

# Request For Proposal

CHM-RFP-2025-001

for

Engineering Studies, Design, Permitting and  
Inspection Services for Community Energy  
Resilience Hubs (CERH)

funded by the

Central Office for Recovery, Reconstruction and Resiliency (COR3) Grant  
Cooperativa Hidroeléctrica de la Montaña

OCTOBER 16, 2025

RFP Issued

OCTOBER 29, 2025, AT 23:59 AST

RFP Due Date

By Electronic Submission Only

## Executive Summary

This document defines the engineering studies design and inspection services that the Selected Respondent(s) will provide for the implementation of the programs under the La Cooperativa Hidroeléctrica de la Montaña (CHM). The Selected Respondent(s) will be solely responsible for ensuring the accuracy, timeliness, and completion of all tasks related to the management, assessment, architectural and engineering design guidelines, cost estimation, specifications, procurement documentation, support during the procurement process, and services during construction of the Community Energy Resilience Hubs (CERH) projects assigned under this contract. The Scope of Services presented is based upon circumstances existing at the time of solicitation. The CHM reserves the right to modify or delete the requested services and, if appropriate, add additional services prior to and during the term of the contract. All activities shall be performed in compliance with applicable regulations of the Central Office for Recovery, Reconstruction and Resiliency (COR3) program, as set forth by the U.S. Department of Energy (DOE) and Federal Law under 2 CFR Part 200.

The CHM, through this Request for Proposal (RFP), seeks to select firms to provide the Services to CHM and its Subrecipients at the discretion and in the best interest of the Programs' implementation under the Grid Resilience State and Tribal Formula Grants (GRSTFG) program and any other federal funds. The short-list of qualified respondents as a result of this RFP method will be in effect for a minimum of three (3) years after submission of the project's final financial report. CHM may, at any time and at its sole discretion, re-open the solicitation of this RFP to allow additional Respondents to participate and become Proposal Respondents.

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

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## Definitions and Acronyms

The following terms shall have the meanings indicated below, which shall be applicable to both their singular and plural forms:

**Addendum or Addenda:** A written or graphic document issued by CHM before the RFP Due Date that modifies or interprets the RFP by means of additions, deletions, clarifications, or corrections.

**Architectural and Engineering Services (A/E):** A/E services include the following:

- Professional services of an architectural or engineering nature, as defined by State law, if applicable, that are required to be performed or approved by a licensed, registered, or certified person to provide those services; or
- Professional services of an architectural or engineering nature performed by contracts that are associated with research, planning, development, design, construction, alteration, or repair of real property; or
- Those other professional services of an architectural or engineering nature, or incidental services, that members of the architectural and engineering professions (and individuals in their employ) may logically or justifiably perform, including studies, investigations, surveying and mapping, tests, evaluations, consultations, comprehensive planning, program management, conceptual designs, plans and specifications, value engineering, construction phase services, soils engineering, drawing reviews, preparation of operating and maintenance manuals, engineering inspections, and other related services.

**Authorized Representative:** The person duly authorized to bind the Respondent in matters related to this RFP and any resulting Contract. This individual has legal authority to sign and commit the Respondent on all contractual matters.

**Award Winner or Contractor or Selected Respondent:** The Respondent formally selected and awarded a contract as a result of this RFP process.

**CHM:** Cooperativa Hidroeléctrica de la Montaña.

**Contract(s):** The legally binding agreement(s) to be executed between CHM and the Selected Respondent(s) in accordance with this RFP.

**Central Office for Recovery, Reconstruction and Resiliency (COR3):** The Government of Puerto Rico entity serving as recipient and pass-through administrator of federal disaster-recovery and resilience funds.

**U.S. Department of Energy (DOE):** The federal agency providing oversight and guidance for energy programs and funding that may support this solicitation.

**Federal Government:** Includes any of the departments of the Executive Branch of the Government of the United States of America, or any department, corporation, agency or instrumentality created, or which may be created, designated or established by the United States of America.

**Government Entity, Government Entities:** Refers to any department, agency, board, commission, body, bureau, office, public corporation or instrumentality of the Government of Puerto Rico's Executive Branch, whether existing or to be created in the future.

**Placement Notice:** The official notice or determination issued by the CHM Selection Committee confirming contract award and authorization to proceed.

**Respondent:** Any legal person, joint venture, partnership, consortium, or other eligible entity submitting a proposal in response to this RFP, provided such entity is not suspended, debarred, or otherwise ineligible under applicable federal or local regulations.

**Request for Proposal (RFP):** The formal solicitation document issued by CHM to obtain proposals for professional services in accordance with applicable procurement regulations.

**RFP Due Date:** The date and time by which all proposals must be received by CHM. Proposals submitted after this deadline will not be accepted.

**Selection Committee:** The body designated by the CHM responsible for assessing respondents and selecting an awardee for the project. The members of the Selection Committee may be officials or employees of the procuring entity and its component agencies. The Selection Committee will evaluate and award RFP(s) through formal and informal solicitation processes for the acquisition of non-personal goods, non-personal services, and/or professional services according to applicable regulations.



# 1 Background

## 1.1 Requester Information

<b>Company Name:</b>	Cooperativa Hidroeléctrica de la Montaña
<b>Point of Contact:</b>	Ana Maria Ruíz Montero Program Manager, Renewable Energy <a href="mailto:microrred@cooperativahidroelectrica.coop">microrred@cooperativahidroelectrica.coop</a> +1.939.300.4437, Ext. 0005

## 1.2 Cooperativa Hidroeléctrica de la Montaña

The Cooperativa Hidroeléctrica de la Montaña is the first electric service cooperative in Puerto Rico. Its mission is to provide cost-effective and resilient energy from renewable sources to improve the quality of life of its Owner-Partners in the municipalities of Adjuntas, Jayuya, Lares, Maricao, and Utuado. The Cooperativa empowers residents in creating energy solutions with the objective of building more resilient communities in Puerto Rico's Central Mountain Range, thereby ending community vulnerability caused by the lack of a reliable and resilient electric service.

The Cooperativa Hidroeléctrica de la Montaña's ReEnFoCo program aims to install 10 megawatts (MW) of rooftop solar energy and 20 megawatt-hours (MWh) of battery storage configured as microgrids throughout the Central Mountain Range. These grid-connected microgrids will include an automatic bimodal controller that will allow system isolation during grid interruptions, ensuring continuous electricity supply to the Cooperativa's Owner-Partners and community members. This ambitious effort reflects the determination of the Central Mountain Range communities to take control of the critical components of their energy infrastructure and guarantee access to resilient electricity in the face of extreme weather events and the instability of the traditional electric system. By continuously involving its Owner-Partners, the Cooperativa ensures that decisions respond to local needs and that the project's benefits are shared equitably among business owners and residents.



## 1.3 Goals & Objectives

As part of Phase 2 of the ReEnFoCo Project – Community Energy Resilience Hubs (CERH) – the Cooperativa Hidroeléctrica de la Montaña is developing ten (10) community microgrids, each with approximately 87.5 kW of photovoltaic generation and 185 kWh of battery storage.

For the implementation of these microgrids, CHM seeks qualified engineering firms to conduct all engineering studies and design activities required to produce complete, construction-ready documentation for each microgrid. The selected firm(s) will be responsible for developing all necessary technical analyses, drawings, specifications, and calculations to ensure that each system meets applicable federal, state, and local standards and is optimized for safety, reliability, and resilience in Puerto Rico's Central Mountain region.

## 2 Scope of Services

The CHM is seeking qualified firm(s) to provide A/E Services to CHM at the discretion and in the best interest of the Programs' implementation under the GRSTFG program and any other federal funds. CHM requires engineering studies, designs, permitting and subsequent inspection for 10 community microgrids (87.5 kW PV / 185 kWh BESS each).

### 2.1 Staff Requirements, Roles, and Responsibilities

The Selected Respondent(s) shall have or will secure, at its(their) own expense, all personnel required to perform the services under the contract. CHM expects the Selected Respondent(s) to provide competent and fully qualified staff who are authorized or permitted under federal, state, and local law to perform the scope of work under the contract. The CHM 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 CHM.

### 2.2 Subcontracting or Teaming

The Respondent may consist of one or more firms operating as a team. Each team member must be clearly identified, with their specific roles and responsibilities defined in the proposal. The CHM reserves the right to approve or reject any proposed or replacement team member or subcontractor based on qualifications, performance history, or alignment with CHM's project requirements and standards. All

subcontractors and teaming partners must comply with all applicable federal, state, and local laws, as well as the regulations and requirements outlined in this RFP.

## 2.3 Mandatory Requirements

All mandatory requirements described in this section must be abided by the contractor and any subcontractors.

- Demonstrate previous experience working with PREPA/LUMA processes.
- Demonstrate previous experience working with community microgrids.
- Experience working with distributed generation, community project, and microgrid and net metering permitting.
- Firms must be in good standing with the Puerto Rico Department of State or authorized to conduct business locally before contract execution.
- Be registered and active in SAM.gov with a valid Unique Entity ID (UEI).
- Hold all relevant Professional Engineer (PE) licenses in Puerto Rico (electrical, structural, civil as applicable).
- Maintain required insurance coverage:
  - Professional liability  $\geq$  \$1 million per claim
  - General liability  $\geq$  \$1 million per occurrence
  - Worker's compensation per Puerto Rico law.
  - Subcontractors who do not possess valid insurance should be covered by the contracting entity.
- Certify no conflict of interest with CHM, its officers, or Board members (2 CFR § 200.318(c)).

## 2.4 Specific Tasks

The Selected Respondent(s) will be responsible for the design development of projects assigned under the Contract in alignment with the Community Energy Resilience Hubs. Design development for projects will be performed through phases. The phases will be (i) Engineering Studies, (ii) Design, (iii) Permitting Assistance, and (iv) Installation and Commissioning Inspection.

### Engineering Studies

The Selected Proponent(s) shall perform all necessary technical and analytical studies to define the optimal design, performance, and resilience parameters for each community microgrid.

## CHM-ReEnFoCo Program

### Scope of Services

Engineering Studies, Design, Permitting and Inspection Services  
for Community Energy Resilience Hubs (CERH)

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The tasks shall include, among others:

- Load characterization: Estimation of daily, weekly, and seasonal electrical loads, including diversity factors and critical-load profiles. CHM will provide measurement data for this study.
- Solar resource and site assessment: Evaluation of irradiance, shading, vegetation, roof conditions, and available roof area using satellite imagery and in-field validation.
- Energy modeling and system sizing: Final determination per microgrid of PV (kW), BESS (kWh/kW), and inverter ratings (sizing) through simulations of energy balance, state-of-charge behavior, and expected reliability indices.
- Power-flow, protection, and short-circuit studies: Verification of voltage regulation, transformer loading, and protective coordination under grid-connected and islanded modes (IEEE 1547, IEEE 2030.7/8).
- Resilience and reliability assessment: Definition of critical loads, expected autonomy (hours/days), and black-start capability.
- Preliminary cost estimate: Class 4 estimate per AACE 97R-19, including PV, BESS, communications, civil, and interconnection works.
- Incorporate lessons learned from previous CHM projects to prevent and/or mitigate any potential complications that arise during the different stages of development.

### Deliverable

- Engineering Study Report summarizing results, assumptions, and recommended design parameters.

### Deadlines

- To be defined in coordination with the overall project schedule. Specific deadlines will be established during the award phase or through individual work orders.

### Design

The Selected Proponent(s) shall be responsible for developing the complete technical designs of the community microgrids, following a phased review and approval sequence. Each stage shall comply with applicable engineering standards and CHM's technical guidelines.

## CHM-ReEnFoCo Program

### Scope of Services

Engineering Studies, Design, Permitting and Inspection Services  
for Community Energy Resilience Hubs (CERH)

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The tasks shall include, among others:

- Preliminary (30 %) Design: Site layouts, conceptual single-line diagrams, preliminary conduits and equipment locations, and coordination with CHM's GIS and community teams.
- Intermediate (60 %) Design: Detailed electrical, structural, and civil drawings; conduit and cable schedules; grounding and lightning protection; communications and control schematics; updated cost estimate (AACE 97R-19 Class 3).
- Final (90 % and 100 %) Design: Issued-for-Construction (IFC) package including stamped drawings by licensed Professional Engineers registered in Puerto Rico; final Bill of Materials (BOM) with all equipment specifications (UL 9540, UL 1973, UL 1741 SB, IEEE 2030.5, etc.).
- Quality control and peer review: Internal verification of compliance with NEC, NFPA 70E, IEEE standards, local codes, and BABA/IIJA requirements.

### Deliverables

- Design drawings (PDF + CAD), technical specifications, BOM, and sealed calculation packages.
- Operations and Maintenance recommendations.
  - Adapted manufacturers manuals for CHM microgrids
  - Troubleshooting guide.
- Notice to Proceed with permitting process.

### Deadlines

- The specific deadlines will be defined in coordination with the project master schedule or through individual work orders, according to CHM's execution plan.

### Permitting Assistance

The Selected Respondent shall provide technical support and documentation necessary to facilitate the permitting process for the Community Energy Resilience Hubs (CERH) microgrids. This includes coordination with the relevant permitting authorities and utilities to ensure compliance with applicable codes and interconnection requirements.

The tasks shall include, among others:

- Coordination with agencies and utilities (e.g., LUMA Energy, PREB, OGPe, and PR Fire Department) to support the review and approval process.

## CHM-ReEnFoCo Program

### Scope of Services

Engineering Studies, Design, Permitting and Inspection Services  
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- Assistance with net metering and interconnection applications, including technical responses to utility or regulatory comments.
- Tracking and reporting of permitting progress, including submission dates, status updates, and approvals obtained.
- Integration of feedback from permitting authorities into final design documents as required.

## Installation and Commissioning Inspection

The Selected Proponent(s) shall provide technical inspection and compliance verification services during the installation, testing, and commissioning phases of the community microgrids. These activities will ensure that the systems are built in accordance with the approved designs and operate safely, reliably, and consistent with the intended design.

The tasks shall include, among others:

- Design compliance verification: Review of as-built drawings, equipment placement, and wiring to confirm consistency with approved design packages.
- Site inspections: Periodic field visits during installation to observe critical construction milestones (e.g., racking, wiring, grounding, battery installation, inverter interconnections).
- Pre-commissioning checks: Verification of continuity, polarity, insulation resistance, and torque of connections per manufacturer and NEC requirements.
- Commissioning observation: Attendance during inverter and BESS startup tests to verify operational compliance with the system's design intent and control logic.
- Deficiency reporting: Preparation of inspection reports identifying any deviations, non-conformities, or safety concerns, with corrective actions recommended.
- Final acceptance support: Confirmation that all corrective actions have been implemented and submission of a final Installation and Commissioning Verification Report to CHM.

## Deliverables

- Installation and Commissioning Inspection Report, including photographic evidence, test summaries, and design compliance verification.
- Project Acceptance Certification emitted by the inspector.

## Deadlines

- The specific deadlines will be determined in coordination with the overall project schedule or in accordance with the construction timeline of each microgrid.

## 3 RFP Procedures

This RFP shall be governed by the procedures described in the following sections.

### 3.1 Contract Term

The resulting contract shall have a base period of twelve (12) months from the date of execution, with the option for extension of up to thirty-six (36) months in total, subject to satisfactory performance and the availability of funds.

Any extension or renewal shall be executed through a written amendment and shall remain in full compliance with the requirements established in this RFP, as well as any updates or directives issued by CHM, COR3, or other relevant agencies.

### 3.2 RFP Documents Acquisition

The RFP documents will be available for download by qualified firms through the Cooperativa Hidroeléctrica de la Montaña (CHM) website at:

<https://cooperativahidroelectrica.coop/licitaciones>

All documents related to CHM's procurement and bidding processes will be published on this portal.

### 3.3 Addenda

CHM reserves the right to amend or modify this RFP at any time. Any modification issued prior to the closing date of the solicitation will be published as an Addendum. CHM will post copies of each Addendum for download by all interested proponents in the "Licitaciones Abiertas" section of its website:

<https://cooperativahidroelectrica.coop/licitaciones>

All proponents are responsible for monitoring this portal to download and review any published Addenda.



### 3.4 Schedule

A summary schedule of activities associated with this RFP is presented in Table 1 below. The dates, times, and activities are subject to change and may be revised through the issuance of an Addendum by the CHM.

Milestone	Date
<b>ID</b>	CHM-RFP-2025-001
<b>Issue Date</b>	OCT. 16, 2025
<b>Submission of Questions and Requests for Clarification</b>	OCT. 21, 2025, at 17:00 AST
<b>Responses to Questions and Requests for Clarifications</b>	OCT. 24, 2025, at 17:00 AST
<b>RFP Due Date</b>	OCT. 29, 2025, at 23:59 AST
<b>Award Notice</b>	NOV. 7, 2025

Table 1: RFP schedule.

All dates are subject to change and may be modified through the issuance of an official Addendum by CHM.

### 3.5 RFP Response Submission Instructions

Proponents interested in submitting a proposal under this RFP must carefully review all requirements, specifications, and conditions contained herein.

All proposals shall be prepared in accordance with the instructions below:

- **Submission Method:** Proposals must be submitted electronically via email to the address indicated in the Requester Information section.
- **Format:** A single, consolidated PDF file must contain the complete proposal package, including the Cover Letter, Technical Proposal, Financial Proposal, Certifications, and Questionnaire responses.
- **File Requirements:** The PDF must be searchable, unlocked, and free of password protection. File size must not exceed 25 MB.
- **Acknowledgment:** Submission of a proposal signifies that the Proponent has reviewed, understood, and agreed to all terms and conditions of this RFP and its addenda.



### 3.6 Response Content Requirements

Submitted proposal shall incorporate the following information or documents in the order provided. Additional information can be added as an Annex at the end of the proposal.

#### Cover Letter

- Brief introduction of the company and confirmation of interest in supplying the required system.
- Authorized representative's name, title, and contact information.

#### Technical Proposal

- Project understanding and methodology.
- Team structure, key personnel, and qualifications.
- Past projects of similar scope.
- Proposed schedule and project management approach.

#### Financial Proposal

- Cost breakdown by task and deliverable.
- Hourly rates and reimbursable expenses.
- Total not-to-exceed budget.

#### Contracting Model Preference

Respondents shall indicate their preferred contracting model for providing the requested services (e.g., lump sum, time and materials, cost plus fixed fee, or task order-based). The proposal must justify the selected model, including its suitability for the scope, schedule, and risk profile of the project.

CHM reserves the right to accept, modify, or select an alternative contracting model deemed most appropriate to ensure efficiency, transparency, and compliance with applicable federal and local regulations. The final contracting structure will be determined at CHM's sole discretion, in alignment with 2 CFR Part 200 and COR3 guidelines.

#### Compliance and Certifications

- 2 CFR §200 compliance (Conflicts of Interest, Debarment).
- Professional licensing and insurance certificates.

## Proponent Questionnaire

- Responses to all questions listed under the “Proponent Questionnaire” Appendix.

### 3.7 Prohibited Communications

Verbal communications regarding the contents of this RFP are prohibited during the submission and selection processes. Failure to adhere to this requirement may result in the rejection of the submitted proposal.

### 3.8 Submission of Inquiries

Each prospective Respondent may submit questions about the intent or clarity of this RFP, its attachments, and its Exhibits. Respondents shall submit all questions through CHM Website (<https://cooperativahidroelectrica.coop/licitaciones>) at the “Someter Preguntas” button in the “Licitaciones Abiertas” page on or before the deadline established in the Schedule of this RFP. Questions shall be clearly labeled and shall cite the Section(s) and page number in this RFP or other document that forms the basis of the question. Questions may be submitted in English or Spanish. Responses to all Respondents’ questions will be distributed as an Addendum to this RFP on or before the date established in the Schedule and will be posted in the CHM Website.

### 3.9 Representations for Proposal Submission

All costs associated with the response to this RFP are the sole responsibility of Respondent. Neither the CHM, the COR3, nor any of its Government Entities or its instrumentalities, nor USDOE, or other relevant entities of the Federal Government, will be responsible for any expenses for the preparation and/or presentation of the proposal, oral presentations or for the disclosure of any information or material received in connection with this RFP.

No individual or firm is assured of obtaining any work because of this RFP process.

The CHM further reserves the right, without limitations, to make such investigations as it deems necessary as to the qualifications or perceived conflicts of interest of any and all firms submitting proposals in response to this RFP. The mere appearance of a conflict of interest shall constitute sufficient cause for the outright rejection of a proposal. In the event that any or all proposals are rejected, the CHM reserves the right, without limitations, to re-solicit proposals.

By submitting a proposal, the Respondent shall adhere to complying with all applicable Federal and Puerto Rico laws and regulations.

This RFP, its concurrence, and any derivative contract are subject to a grant agreement between the CHM and the Government of Puerto Rico or the COR3 and USDOE, and the availability of the allocated Community Energy Resilience Hubs (CERH) funds. Respondent acknowledges and agrees that any suspension, cancellation, or termination of the CERH allocation(s) will result in the immediate suspension, cancellation, or termination of this RFP, concurrence, or any derivative contract, upon CHM's notice.

Issuance of this RFP does not constitute a commitment by the CHM to award a Contract.

### 3.10 RFP Withdrawal

After electronic submission of the proposal, the Respondent may withdraw its proposal by written request to the CHM via email [microrred@cooperativahidroelectrica.coop](mailto:microrred@cooperativahidroelectrica.coop) at any time prior to contract award. All decisions to allow a withdrawal of a proposal shall be supported by a written determination signed by the CHM's representative.

### 3.11 Ownership of Proposals

All materials submitted in response to this RFP shall become the property of the CHM and will not be returned. Selection or rejection of the CHM does not affect this provision.

### 3.12 Requirements for Legal Entities

Respondents that are Puerto Rico based corporations, limited liability companies, partnerships, or any other legal entity, shall be duly and properly organized and/or registered in compliance with the applicable laws of Puerto Rico. Such entities must show that they are in "good standing" at the time of proposal submission. In the event the Respondent is a foreign legal entity, including U.S. based entities, it shall be duly and properly organized and/or registered in compliance with the applicable laws of its place of organization and/or incorporation. Such entities must show that they are in "good standing" within their jurisdiction at the time of proposal submission. If a Contract is awarded to a foreign entity Respondent, said Respondent shall request authorization to do business in Puerto Rico prior to the execution of any Contract.

Respondents must ensure at all times that engineering studies and design services are performed by professionals with the proper qualifications, skills, and experience necessary to perform the services, according to applicable regulations.

### 3.13 Selection Criteria

#### Mandatory Requirements

Proposals that do not meet all mandatory requirements specified in this RFP will be automatically disqualified and will not be considered for technical or financial evaluation.

#### Weighted Criteria

Weighted criteria will be evaluated based upon:

Criteria	Points
<b>Technical Proposal</b>	25
<b>Financial Proposal</b>	25
<b>Relevant Experience/Qualifications</b>	20
<b>Team &amp; Management Capacity</b>	15
<b>Schedule &amp; Work Plan</b>	15
<b>Total</b>	<b>100</b>

## 4 Applicable Federal Regulations and Compliance Obligations

### 4.1 Grant Requirements

The Selected Proponent must comply with all applicable requirements of CHM, COR3, the U.S. Department of Energy (DOE), and the GRSTFG program. Compliance includes adherence to relevant statutes, Federal Register Notices, and the most recent policies, design standards, and guidance applicable to this RFP. The Proponent remains responsible for keeping current with any regulatory updates and for compliance with 2 CFR Part 200, Subparts A–F, as applicable to contractors and subrecipients.

### 4.2 Federal and COR3 Compliance Framework

All contracts resulting from this RFP are subject to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Part 200) and the COR3 Payment and Cash Management Guide v6.0. These frameworks collectively govern procurement, payment, recordkeeping, cost allowability, and audit

obligations. CHM, as a subrecipient of COR3, will ensure monitoring of contractor compliance consistent with § 200.332 (Subrecipient and Contractor Determinations).

## Procurement and Contractor Standards

- Full and open competition must be maintained per §§ 200.318–324.
- Cost/price analysis must support all awards (§ 200.324).
- Written conflict-of-interest and ethics policies are required (§ 200.318 (c), (i)).
- Records must document selection basis, contract type, and cost reasonableness.
- All firms must be duly registered and authorized to operate in Puerto Rico.
- Suspension & Debarment: Firms must certify non-debarment; CHM will verify in SAM.gov (§ 200.214).

## Payment and Cash Management (2 CFR § 200.305/COR3 Ch. 7)

- Payments will follow COR3's Request for Reimbursement (RFR) process.
- Only eligible, allowable, and properly documented costs (Subpart E) will be reimbursed.
- Advance payments, if approved, require a 90-day Spend Plan, use within 90 days, reconciliation within 180 days, and remittance of any interest earned.
- CHM and COR3 may withhold or recover payments for non-compliance.

## Documentation, Recordkeeping, and Audit Access

- Maintain procurement, financial, and performance records for ≥ 3 years after final payment (§§ 200.334–337 / COR3 App. 7-H).
- Provide unrestricted access to CHM, COR3, DOE, OIG, and the Comptroller General upon request.
- Maintain adequate internal controls and segregation of duties to ensure expenditures are reasonable, necessary, and allocable (§ 200.303).

## Required Federal Clauses (2 CFR § 200.327 & App. II)

Contracts will include, as applicable:

- Remedies and Termination (App. II A–B)
- Equal Employment Opportunity (EO 11246)
- Copeland Anti-Kickback Act (40 U.S.C. 3145)
- Davis-Bacon Act (if construction > \$2,000)
- Contract Work Hours & Safety Standards Act (if > \$100,000)
- Clean Air / Water Acts (if > \$150,000)

## CHM-ReEnFoCo Program

### Scope of Services

Engineering Studies, Design, Permitting and Inspection Services  
for Community Energy Resilience Hubs (CERH)

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- Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)
- Domestic Preferences (BABA / § 200.322)
- Access to Records (§ 200.337)
- Rights to Inventions (37 CFR Part 401)
- Debarment and Suspension (2 CFR Part 180)

## Non-Compliance and Remedies (§§ 200.339–343 / COR3 § 7.10)

- CHM and COR3 may apply preventive or corrective measures, including payment withholding, cost disallowance, or contract termination.
- Contractors must promptly respond to any Corrective Action Plan (CAP).
- Unallowable or undocumented costs are subject to recovery.

## 4.3 Federal Funding Disclosure

This procurement is financed in whole or in part with federal funds administered by COR3 under DOE's GRSTFG program. CHM is a subrecipient.

All contractors and subconsultants must:

- Acknowledge the federal nature of funds and comply with 2 CFR Part 200 and COR3 policies.
- Meet environmental, labor, and domestic-content requirements.
- Maintain auditable records and cooperate with CHM, COR3, DOE, and federal auditors.
- Flow down all relevant requirements to subcontractors and subconsultants (§ 200.101 (b)(2)).

# 5 Administrative and Legal Conditions

## 5.1 Proposal Validity Period

All submitted proposals must remain valid for 60 days from the RFP Due Date.

## 5.2 Invoicing Instructions

Proponents will be requested to provide a list of accepted payment methods.

## 5.3 Selection Disclaimer

The Cooperativa Hidroeléctrica de la Montaña reserves the right to reject any or all proposals and is not obligated to award a contract based solely on the lowest cost.



## 6 Conclusion

Please send all questions related to this RFP through CHM Website via the “Someter Preguntas” button in the “Licitaciones Abiertas” page:

<https://cooperativahidroelectrica.coop/licitaciones>

The Cooperativa Hidroeléctrica de la Montaña (CHM) reaffirms its commitment to transparency, technical excellence, and community energy resilience through a fair and competitive procurement process. Interested engineering firms must ensure full compliance with all requirements outlined in this RFP and submit complete, verifiable, and technically sound proposals consistent with applicable professional, regulatory, and federal standards. Submission of a proposal does not guarantee contract award. All proposals will be evaluated based on technical merits, experience, cost-effectiveness, and compliance with program and funding requirements. Through this process, CHM seeks to identify qualified engineering partners capable of delivering high-quality studies and designs that will enable the successful implementation of community microgrids, strengthening the energy resilience and self-sufficiency of Puerto Rico’s Central Mountain Region.



## Appendix I: Proponent Questionnaire

Please respond to the following questions as part of the proposal.

### Mandatory

1. How many years of experience does your firm or firm's personnel have working with PREPA and/or LUMA Energy interconnection, permitting, or technical processes?
2. What experience does your firm have developing or designing community-based microgrid projects in Puerto Rico or similar regions? Please list project names, locations, and your firm's role.
3. What experience does your firm have with distributed generation, community projects, and net metering or interconnection permitting (e.g., PREB, OGPe, PR Fire Department)?
4. Who are the Professional Engineers (PEs) licensed in Puerto Rico who will sign the deliverables? In which disciplines are they licensed (electrical, structural, civil, etc.)?
5. Is your firm registered and in good standing with the Puerto Rico Department of State or otherwise authorized to conduct business locally? Please provide your registration or authorization number.
6. Is your firm currently registered and active in SAM.gov with a valid Unique Entity ID (UEI)? When was the registration last verified?
7. Does your firm currently maintain insurance coverage that meets the following minimums?
  - Professional liability  $\geq$  \$1 million per claim
  - General liability  $\geq$  \$1 million per occurrence
  - Worker's compensation as required by Puerto Rico law
  - If subcontractors lack insurance, will your firm provide coverage under its own policy?
8. Does your firm, its officers, or Board members have any actual or potential conflicts of interest with CHM, its officers, or Board members as defined in 2 CFR § 200.318(c)? If yes, please explain.

## Supplementary

1. What methods does your firm use to perform load characterization and demand analysis for community microgrids?
2. How does your firm conduct solar resource and site assessments, including shading, structural evaluation, and available area verification?
3. What software or tools does your firm use for energy modeling, system sizing, and resilience analysis?
4. What is your firm's experience coordinating permitting with agencies such as LUMA, PREB, OGPe, and the Puerto Rico Fire Department?
5. What approach does your firm use to develop detailed engineering designs (electrical, civil, structural) and ensure compliance with NEC, NFPA 70E, IEEE, and local codes?
6. What is your approach to cost estimation and budget control in federally funded projects?
7. How do you incorporate community input into your engineering designs and project planning?
8. How many of your firm's projects have remained operational following natural disasters or severe weather events? What measures contributed to that performance?
9. What innovative technologies or design approaches does your firm use to enhance energy resilience or reduce lifecycle costs?
10. How does your firm integrate sustainability principles into its engineering and project management practices?

CHM-ReEnFoCo Program  
Scope of Services  
Engineering Studies, Design, Permitting and Inspection Services  
for Community Energy Resilience Hubs (CERH)  
CHM-RFP-2025-001

## Appendix II: Revisions

Revision	Changes
<b>Rev 1</b>	Initial document
<b>Rev 2</b>	The Award Notice date changed