ADDENDUM NO. 1

REQUEST FOR PROPOSALS (RFP)
SAGRADO-2026-GALERIA DE ARTES-001
FOR: CONSTRUCTION, RENOVATION AND EXPANSION SERVICES

Date of Issuance: November 17, 2026
Issued by: Universidad del Sagrado Corazón (the "Owner"), Office of Procurement
To: All Prospective Proposers
RFP Reference: SAGRADO-2026-GALERIA DE ARTES-001.

ARTICLE 1 — PURPOSE AND EFFECT

This Addendum No. 1 is issued by Universidad del Sagrado Corazón ("Sagrado" or the "Owner") to amend the procurement schedule and communicate clarifications, technical requirements, and construction conditions established during the Pre-Bid Meeting and Site Visit held on November 11, 2026.

This Addendum shall be considered part of the RFP documents. All terms, conditions, evaluation criteria, and other provisions not expressly modified by this Addendum shall remain unchanged and in full force and effect.

ARTICLE 2 — AMENDMENT TO PROCUREMENT SCHEDULE

The RFP was announced on November 4, 2026. Sagrado hereby extends the Final Date to Submit Proposal from December 2, 2026, to December 11, 2026. As a result, the Proposal Evaluation Period is revised as shown below.

Event	Original Date	Revised Date
Request for Proposals	11/04/2026	Unchanged
Pre-Bid Meeting and Site Visit	11/11/2026	Unchanged
Deadline for Questions / Clarifications	11/17/2026	11/30/2026, 5:00 p.m. AST
Official Responses / Addenda	11/19/2026	12/04/2026
Final Date to Submit Proposals	12/02/2026, 5:00 p.m. AST	12/11/2026, 5:00 p.m. AST

Clarification. The deadlines for questions and clarifications, official responses and addenda, and proposal submission are hereby extended as indicated above. The revised proposal submission deadline is December 11, 2026, at 5:00 p.m. AST (Puerto Rico time). All other provisions of the RFP remain unchanged unless expressly modified by this Addendum.

ARTICLE 3 — PROJECT SCOPE AND BID DOCUMENTS

The project encompasses approximately 18,835 square feet of construction and renovation work, including:

1. Art Gallery – 1,365 sq. ft.: Renovation of the existing gallery, including architectural finishes and applicable electrical, mechanical, lighting, audiovisual, data, security, and fire protection work.
2. Arts Pavilion – 3,670 sq. ft.: Improvements to existing spaces and associated building systems.
3. Plaza de las Artes – 7,000 sq. ft.: Exterior improvements, circulation, lighting, electrical infrastructure, and related systems.
4. Catering Area: Renovate and improve the existing catering facilities.
5. Tier Garden – 5,600 sq. ft.: Construct and improve terraces, circulation areas, steps, concrete elements, seating, and connections to existing facilities.
6. New East Entrance – 1,200 sq. ft.: Selective demolition, structural work, foundations, slabs, columns, roofing, accessible ramp, handrails, doors, glazing, finishes, and related improvements.

The applicable Construction Documents, Technical Specifications Manual, and officially issued addenda define the required Scope of Work. Bidders shall submit one comprehensive proposal for the entire project, with the required phase-by-phase cost breakdown.

ARTICLE 4 —PERMITS, INSURANCE AND BONDS

4.2 Permits

The construction permit application is anticipated to be filed through the Puerto Rico Office of Permit Management (OGPe) following determination of the awarded contract amount. The allocation of costs shall be as follows:

Item	Responsible Party
Construction excise taxes	Owner
CIAPR stamps	Owner
Permit application expenses and applicable categorical exclusion filings	Owner
Municipal business license / patent	Contractor

4.2 Insurance and Bonds

Before to commencement of construction, the selected Contractor shall provide the insurance and bonds required by the University, including:

- Workers' Compensation Insurance through the Puerto Rico State Insurance Fund (CFSE).
- Public Liability / Umbrella Insurance with coverage of $1,000,000, endorsed in favor of Universidad del Sagrado Corazón, Inc.
- Payment and Performance Bonds for 100% of the contract amount.

These requirements shall be coordinated with the University's standard vendor registration and contracting requirements.

ARTICLE 5 — CONSTRUCTION CONTRACT, PAYMENT AND RETAINAGE

The construction contract shall be provided by the University's Office of Legal Services.
Submit progress payment applications using the applicable AIA certification format and an approved schedule of values. The Owner shall process payments within 30 days following receipt of a properly supported and recommended payment certification, subject to the executed contract.

The Owner shall withhold a 10% retainage from each certified payment amount and release it upon completion and acceptance of the project, in accordance with the contract.

ARTICLE 6 — CONSTRUCTION PERIOD AND WORKING CONDITIONS

6.1 Construction Period

The Contractor shall achieve substantial completion of the project within one hundred eighty (180) calendar days from the issuance of the Owner's written Notice to Proceed. The anticipated construction commencement date is January 13, 2027, and the project delivery date shall be no later than August 27, 2027. The executed construction agreement shall establish the final construction schedule and contractual completion requirements.

6.2 Working Hours

Regular construction hours shall be from 7:00 a.m. to 5:00 p.m. Activities involving excessive noise, dust, odors, vibration, or interruptions to electrical, data, or air-conditioning systems shall be coordinated outside regular academic or working hours, after 5:00 p.m. or during weekends, as required by the University.

6.3 Project Meetings and Site Facilities

Administrative construction meetings shall be held weekly, either virtually or in person, as coordinated by the project representatives. A separate project office is not required. However, the Contractor shall maintain a clean and suitable on-site meeting area with one table and six chairs.

6.4 Safety and Site Access

The Contractor shall comply with the University's requirements for construction barriers, fencing, signage, access controls, and protection of occupied campus areas. The University shall designate an appropriate location for a 20-cubic-yard construction dumpster. The Contractor shall account for the distance between the dumpster location and the construction site. Limited vehicular access through the adjacent garden may be permitted, subject to reasonable protection of pavement and vegetation.

The University may provide up to three parking spaces near the project. The Contractor shall arrange transportation and parking for additional personnel.

ARTICLE 7 — TECHNICAL CLARIFICATIONS

The following technical clarifications shall be incorporated into the preparation of proposals:

7.1 Air-Conditioning / Building Management System

Provide a ¾-inch EMT conduit run with a 4-by-4-inch junction box at each end, extending from the air-handling unit (AHU) to the designated data server location, to facilitate future connection to the University's Building Management System (BMS).

7.2 Data Network

Data outlets identified on electrical drawing E-1.1 shall be priced as rough-in infrastructure only, including the corresponding conduit and fish wire to the designated data server location.

7.3 Low-Voltage Systems

Low-voltage outlets shown on drawing E-1.1 shall be priced as rough-in infrastructure only for the following systems:

- Fire detection and alarm
- CCTV security cameras
- Access control / magnetic locks

7.4 Removal of Existing Materials

Include an allowance of $2,000 for removal, hauling, and lawful disposal of existing furniture, materials, or equipment not otherwise identified for removal on drawing A-0.1, *Existing Conditions and Required Removal*.

7.5 Utilities

The University shall provide access to potable water and electrical service (120/240V, single-phase) for construction use at no additional charge to the Contractor.

7.6 Restroom Facilities

Contractor personnel may use designated existing restroom facilities. Portable restrooms are not required unless the Contractor elects to provide them, subject to coordination with the University.

ARTICLE 8 — TAXES, PRICING AND OTHER CONTRACTUAL CONDITIONS

All proposed prices shall include applicable taxes and fiscal obligations associated with the project, including applicable IVU/B2B charges related to labor, materials, and subcontracted work. Additional tax charges above the accepted contract price shall not be permitted solely because they were omitted from the Contractor's original proposal.

The Contractor shall account for all applicable construction conditions, logistics, coordination requirements, and costs identified in the RFP and this Addendum. The Architect's clarification also references liquidated damages for unjustified construction delays. The applicable daily amount and conditions shall be those expressly established in the final procurement and contract documents.

ARTICLE 9 — ACKNOWLEDGMENT OF RECEIPT

The undersigned Proposer acknowledges receipt of Addendum No. 1 to RFP-SAGRADO-2026-GALERIA DE ARTES-001 and confirms that the amendments and clarifications contained herein have been considered in the preparation of its proposal.

ISSUED BY THE OWNER

Universidad del Sagrado Corazón	
Name: Katia Salgado	Title: Strategic Purchasing & Contract Administration Manager
Signature: 	Date: 11/17/2026

END OF ADDENDUM NO. 1