



**BOARD OF COMMISSIONERS  
REGULAR SCHEDULED MEETING  
12:00 P.M., Friday, August 11, 2017  
GHURA's Main Office  
1<sup>st</sup> floor, Conference Room, Sinajana  
AGENDA**

---

|  |                |
|--|----------------|
| <b>I. ROLL CALL</b>  |                |
| <b>II. APPROVAL OF PREVIOUS BOARD MINUTES – July 28, 2017</b>  |                |
| <b>III. CORRESPONDENCE AND REPORTS</b>   | <b>Page(s)</b> |
| <b>IV. OLD BUSINESS</b>  |                |
| <b>V. NEW BUSINESS</b>   |                |
| 1. Intent of Award .....   | 1-8            |
| Renovation of 3 vacant units at AMP1 & AMP4  |                |
| 2. RFQ# 6-21-2017-AMP .....  | 9-12           |
| Consultant Service to Establish a Utility Allowance Schedule for<br>our Public Housing   |                |
| 3. Resolution No. FY2017-011 .....   | 13             |
| Resolution commending Mr. Ignacio C. Perez, Maintenance Worker,<br>for his dedication and contributions to the Guam Housing and<br>Urban Renewal Authority (GHURA) |                |
| 4. Resolution No. FY2017-012 .....   | 14-15          |
| Resolution to adopt the revisions to the Public Housing Admissions<br>And Continued Occupancy Policy (ACOP)  |                |
| <b>VI. GENERAL DISCUSSION / ANNOUNCEMENTS</b>  |                |
| 1. Next proposed scheduled Board meetings - Friday, August 25 <sup>th</sup>  |                |
| <b>VII. ADJOURNMENT</b>  |                |

**BOARD OF COMMISSIONERS**  
**REGULAR SCHEDULED MEETING**  
**12:00 p.m., July 28, 2017**

GHURA Main Office, 1<sup>st</sup> floor conference room  
Sinajana, Guam

**MINUTES**

---

After notice was duly and timely given pursuant to the Open Government Law of Guam and the Bylaws of the Authority, the Board of Commissioners' regular scheduled meeting of **July 28, 2017** at 12:00 p.m. at the GHURA Sinajana Main Office, 1<sup>st</sup> Floor Conference Room was conducted.

**I. ATTENDANCE, QUORUM, AND CALL TO ORDER**

COMMISSIONERS PRESENT:        Thomas E. B. Borja, Acting Chairman  
   Carl V. Dominguez, Member  
   Eliza U. Paulino, Member  
   Joseph M. Leon Guerrero, Resident Commissioner

COMMISSIONERS ABSENT:        George A. Santos, Chairman (excused)  
   Annabelle M. Dancel, Member (excused)  
   George F. Pereda, Member (excused)

LEGAL COUNSEL:                 Anthony Perez (excused)

MANAGEMENT & STAFF:         Michael J. Duenas, Executive Director  
   Pedro A. Leon Guerrero, Deputy Director  
   Melinda Taitano, Special Assistant  
   Albert Santos, A&E Manager  
   Katherine Taitano, Chief Planner

Meeting was called to order at 12:00p.m. by Vice Chairman Borja who acknowledged the presence of the above attendees. The Vice Chairman then indicated that the minimum number of Commissioners required for a quorum was present and that the meeting could proceed.

| <b>Minute No.</b> | <b>Ref. No.</b> | <b>Approval of Previous Board Meeting</b>   | <b>Action By:</b> |
|-------------------|-----------------|---|-------------------|
| 192/17            |                 | Vice Chairman Borja called for a motion to be made on the approval of the Minutes for the previous Board Meeting on July 6, 2017.   |                   |
| 193/17            |                 | <b>After review and further discussion by the Board Members, a motion was made by Commissioner Dominguez and seconded by Commissioner Paulino to approve the Board Minutes of July 6, 2017 as corrected.</b>  |                   |
| <b>Minute No.</b> | <b>Ref. No.</b> | <b>Old Business</b>   | <b>Action By:</b> |
| 194/17            | 174/17          | <p><b>Resolution No. FY2017-009(A) amending the Procurement Policy for The Guam Housing and Urban Renewal Authority</b></p> <p>Mr. Albert Santos advised the Board that the draft procurement policy had to be created and approved by the board and submitted to HUD by the end of the month. Furthermore, he stated that Legal Counsel and HUD had review the policy and corrections and adjustments were made accordingly.</p> |                   |
| 195/17            |                 | <p><b>Vice Chairman Borja called for a recess at 12:50 p.m. to allow board members to review the drafted policy then reconvened at 1:30 p.m.</b></p>  |                   |

| <b>Minute No.</b> | <b>Ref. No.</b> | <b>New Business</b>  | <b>Action By:</b> |
|-------------------|-----------------|--|-------------------|
| 196/17            |                 | <p>After grammatical corrections were made to the policy, a motion was made by Commissioner Paulino and seconded by Commissioner Dominguez to approve Resolution No. FY2017-009A(1) amending the Procurement Policy for The Guam Housing and Urban Renewal Authority. Without any further discussion and objection, the motion was approved.</p>   |                   |
| 197/17            |                 | <p><b>RESOLUTION NO. FY2017-TA-006</b><br/> <b>RESOLUTION NO. FY2017-TA-007</b><br/> <b>Authorizing off-island travel to attend the 2017 National Service Coordinator Conference from September 24-27, 2017 in Lake Buena Vista, Florida.</b><br/> <b>Traveler: Alice A. James (ROSS)</b><br/> <b>Traveler: Patrick R. Bamba (Multifamily Housing)</b></p> <p>Director Duenas stated the requests are for two individuals to attend the National Service Coordinator Conference in September. Ms. James is our Ross Program Coordinator who works with our Public Housing elderly and households with disabilities. Mr. Patrick Bamba is our Multifamily Housing Service Coordinator who works out of Guma Trankilidat and assists those residing there.</p> <p>This training will help them understand some of the changes HUD is doing with the way grants are managed and on a newly developed data collection tool for grantees to use to report services and outcomes, which will replace eLogic Model.</p> |                   |



| <b>Minute No.</b>      | <b>Ref. No.</b> | <b>New Business</b>   | <b>Action By:</b> |
|------------------------|-----------------|---|-------------------|
| 199/17<br>continuation |                 | <p>determines the amount of utility reimbursements we give to families.</p> <p>An RFQ was issued, and only two of three firms who picked up a packet submitted their proposals. Based on the criteria given in the RFQ, the committee, which consisted of two Property Site Managers, (PSM) and another staff; ranked Coffman as #1 and Ilaos as #2.</p> <p>Mr. Santos requested that the Board allow staff to commence negotiations with Coffman Engineers, Inc. to finalize the cost scope and schedule. Once a successful negotiation is completed, he will return to the Board to request an approval on the final agreement.</p> |                   |
| 200/17                 |                 | <p>A motion was made by Commissioner Dominguez and seconded by Commissioner Paulino to commence negotiations with Coffman Engineers, Inc. for the Consultant Services to establish a utility allowance schedule. Upon completion, the committee will present the final agreement to the Board for approval. Without any further discussion and objection, the motion was approved.</p>  |                   |

| <b>Minute No.</b> | <b>Ref. No.</b> | <b>New Business</b>  | <b>Action By:</b> |
|-------------------|-----------------|--|-------------------|
| 201/17            |                 | <p><b>Resolution No. FY2017-010 approving the Public Housing Capital Fund Program-Five-Year Action Plan for Federal Fiscal Years (FFYs) 2017-2021.</b></p> <p>Ms Katherine Taitano stated based on our current and projected funding the submission are for Capital Fund activities we want to engage, in the next five years.</p> <p>If there are any problems with future funding, we have the flexibility to change up the services and priorities, which will then be brought to the Board for approval.</p> |                   |
| 202/17            |                 | <p><b>A motion was made by Commissioner Paulino and seconded by Resident Commissioner Leon Guerrero to approve Resolution No. FY2017-010 approving the Public Housing Capital Fund Program-Five - Year Plan for Federal Fiscal Years (FFYs) 2017-2021. Without and further discussion and objection, the motion was approved.</b></p>  |                   |

| Minute No. | Ref. No. | General Discussion / Announcements                             | Action By |
|------------|----------|--|-----------|
| 203/17     | 189/17   | FY2018 Budget Working Session – August 4, 2017 @ 10:00 a.m.    |           |
| 204/17     |          | Next Proposed Scheduled Meeting: Fridays, August 11 & 25, 2017 |           |

**205/17      ADJOURNMENT**

There being no further business before the Board, a motion was made by **Commissioner Leon Guerrero** and Seconded by **Commissioner Dominguez**, which was unanimously agreed upon, to adjourn the meeting. The meeting was adjourned at 3:14 p.m.

( S E A L )

---

**MICHAEL J. DUENAS**  
Board Secretary/Executive Director





# GHURA

Guam Housing and Urban Renewal Authority  
Aturidat Ginima' Yan Rinueban Siudat Guahan  
117 Bien Venida Avenue, Sinajana, GU 96910  
Phone: (671) 477-9851 · Fax: (671) 300-7565 · TTY: (671) 472-3701



## MEMORANDUM

**TO** Board of Commissioners  
**FROM** Executive Director   
**DATE** August 1, 2017  
**SUBJECT** Intent of Award  
Renovation of 3 vacant units at AMP 1 & 4

The Bid Opening for the subject project (as reference above) was held on Monday, July 24, 2017 at 2:00p.m. Of the 5 contractors who purchased bid specification packages, four submitted actual Bids. Listed below are the results of the Bids submitted. In accordance with our GHURA procurement practices, Bids were opened and the essential elements to demonstrate responsible submission were affirmed and read aloud to the attendees of the Bid Opening process.

| <u>Contractor</u>      | <u>Base Bid #1</u> |
|------------------------|--------------------|
| 1. Genesis Tech Corp.  | \$70,000.00        |
| 2. Asian Pacific Intl. | \$83,589.00        |
| 3. P & E Construction  | \$98,865.56        |
| 4. Liang Construction  | \$77,720.00        |

**Government Estimate: \$82,217.00**

The scope of work for most of the units will be replacement of wood works (doors, door jams, kitchen cabinets and bedroom closets ) due to termite, termite treatment of entire unit, removal and retiling of the entire unit flooring, scraping of ceiling and walls prior to repainting, lighting up-upgrades, change out of exterior doors and jams to aluminum . The specialize work are to change out the main electrical panel which are over 49 years old at two units and the re-piping of waste line at one unit at AMP1.

In reviewing the low bidder's proposal submitted by Genesis Tech in the amount of \$70,000.00, our staff meet with their General Manager Mr. Young Kim to review his cost breakdown in comparison to the government estimated cost breakdown. In reviewing his cost which indicates he fully understand the full extent of the work required for these three units. Per Mr. Kim, they are in the process of completing the renovation of two GHURA units at AMP3 and has the resources to work on these three units.



Upon staff completion of their review of the low bid result, it has been determined that Genesis Tech proposal at 20% lower than the Government estimate is capable in completing the project scope as stated in the bid specification. Contractor have been cleared by Guam Department of Labor on compliance, OSHA, and EPLS (Excluded Parties List System) debarred list. (See the attached verification.)

Upon staff review and determination, GHURA management here request, the GHURA Board of Commissioners approval of a contract with Genesis Tech for Base Bid #1 in the amount of \$70,000.00, for the Renovation of 3 units at AMP 1 and 4. Funding for this project has been identified as eligible and available through the Public Housing Capital Fund Program.

Attachments: Bid Tabulations  
Clearance  
Gov cost estimate



**GUAM HOUSING AND URBAN RENEWAL AUTHORITY  
 ATURIDAT GINIMA 'YAN RINUEBAN SIUDAT GUAHAN  
 Verification of Status for Contractors**

To: File  
 From: Architect & Engineering Manager  
 Subject: Renovate 3 Vacant GHURA Units in AMP1 and AMP4

In Order to ensure that the contractor awarded does not have any outstanding claims against them, we requested that the listed government Agencies provide us with a current standing or any information which may be pertinent to the above contract. The following outlines the contractor's standings with the listed agencies.

| Company Name | Asie-Pacific International<br>Hong T. Suu | Genesis-Tech Corporation<br>Young Kim | Liang Construction<br>Qiao Liang Huang | P & E Construction, Inc.<br>Ernanita Lajato |
|--------------|---|---------------------------------------|--|---|
|--------------|---|---------------------------------------|--|---|

**Department of Labor:**

|   |                  |                  |                  |                  |
|---|------------------|------------------|------------------|------------------|
| ALPCD                                   | Cleared 07/18/17 | Cleared 07/18/17 | Cleared 07/18/17 | Cleared 07/18/17 |
| Fair Employment Practice<br>Wage & Hour | Cleared 07/17/17 | Cleared 07/17/17 | Cleared 07/17/17 | Cleared 07/17/17 |
| Workers Compensation                    | Cleared 07/17/17 | Cleared 07/17/17 | Cleared 07/17/17 | Cleared 07/17/17 |
|   | Expires 08/02/17 | Expires 10/03/17 | Expires 10/30/17 | Expires 08/08/17 |

**Guam Contractors  
License Board**

Contractor to obtain clearance from Guam Contractors License Board

**U.S. Department  
of Labor**

Cleared 07/19/17      Cleared 07/19/17      Cleared 07/19/17      Cleared 07/19/17

**Revenue & Tax  
EINSSN**

Contractor to report to Revenue and Tax Office

**OSHA**

|                              |                  |                  |                  |                                  |
|------------------------------|------------------|------------------|------------------|----------------------------------|
| 1 Processed                  | Cleared 07/14/17 | Cleared 07/14/17 | Cleared 07/14/17 | 1 Processed                      |
| Update: 05/11/17 Closed Case |                  |                  |                  | Update: 08/1/12 w/pdgs violation |

**SAM Debarred List**

Cleared 07/17/17      Cleared 07/17/17      Cleared 07/17/17      Cleared 07/17/17

to renovate 3 vacant GHURA units in AMP1 & AMP4

IFB # GHURA-7-07-2017-AMP1 & 4

Bid submission

Due Date: July 24, 2017 2:00 PM

|    | Company Name                                  | Submitted by      | Phone               |
|----|---|-------------------|---------------------|
| 1  | Genesis Tech                                  | Young Kan         | 697-3320            |
| 2  | Asia-Pacific Inter<br>P&E Construction (Inc.) | H-Sean<br>Elginto | 632-8889<br>7273255 |
| 3  |   |                   |                     |
| 4  | Liang Construction                            | Liang             | 489-3788            |
| 5  |   |                   |                     |
| 6  |   |                   |                     |
| 7  |   |                   |                     |
| 8  |   |                   |                     |
| 9  |   |                   |                     |
| 10 |   |                   |                     |
| 11 |   |                   |                     |
| 12 |   |                   |                     |

## COST ESTIMATE

**ACTIVITY AND LOCATION: 6 RSSA 4  
bedroom units in Dededo**

CONSTRUCTION CONTRACT NO.

SHEET 1 OF 1

PROJECT TITLE:renoof a 4bdm unit

IDENTIFICATION NO.

ESTIMATED BY  
Albert H. Santos, A/E Manager

DATE PREPARED  
6/2/2017

| ITEM DESCRIPTION                     | QUANTITY |      | ENGINEERING ESTIMATE |                     | RS means           |
|--------------------------------------|----------|------|----------------------|---------------------|--------------------|
|                                      | NUMBER   | UNIT | UNIT COST            | TOTAL               |                    |
| Termite treament                     | 1200     | sf   | \$0.75               | \$ 900.00           | page 41,0100       |
| Painting                             | 4800     | sf   | \$ 1.25              | \$ 6,000.00         | page 230,line 0800 |
| exterior doors                       | 2        | ea   | \$ 2,000.00          | \$ 4,000.00         | page 183,line 1000 |
| interior doors & Jams                | 6        | ea   | \$ 800.00            | \$ 4,800.00         | page 183,line 1000 |
| screen door (repair)                 | 2        | ea   | \$ 55.00             | \$ 110.00           | estimated          |
| New Kitchen counter and top cabinets | 1        | ea   | \$ 2,500.00          | \$ 2,500.00         | estimate,page 484  |
| Bathroom repair and re-grout         | 2        | ea   | \$ 900.00            | \$ 1,800.00         |                    |
| install vinyl floor tiles            | 1200     | sf   | \$ 2.50              | \$ 3,000.00         | page 219,7500      |
| bedrm closet and storage             | 1        | LS   | \$ 1,500.00          | \$ 1,500.00         | estimate           |
| lighting fixtures                    | 4        | ea   | \$ 125.00            | \$ 500.00           | page 349, 6360     |
| Change out medicine cabinet          | 2        | ea   | \$ 120.00            | \$ 240.00           |                    |
| New range hood                       | 1        | ea   | \$ 220.00            | \$ 220.00           |                    |
| smoke detector                       | 5        | ea   | \$ 119.00            | \$ 595.00           | page 280,5200      |
| replace light switch & outlets       | 10       | ea   | \$ 15.75             | \$ 157.50           | page 351,200       |
| General cleaning-in & out            | 1        | LS   | \$ 650.00            | \$ 650.00           |                    |
| <b>total</b>                         |          |      |                      | <b>\$ 26,972.50</b> |                    |

## COST ESTIMATE

|   |   |                           |
|---|---|---------------------------|
| <b>ACTIVITY AND LOCATION: 18B VDP 4<br/>bedroom</b> | CONSTRUCTION CONTRACT NO.                     | SHEET 1 OF 1              |
| PROJECT TITLE:reno a 4bdm unit                      | IDENTIFICATION NO.                            |                           |
|   | ESTIMATED BY<br>Albert H. Santos, A/E Manager | DATE PREPARED<br>6/2/2017 |

| ITEM DESCRIPTION               | QUANTITY |      | ENGINEERING ESTIMATE |              | RS means           |
|--------------------------------|----------|------|----------------------|--------------|--------------------|
|                                | NUMBER   | UNIT | UNIT COST            | TOTAL        |                    |
| Termite treatment              | 1200     | sf   | \$0.75               | \$ 900.00    | page 41,0100       |
| Painting                       | 4800     | sf   | \$ 1.25              | \$ 6,000.00  | page 230,line 0800 |
| exterior doors                 | 2        | ea   | \$ 2,000.00          | \$ 4,000.00  | page 183,line 1000 |
| interior doors                 | 6        | ea   | \$ 750.00            | \$ 4,500.00  | page 183,line 1000 |
| screen door (repair)           | 2        | ea   | \$ 55.00             | \$ 110.00    | estimated          |
| Up-garde kitchen cabinets      | 1        | ea   | \$ 900.00            | \$ 900.00    | estimate,page 484  |
| remove old tiles & dispose     | 1200     | sf   | \$ 0.75              | \$ 900.00    | page 30,900        |
| install vinyl floor tiles      | 1200     | sf   | \$ 1.75              | \$ 2,100.00  | page 219,7500      |
| re-route waste line            | 1        | LS   | \$ 5,500.00          | \$ 5,500.00  | estimate           |
| lighting fixtures              | 4        | ea   | \$ 125.00            | \$ 500.00    | page 349, 6360     |
| Change out medicine cabinet    | 2        | ea   | \$ 120.00            | \$ 240.00    |                    |
| New range hood                 | 1        | ea   | \$ 220.00            | \$ 220.00    |                    |
| smoke detector                 | 5        | ea   | \$ 119.00            | \$ 595.00    | page 280,5200      |
| replace light switch & outlets | 10       | ea   | \$ 15.75             | \$ 157.50    | page 351,200       |
| General cleaning-in & out      | 1        | LS   | \$ 650.00            | \$ 650.00    |                    |
| <b>total</b>                   |          |      |                      | \$ 27,272.50 |                    |

|  |   |                           |
|--|---|---------------------------|
| <b>ACTIVITY AND LOCATION: 38A Calle Damian 4 bedroom</b> | CONSTRUCTION CONTRACT NO.                     | SHEET 1 OF 1              |
| PROJECT TITLE:renoof a 4bdm unit                         | IDENTIFICATION NO.                            |                           |
|  | ESTIMATED BY<br>Albert H. Santos, A/E Manager | DATE PREPARED<br>6/2/2017 |

| ITEM DESCRIPTION                               | QUANTITY |      | ENGINEERING ESTIMATE |              | RS means           |
|--|----------|------|----------------------|--------------|--------------------|
|  | NUMBER   | UNIT | UNIT COST            | TOTAL        |                    |
| Termite treatment                              | 1200     | sf   | \$2.25               | \$ 2,700.00  | page 41,0100       |
| Painting                                       | 4800     | sf   | \$ 1.25              | \$ 6,000.00  | page 230,line 0800 |
| exterior doors                                 | 2        | ea   | \$ 2,000.00          | \$ 4,000.00  | page 183,line 1000 |
| interior doors & jams                          | 6        | ea   | \$ 800.00            | \$ 4,800.00  | page 183,line 1000 |
| screen door (repair)                           | 2        | ea   | \$ 55.00             | \$ 110.00    | estimated          |
| Up-garde kitchen cabinets                      | 1        | ea   | \$ 1,500.00          | \$ 1,500.00  | estimate,page 484  |
| remove old tiles & dispose                     | 1200     | sf   | \$ 0.75              | \$ 900.00    | page 30,900        |
| install vinyl floor tiles                      | 1200     | sf   | \$ 1.75              | \$ 2,100.00  | page 219,7500      |
| Replace and up-grade main electrical panel box | 1        | LS   | \$ 3,500.00          | \$ 3,500.00  | estimate           |
| lighting fixtures                              | 4        | ea   | \$ 125.00            | \$ 500.00    | page 349, 6360     |
| Change out medicine cabinet                    | 2        | ea   | \$ 120.00            | \$ 240.00    |                    |
| New range hood                                 | 1        | ea   | \$ 220.00            | \$ 220.00    |                    |
| smoke detector                                 | 5        | ea   | \$ 119.00            | \$ 595.00    | page 280,5200      |
| replace light switch & outlets                 | 10       | ea   | \$ 15.75             | \$ 157.50    | page 351,200       |
| General cleaning-in & out                      | 1        | LS   | \$ 650.00            | \$ 650.00    |                    |
| total  |          |      |                      | \$ 27,972.50 |                    |

Total Three units

**\$ 82,217.00**



GUAM HOUSING AND URBAN RENEWAL AUTHORITY  
ATURIDAT GINIMAO YAN RINUEBAN SIUDAT

MEMORANDUM:

TO: Board of Commissioners

FROM: Executive Director 

SUBJECT: RFQ # 6-21-2017-AMP  
Consultant Service to Establish a Utility Allowance Schedule for our Public Housing

The Authority has completed negotiations with Coffman Engineers, Inc for the services to establish a Utility Allowance Schedule for our public housing clients. Meeting was conducted on August 3, 2017, in attendance were GHURA's staff and Coffman Engineers staff (see attach sign in sheet).

Our staff wanted verification from Coffman's staff to ensure that they understood the scope of work needed to conduct the required Utility Allowance Study for its 750 conventional housing units. Coffman did validate that they will be using the statistical (historical) approach and will be done in accordance with 24 CFR Part 965, Subpart E, Tenant Allowances for Utilities, HUD Utility Allowance Guidebook, and all applicable federal, state, and local laws and regulations. In utilizing current local utility rates and charges they will also review if the appropriate rates are being charged accordantly.

- We also agreed on that GHURA will assist in the requisition of adequate historical data from the local utility companies for Tenant-Paid Utilities for each dwelling unit category and unit size by development.
- GHURA will provide advance notice to our tenants on the required interviews to be conducted by Coffman's staff to obtain insight into their energy usage and to gather their historical data of utility usage.
- The interviews will include a physical inspections of units and gathering of the following data:
  1. Unit square feet per number of bedrooms/rooms
  2. Refrigerator age and efficiency
  3. Number and types of lighting
  4. Bills for GWA water and solid waste collection
  5. Number of legal occupants and lifestyle per unit type
  6. Verification of GPA rate schedule for billing
  7. Oven age and efficiency

8. Hot water heater size, age, set temperature and efficiency
  9. Other electrical loads
  10. The resulting data will be analyzed in accordance with the HUD Utility Allowance Guidebook and cross checked in a data base to average out any anomalous results.
- Utility allowances will be established for a dwelling unit if a higher utility allowance is needed as a reasonable accommodation, such as the use of certain resident-supplied appliances
  - HUD Form HUD-52667 will be provided for the Utility Allowances schedule.
  - The utility allowance study must be completed and submitted to the GHURA within 45 days from the date of contract execution.

Based on the final evaluation of Coffman's proposal, management requests Board approval of a contract for services with Coffman Engineers Inc for a three-year period with options to renew for two additional one-year terms:

- 1<sup>st</sup> year Fee: \$36,000 plus GRT as applicable.
- 2<sup>nd</sup> year Fee: \$18,200 plus GRT as applicable
- 3<sup>rd</sup> year Fee: \$18,400 plus GRT as applicable
- 4<sup>th</sup> year Fee: \$18,600 plus GRT as applicable.
- 5<sup>th</sup> year Fee: \$18,800 plus GRT as applicable.

The total duration of this contract, including all options, shall not exceed five years.

Attachment: Meeting attendance  
Government Cost Estimate

Utility Allowance Schedule Review and Negotiation  
August 3, 2017

Name: Albert H. Santos  
Organization GHUEA  
Contact Number: : 475-1404  
Email: ASANTOS1@GHUEA.ORG

Name: Pedro A. Leon Guerrero Jr  
Organization: GHURA  
Contact Number: 472-1442  
Email: plawguerrero@ghura.org

Name: Ivana Almqvist  
Organization Coffman Engineers  
Contact Number: : 300-7531  
Email: almqvist@coffman.com

Name: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Contact Number: \_\_\_\_\_  
Email: \_\_\_\_\_

Name: Pritchard, Mike  
Organization Coffman  
Contact Number: : 488-7532  
Email: Pritchard@coffman.com

Name: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Contact Number: \_\_\_\_\_  
Email: \_\_\_\_\_

Name: Scott Thompson  
Organization Coffman  
Contact Number: : 300-7531  
Email: Thompson@coffman.com

Name: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Contact Number: \_\_\_\_\_  
Email: \_\_\_\_\_

Name: Philomena San Nicolas  
Organization GHURA  
Contact Number: : 475-1394  
Email: phillyon@ghura.org

Name: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Contact Number: \_\_\_\_\_  
Email: \_\_\_\_\_

**Guam Housing and Urban**

|                            |             |
|----------------------------|-------------|
| <b>Architect- Engineer</b> | June 9,2017 |
| <b>Cost Estimate</b>       |             |

Propose project: Utility Allowance Completion in weeks 8

| A. Direct salary costs              |                 |        |                  |         |              |
|-------------------------------------|-----------------|--------|------------------|---------|--------------|
| Special Ties                        | Job Titles      | man-hr | rate \$          | amounts | totals       |
| Project Mgt<br>Coordination         | Project manager | 160    | 90               | 14400   |              |
|                                     |                 |        |                  | 0       | \$ 14,400.00 |
| Architectural<br>No. of dwgs( 25 )  | Sr Designer     |        |                  |         |              |
|                                     | Jr Engineer     | 260    | 65               | 16900   |              |
|                                     | Cad operator    | 0      | 40               | 0       | \$ 16,900.00 |
| Structural<br>No. of dwgs( )        | Sr Designer     |        | 90               | 0       |              |
|                                     | Jr Engineer     |        | 45               | 0       |              |
|                                     | Cad operator    |        | 40               | 0       | \$ -         |
| Civil<br>No. of dwgs( )             | Sr Designer     | 0      | 90               | 0       |              |
|                                     | Jr Engineer     | 0      | 45               | 0       |              |
|                                     | Cad operator    | 0      | 40               | 0       | \$ -         |
| Mechanical<br>4                     | Sr Designer     |        | 90               | 0       |              |
|                                     | Jr Engineer     |        | 45               | 0       |              |
|                                     | Cad operator    |        | 40               | 0       | \$ -         |
| Electrical<br>6                     | Sr Designer     |        | 90               | 0       |              |
|                                     | Jr Engineer     | 260    | 65               | 16900   |              |
|                                     | Cad operator    | 0      | 40               | 0       | \$ 16,900.00 |
| Specification<br>no of pages( 250 ) |                 |        |                  | 0       |              |
|                                     |                 | 110    | 45               | 4950    |              |
|                                     |                 |        |                  | 0       | \$ 4,950.00  |
| Total dwgs                          | total man-hrs   | 790    | Total salaries A |         | \$ 53,150.00 |

| B. other Direct Costs         |                       |  |      | Amounts \$   |
|-------------------------------|-----------------------|--|------|--------------|
| 1                             | Soil engineer/testing |  |      |              |
| 2                             | Survey                |  |      |              |
| 3                             | repro                 |  | 2000 | \$ 2,000.00  |
| 4                             |                       |  |      |              |
| Total other Direct Cost A & B |                       |  |      | \$ 55,150.00 |

| C. Overhead Pools |               |        |             |
|-------------------|---------------|--------|-------------|
|                   | Titles        | Rate % | Bases \$    |
| 1                 | GRT           | 0.0416 | \$ 2,294.24 |
| 2                 | Contingencies | 0      | \$ -        |

|                                     |              |
|-------------------------------------|--------------|
| D. Total cost to Architect-Engineer | \$ 57,444.24 |
| E. Profit 10% of D                  | \$ 5,744.42  |
| F. Total cost to Government 1 st yr | \$ 63,188.66 |
| G. Recurring yearly cost option     | \$25,000.00  |

Prepared by: Albert santos  
 Title: FME Manager  
 6/9/2017

**GUAM HOUSING AND URBAN RENEWAL AUTHORITY  
BOARD OF COMMISSIONERS  
RESOLUTION NO. FY2017-011**

**Moved by:** \_\_\_\_\_

**Seconded by:** \_\_\_\_\_

**RESOLUTION COMMENDING Mr. IGNACIO C. PEREZ, MAINTENANCE WORKER, FOR HIS DEDICATION AND CONTRIBUTIONS TO THE GUAM HOUSING AND URBAN RENEWAL AUTHORITY (GHURA)**

**WHEREAS,** Mr. Perez began his GHURA career in November 1997 as an Electrician Leader; and

**WHEREAS,** having dedicated over 19 years of service in support of the mission and goals of the Authority; and

**WHEREAS,** his efforts toward effectively and efficiently executing his official duties and responsibilities had a direct and positive impact toward ensuring that "safe, decent and sanitary housing" were provided to the Authority's clients; and

**WHEREAS,** the Board of Commissioners extend its recognition and gratitude to Mr. Ignacio C. Perez, commending him on his retirement from the Authority, and best wishes on his future endeavors; now, therefore be it

**RESOLVED,** that the Chairman of the Board of Commissioners shall certify, and the Executive Director attest the adoption hereof Resolution No. FY17-\_\_\_\_, and that thereafter shall be presented to Mr. Ignacio C. Perez, whereby a copy shall be placed in his official personnel file, and a copy provided to the Governor of Guam.

**IN REGULAR BOARD MEETING, SINAJANA, GUAM – August 11, 2017**

**PASSED BY THE FOLLOWING VOTES:**

**AYES:**

**NAYS:**

**ABSENT:**

**ABSTAINED:**

I hereby certify that the foregoing is a full, true, and correct copy of a Resolution duly adopted by the Guam Housing and Urban Renewal Authority Board of Commissioners on August 11, 2017.

**(SEAL)**

\_\_\_\_\_  
**MICHAEL J. DUENAS**  
Secretary / Executive Director

**GUAM HOUSING AND URBAN RENEWAL AUTHORITY  
ATURIDAT GINIMA' YAN RINUEBAN SUIDAT GUAHAN**

**BOARD OF COMMISSIONERS  
RESOLUTION NO. FY2017-012**

**Moved By:** \_\_\_\_\_ **Seconded By:** \_\_\_\_\_

**RESOLUTION TO ADOPT THE REVISIONS TO THE PUBLIC HOUSING  
ADMISSIONS AND CONTINUED OCCUPANCY POLICY (ACOP)**

**WHEREAS,** 24 CFR 906 requires all Public Housing Agencies with a Public Housing Program to adopt a written Admissions and Continued Occupancy Policy (ACOP) that establishes local policies for the administration of the Public Housing Program in accordance with requirements prescribed by the U.S. Department of Housing and Urban Development (HUD); and

**WHEREAS,** 24 CFR 903.3 mandates all Housing Authorities to administer the Public Housing Program in accordance with the Admissions and Continued Occupancy Policy (ACOP); and

**WHEREAS,** GHURA's Public Housing Program has revised the current Public Housing Admissions and Continued Occupancy Policy (ACOP) to include updated current mandates, regulations and policies that directly impact the current administration of the Public Housing Program, as listed in Exhibit I; and

**WHEREAS,** the Public Housing Admissions and Continued Occupancy Policy (ACOP) is the supporting documentation to the housing agencies Annual Plan in accordance with 24 CFR 903; and therefore be it

**RESOLVED,** that the Board of Commissioners hereby adopts the revisions to the 2016 Public Housing Admissions and Continued Occupancy Policy (ACOP) for the Public Housing Program.

**IN REGULAR BOARD MEETING, SINAJANA, GUAM – August 11, 2017**

**PASSED BY THE FOLLOWING VOTES:**

**AYES:**

**NAYES:**

**ABSENT:**

**ABSTAINED:**

**(SEAL)**

I hereby certify that the foregoing is a full, true, and correct copy of the Resolution duly adopted by the Guam Housing and Urban Renewal Authority Board of Commissioners on August 11, 2017.

\_\_\_\_\_  
**MICHAEL J. DUENAS**  
Board Secretary/Executive Director

## Revisions to 2016 Admissions and Continued Occupancy Policy

| <b>CHAPTER, PAGE</b>   | <b>Changes Made in ACOP</b>  |
|--|--|
| Title Page   | Added new revision date  |
| TOC-1 thru TOC-16  | Updated TOC  |
| <b>CHAPTER 3 – Eligibility</b><br>3-19                                     | Changed readmission period from 3 years to 5 years after being evicted from federally-assisted housing.  |
| 3-31/32  | VAWA - Changed form HUD-50066 to form HUD-5382 in paragraph and PHA Policy, and changed number of business days from 10 to 14 in PHA Policy under <b>Notification</b> on p. 3-31   |
| <b>CHAPTER 4 – Applications, Waiting List and Tenant Selection</b><br>4-13 | Veterans - Added as a preference (P.L. No. 33-201) with a value of 3 points  |
| 4-22   | VAWA - Changed form HUD 50066 to form HUD 5382   |
| <b>CHAPTER 8 – Leasing and Inspections</b><br>8-1/2                        | <ul style="list-style-type: none"> <li>• SMOKE-FREE POLICY: added new paragraph to adopt policy by July 18, 2018.</li> <li>• Changed and added text to PHA Policy under <b>Orientation Agenda</b> on p. 8-2:               <ol style="list-style-type: none"> <li>1. Copy of VAWA notice of occupancy rights</li> <li>2. Form HUD-5382, Certification of Domestic Violence, Dating Violence, Sexual Assault, or Stalking</li> <li>3. Copy of PHA’s smoke free policy (when adopted)</li> </ol> </li> </ul> |
| 8-17 thru 8-20   | Added new <b>EXHIBIT 8-1: MODEL SMOKE-FREE POLICY</b> starting on p. 8-17  |
| <b>CHAPTER 12 – Transfer Policy</b><br>12-1 thru 12-16                     | <ul style="list-style-type: none"> <li>• VAWA - Added a new paragraph and changed and added text in the PHA Policy under <b>12-I.B.</b> on p. 12-2</li> <li>• VAWA - Deleted text in PHA Policy under <b>12-III.B.</b> on p. 12-9</li> </ul>   |
| <b>CHAPTER 14 – Grievances and Appeals</b><br>14-1/2                       | VAWA – Changed form HUD-50066 to form HUD-5382   |
| <b>CHAPTER 15 – Program Integrity</b><br>15-3/4                            | Changed text in paragraph under <b>Independent Audits and HUD Monitoring</b> on p. 15-3 that requires PHAs that expend <b>\$750,000 or more in federal awards</b> annually to have an independent audit. (Notice PIH 2015-16)  |
| <b>CHAPTER 16 – Program Administration</b><br>16-7/8                       | Deleted text ( <b>Public Housing Maximum Rents</b> ) from <b>PART II</b> heading, changed text under <b>16- II.A.</b> on p. 16-6   |
| 16-23 thru 16-48   | <ul style="list-style-type: none"> <li>• VAWA – Changed form HUD-50066 to form HUD-5382</li> <li>• Changed form number in PHA Policy under <b>Conflicting Documentation</b> on p. 16-27</li> <li>• Deleted Exhibit 16-1, and added new Exhibits 16-1, 16-2, 16-3, and 16-4, starting on p. 16-29</li> </ul>  |