject of this report or the parties involved with this assignment.
- My engagement in this assignment was not contingent upon developing or reporting predetermined results.
- My compensation for completing this assignment is not contingent upon the development or reporting of a predetermined value or direction in value that favors the cause of the client, the amount of the value opinion, the attainment of a stipulated result, or the occurrence of a subsequent event directly related to the intended use of this appraisal.
- My analyses, opinions, and conclusions were developed and this report has been prepared, in conformity with the Uniform Standards of Professional Appraisal Practice.
- This appraisal report was prepared in accordance with the requirements of Title XI of FIRREA and any implementing regulations.

**PRIOR SERVICES**

I have NOT performed services, as an appraiser or in any other capacity, regarding the property that is the subject of this report within the three-year period immediately preceding acceptance of this assignment.

I HAVE performed services, as an appraiser or in another capacity, regarding the property that is the subject of this report within the three-year period immediately preceding acceptance of this assignment. Those services are described in the comments below.

**PROPERTY INSPECTION**

I have NOT made a personal inspection of the property that is the subject of this report.

I HAVE made a personal inspection of the property that is the subject of this report.

**APPRAISAL ASSISTANCE**

Unless otherwise noted, no one provided significant real property appraisal assistance to the person signing this certification. If anyone did provide significant assistance, they are hereby identified along with a summary of the extent of the assistance provided in the report.

N/A

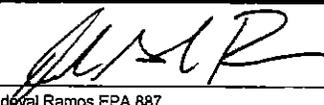
**ADDITIONAL COMMENTS**

Additional USPAP related issues requiring disclosure and/or any state mandated requirements: HIGHEST AND BEST USE: The relevant legal, physical and economic factors were analyzed to the extent necessary and resulted in a conclusion that the current use of the subject property is the highest and best use. The subject property is similar to other properties in the neighborhood and would be likely considered by potential buyers.

**MARKETING TIME AND EXPOSURE TIME FOR THE SUBJECT PROPERTY**

A reasonable marketing time for the subject property is 180-365 day(s) utilizing market conditions pertinent to the appraisal assignment.

A reasonable exposure time for the subject property is 180-365 day(s).

<p><b>APPRAISER</b></p> <p>Signature: </p> <p>Name: <u>Orlando Sandoval Ramos EPA 887</u></p> <p>Date of Signature: <u>11/30/2018</u></p> <p>State Certification #: <u>RC78</u></p> <p>or State License #: _____</p> <p>State: <u>PR</u></p> <p>Expiration Date of Certification or License: <u>09/06/2020</u></p> <p>Effective Date of Appraisal: <u>11/28/2018</u></p>	<p><b>SUPERVISORY APPRAISER (ONLY IF REQUIRED)</b></p> <p>Signature: _____</p> <p>Name: _____</p> <p>Date of Signature: _____</p> <p>State Certification #: _____</p> <p>or State License #: _____</p> <p>State: _____</p> <p>Expiration Date of Certification or License: _____</p> <p>Supervisory Appraiser Inspection of Subject Property</p> <p><input type="checkbox"/> Did Not    <input type="checkbox"/> Exterior-only from Street    <input type="checkbox"/> Interior and Exterior</p>
---	--

**FIRREA / USPAP ADDENDUM**

Borrower Juan del Pueblo  
 Property Address Lot, Juan del Pueblo Street, Juan del Pueblo Comm.  
 City Naguabo County 103 State PR Zip Code 00718  
 Client Juan del Pueblo

Purpose:  
 The purpose of this appraisal is to provide an opinion of market value of the Subject Property as defined in the report as the effective date of the report. The only function of the appraisal is to assist the Client in this report, in evaluating the Subject Property for lending purposes. The use of this appraisal by anyone other than the stated intender user, or for any other stated intended use is prohibited.

Scope:  
 The appraisal report is based on the information gathered by the appraiser from public records, other identified sources, inspection of the Subject Property, and neighborhood, selection of comparable sales, listings, options, and/or rentals within the Subject market area. The sources and data of the information gathered is considered reliable. When conflicting information was provided, the source deemed most reliable has been used. Data believed to be unreliable was not included in this report nor used as a basis for the valuation conclusion. The extent of analysis applied to this assignment may be further imparted within the report, the appraiser's certification below and/or any other statement of limiting conditions and appraiser's certification such as may be utilized within the Freddie Mac form 439 and 465; Fannie Mae 1004 B and 1073 when applicable.

Intended Use / Intended User:  
 The purpose of the appraisal is to estimate an opinion of value of the subject real estate, as of the effective date of appraisal. It is understood that the intended use of this appraisal is for the client.

History of Property:  
 Current listing information: Not reported.

Prior sale: The appraiser has complied with Standards Rule 1-5b requiring the appraiser to analyze and report all sales transactions of the subject property that occurred within the three years period to the effective date of the appraisal. If this information was available to the appraiser, it is reported in the Subject column of the Sales Comparison Analysis section of the appraisal report.

Exposure Time / Marketing Time:  
By analyzing the sales of similar properties with values ranges as identified in the neighborhood section of this report and discussions with individual knowledgeable of current neighborhood trends in the Subject area, the appraiser feels that the exposure time indicated in the reconciliation section and the marketing time indicated in the neighborhood section are my best opinion and conclusion.

Personal (non-realty) Transfers:  
Excluded from valuation in the appraisal report of the real property are all personal property such as: appliances, furniture, and any other current or intangible assets which might exist.

Additional Comments:  
AS PER CLIENT REQUEST THE APPRAISER MADE AN APPRAISAL REPORT BASED ON PROPERTY INFORMATION SUBMITTED BY THE CLIENT, WHICH IS ASSUMED THE PROPERTY INFORMATION TO BE CORRECT. THE APPRAISER DOES NOT ASSUME ANY RESPONSIBILITY FOR ERROR AND OMISSIONS. ANY CHANGE OF CLIENT INFORMATION ABOUT SUBJECT PROPERTY RENDER THIS APPRAISAL REPORT NULL OR VOID.

DEFINITION OF INSPECTION:  
The term "Inspection" as used in this report is not the same level of the inspection that is required for a "Professional Home Inspection". The appraiser does not fully inspect the electrical system, mechanical systems, plumbing system, foundation system, floor structure or subfloor. No liability is assumed for the structural, electrical, and mechanical systems or hidden elements of the property. No warranty on the appraised is neither given or implied. The appraiser is not an expert in construction materials and the purpose of the appraisal is to make an economic evaluation of the Subject Property. To more accurately determine the condition and status of the various components of the Property a professional home inspection performed by a certified home inspector would be required and is recommended.

TYPE OF REPORT:  
Appraisal Report

- Certification Supplement
1. This appraisal assignment was not based on a requested minimum valuation, a specific valuation, or an approval of a loan.
  2. My compensation is not contingent upon the reporting of a predetermined value or direction in value that favors the cause of the client, the amount of the value estimate, the attainment of a stipulated result or the occurrence of a subsequent event.
  3. Because of the large scale and vagueness of the FEMA FLOOD-ZONE MAPS, a more detailed survey by FEMA is recommended and should prevail.
  4. This appraisal assumes that all permits were obtained.
  5. This appraisal report has been completed in absolute compliance with the "Home Valuation Code of Conduct"

Appraiser(s): Orlando Sandoval Ramos EPA 887 Supervisory Appraiser(s): \_\_\_\_\_  
 Effective date / Report date: 11/28/2018 Effective date / Report date: \_\_\_\_\_



fss.LAND SURVEYORS  
& Consultants

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**FIRST-TIER SUBCONTRACTOR INFORMATION**

**JUAN C. DAVILA-LAND SURVEYOR**

*[Handwritten mark]*

*[Handwritten signature]*



**GOVERNMENT OF PUERTO RICO**  
**Department of Housing**

**EXHIBIT A-2**  
**QUALIFICATIONS AND WORK APPROACH PROPOSAL CHECKLIST**  
**Request for Proposals**  
**Title Clearance Program Services**  
**Community Development Block Grant – Disaster Recovery**  
**CDBG-DR-RFP-2018-07**

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

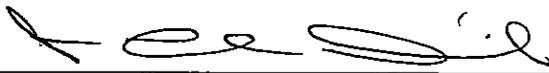
Company Submitting is:

- Proposer  
 First-Tier Subcontractor

Tab	Initials	First-Tier Sub. Applicability	Document Description
			Company Cover Page
			Proposal is bound into a single document using plastic comb or metal ring binders at the left margin of the page
			One (1) original of the Proposal Three (3) physical copy of the Proposal One (1) electronic copy of the Proposal One (1) redacted copy of the Proposal (if applicable)
1	J.C.D.	✓	<b>Exhibit A-2:</b> Qualifications and Work Approach Proposal Checklist
2	J.C.D.	✓	<b>Exhibit C:</b> Statement of Qualifications
3	J.C.D.	✓	Company's Profile
4	J.C.D.	✓	Organizational Chart
5			Availability Chart

*Handwritten signature*

Tab	Initials	First-Tier Sub. Applicability	Document Description
6			Key Staff Résumé and Professional Information
7			Work Approach
8			Plan for Compliance with Section 3 Requirements <i>(Optional to obtain up to five (5) bonus points in the evaluation of the Proposal)</i>
9			First-Tier Subcontractor Information (if applicable)



Proposer's Signature

12-05-2018  
Date

Juan Carlos Dávila, PS  
Proposer's Printed Name





Proposer's Initials: J.C.D.

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

Name	Telephone	Email	Officer	Director	Member	Partner
AWILDA SANTIAGO VARGAS	787-868-2645	agrim.jcdavila@ gmail.com	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Proposer's Initials: J.C.D.

**2. Capacity to Provide Services:**

- 2.1. **Brief History of the Firm:** Attach to this Statement of Qualifications the company's profile. See Tab <sup>9.A</sup>~~C21~~
- 2.2. **Organizational Chart:** Attach to this Statement of Qualifications the Organizational Chart for the Services. See Tab <sup>9.A</sup>~~C22~~
- 2.3. **Organizational Chart:** Attach to this Statement of Qualifications the Availability Chart for the Services. See Tab <sup>9.A</sup>~~C22~~
- 2.4. Has the Bidder been involved in any criminal, civil, or administrative suits, actions, investigations, litigations, professional and/or administrative complaints or proceedings that were commenced, pending, settled, threatened, resolved, or concluded during the five (5) year period prior to the date of the Proposal Due Date?  
 No  Yes (See Attachment \_\_\_\_\_)

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

[Remainder of the Page Left Blank Intentionally]

2.5. Ongoing Contracts/Projects (Include additional sheets of this table if necessary)

ID	Client Name	Work Description	Contract Amount	Project Duration (In Months)	Status	Completion Date	Deliverables of the Project	Contact Person	Phone Number
1	MUNICIPALITY OF ANASCO	STUDY OF LANDSLIDES - HURRICANE MARIA	\$60,000.00	12	ON GOING	JUNE 2019	EMERGENCY SURVEYS, LANDSLIDES MONITORING AND TOPOGRAPHICAL STUDIES	MIRTA CARRERO, PE	787-344-9397
2	RINCON	COMMUNITY URBAN IMPROVEMENT	\$11,500.00	2	ON GOING	FEBRUARY 2019	TOPOGRAPHICAL STUDIES	MRS. CARMEN BRIGNONI	787-306-8001
3									
4									
5									
6									
7									
8									
9									
10									



Handwritten signature and initials, possibly 'J.C.D.', located at the bottom left of the page.

2.6. Previous Projects and Contracts that Qualify Entirely to Develop and Implement the Project (Include additional sheets of this table if necessary).

ID	Client Name	Work Description	Contract Amount	Project Duration (In Months)	Completion Date	Deliverables of the Project	Contact Person	Phone Number
1	AUTHORITY FOR THE FINANCING OF THE INFRASTRUCTURE OF PR (AFI)	LA PLATA RIVER FLOOD CONTROL	\$18,500.00	12	2008	SURVEY, AS BUILT AND ELEVATION CERTIFICATE	EDWARD DRAPER KNAACK, PE	787-247-7848
2	CH CARIBE	NEW TORRECILLAS FORCE LINE AND COLLECTION SYSTEM AND EASEMENT ACQUISITION PLAN	\$19,500.00	6	2009	SURVEY, STAKEOUT AND ELEVATION CERTIFICATE	LUIS H. ABREU, PE	787-246-5782
3	AUTHORITY FOR THE FINANCING OF THE INFRASTRUCTURE OF PR (AFI)	STUDY FOR THE REMODELING OF 28 SCHOOLS IN PUERTO RICO - PROJECT: SCHOOLS FOR THE 21ST CENTURY	\$123,560.00	6	2010	AS-BUILT	HUMBERTO MARRERO, PE	787-216-9371
4	CARIBBEAN PROJECT MANAGEMENT, PC	STUDIES FOR THE CONSTRUCTION OF 2010 CENTRAL AMERICAN AND CARIBBEAN GAMES FACILITY AND STUDIES FOR THE INSPECTION OF 2010 CENTRAL AMERICAN AND CARIBBEAN GAMES FACILITY	\$60,800.00	12	2010	SURVEY, STAKEOUT AND ELEVATION CERTIFICATE	IVETTE MALDONADO, PE	939-645-3038
5	BARLOVENTO, LLC	NATIONAL GUARD ARMORY NEW MAIN GATE, ST. CROIX, USVI	\$8,000.00	6	2010	DATA COLLECTION, TOPOGRAPHICAL AND HYDROGRAPHIC STUDIES	MR. VALENTIN	787-318-1504
6	PR AQUEDUCT AND SEWER AUTHORITY	IMPROVEMENTS TO THE RIO ARRIBA WATER TREATMENT PLANT	\$23,600.00	3	2013	CROSS SECTIONS AND SOILS STUDIES	CESAR LUGO, PE	787-402-8959
7	PONTIFICAL CATHOLIC UNIVERSITY OF PUERTO RICO	TOPOGRAPHICAL STUDIES ARECIBO, PONCE AND MAYAGUEZ CAMPUS	\$24,430.00	8	2014	AS-BUILT, TOPOGRAPHICAL STUDIES AND SURVEY PLAN	ARQ. ROBERTO MELENDEZ	787-669-7370
8	CDM CARIBBEAN ENGINEERS P.S.C.	NEW APRON AND CONNECTOR FOR THE MRO AREA AT BQN AIRPORT AND NEW MRO FACILITIES AREA	\$28,300.00	12	2016	SURVEY, STAKEOUT AND ELEVATION CERTIFICATE	FERNANDO VARGAS, PE	787-530-5757
9	MUNICIPALITY OF MAYAGUEZ	STUDY OF LANDSLIDES - HURRICANE MARIA	\$13,000.00	6	2017	EMERGENCY SURVEYS, LANDSLIDES MONITORING AND TOPOGRAPHICAL STUDIES	JORGE RAMOS, PE	787-593-7446
10	MUNICIPALITY OF ANASCO	STUDY OF LANDSLIDES - HURRICANE MARIA	\$60,000.00	12	2017	EMERGENCY SURVEYS, LANDSLIDES MONITORING AND TOPOGRAPHICAL STUDIES	MIRTA CARRERO, PE	787-344-9397

*Handwritten signature/initials*

**3. Reputation and Managerial, Organization, and Technical Capabilities** (Not Applicable to First-Tier Subcontractors)

3.1. **Key Team Members for the Engagement:** Provide the following information for all Key Team Members for the Project.

Position	Resource Name	Education	Years of Experience in the Profession	Résumé & Certifications
PROFESSIONAL SURVEYOR	JUAN CARLOS DAVILA	BS IN SCIENCES IN LAND SURVEYING AND TOPOGRAPHY - UNIVERSITY OF PUERTO RICO MAYAGUEZ CAMPUS	29	(See résumé in Tab <del>63-1</del> <sup>9.14</sup> )
ADMINISTRATIVE AND FINANCIAL COORDINATOR	AWILDA SANTIAGO	BBA IN FINANCIAL - UNIVERSITY OF PUERTO RICO MAYAGUEZ CAMPUS	28	(See résumé in Tab <del>63-1</del> <sup>9.14</sup> )
CHIEF SURVEYING FIELD TEAM	JOEL LOPEZ	BS IN SCIENCES IN LAND SURVEYING AND TOPOGRAPHY - UNIVERSITY OF PUERTO RICO MAYAGUEZ CAMPUS	16	(See résumé in Tab <del>63-1</del> <sup>9.14</sup> )
PROFESSIONAL SURVEYOR AND GIS SPECIALIST	JUAN RODRIGUEZ	BS IN SCIENCES IN LAND SURVEYING AND TOPOGRAPHY BS IN SCIENCES IN CIVIL ENGINEERING MS IN SCIENCES IN CIVIL ENGINEERING - UNIVERSITY OF PUERTO RICO MAYAGUEZ CAMPUS	7	(See résumé in Tab <del>63-1</del> <sup>9.14</sup> )
PROFESSIONAL SURVEYOR	JOSUE VILLALOBOS	BS IN SCIENCES IN LAND SURVEYING AND TOPOGRAPHY - UNIVERSITY OF PUERTO RICO MAYAGUEZ CAMPUS	19	(See résumé in Tab <del>63-1</del> <sup>9.14</sup> )
				(See résumé in Tab ____)
				(See résumé in Tab ____)
				(See résumé in Tab ____)
				(See résumé in Tab ____)

Proposer's Initials: J.C.D.

	(See résumé in Tab ____)

3.2. **References:** Provide at least three (3) separate references and contact information of past or current clients, preferably public entities.

Name	Email	Phone Number	Relation
HON. JORGE ESTEVEZ	oficinadelalcalde@añasco.pr.gov	787-826-3100	CURRENT CLIENT
HON. JOSE GUILLERMO RODRIGUEZ	alcaldia@mayaguezpr.com	787-834-8585	CURRENT CLIENT
HON. CARLOS LOPEZ	clopezalcalde@rincon.gov.pr	787-823-2180	CURRENT CLIENT

4. **Acknowledgement of Addenda** (Not Applicable to First-Tier Subcontractors)

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

Addendum No.	Date Issued	Addendum No.	Date Issued

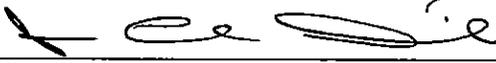
**5. Under Oath Certification:**

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

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

In witness thereof, the Proposer has executed this Statement of Qualifications this 4 day of December, 2018.

**If Entity is an individual:**

  
\_\_\_\_\_  
(Signature of Individual)  
Juan Carlos Davila  
\_\_\_\_\_  
(Printed Name of Individual)  
P.O. Box 1067  
\_\_\_\_\_  
(Address Line 1)  
\_\_\_\_\_  
(Address Line 2)  
Aguada                      P.R.                      00602  
(City)                                      (State)                                      (Zip Code)

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



\_\_\_\_\_  
(Printed Name of Firm)  
**By:** \_\_\_\_\_  
(Authorized Representative's Signature)  
\_\_\_\_\_  
(Printed Name of Authorized Representative)  
\_\_\_\_\_  
(Address Line 1)  
\_\_\_\_\_  
(Address Line 2)  
\_\_\_\_\_  
(City)                                      (State)                                      (Zip Code)



Proposer's Initials: J.C.D.

**If Entity is a partnership or joint venture:**

\_\_\_\_\_  
(Printed Name of Partnership or Joint Venture)

**By:** \_\_\_\_\_  
(Signature of General Partner)

\_\_\_\_\_  
(Printed Name of General Partner)

\_\_\_\_\_  
(Address Line 1)

\_\_\_\_\_  
(Address Line 2)

\_\_\_\_\_  
(City)                      \_\_\_\_\_  
(State)                      \_\_\_\_\_  
(Zip Code)

**If Entity is a corporation:**

\_\_\_\_\_  
(Printed Name of Corporation)

\_\_\_\_\_  
(Corporate Address Line 1)

\_\_\_\_\_  
(Corporate Address Line 2)

\_\_\_\_\_  
(City)                      \_\_\_\_\_  
(State)                      \_\_\_\_\_  
(Zip Code)

**By:** \_\_\_\_\_  
(Signature of Officer)

\_\_\_\_\_  
(Printed Name of Officer)

\_\_\_\_\_  
(Title of Officer)

**Attest:** \_\_\_\_\_  
(Secretary)



**[CORPORATE SEAL]**

\_\_\_\_\_  
(Jurisdiction of Incorporation)



## C2.1 Briefly History of the Firm

Juan Carlos Dávila, PS - Land Surveyor has been in operation since 1995 providing professional services in land, topographic construction and geodetic surveying. The team is highly qualified to perform according highest specifications. The firm have the qualifications required for have a contract as a Small Business and is certified by the Disadvantaged Business Enterprise Program (DBE) (registered in the System for Award Management (SAM)) and Historically Underutilized Business Zone (HUBZone), 8 (a).

Our works are mainly focused on control surveys with acquisition and processing of data to establish horizontal and vertical controls using the most capable and modern equipment. We have a great command in the area of construction and topographic surveys that we carry out throughout the island and experience in acquisition and processing of dual-frequency single-beam and multibeam data using RTK GPS in our projects. We have done all kinds of work around the coast in several municipalities certifying the damage to buildings near the coast and also the damage caused by the landslides generated in recent months. Subsurface Utility Engineering (SUE) Surveys, legal boundary surveys and cadastral maps have been made in several of our projects.

Juan Carlos Dávila, PS - Land Surveyor equipment:

### *Field Equipment*

- Trimble R6 RTK System
- Total Station Leica TC-407
- Total Station Leica TCR-407
- TDS Recon
- Leica Automatic Level NA20
- Carlson Survey Software
- Trimble Business Center
- Surveying accessories (prism, poles, drills, etc.)

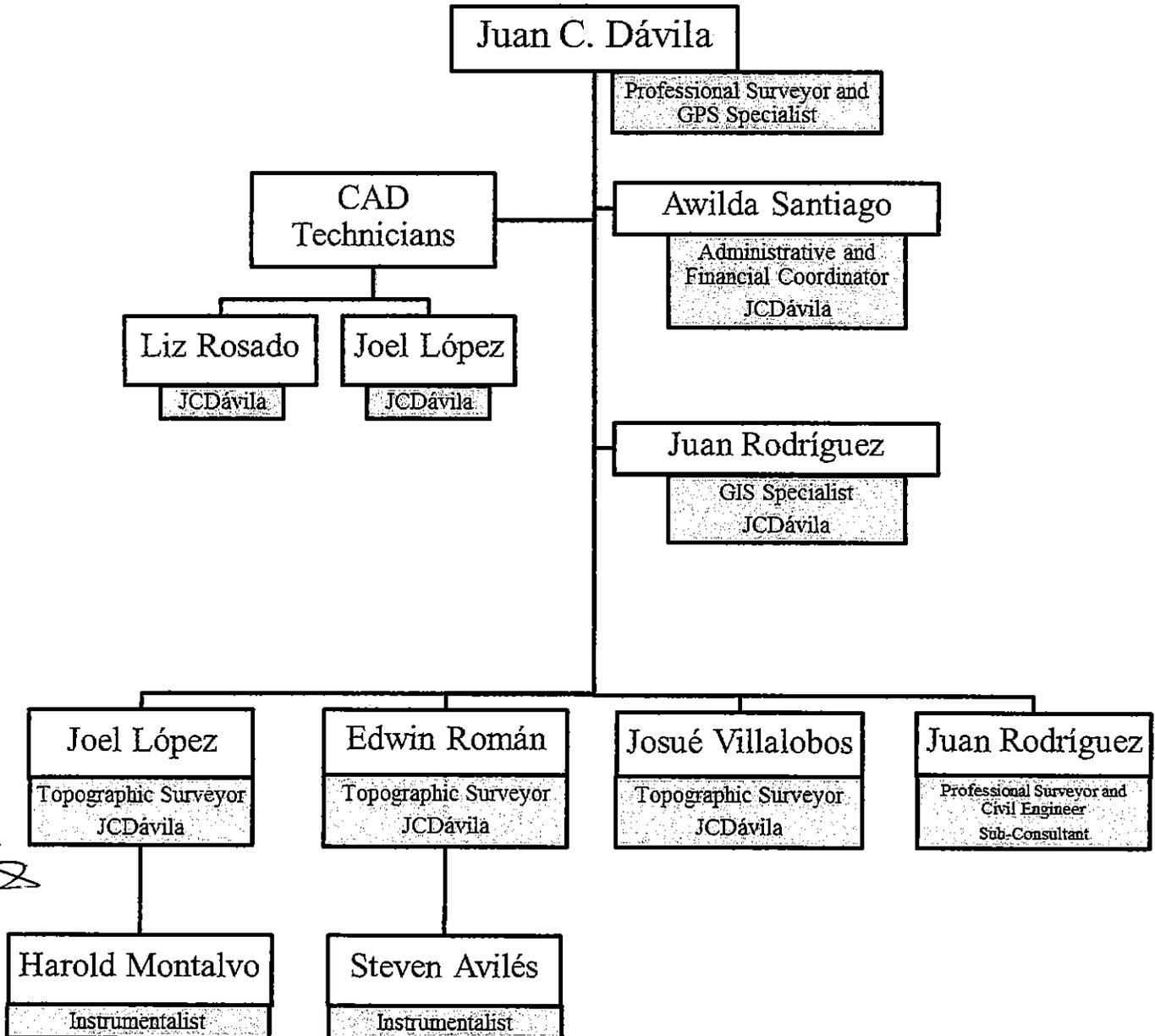
### *Platforms of Operation*

- 2 SUV vehicles

The firm owns all the equipment listed.



## C2.2 Organizational and Availability Chart



*JCD*

### C3.1 KEY TEAM MEMBERS RESUME

#### Proposed Team Qualifications

<b>Name</b>	<b>Role in this contract</b>	<b>Years of Experience</b>
Juan Carlos Dávila García	Professional Surveyor/ GPS Specialist	29
<b>Firm Name and Location</b>		
Juan Carlos Davila - Land Surveyor; Aguada, Puerto Rico		
<b>Education</b>		<b>Current Professional Registration</b>
1988- BS in Sciences in Land Surveying and Topography (UPRM)		Professional Land Surveyor #10865
<b>Other Professional Qualifications</b>		
Member and past president of the Examining Board of Engineers and Lands Surveyors, PR State Department Active member of the Professional College of Engineers and Land Surveyors of Puerto Rico		
<b>Relevant Projects</b>		
<b>Title and Location</b>		<b>Professional Services</b>
Emergency Project for Landslides Monitoring (Hurricane María) Añasco, Puerto Rico		2017-2018
<b>Project Owner</b>		
Municipality of Añasco		
<b>Brief Description</b>		
Professional Surveyor for the topography of the facilities and their surroundings in addition to monitor the landslides that were generated.		
<b>Title and Location</b>		<b>Professional Services</b>
Emergency Project for Landslides Monitoring (Hurricane María) Mayaguez, Puerto Rico		2017-2018
<b>Project Owner</b>		
Municipality of Mayaguez		
<b>Brief Description</b>		
Professional Surveyor for the topography of the facilities and their surroundings in addition to monitor the landslides that were generated.		
<b>Title and Location</b>		<b>Professional Services</b>
Emergency Improvements Project PF Distribution System Lares, Puerto Rico		2013
<b>Project Owner</b>		
CH Caribe		
<b>Brief Description</b>		
Topographic surveyor for approximately 50-acre topography for monitoring and volume counting for environmental compliance.		

### C3.1 KEY TEAM MEMBERS RESUME

<b>Name</b>	<b>Role in this contract</b>	<b>Years of Experience</b>
Joel López Casillas	Topographic Surveyor	16
<b>Firm Name and Location</b>		
Juan Carlos Davila - Land Surveyor; Aguada, Puerto Rico		
<b>Education</b>		<b>Current Professional Registration</b>
2001- BS in Sciences in Land Surveying and Topography (UPRM)		
<b>Other Professional Qualifications</b>		
Multiple seminars and workshops in CAD, Surveying softwares, Surveying equipment, Optical and GPS/RTK/VRS receivers.		
<b>Relevant Projects</b>		
<b>Title and Location</b>		<b>Professional Services</b>
Emergency Project for Landslides Monitoring (Hurricane Maria) Añasco, Puerto Rico		2017-2018
<b>Project Owner</b>		
Municipality of Añasco		
<b>Brief Description</b>		
Professional Surveyor for the topography of the facilities and their surroundings in addition to monitor the landslides that were generated.		
<b>Title and Location</b>		<b>Professional Services</b>
Emergency Project for Landslides Monitoring (Hurricane Maria) Mayaguez, Puerto Rico		2017-2018
<b>Project Owner</b>		
Municipality of Mayaguez		
<b>Brief Description</b>		
Professional Surveyor for the topography of the facilities and their surroundings in addition to monitor the landslides that were generated.		
<b>Title and Location</b>		<b>Professional Services</b>
Sanitary Landfill System Project		2004
<b>Project Owner</b>		
Vicenty, Heres and Lauria		
<b>Brief Description</b>		
Estimate the useful life of the landfill and identify the utilities within the property and close to it to make a proposal for improvements to the landfill and its capacity. A study of gates and acquisition of land was made.		

*Handwritten signature/initials*

### C3.1 KEY TEAM MEMBERS RESUME

<b>Name</b>	<b>Role in this contract</b>	<b>Years of Experience</b>
Juan A. Rodríguez Vargas	Professional Surveyor/Civil Engineer GIS Specialist	7
<b>Firm Name and Location</b>		
Juan Carlos Davila - Land Surveyor; Aguada, Puerto Rico		
<b>Education</b>		<b>Current Professional Registration</b>
2009- BS in Sciences in Land Surveying and Topography (UPRM) 2009- BS in Sciences in Civil Engineering (UPRM) 2015- MS in Sciences in Civil Engineering (UPRM)		Professional Land Surveyor #23956 Professional Engineer #24465
<b>Other Professional Qualifications</b>		
30-hour Occupational Safety and Health Training Course in Construction, OSHA, U.S. Department of Labor 30-hour Occupational Safety and Health Training Course in General Industry, OSHA, U.S. Department of Labor Active member of the Professional College of Engineers and Land Surveyors of Puerto Rico		
<b>Relevant Projects</b>		
<b>Title and Location</b>		<b>Professional Services</b>
Emergency Project for Landslides Monitoring (Hurricane Maria) Añasco, Puerto Rico		2017-2018
<b>Project Owner</b>		
Municipality of Añasco		
<b>Brief Description</b>		
Professional Surveyor for the topography of the facilities and their surroundings in addition to monitor the landslides that were generated. Responsible for the development of the Flood Insurance Rate Map (FIRM).		
<b>Title and Location</b>		<b>Professional Services</b>
Emergency Project for Landslides Monitoring (Hurricane Maria) Mayaguez, Puerto Rico		2017-2018
<b>Project Owner</b>		
Municipality of Mayaguez		
<b>Brief Description</b>		
Professional Surveyor for the topography of the facilities and their surroundings in addition to monitor the landslides that were generated. Responsible for the development of the Flood Insurance Rate Map (FIRM).		
<b>Title and Location</b>		<b>Professional Services</b>
Puerto Rico Seismic Network Control Tidal Geodetic Levelings		2013
<b>Project Owner</b>		
Puerto Rico Seismic Network		
<b>Brief Description</b>		
Field leveling surveyor for precision geodetic leveling to the installation and annual level control record of six tidal stations under NOAA specifications.		

### C3.1 KEY TEAM MEMBERS RESUME

<b>Name</b>	<b>Role in this contract</b>	<b>Years of Experience</b>
Josué Villalobos Colón	Professional Surveyor	19
<b>Firm Name and Location</b>		
Juan Carlos Davila - Land Surveyor; Aguada, Puerto Rico		
<b>Education</b>		<b>Current Professional Registration</b>
1998- BS in Sciences in Land Surveying and Topography (UPRM)		Professional Land Surveyor #14729
<b>Other Professional Qualifications</b>		
Active member of the Professional College of Engineers and Land Surveyors of Puerto Rico		
<b>Relevant Projects</b>		
<b>Title and Location</b>	<b>Professional Services</b>	
La Plata River Flood Control	2009-2010	
<b>Project Owner</b>		
AFI		
<b>Brief Description</b>		
Topographic surveyor for the location of structures, drainage system, ground elevations and cross sections profiles to certify the location and elevation of the embankment during the construction of La Plata River Flood Control System.		
<b>Title and Location</b>	<b>Professional Services</b>	
Sanitary Landfill System Project	2010	
<b>Project Owner</b>		
Vicenty, Heres and Lauria		
<b>Brief Description</b>		
Topographic surveyor to estimate the useful life of the landfill and identify the utilities within the property and close to it to make a proposal for improvements to the landfill and its capacity. A study of gates and acquisition of land was made.		
<b>Title and Location</b>	<b>Professional Services</b>	
Yauco Water System Improvements	2008	
<b>Project Owner</b>		
CSA Group		
<b>Brief Description</b>		
Topographic surveyor for the collection of necessary data to prepare a complete existing condition of approximate 24 kilometers and eight different sites, where established new community water tanks.		

**JUAN CARLOS DÁVILA GARCÍA**  
**Agrimensor Licenciado**

<b>Dirección Postal:</b> PO Box 1067 Aguada, PR 00602-1067	<b>Teléfono oficina:</b> 787-868-2645 <b>Celular:</b> 787-638-8427
<b>Dirección Oficina:</b> Avenida Nativo Alers Edificio Plaza Coppelía Suite 209 Aguada, Puerto Rico 00602	<b>E-mail:</b> <a href="mailto:jcdavila01@gmail.com">jcdavila01@gmail.com</a>

**Educación**

- *Bachillerato en Ciencias de Agrimensura y Topografía – Recinto Universitario de Mayagüez  
Junio 1988*

**Notas Especiales**

- *Agrimensor Licenciado desde 1989*
- *Miembro Activo del Colegio de Ingenieros y Agrimensores de Puerto Rico*
- *Miembro del Instituto de Agrimensores de Puerto Rico*
- *Miembro de la Junta Examinadora de Ingenieros y Agrimensores de Puerto Rico, Departamento del Estado desde 2 de mayo de 2011 al 31 de enero de 2018*
- *Miembro de la Asociación de Agrimensores de Puerto Rico*
- *Presidente (2013-2015) de la Comisión de Recreo y Deportes del Colegio de Ingenieros y Agrimensores de Puerto Rico*
- *Presidente (2015-2016) de la Junta Examinadora de Ingenieros y Agrimensores de Puerto Rico, Departamento del Estado*
- *Certificación “Disadvantaged Business Enterprise” (DBE) – NAICS Code: 541370*
- *Certificación “Historically Underutilized Business Zone” (HUBZone)*

**Historial Profesional**

<i>Febrero 1995 - hasta el presente</i>	<i>Practica Privada Independiente</i>
<i>Marzo 1991 - Febrero 1995</i>	<i>JUSOR Corporation</i>
<i>Diciembre 1989 - Marzo 1991</i>	<i>Ing. Antonio Hernández Virella &amp; Asociados</i>
<i>Junio 1988 – Diciembre 1989</i>	<i>Oficina de Desarrollo Económico y Comunal – Municipio de Mayagüez</i>
<i>Junio 1985 - Junio 1988</i>	<i>Merced &amp; Guerra – Ingenieros y Agrimensores</i>



## Áreas de Especialización

- Estudio de carreteras
- Estudio para mejoras al sistema de agua potable y al sistema sanitario
- Estudio para mejoras a la infraestructura de la comunidad y de la empresa privada
- Proyectos de construcción – replanteo e inspección
- Trabajos de agrimensura utilizando sistema GPS (Global Positioning System)
- Peritaje en tribunales

## Trayectoria profesional

### Estudio de carreteras

- ▶ Estudio de Carretera PR-2 desde El Tuque hasta la Carretera PR-14 en Ponce
- ▶ Estudio topográfico para mejoras a Carretera PR-536 en Santa Isabel
- ▶ Estudio Carretera PR-172 en Comerío
- ▶ Estudio de carretera en el Sector La Cotorra de Ponce
- ▶ Estudio de Carretera PR-693 desde la Carretera PR-2 hasta enlace con Carretera PR-22 en Dorado
- ▶ Estudio de Carretera PR-1 desde la Carretera PR-170 hasta la Carretera PR-738 en Cayey
- ▶ Estudio de la Avenida Hostos en Ponce
- ▶ Estudio de Carretera PR-503 en Ponce

### Estudio para mejoras al sistema de agua potable y al sistema sanitario

- ▶ Estudio para proveer sistema sanitario a la Comunidad Jagüeyes en Villalba
- ▶ Estudio para proveer sistema sanitario a la Comunidad Jagüeyes en Villalba
- ▶ Estudio para mejorar el sistema sanitario en Guayanilla desde el Parque Industrial a lo largo del pueblo
- ▶ Estudio para proveer sistema sanitario a ruta Carretera PR-402 desde Parcelas Marías hasta la Comunidad Playa en Añasco
- ▶ Tubería AAA Lago Dos Bocas – Arecibo
- ▶ Planta de Filtración – Lares
- ▶ Estudio para proveer sistema sanitario a Villas de Sotomayor – Aguada
- ▶ Estudio para nueva Planta de Filtración – Canóvanas
- ▶ Estudio para proveer sistema sanitario a Comunidad Yambele – San Juan
- ▶ Estudio Pluvial en Colegio PRCS – Levittown
- ▶ Estudio sanitario para la Comunidad La Máquina en Sabana Grande
- ▶ Estudio en Tanque Contorno, Toa Baja
- ▶ “Force Line” para la Escuela Elemental Sabana Hoyos
- ▶ Estudio para proveer sistema sanitario al Barrio Barrero de Rincón

- ▶ Estudio para conexión sanitaria en Balneario de Vega Baja
- ▶ Estudio de las siguientes plantas de filtración
  1. Planta Sana Muerto en Orocovis
  2. Planta Hatillo-Camuy
  3. Planta Anones-Naranjito
  4. Planta Morovis
  5. Planta Quebradillas
- ▶ Estudio de las siguientes plantas de tratamiento
  1. Planta el Torito en Cayey
  2. Planta Regional de Caguas
  3. Planta de Barceloneta
  4. Planta Torrecillas en Loíza
  5. Planta Río Arriba en Arecibo
- ▶ Estudio para mejoras al sistema de agua a lo largo de la Carretera PR-128 desde la Represa Lucchetti hasta la Carretera PR-3372 en Yauco
- ▶ Estudio para mejoras al sistema de agua desde el Barrio Almacigo Alto hasta el Barrio Almacigo Bajo en Yauco
- ▶ Estudio de propiedades y cause del Río Yagüez para construcción de Parque Lineal en Mayagüez
- ▶ Estudio para prevención de socavación de puente en Río Grande de Manatí
- ▶ Estudio para eliminación de Estación de Bomba Colomer en la Avenida Baldorioty de Castro en San Juan
- ▶ Estudio para la inspección en proyecto control de inundaciones del Río La Plata

*JGE*

### Estudio para la empresa privada y mejoras a la infraestructura de la comunidad

- ▶ Estudio para mejoras a la Comunidad La PRRA en Trujillo Alto
- ▶ Estudio de la Comunidad Pueblo Central en San Germán
- ▶ Estudio de la Universidad de Puerto Rico, Recinto de Aguadilla
- ▶ Estudio para cierres de 19 vertederos a nivel isla
- ▶ Estudio topográfico para Estudio Hidrológico Hidráulico en Barrio Río Hondo de Mayagüez para Proyecto Toys "R" Us
- ▶ Estudio para inspección de Proyecto Paraíso de Mayagüez
- ▶ Estudios para la construcción de facilidades de Juegos Centroamericanos Mayagüez 2010
- ▶ Estudio de los siguientes centros comerciales
  1. Mayagüez Mall
  2. Cayey Shopping Center
  3. Torrimar Shopping Center
  4. Plaza Aguadilla (Gate-5)
  5. Plaza Ferrán en Aguadilla
- ▶ Estudio para mejoras a los siguientes residenciales
  1. Residencial Público Cuesta Las Piedras en Mayagüez
  2. Residencial Público Mar y Sol en Mayagüez
  3. Residencial Público La Montaña en Aguadilla
  4. Residencial Público Sábalos en Mayagüez
  5. Residencial Columbus Landing
- ▶ Estudios para los siguientes hospitales
  1. Hospital San Antonio en Mayagüez
  2. Hospital Metropolitano en San Germán
  3. Clínica Perea en Mayagüez
- ▶ Universidad Católica – Recintos de Ponce, Arecibo y Mayagüez
- ▶ Buckeye Caribbean Terminal – Yabucoa
- ▶ MERGROUP Roosevelt Roads
- ▶ Estudios topográficos para instalaciones de antenas de Estereotempo y WORA TV
- ▶ Estudio a facilidades de Caribe General Electric en Patillas
- ▶ Estudios para la inspección de las siguientes facilidades de los Juegos Centroamericanos Mayagüez 2010
  1. Cancha de Tennis
  2. Litoral
  3. Natatorio
  4. Estadio
  5. Parque Isidoro García
- ▶ Estudio para mejoras a Fábrica Abbott, Añasco
- ▶ Estudio para reconstrucción Escuelas Siglo 21
- ▶ Estudios en tanques de combustible Chevron en plantas de Cataño y St. Thomas
- ▶ Estudios para mejoras en facilidades de El Mesón Sandwiches
- ▶ Estudio a Vertedero de Aguadilla, Juncos, Hormigueros y Mayagüez
- ▶ Estudio de deslizamientos Huracán María – Añasco
- ▶ Estudio de deslizamientos Huracán María – Mayagüez
- ▶ Inspección del Aeropuerto de Aguadilla (BQN)
- ▶ Estudio de Aeropuerto FURA

### Proyectos de Construcción

- ▶ Centro Gubernamental – Aguada
- ▶ Hotel Río Mar – Río Grande
- ▶ Urbanización Alturas de Puerto Real – Cabo Rojo
- ▶ Urbanización Alturas de Miradero – Cabo Rojo
- ▶ Urbanización Mansiones de Cabo Rojo
- ▶ Urbanización Jardines de Guerrero – Aguadilla
- ▶ Urbanización Valles de Añasco
- ▶ Urbanización Paseos de Aguadilla
- ▶ Urbanización Paraíso de Mayagüez
- ▶ Punta del Mar Village – Rincón
- ▶ Urbanización Villas de La Pradera – Rincón
- ▶ Urbanización Paraíso del Atlántico – Quebradilla
- ▶ Oceanía Walk Up Apartment – Arecibo
- ▶ Urbanización Costa Norte – Hatillo
- ▶ Urbanización Los Pinos – Arecibo
- ▶ Oficinas Principales de "Fish & Wild Life" – Vieques
- ▶ Entrada Principal Guardia Nacional – Santa Cruz, USVI
- ▶ Restaurantes Wendy's, Churchs Fried Chicken y Sizzler
- ▶ Escuelas del Siglo 21 (Replanteo)
- ▶ Restaurantes Olive Garden and Famous Daves – Bayamón
- ▶ Parque de Soccer (Replanteo) – Añasco
- ▶ Suiza Dairy (Replanteo)
- ▶ Terminales – Coamo

*Lista representativa de Empresas o Foros a los que se les ha prestado servicios*

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- ▶ *Autoridad para el Financiamiento de la Infraestructura de Puerto Rico (AFI)*
- ▶ *Capcon Corp*
- ▶ *Caribbean Project Management, PC*
- ▶ *CDM Caribbean Engineers P.S.C.*
- ▶ *CSCG Inc.*
- ▶ *CH Caribe*
- ▶ *CSA Group*
- ▶ *Efraín González, S.E. (HQJ)*
- ▶ *Jovan, Inc.*
- ▶ *Karimar Construction*
- ▶ *Lomas Verdes Cooperativa*
- ▶ *MP Engineers of Puerto Rico*
- ▶ *Municipio de Rincón*
- ▶ *Municipio de San Germán*
- ▶ *Municipio de Añasco*
- ▶ *Municipio de Mayagüez*
- ▶ *Tribunal de Aguadilla*
- ▶ *Tribunal de Aguada*
- ▶ *Tribunal de Cabo Rojo*
- ▶ *Tribunal de Mayagüez*
- ▶ *Tribunal de San Germán*
- ▶ *Tribunal de San Sebastián*





FSS • LAND SURVEYORS  
& Consultants

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**FIRST-TIER SUBCONTRACTOR INFORMATION**

**SANDOVAL APPRAISAL SERVICES, PSC**

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GOVERNMENT OF PUERTO RICO

Department of Housing

EXHIBIT A-2

QUALIFICATIONS AND WORK APPROACH PROPOSAL CHECKLIST

Request for Proposals

Title Clearance Program Services

Community Development Block Grant – Disaster Recovery

CDBG-DR-RFP-2018-07

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

Company Submitting is:

Proposer

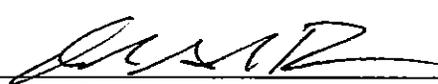
First-Tier Subcontractor

Tab	Initials	First-Tier Sub. Applicability	Document Description
			Company Cover Page
			Proposal is bound into a single document using plastic comb or metal ring binders at the left margin of the page
			One (1) original of the Proposal Three (3) physical copy of the Proposal One (1) electronic copy of the Proposal One (1) redacted copy of the Proposal (if applicable)
1	<i>ASR</i>	✓	<b>Exhibit A-2:</b> Qualifications and Work Approach Proposal Checklist
2	<i>ASR</i>	✓	<b>Exhibit C:</b> Statement of Qualifications
3	<i>ASR</i>	✓	Company's Profile
4			Organizational Chart
5			Availability Chart

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*ASR*

Tab	Initials	First-Tier Sub. Applicability	Document Description
6			Key Staff Résumé and Professional Information
7			Work Approach
8			Plan for Compliance with Section 3 Requirements <i>(Optional to obtain up to five (5) bonus points in the evaluation of the Proposal)</i>
9			First-Tier Subcontractor Information (if applicable)



Proposer's Signature

12/02/2018  
Date

Sandoval Appraisal Services, PSC  
Proposer's Printed Name





**GOVERNMENT OF PUERTO RICO**  
**Department of Housing**

Proposer's Initials: AS

**EXHIBIT C**  
**STATEMENT OF QUALIFICATIONS**  
 Request for Proposals  
 Title Clearance Program Services  
 Community Development Block Grant – Disaster Recovery  
 Puerto Rico Department of Housing  
 CDBG-DR-RFP-2018-07

Each Proposer and First-Tier Subcontractor, if applicable, shall submit a completed Statement of Qualifications Form. For First-Tier Subcontractors, only those items not explicitly identified as "Not Applicable to First-Tier Subcontractors" shall be completed. Proposer must complete all items.

**1. Entity Data:**

1.1. Proposer's / First-Tier Subcontractor's Identification:

Sandoval Appraisal Services, PSC      2014      [REDACTED]  
 (Legal Name)      (Year of Establishment)      (Tax ID)

First-Tier Subcontractor      \_\_\_\_\_  
 (D-U-N-S Number)

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

Orlando Sandoval-Ramos      President  
 (Name)      (Position)

1.3. Physical Address:

1150 Carr 2 Apt H-103  
 (Address Line 1)

\_\_\_\_\_  
 (Address Line 2)

Bayamon      PR      00961  
 (City)      (State)      (Zip Code)

1.4. Mailing Address:

PO BOX 2075  
 (Address Line 1)

1150 Carr 2 Apt 87  
 (Address Line 2)

Bayamon      PR      00961  
 (City)      (State)      (Zip Code)

AS

1.5. Contact Information:

787-310-3156      787-781-4810      sandovalappraisals@gmail.com  
 (Telephone Number)      (Facsimile Number)      (Email Address)

1.6. The Entity is a(n):

- Individual       Partnership       Other (Specify)
- Corporation       Joint Venture

1.7. If a corporation, indicate all that apply:

- Publicly Held       Privately Held       Subsidiary

AS

Proposer's Initials: 

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

Name	Telephone	Email	Officer	Director	Member	Partner
Orlando Sandoval-Ramos	787-310-3156	sandovalappraisals@gmail.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Proposer's Initials:     *PS*    

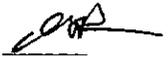
**2. Capacity to Provide Services:**

- 2.1. **Brief History of the Firm:** Attach to this Statement of Qualifications the company's profile. See Tab 9.0
- 2.2. **Organizational Chart:** Attach to this Statement of Qualifications the Organizational Chart for the Services. See Tab 9.0
- 2.3. **Organizational Chart:** Attach to this Statement of Qualifications the Availability Chart for the Services. See Tab 9.0
- 2.4. Has the Bidder been involved in any criminal, civil, or administrative suits, actions, investigations, litigations, professional and/or administrative complaints or proceedings that where commenced, pending, settled, threatened, resolved, or concluded during the five (5) year period prior to the date of the Proposal Due Date?  
 No  Yes (See Attachment \_\_\_\_\_)

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

*[Remainder of the Page Left Blank Intentionally]*



Proposer's Initials: 

2.5. Ongoing Contracts/Projects (Include additional sheets of this table if necessary)

ID	Client Name	Work Description	Contract Amount	Project Duration (In Months)	Status	Completion Date	Deliverables of the Project	Contact Person	Phone Number
1	Banco Santander	Residential Appraisals Appraisal Review	Variable	N/A	Active	N/A	Appraisal Reports Appraisal Review Reports	Mr. Jorge Rivera Ms. Lissette Colon Ortiz	787-281-3214 787-281-2154
2	Scotia Bank	Residential Appraisals	Variable	N/A	Active	N/A	Appraisal Reports	Mr. Felix A. Nazario	787-945-0917
3	Cooperativa Abraham Rosa	Residential Appraisals	Variable	N/A	Active	N/A	Appraisal Report	Ms. Brenda Roman	787-622-3055
4									
5									
6									
7									
8									
9									
10									





2.6. Previous Projects and Contracts that Qualify Entity to Develop and Implement the Project (include additional sheets of this table if necessary).

ID	Client Name	Work Description	Contract Amount	Project Duration (in Months)	Completion Date	Deliverables of the Project	Contact Person	Phone Number
1	Elife Management Corp.	Residencial Appraisals	Variable	As requested	N/A	Appraisal Reports	Ms. Brenda Gonzalez	787-646-9831
2								
3								
4								
5								
6								
7								
8								
9								
10								







Proposer's Initials: ALP

3.2. **References:** Provide at least three (3) separate references and contact information of past or current clients, preferably public entities.

Name	Email	Phone Number	Relation
Mr. Jorge Rivera	jorge.riveraruiz@santander.pr	787-281-3214	Current client: Appraisal Manager- Banco Santander
Ms. Lissette Colon Ortiz	lissette.colon@santander.pr	787-281-2154	Current client: Quality Control Manager- Banco Santander
Mr. Felix A. Nazario Lopez	felix.nazario@scotiabank.com	787-945-0917	Current client: Appraisal Reviewer Officer- Scotia Bank
Mr. Enrique Umpierre Amy	eumpierreamy@gmail.com	787-510-5796	Past client-E.Umpierre Appraisal Group PSC
Ms. Brenda Gonzalez	elitemanagementcorp@hotmail.com	787-646-9831	Current client-Manager of Seized Property

**4. Acknowledgement of Addenda** (Not Applicable to First-Tier Subcontractors)

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

Addendum No.	Date Issued	Addendum No.	Date Issued

Proposer's Initials:     *QAR*    

**5. Under Oath Certification:**

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

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

In witness thereof, the Proposer has executed this Statement of Qualifications this 2 day of December, 2018.

**If Entity is an individual:**

\_\_\_\_\_  
(Signature of Individual)

\_\_\_\_\_  
(Printed Name of Individual)

\_\_\_\_\_  
(Address Line 1)

\_\_\_\_\_  
(Address Line 2)

\_\_\_\_\_  
(City)                      (State)                      (Zip Code)

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

\_\_\_\_\_  
(Printed Name of Firm)

**By:** \_\_\_\_\_  
(Authorized Representative's Signature)

\_\_\_\_\_  
(Printed Name of Authorized Representative)

\_\_\_\_\_  
(Address Line 1)

\_\_\_\_\_  
(Address Line 2)

\_\_\_\_\_  
(City)                      (State)                      (Zip Code)





ORLANDO SANDOVAL RAMOS  
Professional Appraiser

# PROFESSIONAL PORTFOLIO



Orlando Sandoval Ramos  
Tasador Profesional Licenciado



Licencia #887 \* Certificación Residencial #76

1150 Carr 2 Apt 87  
Bayamón, PR 00961  
Tel. 787-310-3156  
Fax 787-706-3039



Fernando Santiago Rosario, PLS, BSCE  
F.S. Surveying PSC  
Aibonito, Puerto Rico

To whom it may concern:

Attach please find my resume and copy of my professional licenses.

I have been working for the past nineteen years as an Appraiser for E. Umpierre Appraisal Group PSC, Santander Bank of Puerto Rico, Santander Financial, Scotiabank and Doral Bank. Since October, 2014, I have been performing my services as appraiser through the business entity Sandoval Appraisal Services, PSC. My professional experience includes real estate appraisals for residential properties for the local banking and mortgage industry and also, several appraisal reviews for the Quality Control Department of Santander Bank of Puerto Rico.

I am available to render my services to your organization immediately. The conditions and fees for services will be subject to negotiation. Upon agreement, a professional liability insurance policy that complies with your specifications will be provided.

Should you like to discuss my qualifications further or clarify any questions you may have regarding my portfolio, you may contact me at your convenience to schedule a meeting.

Sincerely,



Orlando Sandoval Ramos

 Orlando Sandoval Ramos  
Tasador Profesional Licenciado

Licencia #887 \* Certificación Residencial #76

1150 Carr. 2 Apt 87  
Bayamón, PR 00961  
[sandovalappraisals@gmail.com](mailto:sandovalappraisals@gmail.com)  
Tel. 787-310-3156



# RESUME

Education                    Seminars and continued education courses taken on a regular basis  
  
1996, University of Puerto Rico  
B.B.A. Major in Finance

Experience                    Real Estate Professional Appraiser:  
  
Sandoval Appraisal Services, PSC  
Principal  
2014 to Present  
  
Scotia Bank  
Mortgage Division  
2014 to Present  
  
Doral Bank  
Loss Mitigation Division  
2013 to 2015  
  
Banco Santander de Puerto Rico  
Mortgage, Loss Mitigation and Quality Control Divisions  
2011 to Present  
  
Independent Contractor for E. Umpierre Appraisal Group PSC,  
Real Estate Appraisers, San Juan, Puerto Rico  
Associate – Professional Appraiser  
1999 to 2012

Licenses                      Real Estate Professional Appraiser  
Lic. No. 887EPA, Expires September 6, 2020  
  
Residential Certification  
Lic. No. 76CR, Expires September 6, 2020  
  
FHA Approved Appraiser  
Lic. No. PRRC76, Expires September 6, 2020

Other                          Approved MGIC Appraiser for Residential Properties  
  
Professional Liability Insurance available upon request  
  
Active member of “Instituto de Evaluadores de Puerto Rico”  
Designation MIE #391



**Orlando Sandoval Ramos**  
Tasador Profesional Licenciado  
Licencia #887 \* Certificación Residencial #76

1150 Carr 2 Apt 87  
Bayamón, PR - 00961  
[sandovalappraisals@gmail.com](mailto:sandovalappraisals@gmail.com)  
Tel. 787-310-3156



RENOVACIÓN APROBADA: 17 de mayo, 2016

RENEWAL APPROVED ON: May 17, 2016



Estado Libre Asociado de Puerto Rico  
*Commonwealth of Puerto Rico*

DEPARTAMENTO DE ESTADO  
*Department of State*

Secretaría Auxiliar de Juntas Examinadoras  
*Office of the Assistant Secretary of State for Examining Boards*

La Junta Examinadora de Evaluadores Profesionales de Bienes Raíces  
*The Examining Board of Real Estate Appraisers*

por la presente certifica que  
*hereby certifies that*

**Orlando Sandoval Ramos**

por haber cumplido todos los requisitos de Ley, ha sido inscrito en el Registro de esta Junta como  
*having met all the requirements of law, has been registered as:*

**Evaluador Profesional Certificación Residencial**  
*Certified Residential Professional Appraiser*

En testimonio de lo cual se expide este certificado para autorizar el ejercicio de dicha profesión bajo el sello de la Junta Examinadora.  
*In testimony whereof, this certificate is issued to authorize the practice of this profession, under the seal of the Examining Board.*

En San Juan, Puerto Rico, hoy 07 de septiembre de 2016  
*In San Juan, Puerto Rico, on September 07, 2016.*

Número de Certificado: 76CR  
*Certificate Number*

Vencimiento: 06 de septiembre de 2020  
*Expires: September 06, 2020*

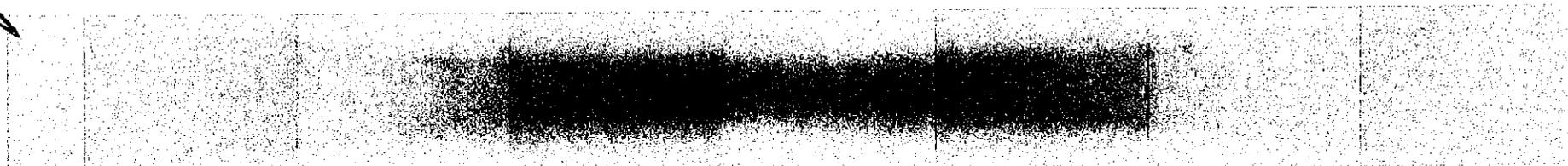


*Paul Eduardo Prillings*  
Presidente  
*(Board President)*

*R. S. H.*  
Secretario Auxiliar  
*Auxiliary Secretary*

*[Handwritten signature]*

*[Handwritten signature]*



RENOVACIÓN APROBADA: 17 de mayo, 2016

RENEWAL APPROVED ON: May 17, 2016



Estado Libre Asociado de Puerto Rico  
*Commonwealth of Puerto Rico*

DEPARTAMENTO DE ESTADO  
*Department of State*

Secretaría Auxiliar de Juntas Examinadoras  
*Office of the Assistant Secretary of State for Examining Boards*

La Junta Examinadora de Evaluadores Profesionales de Bienes Raíces  
*The Examining Board of Real Estate Appraisers*

por la presente certifica que  
*hereby certifies that*

**Orlando Sandoval Ramos**

por haber cumplido todos los requisitos de Ley, ha sido inscrito en el Registro de esta Junta como  
*having met all the requirements of law, has been registered as:*

**Evaluador Profesional Autorizado Licencia Estatal**  
*State Licensed Professional Appraiser*

*(Para evaluar todo tipo de propiedad, Gobierno Estatal y/o Municipal donde no exista un Interés Federal)*

En testimonio de lo cual se expide este certificado para autorizar el ejercicio de dicha profesión bajo el sello de la Junta Examinadora.  
*In testimony whereof, this certificate is issued to authorize the practice of this profession, under the seal of the Examining Board.*

En San Juan, Puerto Rico, hoy 07 de septiembre de 2016  
*In San Juan, Puerto Rico, on September 07, 2016.*

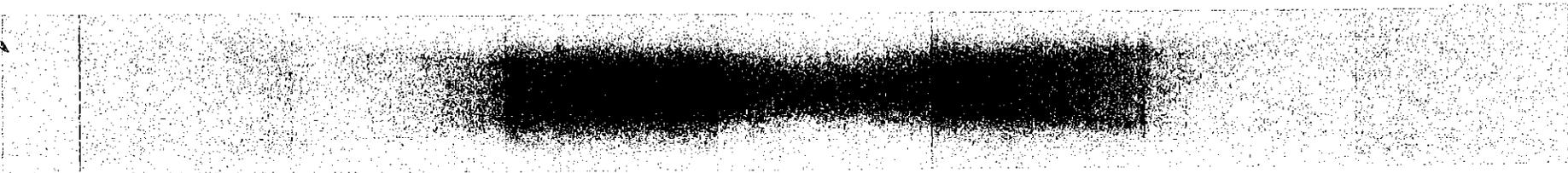
Número de Certificado: 387EPA  
*Certificate Number*

Vencimiento: 06 de septiembre de 2020  
*Expires: September 06, 2020*



José Eduardo Rodríguez  
*President*  
*(Board President)*

*Secretary Auxiliar*  
*Auxiliary Secretary*

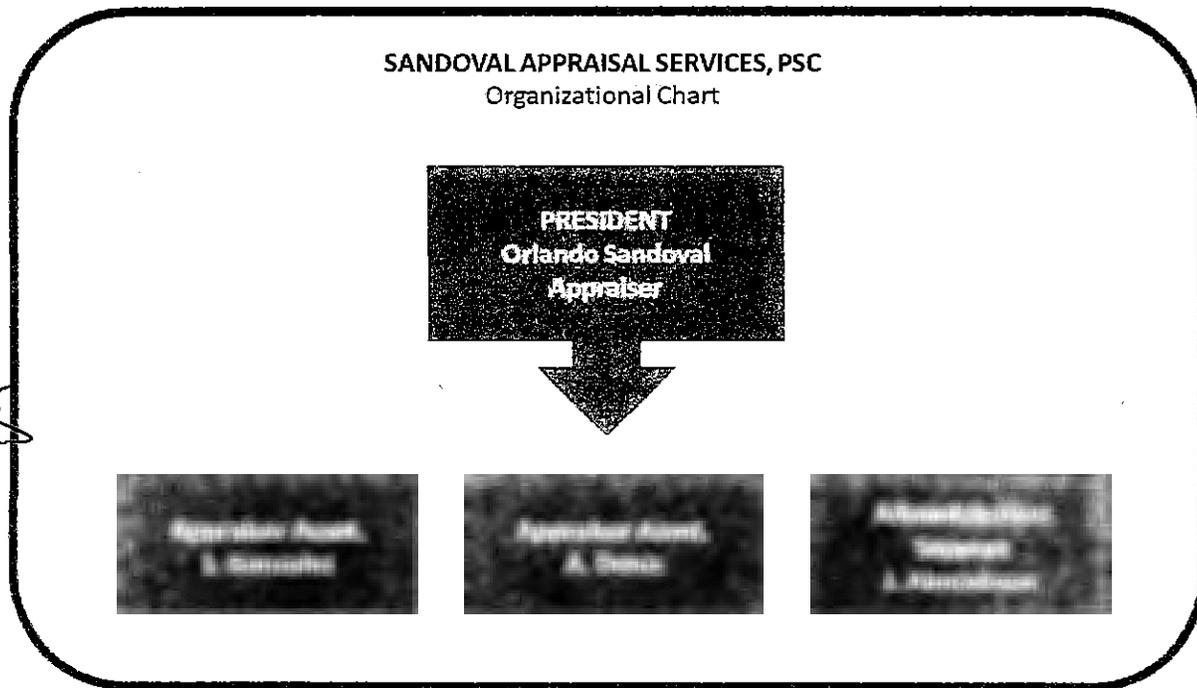


## BRIEF HISTORY OF THE FIRM

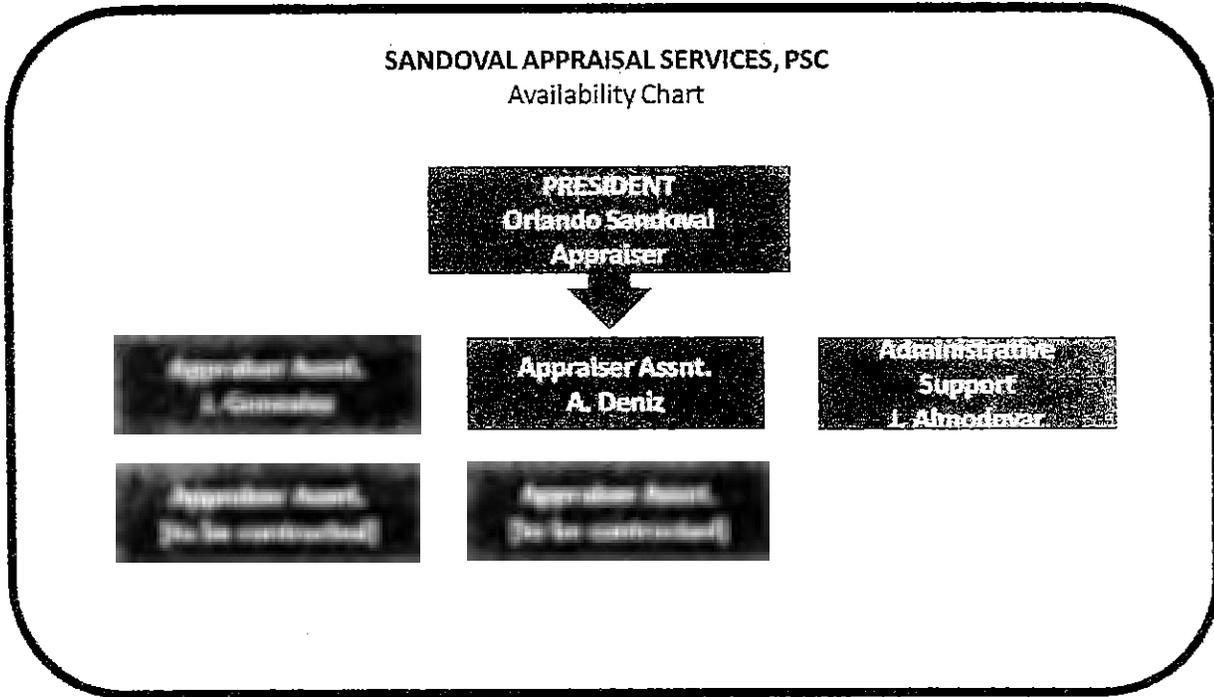
After being working as an appraiser since 1999 in an individual capacity, in October 2014 Sandoval Appraisal Services, PSC (SAS PSC) was organized in Puerto Rico. SAS PSC is dedicated to the valuation of real estate properties offering its services principally to the local banking industry (Banco Santander, Scotia Bank, Cooperativa de Ahorro y Crédito Abraham Rosa and Doral Bank at 2015).

Our appraisal services to the mortgage bankers allows them to achieve all types of conventional loans, non-conventional loans, Rural, FHA and others. Our services to the banking industry has been diversified to include other departments or divisions like the department of Quality Control, Loss Mitigation and repossessed properties. In the Quality Control department we revise the appraisals prepared by other peers to the bank. In Loss Mitigation our company prepares both exterior and interior appraisals, including short-sales cases. In the repossessed properties department our company appraises the properties owned by the bank in order to be marketed at their market value and in their current conditions. Additionally, SAS PSC offers its appraisals and consulting services to other private entities and individuals, as required.

## ORGANIZATIONAL CHART



AVAILABILITY CHART



*File*

United States Department of Housing and Urban Development

# Certificate of Completion

*This certifies that*

**ORLANDO SANDOVAL-RAMOS**

*Has successfully completed a Program of Instructor in*

**FHA APPRAISER TRAINING**

May 17, 2017

\_\_\_\_\_  
Date



*N. Daniel Rogers III*

\_\_\_\_\_  
N. Daniel Rogers, Director  
Atlanta Homeownership Center

**7 Hrs CE 2017-2162**

*[Handwritten signature]*

## *Certificación de Educación Continuada*

*Por la presente certifico que:*

**Orlando Sandoval Ramos**

887EPA/76CR

Miembro MIE#391

*Asistió al seminario:*

**Tasador como Perito en Procesos Judiciales**

Número de Aprobación: 2017-2160

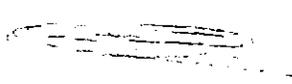
Conferenciante:

Tas. Jesús R. Vera Cerezo

Número de Aprobación: 2017-3078

Horas de educación continuada: 7 horas

Fecha: 11 de agosto de 2017

  
\_\_\_\_\_  
Tas. Carlos A. Santiago Flores, Presidente  
Instituto de Evaluadores de P.R.





**Mortgage Bankers Association of Puerto Rico**

Certifica que

**Orlando Sandoval Ramos**

Ha completado el Seminario  
**"Tasaciones- Acciones y Consecuencias",**

Horas Contacto: 4 horas  
Ofrecido el miércoles, 24 de enero de 2018,  
en San Juan, Puerto Rico.

**Eunice R. López**  
Directora Ejecutiva

3 Horas Créditos Educación Continua para Corredores de Bienes Raíces  
3 Horas Créditos Educación Continua para Tasadores #2018-2164

*File*

# Instituto de Evaluadores de PR

INSTITUTO DE EVALUADORES DE BIENES RAÍCES DE PUERTO RICO  
INSTITUTE OF PROFESSIONAL APPRAISERS OF PUERTO RICO

*PR*

AFILIADO A LA UNION PANAMERICANA DE ASOCIACIONES DE VALUACION  
SPONSORS OF THE APPRAISAL FOUNDATION

Certificamos que

**Orlando Sandoval Ramos**

*Aprobó el curso de:*

**Leyes y Reglamentos que rigen la profesión de Evaluadores Profesionales de Bienes Raíces**

7 horas de clase con examen

Otorgado en San Juan, Puerto Rico hoy 1 de octubre de 2016

*Víctor M. Rivera*

Víctor M. Rivera Gómez  
Profesor – Aprobación #2016-008

*Carlos A. Santiago Flores*

Carlos A. Santiago Flores  
Presidente

Aprobación # 2016-1088

*[Signature]*

# Instituto de Evaluadores de Puerto Rico

INSTITUTO DE  
EVALUADORES DE  
PUERTO RICO

AFILIADO A LA UNION PANAMERICANA DE ASOCIACIONES DE VALUACION  
SPONSORS OF THE APPRAISAL FOUNDATION

Certificamos que

Orlando Sandoval Ramos

*Aprobó el curso de:*  
2018 – 2019 National USPAP Update Course  
7 horas de clase sin examen

Otorgado en San Juan, Puerto Rico hoy 17 de marzo de 2018

Luis E. Pagán Cuevas - Profesor  
AQB Certified National USPAP Instructor ID 45023

Carlos A. Santiago Flores  
Presidente

## *Certificación de Educación Continuada*

*Por la presente certifico que:*

Orlando Sandoval Ramos

*Asistió al seminario:*

**Basic Construction Refresher**

Número de Aprobación: 2018-2169

Conferenciante:

Tas. Edgardo Ortiz Ayala

Horas de educación continuada: 7 horas

Fecha: 3 de agosto de 2018

*Víctor M. Rivera*

---

Tas. Víctor M. Rivera Gómez, Presidente  
Instituto de Evaluadores de P.R.

*ASÉ*

INSTITUTO DE  
EVALUADORES DE  
PUERTO RICO

22 de julio de 2011

A quien pueda interesar

Re: Certificación de Miembro Activo vigente hasta al 31 de marzo de 2012

Estimados señores:

La presente es para certificar que la **Tasador Orlando Sandoval Ramos**, licencia 887EPA y certificación 76CR, es miembro activo del Instituto de Evaluadores de Puerto Rico. Actualmente tiene la designación de Miembro Titular MIE#391.

**Número de Socio 0096**

De tener alguna duda o necesitar información adicional, favor de comunicarse con nosotros a los teléfonos (787)763-3411, vía fax (787)767-3537 o nuestros correos electrónicos [presidenteiepr@gmail.com](mailto:presidenteiepr@gmail.com) o [instevaluadores@vpnet.net](mailto:instevaluadores@vpnet.net).

Atentamente,



Jennifer Santiago Ortiz,  
Presidenta IEPR 2010 - 2011

/mcr



AUCTORIBUS · PROFESSORIBUS · QUIBUS · HOC · MUNUS · COMMISSUM · EST

SYNDICI

# Universitatis · Portoricensis

## Orlando Sandoval Ramos

AD · GRADUM

### Baccalauri · in · Negotiorum · Administrationem

CUM · LAUDE

ADMISERE · EIQUE · OMNIA · JURA · HONORES · PRIVILEGIA · AD · HUNC  
GRADUM · PERTINENTIA · CONCESSERE.

IN · CUIUS · REI · TESTIMONIUM · NOS · HUIUS · UNIVERSITATIS · RITE  
CONSTITUTI · MAGISTRATUS · HUIC · DIPLOMATI · NOMINA · NOSTRA  
SUBSCRIPSIMUS · ET · SIGILLUM · NOSTRAE · UNIVERSITATIS  
SIGILLUMQUE · AEDIUM · APPONI · CURAVIMUS.

DATUM · IN · URBE · BAYAMON · PUERTO · RICO · DIE · XVII · MENSIS · JUNII

ANNO · DOMINI · MCMXCVII



*Norman B. Williams, Jr.*

PRAESES

*[Signature]*  
CONCILII · SYNDICORUM · PRAESES

*[Signature]*  
CANCELLARIUS

*[Signature]*



*[Handwritten mark]*

RENOVACIÓN APROBADA: 17 de mayo, 2016

RENEWAL APPROVED ON: May 17, 2016



Estado Libre Asociado de Puerto Rico  
*Commonwealth of Puerto Rico*

DEPARTAMENTO DE ESTADO  
*Department of State*

Secretaría Auxiliar de Juntas Examinadoras  
*Office of the Assistant Secretary of State for Examining Boards*

La Junta Examinadora de Evaluadores Profesionales de Bienes Raíces  
*The Examining Board of Real Estate Appraisers*

por la presente certifica que  
*hereby certifies that*

**Orlando Sandoval Ramos**

por haber cumplido todos los requisitos de Ley, ha sido inscrito en el Registro de esta Junta como  
*having met all the requirements of law, has been registered as:*

**Evaluador Profesional Certificación Residencial**  
*Certified Residential Professional Appraiser*

En testimonio de lo cual se expide este certificado para autorizar el ejercicio de dicha profesión bajo el sello de la Junta Examinadora.  
*In testimony whereof, this certificate is issued to authorize the practice of this profession, under the seal of the Examining Board.*

En San Juan, Puerto Rico, hoy 07 de septiembre de 2016  
*In San Juan, Puerto Rico, on September 07, 2016.*

Número de Certificado: 76CR  
*Certificate Number*

Vencimiento: 06 de septiembre de 2020  
*Expires: September 06, 2020*



Presidente  
*(Board President)*

Secretario Auxiliar  
*Auxiliary Secretary*



fss.LAND SURVEYORS  
& Consultants

---

**FIRST-TIER SUBCONTRACTOR INFORMATION**

**GLOBAL SURVEY-LAND SURVEYOR**

*[Handwritten mark]*

*[Handwritten signature]*



GOVERNMENT OF PUERTO RICO

Department of Housing

EXHIBIT A-2

QUALIFICATIONS AND WORK APPROACH PROPOSAL CHECKLIST

Request for Proposals

Title Clearance Program Services

Community Development Block Grant – Disaster Recovery

CDBG-DR-RFP-2018-07

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

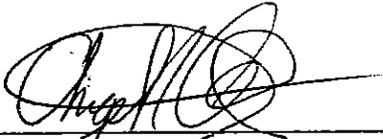
Company Submitting is:

- Proposer
First-Tier Subcontractor

Table with 4 columns: Tab, Initials, First-Tier Sub. Applicability, Document Description. Contains 5 rows of checklist items with handwritten initials and checkmarks.

Handwritten signature/initials at the bottom right of the page.

Tab	Initials	First-Tier Sub. Applicability	Document Description
6			Key Staff Résumé and Professional Information
7			Work Approach
8			Plan for Compliance with Section 3 Requirements <i>(Optional to obtain up to five (5) bonus points in the evaluation of the Proposal)</i>
9			First-Tier Subcontractor Information (if applicable)



Proposer's Signature

12/13/2018  
Date

Angel W. Colon Guzman

Proposer's Printed Name





Proposer's Initials: ANCE

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

Name	Telephone	Email	Officer	Director	Member	Partner
JANET L RIVERA PEREZ	787-501-1280	loriane40@yahoo.com	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

[Remainder of the Page Left Blank Intentionally]

Proposer's Initials: ANC

**2. Capacity to Provide Services:**

- 2.1. **Brief History of the Firm:** Attach to this Statement of Qualifications the company's profile. See Tab 9.C
- 2.2. **Organizational Chart:** Attach to this Statement of Qualifications the Organizational Chart for the Services. See Tab 9.C
- 2.3. **Organizational Chart:** Attach to this Statement of Qualifications the Availability Chart for the Services. See Tab 9.C
- 2.4. Has the Bidder been involved in any criminal, civil, or administrative suits, actions, investigations, litigations, professional and/or administrative complaints or proceedings that were commenced, pending, settled, threatened, resolved, or concluded during the five (5) year period prior to the date of the Proposal Due Date?
- No  Yes (See Attachment \_\_\_\_\_)

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

[Remainder of the Page Left Blank Intentionally]

*Handwritten signature*

2.5. Ongoing Contracts/Projects (Include additional sheets of this table if necessary)

ID	Client Name	Work Description	Contract Amount	Project Duration (In Months)	Status	Completion Date	Deliver
1	CONSTRUCTORA SANTIAGO II CORP.	AS-BUILT, MEASUREMENTS, TOPOGRAPHY, LEVELINGS, STAKEOUT.	\$150,000.00	24	ACTIVE		
2	TAMRIO, INC.	AS-BUILT, MEASUREMENTS, TOPOGRAPHY, LEVELINGS, STAKEOUT.	\$60,000.00	8	ACTIVE		
3	DEL VALLE GROUP, INC.	TOPOGRAPHY, LEVELINGS, AS-BUILT, STAKEOUT	\$100,000.00	24	ACTIVE		
4	McCARTHY IMPROVEMENTS	LEVELINGS, AS-BUILT, STAKEOUT	\$205,000.00	24	ACTIVE		
5	MDE ENGINEERING GROUP	MEASUREMENTS, TOPOGRAPHY, ALTA SURVEY, STUDIES OF SANITARY TRUNKS.	\$50,000.00	12	ACTIVE		
6							
7							
8							
9							
10							

*Handwritten signature*

2.6. Previous Projects and Contracts that Qualify Entity to Develop and Implement the Project (Include additional sheets of this table if necessary)

ID	Client Name	Work Description	Contract Amount	Project Duration (In Months)	Completion Date	Deliverables of the Project
1	HACIENDA ISABELI	AS-BUILT, INSCRIPTION PLAN, PLOT PLAN, STAKEOUT, LEVELING, MEASUREMENTS, TOPOGRAPHY.		60	ACTIVE	
2	SR. HECTOR LEON RIVERA	SEGREGATION, MEASUREMENTS, INSCRIPTION PLAN, TOPOGRAPHY.		24	FINISH	
3						
4						
5						
6						
7						
8						
9						
10						

*Adi*

*[Signature]*



Proposer's Initials: *ANCJ*

3.2. **References:** Provide at least three (3) separate references and contact information of past or current clients, preferably public entities.

Name	Email	Phone Number	Relation
Ing. Francisco Rodríguez	frodriguez@ejconstruccionpr.com	787-239-6628-	Clients
Ing. José Díaz	jdiaz@jdiazassoc.com	787-376-8266	Clients
Ing. Ferrer	ferrer@constructorasantiago.com	787-486-8428	Clients
Ing. José Novoa		939-645-5820	Autoridad de Carreteras

4. **Acknowledgement of Addenda** (Not Applicable to First-Tier Subcontractors)

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

Addendum No.	Date Issued	Addendum No.	Date Issued

Proposer's Initials: ANCJ

**5. Under Oath Certification:**

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

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

In witness thereof, the Proposer has executed this Statement of Qualifications this 4 day of december, 2018.

**If Entity is an individual:**

\_\_\_\_\_  
(Signature of Individual)

\_\_\_\_\_  
(Printed Name of Individual)

\_\_\_\_\_  
(Address Line 1)

\_\_\_\_\_  
(Address Line 2)

\_\_\_\_\_  
(City)

\_\_\_\_\_  
(State)

\_\_\_\_\_  
(Zip Code)

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

\_\_\_\_\_  
(Printed Name of Firm)

**By:**

\_\_\_\_\_  
(Authorized Representative's Signature)

\_\_\_\_\_  
(Printed Name of Authorized Representative)

\_\_\_\_\_  
(Address Line 1)

\_\_\_\_\_  
(Address Line 2)

\_\_\_\_\_  
(City)

\_\_\_\_\_  
(State)

\_\_\_\_\_  
(Zip Code)



Proposer's Initials: ALC

**If Entity is a partnership or joint venture:**

\_\_\_\_\_  
(Printed Name of Partnership or Joint Venture)

**By:** \_\_\_\_\_  
(Signature of General Partner)

\_\_\_\_\_  
(Printed Name of General Partner)

\_\_\_\_\_  
(Address Line 1)

\_\_\_\_\_  
(Address Line 2)

\_\_\_\_\_  
(City)                      (State)                      (Zip Code)

**If Entity is a corporation:**

GLOBAL SURVEY, PSC  
\_\_\_\_\_  
(Printed Name of Corporation)

PO BOX 807  
\_\_\_\_\_  
(Corporate Address Line 1)

\_\_\_\_\_  
(Corporate Address Line 2)

COAMO                      RR                      00769  
\_\_\_\_\_  
(City)                      (State)                      (Zip Code)

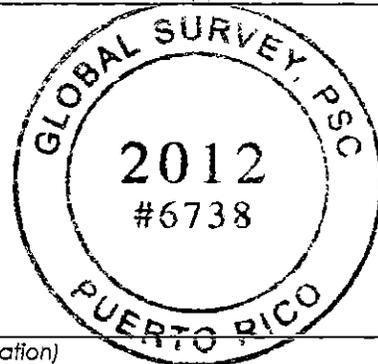
**By:** \_\_\_\_\_  
(Signature of Officer)

ANGEL N. COLON GUZMAN  
\_\_\_\_\_  
(Printed Name of Officer)

PRESIDENT  
\_\_\_\_\_  
(Title of Officer)

**Attest:** \_\_\_\_\_  
(Secretary)

[CORPORATE SEAL]

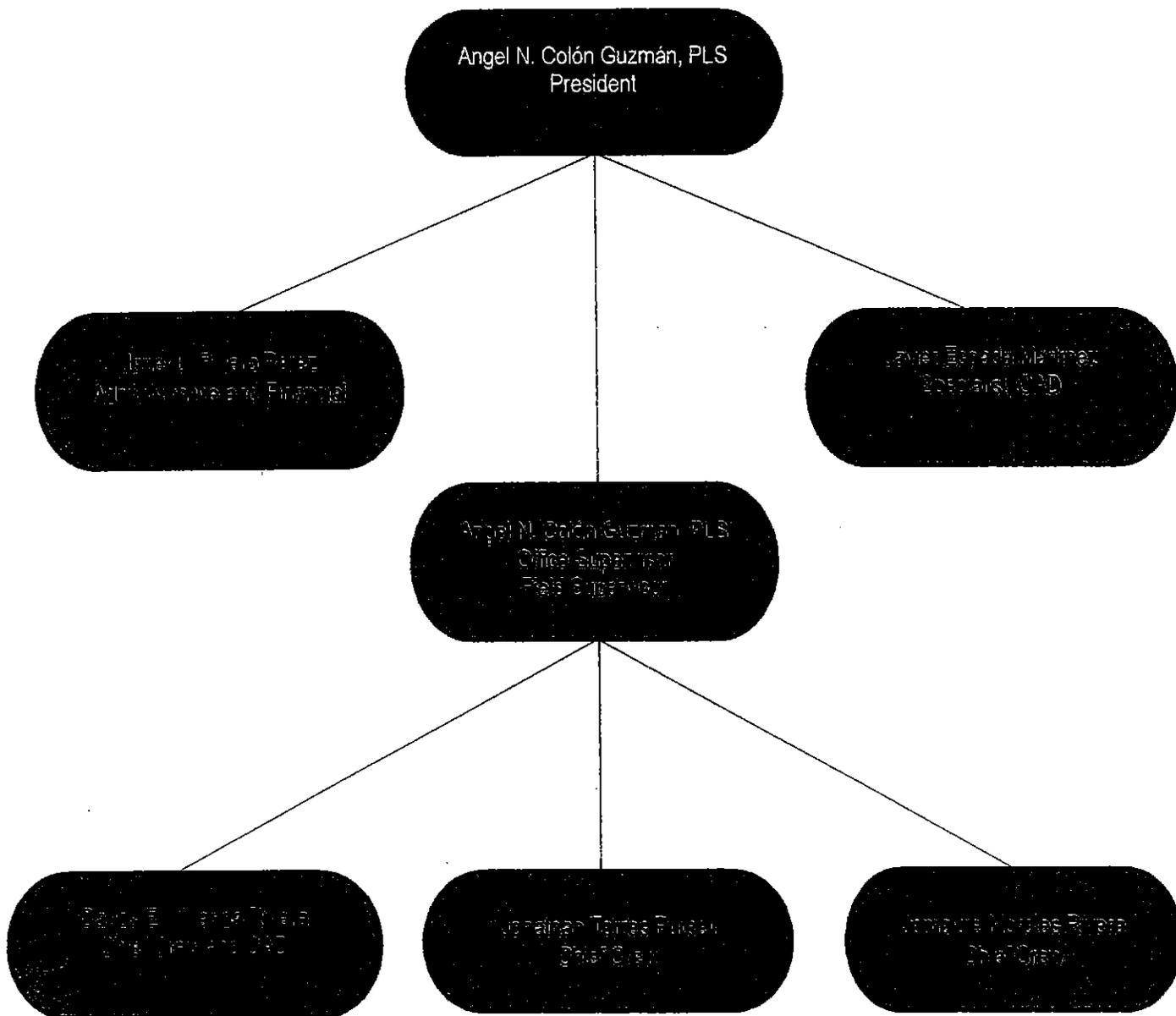


\_\_\_\_\_  
(Jurisdiction of Incorporation)

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# GLOBAL SURVEY, PSC – ORGANIZATIONAL CHART

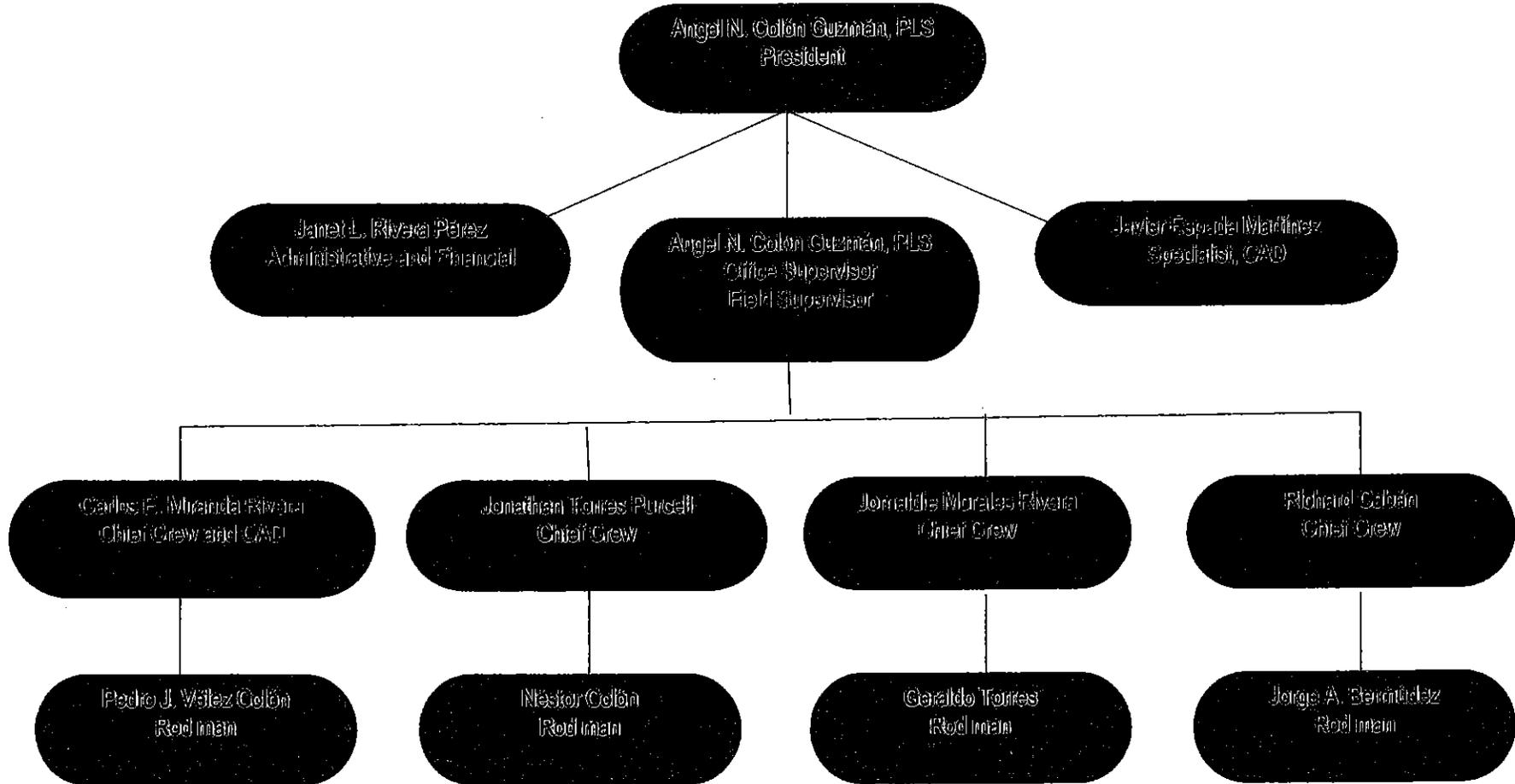


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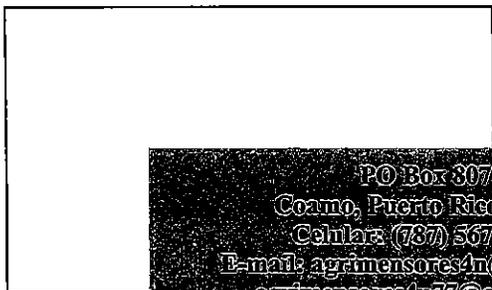
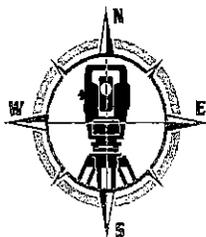
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# GLOBAL SURVEY, PSC – AVAILABILITY CHART



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PO Box 307  
Coamo, Puerto Rico 00769  
Celular: (787) 567- 6161  
E-mail: agrimensores4n@yahoo.com  
agrimensores4n77@gmail.com

## RESUME

### PROFESION

Desde hace unos 30 años practico la profesión de Agrimensor. Durante estos años, hemos trabajado en diferentes proyectos en toda la isla, con éxito y haciendo nuestro trabajo con un personal capacitado, responsable y comprometido con la calidad profesional para realizar trabajos de alto nivel.

### EDUCACION

- |          |  |
|----------|--|
| Año 2018 | Curso: <u>La Revolución de 3D Laser Scanning: Captura Datos más Precisos, Más Rápido</u>   |
| Año 2018 | Curso: <u>Fundamentos de Etica</u>   |
| Año 2018 | Curso: <u>Expo Cumbre CIAPR 2018 / La Ingeniería y la Agrimensura en la Reinención de P. R. – Agrimensura</u>  |
| Año 2018 | Curso: <u>Obtención de Coordenadas con GNSS (Antes GPS) y sus Distintos Marcos de Referencia</u>   |
| Año 2017 | Curso: <u>Inspección después de un Huracán: Todo lo que necesita saber</u>   |
| Año 2017 | Curso: <u>2017 Modernization of the National Spatial Reference System-Keeping Pace with Changes in Positioning Technology and User Expectation in Dynamic World (Update)</u> |



- Año 2012**                      **Curso:** Foros Viernes 360 (Development, Implementation and Future of the National Spatial Reference System)
- Año 2012**                      **Curso:** Modernization of the National Spatial Reference System.
- Año 2010**                      **Curso:** Inspección de Estructuras en Concreto
- Año 2009**                      **Curso:** Procesos de Permisos y Usos de Terrenos
- Año 2008**                      **Curso:** Deslinde de Bienes y Dominio Público Marítimo Terrestre
- Año 2007**                      **Curso:** Improvement for Carlson Survey and Civil
- Año 2007**                      **Curso:** Nivelación Geodésica
- Año 2005**                      **Curso:** The National Spatial Reference System
- Año 2004**                      **Curso:** Datums, Conceptualización, Realización y Transformaciones
- Año 2003**                      **Curso:** Seguros Empresariales
- Año 2003**                      **Curso:** Tecnología de los Sistemas de Posicionamiento Global
- Año 2003**                      **Curso:** Agrimensura Básica
- Año 2001**                      **Curso:** Introducción a Técnicas Avanzadas en el Pos Proceso del GPS Estático.
- Año 1999**                      **Curso:** Introducción al GPS Dinámico (Real Time)
- Año 1999**                      **Curso:** System (GPS) Estático
- Año 1996**                      **Curso:** Introducción a la Librería Electrónica de Colectar Datos de Campo.



<b>Año 1996</b>	<b>Curso:</b> <u>Manejo del Collector de Data.</u>
<b>Junio 1996</b>	<b><u>Educación Continúa,</u></b> Curso de Autocad 13.
<b>Julio 1996</b>	<b><u>Educación Continúa,</u></b> Curso de Softdesk.
<b>1982 - 1988</b>	<b><u>Colegio de Agricultura y Artes Mecánicas (CAAM), Recinto Universitario de Mayagüez</u></b> Mayagüez, Puerto Rico Bachillerato en Agrimensura.
<b>Diciembre 1987</b>	<b><u>Recinto Universitario de Mayagüez,</u></b> Curso Básico de Tasación de Bienes Raíces

## **EXPERIENCIAS DE TRABAJO**

<b>Noviembre 1994 - hasta el presente.</b>	<b><u>GLOBAL SURVEY, PSC</u></b> <b>Ángel N. Colón Guzmán, Agrimensor</b> Establecimos nuestra propia compañía, ofreciendo nuestros servicios de mensuras, segregaciones, topografías, desarrollos, replanteo en general, trabajos en GPS, etc.,
<b>1987 - 1994</b>	<b><u>Constructora Santiago, Inc.</u></b> Trujillo Alto, Puerto Rico. Realizando trabajos de agrimensura como Jefe de brigada.

## **PROYECTOS :**

### **A. Marcado y Replanteo en puentes:**

1. Puente de Hormigueros - P. R. 100 (Cabo Rojo)
2. Puente de Añasco - P. R. #2.

*Ángel*

3. Puente de Ovejas en Añasco.
4. Puente P. R. #397, Mayagüez a Las Marias.
5. Puente P. R. #111.
6. Puente Victoria en Aguadilla.
7. Puente P. R. #30 intersección con la P. R. #3.
8. Puente P. R. #30 intersección con la P. R. #53.
9. Puente P. R. #52, Ponce, Puerto Rico.  
(Últimos dos tramos desde la Ave. Hostos o  
P. R. #10 hasta el sector Baramaya o Punta  
Diamante)
10. Puente sobre la Ave. Baldorioty de Castro en  
Hato Rey, P.R. (1ra y 2da fase).
11. Puente conector en la Ave. Kennedy entre  
Hato Rey y Bayamón.
12. Puente sobre Río Gurabo.
13. Puente sobre Río Cañaboncito, Guaynabo, P. R.
14. Puente de la Calle Villa, Ponce, Puerto Rico
15. Puente en la Ave. Santiago de Los Caballeros, Ponce, Puerto Rico
16. Puente en Hotel Hilton Costa Caribe Resort, Ponce, Puerto Rico
17. Puente sobre el Río Yauco, PR #2 - Yauco, P. R.
18. Puente de Peñuelas
19. Puente en el Corredor del Este (Ruta 66) Primer tramo frente a Plaza  
Carolina
20. Puente conector Isabela AC-(200191)
21. Puente conector, Juncos, Puerto Rico
22. Construcción de Puente PR#12, Ponce, P.R. (Entrada Plaza Caribe)
23. Puente Quebrada Toita – Cayey, P.R.
24. Marcado Puente Orocovis, AC-015567
25. Marcado de Puente  
Proyecto LP-9999(127) AC-900112.  
Installation of vehicular modular steel bridge  
in PR-123, Km 0.24, Ponce, P.R.
26. Marcado de Puente  
Proyecto LP-9999(152) AC-053606.  
Installation of vehicular modular steel bridge  
in PR-536, Km 6.65, Santa Isabel, P.R.
27. Reemplazo de Loza en Puente Num. 541 sobre Río  
Bayamón – Carr. PR #5
28. Reemplazo de Puente Núm. 982 sobre la Carr. PR  
#189, AC-800470, Carr. PR # 30, Km 4.1, Gurabo, PR
29. Replanteo en Canal de Desagüe-Canalización Río  
Puerto Nuevo. Año 2018



## **B. Mercado y Replanteo en proyectos de Centros Comerciales:**

1. Proyecto Supermercado Grande, Mayagüez, P. R.
2. Plaza del Oeste, San Germán, Puerto Rico
3. Walmart, Fajardo, Puerto Rico.
4. Walmart, Humacao, Puerto Rico.
5. Walmart, Aguadilla, Puerto Rico.
6. Parque El Escorial, Carolina, Puerto Rico
7. Proyecto Beltz, Río Grande, Puerto Rico
8. Big Kmart - Fajardo, Puerto Rico
9. Big Kmart - Ponce 2000, Ponce, Puerto Rico
10. Walmart y Sam's Club, Pámpanos - Ponce, Puerto Rico
11. Centro Comercial - Dorado, Puerto Rico.
12. Plaza Las Piedras - Las Piedras, Puerto Rico.
13. Sam's Club - Hatillo, Puerto Rico
14. Sam's Club - Carolina, Puerto Rico
15. Walmart - PR#14 - Ponce, P.R.
16. Plaza Canóvanas - Canóvanas, P.R.
17. Walmart - Baramaya - Ponce, P.R.
18. Mercado del Proyecto San Juan Mall, San Juan, P.R., Año 2014.

## **C. Proyecto de desarrollos de solares o site y edificios:**

1. Proyecto Urb. Verdúm - Hormigueros, Puerto Rico.
2. Coopaca - Arecibo, Puerto Rico (Remodelación)
3. Ampliación Vertedero - Carolina, Puerto Rico
4. Construcción Planta Reciclaje en Toa Baja, Sector Campanilla.
5. Construcción Estacionamiento Hospital Presbiteriano, Calle Ashford - San Juan, Puerto Rico.
6. Ampliación Tiendas Macy's en Plaza Las Américas - Hato Rey, Puerto Rico
7. Construcción Mc Donald's - Ciales, Puerto Rico.
8. Construcción Sub-Estación Eléctrica - Parque El Escorial.
9. Site Pep Boys - Guayama, Puerto Rico.
10. Construcción Plaza del Mercado - Aguada, Puerto Rico
11. Construcción del Hospital Menonita - Cayey, Puerto Rico.
12. Urb. Jardines del Puerto - Cabo Rojo, Puerto Rico.
13. Construcción Citibank - Ponce, Puerto Rico.
14. Proyecto - Coliseo de Arecibo - Arecibo, Puerto Rico.
15. Proyecto - Coliseo Olímpico José Miguel Agrelot, Hato Rey, P.R.
16. Escuela José R. Rivera - Arecibo, Puerto Rico
17. Urbanización Monte Sol - Guaynabo, Puerto Rico



18. Urbanización Las Aves - Luquillo, Puerto Rico
19. Urbanización Brisas del Laurel - Juana Díaz, Puerto Rico
20. Escuela Jacaguas - Juana Díaz, Puerto Rico
21. Ampliación Planta de Filtración - Cidra, Puerto Rico
22. Construcción de Edificio para Impedidos Hogar Aurora – Hospital General Menonita, Aibonito, P.R.
23. Construcción Escuela Frente Nuevo Hospital - Lajas, P. R.
24. Ampliación Hospital Doctor's Center - Manatí, P. R.
25. Urbanización Vista Bahía - Ponce, Puerto Rico
26. Escuela Superior Urbana - Villalba, Puerto Rico
27. Urbanización Toa Alta State - Toa Alta, P. R.
28. Urbanización Villa del Sol - Río Piedras, Puerto Rico
29. Urbanización Paseos de Ceiba - Ceiba, Puerto Rico
30. Urbanización Machuelo - Ponce, Puerto Rico
31. Supermercado Grande - Salinas, Puerto Rico
32. Ampliación Supermercado Econo - Comerío, Puerto Rico
33. Estudio Parque Fundación Iván Rodríguez - Bayamón
34. Estudio Parque Fundación Iván Rodríguez - Bayamón
35. Edificio Alcaldía - Aguada, P. R.
36. Construcción del campo de Golf Costa Caribe, Ponce, P. R.
37. Construcción de Villas en proyecto Costa Caribe, Ponce, P. R.
38. Construcción Urb. Los Caminos en San Lorenzo, P. R.
39. Estudio de Comunidades Especiales en Adjuntas, P. R.
40. Escuela Segunda Unidad José R. Rivera - Arecibo, P. R.
41. Urb. El Madrigal - Ponce, Puerto Rico
42. Urb. Mansiones - Humacao, Puerto Rico
43. Proyecto Monte Sol (Walk-ups) - San Juan, Puerto Rico
44. Complejo Hotelero Paradisus Coco Beach (Sol Melia), Río Grande, P.R.
45. Plano "As Built" en Hospital "Pavia Health Center", Hato Rey, Puerto Rico
46. Plano "As Built" Outlets Village - Barceloneta, Puerto Rico
47. Plano "As Built" Termo Eléctrica - Aguirre
48. Plano "As Built" Termo Eléctrica - Costa Sur en Guayanilla
49. Complejo de viviendas Vista del Río - Trujillo Alto, P. R.
50. Construcción de Urb. Vistamar - Ponce, Puerto Rico
51. Construcción complejo de viviendas Escorial - Carolina, P. R.
52. Estacionamiento para la Estación Martínez Nadal del Tren Urbano en San Juan, P.R.
53. Construcción Edificios Extensión Plaza Caribe, Ponce, P.R.
54. Ampliación Edificio Pepsi Cola, Toa Alta, P.R.
55. Urbanización Balcones, Carolina, P.R.
56. Urbanización Paisajes del Río – Luquillo, P.R.
57. Urbanización Paisajes del Lago – Luquillo, P.R.

58. Urbanización Ciudad Jardín – Gurabo, P.R.
59. Parque de Pelota (Pequeñas Ligas) – Coamo, P.R.
60. Remodelación Urbanización Jardín Sereno-San Juan, P.R.
61. Construcción y estudio As-built – Canal Guajataca. Quebradillas, P.R.
62. Site-Toyota – Toa Baja, P.R.
63. Urb. Paseos del Rey – Carolina, P.R.
64. Urb. Portal de la Reina – Carolina, P.R.
65. Urb. Paisajes del Este – Carolina, P.R.
66. Urb. Vistas del Bosque – Trujillo Alto, P.R.
67. Plano “As Built” Comunidad Tocones, Carr. #187, Km. 12.2 Interior, Loiza, P.R. Año 2011.
68. Plano “As Built” Parque de Pelota Comunidad Juana Matos, Calle Nueva 1, Cataño, P.R. Año 2011.
69. Plano “As Built” y Mensura Sector El Vigia, Barrio Islote, Arecibo, P.R., 2011
70. Plano Topográfico, Solares Municipio de Maunabo. Calle 2, Muñoz Rivera, Barrio Pueblo 2011.
71. Plano de Mensura, Comunidad Calle del Agua, Adjuntas, P.R.
72. Plano de Mensura a diferentes solares en la región de Guayama y Mayagüez para el Departamento de la Vivienda, Año 2012.
73. Plano “As Built” Comunidad Nuevo Amanecer, Bo. Machete, Carr. #710 Ramal 7710, Km. 1.3 Interior, Guayama, P.R., Año 2012.
74. Plano Alta Survey, Plaza Apartment en Coamo, P.R. Año 2013.
75. Plano “As Built” Escuela Florencio Santiago PR#14, Km. 32.6 en Coamo, P.R., Año 2014.
76. Marcado Proyecto Baxter de Guayama, P.R., Año 2013-2014.
77. Marcado Edificio Cummins, Cataño, P.R.
78. “As Built” plan para Armed Forces Reserve Center, Mayagüez, P.R., 2011.
79. Stakeout Survey for Armed Forces Reserve Center, Fort Buchannan, 2010.
80. Plano “As Built” para tuberías sanitarias en Residencial San Antonio, San Juan, P.R. Año 2012.
81. Marcado en proyecto Ecoeléctrica en Peñuelas, P.R. Año 2011.
82. Marcado proyecto Sam’s Club, Ave. Kennedy, San Juan, P.R. Club #:2304, 2010.
83. Plano “As Built” Proyecto Sam’s Club, Ave. Kennedy, San Juan, P.R. Club#: 2304, 2011.
84. Marcado y replanteo de Solares, Hacienda Isabel, Santa Isabel, P.R. Año 2016-2018.
85. Marcado, Segregación de Solares, Urb. Estrella del Mar, Salinas, P.R.



#### **D. Proyecto de desarrollos de Zonas o Parques Industriales:**

1. Parque Industrial - Cabo Rojo, Puerto Rico
2. Parque Industrial - Guayanilla, Puerto Rico
3. Parque Industrial - Yauco, Puerto Rico
4. Proyecto de Edificios para viviendas - Trujillo, P. R.
5. Ampliación Cementerio La Piedad - Ponce, Puerto Rico.
6. Plano Topográfico y "As Built" Escuela de Baseball
7. Fundación Iván Rodríguez
8. Proyecto Mega Puerto - Ponce, Puerto Rico
9. (Mercado para construcción y estudio As Built) Primera Fase
10. Rehabilitación parque Paquito Montaner - Ponce, P. R.
11. Plano "As Built" Parque Monagas - Ponce, Puerto Rico
12. Parque Isidoro García - Mayagüez, P.R.

#### **E. Troncales Sanitarias:**

1. Añasco (desde el pueblo a la P. R. #2)  
(Colocando los equipos de nivel laser para tuberías)

#### **F. Replanteo en Carreteras:**

1. Además de los tramos que unen a los puentes en la P. R. #397 de Mayagüez a Las Marías, una carretera de 2.7 Km. y 30 vértices o curvas con taludes desde 40 mts. hasta 110 mts. con terrazas intermedias y variaciones en las pendientes de los taludes.  
(Año 1990 - ¡Qué gran escuela! Necesité todo lo que había aprendido en el Colegio (RUM) y aún más de lo que había aprendido en el campo).
2. P. R. #10; tramo cerca del barrio Tibes de Ponce.  
(Me recuerda a la P. R.#397; claro, esta es más llevadera, apenas solo 3 Curvas).
3. Estudios de derrumbes en la P. R.#3, P. R. #15, etc.
4. Re-construcción P. R.#303 - Cabo Rojo, Puerto Rico.
5. Re-construcción P. R.#115 - Rincón, Puerto Rico.
6. Re-construcción P. R.#2 - Aguada - Aguadilla, Puerto Rico.
7. Construcción P. R.#111 - San Sebastián, Puerto Rico

8. Construcción P. R.#107 - Aguadilla, Puerto Rico.
9. Re-construcción P. R.#18, Carriles Reversibles - Hato Rey, Puerto Rico
10. Atarjea P. R. #10 - Adjuntas, Puerto Rico
11. Tramo de conversión a expreso de tramo #2, Hormigueros, P.R.
12. AC-200247 – PR#2 – Mercado del Km 180.2 al Km 186 - Sabana Grande, P.R.
13. AC-221187 – PR#22 – Mercado del Km 15 al Km 20. Toa Baja, P.R.  
Exclusive Travel Lanes at Median for High Occupancy Toll and Bus Rapid Transit System.
14. AC-070307 – Landslide in PR 763, Km 6.1, Sect. Atravesada, Bo. Borinquen, Caguas, P.R.
15. AC-005374 – PR # 53 Intersección con la PR # 9914 – Yabucoa, P.R.
16. AC-010161 – Caridad del Cobre Avenue Extension from PR # 199 to Sta 11+50.00 (CC) – Bayamón, P.R.

#### **G. Trabajos Realizados con Sistemas de Posicionamiento Global (GPS)**

1. Establecimiento de Cinco (5) Controles Horizontal y Vertical y Perfil Tramo PR #2 - Central Cambalache - Arecibo, P. R.
2. Marcado de Boring para la firma Geoconsult en Hato Rey y en Añasco, Puerto Rico.
3. Localización de Antenas de Teléfonos - Centennial (A nivel isla)
4. Estudio HH para el Río Turabo - Caguas, Puerto Rico
5. Estudios de Transversales, Topografías, As-Built, Mensuras, Líneas Bases en diferentes carreteras a lo largo de siete (7) kilómetros
6. Estudios HH en Río Inabón - Juana Díaz, Puerto Rico.
7. Monumentación de controles horizontal y vertical para el CRIM.
8. Verificación de controles en Cementerio Nacional de Bayamón
9. Establecimiento Líneas Bases en áreas de Isla Verde, en Peajes para la firma Caribbean Developers.
10. Estudio y establecimiento líneas bases para AFI en el sector
11. Mata de Plátano en Luquillo, Puerto Rico.
12. Establecimiento de controles en playa Crash Boat – Aguadilla
13. Establecimiento de una red de controles a nivel de Isla para el estudio de mensura y topografía a los diferentes vertederos activos del momento para poder determinar la vida útil de los mismos. Este trabajo se realizó para la firma Vicenty, Heres & Lauria.
14. Mensura y Topografía de la Finca Barrancas (230) cuerdas en P. R. No. 9, Intersección P. R. #14 en Ponce, Puerto Rico.
15. Mensura Finca Sucesión Subirá (800 cuerdas) en Ponce, P. R. al lado del campo de golf Costa Caribe.

## H. Trabajos Realizados en Aeropuertos

1. Marcado Site – Aeropuerto Internacional Luis Muñoz Marín  
South Airfield Improvement, South GA, Apron and Taxi Way Juliet Construction,  
Año 2011-2013.
2. Marcado en Aeropuerto Mercedita  
Box Culvert & Runway – Ponce, P.R., Año 2012
3. Marcado en Aeropuerto Fernando Luis Ribas Dominicci Isla Grande, P.R.  
Runway – 9-27-Rehabilitation & Associated Work  
Project #39681825.05050, Año 2009-2010
4. Marcado en Aeropuerto Mercedita  
Extension of R/W 12/30 and Box Culvert Installation Precast Culvert for  
Roadway and Blast Fence. Año 2010
5. Marcado y Nivelaciones Taxilane – Aeropuerto Internacional Luis Muñoz Marín.  
Año 2017-18.
6. Marcado en Aeropuerto Mercedita, Ponce, P.R, Año 2018.

## EXPERIENCIAS EN CASOS DE PERITAJE

Año 2004

Sucn. Pagán Colón  
Vs.

Sra. María Reyes  
Carretera PR # 150, KM 14.3 Interior,  
Bo. Santa Catalina,  
Coamo, P.R.

Año 2005

Sra. Gloria Hernández Ortiz  
(Benito Rodríguez)

-vs-

Sr. Eustaquio Ortiz  
Calle Segundo Bernier # 86  
y Calle Barbosa # 52  
Coamo, P.R.

**Año 2007**

**Sr. Orlando Pérez Rivera**

- vs -

**Sra. Ada L. Pérez Ortiz**

Caso Civil Núm.: B2Q 2004-0256  
Calle Segundo Bernier # 86 y  
Calle Barbosa # 52,  
Coamo, P.R.

**Año 2008**

**Sr. Galí Conrado Rodríguez**

- vs -

**Sr. José M. Arrollo Alicea,**

**Sra. Carmen Rivera Torres,**

**La Sociedad Legal de Gananciales  
compuesta entre ambos.**

Caso Civil Núm.: JPE 2006-1161 (605)  
Carr. PR 150, KM 2.0 Interior  
Bo. Jauca Segunda  
Santa Isabel, P.R.

**Año 2008**

**Sr. Osvaldo Rivera Rivera**

-vs-

**Sr. Julio Laguna Mojica**

Caso Civil Núm.: GAC 2006-0091  
Carr. PR 7722, KM 1.6,  
Bo. Matón Arriba, Cayey, P.R.

**Año 2008**

**Sra. Asunción Rodríguez**

-vs-

**Municipio de Guayama**

Caso Civil Núm.: GAC 2003-0249  
Calle José E. Bellón  
Guayama, P.R.

**Año 2008**

**Sra. Petronila González Alvarado**

-vs-

**Sr. Robles A. Herrera e Iris De Jesús**

Calle Núm. 15 intersección con la Núm. 18  
de la Comunidad Rural Mariano Colon,  
Bo. San Ildefonso, Coamo, P.R.

**Año 2008**

**Puerta Del Mar S.E.**

-vs-

**Sucn. Jiménez**

Carretera PR 458, Bo. Borinquén  
Aguadilla, P.R.

**Año 2010**

Re: **Caso # EAC - 2005 - 0412**

Sobre -- Deslinde y Amojonamiento

**Ricardo Burgos y otros**

Demandantes

- vs -

**Manuel Torres Anaya y otros**

Demandados

**Año 2011-2012**

**Sucn. Mario Mercado**

Demandantes

- vs -

**Estado Libre Asociado de Puerto Rico**

Demandados

Re: Casos # KEF 1992-0528

# KEF2004-0377

# KEF2006-0754

# J AC2010-0574

## **IDIOMAS**

- Dominio del idioma inglés a nivel escrito y oral.

## **INFORMATICA**

- Dominio de softwares tales como: Auto Cad, Surv Cad, Mr. Cad, Civil Survey, Word, Excel, Power Point y otros.

## **REFERENCIAS**



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- Estarán disponibles al momento de ser requeridas.

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fss.LAND SURVEYORS  
& Consultants

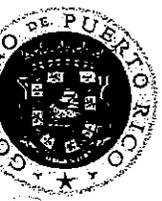
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**FIRST-TIER SUBCONTRACTOR INFORMATION**

**LAMOURT & RIOS LAW FIRM**

*[Handwritten mark]*

*[Handwritten mark]*



GOVERNMENT OF PUERTO RICO  
 Department of Housing

**EXHIBIT A-2**  
**QUALIFICATIONS AND WORK APPROACH PROPOSAL CHECKLIST**  
 Request for Proposals  
 Title Clearance Program Services  
 Community Development Block Grant – Disaster Recovery  
 CDBG-DR-RFP-2018-07

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

Company Submitting is:

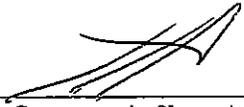
- Proposer
- First-Tier Subcontractor

Tab	Initials	First-Tier Sub. Applicability	Document Description
			Company Cover Page
			Proposal is bound into a single document using plastic comb or metal ring binders at the left margin of the page
			One (1) original of the Proposal Three (3) physical copy of the Proposal One (1) electronic copy of the Proposal One (1) redacted copy of the Proposal (if applicable)
1	HA	✓	<b>Exhibit A-2:</b> Qualifications and Work Approach Proposal Checklist
2	HA	✓	<b>Exhibit C:</b> Statement of Qualifications
3	HA	✓	Company's Profile
4			Organizational Chart
5			Availability Chart

*[Handwritten mark]*

*[Handwritten signature]*

Tab	Initials	First-Tier Sub. Applicability	Document Description
6			Key Staff Résumé and Professional Information
7			Work Approach
8			Plan for Compliance with Section 3 Requirements <i>(Optional to obtain up to five (5) bonus points in the evaluation of the Proposal)</i>
9			First-Tier Subcontractor Information (if applicable)



Proposer's Signature

12/13/2018  
Date

ARMANDO LAMOURT  
Proposer's Printed Name





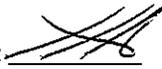
Proposer's Initials: 

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

Name	Telephone	Email	O f f i c e r	D i r e c t o r	M e m b e r	P a r t n e r
Katerina Rios, Esq.	787-643-7832	lcda.rios@yahoo.com	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
Carlos Crus Carrion, Esq.	787528-7957	cruzcarri@hotmail.com	x	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Julio C. Caban Acosta, Esq.	787-365-5985	jccabanlaw@gmail.com	x	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Proposer's Initials: 

## 2. Capacity to Provide Services:

- 2.1. **Brief History of the Firm:** Attach to this Statement of Qualifications the company's profile. See Tab 9.D
- 2.2. **Organizational Chart:** Attach to this Statement of Qualifications the Organizational Chart for the Services. See Tab 9.D
- 2.3. **Organizational Chart:** Attach to this Statement of Qualifications the Availability Chart for the Services. See Tab 9.D
- 2.4. Has the Bidder been involved in any criminal, civil, or administrative suits, actions, investigations, litigations, professional and/or administrative complaints or proceedings that were commenced, pending, settled, threatened, resolved, or concluded during the five (5) year period prior to the date of the Proposal Due Date?
- No  Yes (See Attachment \_\_\_\_\_)

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

[Remainder of the Page Left Blank Intentionally]



Proposer's Initials: 

2.5. Ongoing Contracts/Projects (Include additional sheets of this table if necessary)

ID	Client Name	Work Description	Contract Amount	Project Duration (In Months)	Status	Completion Date	Deliverables of the Project	Contact Person	Phone Number
1	University of PR- Humacao	Legal advice and representation on immigration services, such as immigration visas for their employees	\$8,335 per visa	Six months per visa	ACTIVE		Hard copy of visa, report and recommendation, mailing services	Hector Castro, Esq.	787-641-2358
2	Holiday Inn / Tropical Casino	Notary services, such as Notary Acts and Affidavits	\$150 per Notary Act, \$50 per affidavit	OPEN	ACTIVE		Deeds, Notary Acts, Affidavits, report and recommendation	Mario Negrón	787-800-2247
3	Bella Vista Hospital	Legal representation on breach of contract and collection of money claims against Healthcare Insurance Companies	Contingent	OPEN	ACTIVE		Report and recommendation, status of cases, Excel charts analysis, legal representation in court and administrative hearings	Jose Gratacos	787-834-6000
4	Gastroenterología Avanzada del Caribe, C.S.P	Legal representation and advise on contracts issues, notary services, breach of contracts and collection of money claims	\$100.00 per hr. and contingent	OPEN	ACTIVE		Report and recommendation, status of cases, legal representation in court and administrative hearings, affidavits	Francisco Cebollero	787-265-4250
5	Empire Heart Institute, Inc.	Notary Services, Legal representation and advise on breach of contract and collection of money claims	Contingent	OPEN	ACTIVE		Deeds, Notary Acts, Affidavits, Inscriptions before the Property Registry, report and recommendation, status of cases, legal representation in court and administrative hearings	Edgar Vazquez	787-833-8005
6	Dr. Edgar Vazquez, Dr. Jose Cebollero, Dr. Carlos Soto, and all other physician similarly situated	Legal representation in an arbitration class action claim before the American Arbitration Association	Contingent	Open since 2012			Hard copies reports and recommendations, hard copies of partial awards, Court appearances; Briefs and Memoranda	Edgar Vazquez	787-375-0775





Proposer's Initials: 

7	Jose Boffari Rico	Legal representation on declaration of heir, registration and inscription of real properties, Instances for the Property Registry, and Inheritance Estate Tax Return petition.	\$7,000	Open since 11/9/2018	Hard copies of Resolution from the Court, Instances, minute of registration. Report and recommendations	Jose Bottari	305-301-5137
8	Diane Perez	Legal representation on declaration of heir, registration and inscription of real property, Instance for the Property Registry, and Inheritance Estate Tax Return petition.	\$5,000	Open since 5/16/2018	Hard copies of Resolution from the Court, Instances, minute of registration. Report and recommendations	Diane Perez	201-406-5865
9	Succession Luis Roberto Guilloty	Legal representation on declaration of heir, registration and inscription of real property, Instance for the Property Registry, division and adjudication of Estate, and Inheritance Estate Tax Return petition.	Contingent 7%	Open since 2/18/18	Hard copies of Resolution from the Court, Instances, minute of registration. Report and recommendations	Ana Luisa Acosta	787-590-4327
10	Dr. Sofia Padilla Bafalluy	Notary Service on cancellation of mortgage lien and homestead, Notary Acts for Title ownership, Inscription and registration before the Property Registry	\$2,500	Open since 9/23/18	Hard copy of deeds, and minutes of inscription. Report and recommendation.	Sofia Padilla	787-473-7278




Proposer's Initials: 

2.6. Previous Projects and Contracts that Qualify Entity to Develop and Implement the Project (Include additional sheets of this table if necessary).

ID	Client Name	Work Description	Contract Amount	Project Duration (In Months)	Completion Date	Deliverables of the Project	Contact Person	Phone Number
1	University of PR- Humacao	Legal advice and representation on Immigration visa for on employee	\$8,335 per visa	Six months per visa	5/9/18	Hard copy of visa, report and recommendation.	Hector Castro, Esq.	787-641-2358
2	Succession Jose Mortinez	Adjudication and division of inheritance Estate (including real property, bonds, shares and securities Portfolio); Ownership Deeds, and title clearance and inscription before Property Registry	Contingent 5% of the estate	7 months	9/18/18	Deeds, Notary Acts and Affidavits, report and recommendation, registration minute from Property Registry; Private Contracts	Madeline Martinez	787-484-0125
3	Maryline Mayo Echevarria	Petition of Real Property Ownership before the Court and registration and inscription of title before Property Registry	\$6,000	6 months	10/12/18	Court appearance, Resolution from Court, hard copy of registration minute	Maryline Echevarria	717-399-4079
4	Edy T. Montes	Petition of Real Property Ownership before the Court and registration and inscription of title before Property Registry	\$5,000	8 months	10/16/14	Court appearance, Resolution from Court, hard copy of registration minute	Edy. T. Montes	787-892-3377
5	Angel Perez	Petition of Real Property Ownership before the Court and registration and inscription of title before Property Registry	\$5,000	6months	8/12/13	Court appearance, Resolution from Court, hard copy of registration minute	Angel Perez	787-280-0458
6	Holiday Inn / Tropical Casino	Notary Acts and Affidavits	\$250	1 week	6/25/18	Notary Act and affidavits Deeds, Notary Acts, Affidavits, report and recommendation	Edwin Muniz	787-265-4200
7	Succession Julio Acevedo Sanchez	Declaration of heirs petition before the Court, inscription and registration of title before the Property Registry, and Inheritance estate tax return petition.	\$4,800	9 months	9/12/18	Hard copies of Resolution from the Court, minute of inscription from Property Registry and report and recommendation	Milagros Montalvo	787-232-4757





Proposer's Initials: 

8	Nazirelis Garcia Jimenez	Declaration of heirs petition before the Court, inscription and registration of title before the Property Registry, and Inheritance estate tax return petition.	\$5000	13 months	1/24/12	Hard copies of Resolution from the Court, minute of inscription from Property Registry and report and recommendation	Nazirelis Garcia Jimenez	787-833-54567
9	Succession Phillip Wallace Osborne	Legal Representation on Petition before the Court of Certification of Authenticity and Registration of handwritten Will	\$7000	10 months	8/15/17	Hard copy of Resolution from the Court, report and recommendation	Elba Diaz Negron	787-384-7204
10	Diosdado Ortiz	Legal Representation on Reverse Mortgage Loan execution before the Court. Case Number ISCI 2016 00318	\$6,750	6 months	9/20/16	Hard Copy of Sentence, report and recommendation	Nidia I. Nadal	787-903-6928







Proposer's Initials: 

**References:** Provide at least three (3) separate references and contact information of past or current clients, preferably public entities.

Name	Email	Phone Number	Relation
University of PR – Humacao Hector Castro, Esq.	<a href="mailto:hector.castro4@upr.edu">hector.castro4@upr.edu</a> , <a href="mailto:legales.uprh@upr.edu">legales.uprh@upr.edu</a>	787-850-9306	Previous and current client
Holiday Inn/Tropical Casino Mario Negrón	<a href="mailto:mnegron@hitcmayaguez.com">mnegron@hitcmayaguez.com</a>	787-833-1100 Ext. 6127	Previous and current client
Empire Heart Institute, Inc. Dr. Edgar Vazquez	<a href="mailto:evazquezgonzalez@exite.com">evazquezgonzalez@exite.com</a>	787-833-8005	Previous and current client
Gastroenterología Avanzada del Caribe, C.S.P Dr. Francisco Cebollero	<a href="mailto:franciscocebollero@gmail.com">franciscocebollero@gmail.com</a>	787-265-4250	Previous and Current client

**4. Acknowledgement of Addenda (Not Applicable to First-Tier Subcontractors)**

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

Addendum No.	Date Issued	Addendum No.	Date Issued




Proposer's Initials:



**5. Under Oath Certification:**

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

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

In witness thereof, the Proposer has executed this Statement of Qualifications this 6 day of December, 2018.

**If Entity is an individual:**

\_\_\_\_\_  
(Signature of Individual)

\_\_\_\_\_  
(Printed Name of Individual)

\_\_\_\_\_  
(Address Line 1)

\_\_\_\_\_  
(Address Line 2)

\_\_\_\_\_  
(City)

\_\_\_\_\_  
(State)

\_\_\_\_\_  
(Zip Code)

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

\_\_\_\_\_  
(Printed Name of Firm)

**By:**

\_\_\_\_\_  
(Authorized Representative's Signature)

\_\_\_\_\_  
(Printed Name of Authorized Representative)

\_\_\_\_\_  
(Address Line 1)

\_\_\_\_\_  
(Address Line 2)

\_\_\_\_\_  
(City)

\_\_\_\_\_  
(State)

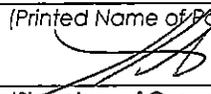
\_\_\_\_\_  
(Zip Code)



Proposer's Initials: 

**If Entity is a partnership or joint venture:**

LAMOURT & RIOS LAW FIRM  
(Printed Name of Partnership or Joint Venture)

**By:**   
(Signature of General Partner)

ARMANDO LAMOURT  
(Printed Name of General Partner)

CALLE DE LA CANDELARIA 111 EAST  
(Address Line 1)

2<sup>ND</sup> FLOOR  
(Address Line 2)

MAYAGUEZ      PR      00680  
(City)                      (State)                      (Zip Code)

**If Entity is a corporation:**

\_\_\_\_\_  
(Printed Name of Corporation)

\_\_\_\_\_  
(Corporate Address Line 1)

\_\_\_\_\_  
(Corporate Address Line 2)

\_\_\_\_\_  
(City)                      (State)                      (Zip Code)

**By:** \_\_\_\_\_  
(Signature of Officer)

\_\_\_\_\_  
(Printed Name of Officer)

\_\_\_\_\_  
(Title of Officer)

**Attest:** \_\_\_\_\_  
(Secretary)



**[CORPORATE SEAL]**

\_\_\_\_\_  
(Jurisdiction of Incorporation)



December 6, 2018

Government of Puerto Rico  
Department of Housing  
606 Barbosa Ave.  
Juan C. Cordero Build.  
Rio Piedras, Puerto Rico 00918

From: **Lamourt & Ríos Law Firm**

RE: PROPOSAL FOR TITLE CLEARANCE PROGRAM SERVICES / CDBG-DR-RFP-2018-07

**I. BRIEF HISTORY OF THE FIRM**

Lamourt & Rios was founded on October 2007 to provide effective, efficient, and high ethical standards legal services to meet the distinctive needs of its clients in Puerto Rico. Our philosophy is to provide advice and representation with high ethical standards that allows clients to achieve their goals while minimizing lost revenues. We have extensive experience representing and advising clients on all areas of notary law, contracts, breach of contracts, bankruptcy, collection of money claims, torts and immigration. The firm maintains its main office in Calle De La Candelaria 111 East, 2<sup>nd</sup> Floor, Mayaguez, Puerto Rico 00680, and has a satellite office in 50 N. Laura St., Suite 2500 Jacksonville, Florida 32202.

We are a firm that strives to be accessible, diligent and responsive to our clients and their needs by providing individual attention, strengthening our commitment to excellence. We are devoted to handling matters professionally, responsively, and expeditiously. Legal matters entrusted to our firm are handled directly by the undersigned attorneys.

Armando Lamourt and Katerina Rios are both admitted as lawyers to the Supreme Court of the Commonwealth of Puerto Rico, Federal District Court of Puerto Rico, and United States Court of Appeals for the First Circuit Court in Boston. They are also Public Notaries. Both obtained their Bachelor's degree in 2000 from the University of Wisconsin – Madison, and both obtained their Juris Doctor from the Eugenio Maria de Hostos School of Law. Armando Lamourt graduated in December 2006 and Katerina Rios graduated in June 2009. Armando Lamourt and Katerina Rios have extensive expertise as notaries public and helping clients clearing their title and acquiring ownership of their real properties. Lamourt & Rios has engaged in the notarization of substantial successful deeds. They also have vast experience notarizing acts and notarizing



cancellation of liens. For the last 10 years, they have been providing notary services to the Holiday Inn / Tropical Casino, located in Mayaguez, Puerto Rico.

Moreover, Lamourt & Rios has extensive expertise representing creditors and debtors in financial restructurings, workouts, bankruptcy cases and other matters involving financially distressed transactions. Furthermore, Lamourt & Rios has been representing healthcare providers in important and complex cases for Puerto Rico's healthcare systems. For instance, Lamourt & Rios is co-litigating a \$50,000,000.00 arbitration class action before the American Arbitration Association ("AAA"), due to a medical insurance nonpayment.

Since the beginning of this year, the firm has expanded their services to the Government entities. The firm has been proving legal services to the University of Puerto Rico, Humacao Campus, especially in the immigration area.

Lamourt & Rios has two additional attorneys, who have vast experience in the civil and notarial area, Julio Caban-Acosta and Carlos Cruz-Carrion. These two experienced lawyers are available and committed to Lamourt & Rios to carry out and deliver the projects entrusted to Lamourt & Rios Law Firm.

## II. CONFLICT OF INTEREST

We know of no current or potential conflicts of interest that would prevent us from providing legal services to the Government of Puerto Rico and/or Department of Housing.

## III. INSURANCE REQUIREMENTS

The Firm is able to meet the insurance requirements that the Department of Housing may consider necessary.

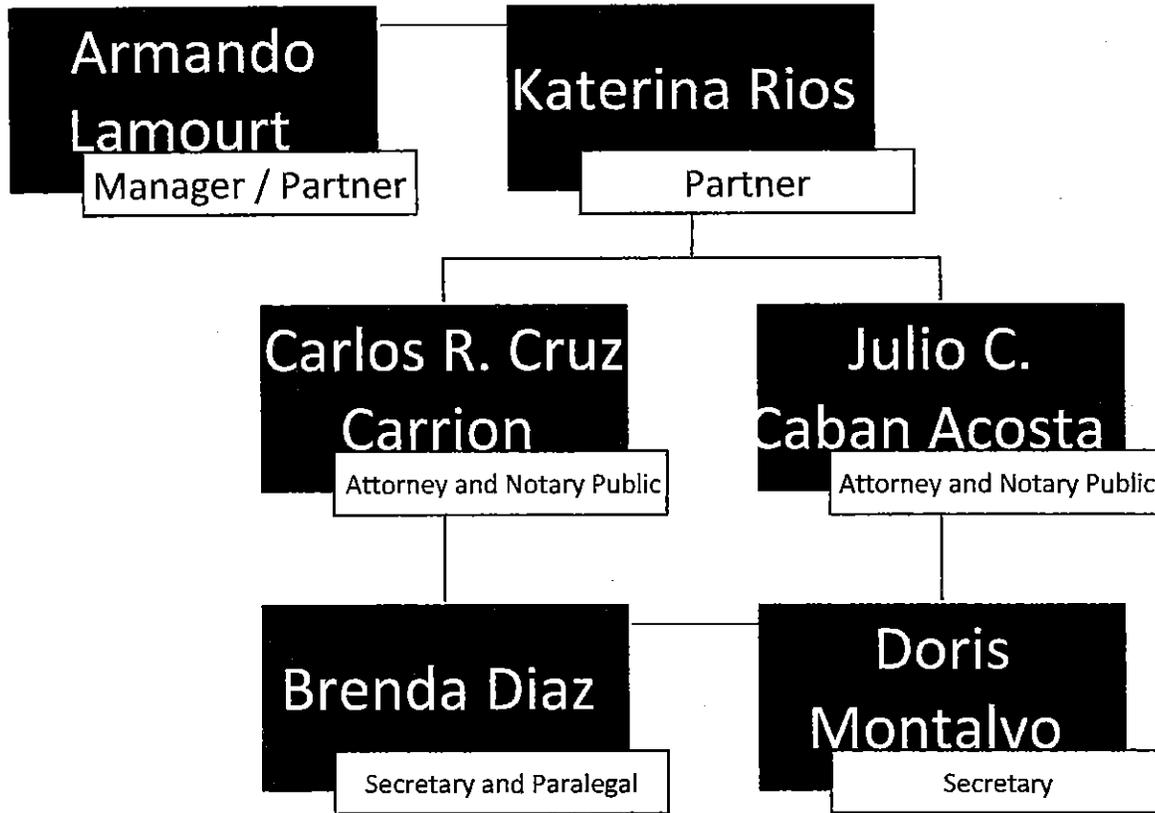


Cordially,

S/ Armando Lamourt Rodríguez  
Lcdo. Armando Lamourt

S/ Katerina Ríos Montalvo  
Lcda. Katerina Ríos

Company's name: Lamourt & Rios Law Firm



**Company's name: Lamourt & Rios Law Firm**

<b>Task</b>	<b>Units per month</b>	<b>Units per year</b>
Petitions to Registry ("Instancias")	60	720
Deeds Clarification ("Actas Notariales")	32	384
Declaration of Heirship	16	192
Sworn Statements	80	960
*Court Appearances	16	192

\*This task is not contemplated on the Exhibit P-Cost Form, however the scope of services includes "*court appearances*" and "*any legal services required to achieve title clearance on an applicant's real property*". Since Court Appearances and additional legal services are not contemplated in Exhibit P, Lamourt & Rios Law Firm included the prices on such tasks on addendum A of Exhibit P.

**ARMANDO LAMOURT RODRÍGUEZ**

Calle De La Candelaria 111 East, 2nd. Floor, Mayagüez, Puerto Rico 00680  
P.O. Box 236 Mayagüez, Puerto Rico 00681-0236  
(787) 632-6241  
[lamourtlawfirm@gmail.com](mailto:lamourtlawfirm@gmail.com)

**EDUCATION:**

Facultad de Derecho Eugenio María de Hostos-Mayagüez, Puerto Rico  
**Juris Doctor**, December 2006

University of Wisconsin-Madison  
**Bachelor of Arts**, August 2000

University of Puerto Rico-Utuado  
**Associate Degree**, May 1995

**PROFILE**

Licensed Attorney in private practice and Public Notary  
Admitted to the State Bar of Puerto Rico  
Admitted to the United States District Court for Puerto Rico  
Admitted to the United States Court of Appeals for the First Circuit  
Able to communicate clearly and concisely with people of diverse backgrounds and levels of authority

**ACHIEVEMENT**

Economic Law Award at Facultad de Derecho Eugenio María de Hostos-Mayagüez, Puerto Rico, June 2007

**PUBLICATIONS:**

Collaborated as an investigator for: *Derecho Penal Parte Especial Código Penal 2004, Libro Segundo*, Santos Alfonso Silva Sernaqué, Ediciones Hostos, Mayagüez, Puerto Rico, 2007

**EXPERIENCE:**

**Sole practitioner Attorney**, Lamourt & Rios Law Firm, Mayaguez, Puerto Rico  
October 2007-Present

- Consulted, investigated, analyzed, performed, and litigated state and federal cases
- Administrated and operated the Law Office
- Active litigation before the Supreme Court of Puerto Rico and the Court of Appeals of Puerto Rico
- Litigation in the areas of civil law, bankruptcy, torts, immigration, and labor law
- Active litigation in arbitration proceeding before the AAA related to class action disputes between healthcare providers and healthcare insurance companies
- Appeal experience before the Puerto Rico Court of Appeal; Puerto Rico District Court; and United States Court of Appeals for the First Circuit
- Proficient in litigation skills

**Professor**, Pontifical Catholic University of Puerto Rico-Mayaguez, August 2008- August 2013

- Taught courses in the areas of Civil Rights, Criminal Law, Criminal Investigation, Political Science and Economics, Labor Law, and Social Science



**Professor**, Eugenio Maria de Hostos School of Law, Mayaguez, Puerto Rico, August 2010-2011

- Directed the Immigration Clinic
- Supervised and managed law school student with their appointed immigration cases
- Taught Immigration Law
- Supervised the immigration clinic students during the immigration proceedings before the Immigration Court
- Directed educational programs to the community
- Implemented educational programs to the immigrant community

**Substitute Professor**, Eugenio Maria de Hostos School of Law, Mayaguez, Puerto Rico, Spring 2008

- Taught Corporate Law

**Special Education Investigator**, Department of Education of Puerto Rico, San Juan Puerto Rico 02/03-01/04

- Investigated and monitored special aid students cases
- Conducted the resolution of conflicts between the Department of Education and the student's representatives
- Facilitated the resources for the student's needs
- Prepared out-coming and in-coming report cases

**Paralegal**, Durrani Law Firm, LTD-Madison, Wisconsin 1/01-8/01

- Monitored and supervised immigration cases
- Managed adjustment of status petitions, such as Permanent Resident petitions, Work Visas, and Asylum
- Performed as a translator for Spanish speaking clients
- Head of marketing of the firm
- Responsibilities expanded within three months

**Quality System Auditor**, Oscar Mayer-Madison, Wisconsin 8/00-12/00

- Audited, recorded, and compiled data
- Inspected from raw materials to finished product
- Monitored and enforced quality assurance regulations

**CLINICAL  
EXPERIENCE:**

**Immigration Clinic**, Facultad de Derecho Eugenio Maria de Hostos Law School, 01/06-12/06

- Researched about Convention Against Torture Law, and other Immigration statutes
- Interviewed clients
- Prepared motion in support client requesting relief under the Convention Against Torture and Cancellation of Removal
- Conducted and litigated case before the Immigration Court

**INTEREST:**

Treasurer of the National Association of Law Students of Puerto Rico (A.N.E.D.), Chapter of Eugenio Maria de Hostos (2005-2006)

**AFFILIATION**

Member of the American Bar Association in 2007  
Member of Colegio de Abogados de Puerto Rico 2007 to Present  
Member of the USTA Tennis League



**SKILLS:**

Computer:

Proficient knowledge of Word Processing, Spreadsheet (Excel), and Database Software

Languages:

Fluent in Spanish and English (oral and written)

**REFERENCES:**

Available upon request



**KATERINA RÍOS MONTALVO**  
P.O. Box 236, Mayagüez, P.R. 00681-0236  
(787) 643-7832  
[lceda.rios@yahoo.com](mailto:lceda.rios@yahoo.com)

**OBJECTIVE:**

To provide high ethical standard legal services to the Puerto Rico Department of Housing, where I can utilize my professional expertise, skills and knowledge in the area of Notary and Title Clearance Legal services to gain further growth and enhanced my professional experience.

**EDUCATION:**

**Eugenio María De Hostos School of Law**  
Juris Doctor Degree, January 2009

**University of Wisconsin-Madison**  
Bachelor of Science, May 2000  
Major: **Bacteriology**

**PROFILE**

Licensed Attorney and Public Notary.

- Admitted to the State Bar of Puerto Rico, February 2010.
- Admitted to the United States District Court for the District Court of Puerto Rico, April 2014.
- Admitted to the United States First Circuit Court of Appeals in Boston, March 2010.

Complementary Courses

Real Estate course taken in Mayaguez, Puerto Rico June 2018.

Excellent communications and interpersonal skills, ability to develop rapport with clients, ability to execute multiple task, effective decision making skills, provides high quality and cost effective legal representation. Trained in ICD-10 medical coding.

**ACHIEVEMENT**

Practical Integrated Workshop Award at Eugenio María De Hostos School of Law, Mayagüez, Puerto Rico, June 2009.

Agricultural & Life Science Dean's Lists, University of Wisconsin-Madison, Fall semester 1998.

**LEGAL EXPERIENCE:**

**Attorney/Partner at Lamourt & Rios Law Firm, Mayaguez, Puerto Rico, 06/12-present**

- Active litigation in the area of Torts Claims, Negligent Torts Claims, Collision, Medical Malpractice Claims, Health Insurance law Claims, Real Property law, Contracts, Breach of Contracts, Family law, Divorce, Child support, custody, Immigration law and other civil law areas of practice.
- Active practice in the area of Title ownership, title registry and clearance, declaration of heirs petition and other matters within inheritance estate law.
- Active litigation in Bankruptcy cases before the Bankruptcy Federal District Court of Puerto Rico.

- Experience in Arbitration proceedings before the AAA related to providers' healthcare contracts disputes and Medicare Advantage organizations.
- Experience in providing legal advice in the area of compliance and regulation of the insurance industry.
- Built client base for a diversified legal practice.
- Prepared and designed discovery phase strategies for court litigation.
- Prepared contracts terms and conditions.
- Analyzed and evaluated cases, contracts, addendums for client negotiations and/or court litigation.
- Prepared motions and briefs before the First Instance Courts of Puerto Rico, Puerto Rico's Court of Appeals and Supreme Court.
- Argued motions and litigated in removal proceedings before the Immigration Court and First Instance Court's of Puerto Rico.
- Negotiated settlement agreements.
- Ability to Co-litigate and performed team work.
- Active practice in the area of Public Notary.
- Administered and managed the legal office.

**Attorney for the *Domestic Violence Clinic Unit*** at Facultad de Derecho Eugenio María de Hostos, Mayagüez, Puerto Rico 04/10-06/12

- Represented victims of domestic violence in their petitions for restraining orders, divorce, child custody, child support and child abuse before First Instance Courts.
- Advocated in family court proceedings.
- Drafted proposal and edited proposal material for domestic violence legal services.
- Created compliances matrices and checklists to ensure proposal meet the compliance requirements.
- Monitored proposal schedules as well as manage deadlines and timing of response documents.
- Conducted training on issues related to domestic violence, family law and child abuse throughout the community in the area of Mayaguez and Aguadilla.
- Worked in a teamwork environment dynamic.
- Researched and prepared briefs and memoranda for court proceedings in the area of child support, divorce law, custody, child abuse and others.
- Experienced in civil litigation and procedures.
- Trained and assisted in the hiring of other attorneys.

**Office Administrator at *Lamour & Rios Law Firm***, Mayaguez, Puerto Rico 10/07-04/10

- Conducted client intake and orientation procedures.
- Performed research on law related issues, drafted memoranda, motions, and complaints for court proceedings.
- Review agreements.
- Managed and organized client's base data.
- Managed client billing and files.



**EXPERIENCE:**

**Federal Regulatory Compliance, *Merck Sharp & Dohme***, Barceloneta, Puerto Rico 6/04-10/05



- Coordinated and planned laboratory test production and ensured that the work in process was given at a timely manner in order to meet customers lead times.
- Audited and reviewed data effectiveness and protocols in accordance with federal regulations and company policies and procedures.
- Audited and reviewed product efficiency and effectiveness in accordance with the company regulations, federal regulations and Food and Drug Administration Regulations.
- Strong knowledge of FDA regulations, GLP's and GMP's.
- Experience working in a teamwork environment, ability to provide guidance and cooperation among different teams.
- Approved and audited validation protocols and documentation for the job in progress.

**Quality Control Reviewer, Covance Laboratories, Inc.,** Madison, Wisconsin  
06/00-3/04

- Performed quality control protocols in accordance to customer requirements and time deliveries.
- Managed and interacted with internal-external customers for the planning and scheduling of protocols reviews.
- Assisted in the planning and scheduling for the performance of Microbiology tests.
- Approved and audited HPLC and Gas Chromatography machinery performance.

**INTEREST:**

Member of the American Bar Association, Member of Microbiology Ex-Alumni Association of UW- Madison, reading and traveling. Member of the American Bar Association.

**LANGUAGES:**

Fully Bilingual, excellent communication skills in both Spanish and English.

**COMPUTER SKILLS:**

Proficient Word, Excel, Power Point and knowledge of both PC and Apple, Acrobat, ability to prioritize work and coordinate multiple tasks within time constraints.

**RELOCATION:**

**Available to relocate.**

**REFERENCES:**

**Available upon request**




**Julio César Cabán Acosta**  
**Attorney at Law**

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244 Urb. Valles de Añasco  
Añasco, Puerto Rico 00610-9606  
Phone: 787-365-5985  
E-mail: jccabanlaw@gmail.com

**Objective**

To obtain a job in the legal or academic area related with my professional skills.

**Education**

December, 2007  
Juris Doctor  
Facultad De Derecho Eugenio M. De Hostos  
Mayagüez, P.R.  
May, 1998  
Ba, Secondary Education in History  
Inter American University of Puerto Rico  
San Germán, P.R.

**Positions Held**

**November, 2017 to January 2018**  
**Federal Emergency Response Official**  
**Vanguard Emergency Management**  
**FEMA (Contractor)**

Task: Visit applicants properties for inspections and report the damage cause by Hurricane María.

**July 26, 2012 to June 2, 2017**

**Attorney**

Strategic Legal Group, PSC  
San Juan, Puerto Rico  
Task: Legal representative in the west area in all collection cases under rule 60 of Civil Procedure.

**August 15, 2011 to present**

**Professor at Inter American University of Puerto Rico**

San Germán Campus  
Task: Professor of Mercantile Law, Public Policy toward business, Protective Labor Legislation and Syndication & Collective Bargain Courses in the Business and Entrepreneur Science Department.

**October, 2011 to present**

**Own Legal Office in Mayagüez, Puerto Rico**

Address: Edif. Central Plaza, Mendez Vigo 63 Este Suite 1-A  
Mayagüez, PR 00680, Tel. 787-365-5985  
Task: Notary, Criminal, Civil Practice including debt collection, family relations, torts and others.

**October, 2010 to September, 2011**

**Attorney at law and partner**

**Molinary & Cabán Law Office, PSC**  
Task: Criminal, Civil Practice and Notary

**February 2009 to September 2010**

**Attorney at law, private practice**

Own Office: Calle Corchado # 12 Altos  
Maricao, P.R. 00606  
Task: Legal Advice and Notary

**August 2001 to September 2010**

**Social Studies Teacher**

**Department of Education of Puerto Rico**  
Task: American And Universal History secondary level teaching



**Julio César Cabán Acosta**  
**Attorney at Law**

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244 Urb. Valles de Añasco  
Añasco, Puerto Rico 00610-9606

Phone: 787-365-5985  
E-mail: jccabanlaw@gmail.com

**Licenses and Certificates**

Federal Emergency Response Official  
Department of Homeland Security  
Expires: December 6, 2023

June 17, 2009  
Public Notary Num. 17,116

August, 1998  
Secondary Education Teacher Certificate

**Languages**

Spanish and English

**Computer Skills**

Knowledge and experience in all Microsoft Windows Programs. Experience in the Blackboard learn and InterWeb systems for educational purpose in the Interamerican University of Puerto Rico. Knowledge in RmClient and ACE4 apps used to evaluate the applicants damage in hurricane María disaster.

**Reference**

Available upon request

# LCDO. CARLOS RAMÓN CRUZ CARRIÓN

79 Ave Matías Brugman, Las Marias, PR 00670 · 787-528-7957  
cruzcarrión@hotmail.com

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Private Practice Attorney with 10 years of experience and achievement in the public and private sector of law. Thrives in collaborative environments. An innovative problem solver that promotes ideas and solutions that create effectual case resolution.

## EXPERIENCE

**FEBRUARY, 2009 – PRESENT**

### PRIVATE PRACTICE ATTORNEY

Effective Managed a diverse private law practice for 10 years. Successfully resolved hundreds of civil, family and criminal cases. Prepared hundreds of legal rulings, responses, opinions and briefs based on research and data analysis. Successfully litigate numerous civil and criminal appellate matters before Court of Appeals. Admitted to practice law of the Supreme Court of Puerto Rico in 2009.

- Manage a diverse legal practice
- Experienced in many facets of notarial, civil and criminal law, including: deeds, contracts, family and debt collection.
- Defense lawyer dedicated to the variety of clients.
- Represent numerous criminal defendants.
- Oversee a numerous ongoing case with more than 200 clients through a compassionate and comprehensive approach to defense.
- Examiner of mortgages, attachments and contractual documents and the verifier of legal descriptions, restrictions and ownership.
- Examiner and preparer of reports related to the liens of titles found in the search activities
- Verifier of the corresponding documents.
- Public Notary of Puerto Rico.

## EDUCATION

**2004-2008 FACULTAD DE DERECHO EUGENIO MAR**

### JURIS DOCTOR, FACULTAD DE DERECHO EUGENIO MARÍA DE HOSTOS

Graduate with 3.26 GPA. Received the President Award of the National Association of Law Students, The Student and Institutional Government Award, The Human Development Award and The Library Award in 2008.

**2004**



**MASTER DEGREE IN COMMUNITY SOCIAL WORK, UNIVERSITY OF PUERTO RICO  
RÍO PIEDRAS CAMPUS**

Graduated Summa Cum Laude (4.00 GPA). Participation in the V Social Policy Meeting in Costa Rica. Community Practice in the Community Action Legislative Office attached to the Office of the President of the House of Representatives of Puerto Rico. Advising Communities throughout the Island. Thesis on Social Work and the Gay, Lesbian, Bisexual, Transgender and Transsexual Community in Puerto Rico. Certificate of the Continuing Education Program of the UPR of Administration of Social Services Agencies. Deponent in the Forum: The role of Social Work in Public Policy carried out in the Faculty of Social Sciences of the UPR - Río Piedras Campus

**2002**

**BACHELOR DEGREE IN SOCIAL WORK SERVICE, UNIVERSITY OF PUERTO RICO  
RÍO PIEDRAS CAMPUS**

Graduated Magna Cum Laude (3.67 GPA). Offer workshops on socio-educational topics to the participants of the Zone Press Program in the Roosevelt, Carmen, Kennedy, Candelaria, Cuesta Las Piedras, Sábalo, Concordia and Yagüez residential complexes in the municipality of Mayagüez.





fss.LAND SURVEYORS  
& Consultants

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**FIRST-TIER SUBCONTRACTOR INFORMATION**

**ISABEL FLORES LAW FIRM**

*[Handwritten mark]*

*[Handwritten signature]*



GOVERNMENT OF PUERTO RICO

Department of Housing

EXHIBIT A-2

QUALIFICATIONS AND WORK APPROACH PROPOSAL CHECKLIST

Request for Proposals

Title Clearance Program Services

Community Development Block Grant – Disaster Recovery

CDBG-DR-RFP-2018-07

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

Company Submitting is:

Proposer

First-Tier Subcontractor

Tab	Initials	First-Tier Sub. Applicability	Document Description
			Company Cover Page
			Proposal is bound into a single document using plastic comb or metal ring binders at the left margin of the page
			One (1) original of the Proposal Three (3) physical copy of the Proposal One (1) electronic copy of the Proposal One (1) redacted copy of the Proposal (if applicable)
1	GFR	✓	Exhibit A-2: Qualifications and Work Approach Proposal Checklist
2	GFR	✓	Exhibit C: Statement of Qualifications
3	GFR	✓	Company's Profile
4			Organizational Chart
5			Availability Chart



*JGE*

Tab	Initials	First-Tier Sub. Applicability	Document Description
6			Key Staff Résumé and Professional Information
7			Work Approach
8			Plan for Compliance with Section 3 Requirements <i>(Optional to obtain up to five (5) bonus points in the evaluation of the Proposal)</i>
9			First-Tier Subcontractor Information (if applicable)



Proposer's Signature

12/12/18

Date

ISABEL FLORES LAW FIRM

Proposer's Printed Name



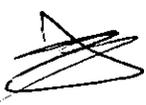


Proposer's Initials: GF

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

Name	Telephone	Email	Officer	Director	Member	Partner
Gladys Isabel Flores Rodriguez	7877272576	isabel17@coqui.net	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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*Handwritten initials or signature mark in the bottom right corner.*

**2. Capacity to Provide Services:**

- 2.1. **Brief History of the Firm:** Attach to this Statement of Qualifications the company's profile. See Tab 19.E
- 2.2. **Organizational Chart:** Attach to this Statement of Qualifications the Organizational Chart for the Services. See Tab 29.E
- 2.3. **Organizational Chart:** Attach to this Statement of Qualifications the Availability Chart for the Services. See Tab 39.E
- 2.4. Has the Bidder been involved in any criminal, civil, or administrative suits, actions, investigations, litigations, professional and/or administrative complaints or proceedings that were commenced, pending, settled, threatened, resolved, or concluded during the five (5) year period prior to the date of the Proposal Due Date?  
 No  Yes (See Attachment \_\_\_\_\_)

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

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2.5. Ongoing Contracts/Projects (Include additional sheets of this table if necessary)

ID	Client Name	Work Description	Contract Amount	Project Duration (in Months)	Status	Completion Date	Deliverables of the Project	Contact Person	Phone Number
1	US Customs and Border Protection	Purchase and Sale Deeds, Cancellation of Mortgage, and Deeds In Lieu of Payment	1% fee plus expenses	312	active			Mrs. Teresita Cruz	787-729-6915
2	CWS Marketing Group	Clear title and register real properties in Puerto Rico with the Property Registry and CRIM under the name of the USA free of liens.	\$200.00/hour plus expenses	312	active			Mrs. Birgit Flores	571-485-7720
3	Internal Revenue Service	Purchase and Sale Deeds, Cancellation of Mortgage, Deeds In Lieu of Payment, and Rectification of Land Area	1% fee plus expenses	312	active			Mrs. Birgit Flores	571-485-7720
4	US Secret Service	Purchase and Sale Deeds	1% fee plus expenses	24	active			Mrs. Birgit Flores	571-485-7720
5									
6									
7									
8									
9									
10									



Handwritten signature and initials, possibly 'GF' and 'Birgit', located at the bottom left of the page.

2.6. Previous Projects and Contracts that Qualify Entity to Develop and Implement the Project (Include additional sheets of this table if necessary).

ID	Client Name	Work Description	Contract Amount	Project Duration (In Months)	Completion Date	Deliverables of the Project	Contact Person	Phone Number
1	US Marshals Service	Clear title and register real properties with the Property Registry and CRIM under the name of the USA. Also, Purchase and Sale Deeds.	\$100.00/hour	12	12/2000		Mr. Herman Wishing	7877666000
2								
3								
4								
5								
6								
7								
8								
9								
10								

  
Date



Proposer's Initials: GF

3.2. **References:** Provide at least three (3) separate references and contact information of past or current clients, preferably public entities.

Name	Email	Phone Number	Relation
CWS Marketing Group	bflores@cwsams.com	571-485-7720	Client
Mrs. Brenda González	elitemanagementcorp@hotmail.com	7876469831	Client
Mrs. Gloria García	Dhurd10632@aol.com	3476787576	Client

4. **Acknowledgement of Addenda** (Not Applicable to First-Tier Subcontractors)

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

Addendum No.	Date Issued	Addendum No.	Date Issued



**5. Under Oath Certification:**

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

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

In witness thereof, the Proposer has executed this Statement of Qualifications this 12 day of Dicember, 2018.

**If Entity is an individual:**



\_\_\_\_\_  
(Signature of Individual)

Gladys Isabel Flores Rodriguez  
\_\_\_\_\_  
(Printed Name of Individual)

Urb. San Agustín  
\_\_\_\_\_  
(Address Line 1)

150 Calle Ayacucho, Suite 23  
\_\_\_\_\_  
(Address Line 2)

San Juan                      PR                      00926  
\_\_\_\_\_  
(City)                                      (State)                                      (Zip Code)

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

\_\_\_\_\_  
(Printed Name of Firm)

**By:** \_\_\_\_\_  
(Authorized Representative's Signature)

\_\_\_\_\_  
(Printed Name of Authorized Representative)

\_\_\_\_\_  
(Address Line 1)

\_\_\_\_\_  
(Address Line 2)

\_\_\_\_\_  
(City)                                      (State)                                      (Zip Code)



Proposer's Initials: GF

**If Entity is a partnership or joint venture:**

\_\_\_\_\_  
(Printed Name of Partnership or Joint Venture)

**By:** \_\_\_\_\_  
(Signature of General Partner)

\_\_\_\_\_  
(Printed Name of General Partner)

\_\_\_\_\_  
(Address Line 1)

\_\_\_\_\_  
(Address Line 2)

\_\_\_\_\_  
(City)                      (State)                      (Zip Code)

**If Entity is a corporation:**

\_\_\_\_\_  
(Printed Name of Corporation)

\_\_\_\_\_  
(Corporate Address Line 1)

\_\_\_\_\_  
(Corporate Address Line 2)

\_\_\_\_\_  
(City)                      (State)                      (Zip Code)

**By:** \_\_\_\_\_  
(Signature of Officer)

\_\_\_\_\_  
(Printed Name of Officer)

\_\_\_\_\_  
(Title of Officer)

**Attest:** \_\_\_\_\_  
(Secretary)

[CORPORATE SEAL]

\_\_\_\_\_  
(Jurisdiction of Incorporation)

**ISABEL FLORES LAW FIRM**  
Gladys Isabel Flores Rodríguez, Esq.  
**Company Profile**  
Exhibit A-2

---

For 30 years and since January 1988, I have been an attorney and a notary public in Puerto Rico. Since 1992, Isabel Flores Law Firm (IFL) have been providing legal services to the US Government ("USA") pertaining to the forfeiture of real properties in Puerto Rico. Our firm have been in charge of registering said properties with the Property Registry and the Municipal Income Collection Center (CRIM) under the name of the USA free and clear of all liens and debts.

Once IFL registered those properties, our office is also in charge of preparing and authorizing a Purchase and Sale Deed ("P&S Deed") for each one of said properties. The USA's agencies have also executed before us Deeds of Cancellation of a Mortgage. In order to authorize a deed, IFL request various documents. Our office have to examine certificates issued by CRIM pertaining to property taxes, title search, certificate issued by the Treasury Department pertaining to special property taxes, maintenance certificate issued by the Condominium Association, certificates issued by banks with the balance owed on a mortgage, and any other document related to the real property involved on that deed.

IFL also authorize Purchase and Sale Deeds for sellers that are members of an Estate. On those sales, our firm also prepare a report to both parties, which includes name and personal circumstances of all the sellers and buyers, the selling price, all the fees and expenses of both parties, reimbursement of expenses paid by any of the sellers, the amount to be withhold to the non-resident sellers, the net amount that corresponds to each one of the sellers, and a list of the checks that the buyer must bring on the closing date.

In those cases in which the sellers cannot come to Puerto Rico to sign a Deed, our firm prepare and send to them a Special Power of Attorney (SPOA) to be sign before a Notary Public at the place they live. Once we received the original SPOA with a certificate issued by the County Clerk or Secretary of State, IFL authorize a Deed of Protocolization of said SPOA, and then notify to the Registry of POA complying with the Puerto Rico's laws.

Before selling a real property that belongs to an Estate, IFL also file with the Court a Petition for declaration of heirship, explain the heirs the requirement to file an estate tax return, obtain a certification from ASUME about alimony debts, and file with the Property Registry a Petition (Instancia) requesting the Registrar to register the real property under the name of all the heirs.

*Isabel Flores*

Gladys Isabel Flores Rodríguez  
Attorney at law

December 4, 2018

Government of Puerto Rico  
Department of Housing  
San Juan, Puerto Rico

Dear Sir/Madam:

Re: Title Clearance Program Services

For 30 years and since January 1988, I have been an attorney and a notary public in Puerto Rico. Enclosed is a copy of my resume.

Since 1992, I have been providing legal services to the US Government ("USA") pertaining to the forfeiture of real properties in Puerto Rico. I have been in charge of registering said properties with the Property Registry and the Municipal Income Collection Center (CRIM) under the name of the USA free and clear of all liens and debts.

Once I registered those properties, I am also in charge of preparing and authorizing a Purchase and Sale Deed ("P&S Deed") for each one of said properties. The USA's agencies have also executed before me Deeds of Cancellation of a Mortgage.

In order to authorize a deed, I request various documents. I have to examine certificates issued by CRIM pertaining to property taxes, title search, certificate issued by the Treasury Department pertaining to special property taxes, maintenance certificate issued by the Condominium Association, certificates issued by banks with the balance owed on a mortgage, and any other document related to the real property involved on that deed.

I also authorize Purchase and Sale Deeds for sellers that are members of an Estate. On those sales, I also prepare a report to both parties. It includes name and personal circumstances of all the sellers and buyers, the selling price, all the fees and expenses of both parties, reimbursement of expenses paid by any of the sellers, the amount to be withhold to the non-resident sellers, the net amount that corresponds to each one of the sellers, and a list of the checks that the buyer must bring on the closing date. That report is signed by both parties before me as a notary public.

In various cases, some sellers cannot come to Puerto Rico to sign a Deed. Therefore, I prepare and send to them a Special Power of Attorney (SPOA) to be sign before a Notary Public at the place they live. Once I received the original SPOA with a certificate issued by the County Clerk or Secretary of State, I authorize a Deed of Protocolization of said SPOA, Then, I notify it to the Registry of POA complying with the Puerto Rico's laws.



Before selling a real property that belongs to a Estate, I also file with the Court a Petition for declaration of heirship, explain the heirs the requirement to file an estate tax return, obtain a certification from ASUME about alimony debts, and file with the Property Registry a Petition requesting the Registrar to register the real property under the name of all the heirs.

I have an assistant in charge of obtaining the different certificates I need for a closing or a case. She also files petitions, returns, deeds, requests, and other documents with different agencies of the Government of Puerto Rico, including CRIM and the Property Registry.

I am available to work with the Department of Housing of the Government of Puerto Rico. Please let me know if you need any other information.

Cordially,

Gladys Isabel Flores Rodríguez

Enclosure

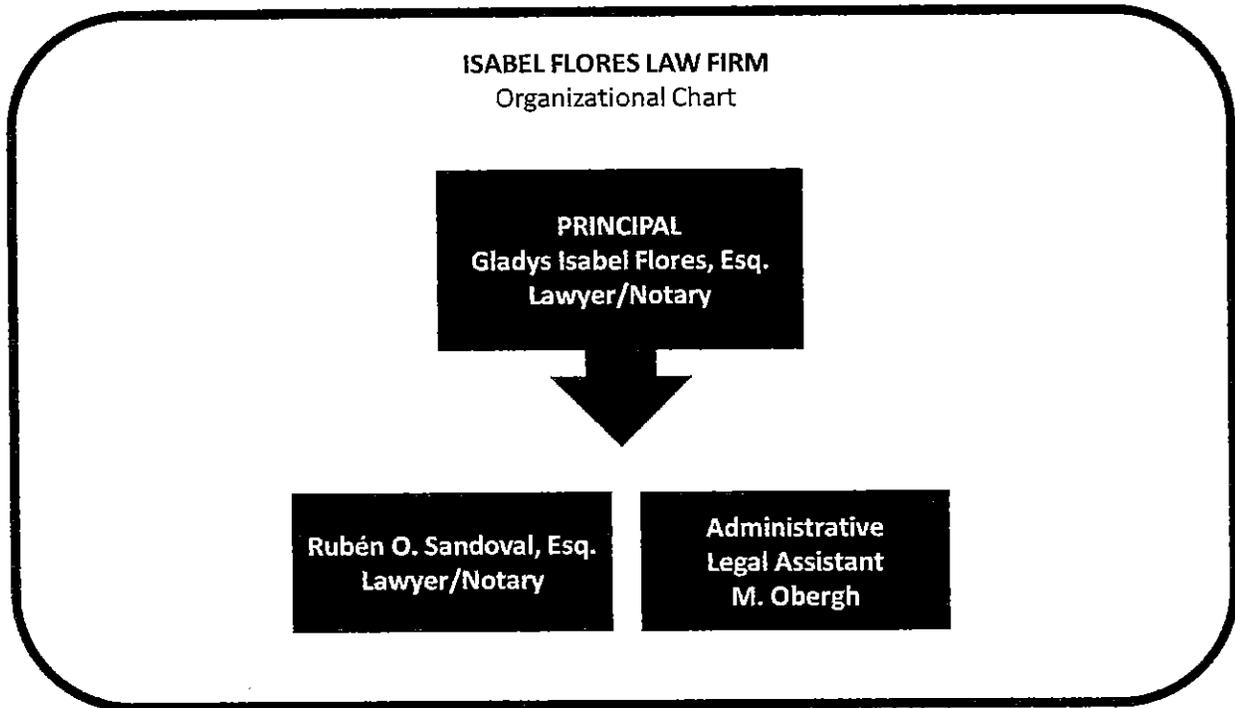
A handwritten signature in black ink, appearing to be 'GIF', located in the bottom right corner of the page.

Urb. San Agustín, 150 Calle Ayacucho, Suite 23, San Juan, PR 00926-1935  
Tel./Fax (787) 727-2576 • e-mail: isabel17@coqui.net



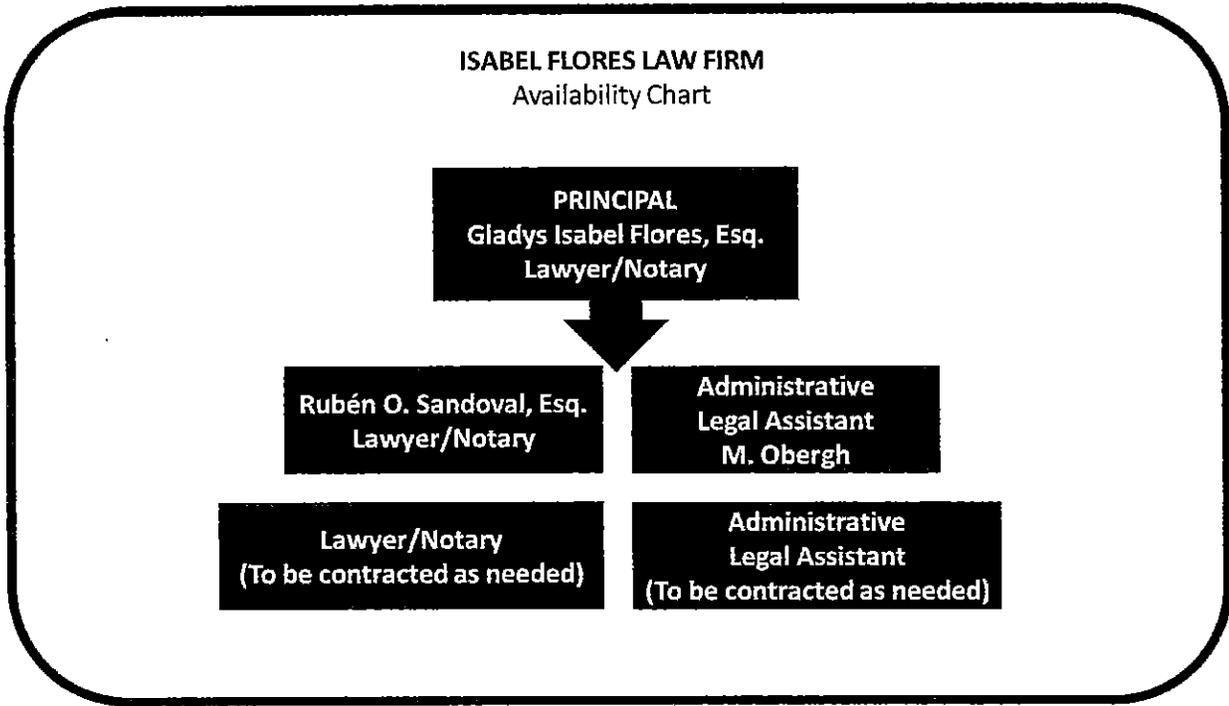
ORGANIZATIONAL CHART

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AVAILABILITY CHART

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Gladys Isabel Flores Rodríguez, Esq.  
Urb. San Agustín  
150 Ayacucho Street, Suite 23  
San Juan, Puerto Rico 00926  
(787) 727-2576

### EDUCATION

Villanova University School of Law, Pennsylvania  
LL. M. in Taxation, December 1991

University of Puerto Rico School of Law, Río Piedras Campus  
J.D., May 1986

University of Puerto Rico, Mayagüez Campus  
School of Business Administration  
Major in Accounting; Minor in Political Science  
B.S.B.A., May 1983

### BAR ADMISSIONS

Licensed to practice before all Courts of the Commonwealth of Puerto Rico, the United States Court of Appeals for the First Circuit, and the Judicial District of Puerto Rico.

### WORK EXPERIENCE

**Isabel Flores Law Firm, San Juan, P.R.** Sole practitioner (Since 1997). Practice involves estate, real estate, corporate, contract, obligation, donation, and other civil matters. Also engage in notarial practice.

**Pellot González, Hato Rey, P.R.** Associate (1995-1997). Practice involved tax and corporate matters. Frequently represent clients before the Treasury Department. Also engage in notarial practice.

**Woods & Woods, Hato Rey, P.R.** Associate (1992-1995). In charge of corporate, tax, and notarial matters. Also litigation, including an appeal before the US Courts of Appeals for the First Circuit. Practice frequently involved estate cases. Also engaged in bankruptcy practice.

**Saldaña & Vallecillo, Hato Rey, P.R.** Associate (1989-1990). Civil litigation and trial practice, including an appeal to the Supreme Court of Puerto Rico. Practice involved corporate matters and some family law. Also engaged in notarial and administrative practice.

**González, Bennazar & Colorado, Hato Rey, P.R.** Associate (1988-1989). Civil litigation, trial practice, and notarial and administrative law.

**Regulation and Permits Administration (ARPE), Santurce, P.R.** Attorney (Summer 1988). Frequently appeared on behalf of the agency before various courts. Cases involved use and construction permits. Coordinated the representation of the Agency with the Justice Department.



Gladys Isabel Flores Rodríguez, Esq.  
Page -2-

**Jana Mortgage Bankers, Inc., Santurce, P.R.** Mortgage Loan Processor (1986-1988). Responsible for interviewing mortgage loan applicants and analyzing information provided. In charge of the bank reconciliation and processing of Accounts Payable and Receivable.

**Marichal, Marrero & Hernández, Hato Rey, P.R.** Law Clerk (Temporary 1986). Responsible for the preparation of the various corporate documents used in the firm's day-to-day corporate practice.

**Frank Pola, Jr., Esq., Santurce, P.R.** Paralegal (Summer 1984 and 1985). Responsible for conducting legal research in torts, family, estate, social security, and contract laws. Drafted legal memoranda, affidavits, contracts, and motions. Also conducted title searches.

**University of Puerto Rico, Río Piedras Campus.** Research Assistant (1983-1986). Conducted legal research in family law and civil procedure.

### ACTIVITIES

United Detailers Association, member 2006-2008.

Puerto Rico Chamber of Commerce: Member, 2001-2007.

Puerto Rico Bar Association: Member since 1988.

Puerto Rico Notaries Association: Secretary 1997-2005 and member since 1988.

Puerto Rico Supreme Court: Draft questions and correct answers for the bar exam, since 1995.

Young Lawyers Division, Puerto Rico Bar Association: Secretary, 1993-1995.

Farmworkers Legal Education Project (FLEP), Villanova University School of Law, Pennsylvania, U.S.A.: Teacher, 1991.

Tax Law Society, Villanova University School of Law, Pennsylvania, U.S.A.: Member, 1991.

Pennsylvania Bar Association, Young Lawyers Division, Pennsylvania, U.S.A.: Member, 1991.

Latin American Law Students Association (LALSA), Villanova University School of Law, Pennsylvania, U.S.A.: President and founder, 1990-1991.

Hispanic National Bar Association, Law Student Division, Indiana, U.S.A.: Member, 1990.

Phi Alpha Delta, University of Puerto Rico, Río Piedras Campus: Founding member, 1984.

International Student Association in Business and Economic Sciences (AIESEC), University of Puerto Rico, Mayagüez Campus: President, 1980-1981.



**PUBLICATIONS**

"Compraventa de propiedad confiscada por el Gobierno de los Estados Unidos", ANOTA, January 1995

"Autorización judicial para vender la participación de un menor de edad en un bien inmueble", ANOTA, November 2000

**SEMINARS OFFERED**

"Derecho notarial", March 21, 2001, UPR Bayamón Campus, Bayamón, Puerto Rico

"Guía para preparar documentos notariales y judiciales: presentación de modelos requeridos", March 23, 2001, El Zipperle Restaurant, Hato Rey, San Juan, Puerto Rico

"Guía para preparar documentos notariales y judiciales: presentación de modelos requeridos", June 16, 2003, Rotary Club, Río Piedras, San Juan, Puerto Rico

"Guía para preparar documentos notariales y judiciales: presentación de modelos requeridos", May 23, 2003, Eugenio María de Hostos Law School, Mayagüez, Puerto Rico

"Guías para la redacción de escrituras: modelos y formularios requeridos", February 5, 2010, Rotary Club, Río Piedras, San Juan, Puerto Rico

"Guías para la redacción de escrituras: modelos y formularios requeridos", April 27, 2010, College of Engineers and Surveyors, Hato Rey, San Juan, Puerto Rico

"Guías para la redacción de escrituras: modelos y formularios requeridos", August 18, 2010, Sacred Heart University, Santurce, San Juan, Puerto Rico

"Guías para la redacción de escrituras: modelos y formularios requeridos", February 25, 2011, Sacred Heart University, Santurce, San Juan, Puerto Rico

"Guías para la redacción de escrituras: modelos y formularios requeridos", June 17, 2011, Sacred Heart University, Santurce, San Juan, Puerto Rico

"Guías para la redacción de escrituras: modelos y formularios requeridos", November 30, 2011, Sacred Heart University, Santurce, San Juan, Puerto Rico

"Guías para la redacción de escrituras: modelos y formularios requeridos", February 29, 2012, Sacred Heart University, Santurce, San Juan, Puerto Rico



Gladys Isabel Flores Rodríguez, Esq.  
Page -4-

“Herencia, testamentos y actas de hogar seguro”, March 23, 2014, Unity, Santurce, San Juan, Puerto Rico

“Guías para la redacción de escrituras: modelos y formularios requeridos”, September 25, 2014, Notary Public Association, Río Piedras, San Juan, Puerto Rico

“Herencia, testamentos y actas de hogar seguro”, September 27, 2014, María Antonia Pizarro Catalá Foundation, Carolina, Puerto Rico



# COLEGIO DE ABOGADOS DE PUERTO RICO

Fundado en 1840

SAN JUAN, PUERTO RICO



## Certificado de Colegiación

Núm. 10102

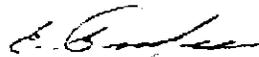
Expedido a favor de

GLADYS ISABEL FLORES RODRIGUEZ

Certificamos que la persona cuyo nombre aparece en este documento es miembro del Colegio de Abogados de Puerto Rico y, en tal capacidad, tiene derecho, sujeto a las condiciones expresadas en la Ley Número 43 del 14 de mayo de 1932 y las reglas y reglamentos promulgados para su instrumentación, a la protección y privilegios enumerados en dicha ley.

Y para que así conste, expedimos la presente, bajo nuestra firma y sello del Colegio de Abogados de Puerto Rico, hoy día 12 de enero de 19 88 , en la ciudad de San Juan, Puerto Rico.



  
EVELYN BENVENUTI TORO  
Directora Ejecutiva



# Estado Libre Asociado de Puerto Rico



## Departamento de Estado

Certifico: Que en cumplimiento de la Ley Número 75 de 2 de julio de 1987 este Departamento ha procedido al registro de

GLADYS I. FLORES RODRIGUEZ

con residencia en -----RIO PIEDRAS-----, Puerto Rico, para actuar como Notario Público en y para el Estado Libre Asociado de Puerto Rico; que la citada autorización fue expedida por el Tribunal Supremo de Puerto Rico el -7- de --septiembre-- de 19 88.--, y que la firma, signo, sello y rúbrica de dicho Notario Público han sido debidamente  registrados en este Departamento el -8- de --septiembre-- de 19 88.--.

 Cifra

Firma, signo y rúbrica

Número de Colegiado: 10102



En Testimonio de lo cual, firmo la presente y estampo en ella el Gran Sello del Estado Libre Asociado de Puerto Rico, en la Ciudad de San Juan, hoy día --8-- de --septiembre-- A.D. mil



AUCTORIBUS · PROFESSORIBUS · QUIBUS · HOC · MUNUS · COMMISSUM · EST  
CURATORES

# UNIVERSITATIS · PORTORICENSIS

**Gladys Isabel Flores Rodríguez**

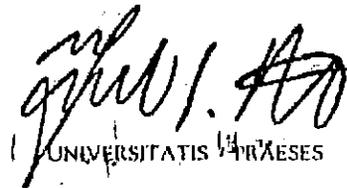
AD · GRADUM

**Juris Doctor**

ADMISERE · EIQUE · OMNIA · JURA · HONORES · PRIVILEGIA · AD  
HUNC · GRADUM · PERTINENTIA · CONCESSERE.

IN · CUIUS · REI · TESTIMONIUM · NOS · HUIUS · UNIVERSITATIS  
RITE · CONSTITUTI · MAGISTRATUS · HUIC · DIPLOMATI · NOMINA  
NOSTRA · SUBSCRIPSIMUS · ET · SIGILLUM · NOSTRAE · UNIVERSITATIS  
SIGILLUMQUE · AEDIUM · APPONI · CURAVIMUS.

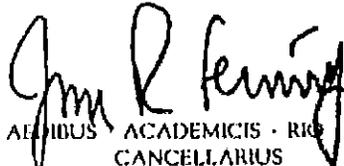
DATUM · IN · URBE · RIO · PIEDRAS · PUERTO · RICO · DIE · OCTAVO  
MENSIS · JUNII · ANNO · DOMINI · MCMLXXXVI



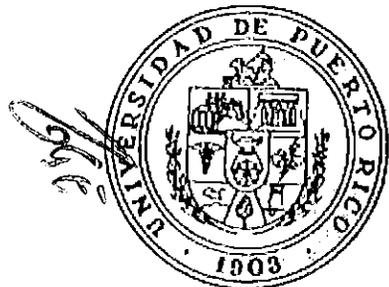
UNIVERSITATIS · PRÆSES



CONCILII · CURATORUM · PRÆSES



IN · AEDIUM · ACADEMICIS · RIO · PIEDRAS  
CANCELLARIUS



# Willanova University

Willanova, Pennsylvania

To all who may read these letters Greetings in the Lord  
*By authority of the Commonwealth of Pennsylvania granted March 10th. 1848. by Act of Assembly.*  
*the President of the University and the Faculty of the School of Law have conferred upon*

**Gladys Isabel Flores-Rodriguez**

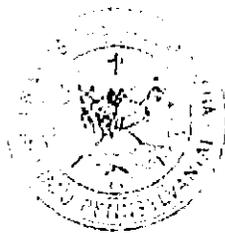
*the degree of*

**Master of Laws in Taxation**

*with all the rights, privileges and obligations appertaining thereto.*

*In Witness Whereof, we have subscribed our names and affixed the Corporate Seal of the University to this Diploma this thirty-first day of December, anno domini, 1991.*

*Kevin P. Fricko*  
Dean



*Elmer J. Dolbin, DSA*  
President

*JC Gallo, DSA*  
Vice President

*[Handwritten mark]*

*[Handwritten mark]*

THE UNITED STATES OF AMERICA



UNITED STATES COURT OF APPEALS

For the FIRST Circuit

*I*

FRANCIS P. SCIGLIANO

*Clerk of the United States*

*Court of Appeals for the* FIRST *Circuit, do hereby certify that*

GLADYS ISABEL FLORES RODRIGUEZ

*of* PUERTO RICO *being duly qualified, was admitted as*  
*an Attorney and Counselor of the United States Court of Appeals for the*

FIRST

*Circuit on the* 3rd *day of* NOVEMBER *, A. D. 19* 88

*In Testimony Whereof, I hereunto subscribe my name and affix the*  
*seal of the United States Court of Appeals for the* FIRST  
*Circuit at my office in* SAN JUAN PUERTO RICO *on the*  
*\_\_\_\_\_ 3rd \_\_\_\_\_ day of* NOVEMBER *, A. D. 19* 88

*Francis P. Scigliano*  
*Clerk.*

*Deputy Clerk.*



*gpc*

# CERTIFICADO DE REGISTRO DE COMERCIANTE

**Nombre Localidad:**

ISABEL FLORES LAW FIRM  
EL TUNEL CAR CARE MALL AVE 65  
INFANTERIA KM. 2.0, STE 23  
BLDG  
SAN JUAN PR 00926-1953

**Nombre Legal:**

GLADYS FLORES RODRIGUEZ  
UNIVERSITY GARDENS 772 CALLE HARVARD,  
APT #4  
SAN JUAN PR 00927-4028

## 0130589-0014

### AGENTE NO RETENEDOR

**Fecha de Emisión:**

17-ene-2018

**Fecha de Expiración:**

31-jul-2019

**Tipo de Certificado:** Comerciante

**Código NAICS:**

54111

54119

**Actividad Comercial:**

Oficinas de Abogados

Otros Servicios Legales

Certifico que este comerciante está inscrito en el Registro de Comerciantes del Departamento de Hacienda.



Secretario Auxiliar de Rentas Internas

Este Certificado no es transferible y el mismo deberá exhibirse en todo momento en un lugar visible al público en la localidad indicada.



L0770769408



THE UNITED STATES OF AMERICA



JUDICIAL District of PUERTO RICO

I, JUAN M. MASINI-SOLER, Clerk of the United States District Court for the JUDICIAL District of PUERTO RICO, do hereby certify that

----- GLADYS ISABEL FLORES-RODRIGUEZ, Esquire -----

was duly admitted and qualified as an Attorney and Counselor of said District Court on the 16TH day of FEBRUARY, A. D. 1990.

In testimony whereof, I hereunto set my hand and affix the seal of said Court at my office in SAN JUAN in the JUDICIAL District of PUERTO RICO, this 16TH day of FEBRUARY, A. D. 1990.

*Jmasini*  
Clerk.



*JMS*

# Estado Libre Asociado de Puerto Rico



TRIBUNAL SUPREMO DE PUERTO RICO

Secretaría

A Todos Vos Que La Presente Vieren:  
*Sébase que conforme aparece en los archivos y registros del  
Tribunal Supremo de Puerto Rico*

## Gladys Isabel Flores Rodríguez

*fue debidamente autorizado y admitido a ejercer la profesión de abogada  
ante el Tribunal Supremo y los demás tribunales del Estado Libre  
Asociado de Puerto Rico, el día 7 de marzo de 1988*

*En Testimonio de lo Cual, yo, el Secretario de dicho  
Tribunal, por acuerdo y mandato del mismo, expido esta certificación, bajo  
mis firma y el Sello del Tribunal, en la ciudad de San Juan, Puerto Rico,  
hoy día 7 de marzo de 1988*



*[Signature]*  
SECRETARIO  
TRIBUNAL SUPREMO DE PUERTO RICO

*[Handwritten initials]*

COLEGIO DE ABOGADOS DE PUERTO RICO  
FUNDADO EN 1840



Certificado de Colegiación

Núm. 18560

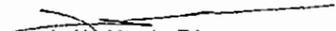
Expedido a favor de:

**LCDO RUBEN O SANDOVAL RAMOS**

Certificamos que la persona cuyo nombre aparece en este documento es miembro del Colegio de Abogados de Puerto Rico y, en tal capacidad, tiene derecho, sujeto a las condiciones expresadas en la Ley 43 del 14 de mayo de 1932 y las reglas y reglamentos promulgados para su instrumentación, a la protección y privilegios enumerados en dicha ley.

Y para que así conste, expedimos el presente certificado, hoy 6 de febrero de 2009.



  
José M. Montalvo Trias  
Director Ejecutivo

# ESTADO LIBRE ASOCIADO DE PUERTO RICO

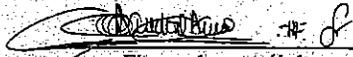


## DEPARTAMENTO DE ESTADO

*Certifico: Que, en cumplimiento de la Ley Número 75 de 2 de julio de 1987, según enmendada, este Departamento ha procedido al registro de*

**RUBÉN O. SANDOVAL RAMOS**

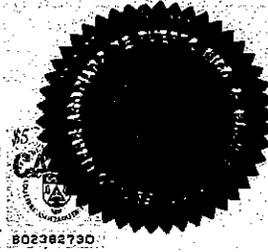
*Con residencia en San Juan, Puerto Rico, para actuar como Notario Público, en y para, el Estado Libre Asociado de Puerto Rico; que la citada autorización fue expedida por el Tribunal Supremo de Puerto Rico el 2 de marzo de 2009, y que la firma, signo, sello y rúbrica de dicho Notario Público han sido registrados en este Departamento el 2 de marzo de 2009.*

  
Firma, signo y rúbrica

Número de Colegiado: 18,560  
Número de Notario: 17,077



*En Testimonio de lo cual, firmo la presente y estampo en ella el Gran Sello del Estado Libre Asociado de Puerto Rico, en la Ciudad de San Juan, hoy día 2 de marzo de 2009.*



*Eduardo Arosemena Muñoz  
Secretario Auxiliar de Servicios*

234-28 614 Street,  
Villa Carolina,  
Carolina, PR, 00985

Phone (787) 752-3671  
Cellular (787) 249-5935

## Marilyn Obergh Gandía

### Experience

- 2004-Present Isabel Flores Law Firm San Juan, PR  
**Legal Assistant**
- Draft documents pertaining to corporate, real estate, contract, estate, donation, and other civil matters
  - Account Receivables (Invoices), Account Payables
  - File documents with the Court, Property Registry, CRIM, and other agencies
- 2004 Nueva Visión, Channel 40 San Juan, PR  
**Communication Assistant**
- To work on a public service campaign for a new project
  - To monitor communication media "Clipping"
  - To create a strategic plan to communication media
- 2002-2003 City Hall of Carolina Carolina, PR  
**Center of Practice**
- Participate and help in the coordination of the activities.
- 2001-2003 Kress Store Plaza Carolina Mall, Carolina, PR  
**Cashier and salesperson**
- Customer Service
- 1998-2001 La Esquina Famosa Plaza Carolina Mall, Carolina, PR  
**Salesperson**
- Show and sell merchandise (clothes and accessories) for men.
  - Greeting Customer
  - Customer Service
- Summer 1995, 1996, and 1997 Puerto Rico Telephone Company Guaynabo, PR  
**Marketing**
- Renew maintenance contracts
  - Classify service orders
  - Filing, organize documents
  - Customer Service



**Education**

Oct /2003                      Business School                      Carolina, PR  
Seminary: Promotion and publicity to raise your business' sales

1997-2003                      University of Puerto Rico, Carolina Campus                      Carolina, PR  
B.A. with concentration in Advertising  
Graduated 3.46 GPA/4.0 scale  
Concentration Courses: Public Relations, Production Advertising,  
Commercial Ethics, Marketing Principles, Marketing Analysis Investment,  
and Advertising Media.

**Skills**

Bilingual, basic computer knowledge: Timeslips, Notaria 4.0, Corel 5, Power Point, and Word, Communications, mathematical, and calligraphy skills. First Aid course. Title investigator course (diploma).



# Estado Libre Asociado de Puerto Rico



## TRIBUNAL SUPREMO DE PUERTO RICO

Secretaría

*A Todos Los Que La Presente Dieren:*

*Sébase que conforme aparece en los archivos y registros del Tribunal Supremo de Puerto Rico*

### Rubén O. Sandoval Ramos

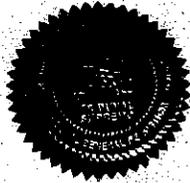
*Se le debidamente autorizado y admitido a ejercer la profesión de abogado ante el Tribunal Supremo y los demás tribunales del*

*Estado Libre Asociado de Puerto Rico, el día 4 de febrero de 2009*

*En Testimonio de lo Cual, yo, la Secretaria de dicho Tribunal,*

*por acuerdo y mandato del mismo, expido esta certificación, bajo mi firma y Sello del Tribunal, en la ciudad de San Juan, Puerto Rico,*

*hoy día 4 de febrero de 2009*



*Juli María Gerardo Paulsen*  
SECRETARIA • TRIBUNAL SUPREMO DE PUERTO RICO

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*[Handwritten mark]*

# CURRICULUM VITAE

Rubén O. Sandoval-Ramos

---

**Educación:** 2008, Juris Doctor (Magna Cum Laude) Escuela de Derecho, Universidad de Puerto Rico.

1989, Estudios Postgraduados (30 créditos), Administración de Empresas, Contabilidad. Universidad de Puerto Rico y Universidad Metropolitana.

1987, B.S. General (Cum Laude) Universidad de Puerto Rico, Recinto de Rio Piedras.

**Conferencias/Seminarios:** 2018, May. Cursos varios aprobados de Educación Jurídica Continua (24 Horas Crédito).

2004, Sep. 24-25. Cotizaciones y Contratos Administración de Condominios / Reglamento de Condominios (DACO) / Auditoría en Condominios. Asociación Propiedad Horizontal. Fajardo, P. R.

2003, Oct. 19-22. National Conference of the National Association of Housing & Redevelopment Officials (NAHRO). Dallas, TX.

2002, May. 28-30. 2002 CYFAR National Conference. New Orleans, LA.

2001, Oct. 6-9. 5<sup>th</sup> National Conference on Preventing Crime. National Crime Prevention Council. Washington, D. C.

2001, Ago. 20-24. Public & Assisted Housing Reforms for the 21<sup>st</sup>. Century. Housing & Urban Development. Washington, D. C.

2000, Sep. 29 – Oct. 2. 4<sup>th</sup> National Conference on Preventing Crime. National Crime Prevention Council. Washington, D. C.

2000, Ago. 28 – Sep. 1. Public & Assisted Housing Reforms for the 21<sup>st</sup>. Century. Housing & Urban Development. Atlanta, Georgia.

2000, Mar. 26-29. Legislative Conference. National Association of Housing & Redevelopment Officials (NAHRO). Washington, D. C.

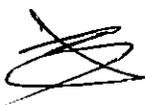
1999, Nov. 3-6. 3<sup>rd</sup> National Conference on Preventing Crime. National Crime Prevention Council. Washington, D. C.

1998, Oct. 11-14. 2<sup>nd</sup> National Conference on Preventing Crime. National Crime Prevention Council. Washington, D. C.

1997, Oct. 26-29. National Conference of the National Association of Housing & Redevelopment Officials (NAHRO). San Diego, CA.

1997, Feb. 26-27. Seminario "The Nuts & Bolts of PHA Accounting, Budgeting & Finance". Casterline Associates. San Juan, P. R.

1995, Ago. 1. Curso "Certified Financial Manager". National Center for Housing Management. San Juan, P. R.



**Experiencia Profesional:**

Lcdo. Rubén O. Sandoval-Ramos, Oficina Legal y Sede Notarial,  
Bayamón, Puerto Rico  
2009 – Presente.

Unique Accounting Services. San Juan, Puerto Rico  
2004 - Presente.

Miramar Property Management Div., Inc. San Juan, Puerto Rico  
1995 – 2004. Presidente / Gerente General.

Consultor/Contador Profesional. Isabela, Puerto Rico.  
1992 – 1995.

Space Engineering Corp. Caguas, Puerto Rico  
1989 – 1992. Contralor.

Triangle Engineering Corp. San Juan, Puerto Rico  
1987 – 1989. Project Accountant.

**Consultor /  
Talleres y Seminarios**

Asociación de Viviendas de Interés Social de P.R., Inc.  
HNC Égida del Buen Samaritano, Caguas, Puerto Rico.  
Asesor Legal desde 2009 hasta el presente.

Elite Management Corp., Guaynabo, Puerto Rico.  
Asesor Legal 2009 al presente.

Inn Capital Housing Division, San Juan, Puerto Rico.  
Asesor Legal 2009 al presente.

Housing Management S. en C., San Juan, Puerto Rico.  
Representante legal en procesos de desahucios y cobro dinero proyectos  
multifamiliares Sección 8.

Cooperativa de Viviendas Villa María/COSSEC/Caguas, Puerto Rico.  
Asesor Legal 2011 – 2015. Talleres y seminarios sobre Ley de Sociedades  
Cooperativas de 2004, Deberes y responsabilidades del Socio, Traspaso del  
Derecho del Socio, Conversión y/o Liquidación del Régimen Cooperativo.

Talleres y Seminarios sobre Ley de Vivienda Justa y Política Anti-Discrimen;  
Cancelación de Contrato y Procedimiento de Desahucio; Violencia Doméstica  
y Acecho; para los siguientes clientes:

- ✓ AM Contract Corp.
- ✓ Asociación de Viviendas de Interés Social de P.R., Inc.
- ✓ Elite Management Corp.
- ✓ Fundación de Hogares para Trabajadores
- ✓ Housing Promoters Inc.
- ✓ Inn Capital Housing Division





# CERTIFICADO DE REGISTRO DE COMERCIANTE

**Nombre Localidad:**

LCDO. RUBEN O. SANDOVAL RAMOS  
URB SANTA JUANITA AQ34 AVE LAUREL  
BAYAMON PR 00956-4725

**Nombre Legal:**

RUBEN O. SANDOVAL RAMOS  
820 COND BOSQUE REAL  
SAN JUAN PR 00926-8240

## 0013060-0036

### AGENTE RETENEDOR

**Fecha de Emisión:**

29-oct-2016

**Fecha de Expiración:**

31-ene-2019

**Tipo de Certificado:** Comerciante

**Código NAICS:**

54111

**Actividad Comercial:**

Oficinas de Abogados

Certifico que este comerciante está inscrito en el Registro de Comerciantes del Departamento de Hacienda.

**Secretario Auxiliar de Rentas Internas**

Este Certificado no es transferible y el mismo deberá exhibirse en todo momento en un lugar visible al público en la localidad indicada.



L0941022208

Departamento de Hacienda  
División de Regulación de la Práctica y Educación Contributiva

Certificamos que

**RUBEN O. SANDOVAL RAMOS**

habiendo cumplido con los requisitos de renovación de su número de registro, conforme al Código de Rentas Internas de Puerto Rico de 2011, según enmendado sus Reglamentos, ha sido inscrito como

**Especialista en Planillas**

con el Número de Registro

**18229**

Dado en San Juan, Puerto Rico.

1 de septiembre de 2017



Lourdes Contreras Massa

Jefe

División de Regulación de la Práctica y  
Educación Contributiva

Fecha de Expiración  
del Número de Registro  
31 de octubre de 2020



Ciclo de Renovación  
del Número de Registro  
1 de agosto de 2020 al  
31 de octubre de 2020



*Auctoribus . Professoribus . Quibus . Hoc . Munus  
Commisum . Est . Syndici*

# *Universitatis . Portoricensis*

*Rubén O. Sandoval Ramos*

*Ad . Gradum*

*Juris Doctor*

*Magna Cum Laude*

*Admisere . Eique . Omnia . Jura . Honores . Privilegia  
Ad . Hunc . Gradum . Pertinentia . Concessere.  
In . Cuius . Rei . Testimonium . Nos . Huius . Universitatis  
Rite . Constituti . Magistratus . Huic . Diplomati . Nomina  
Nostra . Subscripsimus . Et . Sigillum . Nostrae . Universitatis  
Sigillumque . Aedum . Apponi . Curavimus.  
Datum . In . Urbe . Rio . Piedras . Puerto . Rico . Die . Decimo  
Quarto . Mensis . Junii . Anno . Domini . MMVIII.*



*[Signature]*  
*Universitatis . Praeses*

*Robert P. Spente Tar*  
*Decanus*



*Concilio . Syndicorum . Praeses*

*[Signature]*  
*Cancellarius*



*[Handwritten mark]*

*[Handwritten mark]*

*Auctoribus . Professoribus . Quibus . Hoc . Munus  
Commissum . Est . Syndici*

# **Universitatis . Portoricensis**

**Rubén O. Sandoval Ramos**

*Ad . Gradum  
Juris Doctor  
Magni Cum Laude*

*Admisere . Eique . Omnia . Jura . Honores . Privilegia  
Ad . Hunc . Gradum . Pertinentia . Concessere.  
In . Cuius . Rei . Testimonium . Nos . Huius . Universitatis  
Rite . Constituti . Magistratus . Huic . Diplomati . Nomina  
Nostra . Subscripsimus . Et . Sigillum . Nostrae . Universitatis  
Sigillumque . Aedum . Apponi . Curavimus.  
Datum . In . Urbe . Rio . Piedras . Puerto . Rico . Die . Decimo  
Quarto . Mensis . Junii . Anno . Domini . MMVIII.*



*[Signature]*  
*Universitatis . Praeses*

*[Signature]*  
*Decanus*



*Concilio . Syndicorum . Praeses*

*[Signature]*  
*Canonicus*



*[Handwritten mark]*

*[Handwritten mark]*

*Auctoribus . Professoribus . Quibus . Hoc . Munus  
Commissum . Est . Syndici*

# *Universitatis . Portoricensis*

*Rubén G. Sandoval Ramos*

*Ad . Gradum*

*Juris Doctor*

*Magna Cum Laude*

*Admisere . Eique . Omnia . Jura . Honores . Privilegia  
Ad . Hunc . Gradum . Pertinentia . Concessere.  
In . Cuius . Rei . Testimonium . Nos . Huius . Universitatis  
Rite . Constituti . Magistratus . Huic . Diplomati . Nomina  
Nostra . Subscripsimus . Et . Sigillum . Nostrae . Universitatis  
Sigillumque . Aedium . Affroni . Curavimus.  
Datum . In . Urbe . Pto . Piedras . Puerto . Rico . Die . Decimo  
Quarto . Mensis . Junii . Anno . Domini . MMVIII.*



*[Signature]*  
*Universitatis . Praeses*

*Robert P. Spante Tan*  
*Decanus*

*[Signature]*  
*Concilio . Syndicorum . Praeses*

*[Signature]*  
*Cancellarius*



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*[Handwritten mark]*



fss.LAND SURVEYORS  
& Consultants

---

**FIRST-TIER SUBCONTRACTOR INFORMATION**

**PARTNERS LEGAL SERVICES**

*[Handwritten mark]*

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GOVERNMENT OF PUERTO RICO

Department of Housing

EXHIBIT A-2

QUALIFICATIONS AND WORK APPROACH PROPOSAL CHECKLIST

Request for Proposals

Title Clearance Program Services

Community Development Block Grant – Disaster Recovery

CDBG-DR-RFP-2018-07

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

Company Submitting is:

Proposer

First-Tier Subcontractor

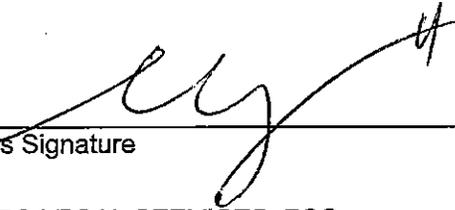
Tab	Initials	First-Tier Sub. Applicability	Document Description
			Company Cover Page
			Proposal is bound into a single document using plastic comb or metal ring binders at the left margin of the page
			One (1) original of the Proposal Three (3) physical copy of the Proposal One (1) electronic copy of the Proposal One (1) redacted copy of the Proposal (if applicable)
1	WCM	✓	Exhibit A-2: Qualifications and Work Approach Proposal Checklist
2	WCM	✓	Exhibit C: Statement of Qualifications
3	WCM	✓	Company's Profile
4			Organizational Chart
5			Availability Chart

*WCM*

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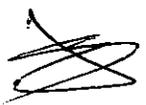
6	Key Staff Résumé and Professional Information
7	Work Approach
8	Plan for Compliance with Section 3 Requirements <i>(Optional to obtain up to five (5) bonus points in the evaluation of the Proposal)</i>
9	First-Tier Subcontractor Information (if applicable)

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\_\_\_\_\_  
Proposer's Signature

12-19-18  
Date

PARTNERS LEGAL SERVICES, PSC  
Proposer's Printed Name







Proposer's Initials: MGM

officers, directors, members, and any partners of the Proposer.

Name	Telephone	Email	Officer	Director	Member	Partner
Maritza Guzman Matos	787-758-3276	mguzman@partnerslegalservicespr.com	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Ernesto M. Rovira Gandara	787-758-3276	erovira@partnerslegalservicespr.com	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Laura Escalante Facundo	787-758-3276	lescalante@partnerslegalservicespr.com	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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- 2. Capacity to Provide Services:
- 2.1. Brief History of the Firm: Attach to this Statement of Qualifications

See Tab 9.F  


Proposer's Initials: MCW

the company's profile.

2.2. **Organizational Chart:** Attach to this Statement of Qualifications the Organizational Chart for the Services. See Tab 9.F

2.3. **Organizational Chart:** Attach to this Statement of Qualifications the Availability Chart for the Services. See Tab 9.F

2.4. Has the Bidder been involved in any criminal, civil, or administrative suits, actions, investigations, litigations, professional and/or administrative complaints or proceedings that where commenced, pending, settled, threatened, resolved, or concluded during the five (5) year period prior to the date of the Proposal Due Date?  
 No  Yes (See Attachment \_\_\_\_\_)

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

*[Remainder of the Page Left Blank Intentionally]*

2.5. Ongoing Contracts/Projects (Include additional sheets of this table if necessary)

ID	Client Name	Work Description	Contract Amount	Project Duration (In Months)	Status	Completion Date	Deliverables of the Project	Contact Person	Phone Number
1	BANCO POPULAR DE PUERTO RICO	NOTARIAL SERVICES; MORTGAGE CANCELLATION; SALES & MORTGAGE DEED; TITTLE CLEARANCE	NOTARIAL FEE AS PER LAW	1999	ACTIVE	N/A	NOTARIAL SERVICES	BERNICE LOPEZ LORENS	(787)707-7077 ext. 1133
2	FIRST BANK PUERTO RICO	NOTARIAL SERVICES; COMMERCIAL LENDING TRANSACTION; SALES DEED; MORTGAGES DEED; TITTLE CLEARANCE	NOTARIAL FEE AS PER LAW	2012	ACTIVE	N/A	NOTARIAL SERVICES	JOSE JAVIER SANTIAGO	787-729-8156
3	JAMES B. NUTTER & Co.	FORECLOSURE PROCEEINGS; TITTLE CLEARANCE; INHERITANCE ISSUES; JUDICIAL SALES DEED; MORTGAGE CANCELLATIONS	NOTARY FEE AS PER LAW	2013	ACTIVE	N/A	NOTARIAL AND FORECLOSURE SERVICES	ANGELA LEISHMAN	(816) 531-2345 ext 7353
4	FINANCE OF AMERICA REVERSE, LLC	TITTLE CLEARANCE- MORTGAGES	RATE AGREED UPON PER SERVICE RENDERED	2018	ACTIVE	N/A	TITTLE CLEARANCE	BRANDA FARMER	(918) 236-3544
5									
6									
7									
8									
9									
10									

Proposer's Initials: WCEW

2.6. Previous Projects and Contracts that Qualify Entity to Develop and Implement the Project (include additional sheets of this table if necessary).

ID	Client Name	Work Description	Contract Amount	Project Duration (in Months)	Completion Date	Deliverables of the Project	Contact Person	Phone Number
1	THE MONEY HOUSE	MORTGAGE DEEDS; TITLE CLEARANCE AND INHERITANCE ISSUES	NOTARIAL FEE AS PER LAW	60	2011	NOTARIAL SERVICES	ROSA PERMUY	
2	POPULAR MORTGAGE	MORTGAGE AND SALES DEED; TITLE CLEARANCE AND INHERITANCE ISSUES	NOTARIAL FEE AS PER LAW	180	2012	NOTARIAL SERVICES		
3								
4								
5								
6								
7								
8								
9								
10								

*WCEW*

3. Reputation and Managerial, Organization, and Technical Capabilities (Not Applicable to First-Tier Subcontractors)

3.1.

**Key Team Members for the Engagement:** Provide the following information for all Key Team Members for the Project.

Position	Resource Name	Education	Years of Experience in the Profession	Résumé & Certifications
MANAGING PARTNERS	MARITZA GUZMAN MATOS	JD	15	(See résumé in Tab ____)
PARTNER	ERNESTO M. ROVIRA GANDARA	JD	15	(See résumé in Tab ____)
MEMBER	LAURA ESCALANTE FACUNDO	JD	25	(See résumé in Tab ____)
OF cOUNSEL	RICARDO PASCUAL VILLARONGA	JD	28	(See résumé in Tab ____)
MEMBER	VIRGILIO MACHADO AVILESQ	JD	18	(See résumé in Tab ____)
				(See résumé in Tab ____)
				(See résumé in Tab ____)
				(See résumé in Tab ____)
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				(See résumé in Tab ____)
				(See résumé in Tab ____)
				(See résumé in Tab ____)
				(See résumé in Tab ____)

3.2.

**References:** Provide at least three (3) separate references and contact information of past or current clients, preferably public entities.

Name	Email	Phone Number	Relation
BANCO POPULAR DE PUERTO RICO	bernice.lopez@popular.com	(787)707-7077 ext. 1133	CLIENT
JAMES B. NUTTER & CO	Angela.Leishman@jbnutter.com	816.531.2345 x7353	CLIENT
FIRST BANK PUERTO RICO	josejavier.santiago@firstbankpr.com	787-729-8156	CLIENT
MUNICIPALITY OF SAN JUAN			
ACAA			

**4. Acknowledgement of Addenda (Not Applicable to First-Tier Subcontractors)**

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

Addendum No.	Date Issued	Addendum No.	Date Issued

Proposer's Initials: \_\_\_\_\_

**5. Under Oath Certification:**

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

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

In witness thereof, the Proposer has executed this Statement of Qualifications this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**If Entity is an individual:**

\_\_\_\_\_  
(Signature of Individual)

\_\_\_\_\_  
(Printed Name of Individual)

\_\_\_\_\_  
(Address Line 1)

\_\_\_\_\_  
(Address Line 2)

\_\_\_\_\_  
(City)                      (State)                      (Zip Code)

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

\_\_\_\_\_  
(Printed Name of Firm)

**By:** \_\_\_\_\_  
(Authorized Representative's Signature)

\_\_\_\_\_  
(Printed Name of Authorized Representative)

\_\_\_\_\_  
(Address Line 1)

\_\_\_\_\_  
(Address Line 2)

\_\_\_\_\_  
(City)                      (State)                      (Zip Code)

Proposer's Initials: MGW

**If Entity is a partnership or joint venture:**

\_\_\_\_\_  
(Printed Name of Partnership or Joint Venture)

**By:** \_\_\_\_\_  
(Signature of General Partner)

\_\_\_\_\_  
(Printed Name of General Partner)

\_\_\_\_\_  
(Address Line 1)

\_\_\_\_\_  
(Address Line 2)

\_\_\_\_\_  
(City) (State) (Zip Code)

**If Entity is a corporation:**

PARTNERS LEGAL SERVICES, PSC  
(Printed Name of Corporation)

PMB 767  
(Corporate Address Line 1)

#1353 Ave. Luis Vigoreaux  
(Corporate Address Line 2)

GUAYNABO PR 00966  
(City) (State) (Zip Code)

**By:** \_\_\_\_\_  
(Signature of Officer)

MARITZA GUZMAN MATOS  
(Printed Name of Officer)

MANAGING MEMBER  
(Title of Officer)

**Attest:** \_\_\_\_\_  
(Secretary)

[CORPORATE SEAL]

PUERTO RICO  
(Jurisdiction of Incorporation)

## ***FIRM PROFILE***



CIM - TOWER I, SUITE 210  
ROAD 165, #100  
GUAYNABO, PUERTO RICO 00968  
E-MAIL: [mguzman@partnerslegalservicepr.com](mailto:mguzman@partnerslegalservicepr.com)

PMB 767, #1353 AVE. LUIS VIGOREAUX  
GUAYNABO, PR 00966  
TEL. (787) 758-3276



**P**ARTNERS Legal Services, PSC , was founded in 1999 to provide services to the banking and mortgage industry. Since its inception, PLS has been an establish firm providing service to James B. Nutter & Company, First Bank Puerto Rico, Banco Popular de Puerto Rico, The Money House, BeeWee Mortgage and Doral Bank among others in the mortgage area. PLS has further expanded its services to include foreclosure proceedings, loss mitigation and mortgage cancellation. The firm currently provides foreclosure proceeding services and loss mitigation to various loan servicers and mortgage institutions and is an authorized provider with Fannie Mae and Freddie Mac, through a related entity.

The firm takes pride in providing the banking and mortgage industry with experienced lawyers in the areas of residential foreclosures, loan workouts, loss mitigation and mortgage cancellations in pursuit of our clients' goals. The firm further performs services in bankruptcy litigation and civil law counseling including, among others, insurance law, commercial law, labor relations and employment law, administrative law, corporate law, real estate and construction law.

The firm maintains its mission to offer personalized service to its clients in the most efficient and cost effective manner, while maintaining the highest ethical standards and professional excellence the legal profession requires.

The firm is currently headed by its managing partner, Maritza Guzmán Matos, who leads the mortgage and foreclosure practice, and by attorney Ernesto Rovira Gándara, who leads the general litigation practice and supports the foreclosure and mortgage practice. In conjunction with additional experienced attorneys as well as the administrative support group, Ms. Guzmán and Mr. Rovira have built a most competent, balanced and diverse professional team to provide for the needs of all firm clients.



## MEMBERS OF THE FIRM

**MARITZA GUZMAN MATOS**, born San Juan, PR, 1978; admitted to bar, 2004, Puerto Rico, U.S. District Court for Puerto Rico and U.S. Court of Appeals, First Circuit; **EDUCATION**: University of Puerto Rico-Mayaguez (B.A., 2000), Interamerican University of Puerto Rico, Law School (J.D. 2003); **MEMBER**: Bar Association of Puerto Rico, Notary Association, American Bar Association, **LANGUAGES**: English and Spanish. **PRACTICE AREAS**: Foreclosure Proceedings (Reverse and Conventional Loans), Notarial, Mortgage, Commercial Transactions, Banking and Contract Law, Loss Mitigation and Loan Modifications. Currently in charge of all mortgage transactions for a well recognized banking institution. Develop and implemented an internal procedure in order to decrease the process of foreclosure of properties from approximately thirty-six (36) months to fewer than twelve (12) months. Notary of the Year (2010) recipient.

**ERNESTO ROVIRA GÁNDARA**, born in San Juan, Puerto Rico 1976; admitted to bar 2004, Puerto Rico; US District Court of Puerto Rico, 2005, Puerto Rico. **EDUCATION**: Indiana State University, (BS 1999); Interamerican University of Puerto Rico School of Law (JD 2003). **MEMBER**: Bar Association of Puerto Rico, American Bar Association, Puerto Rico Notaries Association; **LANGUAGES**: English and Spanish. **PRACTICE AREAS**: General Litigation in Administrative Law, Insurance Law, Torts, Labor & Employment Law, Contract Law, Foreclosure Proceedings (Reverse and Conventional Loans), Bankruptcy Notarial, Mortgage, Commercial Transactions, Appellate Practice and Notary Public.

**LAURA ESCALANTE-FACUNDO**, born San Juan, PR, 1967; **ADMISSION TO PRACTICE**: Puerto Rico, U.S. District Court for Puerto Rico, U.S. Court of Appeals, First Circuit, 1994; **EDUCATION**: University of Puerto Rico School of Law (B.A., 1988), University of Puerto Rico School of Law (J.D. 2012). **PROFESSIONAL ASSOCIATIONS**: Puerto Rico Bar Association, Puerto Rico Notaries Association. **AREAS OF PRACTICE**: Contracts, Notarial, Insurance, Mortgage and Commercial lending, Regulatory Compliance (corporate, banking, insurance), Construction and Surety, Administrative, and Appellate Litigation. Ms. Escalante Facundo is a former Compliance Executive in two major financial institutions in Puerto Rico.



**JUAN B. SOTO-BALBAS**, born Baltimore, Maryland, 1955; admitted to bar, 1981, Puerto Rico; 1982, U.S. District Court, District of Puerto Rico; 1983, U.S. Court of Appeals, First Circuit; 1994, U.S. Supreme Court. **EDUCATION:** Boston College (B.A., 1977); Interamerican University of Puerto Rico (J.D., 1981). Hearing Examiner, Industrial Commission of Puerto Rico. **MEMBER:** Bar Association of Puerto Rico, Federal Bar Association, Puerto Rico Notaries Association. **LANGUAGES:** English and Spanish. **PRACTICE AREAS:** Bankruptcy, Residential Foreclosure, Loss Mitigation, Commercial Litigation, Real Estate, Notary Public, Estates, Eminent Domain, Wills & Deeds, Government and Municipal Law.

**RICARDO PASCUAL**, born Ponce, Puerto Rico, 1963; admitted to bar, 1990, Puerto Rico; U.S. Court of Appeals, First Circuit, 1990; U.S. District Court, District of Puerto Rico, 1994. U.S. Court of Veterans Appeals, 1994; Federal Maritime Commission; United States Supreme Court, 2003. **EDUCATION:** University of Sacred Heart, Puerto Rico (B.B.A. 1986); Interamerican University of Puerto Rico, Law School (J.D. 1989); **MEMBER:** Bar Association of Puerto Rico, Federal Bar Association, American Bar Association, Young Lawyers Commission, Puerto Rico Notary Association, Labor Lawyer and the Tort and Insurance Practice sections of the American Bar Association. **LANGUAGES:** English and Spanish. **REPORTED CASES:** Luis F. García v. Hormigonera Mayaguezana, 2007 TSPR 149; Santini v. Santon, 118 F. Supp 2<sup>d</sup> 159, 2000 U.S. Dist. LEXIS 16265; William Lugo v. Empire Gas, 98 JTA 866 (8/24/98); Salvador Nieves v. AEE, 96 JTA 862 (5/20/96); Miranda Delanoy v. MSJ, 2006 WL 2384888 (6/30/06, PR Court of Appeals); **PRACTICE AREAS:** Personal Injury, FEDERAL LITIGATION, Products Liability, Insurance Law, Administrative Law, "Negociado de Conciliación y Arbitraje"-Dept. of Labor and Human Resources of PR, Labor and Employment Law, Employee Benefits, Social Security, Real Estate, Notary Public, Worker's Compensation and Appellate Practice.



**C**ARLOS F. LOPEZ, born San Sebastián, Puerto Rico, 1954, admitted to bar, 1979, Puerto Rico; U.S. District Court, District of Puerto Rico, 1979; U.S. Court of Appeals, First Circuit, 1984. **EDUCATION:** University of Puerto Rico (B.B.A. 1976); Inter-American University of Puerto Rico (J.D., 1979). Hearing Examiner, Industrial Commission of Puerto Rico (1980-1981); Private practice (1982 to present). **MEMBER:** PR Bar Association, Federal Bar Association. **LANGUAGES:** English and Spanish. **PRACTICE AREAS:** Personal Injury (Torts), Insurance Law, Medical Malpractice Litigation, Appellate Practice, General Litigation. **REPORTED CASES:** Commoloco of Caguas, Inc. v. Benítez Díaz, 126 DPR 478 (1990); Umpierre Biascoechea v. Banco Popular, 170 DPR 205 (1987); Morales Torres v. J.R.T., 119 DPR 286 (1987); Torres v. Lexington Ins. Co., 237 F.R.D. 533 (D.C. Puerto Rico, 2006); Hernández-Miranda v. Díaz Massó, 553 F. Supp. 2d 73 (D.C. Puerto Rico, 2007); Pardo Hernández v. Citibank, N.A., 141 F. Supp. 2d 241 (D.C. Puerto Rico, 2001); Rodríguez v. Fullerton Tires Corp., 937 F. Supp. 122 (D.C. Puerto Rico, 1996); Vega v. Kodak Caribbean, Ltd. 3 F.3d 476 (1<sup>st</sup> Cir.); Cia. Petrolera Caribe, Inc. v. Avis Rental Car Corp., 576 F. Supp. 1011 (D.C. Puerto Rico, 1983); Cia. Petrolera Caribe, Inc. v. Avis Rental Car Corp., 735 F. 2d 636 (1<sup>st</sup> Cir.); Isla Petroleum Corp. v. Department of Consumers Affairs, 640 F. Supp. 474 (D.C. Puerto Rico, 1986); Cia. Petrolera Caribe, Inc. v. Arco Caribbean, Inc., 754 F. 2d 404 (D.C. Puerto Rico, 1985); Martínez González v. Catholic Schools of the Archdioceses of San Juan, Pension Plan, 235 F.Supp. 3d 334 (2017).

**W**ILLIAM SANTIAGO-SASTRE, admitted to bar, 1983, Puerto Rico; U.S. District Court, District of Puerto Rico; U.S. Court of Appeals, First Circuit; U.S. Supreme Court. **EDUCATION:** Haverford College (B.A., 1977); University of Chicago (M.A. 1979); University of Pennsylvania Law School (J.D. 1982). **LANGUAGES:** English and Spanish. **PRACTICE AREAS:** Bankruptcy, General Litigation, Commercial, Labor & Employment, Notarial and Administrative.

**V**IRGILIO MACHADO- AVILÉS, admitted to bar, 2001, Puerto Rico; 2010 U.S. District Court, District of Puerto Rico; U.S. Court of Appeals, First Circuit;. **EDUCATION:** University of Puerto Rico (B.A., 1997, JD 2000); **LANGUAGES:** English and Spanish. **PRACTICE AREAS:** Bankruptcy, Commercial, General Litigation, Notarial and Administrative Law.

*Blé*

## AREAS OF PRACTICE

**G**eneral Civil Practice, Banking, specifically, foreclosure (Reverse and Conventional Loans), mortgage, loss mitigation, Torts, Insurance Defense, Administrative Law, Arbitration, Labor and Employment Practice, Federal Practice and Commonwealth Courts, Federal and Local Court Litigation and Trial Practice, Notarial Law, Horizontal Property Law, Corporate, Eminent Domain, Complex and Multidistrict Litigation.

## LEGAL FEES

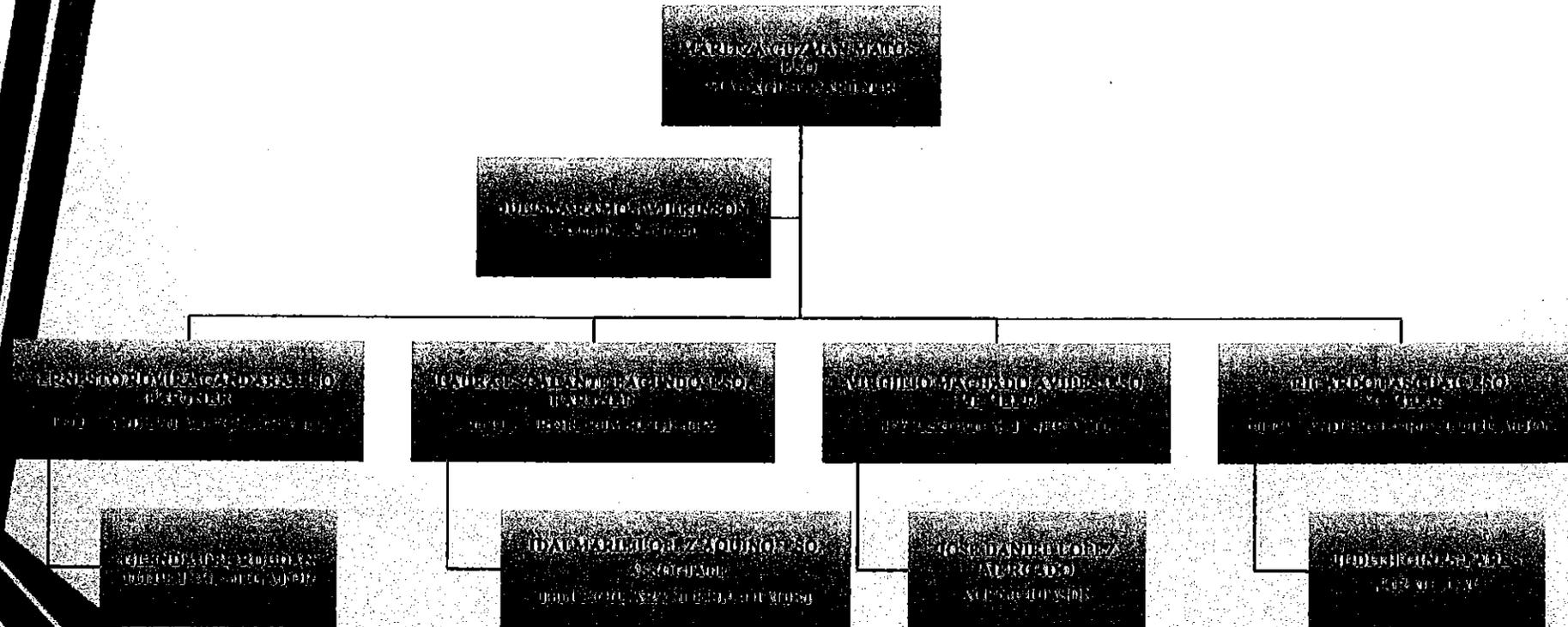
**T**he firm aims to please clients by keeping fees reasonable. We are able to achieve this result by delegating work to those who can do it in the most cost-efficient and satisfactory manner. Typically, work is allocated to the least costly team member who possesses the necessary skill or to the attorney who is most familiar with the business of a particular client.

Legal fees may be tied to factors such as the complexity of issues involved, magnitude of the matter presented, likelihood of success or satisfactory outcome, amount of time required by the matter or case, among other relevant circumstances. We encourage fixed or flat fee arrangements. Many clients prefer fees to be based on hourly rates, which the firm can also accommodate.

 The firm accepts true contingency and modified contingency fee arrangements in certain types of cases. It is our strong belief that the more familiar we are with our clients' business, the better their interests are served over the course of time, so reduced fees are often available while we gain the necessary familiarity. We insist that clients know the exact fee structure up front, so there are none or fewer misunderstandings. We may also arrange to provide periodic detailed statements that include time spent and reimbursable expenses. These statements are routine in certain fee arrangements.

*Handwritten signature*

# PARTNERS LEGAL SERVICES, P.S.C.



**ERNESTO M. ROVIRA GÁNDARA**  
**ATTORNEY- NOTARY PUBLIC**

Centro Internacional de Mercadeo #100, Torre I  
Suite210  
Guaynabo, Puerto Rico  
Tel. (787) 758-3276  
**erovira@partnerslegalservicespr.com**

**Objectives**

To provide my experience as an attorney and notary public in the jurisdiction of Puerto Rico for Puerto Rico Housing Department Title Clearing Program. Specifically, to provide legal and notarial work in the main objective of establishing proper title of property in Puerto Rico in order to facilitate the PRHD in providing adequate services to the title holder.

**Summary**

Extensive experience in providing legal and notarial services to Puerto Rico banking industry in the areas of title clearance, preparation of notarial documents to be filed before the Property Registry, including but not limited to the preparation of "Instancias", sales and mortgage deeds, segregation deeds, rectification and ratification deed, "expediente de dominio", Donation Deed (Escritura de Donación. Also, advise on Property Registry issues arising pre/post closing of the public instrument.

**Experience**

2012- Actual

**Rovira & Guzmán Law Offices/Partners Legal Services**

Guaynabo, Puerto Rico

**Partner-** Management and providing legal and notary services to banking institutions in residential and commercial mortgage transactions, foreclosure proceedings, including the preparation of "Instancias", sales and mortgage deeds, segregation deeds, rectification and ratification deed, "expediente de dominio", Donation Deed (Escritura de Donación. Also, advise on Property Registry issues arising pre/post closing of the public instruments. General Litigation.

2005-2012

**Mercado, Soto, Ronda, Amundaray & Pascual, PSC**

Guaynabo, Puerto Rico

**Associate Attorney-** providing services to governmental entities, municipalities and public corporation in complex litigation, administrative proceedings, notarial law, labor issues and real estate transactions. Head of the notarial department which served private and public institutions.



2003- 2005

**First Medical Health Plan, Inc.**

Carolina, Puerto Rico

**In-House Associate Attorney-** Provided legal services in the health and health insurance industry to First Medical Health Plan and related hospital companies in civil litigation and complex commercial transactions. Also served as counsel in administrative proceedings for said entities before the Insurance Commissioner Office and the Health Department of Puerto Rico.

**Education**

1996-1999

**Indiana State University, Terre Haute, Indiana, USA**

Bachelor of Science- International Marketing

2000-2003

**Universidad Interamericana de Puerto Rico- Facultad de Derecho-  
San Juan, Puerto Rico**

Juris Doctor

**Languages**

Spanish and English - Fluent

**Memberships**

Notary Association of Puerto Rico

**References**

Juan B. Soto Balbás, Esq.

Managing Partner of Mercado, Soto, Ronda, Amundaray & Pascual,  
PSC and of Juan B. Soto Law Office

Centro Internacional de Mercadeo #100, Torre I, Suite 210,  
Guaynabo, PR 00966.

**jsoto@jbsblaw.com**

Phone: 787-273-0611

Juan Dominguez

Chief Financial Officer- First Medical Health Plan, Inc.

**jdominguez@firstmedicalpr.com**

Phone: 787-379-0504

Denisse Rodríguez Flores, Esq.

Gerente Asuntos Legales

Total Petroleum Puerto Rico Corp.

**denise\_rodriguez@tpprcorp.com**

Phone: 787- 783-4625



# LAURA I. ESCALANTE FACUNDO

## Attorney and Counselor at Law

P.O. BOX 365082 San Juan, Puerto Rico 00936-5082

Telephone (787) 671-2746 • Telecopier (787) 780-3387 • E-mail [lauraiescalante@gmail.com](mailto:lauraiescalante@gmail.com)

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**1996 – 1998 DEL TORO & SANTANA**  
ASSOCIATE ATTORNEY – Concentration in litigation in the following areas of practice: Corporate, Real Estate, Insurance, Construction, Administrative, and Appellate litigation.

**1993 – 1996 PUERTO RICO CIRCUIT COURT OF APPEALS  
SPECIAL UNIT OF APPELLATE JUDGES**  
APPEALS UNIT LAW CLERK I AND CIRCUIT COURT OF APPEALS JUDICIAL CLERK II –  
HON. ANTONIO J. AMADEO MURGA

### EDUCATION

**1990 – 1993 UNIVERSITY OF PUERTO RICO SCHOOL OF LAW**  
Juris Doctor  
Cum Laude

**1984 – 1988 UNIVERSITY OF PUERTO RICO**  
Bachelor in Sciences, Economics Major  
Magna Cum Laude  
Outstanding Economics Graduate, PR Economists Association Annual Award

### ADMISSION TO PRACTICE

**1994 Supreme Court of Puerto Rico**  
**1994 U.S. Circuit Court of Appeals, First Circuit**  
**1995 Notary Public**  
**1998 U.S. District Court, District of Puerto Rico**

### SEMINARS AND PROFESSIONAL TRAINING

2007-Present

Continued legal education courses in relevant areas of practice, as required by law

2001-2006

11th Annual International Money Laundering Conference (2006)  
FDIC, FRB, OCC, OTS Interagency Session Revised Bank Secrecy & Anti-Money Laundering Examination Procedures (2005)  
FDIC Minority Banker Roundtable Outreach Event (2005)  
PR Bankers Association Anti Money Laundering Symposium (2005)  
American Bankers Association Regulatory Compliance Conference (2004)  
PR Bankers Association Anti Money Laundering Symposium (2004)  
American Bankers Association Regulatory Compliance Conference (2003)  
Alert Global Media, BSA/Patriot Act Anti Money Laundering (2003)  
American Bankers Association Regulatory Compliance Conference (2002)  
PR Bankers Association Anti Money Laundering Compliance (2002)  
American Bankers Association National Compliance School (2001)

### LANGUAGES

Fully bilingual: Spanish and English, written and spoken



**EXPERIENCE**

**2016 – present PARTNERS LEGAL SERVICES, P.S.C.**

HEAD OF TITLE CLEARING AND POST-CLOSING DEPARTMENT  
Property/Real Estate/Title, Government Relations (Legal and Legislative Advisor to Guaynabo City Municipal Assembly), Legal and Regulatory Compliance (corporate, banking, insurance), Corporate, Contracts, Commercial Lending, Construction, Surety, Administrative, Appellate Litigation

**2010 – present PRIVATE PRACTICE**

ATTORNEY AT LAW & NOTARY PUBLIC  
General legal practice in the areas stated above.

**2008 – 2009 MEDICAL CARD SYSTEM, INC.**

CHIEF COMPLIANCE OFFICER & LEGAL COUNSEL (2009)  
VICE PRESIDENT OF LEGAL & REGULATORY RISK (2008)  
Senior Executive in charge of management and oversight of legal and regulatory risks associated with company operations in all lines of business; Direct report to the CEO. Development and implementation of risk-based legal/regulatory compliance oversight requirements for Medicare Advantage, PR Healthcare Plan (*Reforma*), and private insurance lines of business.

**2007 – 2008 ALVARADO, VIÑAS & FERNÁNDEZ, PSC**

ATTORNEY AT LAW & NOTARY PUBLIC  
General legal practice in the following areas: Legal and Regulatory Compliance (corporate, banking, insurance), Corporate, Contracts, Commercial Lending, Construction, Surety, Administrative, Labor, Appellate Litigation.

**2006 – 2007 PRIVATE PRACTICE**

ATTORNEY AT LAW & NOTARY PUBLIC  
General legal practice in the following areas: Legal and Regulatory Compliance (corporate, banking, insurance), Corporate, Contracts, Commercial Lending, Construction, Surety, Administrative, Labor, Appellate Litigation.

**2001 – 2006 FIRSTBANK OF PUERTO RICO**

VICE PRESIDENT & LEGAL COMPLIANCE MANAGER;  
BANK SECRECY ACT OFFICER; COMMUNITY REINVESTMENT ACT OFFICER (2003)  
LEGAL COMPLIANCE MANAGER;  
BANK SECRECY ACT OFFICER; COMMUNITY REINVESTMENT ACT OFFICER (2001)  
Primary advisor to executive management and supervisor in the development and implementation of risk-based legal/regulatory compliance program requirements for bank and bank holding company under local and federal banking Legal/Regulatory, Anti-Money Laundering, and Community Reinvestment laws and regulations. Supervision and management of compliance reporting to the Board of Directors' Audit Committee, and periodic regulatory reporting required by local and federal banking laws and regulations.

**1998 – 2001 PRIVATE PRACTICE**

ATTORNEY AT LAW & NOTARY PUBLIC  
General legal practice in the following areas: Corporate, Contracts, Commercial Lending, Real Estate, Construction, Surety, Administrative, Labor, Appellate Litigation.

**ENVIRONMENTAL PROTECTION BOARD *concurrent with private practice***

PUBLIC HEARINGS OFFICE SPECIAL EXTERNAL EXAMINER – Presiding and managing administrative litigation process of special cases under the jurisdiction of the EPB, as assigned by the Legal Division Director.

**PUERTO RICO COURT OF FIRST INSTANCE, SAN JUAN PART *concurrent with private practice***

SENIOR JUDICIAL ADVISOR II  
HON. BERTA MAINARDI PERALTA





fss LAND SURVEYORS  
& Consultants

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**FIRST-TIER SUBCONTRACTOR INFORMATION**

**TITLE SOLUTION CORP.**

A handwritten scribble or signature in the bottom left corner, consisting of several overlapping, dark lines.

A handwritten signature in the bottom right corner, appearing to be 'J. G. E.' in a cursive script.



GOVERNMENT OF PUERTO RICO

Department of Housing

EXHIBIT A-2

QUALIFICATIONS AND WORK APPROACH PROPOSAL CHECKLIST

Request for Proposals

Title Clearance Program Services

Community Development Block Grant – Disaster Recovery

CDBG-DR-RFP-2018-07

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

Company Submitting is:

Proposer

First-Tier Subcontractor

Tab	Initials	First-Tier Sub. Applicability	Document Description
			Company Cover Page
			Proposal is bound into a single document using plastic comb or metal ring binders at the left margin of the page
			One (1) original of the Proposal Three (3) physical copy of the Proposal One (1) electronic copy of the Proposal One (1) redacted copy of the Proposal (if applicable)
1	<i>de</i>		<b>Exhibit A-2:</b> Qualifications and Work Approach Proposal Checklist
2	<i>de</i>		<b>Exhibit C:</b> Statement of Qualifications
3	<i>de</i>		Company's Profile
4			Organizational Chart
5			Availability Chart

*[Handwritten scribble]*

*[Handwritten signature]*

Tab	Initials	First-Tier Sub. Applicability	Document Description
6			Key Staff Résumé and Professional Information
7			Work Approach
8			Plan for Compliance with Section 3 Requirements <i>(Optional to obtain up to five (5) bonus points in the evaluation of the Proposal)</i>
9			First-Tier Subcontractor Information (if applicable)

  
Proposer's Signature

12/19/2018  
Date

JAVIER CALDERON  
Proposer's Printed Name







*EMV*  
*JMC*  
Proposer's Initials: \_\_\_\_\_

Publicly Held                       Privately Held                       Subsidiary

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

Name	Telephone	Email	Officer	Director	Member	Partner
JAVIER CALDERON	787-399-0900	JAVIER@SEGUROSJAVIER CALDERON.COM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
ENEL M PEREZ	787-646-9168	ENEL@TITLESOLUTIONSPR. COM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

[Remainder of the Page Left Blank Intentionally]

*JMC*

*[Signature]*

*[Signature]*

Proposer's Initials:                     

*AWP*  
*JAC*

**2. Capacity to Provide Services:**

- 2.1. **Brief History of the Firm:** Attach to this Statement of Qualifications the company's profile. See Tab 9.G
- 2.2. **Organizational Chart:** Attach to this Statement of Qualifications the Organizational Chart for the Services. See Tab 9.G
- 2.3. **Organizational Chart:** Attach to this Statement of Qualifications the Availability Chart for the Services. See Tab 9.G
- 2.4. Has the Bidder been involved in any criminal, civil, or administrative suits, actions, investigations, litigations, professional and/or administrative complaints or proceedings that were commenced, pending, settled, threatened, resolved, or concluded during the five (5) year period prior to the date of the Proposal Due Date?

No  Yes (See Attachment \_\_\_\_\_)

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

[Remainder of the Page Left Blank Intentionally]

*JAC*

*JAC*

2.5. Ongoing Contracts/Projects (include additional sheets of this table if necessary)

ID	Client Name	Work Description	Contract Amount	Project Duration (in Months)	Status	Completion Date	Deliverables of the Project	Contact Person	Phone Number
1	ORIENTAL BANK	TITLE SEARCH AND TITLE POLICIES						IVELISSE VALENTIN	787-777-7358
2	BUFETE FERNANDEZ CHIQUES	TITLE SEARCH AND TITLE POLICIES						LCDO FRANCISCO FERNANDEZ	787-722-3040
3	MONEY HOUSE	TITLE SEARCH AND TITLE POLICIES						LCDA ROSA PERMUY	787-763-8257
4	COOPERATIVA MANATI	TITLE SEARCH AND TITLE POLICIES						MILTON MARTINEZ	787-854-2214
5	SCOTIABANK	TITLE POLICIES						LUIS ROBLES	787-945-2434
6		<i>AE</i>							
7									
8									
9		<i>[Signature]</i>							
10									

*[Signature]*

2.6. Previous Projects and Contracts that Qualify Entity to Develop and Implement the Project (Include additional sheets of this table if necessary).

ID	Client Name	Work Description	Contract Amount	Project Duration (in Months)	Completion Date	Deliverables of the Project	Contact Person	Phone Number
1	ORIENTAL BANK	TITLE SEARCH AND TITLE POLICIES					IVELISSE VALENTIN	787-777-7358
2	BUFETE FERNANDEZ CHIQUES	TITLE SEARCH AND TITLE POLICIES					LCDO FRANCISCO FERNANDEZ	787-722-3040
3	MONEY HOUSE	TITLE SEARCH AND TITLE POLICIES					LCDA ROSA PERMUY	787-763-8257
4	COOPERATIVA MANATI	TITLE SEARCH AND TITLE POLICIES					MILTON MARTINEZ	787-854-2214
5	SCOTIABANK	TITLE POLICIES					LUIS ROBLES	787-945-2434
6								
7								
8								
9								
10								





*EdV*  
Proposer's Initials: *JR*

3.2. **References:** Provide at least three (3) separate references and contact information of past or current clients, preferably public entities.

Name	Email	Phone Number	Relation
ORIENTAL BANK- IVELISSE VALENTIN	IVELISSE.VALENTIN@ORIENTALBANK.COM	787-777-7358	client
SCOTIABANK- LUIS ROBLES	LUIS.ROBLES@SCOTIABANK.COM	787-945-2434	client
MONEY HOUSE-LCDA ROSA PERMUY	RPERMUY@PERMUYLEGAL.COM	787-763-8257	client

*JR*

**4. Acknowledgement of Addenda (Not Applicable to First-Tier Subcontractors)**

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

Addendum No.	Date Issued	Addendum No.	Date Issued

*JR*

*Base*

Proposer's Initials: EWJ  
PR

EWJ

PR

**5. Under Oath Certification:**

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

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

In witness thereof, the Proposer has executed this Statement of Qualifications this 18 day of December, 2018.

**If Entity is an individual:**

\_\_\_\_\_  
(Signature of Individual)

\_\_\_\_\_  
(Printed Name of Individual)

\_\_\_\_\_  
(Address Line 1)

\_\_\_\_\_  
(Address Line 2)

\_\_\_\_\_  
(City)

\_\_\_\_\_  
(State)

\_\_\_\_\_  
(Zip Code)

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

\_\_\_\_\_  
(Printed Name of Firm)

**By:**

\_\_\_\_\_  
(Authorized Representative's Signature)

\_\_\_\_\_  
(Printed Name of Authorized Representative)

\_\_\_\_\_  
(Address Line 1)

\_\_\_\_\_  
(Address Line 2)

\_\_\_\_\_  
(City)

\_\_\_\_\_  
(State)

\_\_\_\_\_  
(Zip Code)

PR

CAV

Proposer's Initials: CAV

**If Entity is a partnership or joint venture:**

\_\_\_\_\_  
(Printed Name of Partnership or Joint Venture)

**By:** \_\_\_\_\_  
(Signature of General Partner)

\_\_\_\_\_  
(Printed Name of General Partner)

\_\_\_\_\_  
(Address Line 1)

\_\_\_\_\_  
(Address Line 2)

\_\_\_\_\_  
(City)                      (State)                      (Zip Code)

**If Entity is a corporation:**

TITLE SOLUTIONS, CORP  
\_\_\_\_\_  
(Printed Name of Corporation)

500 CESAR GONZALEZ  
\_\_\_\_\_  
(Corporate Address Line 1)

\_\_\_\_\_  
(Corporate Address Line 2)

SAN JUAN                      PR                      00918-2652  
\_\_\_\_\_  
(City)                      (State)                      (Zip Code)

**By:** \_\_\_\_\_  
(Signature of Officer)

JAVIER CALDERON  
\_\_\_\_\_  
(Printed Name of Officer)

PRESIDENT  
\_\_\_\_\_  
(Title of Officer)

**Attest:** \_\_\_\_\_  
(Secretary)

**[CORPORATE SEAL]**

\_\_\_\_\_  
(Jurisdiction of Incorporation)

CAV



# Ramón Javier Chávez Gonzalez

Metro Offices Park. Metro Parque 7. St # 1, Suite 204. Guaynabo. PR 00968  
Phone: 787-6174038. Email: ractitles@gmail.com

# RC

## Professional Summary

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Dedicated executive with 17 years of experience combining management and customer service expertise in the title search and commercial research industry.

## Education

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MBA: International Law May 1998. Universidad de Sevilla(Universidad de la Habana). Sevilla. Spain.

JD: Law May 1992. Universidad de la Habana.

## Work Experience

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Titles search. UCC. Studies from public records for attaining the legal registration of post sales contracts, mortgages, leasing. Liens and foreclosure deeds. 1999 to present.

## Quality and Skills

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- ✓ Law and Government
- ✓ Computer Proficient in Office Word, Excel, Power Point.



# Annie López Olivera

PO Box 959 Manatí, Puerto Rico 00674  
E-mail: estudiosdetitulo@atenastitle.com  
Tel. (787) 854-7970 Cel. (787) 299-2279

---

## OBJETIVO:

Ofrecer un servicio de excelencia para lograr una eficiente interacción con nuestros clientes, de manera que estén satisfechos con el trabajo realizado.

## RESUMEN:

Investigadora de Título. Persona cuidadosa, responsable, amable, eficiente, puntual y discreta. Buen dominio de las relaciones interpersonales.

## DESTREZAS:

Realizar Estudios de Título  
Taquigrafía  
Mecanografía  
Dominio de los programas:  
Word  
Corel WordPerfect  
Excel

## EDUCACION:

1998 **Arecibo Board of Realtor**  
Curso Corredor de Bienes Raíces.  
Licencia número 8476

1987 – 1989 **American University**  
Manatí, Puerto Rico  
Bachillerato en Ciencias Secretariales, Magna Cum Laude

1984 – 1987 **American College**  
Manatí, Puerto Rico  
Grado Asociado en Ciencias Secretariales, Magna Cum Laude

## EXPERIENCIAS:

2003- presente **Annie López Realty**  
Corredor de Bienes Raíces  
Licencia número 8476



# Annie López Olivera

Página 2

---

1993 - presente

**Atenas Title Research**

antes Professional Legal & Secretarial Services  
P.O. Box 959, Manatí, Puerto Rico 00674.

**Propietaria:** Estudios de título, índices de persona, solicitud de certificaciones registrales y presentación de documentos en Registros de la Propiedad .

1993 – 1995

**Bufete García Arregui & Fullana**

PO Box 11579, Hato Rey, Puerto Rico 00910.

**Servicios Profesionales:** Investigaciones en los Registros de la Propiedad, preparación escrituras, estudios de título y otras labores relacionadas con notaría.

1975 – 1993

**Lcdo. Francisco Seise García**

PO Box 827, Manatí, Puerto Rico 00674

**Secretaria Legal:** Documentos legales, archivo, facturación, coordinar entrevistas profesionales, investigaciones en los Registros de la Propiedad, administración en general.

**MEJORAMIENTO PROFESIONAL:**

2000 - presente

Arecibo Board of Realtor Inc.

**REFERENCIAS:**

 **Lcdo. Jorge Quiñones Rivera**

Abogado Notario  
Tel: (787) 884-3222

**Lcdo. Francisco J. Arraiza Donate**

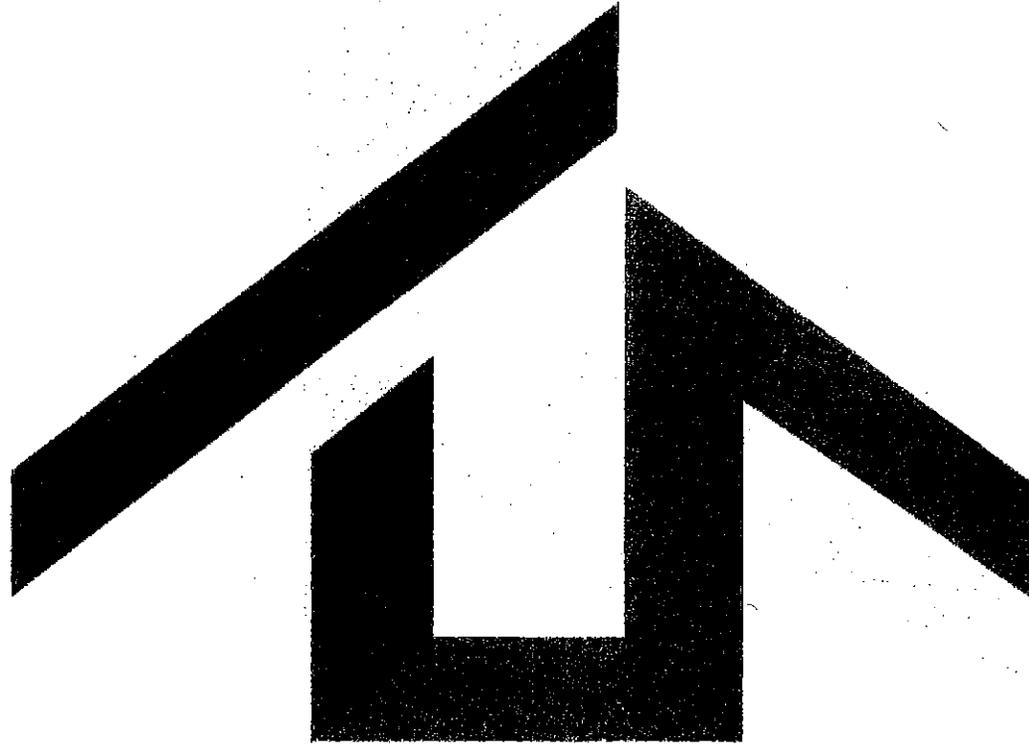
Abogado Notario  
Tel: (787) 879-5005

**Lcdo. Francisco Seise García**

Abogado Notario  
Tel: (787) 854-2119



*File*



TITLE SOLUTIONS CORP.

*AS*

# ¿Qué es Title Solutions?

- Title Solutions Corp. es una corporación con fines de lucro creada bajo las leyes del Estado Libre Asociado de PR para ofrecer a la banca y al público en general todo tipo de **servicios relacionados con la obtención de un seguro de título.**
- Fue fundada el 6 de febrero de 2014 por el Sr. Javier Calderón (Presidente) y la Lcda. Enel Pérez (Secretaria). Ellos son los directores y oficiales de la corporación y **participan activamente en las operaciones de la misma.**

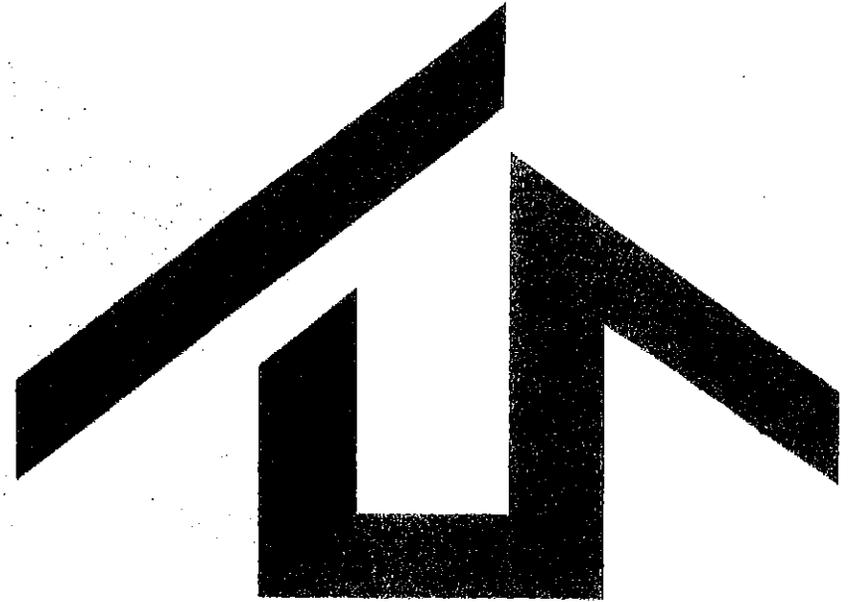


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## ¿Qué es Title Solutions?

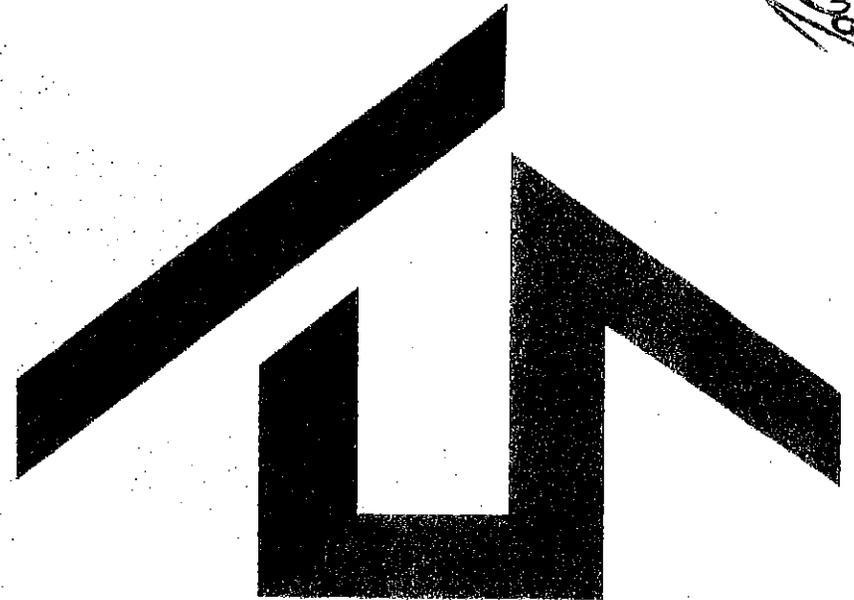
- Las oficinas principales de Title Solutions Corp. están convenientemente localizadas en el 2do piso del 500 César González, San Juan PR 00918-2652. Su número de teléfono es (787) 455-0010
- Title Solutions Corp. le **sirve tanto a la banca hipotecaria residencial como comercial.** Brindamos nuestros servicios a personas claves en bufetes de abogados, bancos comerciales, bancos hipotecarios, entre otros.

**visión**



Liderar el mercado  
con excelente servicio  
y conocimientos

# misión



Ejercer nuestro liderato con los recursos tecnológicos y humanos necesarios para lograr las metas trazadas dentro de un contexto de honestidad, integridad y profesionalismo.

## ¿Quiénes somos?

▪ **La experiencia y credibilidad de los directores y el personal** es la carta de presentación y el ingrediente principal para el éxito de Title Solutions Corp.

▪ Con más de 25 años trabajando en San Juan Abstract, la **Lcda. Enel Pérez** tiene la preparación, la experiencia y conoce recursos importantes para manejar las necesidades de la industria hipotecaria. Estos incluyen:

- Registradores y Ex-Registradores de la Propiedad
- Especialistas en el CRIM
- Investigadores de título, etc.
- Investigadores en el Depto. de Estado
- Presentadores de casos, entre otros
- La Lcda. Pérez posee licencia para vender seguros de título

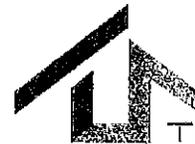


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## ¿Quiénes somos?

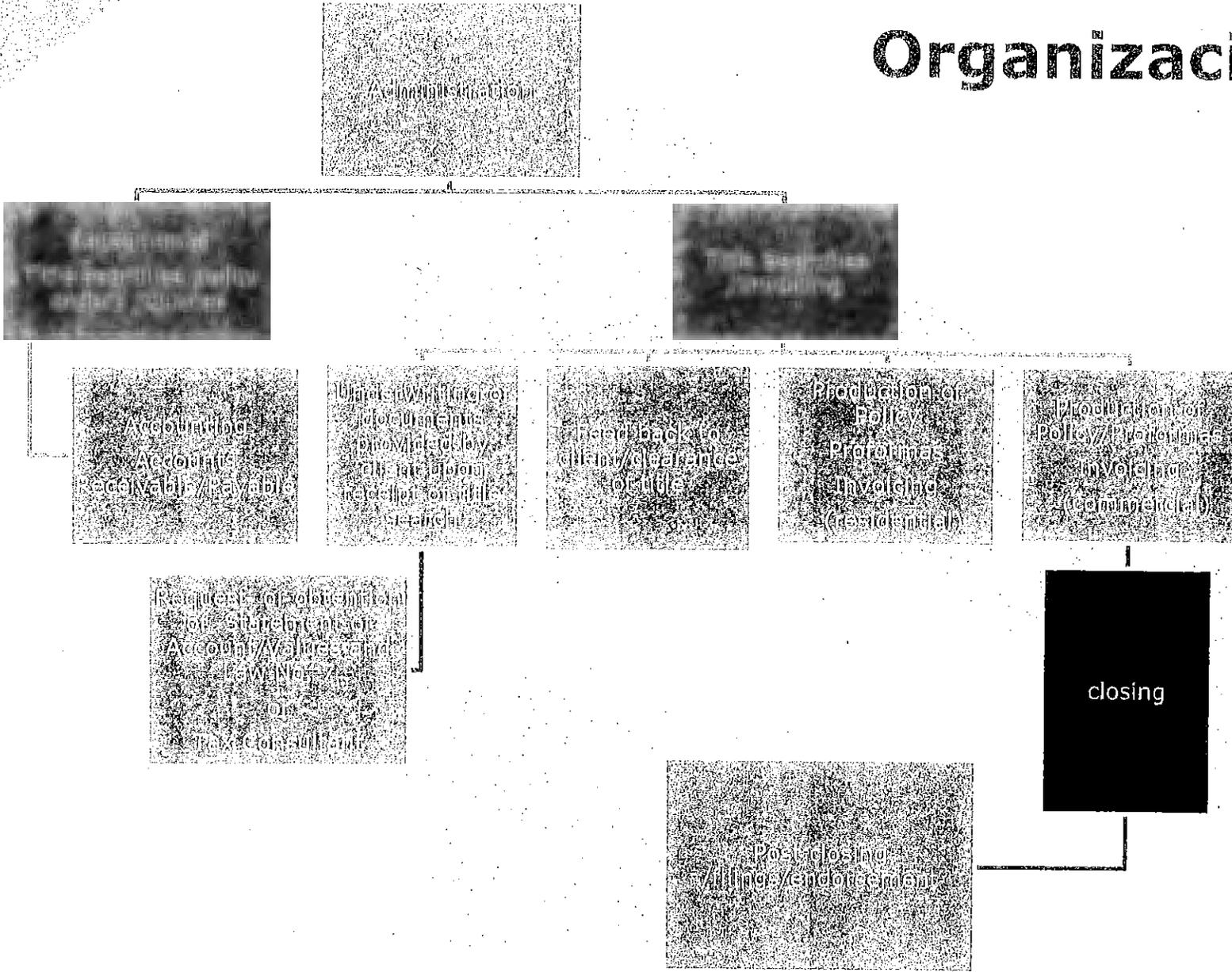
- **Javier Calderón**, con más de 20 años de relación comercial con la banca hipotecaria (principalmente en "dwelling" y "flood"), cuenta con el personal capacitado y un avanzado sistema computarizado digital que facilita a Title Solutions Corp. el manejo de información de forma confiable y segura.
- Este programa permitirá **acceso fácil y rápido a la información** toda vez que todos los documentos estarán escaneados y toda la correspondencia estará "date stamped".
- Las pólizas de seguro de título serán emitidas por Seguros Javier Calderón, Inc.

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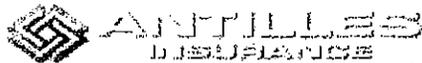
# Organización

*Handwritten signature*



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# Nuestra compañía representada



- Antilles Insurance Company (A.M. Best- "A")
- US Treasury Listed
- Fundada en 1968, se reconoce como una compañía de seguros que ofrece un servicio de primera y productos de vanguardia respaldados por su robusta capitalización.
- Fue vanguardista entre las compañías de seguros de título puertorriqueñas al suscribir este tipo de riesgo desde el 1977 hasta el 1983.
- Encontró en Title Solutions un socio de negocio de su confianza para retomar el papel protagónico como líder local en la industria de seguros de título.
- Emitimos pólizas residenciales ("lenders" y "owners")



- Fidelity National Title Insurance Company
- Emitimos pólizas residenciales y comerciales con Fidelity

# Nuestro equipo de trabajo

Javier A. Calderón Martínez- Operaciones

Lcda. Enel M. Pérez Monté- Departamento Legal

Gerardo Rivera Malavé- Analista de Contribuciones Inmuebles

Dorcas Collazo- Suscriptora

Luisa Rodríguez – Suscriptora Comercial

Amneris Velázquez Frías- Servicio al Cliente

José A. Hermina Oliveras- Agente de cuentas

*Alc*

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- 
- Dorcas Collazo tiene 36 años de experiencia trabajando en áreas relacionadas a seguros de título residencial.
  - San Juan Abstract Co.(1997-2013)- Trabajó en diferentes áreas dentro de la compañía, incluyendo:
    - Revisión de estudios de título
    - Certificaciones de deuda y valores del CRIM
    - Producción de pólizas de título
    - Asistente del presidente.
    - Mantenía comunicación con la compañía representada.
  - Capital Title (contrato 2013-2014)- traducciones de estudios de título.
  - Previo a San Juan Abstract trabajó como office clerk en Chicago Title Insurance Company, Philadelphia, PA
- 

*Abel*

- Luisa Rodríguez tiene 34 años de experiencia como suscriptora de pólizas de seguro de título
- Comenzó en Title Guaranty Company NY (ahora Ticor Title) como secretaria. Luego hacía estudios de título y suscripción de pólizas en varios condados de NY.
- En Chicago Title Company (White Plains, NY) fue ascendida a gerente del departamento de producción de pólizas. Fue recomendada a SJ Abstract por Chicago Title.
- En SJ Abstract creció hasta ser la asistente ejecutiva del CEO. Durante los 24 años que trabajó ahí, se involucró directamente en casos comerciales importantes como Dorado Beach, El Conquistador, Walgreens, EcoEléctrica, AES PR, la venta de CAPECO a Puma, Mc Donald's, y Caribbean Restaurants, entre otros.

*Abel*

*Adi*

**¡Gracias por la oportunidad de servirles!**

*Adi*



Estado Libre Asociado de Puerto Rico  
**DEPARTAMENTO DE ESTADO**  
San Juan, Puerto Rico

## CERTIFICADO DE REGISTRO

Yo, **DAVID E. BERNIER RIVERA**, **Secretario de Estado** del Estado Libre Asociado de Puerto Rico;

**CERTIFICO:** Que **TITLE SOLUTIONS CORP.** número de registro **334858**, es una **Corporación Doméstica Con Fines de Lucro** organizada bajo las leyes de Puerto Rico hoy, **6 de febrero de 2014**, a las **11:25 a.m.**



**EN TESTIMONIO DE LO CUAL**, firmo el presente y hago estampar en él el Gran Sello del Estado Libre Asociado de Puerto Rico, en la ciudad de San Juan, Puerto Rico, hoy, **06 de febrero de 2014**.

**DAVID E. BERNIER RIVERA**  
Secretario de Estado

# CERTIFICADO DE REGISTRO DE COMERCIANTE

**Nombre Localidad:**

**TITLE SOLUTIONS CORP.**  
500 CALLE CESAR GONZALEZ  
SAN JUAN PR 00918-2652

**Nombre Legal:**

**TITLE SOLUTIONS CORP.**  
500 CALLE CESAR GONZALEZ  
SAN JUAN PR 00918-2652

# 0594468-0010

## AGENTE RETENEDOR

**Fecha de Emisión:**

29-oct-2016

**Fecha de Expiración:**

30-sep-2019

**Tipo de Certificado:** Comerciante

**Código NAICS:**

54199

**Actividad Comercial:**

Otros Servicios Profesionales, Científicos y Técnicos

Certifico que este comerciante está inscrito en el Registro de Comerciantes del Departamento de Hacienda.



**Secretario Auxiliar de Rentas Internas**

Este Certificado no es transferible y el mismo deberá exhibirse en todo momento en un lugar visible al público en la localidad indicada.



L1169257472





Estado Libre Asociado de Puerto Rico  
Departamento de Estado

Fecha de la Transacción: 06-feb-2014  
Núm. Registro: 334858  
Núm. Recibo: 651023

## Estado Libre Asociado de Puerto Rico Departamento de Estado

### Certificado de Incorporación de una Corporación Autorizada a Emitir Acciones de Capital

#### Artículo I - Nombre de la Corporación

El nombre de la Corporación Doméstica es: **TITLE SOLUTIONS CORP.**  
El nombre corporativo incluye el término: **Corp.**

#### Artículo II - Oficina Designada y Agente Residente

Su oficina designada en el Estado Libre Asociado de Puerto Rico estará localizada en:

Dirección Física **500 Cesar Gonzalez, San Juan, PR, 00918-2652**  
Dirección Postal **500 Cesar Gonzalez, San Juan, PR, 00918-2652**

El nombre, dirección física y postal del Agente Residente a cargo de dicha oficina es:

Nombre **Rodriguez Cruz, Luisa**  
Dirección Física **500 Cesar Gonzalez, San Juan, PR, 00918-2652**  
Dirección Postal **500 Cesar Gonzalez, San Juan, PR, 00918-2652**  
Correo electrónico **titlesolutions@gmail.com**

#### Artículo III - Naturaleza o Propósito

Esta es una corporación Con Fines de Lucro cuya naturaleza o propósito son:

To engage in the insurance business in general, including, but not limited to the title insurance; the preparation of title abstract, presentation of documents in the Registry of Property of Puerto Rico and any and all transactions related to the title business.

#### Artículo IV - Acciones de Capital

El número y clases de acciones que la corporación está autorizada a emitir son:

Clase	<b>Comunes</b>
Número	<b>1,000</b>
Valor Par	<b>Sin Valor Par</b>

La denominación, facultad, preferencia y derecho de las acciones son:

Las limitaciones y restricciones de las acciones serán fijadas por la Junta Directiva mediante resolución corporativa

#### Artículo V - Incorporadores

El nombre y dirección física y postal de cada Incorporador es:

Nombre **Rodriguez Cruz, Luisa**

Dirección Física **Apto 9-C Laguna Gardens IV, Carolina, PR, 00979**  
 Dirección Postal **Apto 9-C Laguna Gardens IV, Carolina, PR, 00979**  
 Correo Electrónico **luisarodriguez13@gmail.com**  
 Nombre **Calderon Martinez, Javier**  
 Dirección Física **Limoncillo #22 Ext. Santa Maria, San Juan, PR, 00927**  
 Dirección Postal **Limoncillo #22 Ext. Santa Maria, San Juan, PR, 00927**  
 Correo Electrónico **javier@segurosjaviercalderon.com**  
 Nombre **Perez Monte, Enel M**  
 Dirección Física **GA 24 Ave. Ramirez de Arrellano, Garden Hills, Guaynabo, PR, 00966**  
 Dirección Postal **GA 24 Ave. Ramirez de Arrellano, Garden Hills, Guaynabo, PR, 00966**  
 Correo Electrónico **lcdaenelperez@gmail.com**

#### Artículo VI - Directores

Si las facultades de los Incorporadores habrán de terminar al radicarse el Certificado de Incorporación de una Corporación Autorizada a Emitir Acciones de Capital, los nombres, direcciones físicas y postales de las personas que se desempeñarán como Directores hasta la primera reunión anual de los miembros o hasta que sus sucesores los reemplacen son:

Nombre **Rodriguez Cruz, Luisa**  
 Posición **Presidente**  
 Dirección Física **Apto 9-C Laguna Gardens IV, Carolina, PR, 00979**  
 Dirección Postal **Apto 9-C Laguna Gardens IV, Carolina, PR, 00979**  
 Correo Electrónico **luisarodriguez13@gmail.com**  
 Nombre **Calderon Martinez, Javier**  
 Posición **Tesorero(a)**  
 Dirección Física **Limoncillo #22 Ext. Santa Maria, San Juan, PR, 00927**  
 Dirección Postal **Limoncillo #22 Ext. Santa Maria, San Juan, PR, 00927**  
 Correo Electrónico **javier@segurosjaviercalderon.com**  
 Nombre **Perez Monte, Enel M**  
 Posición **Secretario(a)**  
 Dirección Física **GA 24 Ave. Ramirez de Arrellano, Garden Hills, Guaynabo, PR, 00966**  
 Dirección Postal **GA 24 Ave. Ramirez de Arrellano, Garden Hills, Guaynabo, PR, 00966**  
 Correo Electrónico **lcdaenelperez@gmail.com**

#### Artículo VII - Término de Existencia

El término de existencia de esta corporación será:

Perpetua

La fecha en que la corporación tendrá vigencia:

06-feb-2014

#### Documentos de Apoyo

Documento	Fecha de Emisión
-----------	------------------

**DECLARACIÓN BAJO PENA DE PERJURIO**

EN TESTIMONIO DE LO CUAL, Yo / Nosotros Rodriguez Cruz, Luisa, Calderon Martinez, Javier, Perez Monte, Enel M, el incorporador (es), con el propósito de formar una corporación con arreglo a la Ley General de Corporaciones de Puerto Rico, juro/juramos que los datos contenidos en este Certificado son ciertos. Hoy, 6 de febrero de 2014.



fss.LAND SURVEYORS  
& Consultants

## COST PROPOSAL

Project:  
**TITLE CLEARANCE PROGRAM SERVICES**  
under the  
**COMMUNITY DEVELOPMENT BLOCK GRANT**  
**DISASTER RECOVERY**  
**CDBG-DR-RFP-2018-07**

Proposer:

**F.S. Surveying, PSC**

511 Andalucía Ave. Suite 2C, Puerto Nuevo

San Juan PR, 00920

PO Box 2075, Aibonito, PR 00705

Tel. 787-746-5039

Email: [fsantiago@fssurv.com](mailto:fsantiago@fssurv.com)

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**EXHIBIT A-3: CHECK LIST.....TAB 1**  
**EXHIBIT P: COST FORM.....TAB 2**

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GOVERNMENT OF PUERTO RICO

Department of Housing

EXHIBIT A-3  
COST PROPOSAL CHECKLIST

Request for Proposals  
Title Clearance Program Services  
Community Development Block Grant – Disaster Recovery  
CDBG-DR-RFP-2018-07

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

Tab	Initials	Document Description
		Company Cover Page
		Proposal is bound into a single document using plastic comb or metal ring binders at the left margin of the page
		One (1) original of the Proposal Three (3) physical copy of the Proposal One (1) electronic copy of the Proposal One (1) redacted copy of the Proposal (if applicable)
1		Exhibit A-3: Cost Proposal Checklist
2		Exhibit P: Cost Form

Proposer's Signature

01-09-2019  
Date

FERNANDO SANTIAGO ROSARIO  
Proposer's Printed Name



**GOVERNMENT OF PUERTO RICO**  
**Department of Housing**

**Exhibit P**  
**COST FORM**  
 Request for Proposals  
 Title Clearance Program Services  
 Community Development Block Grant - Disaster Recovery  
 CDBG-DR-RFP-2018-07  
 (Revised for Addendum No. 3)

Name of Proposer: F.S. Surveying, PSC

**TABLE 1:**  
**PROGRAMS MANAGEMENT AND ADMINISTRATION (MAXIMUM PER MONTH)**

Position	Qty. of Resources [ A ]	Max. Hours Per Month Per Resource [ B ]	Rate Per Hour [ C ]	Max. Monthly Cost [ D = AxBxC ]
Manager	1	80	\$145.00	\$11,600.00
Title Clearance Specialists	5	173	\$85.00	\$73,525.00
<b>Sub-Total:</b>				<b>\$85,125.00</b>
Overhead			50%	\$42,562.50
Profit			25%	\$21,281.25
<b>Maximum Monthly Cost</b>				<b>\$148,968.75</b>
<b>Maximum Cost of Services for 3 Years (36 Months)</b>				<b>\$5,362,875.00</b>

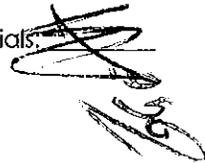
[REMAINDER OF PAGE LEFT BLANK INTENTIONALLY]

**TABLE 2: STANDARD SERVICES (APPLICATIONS 1 TO 1,000) (PER UNIT SERVICES)**

Task	Max. Apps. [ A ]	Base Unit Price (Applications 1 to 1,000)	
		Base Unit Price [ B ]	Total Cost [ C = Ax B ]
1. Land Survey, Plot Plan and Final registration plans	1,000	\$1,200.00	\$1,200,000.00
2. Land Survey, Segregation and legal description	1,000	\$1,200.00	\$1,200,000.00
3. Appraisals	1,000	\$375.00	\$375,000.00
4. Title Searches	1,000	\$150.00	\$150,000.00
5. Property Title Certification	1,000	\$65.00	\$65,000.00
6. Petitions to Registry ("Instancias")	1,000	\$875.00	\$875,000.00
7. Deeds of Clarification ("Actas Notariales")	1,000	\$435.00	\$435,000.00
8. Declaration of heirship	1,000	\$800.00	\$800,000.00
9. Sworn Statements	1,000	\$70.00	\$70,000.00
<b>Sub-Total Cost (Applications 1 TO 1,000)</b>			<b>\$5,170,000.00</b>

**TABLE 3: STANDARD SERVICES (APPLICATIONS 1,001 TO 3,000) (PER UNIT SERVICES)**

Task	Max. Apps. [ A ]	Unit Price (Applications 1,001 to 3,000)	
		Unit Price [ B ]	Total Cost [ C = Ax B ]
1. Land Survey, Plot Plan and Final registration plans	2,000	\$1,152.00	\$2,304,000.00
2. Land Survey, Segregation and legal description	400	\$1,152.00	\$460,800.00
3. Appraisals	400	\$360.00	\$144,000.00
4. Title Searches	2,000	\$144.00	\$288,000.00
5. Property Title Certification	2,000	\$62.40	\$124,800.00
6. Petitions to Registry ("Instancias")	2,000	\$840.00	\$1,680,000.00
7. Deeds of Clarification ("Actas Notariales")	1,100	\$417.60	\$459,360.00
8. Declaration of heirship	1,100	\$768.00	\$844,800.00
9. Sworn Statements	2,000	\$67.20	\$134,400.00
<b>Sub-Total Cost (Applications 1,001 TO 3,000)</b>			<b>\$6,440,160.00</b>

Proposer's Initials: 

**TABLE 4: STANDARD SERVICES (APPLICATIONS ≥ 3,001) (PER UNIT SERVICES)**

Task	Max. Apps. [ A ]	Unit Price (Applications ≥ 3,001)	
		Unit Price [ B ]	Total Cost [ C = AxB ]
1. Land Survey, Plot Plan and Final registration plans	11,000	\$1,110.00	\$12,210,000.00
2. Land Survey, Segregation and legal description	0	\$1,110.00	\$0
3. Appraisals	0	\$346.87	\$0
4. Title Searches	11,000	\$138.75	\$1,526,250.00
5. Property Title Certification	11,000	\$60.12	\$661,375.00
6. Petitions to Registry ("Instancias")	500	\$809.37	\$404,687.50
7. Deeds of Clarification ("Actas Notariales")	0	\$402.37	\$0
8. Declaration of heirship	0	\$740.00	\$0
9. Sworn Statements	11,000	\$64.75	\$712,250.00
<b>Sub-Total Cost (Applications ≥ 3,001)</b>			<b>\$15,514,562.50</b>

**Notes on Per Unit Services**

- (1) Maximum number of applications included in the Cost Form are the PRDOH's expectation for the entirety of the Title Clearance Program at the moment. Therefore, the actual quantities of applications, and therefore units, to be included in the Proposer's contract and that the Proposer might be able to perform will be dependent on the final number of Proposers that might be awarded through the RFP. This does not limit the PRDOH in amending the contract of any Proposer to include additional estimated quantities of applications based on performance metrics of the Proposers.
- (2) Units Prices include any and all costs associated to the performance to the different tasks. This includes personnel, benefits, reimbursable expenses, equipment, materials, rent, overhead, profit, and any other cost of performing the tasks.
- (3) Proposer is required to provide volume discounts based on the quantities of the tasks to be completed over the life of the contract. The Base Unit Price will be applied to the range of applications worked from 1 to 1,000. Thereafter, applications within the range of 1,001 to 3,000 and within the range greater than 3,000 shall have volume discounts applied to their specific tasks' pricing.
- (4) Quantities stated for the Management resources positions and for the maximum applications of the standard services are for the entirety of the Program. Therefore, the potential quantity of resources and the amount that the Proposer might be able to perform for these tasks will be dependent on the final number of Proposers that might be awarded through the RFP.
- (5) Quantities stated for the Management resources positions can increase or decrease. The quantities of resources will depend on the final number of Proposers that might be awarded through the RFP.
- (6) Documents for any transaction which compensation is regulated by law shall comply with provisions of the applicable law and regulation, including but not limited to the Puerto Rico Notary Act ("Ley Notarial de Puerto Rico"), Mortgage and Property Registry Act ("Ley Hipotecaria y del Registro de la Propiedad"), Notary Fees Act ("Ley de Arancel Notarial"), etc.

Proposer's Initials: 

**TABLE 5: ADDITIONAL SERVICES (CONTRACT ALLOWANCE)**

Task	Units	Unit Cost
Special Appraisals ("Narrativa")	Each	\$575.00
Additional Land Survey Services	Per hour	\$150.00
Additional Legal Title Clearance Services	Per hour	\$150.00
Title Searches Updates	Each	\$75.00
"Expedientes de Dominio"	Each	\$4,500.00

**Notes to Additional Services**

- (1) The PRDOH will determine the amount of the allowance to be included in the Proposer's contract, if any.
- (2) Additional services, in order to be executed by the Proposer, must first be approved by the PRDOH through a Request for Approval (RFA) where the details, need, and cost of the services shall be specified on a case by case basis.
- (3) The PRDOH estimates around 200 the overall quantity of Special Appraisals ("Narrativas") to be performed for the entire Title Clearance Program. For details regarding what the task entails refer to the Scope of Work.
- (4) For details regarding what the task entails the additional land survey services refer to the Scope of Work.
- (5) For details regarding what the task entails the additional legal Title Clearance services refer to the Scope of Work.
- (6) Quantities stated in note 3 above are for the entirety of the Program. Therefore, the amount of the allowance and the potential quantity that the Proposer might be able to perform for these tasks will be dependent on the final number of Proposers that might be awarded through the RFP.
- (7) Documents for any transaction which compensation is regulated by law shall comply with provisions of the applicable law and regulation, including but not limited to the Puerto Rico Notary Act ("Ley Notarial de Puerto Rico"), Mortgage and Property Registry Act ("Ley Hipotecaria y del Registro de la Propiedad"), Notary Fees Act ("Ley de Arancel Notarial"), etc.
- (8) Title searches updates will be evaluated by PRDOH and shall be approved through an RFA on a case by case basis.
- (9) The "expedientes de dominio" will be evaluated by PRDOH and shall be approved through an RFA on a case by case basis.

**TOTAL PROPOSAL COST (Total Cost Tables 1+2+3+4) \$32,487,597.50**

Sum of (a) the Programs Management and Administration Maximum Total Cost for 3 Years of Services; plus (b) the Title Clearance Program's Sub-Total Maximum Cost for Standard Services for Applications from 1 to 1,000; plus (c) the Title Clearance Program's Sub-Total Maximum Cost for Standard Services for Applications from 1,001 to 3,000; plus (d) the Title Clearance Program's Sub-Total Maximum Cost for Standard Services for Applications ≥ 3,001.

**Notes on Total Proposal Cost**

- (1) The Total Proposal Cost represents the potential total cost for the services, not including the contract allowance, if the PRDOH determines to contract award a single Proposer for the Program Management Services.
- (2) The PRDOH aims to contract, at its discretion and in the best interest of the overall program's implementation, one (1) or more Companies. The selected firm(s) will be assigned regions at the PRDOH's discretion.
- (3) Based on the number of Proposers finally awarded through this RFP, contracts might be signed for quantities of applications, and therefore per-unit tasks, lower than those stated in this Cost Form. This, however, does not limit the PRDOH in amending contracts of awarded Proposers to include additional estimated quantities of applications based on performance metrics.

Proposer's Signature

Fernando Santiago Rosario

Proposer's Printed Name

Date

1-09-2019



**F.S SURVEYING PSC**

**REDACTED COPY EMAIL**

A handwritten scribble consisting of several overlapping loops and lines, located in the lower-left quadrant of the page.A handwritten signature or initials, possibly reading 'JSE', located in the lower-right quadrant of the page.

## CDBGDR-PROCUREMENT

---

**From:** Fernando Santiago <fsantiago@fssurv.com>  
**Sent:** Thursday, August 29, 2019 11:02 AM  
**To:** CDBGDR-PROCUREMENT  
**Subject:** Re: FS Surveying PSC Redacted Copy RFP-2018-07

After reviewing our proposal we can understand is not necessary for us to present a redacted copy due to confidential information.

Sent from my iPhone

On Aug 29, 2019, at 9:42 AM, CDBGDR-PROCUREMENT <[CDBGDR-PROCUREMENT@vivienda.pr.gov](mailto:CDBGDR-PROCUREMENT@vivienda.pr.gov)> wrote:

Please provide an update.

**From:** CDBGDR-PROCUREMENT  
**Sent:** Tuesday, August 27, 2019 4:58 PM  
**To:** Fernando Santiago ([fsantiago@fssurv.com](mailto:fsantiago@fssurv.com)) <[fsantiago@fssurv.com](mailto:fsantiago@fssurv.com)>  
**Subject:** FS Surveying PSC Redacted Copy RFP-2018-07

Mr. Santiago,

We are preparing the Agreement Package for the CDBG-DR RFP-2018-07 Title Clearance Program Services. During the process of reviewing the Proposal submitted by FS Surveying PSC, we did not find a redacted copy of the Proposal submitted. A "redacted copy" refers to a copy of the Proposal that has been modified, edited, or revised and any confidential or sensitive information has been removed.

 We want to confirm whether FS Surveying PSC submitted a redacted copy of the Proposal at the time of submission or if it will submit one. Please refer to Sections 5.3 and 8.8 of the RFP.

**Please provide the requested clarification as soon as possible.**

Thanks!

**Procurement Office**  
**Community Development Block Grant – Disaster Recovery**

Puerto Rico Department of Housing  
PO Box 21365  
San Juan, PR 00928-1365  
Email: [cdbadr-procurement@vivienda.pr.gov](mailto:cdbadr-procurement@vivienda.pr.gov)  
Tel. (787) 274-2527 Ext. 6618



**ATTACHMENT 2**  
**SCOPE OF SERVICES**  
Request for Proposals  
Title Clearance Program Services  
Community Development Block Grant – Disaster Recovery  
Puerto Rico Department of Housing  
CDBG-DR-RFP-2018-07  
(Revised for Negotiations on July 18, 2019)

**1. Introduction and Overview**

The Puerto Rico Department of Housing (PRDOH) is issuing this Request for Proposals (RFP) to procure land surveying, appraisals, title searches and related services for the CDBG-DR grant, under the Action Plan and subsequent action plans. It seeks to select Firm(s) that will aid PRDOH's in the execution of CDBG-DR Title Clearance program.

The PRDOH reserves the right, without limitations, to: (i) cancel this solicitation and reissue this RFP or another version of it, if it deems that doing so is in the best interest of the Public Interest; (ii) amend the contract(s) of the Selected Proposer(s) to, among others, extend its original duration, as further explained in the RFP, or to extend its scope to include work under subsequent CDBG-DR action plans; and (iii) to contract for land surveying, appraisals, title searches and related services providers as result of the selection of qualified Proposers or the cancellation of this RFP.

**2. CDBG-DR Programs**

A detailed description of the Title Clearance CDBG-DR Housing Program is included in the Action Plan approved by the U.S. Housing and Urban Development (HUD) on July 29, 2018. A complete copy of the Action Plan is available at [www.cdbg-dr.pr.gov/action-plan](http://www.cdbg-dr.pr.gov/action-plan).

The CDBG-DR Housing Program that will be subject to the land surveying, appraisals, title searches and related services, is briefly described as follows:

- 2.1. Title Clearance Program** - Provides clear title to homeowners throughout the hurricane impacted area, therefore resulting in long-term sustainability and security for residents. Applicants who are otherwise eligible for rehabilitation or reconstruction assistance under the housing program who need remedial and curative title/ownership actions will be prioritized for limited legal services assistance. Limited legal services to resolve title issues will be performed under the direction or supervision of one or more attorneys duly licensed and authorized to practice law within Puerto Rico. At this time, title services will not be provided for applicant properties located in the floodplain, floodway, or landslide risk area unless necessary for relocation. There could be unique circumstances where the property is located in the 100-year floodplain and a flood insurance shall be required.

If additional CDBG-DR funds are allocated to Puerto Rico during the life of the contract, Proposer staff may be assigned to work on those future federal grants awarded and potentially expand those services to accommodate other similar programs yet to be defined. There is no guarantee of a minimum level of services which may be requested by the PRDOH under this contract.

**3. Staff, Services and Tasks**

This section defines the land surveying, appraisals, title searches and related services tasks that the Proposer must perform in order to support PRDOH in the administration of the Title Clearance CDBG-DR Housing Program. The Selected Proposer will be directly responsible for ensuring the

accuracy, timeliness, and completion of all tasks assigned under this contract. Each document originated by the Proposer to complete the tasks assigned, including notarial deeds or public documents, appraisals, land surveying and title searches reports and any other document necessary to remove liens or any defects to achieve title clearance or to constitute a clear title on real property, shall be in the Spanish language. Documents or standard forms that already exist in the English language are excluded from this requirement. The scope of work presented is based upon circumstances existing at the time the RFP is release. PRDOH reserves the right to modify or delete the tasks listed and, if appropriate, add additional tasks prior to and during the term of the contemplated contract. The PRDOH reserves the right to retain some of these tasks internally and to select more than one Proposer.

### **3.1. Staff Requirements**

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

#### **3.1.1. Staff Experience and Qualifications**

The Proposer should provide detailed information about the experience and qualifications of the Proposer's principals, project managers, key personnel, and staff to be assigned, including degrees, certifications, licenses and years of relevant experience. Proposer shall specifically identify people currently employed by the Proposer who will serve in key roles. This includes the Proposer's own staff and staff from any subcontractors to be used. The Proposer should demonstrate that its staff (and/or subcontractor's staff) meet the desirable requirements listed below and have necessary experience and knowledge to successfully implement and perform the tasks and services.

#### **3.1.2. Organizational and Staffing Plan**

Proposer shall submit to the PRDOH an initial organizational chart detailing the identity of each person (whether employed by Proposer or a subcontractor) who shall perform any land surveying, appraisals and title searches services required or worked on the CDBG-DR Programs. The Proposer's organization and staffing plan shall specifically include the required number of personnel, role and responsibilities of each person on the project, name of the resource or subcontractor, résumé or professional information, their planned level of effort, their anticipated duration of involvement, and their on-site availability. The Proposer should demonstrate their ability to adequately staff and scale each functional area to maintain agreed upon service levels throughout the life of the Program.

The following represents the general descriptions for the key staff to be utilized in the Proposer's Proposal and, if awarded, the resulting contract:

##### **Manager**

- Coordinate and supervise daily / weekly / monthly activities of the team members.



- Set priorities for the team to ensure task completion and performance goals are met.
- Coordinate work activities with PRDOH supervisors, personnel, among others.
- Identify and resolve operational problems using defined processes, expertise and judgment.
- Must have at least a Bachelor's Degree in a field relevant to the Program services.
- Must have at least five (5) years of Manager Experience.
- Must manage communications (talk, read and write) in Spanish and English languages.
- The candidate for the Manager position may also execute any other position requested in this Scope of Services, as of Land Surveyor, Appraiser or Title Investigator.

#### **Attorneys at Law – Notary Public**

- Handle all legal and procedural requirements necessary to remove problems, liens and defects to achieve title clearance. Matters which can affect the legality of a title or its clearance includes but are not limited to:
  - Existing liens
  - Judgements against a current property owner.
  - Past due taxes
  - Easements for utilities
  - Property setback lines
  - Joint tenancy
  - Probates
  - Inheritance limitations or restrictions
- Draft and execute notarial deeds and all other necessary documents to remove liens, judgment or any defects to achieve title clearance. All notarial or public documents authorized, including public deeds and notarial certificates whether they are originals or certified copies; and services provided by a Notary Public shall be in compliance with the Puerto Rico Notarial Act, Act No. 75 of July 2, 1987, as amended.
- Draft and execute deeds or necessary documents to constitute a clear title on real property owned by PRDOH or any other governmental agency based upon the applicable laws and regulations.
- Draft and execute deeds and/or procedures for registration of property which are not recorded in anyone's name, as well as the resumption of the interrupted successive tract in the Registry of Property.
- Prepare and subscribe Petitions to the Registry ("Instancias")
- Prepare and subscribe Notarial Act ("Acta Notarial")
- Declaration of heirship ("Declaratorias de Herederos") or Estate Probate Proceedings.
- Any other legal services required to achieve title clearance on an applicant's real property.
- Delivery and/or withdrawal of documents before the Registry of the Property.
- The candidate for the Legal Services must be a licensed Attorney at Law and Notary Public in good standing in Puerto Rico.
- Must have major experience in Real Estate Law and Registry of the Property.
- Must have at least five (5) years' experience practicing law and as Notary Public.



### **Land Surveyor**

- Supervise and certify survey work for the Title Clearance Program.
- Plan surveys to be performed for the Title Clearance Program.
- Prepare legal descriptions, analyze and process boundary surveys, among other procedures.
- Must possess working knowledge of relevant technical software.
- Must be a Puerto Rico Licensed Land Surveyor.
- Must possess a Bachelor's Degree in Land Surveying, Geomatics or related field.
- The candidate must have at least seven (7) years of experience.

### **Appraisers**

- Must be able to conduct unbiased and impartial assessment of pertinent information regarding specific properties, analyze data and develop an estimate of property value.
- Knowledge in realty/personally report as required by 49 CFR 24.103(a)(2)(i).
- Must be a Puerto Rico Licensed Real Estate Appraiser.
- Must possess a Bachelor's Degree.
- The candidate must have at least seven (7) years of experience. HUD/FHA experience Preferred.

### **Title Investigator**

- Performs title study investigations and report based on an investigation performed personally at the Registry for the demarcation of the property and an investigation of the Puerto Rico Registry of Property's Karibe.
- The Title Investigator will identify the legal description of the property, who is the last owner of the property and the existence or absence of easements, mortgages, or other liens on the property that may affect a clear title on the property.
- Prepare a detailed report describing the property as per the Registry information, including a chain of title.
- The candidate must be skilled in using the Puerto Rico Registry of Property's Karibe system.
- Must possess at least an Associate's Degree and no less than five (5) years of experience as a Title Investigator. In the alternative must possess at least ten (10) years of experience as a Title Investigator.

### **Title Clearance Specialist**

- Performs participant's interviews and complete applications.
- Performs field investigations.
- Assists in evaluating cases to determine applicants' eligibility in accordance to PRDOH Title Clearance laws and regulations, and other applicable federal and local legal requirements.
- Possess basic knowledge in PRDOH Title Clearance laws and regulations, and other applicable federal and local legal requirements.  
Collaborates in the investigations leading to the repossession of vacant or abandoned parcels, swaps, cessions, zoning, changes of use, and applications of property titles, leases, utilities permit and segregations.
- Receive and investigates complaints related to the applicants' parcels.
- Record keeping of all applications leading to the granting of a property title.



- Any other task necessary complete the objectives of the CDBG-DR Title Clearance Program.
- Must possess a Bachelor's Degree.
- The candidate must have at least one (1) year of professional experience in related field.
- Must manage communications (talk, read and write) in Spanish and English languages.

#### 4. Tasks

The following are the tasks that shall be performed by the Selected Proposer(s). For each task, identified as "Per Unit Task", the PRDOH will request to the Proposer the performance of the task. PRDOH will provide to the Proposer with all the information and documents available in the participants' case files necessary to implement and complete the tasks assigned by the PRDOH. The Proposer shall not perform any "Per Unit Task" without the explicit request and authorization from the PRDOH.

##### **Task 00: General Administration and Coordination**

**Per Hour**

The specific services of the Proposer required under this task include, but are not limited to, collaboration with PRDOH CDBG-DR Project Management and Development department and other areas and maintaining a cooperative attitude throughout the life of the contract. The general administration and coordination activities to be performed by the Proposer are anticipated but not limited to the following:

- Supply a Project Manager to coordinate with other Key Staff and support the PRDOH in the CDBG-DR Title Clearance Program
- Attend periodic meetings as required to discuss tasks assigned and their status
- Coordinate the overall performance of tasks under an engagement with PRDOH
- Become thoroughly familiar with PRDOH Title Clearance laws and regulations, and other applicable federal and local legal requirements
- Produce reports to serve as a summary of work with each invoice and upon request from the PRDOH

##### **Task 01: Land Surveyors**

**Per Unit Task**

As related to the Title Clearance Program, the Land Surveyor shall be responsible for the collection of field data and the plotting of collected data to establish plot plans. Surveys will generally result in plot plans and legal property descriptions for the purpose of providing a cleared title to program applicants. Land Surveyors will not be responsible for making final determinations. These determinations will be made by PRDOH staff. The Land Surveyor will submit packages, including all required documentation, to the PRDOH for the corresponding eligibility and other determinations. This task includes the following sub-tasks:

- **Task 01.A: Land Survey, Plot Plan, and Property Description**

A survey of a lot of land performed to determine the length and direction of land lines and to establish the position of these lines on the ground. The survey will result in a plot plan and legal property description for the purpose of providing a cleared title to program applicants. This sub-task will include the following activities/deliverables:

- **Property Field Survey:**

- Prepare and plan the field survey work by analyzing available data and plans of the property to be surveyed, as well as any deed descriptions and maps of all



- adjoining properties, surveyor' records, plot plans, utility maps, field notes, and record of surveys.
- Notify adjoining property owners.
- Establish horizontal and vertical controls in the State Coordinate System in compliance with Act 184 of November 10, 2014, as amended.
- Measure the land/property perimeter.
- Locate property corners, fence lines, hedge rows, walls, and all buildings on the lot being surveyed and on adjoining properties.
- Locate any easements on the site and any invasion thereof.
- Locate any utilities in the site including, but not limited to, power, water, storm-sewer, and telephone/data.
- Locate any water bodies in the site including, but not limited to, lakes, streams, rivers, bays, and coves.
- Locate any adjoining access roads.
- Survey must have a minimum closure error of 1 in 15,000.
- **Property Plot Plan:**
  - Reduce, calculate, and plot data collected on the field.
  - Determine coordinates for the traverse stations and property corners, as well as distance and bearings for property corners.
  - Locate structures on the tract by perpendicular offsets from the nearest property line.
  - Develop the Plot Plan by mapping property corners, property lines, fence lines, and buildings to scale, and any other data required.
  - The Plot Plan must show any easements, utilities, adjoining access roads, as well as the property's and adjoining properties' names.
  - The Plot Plan must include the North orientation, scale, date, and coordinates of control points, the name of the property owner, and the location of adjoining properties with their owner's name.
  - Develop a report stating exactly the evidence found and what procedure was followed in establishing property corners.
- **Property Description:**
  - Identify the property for title purposes and describe its size, shape, and location.
  - Description must be precise, clear, and concise.
  - Property Description should be worded with sufficient legal terms to perpetuate the intent of the parties in a legal sense.
  - The dimensions given should be mathematically correct, and there should be no conflicts on the description of the property or with respect to adjoining areas.



▪ **Task 01.B: Boundary Determination Survey (When subdivision of property is required)**

Consists of field survey work performed to determine the length and direction of land lines and to establish the position of these lines on the ground. This task will be combined with **Task 01.C** in order for the entire work required to be completed by the Contractor. This task will include the following activities/deliverables:

- **Property Field Survey:**
  - Prepare and plan the field survey work by analyzing available data and plans of the property to be surveyed, as well as any deed descriptions and maps of all adjoining properties, surveyor' records, plats, utility maps, field notes, and record of surveys.
  - Notify adjoining property owners.



- Establish horizontal and vertical controls in the State Coordinate System in compliance with Act 184 of November 10, 2014, as amended.
- Measure the land/property perimeter.
- Locate property corners, fence lines, hedge rows, walls, and all buildings on the lot being surveyed and on adjoining properties.
- Locate any easements on the site and any invasion thereof.
- Locate any utilities in the site including, but not limited to, power, water, storm-sewer, and telephone/data.
- Locate any water bodies in the site including, but not limited to, lakes, streams, rivers, bays, and coves.
- Locate any adjoining access roads.
- Survey must have a minimum closure error of 1 in 15,000.

▪ **Task 01.C: Segregation Plan, Properties Plot Plan and Descriptions**

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The subdivision into two or more tracts, in accordance with some prearranged plan, of an area whose boundaries have already been established. For the segregation of lands, new monuments are established on new boundary lines, and a new plot plan and description are prepared for resulting properties. For any segregation of land, the Contractor will first perform a Boundary Determination Survey as per **Task 01.B**. This task will be performed by the Contractor for each property that is subdivided from the original tract of land. This task will include the following activities/deliverables:

○ **Segregation Plan:**

- Establish parameters for the subdivision of land with relation to size and shape, as well as any other required parameter, in coordination with PRDOH.
- Using data obtained from the Property's Boundary Determination Survey, develop the subdivision (segregation) plan showing the following information:
  - Proposed subdivision name or identifying title.
  - North arrow, scale (written and graphic), date of the plan, name, license number and seal of the surveyor.
  - Project location marked on a USGS Topographic Quadrangle Map outlining exact boundaries. Name of the Quadrangle must be indicated, and the original scale maintained. Other types of maps will not be accepted (i.e.: flood, zoning, or tourist maps, aerial or satellite photographs, etc.).
  - FEMA Flood maps;
  - Names of all abutting subdivisions, streets, easements, building lines, parks, and public places, and similar facts regarding abutting properties.
  - Location of all property lines, their dimensions, and lot areas in square meters;
  - Location of existing buildings and other structures.
  - Location of any easements, utilities, adjoining access roads, as well as the property's and adjoining properties' names.

○ **Properties Plot Plan:** For each property resulting from the Segregation Plan:

- Determine coordinates for the traverse stations and property corners, as well as distance and bearings for property corners.
- Locate structures on the tract by perpendicular offsets from the nearest property line.
- Develop the Plot Plan by mapping property corners, property lines, fence lines, and buildings to scale, and any other data required.
- The Plot Plan must show any easements, utilities, adjoining access roads, as well as the property's and adjoining properties' names.



- The Plot Plan must include the north orientation, scale, date, and coordinates of control points, the name of the property owner, and the location of adjoining properties.
- Develop a report stating exactly the evidence found and what procedure was followed in establishing property corners.
- **Properties Description:** For each property resulting from the Segregation Plan:
  - Identify the property for title purposes and describe its size, shape, and location
  - Description must be precise, clear, and concise.
  - Property Description should be worded with sufficient legal terms to perpetuate the intent of the parties in a legal sense.
  - The dimensions given should be mathematically correct, and there should be no conflicts on the description of the property or with respect to adjoining areas.
- **Properties Demarcation on Site:** For each property resulting from the Segregation Plan:
  - Stake out the property boundaries on site with metal bars.
- **Task 01.D: Parcel Grouping Survey, Plot Plan, and Property Description**

Consists of the union of two or more properties, which by virtue of the grouping are extinguished to form a new property. The survey will result in a plot plan and legal property description for the purpose of providing a cleared title to program applicants. The task assumes that the grouped parcels will not exceed 1.00 cuerdas. The task will include:

  - **Properties Field Survey:**
    - Prepare and plan the field survey work by analyzing available data and plans of the properties to be surveyed, as well as any deed descriptions and maps of all adjoining properties, surveyor' records, plot plans, utility maps, field notes, and record of surveys.
    - Notify adjoining property owners.
    - Establish horizontal and vertical controls in the State Coordinate System in compliance with Act 184 of November 10, 2014, as amended.
    - Measure the land/property perimeter.
    - Locate property corners, fence lines, hedge rows, walls, and all buildings on the lot being surveyed and on adjoining properties.
    - Locate any easements on the site and any invasion thereof.
    - Locate any utilities in the site including, but not limited to, power, water, storm-sewer, and telephone/data.
    - Locate any water bodies in the site including, but not limited to, lakes, streams, rivers, bays, and coves.
    - Locate any adjoining access roads.
    - Survey must have a minimum closure error of 1 in 15,000.
  - **Property Plot Plan:**
    - Reduce, calculate, and plot data collected on the field.
    - Determine coordinates for the traverse stations and property corners, as well as distance and bearings for property corners.
    - Locate structures on the tract by perpendicular offsets from the nearest property line.
    - Develop the Plot Plan by mapping property corners, property lines, fence lines, and buildings to scale, and any other data required.



- The Plot Plan must show any easements, utilities, adjoining access roads, as well as the property's and adjoining properties' names.
  - The Plot Plan must include the north orientation, scale, date, and coordinates of control points, the name of the property owner, and the location of adjoining properties.
  - Develop a report stating exactly the evidence found and what procedure was followed in establishing property corners.
- **Property Description:**
    - Identify the new property for title purposes and describe its size, shape, and location
    - Description must be precise, clear, and concise.
    - Property Description should be worded with sufficient legal terms to perpetuate the intent of the parties in a legal sense.
    - The dimensions given should be mathematically correct, and there should be no conflicts on the description of the property or with respect to adjoining areas.
  - **Property Demarcation on Site:**
    - Stake out the new property boundaries on site with metal bars.
- **Task 01.E: Filing of Registration Plans with OGPe/Municipality**

Consists of the presentation to OGPe or an Autonomous Municipality of registration plans and required documents associated to each individual lot within a property for its filing with the Puerto Rico Property Registry once the corresponding approvals are obtained. Presented documentation must include exact information about state flat coordinates, directions and distances from the lots, streets and easements, the scape and uses of the lots to be created and the labeling of the properties to be dedicated or reserved for public use. This task will include:

- Preparation of documents required for OGPe's and/or the Municipality's approval in accordance with the "Reglamento Conjunto para la Evaluación y Expedición de Permisos Relacionados al Desarrollo, Uso de Terrenos y Operación de Negocios" as adopted by the Puerto Rico Planning Board on June 7, 2019. Documents for filing may include:
  - Digital plans, in polygon form, of the project survey and the properties to be registered;
  - Evidence of ownership, be it by means of public deed, lease contract, purchase option contract, registry certification, declaration of heirship, or any other valid standing as provided by regulations;
  - Authorization from the owner to conduct the proposed action;
  - Authorization from the owner to process the application;
  - Certification of any professionals certifying components of the request, as applicable;
  - Recommendation from the Municipality at which the property is located;
  - Document establishing any easements and restrictions, as required by regulation and provided for in the registration plan; and
  - Any other documentation required by OGPe or the Municipality.
- Filing of all documents (including registration plans) with OGPe or the Municipality, as applicable.
- Payment of the cost of filing up to \$100.00. Any filing fees required in excess of \$100.00 will be submitted for reimbursement.



- Follow-up with the Agencies for the approval of the case.

#### **Task 02: Appraisals**

#### **Per Unit Task**

As related to the Title Clearance Program, the Appraiser shall be responsible for the collection of all field information related to the appraisal of properties for the PRDOH acquisition or transfer of real estate property. The Appraiser will not be responsible for making final determinations. These determinations will be made by PRDOH staff. The Appraiser will submit application packages, including all required documentation, to the PRDOH for the corresponding eligibility and determination. This task shall include the following:

##### ▪ **Appraise**

- Appraise and prepare appraisal reports in accordance with the Uniform Standards of Professional Appraisal Practices, and federal and local enactments.
- Review and prepare appraisal review reports in accordance with the Uniform Standards of Professional Appraisal Practices, and federal and local enactments.
- Appraisal reports must include cost, direct sales, and/or income capitalization approaches depending on applicability. Where necessary, obtain title reports for the subject properties as required; review reports for additional interests and conditions.
- Perform an inspection of the subject property. The inspection should be appropriate for the appraisal problem.
- Any other task necessary complete the objectives of the CDBG-DR Title Clearance Program.

#### **Task 03: Title Searches**

#### **Per Unit Task**

As related to the Title Clearance Program the Title Investigator shall be responsible for the collection of all required information related to the PRDOH acquisition or transfer of property. Title Investigators will prepare a title report based on an investigation performed personally at the Registry for the demarcation of the property and an investigation of the Puerto Rico Registry of Property's Karibe. The Title Investigator will identify the legal description of the property, who is the last owner of the property and the existence or absence of easements, mortgages, or other liens on the property that may affect a clear title on the property. Title Investigators will not be responsible for making final determinations, these determinations will be made by PRDOH staff. The PRDOH will provide information regarding its property's portfolio, such as registry data and property page. In the cases where there is no formal description of a property, the Title Clearance Contractor will be responsible for establishing the description. The Title Investigator will submit packages, including all required documentation, to the PRDOH for the corresponding eligibility and determination. This task shall include the following:

- Property Title Searches
- Prepare a detailed report describing the property as per the Registry information, including a chain of title
- Any other task necessary complete the objectives of the CDBG-DR Title Clearance Program.

#### **Task 04: Property Title Certification ("Certificaciones Registrales")**

#### **Per Unit Task**

Title Investigator will also obtain the legal description of the property, accessing the Puerto Rico Registry of Property's Karibe System and request to the Registrar for them to investigate and certify current status of the property, Property Title Certifications ("Certificaciones Registrales"). Each certification, regardless of the number of entries referred to, has a cost of \$15. In the case of negative certifications, they are \$25 per real property.



**Task 05: Petitions to Registry (“Instancia”)**

**Per Unit Task**

A Petition or “Instancia” shall be used for the clarification of particularities as a supplement to transfers or actions on real estate property provided by law and to request the cancellation of prescribed liens. This document may be prepared and subscribed by an attorney in which a party with interest is making a request to the Registrar of the Property.

The Tariff Act of the Registry of Property of Puerto Rico of 1970, as emended, establishes the tariffs to be paid for each Registry of Property transaction. In general, any document filed in the Registry is subject to tariffs based on the amount of transaction.

The Proposer will be responsible for the payment of any fees associated to the preparation and filing of the Petitions to the Registry. In the specific case of Property Registry Tariffs, The PRDOH will reimburse the Proposer, at cost, any Property Registry Tariffs and Internal Revenue Stamps or Seals as established by law. The contract will include an allowance for this.

**Task 06: Notarial Act (“Acta Notarial”)**

**Per Unit Task**

The Notary Public, at request of a party or on their own initiative and under their oath, signature, sign, flourish and notarial seal, shall extend and execute certificates which consign facts and circumstances witnessed by them or of which they have personal knowledge and that due to their nature do not constitute a contract or juridical business (e.g. “Acta de Edificación”). A corrective deed may be used to fix errors committed on previously executed deeds in the manner prescribed by law (e.g. “Acta de Subsanación”). Attorneys at Law – Notary Public are authorized to charge fees for their notarial services as regulated by Articles 77 and 78 of Act No. 75 of July 2, 1987. The fixed fees established in Article 77 of Act No. 75, supra, shall not impair or limit the notary from charging the fees he/she believes reasonable and prudent in accordance with Canon 24 of Professional Ethics for the fixing of fees, for his prior and preparatory efforts, including the subsequent ones, such as background and titles, studies, consultations, opinions, preparation of certificates and compensated powers of attorney in which the notary renders an additional service as a lawyer. The Proposer will be responsible for the payment of any fees associated to the preparation and execution of Notarial Acts. PRDOH will compensate the Proposer for Notarial Acts at the unit prices submitted with the Proposal.

**Task 07: Declaration of Heirship**

**Per Unit Task**

For purposes of the Registry, the hereditary succession document, contains the will or succession of heirs in absence of a will, be it of a judicial nature or in agreement with Act No. 282-1999, as amended, “Ley de Asuntos No Contenciosos Ante Notario”. According to Article 2 of Act No. 282-1999, supra, instead of filing a Petition to the Court, and if there are no disputes with the deceased's estate, the heirs may opt for the Declaration Act of *ab intestate* heirs from a Notary Public. The Proposer shall also be responsible for the registration of the hereditary succession document at the Property Registry to the name of the heirs along with all documents needed, including any resolution from the tribunal, the Treasury Department of Puerto Rico tax waiver, and all necessary certifications (e.g. Centro de Recaudacion de Ingresos Municipales “CRIM”). After these documents have been issued, they must be presented through the corresponding Petition to Registry “Instancia”. Attorneys at Law – Notary Public are authorized to charge fees for their notarial services as regulated by Articles 77 and 78 of Act No. 75 of July 2, 1987. The fixed fees established in Article 77 of Act No. 75, supra, shall not impair or limit the notary from charging the fees he believes reasonable and prudent in accordance with Canon 24 of Professional Ethics for the fixing of fees, for his prior and preparatory efforts, including the subsequent ones, such as background and titles, studies, consultations, opinions, preparation of certificates and compensated powers of attorney in which the notary renders an additional service as a lawyer. The Proposer will be responsible for the payment of any fees associated to the preparation and

execution of Declaration of Heirships. PRDOH will compensate the Proposer for Declarations of Heirship at the unit prices submitted with the Proposal. In the specific case of Property Registry Tariffs and Internal Revenue Stamps, the PRDOH will reimburse the Proposer, at cost, as established by law. The contract will include an allowance for this.

**Task 08: Sworn Statements**

**Per Unit Task**

A statement prepared and notarized by a licensed Attorney at Law and Notary Public in good standing in Puerto Rico. For executing sworn statements, authentication of signatures or affidavits, the fees the PRDOH will compensate the Proposer at the unit process submitted with the Proposal. The Proposer will be responsible for the payment of any fees associated to the preparation and execution of Sworn Statements.

**Task 09: Notarial Deeds ("Escritura Pública")**

**Per Unit Task**

The Attorney-Notary Public shall draft and execute notarial deeds and all other necessary documents to remove liens, judgment or any defects to achieve title clearance, to constitute a clear title on real property owned by PRDOH or any other governmental agency and for registration of property which are not recorded in anyone's name, as well as the resumption of the interrupted successive tract in the Registry of Property. All notarial or public documents authorized, including public deeds and notarial certificates whether they are originals or certified copies; and services provided by a Notary Public shall be in compliance with the Puerto Rico Notarial Act, Act No. 75 of July 2, 1987, as amended. For authorization of instruments concerning valuables, the notarial fees to be received shall be in the amount which results from applying the value of the assets subject to the documented legal transaction or where a thing or amount of a determinable value is involved, in accordance to the Notarial fees Rates schedule established in Article 77 of Act No. 75, supra. Draft and execute deeds and/or procedures for registration of property which are not recorded in anyone's name, as well as the resumption of the interrupted successive tract in the Registry of Property. The fixed fees established in Article 77 of Act No. 75, supra, shall not impair or limit the notary from charging the fees he believes reasonable and prudent in accordance with Canon 24 of Professional Ethics for the fixing of fees, for his prior and preparatory efforts, including the subsequent ones, such as background and titles, studies, consultations, opinions, preparation of certificates and compensated powers of attorney in which the notary renders an additional service as a lawyer.

The Tariff Act of the Registry of Property of Puerto Rico of 1970, as amended, establishes the tariffs to be paid for each Registry of the Property operation. In general, any document filed in the Registry, is subject to tariffs based on the amount of the transaction. Also, according to the Notarial Tariff Act of 1943, Act No. 101 of May 12, 1943, as amended, on each original document or instrument, entered by a notary for its official registration and copies thereof, there shall be affixed and cancelled internal revenue stamps based on values and denominations established therein.

The Proposer will be responsible for the payment of any fees, tariffs, and internal revenue stamps associated to the preparation, execution, and filing of the Notarial Deed. In the specific case of Property Registry Tariffs and Internal Revenue Stamps, the PRDOH will reimburse the Proposer, at cost, as established by law. The contract will include an allowance for this.

**Task 10: Proof of Ownership Evidence to Justify ("Expediente de Dominio")**

**Per Unit Task**

The Attorneys at Law – Notary Public shall be responsible to file a sworn statement with the Court of First Instance of the territory in which the property is located, or in the territory where its main portion is located if it is a property located in several territorial demarcations. Said statement shall contain, among other:

- The name and other personal data of the applicant and his spouse, if any, at the time of acquiring ownership of the property and at the time of making the application, if they are different
- An exact description of the property with its boundaries and dimensions
- The code number as it appears in the Bureau of Assessment of the Department of the Treasury
- The fact that the property does not appear recorded in the Property Registry
- A list of the encumbrances on the property, if any, and if not, the fact that it is free of encumbrances
- A list of the known previous owners with a statement on the personal data of the immediately previous owner
- The way it was acquired from the immediately previous owner
- The length of time he and the previous owners possessed the property publicly, peacefully, continuously, and as owners
- The fact that the property, or in the case of a merger, those which compose it, with their alleged present dimensions, has maintained the same configuration during the terms provided by §§ 5278 and 5280 of Title 31
- The present value of the property
- The legal proof to be presented.
- Other allegations which, by law, may be in order in each case

The Attorney at law will also be responsible for notifying, either personally or by certified mail, all parties required under Act 210 of December 8, 2015, as amended. This task will also entail the publication of the edict as required by Act 210, and any court appearances and follow-up of the case with the court until completed. Refer to 30 L.P.R.A. § 6291 for more details on notifications and summons procedures. The Proposer will be responsible for the payment of any fees associated to the preparation and filing of the case with the court, as established by law.

This task assumes that the judicial proceedings will be an *ex parte*.

#### **Additional Services (Allowance)**

Specific cases may require additional services to the ones stated above. For such services, the contract shall include an allowance and the Proposer shall provide the PRDOH with unit pricings and hourly rates for the additional tasks to be performed. No additional task may be performed by the Proposer without authorization of the PRDOH. Whenever an additional service will be utilized, the Selected Proposer will submit to the PRDOH a Request for Authorization (RFA), which includes the justification and costs for the services. An allowance would be included in the contract for these additional services available on as-needed basis, after the RFA is approved by PRDOH.

Identified additional task at the moment are as follows:

<b>▪ <u>Appraisal Additional Services ("Narrativas")</u></b>	<b><u>Per Unit Task</u></b>
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The Proposers shall have or will secure, at its own expense, all personnel required to perform the services herein requested to support the CDBG-DR Title Clearance Program. Proposer must be able to provide competent and fully qualified staff that are authorized or permitted under federal, state and local law to perform the scope of work under this contract. These additional services will be compensated based on a fix price per unit for the Appraisal additional tasks identified. The Appraisal additional services shall include, but are not limited to the following tasks:

- **Appraisal Narrative Report:**
  - o Must include an adequate description of the physical characteristics of the property being appraised (i.e. sketch of the property and provide the location and dimensions of any improvements) and a description of comparable sales.
  - o The analysis shall require the study of all value influences and may take one of the following approaches: (i) the current cost of reproducing or replacing the home, minus an estimate for depreciation plus the value of land; (ii) the value indicated in recent sales of comparable properties in the market; and (iii) the value that the property's net earning power will support.
  - o The appraisal report should also include adequate photographs of the subject property and comparable sales, and provide location maps of the property and comparable sales;
  - o Property right(s) to be acquired, e.g., fee simple, easement, etc.;
  - o Valuation Method or Approach used to determine property value and its definition;
  - o Date of the appraisal report and the date of valuation;
  - o A realty/personally report as required by 49 CFR 24.103(a)(2)(i);
  - o Title information, Location, Zoning, Present use, and at least a 5-year sales history of the property;
  - o Identify the highest and best use. (If highest and best use is in question or different from the existing use, provide an appropriate analysis identifying the market based highest and best use.)
  - o Report appraiser's, opinions, and conclusions in the appraisal report.
  - o The Appraisal Report must be certified by the appraiser.
  - o Any other information necessary for the completeness of the report.
- Any other task necessary complete the objectives of the CDBG-DR Title Clearance Program.

▪ **Land Survey Additional Services**

**Hourly Tasks**

The Proposers shall have or will secure, at their own expense, all personnel required to perform the services herein requested to support the CDBG-DR Title Clearance Program. Proposer must be able to provide competent and fully qualified staff that are authorized or permitted under federal, state and local law to perform the scope of work under this contract. These additional services will be compensated based on hours worked and hourly rates for the land surveying additional tasks identified.

The Land survey additional services shall include, but are not limited to, the following tasks:

- Elevation Certificate
- Measurement Certification
- Boundary Rectification and document filing
- Court visits
- Segregation or Subdivision of any tract, lot or parcel of land
- Any other task necessary complete the objectives of the CDBG-DR Title Clearance Program as related to Land Surveying.

For these services, the Proposers shall have available, at minimum, any of the following positions:

- **Land Surveyor:** Shall have the responsibilities and minimum requirements set forth in Section 3.1.2 of this Scope of Work.



- **Surveyor-In-Training:** Shall assist the Land Surveyor in its responsibilities as stated in Section 3.1.2. Surveyors-In-Training must have a Bachelor's Degree in Surveying, Geomatics or related field, and have a valid Land Surveyor-In-Training license.
- **Draftsman:** Shall work under the supervision of the Land Surveyor and be responsible for designing plans using computer-aided design and drafting software with data collected on the field and calculation performed by the Land Surveyor.
- **Surveying Crew Member:** Shall work under the supervision of the Land Surveyor. Acts as a member of a field survey crew engaged in making plane and/or geodetic surveys for construction, topographic, right-of-way, and control survey projects. Participates in pre-survey planning meetings. Gathers field survey data through the use of conventional and global positioning system methods; sets up, adjusts, and operates surveying equipment, including electronic total station, data collector, and GPS equipment, in order to measure distances, elevations, and angles; prepares field notes and drawings; among other responsibilities. Surveying Crew Members shall have experience performing field surveys in Puerto Rico.

▪ **Legal Title Clearance Additional Services** **Hourly Tasks**

The Proposers shall have or will secure, at its own expense, all personnel required to perform the services herein requested to support the CDBG-DR Title Clearance Program. Proposer must be able to provide competent and fully qualified staff that are authorized or permitted under federal, state and local law to perform the scope of work under this contract. These additional services will be compensated based on hours worked and hourly rates for the legal title clearance additional services identified.

The Legal Title Clearance additional services shall include, but are not limited to the following tasks:

- Court appearances
- Any other task necessary to complete the objectives of the CDBG-DR Title Clearance Program.

For these services, the Proposers shall have available any of the following positions:

- **Attorney at Law:** Shall have the responsibilities and minimum requirements set forth in Section 3.1.2 of this Scope of Work.
- **Paralegal:** Shall support Attorneys at Law by maintaining documents, drafting documents, organizing files, calling on legal witnesses, interviewing clients, maintaining legal, and other tasks. Paralegals shall have a minimum of three (3) years of experience in the position.

▪ **Title Specialists Additional Services** **Hourly Tasks**

The Proposers shall have or will secure, at its own expense, all personnel required to perform the services herein requested to support the CDBG-DR Title Clearance Program. Proposer must be able to provide competent and fully qualified to perform the scope of work under this contract. Title Specialists will assist the PRDOH's own Title Specialists in their tasks whenever the PRDOH determines that additional resources are required to maintain a steady flow of applications moving forward in the process. These additional services will be compensated based on hours worked and hourly rates for the title specialist additional services.

For these services, the Proposer shall have available any of the following positions:

- **Title Clearance Specialist:** Shall have the responsibilities and minimum requirements set forth in Section 3.1.2 of this Scope of Work.



▪ **Title Searches Updates**

**Per Unit Task**

Performs and updates previously performed title study investigations and reports based on an investigation performed personally at the Registry for the demarcation of the property and an investigation of the Puerto Rico Registry of Property's Karibe System.

**END OF SCOPE OF WORK**



# Compensation Schedule

Title Clearance Program Services | Request for Proposals No. CDBG-DR-RFP-2018-07  
F.S. Surveying, PSC

Attachment D

**Total Contract Award: \$8,913,705.00**

## GENERAL MANAGEMENT AND ADMINISTRATION

Position	Qty. of Resources	Max. Hours Per Month	Rate Per Hour	Max. Monthly Cost
Manager	1	80	\$249.06	\$19,925.00
<b>36 Months of Management and Administration:</b>				<b>\$717,300.00</b>

## PER UNIT TASKS

Task	Unit Price	Estimated Quantity	Units	Total Cost	Notes
<b>01: Land Surveyors</b>					
<b>01.A: Land Survey, Plot Plan, and Property Description</b>					
Lots/Parcels up to 600 sq.mt. (0.15 cuerdas)	\$575.00	3,000	EA	\$2,250,000.00	For calculating the Total Cost it is assumed that all task quantities are for Lots/Parcels from 1,201 sq.mt. to 2,000 sq.mt. (0.50 cuerdas)
Lots/Parcels from 601 sq.mt. to 1,200 sq.mt. (0.30 cuerdas)	\$650.00		EA		
Lots/Parcels from 1,201 sq.mt. to 2,000 sq.mt. (0.50 cuerdas)	\$750.00		EA		
Lots/Parcels from 2,001 sq.mt. to 7,860 sq.mt. (2.00 cuerdas)	\$1,750.00		EA		
Lots/Parcels from 7,861 sq.mt. to 11,790 sq.mt. (3.00 cuerdas)	\$2,200.00		EA		
<b>01.B: Boundary Determination Survey (Just Fieldwork)</b>					
Lots/Parcels up to 5,895 sq.mt. (1.50 cuerdas)	\$1,100.00	150	EA	\$180,000.00	For calculating the Total Cost it is assumed that all task quantities are for Lots/Parcels from 6,879 sq.mt. to 9,825 sq.mt. (2.50 cuerdas)
Lots/Parcels from 5,896 sq.mt. to 6,878 sq.mt. (1.75 cuerdas)	\$1,100.00		EA		
Lots/Parcels from 6,879 sq.mt. to 9,825 sq.mt. (2.50 cuerdas)	\$1,200.00		EA		
Lots/Parcels from 9,826 sq.mt. to 11,970 sq.mt. (3.00 cuerdas)	\$1,400.00		EA		
Lots/Parcels from 11,791 sq.mt. to 19,650 sq.mt. (5.00 cuerdas)	\$2,250.00		EA		
<b>01.C: Segregation Plan, Properties Plot Plan and Descriptions</b>	\$700.00	150	EA	\$105,000.00	
<b>01.D: Parcel Grouping Survey, Plot Plan, and Property Description</b>	\$1,250.00	150	EA	\$187,500.00	
<b>01.E: Filing of Registration Plans with OGPe/Municipality</b>	\$550.00	1,500	EA	\$825,000.00	Filing fees required in excess of \$100 will be submitted for reimbursement.
<b>02: Appraisals</b>	\$346.87	1,500	EA	\$520,305.00	
<b>03: Title Searches</b>	\$75.00	3,000	EA	\$225,000.00	
<b>04: Property Title Certifications ("Certificaciones Registrales")</b>	\$75.00	1,500	EA	\$112,500.00	
<b>05: Petitions to Registry ("Instancias")</b>	\$550.00	375	EA	\$206,250.00	
<b>06: Notarial Act ("Acta Notarial")</b>	\$500.00	375	EA	\$187,500.00	
<b>07: Declaration of Heirship ("Declaratoria de Herederos")</b>	\$1,700.00	375	EA	\$637,500.00	
<b>08: Sworn Statement ("Declaración Jurada")</b>	\$25.00	3,000	EA	\$75,000.00	
<b>09: Notarial Deeds ("Escritura Pública")</b> <i>In compliance with Article 77 of Act 75 of July 2, 1987, as amended, for the authorization of instruments of valuables or in which a thing or amount of determinable value whose value exceeds \$10,000, but does not exceed \$5,000,000 dollars, the notarial fees fixed will be established by agreement between the parties, but will never be greater than 1% nor less than 0.5% of its value.</i>	0.50%	1,500	EA	\$600,000.00	For calculating the Total Cost it is assumed that all task quantities are for transactions with a value of \$80,000. Percentage fee does not include Property Registry Tariffs, nor does it include Internal Revenue Stamps or Seals. These will be reimbursed, at cost, to the Propsoer as established by law.
<b>10: Proof of Ownership Evidence to Justify ("Expediente de Dominio")</b>	\$2,850.00	300	EA	\$855,000.00	
<b>Total Per Unit Tasks:</b>				<b>\$6,966,555.00</b>	

**Sub-Total Base Contract Cost: \$7,683,855.00**

# Compensation Schedule

Title Clearance Program Services | Request for Proposals No. CDBG-DR-RFP-2018-07  
 F.S. Surveying, PSC

**Total Contract Award: \$8,913,705.00**

## CONTRACT ALLOWANCES

Allowance Title	Amount	Notes
<p><b>Allowance for Tariffs, Internal Revenue Stamps or Seals, and Filing of Registration Plans with OGPe/Municipality:</b> To be used for the reimbursement of costs incurred by Proposer in Property Registry Tariffs, Internal Revenue Stamps or Seals, and filing fees for Registration Plans with OGPe/Municipalities in excess of \$100.</p>	<b>\$849,750.00</b>	<p>Assumes that all Petitions to Registry ("Instancias"), Declaration of Heirship ("Declaratoria de Heredero"), and Notarial Deeds ("Escritura Publica") are for a value of \$80,000. Therefore, each Notarial Deed will have Tariffs and Internal Revenue Stamps or Seals in the amount of \$424.00; and each Petition to Registry and Declaration of Heirship will have a Tariffs in the amount of \$285.00. Assumes reimbursement of any amount in excess of \$100 related to filing of Registration Plans with OGPe/Municipality for each individual lot within a property.</p>
<p><b>Allowance for Additional Services:</b> To be used for the compensation of any additional services as identified in the Scope of Work. Compensation will be at the unit prices and rates proposed in the Additional Services Table below.</p>	<b>\$380,100.00</b>	

## ADDITIONAL SERVICES

Task	Unit	Unit Price
<b>Special Appraisals ("Narrativa")</b>	Each	\$575.00
<b>Additional Land Survey Services</b>		
Land Surveyor	Hours	\$95.00
Surveyor-In-Training	Hours	\$70.00
Draftsman	Hours	\$45.00
Surveying Crew Member	Hours	\$30.00
<b>Additional Legal Title Clearance Services</b>		
Attorney at Law	Hours	\$150.00
Paralegal	Hours	\$60.00
<b>Additional Title Specialist Services</b>		
Title Clearance Specialist	Hours	\$48.00
<b>Title Searches Updates</b>	Each	\$45.00



GOVERNMENT OF PUERTO RICO

Department of Housing

FORM DV-OSPA-78-5

**ATTACHMENT 5**  
**OSPA**  
**AMENDED**  
**Request for Proposals**  
**Title Clearance Programs Services**  
**Community Development Block Grant – Disaster Recovery**  
**Puerto Rico Department of Housing**  
**Secretary for Legal Affairs**  
**Insurance Section**  
 (Revised for Addendum No. 2)  
**SPECIAL INSURANCE AND BONDING SPECIFICATIONS**  
**FOR PROFESSIONAL SERVICES**

**LICITATION NUMBER - CDBG-DR-RFP-2018-07**

**A. All bidders will submit a BID BOND**

The bid will be accompanied of a bid bond of five percent (5 %) of the amount of the bid and option of the bidder, which will be able to be by means of:

- a. Certified check, or
- b. Bank draft

**B. The successful bidder before commencing work or receiving a written notice to proceed with, or being allowed to start to work, must submit to the **Local Housing Authority\*** (*Department of Housing, Puerto Rico Public Housing Administration*) (LHA\*) original and two (2) certified copies of the hereafter mentioned insurance policies and/or bonds, thus including all endorsements and agreements required under the special contractual conditions as per the following:**

**(X) 1. State Insurance Fund Workmen's Compensation Insurance Policy**

In accordance with the Workmen's Compensation Act No. 45, to facilitate its acquisition, the \*LHA shall provide a letter to the successful bidder addressed to the State Insurance Fund.

**(X) 2. Commercial General Liability (Broad Form) including the following insurance coverage**

COVERAGE	LIMIT
<b>I. Commercial General Liability:</b>	<b>\$1,000,000.00</b>
• General Aggregate	\$2,000,000.00
• Products & Complete Operations	\$1,000,000.00

COVERAGE		LIMIT
	• Personal Injury & Advertising	\$1,000,000.00
	• Each Occurrence	\$1,000,000.00
	• Fire Damage	\$100,000.00 (Any one Fire)
	• Medical Expense	\$10,000 (Any one person)
<b>II.</b>	<b>Employer's Liability Stop Gap:</b>	
	• Bodily Injury by Accident Each Employee Each Accident	\$1,000,000.00 \$1,000,000.00
	• Bodily Injury by Disease Each Employee Each Accident	\$1,000,000.00 \$1,000,000.00
<b>III.</b>	Personal Property under care, custody and control:	\$1,000,000.00
<b>IV.</b>	Garage Liability and Garage Keepers -- Legal Liability Forms	\$1,000,000.00 (occ.agg)

(X) **3. Crime Insurance**

COVERAGE REQUIRED	
<b>V.</b>	<b>Employee Dishonesty:</b>
	• Limit - \$250,000 Per Occurrence • Deductible \$2,500 Per Occurrence
<b>VI.</b>	<b>Forgery &amp; Alteration Form:</b>
	• Limit - \$250,000 Per Occurrence • Deductible \$2,500 Per Occurrence
<b>VII.</b>	<b>Theft, Disappearance &amp; Destruction (Inside/Outside):</b>
	• Limit \$100,000 Per Occurrence • Deductible \$1,000 Per Occurrence
<b>VIII.</b>	<b>Computer Fraud:</b>
	• Limit \$100,000 Per Occurrence • Deductible \$1,000 Per Occurrence

(X) **4. Comprehensive Automobile Liability Form including the following insurance coverages**

LIMIT
• Auto Liability - \$500,000.00 • Physical Damages - \$500,000.00 • Medical Payments - \$5,000.00
<b>The Commercial Auto cover must be applied to the following symbols:</b>
• Liability Coverage -1 • Physical Damages - 2 and 8

<ul style="list-style-type: none"><li>• Hired – Borrowed Auto - 8</li></ul>
<ul style="list-style-type: none"><li>• Non-Owned Auto Liability - 9</li></ul>

(X) **5. Professional General Liability and/or Errors and Omissions Policy**

(X) A. Risk, interest, location and limits

(X) A.1 Description of work to be done

(X) A.2 Limit:

(X) each occurrence	\$1,000,000
(X) aggregate	\$5,000,000
(X) deductible	\$5,000.00

(X) A.3 Certification that the insurance contract has been given as surplus lines coverage under the Commonwealth Insurance Code, when applicable.

(X) **6. Umbrella**

Limit - \$10,000,000.00

(X) **7. Payment and Performance Bond**

- (X) a. A document for the total cost of the project under contract.
- (X) b. The surety must be listed in the latest Federal Register as an Acceptable Surety Company for Federal Bonds.
- (X) c. Re-Insurance Agreements: The Acceptable Guarantor Company must provide the \*LHA with a Certificate of Re-Insurance Agreement listing the names of all participating guarantors, indicating the corresponding percentage (%) share of each of the risks pursuant to its written agreement. These must be listed in the latest Federal Register as Acceptable Trust Companies for Federal Bonds.
- (X) d. Certificate of Authority, Power of Attorney and Power of Attorney License issued by the Commissioner of Insurance.

(X) **8. The policies to be obtained must contain the following endorsements including as additional insured the Department of Housing, Puerto Rico Public Housing Administration and the Government of Puerto Rico.**

- (X) a. Breach of warranty
- (X) b. Waiver and / or Release of Subrogation
- (X) c. Additional Insured Clause
- (X) d. Hold Harmless Agreement

**(X) e. 90 Days Cancellation Clause**

- (X) 9** The insurance carrier or carriers which will present said certificates of insurance must have at least a B+ rating according to the Best Rating Guide.

**C. TERMS AND CONDITIONS**

1. All certified checks or bank drafts must be paid to the Order of the Bidding Agency.
2. All Bid Bonds must be issued by an Insurance Company authorized by the Insurance Commissioner of Puerto Rico and must be accompanied by the following documents:
3. Certificate of Authority in the name of the Insurer issued by the Insurance Commissioner.
4. Power of Attorney, issued by the Insurer, in the name of its attorney-in-fact
5. Power of Attorney License, issued by the Commissioner of Insurance pursuant to the power of attorney issued by said Insurer.
6. If, at the time the bidding documents are opened, any of the documents referred to in paragraphs a, b and c above are missing, this shall not constitute grounds for disqualifying the contractor, but the successful bidder shall submit such documents within two (2) working days from the date and time of the auction.
7. It is implicit that, by issuing the Bid Bond, the insurer undertakes to issue a Performance and Payment Bond in accordance with the conditions of the auction.
8. In any bidding or protest, the interested party shall be obliged to write down each risk with its individual cost of premium and shall then reflect the total sum of all insurance premiums as project costs.

**D. IMPORTANT NOTICE TO INSURANCE AND SURETY COMPANIES AND THEIR REPRESENTATIVES**

All insurance companies and all guarantors who issue policies or bonds under our special contractual conditions are subject to:

1. Be authorized to do business within the Commonwealth of Puerto Rico and have the corresponding license issued by the Commissioner of Insurance.

2. To be enjoying a good economic situation and to be classified under the Category of B+ by the "Best Rating Guide".
3. Submit to the \*LHA a written certification as evidence of full payment of premiums by the Contractor. Mention each risk coverage premium separately.
4. Avoid sub-contractual obligations of premium financing or any other kind, which may be detrimental to the public interest.
5. Avoid any request for cancellation by the contractor prior to the expiration date of the policy, without the consent of the Insurance Section of the \*LHA: Discuss any refund of unearned premium.
6. Follow all Federal Bail and Acceptance Insurance Regulations, when applicable.
7. Indicate in the appropriate place of all insurance policies and/or bonds, the full description of the project, work or service to be rendered as provided in the Special Conditions of Insurance and bonds, part C.
8. Not to make any amendments to insurance policies and bonds issued under the special conditions mentioned above, unless approved by the Insurance Section of the Department of Housing.
9. To ensure that all insurance policies or bonds are issued to comply with all of our special insurance conditions with respect to the period of coverage, type of risk coverage, as well as all limits, as specified, and also to eliminate those exclusions in accordance with our request.
10. Clarify any questions regarding insurance requirements by any means of communication with the Insurance Section of the Department of Housing under the Secretary for Legal Affairs.

**E. EVIDENCE OF INSURANCE COVERAGE OF EACH SUBCONTRACTOR TO BE SUBMITTED BY THE SUCCESSFUL BIDDER AS THE PRIME CONTRACTOR:**

The successful bidder, as the prime contractor, has the duty to require each of the subcontractors or subcontractors to maintain in force all insurance policies and/or bonds necessary to cover their individual participation in the risk or risks related to the subcontracted work or service to be rendered.

Therefore, we emphasize that prior to commencing work or receiving written notice to proceed with such work or being authorized to commence work, the successful prime contractor has the responsibility to provide the \*LHA with evidence to the effect that all insurance and/or bonds required under the special



conditions or required under the sub-contract to each of the sub-contractors or sub-sub-contractors are current and duly approved by the Insurance Section of the \*LHA.

All insurance policies shall remain in effect for the entire contractual period, so that with any order of change and/or amendment resulting in alteration of the original project completion date or total original cost, the prime contractor shall take the necessary steps to request the insurer to include such changes in all related insurance policies and/or bonds and to submit evidence by appropriate endorsements with effective dates. Cancellations without consent are not accepted.

The \*LHA reserves the right to stop any work or service under contract until the breach of these requirements has been remedied, so that any delay in the performance of the contract based on any breach of the insurance coverage requirements shall be deemed the sole responsibility of the Main Contractor.

**F. CONFLICT OR DIFFERENCE BETWEEN THE SPECIFICATIONS OF THE TENDERING PROCEDURE AND SPECIAL INSURANCE CONDITIONS AND BONDS, FORM DV-OSPA-78-5**

In the event of any conflict or difference in the description of coverage or in amounts or limits, etc., with respect to insurance requirements, the "Special Conditions of Insurance and Bonds" as set forth in this Form (DV-OSPA-78-5) shall prevail over any other insurance specifications.

**G. CERTIFICATE OF INSURANCE SECTION**

We hereby certify, to our best knowledge and understanding, that we have prepared the aforementioned "Insurance and Bonds Special Conditions" after a proper evaluation of the related risks, based on the information of the nature of the project and description submitted to us, as requested by the Contracting Program through a written application.

**DESCRIPTION OF THE SERVICES: Title Clearance Programs Services**

December 18, 2018  
Date

  
Arlyn Rodríguez Fuentes  
Insurance Section  
Secretary for Legal Affairs



# ATTACHMENT F

## HUD GENERAL PROVISIONS

### 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.hudexchange.info/resource/2490/hud-form-4010-federal-labor-standards-provisions/>

The CONTRACTOR shall include these terms and conditions in all subcontracts or purchase orders directly servicing the CONTRACT.

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 Supplemental Appropriations for Disaster Relief Requirements, 2017 (Pub. L. 115-56), approved September 8, 2017 (Appropriations Act), as amended, 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 CONTRACTOR AGREEMENT TERMS



The 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 the 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.

#### **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 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 file Form HUD 2516 (Contract and Subcontract Activity) with the PRDOH on a quarterly basis.

#### **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 CFR 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 CONTRACTOR 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 timeliness 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, 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 a disability shall, solely on the basis of their disability, 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 2 C.F.R. Part 215 and 24 C.F.R. § 85.36 or 84.42, 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 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.

#### **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**

##### **(Applicable to all construction or repair contracts)**

Salaries of personnel performing work under this CONTRACT shall be paid unconditionally and not less often than once a month without payroll deduction or rebate on any account except only such payroll deductions as are mandatory by law or permitted by



the applicable regulations issued by the Secretary of Labor pursuant to the Copeland "Anti-Kickback Act" of June 13, 1934 (48 Stat. 948; 62 Stat. 740; 63 Stat. 108; Title 18 U.S.C. § 874; and Title 40 U.S.C. § 276c). The CONTRACTOR shall comply with all applicable "Anti-Kickback" regulations and shall insert appropriate provisions in all subcontracts covering work under this Agreement to ensure compliance by subcontractors with such regulations, and shall be responsible for the submission of affidavits required of subcontractors thereunder except as the Secretary of Labor may specifically provide for variations of or exemptions from the requirements thereof.

**19. CONTRACT WORK HOURS AND SAFETY STANDARDS ACT**

**(Applicable to construction contracts exceeding \$2,000 and contracts exceeding \$2,500 that involve the employment of mechanics or laborers.)**

The CONTRACTOR shall comply with Sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. §§ 327-330) as supplemented by Department of Labor regulations (29 C.F.R. Part 5).

All laborers and mechanics employed by CONTRACTORS or subcontractors shall receive overtime compensation in accordance with and subject to the provisions of the Contract Work Hours and Safety Standards Act, and the CONTRACTORS and subcontractors shall comply with all regulations issued pursuant to that act and with other applicable Federal laws and regulations pertaining to labor standards.

**20. DAVIS-BACON ACT**

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

The CONTRACTOR shall comply with the Davis Bacon Act (40 U.S.C. §§ 276a to 276a-7) as supplemented by Department of Labor regulations (29 C.F.R. Part 5).

 All laborers and mechanics employed by CONTRACTORS or subcontractors, including employees of other governments, on construction work assisted under this CONTRACT, and subject to the provisions of the federal acts and regulations listed in this paragraph, shall be paid wages at rates not less than those prevailing on similar construction in the locality as determined by the Secretary of Labor in accordance with the Davis-Bacon Act.

On a semi-annual basis, the CONTRACTOR shall submit Form HUD 4710 (Semi-Annual labor Standards Enforcement Report) to PRDOH.

**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:

- 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.
  - 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 CFR chapter 60).

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 Executive Order 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 Executive Order 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 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 Executive Order 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 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).

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

The CONTRACTOR and all subcontractors shall comply with the requirements of the Clean Air Act, as amended, 42 U.S.C. § 1857 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 40 C.F.R. Part 15 and 32, 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:

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- 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. 32 or on the List of Violating Facilities issued by the Environmental Protection Agency (EPA) pursuant to 40 C.F.R. Part 15, 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. § 1857 c-8) 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 Form to Report Lobbying", 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 CONTRACTORS 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.

## **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 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 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 135, 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 135 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.
- 4) The CONTRACTOR agrees to include this Section 3 clause in every subcontract subject to compliance with regulations in 24 C.F.R. Part 135, 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 135. 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 135.
- 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 135 require employment opportunities to be directed, were not filled to circumvent the CONTRACTOR's obligations under 24 C.F.R. Part 135.
- 6) Noncompliance with HUD's regulations in 24 C.F.R. Part 135 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 (25 U.S.C. § 450e) 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) For contracts exceeding \$100,000, the CONTRACTOR shall submit Form HUD 60002 (Section 3 Summary Report) to PRDOH on a quarterly basis, notwithstanding the annual reporting requirement set forth in that form's instructions.

### **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, disability, 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 94-163, as amended.

 The Hatch Act applies to political activities of certain state and local employees. As a Puerto Rico Department of Housing SUBRECIPIENT, 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 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 CFR 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.

**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).

# ATTACHMENT G

## PERFORMANCE REQUIREMENTS

**Program will require** tasks to be performed for each case:

- a. through a written referral from Program
- b. through Canopy System, and approved by Program

Service Provider, including any subcontractor, is directly responsible for ensuring accuracy, timeliness, and completion of all tasks assigned under this contract. Consequently, PRDOH reserves the right to request the removal of any staff not performing to standard.

**Program will require periodic case status reports, including:**

**I. Tasks**

- a. a relation of tasks performed (completed) within established terms of time and a reference to the corresponding case;
- b. a relation of tasks not completed, along with detailed explanatory narrative and any supporting evidence or document, as well as a reference to the corresponding case; and
- c. expected date of completion

**II. Notifications and summons** (applicable to cases filed in court)

- a. a relation of sent, served or published notifications by registered mail, subpoenas, personal summons, and summons by public notice, along with a reference to the corresponding case;
- b. a relation of unsent, unserved or unpublished notifications, subpoenas or summons, along with detailed explanatory narrative and any supporting evidence or document, as well as a reference to the corresponding case; and
- c. expected date of completion

The report will be submitted monthly, during the first ten days of next month. Cases referred for services before the sixteenth day of a given month will not be included in that monthly report but in next. However, Program has the prerogative to require a status report whenever deemed necessary.

**Meetings**

Program will schedule periodic meetings with contractors (service providers) to discuss cases status, compliance with contract terms and timely completion of tasks required by Program, among others. Program may require the presence (or attendance) of any contractor or subcontractor official whenever deemed necessary, as well as the production of any relevant document or piece of information.

**DEADLINES PER TASK**

<b>Land Survey Services</b>	
Land Survey; Plot Plan; Property Description; Segregation; Grouping; Filing and Registration with OGPe or Municipality	Thirty (30) days to complete all tasks needed for a particular case
<b>Appraisal services</b>	Fifteen (15) days
<b>Title Search Services</b>	
Title Searches	Ten (10) days
Property Title Certifications	Ten (10) days to make the request to Property Registry
<b>Legal/Notarial Services</b>	
Sworn Statements	Five (5) days
Notarial Acts	Ten (10) days
Petitions to Registry	Five (5) days to file from the day of notification of the Relieve from Dept. of Treasury (Declaration of heirship)  Ten (10) days for other Petitions to Registry
Declaration of Heirship	Thirty (30) days to correctly submit along with all relevant evidence, as required by 32 L.P.R.A. secs. 2301 y 2302.
Notarial Deeds	Ten (10) days to execute it, from completion of successful title clearance services
Proof of Ownership evidence to Justify	Thirty (30) days to correctly submit along with all relevant evidence, as required by article 185 of Public Act #210-2015;  Twenty (20) days to send or serve notifications, and to request publication of notices (edicts) to newspaper, from the date case was filed in court;  Five (5) days to request a hearing to the court, after twenty (20) days of the publication of the last edict.
<b>Inscription of title documents at Property Registry</b>	Five (5) days from execution of deed or notification of court resolution

Unless otherwise stated, terms will apply from the date the task required by Program is notified to contractor. Moreover, they may be modified if deemed necessary by Program (PRDOH), with due notification to contractor. The necessity of tasks, such as sworn statements, notarial acts and petitions to Registry will be part of the Program monitoring to the contractors.

PRDOH may impose sanctions against contractor for any default to terms, conditions or requirements of the contract. Contractor shall pay to PRDOH as liquidated damages, \$50 for each calendar day that any task deliverable required is late until deemed in compliance subject to a maximum of \$1000. Said sum, in view of the difficulty of accurately ascertaining the loss which PRDOH will suffer by reason of delay in the completion of the work, is fixed and agreed as the liquidated damages that PRDOH will suffer by reason of such delay. Liquidated damages received hereunder are not intended to be nor shall they be treated as either a partial or full waiver or discharge of the PRDOH's right to indemnification, or the Contractor's obligation to indemnify the PRDOH pursuant to this Contract, or to any other remedy provided for in the contract or by law. Liquidated damages may be assessed at the sole discretion of PRDOH. For the purpose of applying and calculating such liquidated damages, a grace period of ten (10) days shall be observed. The PRDOH may deduct and retain out of the monies which may become due hereunder, the amount of any such liquidated damages; and in case the amount which may become due hereunder shall be less than the amount of liquidated damages due to the PRDOH per the formula above, the Contractor shall be liable to pay the difference.

As to reporting requirements, the Contractor shall complete and submit all reports, in such form and according to such schedule, as required hereunder and in accordance with contract.

Performance requirements included in this document will apply to contractor and any subcontractor, according to the contract.



Engagement in proscribed conduct by contractor may result in the cancellation of the contract, penalties under federal and state laws, such as Act No. 2 of July 4, 2018 and Act No. 1 of January 3, 2012, as amended, as well as federal and state regulations. Policies, procedures, directives and executive orders may also be of application, according to contract terms.

