



UNIVERSIDAD  
ANA G. MÉNDEZ

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**UAGM**

**Request for Proposal  
RFP #2 CEDES-2020 – 01 GIS Specialist:  
Sustainable Tourism Strategic Plan for the Cataño  
Waterfront Walk Project  
Center for Sustainable and Development Studies,  
UAGM-Cupey Campus**

**November 12, 2020**

**Buyer: Mr. Walid El Hage Arocho, Administrative Affairs Vice President**

## CHAPTER 1 ADMINISTRATIVE PROCEDURES AND PROCUREMENT PROCESS

### 1.1 Purpose of Request for Proposal

The purpose of this Request for Proposal (RFP) is intended to solicit information and proposals GIS Specialist to develop all the information layers that will be part of the geospatial analysis for the “**Sustainable Tourism Strategic Plan for the Cataño Waterfront Walk Project**” of the Sistema Universitario Ana G. Méndez with a brand of Universidad Ana G. Méndez (UAGM), approved by the Economic Development Administration through the Economic Adjustment Assistance. The supplier selected by UAGM must have significant expertise in the areas necessary to meet needs and requirements set forth in this RFP. Through this RFP, UAGM desires to enhance its connections and interactions local and US industry at minimal cost and risk, while at the same time providing the provider with the incentives to successfully perform, based upon pricing, the operational parameters set forth herein, the negotiations between the parties and a formal agreement documenting the parties’ relationship.

#### RFP Coordinators

The RFP Coordinator, identified below, is the point of contact regarding the RFP from the date of issuance until selection of the successful vendor.

Carlos R. Morales-Agrinzoni, Project Director  
Sustainable Tourism Strategic Plan for the Cataño Waterfront Walk Project  
Center for Sustainable and Development Studies  
Universidad Ana G. Méndez  
PO Box 21150  
San Juan, PR 00926-1150  
Tel: (787) 766-1717 ext. 6638  
Fax: (787) 751-5540  
[cmorales@uagm.edu](mailto:cmorales@uagm.edu)

For RFP technical information, the point of contact is the following:

Dr. Carlos M. Padín-Bibiloni, Project Investigator  
Sustainable Tourism Strategic Plan for the Cataño Waterfront Walk Project  
Universidad Ana G. Méndez  
PO Box 21150  
San Juan, PR 00926-1150  
Tel: (787) 743-7979 ext. 6201  
Fax: (787) 751-5540  
[cpadin@uagm.edu](mailto:cpadin@uagm.edu)

### 1.2 Restriction on Communication

From the date of issuance of this RFP until announcement of the successful vendor, vendors may contact only an RFP Coordinator. The RFP Coordinator will respond only to

questions regarding the procurement process. Questions concerning the interpretation of this RFP must be submitted in writing to the RFP Coordinator in accordance with this document. If a vendor or someone acting on the vendor's behalf attempts to discuss this RFP orally or in writing, with any employee of UAGM, other than the RFP Coordinator designated above, or any employee or elected official of UAGM, the vendor may be disqualified.

### 1.3 Procurement Timetable

The following dates set forth below are for informational planning purposes only. UAGM reserves the right to change the dates.

Event	Date
RFP Issued	December 2, 2020
Last day to receive questions in writing	December 4, 2020
Last day to respond to questions received in writing	December 7, 2020
Proposals Due	<b>December 10, 2020</b>
Issue Notice of Award	December 16, 2020

### 1.4 Amendment to the Request for Proposal

UAGM reserves the right to amend this RFP at any time. In the event it becomes necessary to amend, add to, or delete any part of this RFP, an amendment will be provided to all vendors who received the original document. A vendor's response must include acknowledgment of all addenda.

### 1.5 Submission of Proposals

Proposals must be received by the RFP Coordinator no later than 4:00 pm EDT on **December 10, 2020**. Any proposal received after this deadline will be rejected and returned to the vendor. Vendors mailing proposals must allow ample mail delivery time to ensure timely receipt of their proposals. It is the vendor's responsibility to ensure that the proposal is received prior to the deadline. Postmarking by the due date will not substitute for actual receipt of the proposal by UAGM. Faced COVID-19 situation, as a second option, the vendor can send the proposal via email to [ac\\_ldavila@uagm.edu](mailto:ac_ldavila@uagm.edu) no later than 4pm EDT on the delivery deadline.

### 1.6 Rejection of Proposals

**1.6.1** At any time prior to the execution of the written contract, UAGM reserves the right to reject any or all proposals, in whole or in part, to advertise for new proposals, to abandon the need for such products or services, and to cancel this RFP if it is in the best interest of UAGM.

**1.6.2** A proposal shall be rejected outright and not evaluated if a vendor fails to deliver its proposal by 4:00 p.m. on the due date or fails to include the required

transmittal letter, proposal certification, and certification of independence and no conflict of interest.

## **1.7 Costs of Preparing the Proposal**

The costs of preparing the proposal are the sole responsibility of the vendor. UAGM is not responsible for any costs incurred by vendor that are related to the preparation or delivery of the proposal or any other activities carried out by the vendor related to this RFP.

## **1.8 Waiver of Deficiencies and Nonmaterial Variations**

UAGM reserves the right to waive or permit cure of nonmaterial variances in a proposal if such action is in its best interest. Nonmaterial variances include minor informalities that do not affect responsiveness, variances that are merely a matter of form or format, variances that do not change the relative standing of other vendors, variances that do not prejudice other vendors, variances that do not change the meaning or scope of the RFP, or variances that do not reflect a material change in the proposal. Failure to provide any mandatory information, or to comply with mandatory requirements of the RFP, shall not be considered a nonmaterial variation that UAGM can waive or permit cure. In the event UAGM waives or permits cure of nonmaterial variances, such waiver or cure will not modify the RFP requirements or excuse the vendor from full compliance with RFP specifications or other contract requirements if the vendor is awarded the contract. The determination of whether a particular matter constitutes a material or nonmaterial variation from the RFP is within the sole discretion of UAGM.

## **1.9 Opening of Proposals**

The proposals will be opened at 10:00 a.m. on **December 14, 2020** at the Purchasing and Contracts Office in the Anexo Building - UAGM Cupey. At that time, the names of the vendors who submitted timely proposals will be announced verbally by the RFP Coordinator. Announcement of the names of the vendors who submitted proposals is not a guarantee that the proposals otherwise comply with the specifications of this RFP. The proposals will remain confidential until all of the proposals submitted in response to this RFP and a notice of award is announced in accordance with UAGM Policies and Procedures. The proposals will be available for inspection after the notice of award is announced.

## **1.10 Public Records and Requests for Confidentiality**

**1.10.1** All information submitted by a vendor may be treated as a public record by UAGM unless the vendor properly requests that the information be treated as confidential information at the time its proposal is submitted.

**1.10.2** Any request for confidential treatment of information must be included in the transmittal letter with the vendor's proposal. In any such request, the vendor must enumerate the specific grounds that support treatment of the materials as

confidential and must also explain why disclosure of the information is not in the best interest of the public. The request for confidential treatment must also include the name, address, and telephone number of the person authorized by the vendor to respond to any inquiries by UAGM concerning the confidential status of the materials.

**1.10.3** Any documents submitted which contain confidential information must be marked on the outside as containing confidential information, and each page upon which confidential information appears must be marked as containing confidential information. The confidential information must be clearly identifiable to the reader where it appears. All copies of the proposal submitted, as well as the original proposal, must be marked in this manner. Identification of the entire proposal as confidential shall be deemed as non-responsive and disqualify the vendor.

**1.10.4** In addition to marking the material as confidential material where it appears, the vendor must submit one copy of the relevant pages of the proposal from which the confidential information has been excised. The confidential material must be excised in such a way as to allow the public to determine the general nature of the material removed and to retain as much of the documents as possible. These pages must be submitted with the transmittal letter and will be made available for public inspection.

**1.10.5** The information marked confidential shall be treated as confidential information to the extent such information is determined to be confidential under or other provisions of law by a court of competent jurisdiction.

**1.10.6** In the event, UAGM, receives a request for information marked confidential, written notice shall be given to the vendor seventy-two (72) hours prior to the release.

**1.10.7** A vendor's failure to request confidential treatment of material pursuant to this section and the relevant laws will be deemed by UAGM as a waiver of any right to confidentiality that a vendor may have had.

## **1.11 Copyrights**

By submitting a proposal, the vendor agrees that UAGM may copy the proposal for purposes of facilitating the evaluation of the proposal or to respond to requests for public records. By submitting a proposal, the vendor consents to such copying and warrants and represents that such copying will not violate the rights of any third party. UAGM will have the right to use ideas or adaptations of ideas that are presented in the proposals.

## **1.12 Proposals Property of UAGM**

All proposals become the property of UAGM and shall not be returned to the vendor unless all proposals are rejected and no award is made.

### **1.13 Restrictions on Gifts and Activities**

UAGM Policies and Procedures prohibit officials and employees of UAGM from receiving gifts from certain donors. Vendors are responsible for determining the applicability of this rule to their activities and for complying with it.

### **1.14 Construction of RFP with Laws and Rules**

This RFP is to be construed in light of pertinent legal requirements. Changes in applicable laws and rules may affect the award process or the resulting contract. Vendors are responsible for ascertaining pertinent legal requirements and restrictions.

### **1.15 Release of Claims**

By submitting a proposal, each vendor agrees that it will not bring any claim or have any cause of action against UAGM based on any misunderstanding concerning the information provided in this RFP or concerning UAGM failure, negligent or otherwise, to provide the vendor with pertinent information intended by this RFP.

### **1.16 Content of RFP**

**1.16.1** This RFP is designed to provide vendors with information necessary for the preparation of competitive proposals. Each vendor is responsible for determining all factors necessary for the submission of a comprehensive and compliant proposal.

**1.16.2** Proposals should be based solely on the material contained in the RFP. Vendors are to disregard any draft materials they may have received, newspaper articles they may have read, and any other previous oral or written representations.

### **1.17 Sources of Information Use by UAGM**

**1.17.1** UAGM reserves the right to contact vendors after the submission of proposals for the purpose of clarifying a proposal and to ensure mutual understanding. A vendor will not be permitted to modify or amend its proposal if contacted by UAGM for this reason. All contact with vendor for clarification purposes shall be in writing. All responses shall be in writing. UAGM will be bound only by written responses.

**1.17.2** UAGM assumes no responsibility for representations made by its employees prior to the execution of a legal contract, unless such representations are specifically incorporated into this RFP as written addenda to the RFP. Oral discussions pertaining to modifications or clarifications of the RFP shall not be considered part of the RFP unless confirmed in writing.

**1.17.3** UAGM reserves the right to obtain, from any and all sources, information concerning a vendor or a vendor's product, services, personnel, or subcontractors. UAGM also reserves the right to obtain and consider information from other sources such as the vendor's performance of other contracts. UAGM may use any of this information to evaluate a vendor's proposal.

### **1.18 Proposals Valid for 45 Days**

All proposals shall be firm for a period of forty-five (45) days following the date on which proposals are due.

### **1.19 Proposal Evaluation and Award.**

Proposals that are timely submitted and comply with the mandatory requirements of the RFP will be evaluated in accordance with the terms of the RFP.

### **1.20 Award Notice**

Notice of award of the contract to the successful vendor will be sent by mail or electronic mail, to all vendors submitting proposals. Negotiation and execution of contract with the successful vendor shall be completed no later than five working days after awarded. If the apparent successful vendor fails to negotiate and deliver an executed contract by that date, UAGM may, in its sole discretion, cancel the award and award the contract to the next highest ranked vendor.

## **CHAPTER 2 GENERAL TERMS AND CONDITIONS OF THE CONTRACT**

The contract that will be awarded as a result of this RFP will be based upon the proposal submitted by the successful Vendor and this solicitation. UAGM reserves the right to either award a contract without further negotiation with the successful vendor or to negotiate contract terms with the selected vendor if the best interests of UAGM would be served. The contract terms contained in this Chapter are not intended to be a complete listing of all contract terms but are provided only to enable the vendor to better evaluate the vendor's costs associated with the RFP and resulting contract. Vendors should plan on the following terms being included in any contract awarded as a result of this RFP.

The vendor to offer their services would be complying with following regulations:

1. Executive order 11246 - Equal Opportunity Employment (EEO) supplemented by regulation of Department of Labor (41 CRR chapter 60)
2. Contract Work Hour and Safety Standards Act (40 USC 327 – 333)
3. Copeland Anti-Kickback Act (18 USC 874 and 40 USC 276)
4. Executive order 12459, 34 CFR Part 85, section 85.510 Certification of Non-Debarment, suspension or Exclusion
5. Byrd Anti-Lobbing Amendments (31 USC, sec. 1352)
6. Clean Air Act – (42 USC 7401), Federal Pollution Control Act (33 USC 1251)
7. Other federal regulation applicable to perform jobs on a federal facilities site or another regulation established by Environmental Protection Agency (EPA)
8. All regulations applicable to company operating under Commonwealth of Puerto Rico Law's.

## CHAPTER 3 SERVICE REQUIREMENTS

### 3.1 Objectives

The Purchasing and Contracts Office is issuing this RFP to provide detailed information necessary for the preparation of competitive proposals by qualified vendors to GIS Specialist to develop all the information layers that will be part of the geospatial analysis. This studies form part of the implementation of the “***Sustainable Tourism Strategic Plan for the Cataño Waterfront Walk Project***” of the Sistema Universitario Ana G. Méndez with a brand of Universidad Ana G. Méndez (UAGM). This project is supported by a grant of the United State Economic Development Administration trough the Economic Adjustment Assistance Program, grant number 01-69-14898.

### 3.2 Qualifications of Perspective Candidates

#### 3.2.1 Master’s degree in environmental planning and active Planning license

The candidate should have complete academic master’s degree program in Environmental Planning and need to have all licenses require for the local and Federal government for work as a planner.

#### 3.2.2 Experience in GIS Analysis

The candidate should have an extensive experience (5 year or more) development geospatial analysis in Puerto Rico or in the US, with emphasis in urban areas.

#### 3.2.3 Evidence of Qualifications

Candidates should present evidence from previous experience, demonstrating that they have performed the contracted tasks efficiently and completely while maintaining a strict timetable.

### 3.3 Scope of Services

The scope of services required involves developing geospatial analysis to create all layers’ information needed for the development of the Sustainable Tourism Strategic Plan for the Cataño Waterfront Walk Project. The studies include evaluation of the available data, generation of new layer information, spatial analysis of the actual condition of the Cataño Waterfront walk and infrastructure inventory data with geospatial layers.

#### 3.2.1 Basic Services:

Supplier agrees to provide services established in the Addendum. The parties agree that any future changes required hereunder as a result of changes in governmental laws, ordinances, or dictated by service requirements, shall be agreed to in writing by both parties, and any necessary pricing changes shall be negotiated in good faith.

### **3.4 General Description of Work:**

**3.4.1** The following is a general description of the work to be included in this request for proposal and is not necessarily comprehensive.

**3.4.1.1** The GIS Specialist will develop geospatial analysis to create all layers' information needed for the development of the Sustainable Tourism Strategic Plan for the Cataño Waterfront Walk Project,

**3.4.1.2** The GIS Specialist will be in charge of programming the Collectors or Surveys 1, 2 & 3, to collect field data.

**3.4.1.3** The studies will evaluate available data, generation of new layer information, spatial analysis of the actual condition of the Cataño Waterfront walk and infrastructure inventory data with geospatial layers.

### **3.5 General Position Duties/Activities**

**3.5.1** Generate geospatial analysis to create all layers' information needed for the development of the Sustainable Tourism Strategic Plan for the Cataño Waterfront Walk Project.

**3.5.2** Coordinate with the PI, Project Directors and Cataño Municipality Staff to organize the work plan to develop the geospatial analysis of the Cataño Waterfront walk to develop schedule for studies.

**3.5.3** Maintain a clear line of communication with the PI, Project Directors and Cataño Municipality Staff to ensure thorough feedback on all elements of the studies.

**3.5.4** Programming the Collector of Survey 1, 2 & 3 apps to collect data in field.

**3.5.5** Have regular communications with the Project Executive Director and Project Director in order to address any questions, doubts, and other issues that may arise during the development of the studies.

**3.5.6** Generate a data base with new layer information, spatial analysis of the actual condition of the Cataño Waterfront walk and infrastructure inventory data with geospatial layers that facilitate the development of maps.

### **3.6 Hiring (Minimum requirement)**

Compliance with all Federal, State, Commonwealth of Puerto Rico and Municipality "Employment and Hiring" laws, ordinances and regulations is the sole responsibility of the Contractor.

### **3.7 Correction of Work**

Should UAGM find that the Contractor is in violation of any of the terms of this agreement and should request corrective action, the Contractor shall perform such corrective action promptly upon receipt of a written request.

### **3.8 Billing and payment**

The Contractor shall invoice on a monthly basis. The contractor's invoice shall generally describe the services rendered by category, type of service, date rendered, and unit price, and be sent to the attention of the Project Director to complete payment process.

### **3.9 Management and contingencies**

**3.9.1** The engineers or architecture will supply UAGM with a Specific Disaster Recovery Plan, detailing how they will continue to supply services in the event of interruptions such as natural disasters, equipment failure, or other non-managed contingency.

## **CHAPTER 4 BID REQUIREMENT AND CONTENT OF PROPOSAL**

**4.1** This request for Proposal is not an offer to contract but rather represents a definition of specific user requirements and is an invitation to submit a response, addressing such requirements. Issuance of this RFP, your preparation and submission of a response, and the subsequent receipt and evaluation of your response by UAGM does not commit UAGM to award a contract to any bidder even if all of the user requirements stated in the RFP are met.

**4.2** UAGM shall not be obligated to renegotiate terms or increase any unit price for services based on Contractor's mistake, miscalculation of unit prices, underestimation of cost, or omissions.

### **4.3 Assumptions:**

When developing your formal proposal, please make the following assumptions:

**4.3.1** The contract period will be for one (1) year.

### **4.4 Instructions**

These instructions prescribe the format and content of the proposal and are designed to facilitate the submission of a proposal that is easy to understand and evaluate. Failure to adhere the proposal format will result in the disqualification of the proposal.

**4.4.1** All proposals should be prepared simply and economically providing a direct, concise delineation of the vendor's proposal and qualifications. Proposals must meet the criteria set forth in this chapter.

**4.4.2** Proposals shall be typewritten.

**4.4.3** Proposals should be printed or typed on 8.5" x 11" paper (one side only).

**4.4.4** All pages of proposals must have consecutive page numbers.

**4.4.5** An original and two copies of a proposal must accompany the submission.

**4.4.6** The vendor must also submit one copy of the proposal from which confidential information has been removed, in order to allow the public to determine the general nature of the material removed and to retain as much of the proposals possible.

**4.4.7** As first option, vendor must also submit the proposal via mail and must allow ample mail delivery time to ensure timely receipt of their proposals.

As second option, vendors can send the proposal via email to [ac\\_ldavila@uagm.edu](mailto:ac_ldavila@uagm.edu) no later than 4pm EDT on the delivery deadline.

- 4.4.8** Proposals must respond to RFP requirements by restating the number and text of each requirement in sequence and writing the response immediately after the restated requirement.

#### **4.5 Transmittal Letter**

- 4.5.1** The transmittal letter shall be signed by an individual authorized to legally bind the vendor. The letter shall include the vendor's mailing address, telephone number, and fax number.

- 4.5.2** A request for confidential treatment of information shall be included in the transmittal. Any request for confidential treatment must comply with all requirements for such requests as required by Chapter 1 of the RFP.

#### **4.6 Proposal Certification**

Each vendor shall submit the proposal certification, stating that the contents of the proposal are true and accurate. The substance and form of the proposal certification is included as Addendum Number 1. The proposal certification must be on vendor's letterhead and signed by an individual with authority to bind the vendor. Failure to provide the certification required by this section shall result in the rejection of the proposal as noncompliant.

#### **4.7 Acceptance of Terms and Conditions**

Each vendor shall specifically stipulate that the proposal is predicated upon the acceptance of all terms and conditions stated in the RFP. If the vendor objects to any term or condition, it shall make specific reference to the RFP page, section, and line number(s) at issue. Objections or responses that materially alter the RFP shall be deemed non-responsive and disqualify the vendor.

#### **4.8 Certification of Independence and No Conflict of Interest**

Vendor shall sign and submit with the proposal a certification stating that the proposal was developed independently, and that no relationship exists, or will exist in the contract period, between vendor and UAGM, that interferes with fair competition or is a conflict of interest. The substance and form of the certification of independence and no conflict of interest is included as Addendum Number 2. This certification must be on vendor's letterhead and signed by an individual with authority to bind the vendor in contract. Failure to provide the certification required by this section shall result in the rejection of the proposal as noncompliant.

## **CHAPTER 5 EVALUATION OF PROPOSALS**

### **5.1 Award Process**

Proposals will be reviewed by an evaluation committee appointed by UAGM. Consistent with Chapter 14 of the Federal Register, all proposals will remain sealed and not be opened until the evaluation period has begun. At that time each individual proposal will be opened at the time it is to be evaluated.

### **5.2 Tie Bids**

UAGM shall resolve ties among proposals which are equal in all respects by drawing lots, unless only one of the tied vendors is a UAGM business. If only one of the vendors is a UAGM business, the UAGM business shall be given preference over all tied out of state vendors. If it is necessary to draw lots, the drawing shall be held in the presence of the vendors who submitted the tied proposals, if practical. If the tied vendors are not present, the drawing shall be held in front of at least two persons.

### **5.3 Verification of Proposal and Contract Negotiation**

All applicable contracting requirements imposed by this RFP shall be met by the vendors. The successful vendor must, in a timely manner, establish a contract with UAGM, to implement the programs contemplated by this RFP. It is expected that all such documentation will be executed within forty-five (45) days after the date of notification of the award. Failure of the successful vendor to agree to the terms of the contract within that time period may be grounds for UAGM to award the next highest ranked compliant vendor the contract.

### **5.4 Insurance**

**5.4.1** The contractor shall obtain and maintain in force, at its own expense, from the date of Contract until completion and final acceptance of the Work, with “Universidad Ana G. Méndez” appearing as “Additional Insured”, insurance coverage against claims, regardless of when asserted, that may arise out of, or result from, the Contractor’s operations, the operations of the Contractor’s, Sub-Contractors, and any other entity directly or indirectly engaged by the Contractors connection with the Work. This insurance shall include the following.

- 5.4.1.1 Worker’s Compensation and Employer’s Liability Insurance – Workmen’s Compensation and Employer’s Liability Insurance covering the Contractor’s employees and the employees of all Sub- Contractors, in accordance with the requirements of applicable state and federal law.
- 5.4.1.2 Public Liability Insurance- Public Liability Insurance safeguarding the Contractor against liability for injuries to persons (including death), and damage to, or destruction of, property, shall be

maintained in an amount not less than \$1,000,000 to cover injury or death of any one person, in an amount not less than \$1,000,000 to cover injury or death to two or more persons in any one accident, and in an amount not less than \$1,000,000 to cover property damage.

5.4.1.3 Umbrella Liability Insurance with limits of liability not less than \$3,000,000 (or as dictated by local law where services are provided) per accident for bodily injury or property damage).

5.4.1.4 Fidelity Bond with limits of liability not less than \$1,000,000 (or as dictated by local law where Services are provided).

## 5.5 Evaluation Criteria

Candidates should be aware of the objectives of increasing equity and diversity for participants in the Certificate program, as well as best practices for ensuring high graduation rates for under-represented groups. He/She should have knowledge of stacked and latticed credentials, and the implementation of proven and innovative learning strategies.

Criteria	Points
<ul style="list-style-type: none"> <li>Five (5) or more years of experience in develop geospatial analysis in Puerto Rico and the US.</li> </ul>	40
<ul style="list-style-type: none"> <li>Extensive knowledge of industry-required knowledge and skillsets in GIS analysis, with emphasis in urban areas.</li> </ul>	50
<ul style="list-style-type: none"> <li>Evidence from previous experience, demonstrating that they have performed the contracted tasks efficiently and completely while maintaining a strict timetable.</li> </ul>	10

# **Schedule I - General Position Duties/Activities**

## **1.1. GIS Specialist**

The GIS Specialist is the person responsible for all elements of the activities of this Contract. He or she must demonstrate previous experience that shows the capacity to undertake the required processes, reporting requirements, and all communications with the Project team.

## **1.2. Functions and Duties of the GIS Specialist**

- Generate geospatial analysis to create all layers' information needed for the development of the Sustainable Tourism Strategic Plan for the Cataño Waterfront Walk Project.
- Programing the Collector od Survey 1, 2 & 3 apps to collect data in field.
- Coordinate with the PI, Project Directors and Cataño Municipality Staff to organize the work plan to develop the geospatial analysis of the Cataño Waterfront walk to develop schedule for studies.
- Maintain a clear line of communication with the PI, Project Directors and Cataño Municipality Staff to ensure thorough feedback on all elements of the studies.
- Have regular communications with the Project Executive Director and Project Director in order to address any questions, doubts, and other issues that may arise during the development of the studies.
- Generate a data base with new layer information, spatial analysis of the actual condition of the Cataño Waterfront walk and infrastructure inventory data with geospatial layers that facilitate the development of maps.

**ADDENDUM NUMBER 1**

\_\_\_\_\_, 2020

Mr. Walid El Hage Arocho  
Vice President for Administrative Affairs  
Universidad Ana G. Méndez  
PO Box 21345  
San Juan, PR 00928-1345

**Re: Bid for RFP CEDES 2020-01 GIS Specialist services for the Universidad Ana G. Méndez, Center for Sustainable and Development Studies, Sustainable Tourism Strategic Plan for the Cataño Waterfront Walk Project**

**PROPOSAL CERTIFICATION**

Dear Mr. El Hage:

I certify that I have the authority to bind \_\_\_\_\_ (COMPANY) below to the specific terms, conditions and technical specifications required in the Invitation to Bid for <<<services>>> and offered in our proposal. I understand that, by submitting this proposal, \_\_\_\_\_ (COMPANY) agrees to provide UAGM with services that meet or exceed the requirements of the RFP, unless noted in the proposal.

I also certify that the contents of the proposal are true and accurate and that \_\_\_\_\_ (COMPANY) has not made any knowingly false statements in the proposal.

Sincerely,

\_\_\_\_\_  
President

**ADDENDUM NUMBER 2**

\_\_\_\_\_, 2020

Mr. Walid El Hage Arocho  
Vice President for Administrative Affairs  
Universidad Ana G. Méndez  
PO Box 21345  
San Juan, PR 00928-1345

**Re: Bid for RFP CEDES 2020-01 GIS Specialist services for the Universidad Ana G. Méndez, Center for Sustainable and Development Studies, Sustainable Tourism Strategic Plan for the Cataño Waterfront Walk Project**

**CERTIFICATION OF INDEPENDENCE AND NO CONFLICT OF INTEREST**

Dear Mr. El Hage:

By submitting a proposal in response to the UAGM (RFP-2020-01) for <<<Description>> services, the undersigned certifies the following:

1. The proposal has been developed independently, without consultation, communication or agreement with any employee or consultant to UAGM who has worked on the development of this RFP, or with any person serving as a member of the evaluation committee.
2. The proposal has been developed independently, without consultation, communication or agreement with any other vendor or parties for the purpose of restricting competition.
3. Unless otherwise required by law, the information found in the proposal has not been knowingly disclosed and will not be knowingly disclosed prior to the award of the contract, directly or indirectly, to any other vendor.
4. No attempt has been made or will be made by \_\_\_\_\_ (company) to induce any other vendor to submit or not to submit a proposal for the purpose restricting competition.
5. No relationship exists or will exist during the contract period between \_\_\_\_\_ (company) and UAGM that interferes with fair competition or as a conflict of interest.

Sincerely,

\_\_\_\_\_  
President