Appendix B – DDD Validation Example

DAMAGE DESCRIPTION & DIMENSION (DDD) COMMENTS

a) ID OFFICE (DI - No. )

Building Damage:

Main Building:
Building Exterior, 3,131 SF of corrugated metal roof, 101 FT long x 31 FT wide x 14 FT high, hurricane winds caused movement of the corrugated metal roof panels damaging the roof waterproofing allowing water to leak into the building. 0% work completed.

- A/E Comments:
As per visual inspection made on November 17 of 2020, 3,131 SF of corrugated metal roof, 102 FT long x 31 FT wide x 14 FT high, hurricane winds caused movement of the corrugated metal roof panels damaging the roof waterproofing allowing water to leak into the building, 0% work completed.

Building Exterior, 2 each of cobra type exterior security light fixture, hurricane winds and windborne debris broke the outer cover and light bulb of the exterior light fixture. 0% work completed.

- A/E Comments:
As per visual inspection made on November 17 of 2020, 2 each of cobra type exterior security light fixture, hurricane winds and windborne debris broke the outer cover and light bulb of the exterior light fixture. 0% work completed.

Building Exterior, aluminum guttering, 101 FT long x 0.5 IN wide x 0.5 IN high, hurricane winds and rain flooded, bent, and broke the aluminum guttering. 0% work completed.

- A/E Comments:
As per visual inspection made on November 17 of 2020 101 FT long x 0.5 IN wide x 0.5 IN high, hurricane winds and rain flooded, bent, and broke the aluminum guttering, 0% work completed.
## APPENDIX C — Example FEMA Cost Estimate Format

<table>
<thead>
<tr>
<th>Event</th>
<th>ID/DRG/PROF</th>
<th>Project #</th>
<th>ID</th>
<th>Title</th>
<th>Category</th>
<th>Municipality (Const., Tax)</th>
<th>Municipality (Permit)</th>
<th>Locality</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>5 -  BUILDINGS &amp; EQUIPMENTS</td>
<td></td>
<td></td>
<td>JINAX</td>
</tr>
</tbody>
</table>

### WORK TO BE COMPLETED

<table>
<thead>
<tr>
<th>Building Damage</th>
<th>A - Paint 2,013.9 SF of Exterior Wall at Warehouse. (143.85 FT long x 14 FT high)</th>
<th>Building Damage</th>
<th>SOW A</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Quantity</strong></td>
<td><strong>Line Number</strong></td>
<td><strong>Description</strong></td>
<td><strong>Unit</strong></td>
</tr>
<tr>
<td>Sulfur Prep</td>
<td>2,013.9000</td>
<td>Sulfuric preparation, exterior, maximum or only, pressure wash, based on 2012 b operating precedence.</td>
<td>S.F.</td>
</tr>
<tr>
<td>Pitching</td>
<td>125.0179</td>
<td>Metal pitching, steel surface treatment, 500 - 500 SI Flute, wire brush, power tool</td>
<td>S.F.</td>
</tr>
<tr>
<td>Paint</td>
<td>2,013.9000</td>
<td>Metal pitching, exterior, maximum or only, pressure wash,</td>
<td>S.F.</td>
</tr>
<tr>
<td>Moat</td>
<td>1.0000</td>
<td>Moat &amp; coatings, siding, masonry, minimum liquid treatment charge</td>
<td>Job</td>
</tr>
</tbody>
</table>

| B - Remove and Replace 8 each of Interior Fluorescent Strip Light Fixtures at Warehouse and Open Garage. (2 tubes per fixture, 110 Volt, 4 FT long each) | Building Damage | SOW B |
|-----------------|-------------------------------------------------|-----------------|--------|
| **Quantity**    | **Line Number** | **Description** | **Unit** | **Total OSP** | **Cost Met OSP** | **Est. Labor OSP** | **Est. Equip. OSP** | **Est. Total OSP** | **Labor Type** | **Date/Release** | **CCI Location** | **Notes** |
| Removal         | 8.00 | Fluorescent fixture, interior, industrial, 4 lamp, long, electrical demolition, remove pendant mount, to 10' high, including amount of chain or rod hanger | Ea. | Year 2021 | PUERTO RICO / URBAN (PRU) |
| Replacement     | 8.00 | Fluorescent fixture, interior, acrylic lens, grid recess ceiling mounted, 4 lamp, visible, 4' long, to 10' high, including amount of chain or rod hanger | Ea. | Year 2021 | PUERTO RICO / URBAN (PRU) |

| C - Remove and Replace 1,728 SF of Aluminum Roof Decking Panels Over Steel Beams at Warehouse and Open Garage. (36 FT long x 4 FT wide) | Building Damage | SOW C |
|-----------------|-------------------------------------------------|-----------------|--------|
| **Quantity**    | **Line Number** | **Description** | **Unit** | **Total OSP** | **Cost Met OSP** | **Est. Labor OSP** | **Est. Equip. OSP** | **Est. Total OSP** | **Labor Type** | **Date/Release** | **CCI Location** | **Notes** |
| Deconstruction  | 1,728.00 | Roof, metal, corrugated, painted finish, .032" thick | S.F. | Year 2021 | PUERTO RICO / URBAN (PRU) |
| Alum Panels     | 1,728.00 | Aluminum roof panels, corrugated, painted finish, .032" thick | Job | Year 2021 | PUERTO RICO / URBAN (PRU) |
| Local Cost      | 1.00 | Aluminum roof panels, minimum labor and equipment charge | Job | Year 2021 | PUERTO RICO / URBAN (PRU) |

### GENERAL CONDITIONS

<table>
<thead>
<tr>
<th><strong>Note:</strong></th>
<th><strong>Description</strong></th>
<th><strong>Unit</strong></th>
<th><strong>Quantity</strong></th>
<th><strong>Line Number</strong></th>
<th><strong>Non-RSMean Val</strong></th>
<th><strong>RSMean Val</strong></th>
<th><strong>Notes</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Mobilization</td>
<td>Mobilization or demobilization charge for equipment, based on 3-ton capacity hauling</td>
<td>Ea.</td>
<td>2.0000</td>
<td>015436501300</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Waste Storage, Disposal and Dump</td>
<td>Waste disposal, sudden handling, dumpsters, C.C.Y., 2 hour capacity, weekly rental, include one dumpster per week, costs to be added to demolition costs</td>
<td>Week</td>
<td>2.50</td>
<td>0149300680</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Utility Equipment</td>
<td>Rent forklift, pneumatic tire, all terrain, tele boom, 5000 lb, 10' reach, 19' lift, including operator cost</td>
<td>Week</td>
<td>2.50</td>
<td>0154300240</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
</tbody>
</table>

### LOCAL COST

<table>
<thead>
<tr>
<th><strong>Description</strong></th>
<th><strong>Unit</strong></th>
<th><strong>Quantity</strong></th>
<th><strong>Line Number</strong></th>
<th><strong>Non-RSMean Val</strong></th>
<th><strong>RSMean Val</strong></th>
<th><strong>Notes</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Cost Labor</td>
<td>Labor hours</td>
<td>3.00</td>
<td>0113433260</td>
<td>-</td>
<td>-</td>
<td>As per Applications Provided Soft Cost Checklist</td>
</tr>
<tr>
<td>Local Cost Office</td>
<td>Office hours</td>
<td>3.00</td>
<td>0113433260</td>
<td>-</td>
<td>-</td>
<td>As per Applications Provided Soft Cost Checklist</td>
</tr>
<tr>
<td>Field Management</td>
<td>Field personnel, field engineer, junior engineers (not requested)</td>
<td>Hours</td>
<td>3.00</td>
<td>0113433260</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

### END

- Non-RSMean Cost: $ x $ $ x $ $ x $ $ x $ $ x $
- RSMean Cost: $ x $ $ x $ $ x $ $ x $ $ x $ $ x $ $ x $ $ x $ $ x $
### SOFT COSTS

<table>
<thead>
<tr>
<th>Description</th>
<th>RSMEANS</th>
<th>NON-RSMEANS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Equipment Tax</td>
<td>0.5%</td>
<td>0.0%</td>
</tr>
<tr>
<td>Materials Tax</td>
<td>11.5%</td>
<td>0.0%</td>
</tr>
<tr>
<td>- Project Fees Payment</td>
<td>0.5%</td>
<td>0.0%</td>
</tr>
<tr>
<td>- Project Contract Fees</td>
<td>0.5%</td>
<td>0.0%</td>
</tr>
<tr>
<td>General Consolidated Permit</td>
<td>Sell Amount</td>
<td>Select if applicable</td>
</tr>
<tr>
<td>Construction Permits - Filing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Construction Permits - Tariffs</td>
<td></td>
<td></td>
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<tr>
<td>Construction Permits - Seals</td>
<td></td>
<td></td>
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<tr>
<td>Certified Design Drawing</td>
<td></td>
<td></td>
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<tr>
<td>Project Inspection Fees</td>
<td>Manual</td>
<td>3</td>
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<tr>
<td>Project Inspection Tax</td>
<td>Typical</td>
<td>Government</td>
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<tr>
<td>General Contractor Profit</td>
<td>10%</td>
<td>6/10</td>
</tr>
<tr>
<td>Asbestos and Lead Remediation</td>
<td>Manual Entry</td>
<td>Manual Entry</td>
</tr>
<tr>
<td>RSmean Total</td>
<td>$N/A</td>
<td>$N/A</td>
</tr>
<tr>
<td>Non-RSmean Total</td>
<td>$N/A</td>
<td>$N/A</td>
</tr>
<tr>
<td>DI #_TOTAL</td>
<td>$N/A</td>
<td>$N/A</td>
</tr>
</tbody>
</table>

- If Construction Permits are applicable, check the box.
- If General Contractor Profit is applicable, check the box.
- If this section applies, manually enter the amount to be considered in the column.
- If Equipment & Material Tax are needed for Non-RSMeans Cost Total, check the box.
APPENDIX D — FEMA EHP Checklist

Consolidated Resource Center (CRC)
National EHP Completeness Checklist

FEMA Environmental and Historic Preservation (EHP) Specialists at the CRCs perform completeness reviews of all projects to ensure they include sufficient scopes of work (SOW) and adequate documentation to conduct EHP compliance review in the field. The following checklist supports CRC EHP Specialists in identifying required SOW elements and documentation for a project to be considered complete. In addition, State-specific guidance documents will be referred to when reviewing for completeness, as applicable.

Note: This checklist does not substitute for comprehensive review of laws, regulations and guidance. Full analysis must be completed by Field EHP for compliance with federal laws and regulations.

All Projects – Permanent Work
All permanent work projects should be reviewed for a complete and detailed damage description and SOW to include the following elements:

- Verification of “In-Kind” Work
  - SOW clearly describes whether work will be returned to pre-disaster condition, have codes and standards upgrades, include 406 mitigation, or will be using 428 funding. Any change in design, material, or footprint must clearly be explained.

- Method of Repair
  - Description of materials used and method of repair, including cleaning methods.
  - Description of equipment used for repair.

- GPS Coordinates (For Each Site)
  - Coordinates are required for all damaged sites, staging areas, and facilities such as built structures, culverts, bridges, lift stations, docks, cemeteries, etc.
  - Must be formatted in decimal degrees, and accurate to at least five decimal points.
  - For sites more than 200 linear feet, coordinates for the site’s beginning and end are required (roadways, dunes, embankments, trenching, transmission lines, irrigation canals, etc.).

- Dates of Construction
  - Required for all built structures, culverts, bridges, lift stations, water control facilities (i.e. earthen dams, irrigation canals, etc.), parks, etc. For multiple buildings/structures within the same facility (i.e. school campus), dates of construction are required for each individual building.

- Ground Disturbance:
  - Description of the extent of ground disturbance (Area: length, width, and depth).
  - SOW clearly indicates whether ground disturbance will be outside of existing footprint or right-of-way (ROW).
  - SOW indicates if there will be vegetation removal.
Source of Fill/Material – Completed Work
- Fill borrow source is required for all completed work projects and should include source type (private, commercial, etc.), name, GPS coordinates/address, and type of material.

Equipment Staging Areas/Access Roads
- Location and description of ground disturbance (length, width, depth) associated with staging activity areas or the construction of temporary access roads.
- Description of vegetation clearing, if applicable.

Photos, plans, drawings, blueprints for projects, if available

Description of Other Federal Funding, if applicable

Please refer to State-specific guidance (if applicable) for the following regarding all permanent work projects:
- Work in Water
- H & H Study Requirements for projects occurring in water.

Debris

In addition to “All Projects” requirements, debris projects and those including debris should be reviewed for a complete and detailed damage description and SOW to include the following elements:

GPS Coordinates/Location
- For Collection Location, Debris Staging Areas, and Final Disposal Sites.
- SOW clearly identifies whether debris is within a waterway.

Debris Type (Vegetative, Construction & Demolition, White Goods, Hazardous Trees, Stumps, etc.)
- If vegetative, refer to State-specific guidance regarding Invasive Species.
- If stumps/rootballs, identify amount, method of removal, and source of fill, if used.

Total Amount of Debris (Cubic Yardage or Tonnage)

Method of Final Debris Reduction and Disposal (cut and toss, chipping & spreading, hauling to landfill, burning, etc.)
- Name of contractor used to haul debris and name of disposal location.
- Timeframe work was completed.

Please refer to State-specific guidance (if applicable) for the following regarding debris projects:
- Permits for Debris Staging Areas and Final Disposal Locations
- Burning of Debris
- Debris Removal from Water or Shoreline
- Hazardous Trees
Emergency Protective Measures

In addition to “All Projects” requirements, emergency protective measures projects should be reviewed for a complete and detailed damage description and SOW to include the following elements:

☐ Description of Repairs or Pre-disaster Protection Measures
   - Must clearly identify whether actions are temporary or permanent.
   - Description must include GPS coordinates, level of ground disturbance, and identification of staging areas and/or the construction of temporary access roads.
   - Timeframe work was completed.

Mold Remediation and/or Power Washing of Buildings/Structures

☐ Age of building/structure. If over 45 years, then also include:
   - Timeframe work was completed.
   - Detailed description of remediation (removal of sheetrock, ceiling tiles, chemicals used, surfaces treated, etc.).
   - For power washing, pounds per square inch (PSI) range.

❖ Please refer to State-specific guidance (if applicable) for the following regarding emergency protective work projects:
   - Demolitions
   - Asbestos Remediation
   - Vector Control
   - Emergency Work in Water
   - Installation of Temporary Facilities/Utilities, including beach berms
   - Snow Removal
   - Handling and Disposal of Sandbags

Roads, Culverts, and Bridges

In addition to “All Projects” requirements, roads, culverts, and bridges projects should be reviewed for the following:

Culverts or Cross Drains

☐ Size of damaged culvert and replacement culvert (diameter and length) and type of construction material (brick, pre-cast concrete, metal etc.)

Bridges

☐ Bridge report, if available, or description of bridge that includes type, material, height, width, length, condition, date of construction, etc.

❖ Please refer to State-specific guidance (if applicable) for the following regarding roads, culverts, and bridges projects:
   - H & H Study Requirements
   - Permits
Water Control Facilities
Water control facility work should be reviewed for “All Projects” requirements.

Buildings and Equipment
In addition to “All Projects” requirements, buildings and equipment projects should be reviewed for the following:

If the facility or structure is 45 years or older, ensure the SOW includes:
- Thorough description of materials to be used and method of repair including cleaning methods.
  (If substitute materials will be used, please make sure it specifies whether they match the originals in color, texture, and design).
- Photos of the damage and all sides of the facility or structure.
- Date(s) of any previous major renovation(s) to exterior or interior, if known.

Mold Remediation/Power washing
- See Requirements under Emergency Protective Measures.

Debris Removal
- See Requirements under Debris.

Utilities
In addition to “All Projects” requirements, utilities projects should be reviewed for the following:

Transformers
- Type of Transformers (PCB [>500 ppm], PCB-Contaminated [>50 ppm and <500 ppm] v. Non-PCB)
- Final disposal location of transformers.
- SOW clearly indicates whether there was a spill. If there was a spill, describes type of material spilled, approx. quantity and extent of spill, remediation measures, and disposal site.

Power Lines (Transmission and Distribution)
- Description of any upgrades, reduced spans, rerouting, or replacement of existing lines.

Utility Poles
- Quantity and location of new poles (placed back in same hole or in new location).
- Final disposition location of damaged poles.
- Description of ground disturbance (location and dimensions) occurring) for staging areas, access areas, or utility relocations.
Parks, Recreation, Other

In addition to “All Projects” requirements, parks, recreation and other projects should be reviewed for the following:

Trails and Remote Park Facilities

☐ Provides facility maps that identify the alignment of damaged locations in addition to start/stop GPS coordinates.

☐ Clearly identifies access and equipment requirements (i.e. foot traffic, small motorized/tracked equipment, hand tools).

❖ Please refer to State-specific guidance (if applicable) for the following regarding parks, recreation and other projects:

- Beach Projects
- Cemeteries
- Permits
CERTIFICATION REGARDING LOBBYING FOR CONTRACTS, GRANTS, LOANS, AND COOPERATIVE AGREEMENTS

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 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, or 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 undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities" in accordance with its instructions.¹

3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, 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 Section 1352, Title 21, 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.

Firm Name:___________________________________

Printed Name and Signature of Authorized Official: _____________________________

Title of Authorized Official: _______________________

Date:______________________________

¹ https://www.ojp.gov/sites/g/files/xyckuh241/files/media/document/disclosure.pdf
APPENDIX F

CERTIFICATION BY CONTRACTOR
CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS - PRIMARY COVERED TRANSACTIONS

The Contractor, _______________________________certifies to the best of its knowledge and belief, that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency;

2. Have not within a three(3) year period preceding this proposal been convicted of or has a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (Federal, State or Local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property;

3. Are not presently indicted for or otherwise criminally or civilly charge by a governmental entity (Federal, State or Local) with commission of any of the offenses enumerated in paragraph (2) of this certification; and

4. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or Local) terminated for cause or default.

Executed this ___ day of ______________ of 20__.

By (Name and Firm represented): ___________________________________________

Signature of Authorized Official: ____________________________

Title of Authorized Official: __________________________________

Date: ____________________________________________
APPENDIX G

NON-CONFLICT OF INTEREST CERTIFICATION “NOTIFICATION OF NEED FOR
ARCHITECTURAL AND ENGINEERING PROFESSIONAL SERVICES FOR MUSEO
DE CASA BLANCA (A/E-2021-001)”

I, ____________________________, of legal age, of marital status (married/single), and
a resident of ________________, have been designated as the authorized representative
of _________________________ ("the Participant") for the NOTIFICATION OF NEED
FOR ARCHITECTURAL AND ENGINEERING PROFESSIONAL SERVICES FOR
MUSEO DE CASA BLANCA (A/E-2021-001) for the Puerto Rico Institute of Culture (ICP,
for its Spanish acronym) procurement process (“Procurement Process”).

In such regard, I hereby certify that:

1. No public official or employee of the Procuring Entity possesses any financial interest
   with any Proposer participating in this Procurement Process, and that, likewise, has had
   no direct or indirect financial interest with these for the past four (4) years.

2. No public official or employee of the Procuring Entity has solicited or accepted, directly
   or indirectly, by means of any person or entity with interest in this Procurement Process,
   including the Participant, any goods of any value -including, gifts, gratuities, contributions,
   services, donations, loans, and/or any other item of monetary value- for themselves
   and/or for any member of their immediate family, and/or relatives, and/or for any person,
   as a form of compensation for performing the duties and responsibilities of their position
   in connection with this Procurement Process.

3. No public official or employee of the Procuring Entity has solicited or accepted, directly
   or indirectly, by means of any person or entity with interest in this Procurement Process,
   including the Participant, any goods of any value -including, gifts, gratuities, contributions,
   services, donations, loans, and/or any other item of monetary value- for themselves
   and/or for any member of their immediate family, and/or relatives, and/or for any person,
   in exchange for their actions being an influence in the end result of this Procurement
   Process.

4. I do not have a kindred relationship within the fourth (4th) degree of consanguinity
   and/or second (2nd) degree of affinity with public official or employee of the Procuring
   Entity that participates or influences -or has the capacity to do so- in the institutional
   decisions of the Procuring Entity.

The ICP is highly committed to management excellence and promotes the effective use
of the government resources to benefit the people of Puerto Rico. Thus, the Procuring
Entity will support and comply with the provisions of Act 2-2018, known as the Anti-
Corruption Code for the New Puerto Rico, as amended, including Title III, Code of Ethics
for Contractors, Suppliers and Applicants for Economic Incentives of the Government of
Puerto Rico.

In light of the above, I, the Participant’s Authorized Representative, also certify that:

I agree to comply with the applicable provisions of Act 2-2018, known as the Anti-
Corruption Code for the New Puerto Rico, as amended, including Title III, Code of Ethics
for Contractors, Suppliers and Applicants for Economic Incentives of the Government of
Puerto Rico and recognize that this is an essential requirement in order to execute transactions or to set up agreements with the ICP.

Firm Name:___________________________________

Printed Name and Signature of Authorized Official: _____________________________

Title of Authorized Official: ______________________

Date:________
APPENDIX H

SWORN STATEMENT
ACT 2-2018

I, ___________________, of legal age, single/married, __________________ and resident of the __________________________, hereby solemnly swear:

1. That my personal status is the one stated above.
2. That I hold the position of ________________ of ________________ (hereinafter referred to as “Contractor”) organized as a __________________________ under the laws of ______________________ with the Federal Identification No. _____________
3. That I am authorized to represent Contractor, and all of its partners and owners for purposes of this affidavit.
4. That neither Contractor nor any of its presidents, vice-presidents, directors, managers, executive directors or members of its Board of Directors, or persons that fulfill similar tasks, have been convicted nor have they pleaded guilty of any of the crimes number in Article 6.8 of Puerto Rico Act No. 8-2017, as amended, known as the “Act for the Management and Transformation of the Human Resources of the Government of Puerto Rico” or for any of the crimes listed in Puerto Rico Act No. 2-2018, known as the “Anti-Corruption Code for a New Puerto Rico”.
5. That everything stated above is true to the best of my knowledge, information and belief and thus, to make it public I sign this declaration in ________________, this ___ th day of ________________, 20__.

By:
Name:
Title:

Affidavit No. ____

Sworn and subscribed before me by ___________________, of the personal circumstances stated above, in his/her capacity as ________________ of ____________________; who is personally known to me or whom I have identified pursuant the following form of identification: ______________________________, this ___ day of ______, 20__.
Table 1

<table>
<thead>
<tr>
<th>RFP Technical Requisites</th>
<th>Included / Not Included</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preliminary Eng. Analysis</td>
<td></td>
</tr>
<tr>
<td>a. Perform Site inspections</td>
<td></td>
</tr>
<tr>
<td>b. Prepare Historical Diagnosis</td>
<td></td>
</tr>
<tr>
<td>c. Validate Damages</td>
<td></td>
</tr>
<tr>
<td>d. Prepare As-Built drawings</td>
<td></td>
</tr>
<tr>
<td>e. Perform Lead &amp; Asbestos Survey</td>
<td></td>
</tr>
<tr>
<td>Preliminary Design</td>
<td></td>
</tr>
<tr>
<td>a. Develop SOW/MOR</td>
<td></td>
</tr>
<tr>
<td>b. Prepare Cost Estimates in RS Means</td>
<td></td>
</tr>
<tr>
<td>c. Support ICP during negotiations</td>
<td></td>
</tr>
<tr>
<td>Final Design</td>
<td></td>
</tr>
<tr>
<td>a. Develop Final Design, Const Docs. &amp; Cons. Schedule</td>
<td></td>
</tr>
<tr>
<td>b. Hazard mitigation measures included</td>
<td></td>
</tr>
<tr>
<td>c. FEMA EHP Document compliance</td>
<td></td>
</tr>
<tr>
<td>d. Support ICP during bid process</td>
<td></td>
</tr>
<tr>
<td>Construction Inspection/Supervision</td>
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</tr>
</tbody>
</table>