



**BOARD OF COMMISSIONERS  
REGULAR SCHEDULED MEETING  
12:00 P.M., Thursday, July 6, 2017  
GHURA's Main Office  
1<sup>st</sup> floor, Conference Room, Sinajana  
AGENDA**

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**I. ROLL CALL**

**II. APPROVAL OF PREVIOUS BOARD MINUTES – June 27, 2017**

**Page(s)**

**III. CORRESPONDENCE AND REPORTS**

**IV. OLD BUSINESS**

**V. NEW BUSINESS**

- |  |           |
|--|-----------|
| 1. Intent of Award .....   | 1-13      |
| IFB GHURA-COCC-017-003, Public Housing and Section 8 (HCV)<br>On-site Certification Training |           |
| 2. Request for additional credit award .....   | 14-17     |
| LIHTC Villa Del Mar LLC  |           |
| 3. PY2017 Project Summary .....  | 18-19     |
| CDBG, HOME, ESG  |           |
| 4. Response to Compliance Review Report .....  | (Handout) |

**VI. GENERAL DISCUSSION / ANNOUNCEMENTS**

1. Next proposed scheduled Board meeting – Friday, July 28<sup>th</sup>  
Friday, August 4<sup>th</sup>

**VII. ADJOURNMENT**

**BOARD OF COMMISSIONERS**  
**REGULAR SCHEDULED MEETING**  
**12:00 p.m., June 27, 2017**

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

**MINUTES**

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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 **June 27, 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:	George A. Santos, Chairman Thomas E. B. Borja, Vice Chairman Carl V. Dominguez, Member George F. Pereda, Member Joseph M. Leon Guerrero, Resident Commissioner Eliza U. Paulino, Member
COMMISSIONERS ABSENT:	Annabelle M. Dancel (excused)
BOC LEGAL COUNSEL:	Anthony Perez
MANAGEMENT & STAFF:	Michael J. Duenas, Executive Director Pedro A. Leon Guerrero, Deputy Director Albert Santos, A&E Manager
PUBLIC:	Carl Sanchez, Office of Senator Nelson

Meeting was called to Order at 12:00p.m. by Chairman Santos who acknowledged the presence of the above attendees. The 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>
170/17  171/17		<p>The Chairman called for a motion to be made on the approval of the Minutes for the previous Board Meeting on June 19, 2017.</p> <p>After review and further discussion by the Board Members, a motion was made by Commissioner Dominguez and seconded by Resident Commissioner Leon Guerrero to approve the Board Minutes of June 19, 2017.</p>	
<b>Minute No.</b>	<b>Ref. No.</b>	<b>New Business</b>	<b>Action By:</b>
172/17		<p><b>Intent of Award, Renovation of 6 Vacant Units at AMP2 &amp; 4</b></p> <p>Mr. Albert Santos stated that of the four contractors who picked up bid packages, only three submitted bids.</p> <p>What was unique about this was that Genesis Tech Corp. was the lowest bidder, bidding at thirty percent lower than the government estimate. However, the scope of work which included the relocation of electrical panel boxes and the demolition of a back porch with one of the units was not worked out well. Although, Genesis Tech Corp. claims that they will get the job done, Mr. A. Santos fears that something will be compromise whether its labor or materials used.</p> <p>Asian Pacific was the next lowest, bidding at twenty percent over the government estimate. Mr. A. Santos stated that the contractor is good and has done work with GHURA in the past.</p>	Albert Santos

<b>Minute No.</b>	<b>Ref. No.</b>	<b>New Business</b>	<b>Action By:</b>
172/17 (continuation)  173/17		<p>Based on the committee's review, it was determined that Asian Pacific was the lowest responsible, responsive bidder and is requesting the Board to approve the contract with Asian Pacific for the Renovation of six vacant units at AMP2 &amp; 4.</p> <p><b>A motion was made by Vice Chairman Borja and seconded by Commissioner Dominguez to approve a contract with Asian Pacific International for Base Bid #1 in the amount of \$189,216,000, for the Renovation of 6 units at AMP 2 &amp; 4. Funding for this project has been identified as eligible and available through the Public Housing Capital Fund Program. Upon staff review and determination, it was recommended by staff that Genesis-Tech Corporation was not a responsible and responsive bidder. Without any further discussion and objection, the Motion was approved as amended.</b></p>	
174/17		<p><b>Resolution No. FY2017-009, adopting Procurement Policies for The Guam Housing and Urban Renewal Authority</b></p> <p>Director Duenas stated that this resolution basically clarifies that GHURA's Procurement Policies will follow both the local statute and the federal regulations.</p> <p>In 2000, when Procurement Policies were initially overhauled, GHURA had to follow the Federal Procurement Handbook. Since then there have been changes to regulations.</p>	<p><b>Michael Duenas</b></p>

<b>Minute No.</b>	<b>Ref. No.</b>	<b>New Business</b>	<b>Action By</b>
<p>174/17 (continuation)</p> <p>175/17</p>		<p>In January 2013, the Attorney General's office stated that GHURA will have to follow the local procurement laws. The difference being the thresholds in different things such as the renovation &amp; construction threshold which is \$50,000 lower than federal.</p> <p>This is the first resolution that referenced to following local procurement law which requires us to follow the lower amounts of thresholds.</p> <p><b>A motion was made by Vice Chairman Borja and seconded by Resident Commissioner Leon Guerrero to approve the Resolution No. FY2017-009, adopting Procurement Policies for The Guam Housing and Urban Renewal Authority. Without any further discussion and objection, the motion was approved.</b></p>	
<p>176/17</p>		<p><b>Resolution No. FY2017-TA-004, authorizing off-island travel for a Board Member to attend the 2017 NAHRO Summer Conference "Strengthening Our Foundation" and Commissioner Fundamental training which will be held in Indianapolis, IN from July 16-18, 2017. Traveler: Eliza U. Paulino</b></p> <p><b>Resolution No. FY2017-TA-004, authorizing off-island travel for a Board Member to attend the 2017 NAHRO Summer Conference "Strengthening Our Foundation" and Commissioner Fundamental training which will be held in Indianapolis, IN from July 16-18, 2017. Traveler: Eliza U. Paulino</b></p> <p>Chairman Santos excused Commissioner Paulino and Commissioner Pereda from the discussion as they are both involved in the resolutions and requested to combine</p>	

<b>Minute No.</b>	<b>Ref. No.</b>	<b>New Business</b>	<b>Action By</b>
<p data-bbox="233 277 412 340">176/17 (continuation)</p> <p data-bbox="266 491 380 525">177/17</p>		<p data-bbox="662 277 1263 441">both resolutions and make one motion to approved both. No objections were made by the board and Legal Counsel approved the motion to proceed.</p> <p data-bbox="662 491 1263 1302">A motion was made by Resident Commissioner Leon Guerrero and seconded by Vice Chairman Borja to approve Resolution No. FY2017-TA-004, authorizing off-island travel for a Board Member to attend the 2017 NAHRO Summer Conference “Strengthening Our Foundation” and Commissioner Fundamental training which will be held in Indianapolis, IN from July 16-18, 2017 for Traveler: Eliza U. Paulino and Resolution No. FY2017-TA-005, authorizing off-island travel for a Board Member to attend the 2017 NAHRO Summer Conference “Strengthening Our Foundation” and Commissioner Fundamental training which will be held in Indianapolis, IN from July 16-18, 2017 for Traveler: George F. Pereda in the combined amount of \$7,509.20. Without any further discussion and objection, the motion was approved.</p>	

<b>Minute No.</b>	<b>Ref. No.</b>	<b>General Discussion / Announcements</b>	<b>Action By</b>
178/17		Next Proposed Scheduled Meeting: Thursday, July 6, 2017	

179/17

**ADJOURNMENT**

There being no further business before the Board, a motion was made by **Resident Commissioner Leon Guerrero** and Seconded by **Commissioner Dominguez**, which was unanimously agreed upon, to adjourn the meeting. The meeting was adjourned at 12:27 p.m.

(seal)

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**MICHAEL J. DUENAS**

Board Secretary/Executive Director

**GUAM HOUSING AND URBAN RENEWAL AUTHORITY  
ATURIDAT GINIMA YAN RINUEBAN SIUDAT**

**MEMORANDUM:**

June 27, 2017

**TO:** Board of Commissioners

**FROM:**  Michael J. Duenas, Executive Director

**SUBJECT:** Intend of Award  
IFB GHURA-COCC-017-003  
Public Housing and Section 8 (HCV) On-site Certification Training

GHURA issued the above IFB to procure professional training services for the GHURA Public Housing and Section 8 (HCV) for staff and management.

The bid advertised on May 24, 2017 and May 30, 2017. In addition, five (5) off-island vendors received, from GHURA, a solicitation email on May 31, 2017. A total of eight (8) bidders were issued a bid packet in which five (5) bidders submitted the required "Acknowledgement Receipt Form" which made them eligible to participate in the bid. Three (3) bidders did submit the forms and were not considered responsive.

**Procurement Schedule:**

**Bid Issue Date:** May 24, 2017

**Pre-bid Conference Date (amended):** 8:30a.m. ChST, June 2, 2017

**Bid Opening Date (amended):** 3:00p.m., ChST, June 16, 2017

Of the five (5) prospective bidders, GHURA received one (1) sole bid submission from Quadel Consulting & Training, LLC.

An evaluation was conducted for the one (1) bid submission. The method of evaluation was based on lowest, most responsive, responsible bidder. Several clarification questions were sent to the bidder in which the bidder responded adequately. The evaluation committee determined that the sole submission from Quadel Consulting & Training, LLC met the minimum specifications and the procurement requirements set forth in the IFB.

Evaluation committee members were Philly San Nicolas, AMP 4 PSM, Norma San Nicolas, Section 8 Administrator, and Priscilla Rideb, Buyer Supervisor II.



**Table 1: IFB GHURA-COCC-017-003 Public Housing and Section 8 (HCV) On-site Certification Training**

Bid Item No.:	Description:	Qty:	Unit Cost	Sub-Total
1	<i>PUBLIC HOUSING MANAGEMENT (PHM)</i>	15	\$643.00	\$9,645.00
2	<i>PUBLIC HOUSING SPECIALIST CERTIFICATION</i>	18	\$635.81	\$11,444.66
3	<i>CUSTOMER SERVICE TRAINING FOR PUBLIC HOUSING</i>	43	\$199.97	\$8,598.83
4	PROJECT BASED MAINTENANCE MANAGEMENT	10	\$623.21	\$6,232.08
5	<i>UPCS FUNDAMENTALS</i>	38	\$240.92	\$9,155.00
6	<i>PUBLIC HOUSING ASSESSMENT SYSTEMS (PHAS) TRAINING</i>	31	\$238.23	\$7,385.00
7	HCV EXECUTIVE MANAGEMENT	10	\$929.04	\$9,290.45
8	SECTION 8 (HCV) HOUSING SPECIALIST CERTIFICATION	30	\$366.47	\$10,993.97
9	FAMILY SELF SUFFICIENCY (FSS) PROGRAM	15	\$595.86	\$8,937.93
10	INFORMAL REVIEWS AND HEARINGS	10	\$844.20	\$8,441.97
11	HQS INSPECTION SPECIALIST	10	\$713.04	\$7,130.45
12A	PUBLIC HOUSING MANAGEMENT CERTIFICATION EXAM	11	0	Included
12B	PUBLIC HOUSING SPECIALIST CERTIFICATION EXAM	15	0	Included
12C	HCV EXECUTIVE MANAGEMENT EXAM	5	0	Included
12D	SECTION 8 (HCV) HOUSING SPECIALIST CERTIFICATION EXAM	19	0	Included
12E	HQS INSPECTION SPECIALIST CERTIFICATION EXAM	4	0	Included
12F	FAMILIY SELF SUFFICIENCY (FSS) CERTIFICATION EXAM	4	0	Included
<b>TOTAL COST BID ITEMS: 1 – 12F (TRAINING)</b>			<b>\$97,255.33</b>	

<b>Bid Item No.:</b>	<b>Description:</b>	<b>Cost:</b>
13A	AIRFARE	\$13,360.00
13B	HOTEL	\$7,658.40
13C	PER DIEM	\$4,395.00
13D	GROUNDS TRANSPORTATION	\$750.00
13E	RENTAL CAR	\$2,325.00
<b>TOTAL COST BID ITEM: 13A – 13E (TRAVEL)</b>		<b>\$28,488.40</b>

<b>TOTAL COST BID ITEM 1 – 12F (TRAINING)</b>	<b>\$97,225.33</b>
<b>TOTAL COST BID ITEM 13A – 13E (TRAVEL)</b>	<b>\$28,488.40</b>
<b>TOTAL CONTRACT COST</b>	<b>\$125,743.73</b>

The Management is asking the Board of Commissioners to award the Quadel Consulting & Training, LLC to approve the award of professional training services.

Award is subject to approval of sole source procurement from HUD. Upon notification, GHURA will issue notice of award to the prospective bidder.

Attachments: Independent Cost Estimate (ICE)  
Bid Abstract  
Evaluation Summary

FY2017 Independent Cost Estimate for Public Housing and Section 8 (HCV) On-Site Certification Training

Bid Item No.	Description	Qty	Price	Total	NanMcy Price	NanMcy Total
1	Public Housing Management**	15	\$1,325.00	\$19,875.00	\$1,325.00	\$19,875.00
2	Public Housing Specialist Certification*	18	\$396.02	\$7,128.36	\$1,325.00	\$23,850.00
3	Customer Service Training for Public Housing***	43	\$200.00	\$8,600.00	\$200.00	\$8,600.00
4	Project Based Maintenance Management***	10	\$300.00	\$3,000.00	\$300.00	\$3,000.00
5	UPOCS Fundamentals*	38	\$192.82	\$7,327.16	\$700.00	\$26,600.00
6	Public Housing Assessment Systems (PHAS) Training***	31	\$200.00	\$6,200.00	\$200.00	\$6,200.00
7	HCV Executive Management**	10	\$1,325.00	\$13,250.00	\$1,325.00	\$13,250.00
8	Section 8 (HCV) Housing Special*	30	\$272.62	\$8,178.60	\$1,325.00	\$39,750.00
9	Family Self Sufficiency (FSS) Program*	15	\$290.89	\$4,363.35	\$825.00	\$12,375.00
10	Informal Reviews and Hearings*	10	\$341.46	\$3,414.60	\$700.00	\$7,000.00
11	HQS Inspection Specialist*	10	\$323.64	\$3,236.40	\$825.00	\$8,250.00
12A	Public Housing Management Certification Exam*	11	\$150.00	\$1,650.00	\$150.00	\$1,650.00
12B	Public Housing Specialist Certification Exam*	15	\$168.03	\$2,520.45	\$150.00	\$2,250.00
12C	HCV Executive Management Exam*	5	\$150.00	\$750.00	\$150.00	\$750.00
12D	Section 8 (HCV) Housing Special Certification Exam*	19	\$122.10	\$2,319.90	\$150.00	\$2,850.00
12E	HQS Inspection Specialist Certification Exam*	4	\$316.43	\$1,265.72	\$150.00	\$600.00
12F	Family Self Sufficiency (FSS) Program Certification Exam*	4	\$316.43	\$1,265.72	\$150.00	\$600.00
13A	AIRFARE*			\$9,154.00		\$9,154.00
13B	HOTEL*			\$4,505.00		\$4,505.00
13C	PERDIEM*			\$2,380.00		\$2,380.00
13D	GROUND TRANSPORTATION*			\$708.00		\$708.00
13E	AIRPORT PARKING			\$318.00		\$318.00
13F	RENTAL CAR*			\$1,417.00		\$1,417.00
	*2015 Public Housing & Section 8 Certification Training			\$112,827.26		\$195,932.00
	**NanMckay Training Cost Online Website					
	***Conservative estimation					

Note: Public Housing training will be allocated between Public Housing, Guma Trankitidal, and COCC. Section 8 HCV training will be allocated between Section 8 and Saipan Group

DIVISION	ICE PER DIVISION
PH	\$47,654.10
S8	\$25,276.18
GT	\$3,661.34
COCC	\$11,829.12
SAIPAN	\$24,406.52
	\$112,827.26

Bid Item No.:	BREAKDOWN OF ATTENDEES										QTY per Training
	A1	A2	A3	A4	GT	COCC	S8	Saipan			
1	2	2	2	3	1	5	0	0	0	0	15
2	3	3	3	4	1	4	0	0	0	0	18
3	9	9	10	13	2	0	0	0	0	0	43
4	2	2	2	2	1	1	0	0	0	0	10
5	7	7	8	11	2	3	0	0	0	0	38
6	6	6	6	7	1	5	0	0	0	0	31
7	0	0	0	0	0	0	4	0	0	0	10
8	0	0	0	0	0	0	0	22	8	0	30
9	0	0	0	0	0	0	0	7	8	0	15
10	0	0	0	0	0	2	0	0	0	0	10
11	0	0	0	0	0	0	0	4	6	0	10
12a	2	2	2	3	1	1	0	0	0	0	11
12b	3	3	3	4	1	1	0	0	0	0	15
12c	0	0	0	0	0	0	4	1	1	0	5
12d	0	0	0	0	0	0	11	8	0	0	19
12e	0	0	0	0	0	0	4	0	0	0	4
12f	0	0	0	0	0	0	2	2	0	0	4
	34	34	36	47	10	22	58	47	0	0	288
	\$1,144.61	\$1,144.61	\$1,211.94	\$1,582.25	\$336.65	\$740.63	\$6,806.07	\$5,515.26	\$18,482.00		

DIV	NO. OF ATTENDEE	COST PER ATTENDEE
A1	34	\$33.66
A2	34	\$33.66
A3	36	\$33.66
A4	47	\$33.66
COCC	22	\$33.66
GT	10	\$33.66
S8	58	\$117.35
SAIPAN	47	\$117.35
	288	\$18,482.00

FY2017 Independent Cost Estimate for Public Housing and Section 8 (HCV) On-Site Certification Training

Bid Item No.:	Description:	Qty:	Unit Cost	Sub-Total:	BREAKDOWN BY LOCATION								
					A1	A2	A3	A4	GT	COCC	S8	Saipan	
1	Public Housing Management	15	\$1,325.00	\$19,875.00	\$2,650.00	\$2,650.00	\$2,650.00	\$3,975.00	\$1,325.00	\$6,625.00	0	0	\$19,875.00
2	Public Housing Specialist Certification	18	\$396.02	\$7,128.36	\$1,188.06	\$1,188.06	\$1,188.06	\$1,584.08	\$396.02	\$1,584.08	0	0	\$7,128.36
3	Customer Service Training for Public Housing	43	\$200.00	\$8,600.00	\$1,800.00	\$2,000.00	\$2,600.00	\$400.00	\$400.00	\$0.00	0	0	\$8,600.00
4	Project Based Maintenance Management	10	\$300.00	\$3,000.00	\$600.00	\$600.00	\$600.00	\$300.00	\$300.00	\$300.00	0	0	\$3,000.00
5	UPCS Fundamentals	38	\$192.82	\$7,327.16	\$1,349.74	\$1,349.74	\$1,542.56	\$2,121.02	\$385.64	\$578.46	0	0	\$7,327.16
6	Public Housing Assessment Systems (PHAS) Training	31	\$200.00	\$6,200.00	\$1,200.00	\$1,200.00	\$1,400.00	\$2,000.00	\$2,000.00	\$1,000.00	0	0	\$6,200.00
7	HCV Executive Management	10	\$1,325.00	\$13,250.00	0	0	0	0	0	0	\$5,300.00	0	\$13,250.00
8	Section 8 (HCV) Housing Special	30	\$272.62	\$8,178.60	0	0	0	0	0	0	\$5,997.64	0	\$8,178.60
9	Family Self Sufficiency (FSS) Program	15	\$290.89	\$4,363.35	0	0	0	0	0	0	\$2,036.23	0	\$4,363.35
10	Informal Reviews and Hearings	10	\$341.46	\$3,414.60	0	0	0	0	\$0.00	\$682.92	0	0	\$3,414.60
11	HQS Inspection Specialist	10	\$323.64	\$3,236.40	0	0	0	0	0	0	\$1,294.56	0	\$3,236.40
12a	Public Housing Management Certification Exam	11	\$150.00	\$1,650.00	\$300.00	\$300.00	\$300.00	\$450.00	\$150.00	\$150.00	0	0	\$1,650.00
12b	Public Housing Specialist Certification Exam	15	\$168.03	\$2,520.45	\$504.09	\$504.09	\$504.09	\$672.12	\$168.03	\$168.03	0	0	\$2,520.45
12c	HCV Executive Management Exam	5	\$150.00	\$750.00	0	0	0	0	0	0	\$600.00	0	\$750.00
12d	Section 8 (HCV) Housing Special Certification Exam	19	\$122.10	\$2,319.90	0	0	0	0	0	0	\$1,343.10	0	\$2,319.90
12e	HQS Inspection Specialist Certification Exam	4	\$316.43	\$1,265.72	0	0	0	0	0	0	\$1,265.72	0	\$1,265.72
12f	Family Self Sufficiency (FSS) Program Certification Exam	4	\$316.43	\$1,265.72	0	0	0	0	0	0	\$632.86	0	\$1,265.72
	Travel Cost	288		\$94,345.26	\$9,591.89	\$9,591.89	\$9,984.71	\$13,402.22	\$3,324.69	\$11,088.49	\$18,470.11	\$18,891.26	\$94,345.26
	TOTAL COST			\$112,827.26	\$1,144.61	\$1,144.61	\$1,211.94	\$1,582.25	\$336.65	\$740.63	\$6,806.07	\$5,515.26	\$63,144.56
					\$10,736.50	\$10,736.50	\$11,196.65	\$14,984.47	\$3,661.34	\$11,829.12	\$25,276.18	\$24,406.52	\$49,682.70
													\$112,827.26

PH Total Training and Travel \$63,144.56  
 S8 Total Training and Travel \$25,276.18  
 S8 Total Training and Travel \$112,827.26

Bid Item No.:	Description:	QTY	*COST	SUB TOTAL
13a	AIRFARE		\$9,154.00	
13b	HOTEL		\$4,505.00	
13c	PERDIEM		\$2,380.00	
13d	GROUND TRANSPORTATION		\$708.00	
13e	AIRPORT PARKING		\$318.00	
13e	RENTAL CAR		\$1,417.00	
			\$18,482.00	

\$6,160.67 cost per trainer x 3= \$18482.00

DIV	DESCRIPTION	QTY	*COST	SUB TOTAL	**NO OF ATTENDEES	COST PER ATTENDEE
S8	TRAINERS	2	\$6,160.67	\$12,321.33	105	\$117.35
PH	TRAINERS	1	\$6,160.67	\$6,160.67	183	\$33.66
	TOTAL TRAVEL COST/NO OF TRAINERS			\$18,482.00	288	
	TOTAL NO OF ATTENDEES PER GROUP					

	Company Name	Company Representative	Company Address and Email	Contact Number	Date & Receipt No.	Comments
1	Quadel Consulting	Mirna Bolija			6/15/17 10:45am	<i>[Signature]</i> Via Fed Ex
2						
3						
4						
5						

Guam Housing and Urban Renewal Authority  
Bid Abstract for GHURA-COCC-017-003 Public Housing and Section 8 On-Site Certification Training  
 Bid Opening Date: 3:00p.m., Friday, June 16, 2017

Executive Director  
 Michael Duenas

NAME OF BIDDER	Base Bid Item	NAME OF BONDING CO. AND ADDRESS	Power of Attorney	Certificate of Authority	NON-COL Affidavit	Major Shareholder Affidavit	Non Gratuities Affidavit	Ethical Affidavit	HUD 5369c	Contingent Fee	Disclosure of Conflict Of Interest	DOL Wage	Resume Awards	Training Plan	Vendor Bid Form	Contact for Contract	Business License	Pre-Bid Minutes	Addendums 3-Jan	
																				BID BOND
<i>Quadel Consulting</i>	1				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

ATTESTED BY: *Rosa Santos* 06.16.17  
 IFB OPENED BY: *PRISILLA RIVERA* 6/16/17  
 TITLE: \_\_\_\_\_  
 DATE: \_\_\_\_\_

**Bid Abstract**

**IFB GHURA-COCC-017-003 Public Housing and Section 8 (HCV) On-site Certification Training**  
**Bid Opening: 3:00pm, Friday, June 16, 2017**

Bid Item No.:	Description:	Qty:	Vendor 1: <i>Quadel Consulting</i>		Vendor 2:	
			Unit Cost	Sub-Total	Unit Cost	Sub-Total
1	PUBLIC HOUSING MANAGEMENT (PHM)	15	\$643.00	9,645.00		
2	PUBLIC HOUSING SPECIALIST CERTIFICATION	18	\$635.81	11,444.66		
3	CUSTOMER SERVICE TRAINING FOR PUBLIC HOUSING	43	\$199.97	8,598.83		
4	PROJECT BASED MAINTENANCE MANAGEMENT	10	\$623.21	6,232.15		
5	UPCS FUNDAMENTALS	38	\$240.92	9,155.00		
6	PUBLIC HOUSING ASSESSMENT SYSTEMS (PHAS) TRAINING	31	\$238.23	7,385.00		
7	HCV EXECUTIVE MANAGEMENT	10	\$929.04	9,290.45		
8	SECTION 8 (HCV) HOUSING SPECIALIST CERTIFICATION	30	\$366.46	10,993.97		
9	FAMILY SELF SUFFICIENCY (FSS) PROGRAM	15	\$595.86	8,937.93		
10	INFORMAL REVIEWS AND HEARINGS	10	\$844.20	8,441.97		
11	HQS INSPECTION SPECIALIST	10	\$713.04	7,130.45		

12A	PUBLIC HOUSING MANAGEMENT CERTIFICATION EXAM	11	<i>Included</i>		
12B	PUBLIC HOUSING SPECIALIST CERTIFICATION EXAM	15			
12C	HCV EXECUTIVE MANAGEMENT EXAM	5			
12D	SECTION 8 (HCV) HOUSING SPECIALIST CERTIFICATION EXAM	19			
12E	HQS INSPECTION SPECIALIST CERTIFICATION EXAM	4			
12F	FAMILY SELF SUFFICIENCY (FSS) CERTIFICATION EXAM	4			
TOTAL COST BID ITEMS: 1 – 12F (TRAINING)				\$ 97,255.33	

**Bid Abstract**  
**IFB GHURA-COCC-017-003 Public Housing and Section 8 (HCV) On-site Certification Training**

Bid Item No.:	Description:	Vendor 1: <i>Quadel Consulting</i>	Vendor 2:
		Cost:	
13A	AIRFARE	\$ 13,360.00	
13B	HOTEL	\$ 17,648.40	
13C	PER DIEM	\$ 4,395.00	




13D	GROUNDS TRANSPORTATION	\$ 750.00
13E	RENTAL CAR	\$ 2,325.00
TOTAL COST BID ITEM: 13A - 13E (TRAVEL)		\$ 28,488.40

TOTAL COST BID ITEM 1 - 12F (TRAINING)		\$ 97,255.33
TOTAL COST BID ITEM 13A - 13E (TRAVEL)		\$ 28,488.40
TOTAL CONTRACT COST		\$ 125,743.73

Opened By: *David L...* Date: 6/16/17  
 Witnessed By: *Rosa Santos* Date: 06.16.17

# Memo

**To:** Memo To File  
**From:** Priscilla Rideb, Buyer Supervisor II   
**Date:** June 23, 2017  
**Re:** Evaluation Summary IFB GHURA-COCC-017-003  
Public Housing and Section 8 (HCV) On-site Certification Training

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**The Evaluation Committee Members:**

1. Philly San Nicolas, AMP 4 PSM
2. Norma San Nicolas, Section 8 Administrator
3. Priscilla Rideb, Buyer Supervisor II

Meeting Date: June 22, 2017  
Meeting Venue: BOC Conference Room

The method of evaluation is based on lowest, most responsive, responsible bid. Bidder's submission must meet or exceed the minimum specification and the procurement requirements as set forth in the IFB. Several questions were asked by the committee. BSII sent questions to the bidder who in turn provided their responses.

**ECM 1: Philly San Nicolas**

Question 1: Is one (1) day adequate for the Project based Maintenance? The course outline seemed extensive.

Response 1: The bidder replied that one (1) day is sufficient for the training and clarified the main training points.

Question 2: Why does the public housing specialist training outline included HCV program processes?

Response 2: The bidder confirmed HCV processes will not part be part of the training.

Question 3: How long are the examinations, pages 11, 15 and 29 states conflicting times, 2 or 4 hours?

Response 3: Bidder's response is that all exams will be approximately 4 hours long.

Comments: Responses were satisfactory.

#### **ECM 2: Norma San Nicolas**

Question 1: What is the purpose of the Grounds Transportation when rental car fees are part of the travel expenses?

Response 1: Bidder responded that grounds transportation was for taxi-fees or airport parking fees prior to arrival on Guam. Note: BSII inquired with the Acting Controller if this expense was allowable and it was confirmed that grounds transportation for taxi or parking fee prior to travel is allowable. A cap amount was not identified but BSII was able to determine that the cost was reasonable. Here is breakdown for airport parking fees: \$750.00 / 3 travelers = \$250.00 / 14 days = \$17.85 per day.

Question 2: Day 4 of training included training for public housing program and is not applicable to HCV Executive module. Please clarify.

Response 2: The bidder response was Day 4 should not be a part of the HVC Executive program. Training days changed from 4 ½ days to 3 ½ days.

Question 3: Trainer 2's, Rebecca Northrop, experience in public housing or HCV programs does not seem adequate for the training she is slotted to teach. Her expertise is more in the HOPE VI and CDBG programs. GHURA would like to request for another trainer with more experience in the public housing and HCV programs.

Response 3: Bidder responded by replacing Trainer 2, Rebecca Northrop, with Jim Evans who has sufficient experience in public housing and HCV programs. He was one of the trainers in 2015.

Comments: Responses were satisfactory.

#### **ECM 3: Priscilla Rideb**

BDII corresponded with the vendor regarding training schedule to ensure that the trainings offered were not in conflict with the participants who were attending. A fixed schedule was finalized and is satisfactory to all groups attending.

Comments: Bidder's responses were adequate and satisfactory.

#### **Procurement Notes:**

Based on the comments from the other participating bidders, insufficient time was a major factor in non-participation. The BSII did not extend the bid opening due to the following factors:

1. The timeline was similar to the 2015 IFB for training services in which three (3) bidders participated and seemed reasonable; and,
2. A request for extension was not made in a timely manner. New Horizon Guam, a local vendor, sent a request via email for a bid extension on June 15, 2017. The request was denied because bidder missed the deadline for Q/A; and Quadel Consulting and Training, LLC bid submission was received on the same day prior to the email; and,
3. None of the off-island bidders requested for a bid extension.

When the off-island bidders were asked why they did not submit a bid, the main reason was due to inadequate time and the following factors:

1. Availability of trainers on short notice; and,
2. Inability to secure bonding conforming to Guam's bonding requirements

The evaluation committee's overall consensus is the bidder met all the requirements set forth in the IFB.



# 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 June 30, 2017

Subject LIHTC Villa Del Mar LLC  
Request for additional credit award

Hafa Adai Commissioners,

Your approval is sought to award an additional allocation of LIHTC credits in the amount of \$325,000 to Villa Del Mar LLC to offset the reduction in the price per credit proposed by the project Syndicator, Hudson Housing Capital. Upon review of new and updated project information provided by the Developer and Syndicator, we believe the additional award of credits to be reasonable and just sufficient to see the project completed as proposed. The credits will be awarded from the balance of available 2017 credits.

a. LIHTC 2016			\$2,690,000
b. LIHTC 2017			<u>\$2,710,000</u>
c.			\$5,400,000
d. 2016	Award #1	Summer Town Estates Phase III LLC	\$2,177,868
e. 2016/2017	Award #2	Villa Del Mar LLC	\$2,064,241
f. 2017	Addl Credits	Villa Del Mar LLC	<u>\$ 325,000</u>
g.			\$4,567,109
h.	Credits available from LIHTC 2017 (line c – g)		\$ 832,891

Villa Del Mar was awarded \$2,064,241 in tax credits on November 30, 2016. On April 18, 2017, Villa Del Mar communicated that they would like the use of an additional \$325,000 in tax credits to proceed with their project.

Proposed revisions to the federal tax code have affected the project developer's ability to secure their estimated price per credit as projected for in their initial 2016 LIHTC Application.

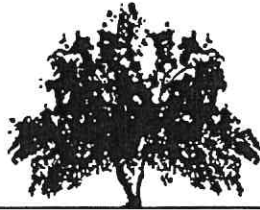


Analysis was conducted by the GHURA staff of updated information and new information provided by the Developer, including the Letter of Intent by Hudson and updated construction estimates and pro forma. Development costs (eligible basis) for the project have been reduced by \$2,779,157 (from \$23,561,938 to \$20,782,781). We also verified that the Developer Fee has reduced as well by \$666,590 (from \$4,333,406 to \$3,666,816). In addition, the developer has established partial loan financing with Bank of Guam.

At this same time, the ability to finance the project was negatively affected when the Developer's price per credit estimate fell short of its projected \$0.93 to \$0.82 per credit. The resulting gap of \$325,000 is the subject of this request.

Villa Del Mar LLC's justification for the additional credit request stands within reason. Notwithstanding that the proposed tax reforms have yet to be realized, the prospective investor clients of the Syndicator appear to have adopted a conservative posture in an attempt to mitigate potential losses. Moreover, there are no indications of an increase to the developer's profit. Rather, it is a case that funding is limited brought upon by uncertainties with the federal government's discussion of proposed tax reforms.

It is the recommendation based on the analysis provided by GHURA staff that the additional credits would be granted to Villa Del Mar LLC in the amount of \$325,000.



## Villa Del Mar

April 18, 2017

Mr. Mike Duenas  
Executive Director  
Guam Housing and Urban Renewal Authority  
117 Bien Venida Avenue  
Sinajana, Guam 96910

**RE: – Villa Del Mar additional credit request**

Dear Mike,

As we discussed in February, the outcome of the presidential election and the discussions of tax reform has had a substantial impact on the LIHTC market and other funding sources for affordable housing. Investors and others in the affordable housing community have significantly reduced the prices they are willing to pay for LIHTCs in anticipation of a lower corporate tax rate. The purpose of this letter is to outline the impact of changing market conditions on Villa del Mar, and request that GHURA reserve additional 2017 LIHTCs for Villa del Mar to alleviate the funding gap.

### **THE CHALLENGE**

There have been many discussions and webinars among developers, investors, and housing tax credit experts to discuss this changed investment landscape and its potential impact on project viability. As a result of these discussions, Novogradac & Company has analyzed the possible ripple effects of tax reform outcomes on LIHTC investor yields, investor equity pricing and the amount of equity raised for each project.

Novogradac ran a series of calculations to gauge the effect of lower corporate tax rates and accelerated depreciation periods on LIHTC yields and possible investor equity pricing. The Novogradac estimated the effect of the corporate tax rate dropping from the current level of 35 percent to 20 percent and determined that, the investors would reduce the equity invested per \$1.00 of credit by \$0.13.

State Housing Agencies on the mainland are utilizing a number of techniques to provide the resources necessary to bridge the financing gap caused by the decline in prices for credits. Puerto Rico, Ohio, North Carolina, and New Jersey are reserving and forward committing additional credits. Massachusetts is awarding state tax credits to cover the gaps in projects there and Pennsylvania is awarding soft funds for 2016 credits.

### **IMPACT ON VILLA DEL MAR**

Our original investor proposals offered to purchase LIHTCs for \$.92 and \$.9475 per dollar of credit. After the election these prices have been lowered approximately \$.13 to \$.79 to \$.82 per dollar of credit. This decline in prices for credits result in a decrease in project funds that Villa del Mar can raise from tax credit investors. We have reduced development costs (including developer profits) to minimize this gap. Unfortunately we are not able to find the savings necessary to achieve financial feasibility with the \$2,064,241 of credits previously requested. Given the current conditions and GHURA's available remaining 2017 credits, the most effective way to bridge the gap is with an additional allocation of a portion of the available remaining 2017 credits.

### **SOLUTION**

We have attached a signed Letter of Intent with Hudson Housing Capital, a well known LIHTC syndicator which offers to purchase our credits for Villa del Mar for \$.82 per dollar. Based upon our original price of \$94.75 it creates a financial gap of \$2,631,092. It would take approximately \$325,000 in additional annual tax credits to bridge the financing gap. Based upon our construction budget we have sufficient eligible basis to more than cover this increase. Understanding that GHURA has \$626,000 2017 credits that have not been committed or reserved, we respectfully request that GHURA allocates an additional \$325,000 of credits to Villa Del Mar so that we can move forward with the project and build this much needed housing.

We are of course available to answer any questions you may have. Thank you for your consideration, and we look forward to hearing from you.

Sincerely,

  
Carlos V. Camacho  
Partner

Cc: Katherine T.E. Taitano, Albert Santos

Enclosure





# GHURA

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Website: [www.ghura.org](http://www.ghura.org)



**Eddie Baza Calvo**  
Governor of Guam

**Ray Tenorio**  
Lt. Governor of Guam

**George A. Santos**  
Chairman

**Thomas E. B. Borja**  
Vice Chairman

**Annabelle M. Dancel**  
Commissioner

**Carl V. Dominguez**  
Commissioner

**George F. Pereda**  
Commissioner


**Eliza U. Paulino**  
Commissioner

**Joseph M. Leon Guerrero**  
Resident Commissioner

**Michael J. Duenas**  
Executive Director

**Pedro A. Leon Guerrero, Jr.**  
Deputy Director

## MEMORANDUM

To Board of Commissioners  
From Executive Director   
Date June 30, 2017  
Subject PY2017 Project Summary  
CDBG, HOME, ESG

Hafa Adai Commissioners,

GHURA staff have completed the review of projects and activities proposed for funding in Program Year 2017<sup>1</sup>. Available funds for the period total \$4M across the three programs, CDBG, HOME, and ESG. All total, GHURA received 17 proposal requests totaling over \$13M.

GHURA has compiled a list of five CDBG activities, one HOME activity, and one ESG activity for funding in the 2017 program year. The specific projects are outlined in the attached spreadsheet. In addition to new projects, additional funding is proposed for two activities already approved and underway.

Challenges to the selection process for 2017 included issues of future funding for two major programs, CDBG and HOME, and increased development costs related to labor and supplies shortages have caused us additional concern. As a result, we have endeavored to select a pool of projects which we believe to be achievable in a single funding cycle.

The selected projects correspond to goals identified in the current Guam 5-Year Consolidated Plan. Evaluation factors included the analysis of site control, environmental concerns, the soundness of project goals, organizational capacity, budget reasonableness, and the ability of the project to aide in the Authority's own requirements to ensure the timely expenditure and commitment of funds, among other requirements.

<sup>1</sup> Program Year 2017 is equivalent to Fiscal Year 2018 (October 01, 2017 to September 30, 2018).

Program Year 2017/ Fiscal Year 2018					
ANNUAL ACTION PLAN- COMMUNITY PLANNING AND DEVELOPMENT FUNDS: PROPOSED PROJECTS					
	PROJECT NAME	APPLICANT/RECIPIENT	GRANT AVAILABLE by Category	AMOUNT BUDGETED	TOTAL GRANT AVAILABLE
1	<u>CDBG PFI</u> Baseball Park Enhancements	Dept. of Parks and Recreation		838,679.18	
2	Inarajan Basketball Court, new const.	Office of the Mayor of Inarajan		838,679.18	
3	Additional Funds for ongoing Umatac Baseball Field Rehab.	Office of the Mayor of Umatac		300,000.00	
4	Additional Funds for ongoing Sinajana Rec Ctr Rehab.	Office of the Mayor of Sinajana		128,000.00	
			2,105,358.36		
5	<u>CDBG PS</u> Lighthouse Recovery Center	The Salvation Army Corps Guam		211,291.84	
6	Family Services Center/One-Stop Homeless Assistance Center	The Salvation Army Corps Guam		28,790.00	
7	The Opportunity Initiative 2017	Big Brothers Big Sisters		67,555.00	
8	HMIS Match	The Salvation Army Corps Guam		28,000.00	
			335,636.84		
9	<u>CDBG Admin/Planning</u>	GHURA		305,124.40	
10	CDBG Administration	GHURA		305,124.40	
			610,248.80		3,051,244.00
11	<u>HOME</u> GHURA Homebuyer Acquisition/New Construction	GHURA		636,413.70	
12	HOME Administration	GHURA		112,308.30	
			748,722.00		748,722.00
13	<u>ESG</u> Family Services Center/One-Stop Homeless Assistance Center	The Salvation Army Corps Guam		217,208.50	
14	ESG Administration	GHURA		17,611.50	
			234,820.00		234,820.00
			4,034,786.00		4,034,786.00