



**BOARD OF COMMISSIONERS
REGULAR SCHEDULED MEETING
12:00 P.M., January 9, 2024
GHURA's Main Office (via Zoom)
1st floor, Conference Room, Sinajana
AGENDA**

I. ROLL CALL

II. BOARD MEETING PUBLIC ANNOUNCEMENTS

1st Printing – Tuesday, January 2, 2024

2nd Printing – Sunday, January 7, 2024

**III. APPROVAL OF PREVIOUS BOARD MINUTES – October 24, 2023
December 12, 2023**

	PAGE (S)
IV. NEW BUSINESS	
1. Intent of Award	1 - 5
IFB#GHURA-23-20; Website Maintenance and Development	
2. Intent of Award	6 - 9
IFB#GHURA-23-18; Railing Replacement of Twelve GHURA 83 Units	
3. Equitable Adjustment	10 - 24
IFB#GHURA-09-26-2019-CDBG; Construction of a Lighthouse Recovery Center for Women Tiyan, Guam	
4. Resolution No. FY2024-005	25 - 26
Resolution Updating GHURA's Travel Policy	

V. EXECUTIVE DIRECTOR'S REPORT

1. Project Updates

2. Division Updates

a. Community Development Block Grant Program

b. Strategic Planning and Grants Management Processes (5-Year ConPlan, Annual Action Plan, CAPER, Financial Reports (various), CoC Annual Performance Reports, et al.)

VI. GENERAL DISCUSSION / ANNOUNCEMENTS

1. Next proposed scheduled Board Meeting: Tuesday, January 23, 2024
@ 12:00 p.m.

VII. ADJOURNMENT

Baseball

Continued from Page 15

third off a Kyle Yoon sacrifice line drive to first.

A well-timed double steal from Matt Elm and Elijah Asuncion scored the second run for ND that tied the game at 2-2.

FD countered back in the 6th inning when Zach Muna ripped a shot down the left field line, scoring Evan Acosta from first as Muna strolled into third with a standup triple – erupting a roar of approval from the Friar Nation.

As they did in the third inning, the Royals responded in the bottom of the 6th to knot it up once again at 3-3 when Zhavier Panes dropped a perfect bunt, fielded by Aguon and in a rush, the throw to first went off into foul territory as Ty Leon Guerrero scored to tie it at 3-3.

The Royals weren't done as they scored the go-ahead run on an FD infield error off the bat of Yoon as RL-GII hustled home of what would be the game-winning run.

With the 4-3 lead in hand, Leon Guerrero marched to the mound in the final inning to finish what he started. There was no doubt he was going to be relieved.

"I've been in these tough situations before," RLGII said. "I wasn't as stressed. I knew what I had to do and I knew I had to accomplish it and execute."

Leon Guerrero struggled a bit, allowing the first two runners on board, but a 5-4 double play by Elm put the Royals one out away from the title.

Leon Guerrero then calmly struck out Vance Meno for the third time in the game to send the Royals bench and crowd into a frenzy.

After informing RLGII how many pitches he had thrown, he said, "130? I'm going to feel it tomorrow."



CIVIL SERVICE COMMISSION

KUMISION I SETBISION SIBIT
Bell Tower Suite 201, 710 W. Marine Corps Drive
Hagåtña, Guam 96910
Tel: (671) 647-1855 • Fax (671) 647-1867

NOTICE OF MEETING

IN-PERSON MEETING AT 9:00 A.M. ON TUESDAY, JANUARY 09, 2024.
The public can access a live stream of this meeting on the CSC website at: csc.guam.gov or via zoom at:

<https://us06web.zoom.us/j/89875944899?pwd=YnogNTtMrJNyh1lFbqzC2GwoJmkE3X.1>
(Meeting ID: 898 7594 4899 / Passcode: 697182)

AGENDA:

- I. CALL TO ORDER.
- II. APPROVAL OF MINUTES: September 28, 2023 and October 26, 2023.
- III. NEW BUSINESS: None.
- IV. OLD BUSINESS:
 - (1) MOTION HEARING / HEARING ON THE MERITS.
Eric Santos vs. Department of Corrections;
CSC Case No.: 20-AA07T.
 - (2) SIGNING: DECISION AND JUDGEMENT.
Samuel Donato vs. Department of Corrections;
CSC Case No.: 15-AA20D SP.
 - (3) SIGNING: JUDGEMENT OF DISMISSAL.
Michelle Sakaba-Reyes vs. Department of Education;
CSC Case No.: 22-GRE03.
 - (4) SIGNING: ORDER AFTER HEARING.
Jordan L. Pauluhn vs. Attorney General's Office/LAW;
CSC Case No.: 23-GRE09.
- V. GENERAL BUSINESS:
 - (1) Bills and Laws affecting CSC: None.
 - (2) Litigation by Administrative Counsel: None.
 - (3) Administrative Matters:
 - (a) Board Training: Civil Service Commission Board Members.
- VI. ADJOURNMENT.

For special accommodations, please contact Maria P. Masnayan, CSC ADA Coordinator at (671) 647-1872 / (671) 647-1855.

/s/ Daniel D. Leon Guerrero, Executive Director
Paid for by the Civil Service Commission.

THE GUAM HOUSING AND URBAN RENEWAL AUTHORITY Board of Commissioners Meeting Tuesday, January 09, 2024 at 12:00 PM. This meeting is open to the public via Zoom.

Topic: GHURA BOC Meeting Tuesday, January 9, 2024 @12PM
Time: Jan 9, 2024 12:00 PM Guam, Port Moresby

Join Zoom Meeting
<https://us06web.zoom.us/j/82375389734?pwd=c04ZIGxlOFATTTGwZZH5eb3BX3nSg.1>
Meeting ID: 823 7538 9734 Passcode: 481271

Watch YouTube Live Stream
<https://www.youtube.com/channel/UCGqKWU0kOmTOFOLYn48ULag>

AGENDA:

- I. ROLL CALL
- II. BOARD MEETING PUBLIC ANNOUNCEMENTS
- III. APPROVAL OF PREVIOUS BOARD MINUTES – October 24, 2023
December 12, 2023
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 2. Intent of Award for IFB#GHURA-23-18; Railing Replacement of Twelve GHURA 83 Units
 3. Equitable Adjustment for IFB#GHURA-09-26-2019-CDBG; Construction of a Lighthouse Recovery Center for Women Tiyan, Guam
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- V. EXECUTIVE DIRECTOR'S REPORT
 1. Project Updates
 2. Division Updates
 - a. Community Development Block Grant Program
 - b. Strategic Planning and Grants Management Processes (5-Year ConPlan, Annual Action Plan, CAPER, Financial Reports (various), CoC Annual Performance Reports, et al.)
- VI. GENERAL DISCUSSION / ANNOUNCEMENTS
 1. Next proposed scheduled Board Meeting – Tuesday, January 23, 2024 @ 12:00 p.m.
- VII. ADJOURNMENT

The complete Board packet may be viewed on our website at www.ghura.org.

For more information, please contact Audrey Aguon at 475-1378 and for special accommodations, please contact Chief Planner – Designated Section 504 / ADA Coordinator at 475-1322 or TTY 472-3701.

This advertisement was paid for by GHURA.



GUAM DEPARTMENT OF EDUCATION OFFICE OF SUPPLY MANAGEMENT

501 MARINER AVENUE, SUITE 116
BARRIGADA, GUAM 96913-1608
TELEPHONE 671-475-0438
FAX 671-472-5001
Website: www.gdoe.net



K. ERIK SWANSON, Ph.D.
Superintendent
of Education

CARMEN T. CHARFAUROS
Supply Management
Administrator

INVITATION FOR BID

GDOE IFB 007-2024

HEADSTART FENCE AND GATE INSTALLATION

SUBMISSION DATE: Thursday January 16, 2024 at 10:00 a.m. CHST

Note: It is solely the Bidder's responsibility to review the website on a daily basis for the issuance of Amendments/ Clarifications for any possible changes to the IFB.

This publication is subject to expedited procurement protest procedures pursuant to Guam Public Law 37-41.

IFB packages are available for download on the GDOE website at www.gdoe.net/District/Department/12-Office-of-Supply-Management.

* A hard copy may also be picked up at the GDOE Office of Supply Management at
**501 Mariner Avenue, Suite 116
Barrigada, Guam 96913-1608.**

* A non-refundable fee of \$10.00 (cash only) is required upon hard copy pick-up.

This activity is administered by the Guam Department of Education (GDOE) and funded by the Department of Health and Human Services.

/s/ CARMEN T. CHARFAUROS
SUPPLY MANAGEMENT ADMINISTRATOR
For: K. ERIK SWANSON, Ph.D.
SUPERINTENDENT OF EDUCATION



CIVIL SERVICE COMMISSION

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Tel: (671) 647-1855 • Fax (671) 647-1867

NOTICE OF MEETING

IN-PERSON MEETING AT 9:00 A.M. ON THURSDAY, JANUARY 4, 2024.
The public can access a live stream of this meeting on the CSC website at: csc.guam.gov or via zoom at:

<https://us06web.zoom.us/j/82309914298?pwd=GiOqk4jj5RbTB6qlbmOovb0ZychDd0.1>
Meeting ID: 823 0991 4298 / Passcode: 053588)

AGENDA:

- I. CALL TO ORDER.
- II. APPROVAL OF MINUTES: September 21, 2023 and SEPTEMBER 26, 2023.
- III. NEW BUSINESS:
 - (1) MOTION HEARING.
Glenn E. Cruz vs. Guam Power Authority;
CSC Case No.: 23-AA02T.
- IV. OLD BUSINESS:
 - (1) HEARING ON THE MERITS.
Randy E. Diaz vs. Guam Memorial Hospital Authority;
CSC Case No.: 22-AA04S.
- V. GENERAL BUSINESS:
 - (1) Bills and Laws affecting CSC: None.
 - (2) Litigation by Administrative Counsel:
 - (a) Court Updates:
 - Case No.: SP0055-22: Three (3) Guam Fire Department Employees vs. Guam Fire Department; (J.J. Cruz, R.T. Candaso, and J.A. Pangelinan).
 - Case No.: SP0049-23: Eric Santos vs. Civil Service Commission vs. Department of Corrections.
 - (3) Administrative Matters:
 - (a) Board Training: Civil Service Commission Board Members.
- VI. ADJOURNMENT.

For special accommodations, please contact Maria P. Masnayan, CSC ADA Coordinator at (671) 647-1872 / (671) 647-1855.

/s/ Daniel D. Leon Guerrero, Executive Director
Paid for by the Civil Service Commission.

THE SCORE



JOJO SANTO TOMAS/PACIFIC DAILY NEWS
The Notre Dame Royals beach volleyball team is coached by Lisa Bordallo, at left rear, and Galen Balajadia, at far right.



JOJO SANTO TOMAS/PACIFIC DAILY NEWS
FD's Steffen Surban gets a spike through the block of Antonio Egurolla during beach volleyball practice on Jan. 5, 2024, at Jimmy Dee's.

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Volleyball

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needed to succeed.

In beach volleyball, players usually stay with their partners for the season.

The Notre Dame Royals coaches Lisa Bordallo and Galen Balajadia — both former Guam National Team players,

are hoping to turn the players' enthusiasm into a successful season.

"We want the players to show up on time for practice and work hard, and we will see where that takes us this season," said Bordallo. "And we want them to have fun! It's a great sport."

Pacific Daily News reporter Jojo Santo Tomas covers all interesting topics, including sports. Email him at jsantotoma@guampdn.com.



**BOARD OF COMMISSIONERS
REGULAR SCHEDULED MEETING
12:00 P.M., October 24, 2023
GHURA's Main Office (via Zoom)
1st floor, Conference Room, Sinajana
AGENDA**

I. CALL TO ORDER

After notice was duly given, pursuant to the Open Government Law of Guam and the Bylaws of the Authority, the Board of Commissioners' regularly scheduled board meeting was called to order at **12:01 P.M., Tuesday, October 24, 2023**, at the GHURA Sinajana Main Office, 1st floor Conference room, by Vice Chairman Sanches. He indicated that **4 of 6** members of the Board of Commissioners were present, representing a quorum and that the meeting would proceed as scheduled.

Viewed virtually via	Zoom: https://us06web.zoom.us/j/81304518234?pwd=bbaISAM1f6PcnOrUSwi4wNgWomJ8ft.1		
	YouTube: https://www.youtube.com/channel/UCGqKWU0kOmT0FOLYn48ULag		
BOC Commissioners Attendance	Dr. John Rivera, Chairman	Virtual <input type="checkbox"/>	In-Person <input checked="" type="checkbox"/>
	Nate Sanchez, Vice Chairman	Virtual <input type="checkbox"/>	In-Person <input checked="" type="checkbox"/>
	Frank Ishizaki, Commissioner	Virtual <input type="checkbox"/>	In-Person <input checked="" type="checkbox"/>
	Anisia Delia, Commissioner	Virtual <input type="checkbox"/>	In-Person <input type="checkbox"/>
	Emilia Rice, Commissioner	Virtual <input type="checkbox"/>	In-Person <input type="checkbox"/>
	Karl Corpus, Resident Commissioner	Virtual <input type="checkbox"/>	In-Person <input checked="" type="checkbox"/>
GHURA Staff	Elizabeth F. Napoli, Executive Director <input checked="" type="checkbox"/>	Julie Lujan, MIS Administrator <input type="checkbox"/>	
	Fernando B. Esteves, Deputy Director <input checked="" type="checkbox"/>	Sonny Perez, AE Manager <input checked="" type="checkbox"/>	
	Audrey Aguon, Special Assistant <input checked="" type="checkbox"/>	Norma San Nicolas <input checked="" type="checkbox"/>	
	Frances Danieli, Controller <input checked="" type="checkbox"/>	Narcissa Ada, AMP1 Manager <input type="checkbox"/>	
	Katherine Taitano, RP&E Chief Planner <input checked="" type="checkbox"/>	Gina Cura, AMP2 Manager <input type="checkbox"/>	
	Dr. Kimberly Bersamin, HR Administrator <input checked="" type="checkbox"/>	Patrick Bamba, AMP3 Manager	
	Antonio Camacho, Procurement SMA <input checked="" type="checkbox"/>	Philomena San Nicolas, AMP4 Manager <input checked="" type="checkbox"/>	
	Pearly Mendiola, GT Manager <input type="checkbox"/>	Jolyn Terlaje <input checked="" type="checkbox"/>	
	Nicole Alejandro	Miguel Fernandez <input checked="" type="checkbox"/>	
	Michael Ricuyal <input checked="" type="checkbox"/>		
Legal Counsel	Eliseo M. Florig, GHURA's Legal Counsel <input checked="" type="checkbox"/>		
Public	Rizalito Paglingayan (Ernst and Young) Mizpah Wiegand (Ernst and Young)		

II. BOARD MEETING PUBLIC ANNOUNCEMENTS

1st Printing – Tuesday, October 17, 2023

2nd Printing – Sunday, October 22, 2023

ACKNOWLEDGED BY CHAIRMAN RIVERA.

III. [158/23] Approval of Previous Board Minutes
Commissioner Ishizaki moved to approve the board meeting minutes of October 24, 2023, subject to corrections. Vice Chairman Sanchez seconded the motion. There were no objections. Motion passed unanimously.

IV. CORRESPONDENCE AND REPORTS:

AGENDA ITEM	DISCUSSION	ACTION
<p>1. FY2022 Audit Report</p>	<p>[159/23] Chairman Rivera proposed that Item #6 on the agenda be moved to the next item and presented to the board. There were no objections by the other board members.</p> <p>Executive Director Napoli introduced Mr. Rizalito Paglingayan from the independent auditor’s office, to provide a brief report regarding the completion of the FY2022 audit.</p> <p>Mr. Paglingayan stated the following:</p> <ul style="list-style-type: none"> • Public Accountant from Ernst & Young • Provided a brief summary of the results of GHURA’s audit for the Fiscal year ending in December 2023. • The audit reports issued were related to various basic financial statements for the year ending September 30, 2023. • There were (5) major programs that were identified during the year’s audit. • (2) major programs were identified with a qualified opinion for specific compliance requirements: <ol style="list-style-type: none"> 1. Community Development Black Grant- related to the entitlement grants cluster. 2. Housing Voucher Cluster • In summary, Ernst and Young identified that the amounts reported to the federal agency 	

AGENDA ITEM	DISCUSSION	ACTION
	<p>were not reconciled with the amounts that were reported in GHURA’s various financial reporting systems due to some controls not being implemented.</p> <ul style="list-style-type: none"> • EY recommended that the controls be implemented to ensure that the amounts being reported reconcile with GHURA’s books. • (3) major programs were provided Unmodified opinions: <ol style="list-style-type: none"> 1. Emergency Solutions Grant 2. Home Investment Partnership Program 3. Public and Indian Housing Grant • Government Auditing Standards Report- Identified five findings. (3) of which were related to reporting and special tests and provisions. <ul style="list-style-type: none"> ○ (2) significant deficiencies related to Emergency Solutions Grant, related to the special tests and provision for obligation expenditure payments and requirements. This finding was related to the timeliness of when payments were made. A few exceeded the required 30 days for disbursement. ○ Public Indian Housing- Procurement, suspension, and debarment-there was a procurement that was obtained that should have gone through the competitive bid sealed process but was done through small purchase instead. 	

AGENDA ITEM	DISCUSSION	ACTION
	<ul style="list-style-type: none"> • (2) items warranted Management’s attention: <ol style="list-style-type: none"> 1. Allowance for accounts. Certain amounts were in excess. EY recommends that management monitor and see if an allowance should be recorded in accordance with the Government Accounting Standards. 2. Net Position Reconciliation- beginning position did not reconcile with the previous audited financial statements. A proposed adjustment was recommended. • Audit Emphasis-(1) major item related to the 87 leases. A vast majority of GHURA’s rental agreements did not meet the requirements as it was a one year without any option to renew. This did not have a significant impact on GHURA’s financial statements. <p>Chairman Rivera indicated that in previous audits, it has been noted how complex and challenging GHURA’s accounts have been. He asked that Mr. Paglingayan talk about his perspective with GHURA’s audits. Mr. Paglingayan added that there are many reporting requirements. Some findings were related to uniform guidance related to reporting the status of those grants. He stated that one of the things that they continue to work on is the ultimate submission of GHURA’s Financial Statements to the FDS system to fulfill those reporting requirements. It is quite a difficult and time-consuming endeavor.</p> <p>Deputy Director Esteves added that the FDS is a HUD system that GHURA uses to input its financial statements. So the</p>	

AGENDA ITEM	DISCUSSION	ACTION
	<p>auditor has to not only audit in their standard, but then there's a conversion to FDS, and then the input into FDA. It is at that point that GHURA has met reporting requirements.</p> <p>Director Napoli added that the Office of Public Accountability provided a FY2022 highlights section in the board packet. She indicated that the highlights provided a better picture of how much funding went through and information on the different programs.</p> <p>Chairman Rivera thanked Mr. Paglingayan and his staff for their hard work and for their presentation.</p>	<p>[160/23] There was no action taken.</p>
<p>V. NEW BUSINESS</p>		
<p>1. IFB#GHURA-23-CDBG-GPDESS; GUAM POLICE DIVISION EASTERN SUB STATION DISCUSSION</p>	<p>[161/23] Executive Director Napoli stated the following:</p> <ul style="list-style-type: none"> • At the September 21, 2023 board meeting, GHURA sent notices to the unsuccessful bidders for this project informing them that they were not selected. • A 14-day period to protest was given. • GHURA received a letter of protest from Surface Solutions on the 14th day. • After a comprehensive review of the procurement process, GHURA has determined that there is merit to the protest. • A stay of procurement was issued until a final resolution of the bid protest is made. • Prudent action taken to rescind the award and restart the bid. • In the interest of upholding the integrity of the procurement 	

AGENDA ITEM	DISCUSSION	ACTION
	<p>process, GHURA also reviewed the approved Intent of Award listed as IFB#GHURA-23-16; Renovation and upgrade of Basketball Court, Toto Gardens discussion, and deemed it necessary to also rescind this award.</p> <ul style="list-style-type: none"> • No contract was signed for either award. • GHURA’s decision is driven by its responsibility to assure that all potential bidders can feel confident that GHURA is committed to adhering to the compliance with applicable federal and local procurement regulations so that all contracts are awarded fairly and transparently. • As GHURA’s Executive Director and its Contracting Officer, I take full responsibility for this unnecessary action and humbly apologize for any inconvenience it has caused. • For the Intent of Awards for items number one, two, and three, she indicated that at this time, in an abundance of caution, she will not be requesting approval from the board. • GHURA would like to do its due diligence to scrutinize the procurement policy for each of these awards and will be presenting the Intents of Awards at a later board meeting. <p>Chairman Rivera thanked Director Napoli for making the determinations beforehand. He asked whether rescinding the awards would affect the timeliness of the project’s completion. Director Napoli stated that it would not affect the timeline of the project’s completion.</p>	

AGENDA ITEM	DISCUSSION	ACTION
	<p>Commissioner Ishizaki inquired about the basis of the protest. Mr. Eliseo Florig, GHURA’s legal counsel, indicated that as a general matter, the protest was based on information that was indicated to be non-responsive to the bid.</p> <p>Chairman Rivera requested that the board be kept informed with the course of action. Mr. Florig added that Director Napoli will provide all the information regarding the procurement evaluation to the board.</p>	<p>[162/23] Chairman Rivera indicated that all New Business Items on the Agenda for the GHURA BOC meeting on October 24, 2023 is on hold.</p>
<p>V. OLD BUSINESS</p>		
<p>1. Summary of Executive Director, Board Evaluations</p>	<p>[163/23] Dr. Kimberly Bersamin stated the following:</p> <ul style="list-style-type: none"> • At the previous BOC meeting a request was made to table Director Napoli’s Performance Evaluation. • This is one of the statute requirements in 5 GCA section 43 202, that requires boards and committees to evaluate their chief executive officer, in line with that requirement, pursuant to 5 GCA the GHURA board of commissioners decided during their July 8 2019 regularly scheduled board meeting that each board member will evaluate both the executive director and the deputy director and to have their completed ratings forwarded to the HR division for compilation. 	

AGENDA ITEM	DISCUSSION	ACTION
	<ul style="list-style-type: none"> • Based on the overall ratings, Director Napoli earned an Outstanding Performance Evaluation rating for the annual period of July 8, 2022 to July 7, 2023. • PE was based on the following factors. There are 13 dimensions: leadership, strategic planning, communicates vision and direction, champions innovation, promotes ethics, builds relationships, decision making, leads, change, inspires and directs actions promotes diversity, accountability, fiscal fiduciary responsibility, business acumen and effective operation and maintenance of the HUD plans and projects. • As a result of those factors, Director Napoli earned an Outstanding Rating. • All Board members voted to retain Director Napoli as the Executive Director of GHURA. • This position was not entitled to a salary increment. <p>Director Napoli thanked the board for their support and stated that she is committed to continuing to work hard in ensuring that GHURA is meeting the goals needed for its mission.</p> <p>Chairman Rivera stated that GHURA has not always had an easy past, but believes that GHURA will have a better future because of its leadership and its team and all their hard work.</p>	<p>[164/23] Commissioner Corpus moved to approve the Outstanding Rating of the Performance Evaluation of Elizabeth F. Napoli and to retain her position as the Executive Director of GHURA. Vice Chairman Sanchez seconded the motion. There were no objections. Motion passed unanimously.</p>
<p>2. Change Order #2-</p>		

AGENDA ITEM	DISCUSSION	ACTION
<p>IFB#GHURA-09-26-2019-CDBG; Construction of a Lighthouse Recovery Center for Women in Tiyan, Guam</p>	<p>[165/23] Director Napoli requested to table Old Business Item #2 due to documentations still under review.</p>	<p>[166/23] Chairman Rivera acknowledged Director Napoli's request to table Change Order #2-IFB#GHURA-09-26-2019-CDBG; Construction of a Lighthouse Recovery Center for Women in Tiyan, Guam</p>
<p>VII. Executive Director's Report</p>		
<p>1. Project Updates</p>	<p>1. [167/23] WOMEN'S TREATMENT CENTER UPDATE: Mr. Sonny Perez, AE Manager, presented the following:</p> <ul style="list-style-type: none"> • Gant Chart provided. • 12/12/2023- target substantial completion date • Generator Building- delay in ordering the generator due to a delay in receiving the building permit. The generator will arrive on-site in February 2024. • The building enclosure is complete- interior work may begin. • Rain has delayed exterior painting. • Interior work has been on-going. • Restroom facilities work is on-going. • 90% complete <p>Commissioner Ishizaki asked whether the generator will be a factor in obtaining the occupancy permit. Mr. Perez indicated that it may be, but provisions may be made to have the facility tie into the main building or a temporary generator may be brought in to run critical systems.</p>	

AGENDA ITEM	DISCUSSION	ACTION
	There were no further discussions.	
<p>2. Division Updates</p>	<p>2. Capital Fund Program Updates [168/23] Ms. Philomena San Nicolas, CAP Funds Manager, stated the following:</p> <ul style="list-style-type: none"> • Modernization Division- handles funding that comes from HUD to address the Public Housing needs. • Report shows that there are (4) open grants and is between \$2.4 to \$3 million. • Report outlines the open grants and projects funded by the Capital Fund. • GHURA received (2) grants that are new: the Emergency Safety and the Security Grant for \$250,000 and the other is Housing Related Health Hazards and will be receiving about \$5 million. <p>Chairman Rivera asked that Ms. San Nicolas elaborate more on the Housing Related Health Hazards. Ms. San Nicolas indicated that HUD put out a new grant to all Public Housing Authorities in relation to the Housing Related Hazard lead-based paint grant. The maximum award is \$5 million. She added that the projects being discussed are Radon testing and mold, mildew, and moisture. The \$250,000 grant under the Emergency Safety and Security will be used to update</p>	

AGENDA ITEM	DISCUSSION	ACTION
	<p>streetlights and install security cameras.</p> <p>There were no further discussions.</p>	<p>[168/23] No action taken.</p>
	<p>3. AE Updates [169/23] Director Napoli requested to table the AE Updates.</p>	<p>[170/23] Chairman Rivera acknowledged Director Napoli's request to table the AE Updates.</p>
<p>VII. General Discussions/ Announcements</p>	<p>[171/23] Next proposed scheduled Board Meeting: TUESDAY, November 14, 2023 @ 12P.M. Chairman Rivera requested that the commissioners mark their calendars.</p>	
<p>VIII. Adjournment</p>		<p>[172/23] Chairman Rivera moved to adjourn the meeting. Commissioner Ishizaki seconded the motion. There were no objections. Motion passed unanimously. Meeting adjourned at 1:17pm.</p>

SEAL

Elizabeth F. Napoli
Board Secretary/Executive Director

Date _____



**BOARD OF COMMISSIONERS
REGULAR SCHEDULED MEETING
12:00 P.M., December 12, 2023
GHURA's Main Office (via Zoom)
1st floor, Conference Room, Sinajana
AGENDA**

I. CALL TO ORDER

After notice was duly given, pursuant to the Open Government Law of Guam and the Bylaws of the Authority, the Board of Commissioners' regularly scheduled board meeting was called to order at **12:02 P.M., Tuesday, December 12, 2023**, at the GHURA Sinajana Main Office, 1st floor Conference room. Chairman Rivera indicated that **5 of 6** members of the Board of Commissioners were present, representing a quorum and that the meeting would proceed as scheduled.

Viewed virtually via	Zoom: https://us06web.zoom.us/j/82366141456?pwd=uEmd4QXf9Cffo9EUm8dDdLPqgk0Nnn.1		
	YouTube: https://www.youtube.com/channel/UCGqKWU0kOmT0FOLYn48ULag		
BOC Commissioners Attendance	Dr. John Rivera, Chairman	Virtual <input type="checkbox"/>	In-Person <input checked="" type="checkbox"/>
	Nate Sanchez, Vice Chairman	Virtual <input type="checkbox"/>	In-Person <input checked="" type="checkbox"/>
	Frank Ishizaki, Commissioner	Virtual <input type="checkbox"/>	In-Person <input type="checkbox"/>
	Anisia Delia, Commissioner	Virtual <input type="checkbox"/>	In-Person <input checked="" type="checkbox"/>
	Emilia Rice, Commissioner	Virtual <input type="checkbox"/>	In-Person <input checked="" type="checkbox"/>
	Karl Corpus, Resident Commissioner	Virtual <input checked="" type="checkbox"/>	In-Person <input type="checkbox"/>
	<i>*Chairman Rivera acknowledged and approved the virtual attendance request.</i>		
GHURA Management/ Staff	Elizabeth F. Napoli, Executive Director <input checked="" type="checkbox"/>	Julie Lujan, MIS Administrator <input type="checkbox"/>	
	Fernando B. Esteves, Deputy Director <input checked="" type="checkbox"/>	Sonny Perez, AE Manager <input checked="" type="checkbox"/>	
	Audrey Aguon, Special Assistant <input checked="" type="checkbox"/>	Norma San Nicolas <input checked="" type="checkbox"/>	
	Frances Danieli, Controller <input checked="" type="checkbox"/>	Narcissa Ada, AMP1 Manager <input type="checkbox"/>	
	Katherine Taitano, RP&E Chief Planner <input checked="" type="checkbox"/>	Gina Cura, AMP2 Manager <input type="checkbox"/>	
	Dr. Kimberly Bersamin, HR Administrator <input checked="" type="checkbox"/>	Patrick Bamba, AMP3 Manager <input type="checkbox"/>	
	Antonio Camacho, Procurement SMA <input type="checkbox"/>	Philomena San Nicolas, AMP4 Manager <input type="checkbox"/>	
	Pearly Mendiola, GT Manager <input type="checkbox"/>	Jolyn Terlaje <input type="checkbox"/>	
	Nicole Alejandro <input checked="" type="checkbox"/>	Miguel Fernandez <input type="checkbox"/>	
	Michael Ricuyal <input type="checkbox"/>	Nicole Alejandro <input checked="" type="checkbox"/>	
	Maria Cherry Canete <input checked="" type="checkbox"/>		
Legal Counsel	Eliseo M. Florig, GHURA's Legal Counsel <input checked="" type="checkbox"/>		
Public	Mr. Rey Del Carmen, Inland Builders		

II. BOARD MEETING PUBLIC ANNOUNCEMENTS

1st Printing – Tuesday, November 14, 2023

2nd Printing – Sunday, November 19, 2023

ACKNOWLEDGED BY CHAIRMAN RIVERA.

III. [182/23] Chairman Rivera stated that the board meeting minutes of October 24, 2023 would be tabled once again due to in not being listed on the current agenda. There were no objections.

Commissioner Delia moved to approve the board meeting minutes of November 21, 2023 subject to corrections. Commissioner Rice seconded the motion. There were no objections.

IV. NEW BUSINESS:

AGENDA ITEM	DISCUSSION	ACTION
<p>1. Resolution No. FY2024-002-Resolution approving the FY 2024 Section 8 Housing Choice Voucher Program Utility Allowance Schedule and Additional Allowances for Reasonable Accommodations for Persons with Disabilities.</p>	<p>[183/23] Executive Director Napoli stated the following:</p> <ul style="list-style-type: none"> • Deferred to Mrs. Norma San Nicolas, Section 8 Administrator. <p>Mrs. San Nicolas stated the following:</p> <ul style="list-style-type: none"> • The Section 8 Housing Choice Voucher Program Utility Allowance Schedule is mandated by HUD regulations, 24 CFR 982.517, to review and adjust to determine if there is a rate change of 10% or more. • Part of the Housing Assistance Program includes a utility allowance for participants. • Utility allowance is provided for cooking, water heating or air conditioning, water, sewer, and trash collection. • Formula used is provided by HUD to determine what the utility allowance should be. The utility allowance budget is also factored into the formula. 	

AGENDA ITEM	DISCUSSION	ACTION
	<ul style="list-style-type: none"> • FY2024, there was more than a 10% increase in GPA’s fuel recovery charge. • The increase prompted Section 8 to revise the utility allowance schedule. • On page 4 of 68 in the board packet, Mrs. San Nicolas provided a breakdown of the 2024 Utility Allowance. <p>Chairman Rivera asked whether the utility allowance has been substantial enough for the participants. Mrs. San Nicolas indicated that the allowance provided is for the very basic utilities. She added that HUD regulations require GHURA to survey the current average utility rates to determine the updated utility allowance. She indicated that the schedule is broken down by bedroom size and how much the average cost per month for cooking, water heating and air conditioning. For persons with disabilities, reasonable accommodations are provided.</p> <p>Deputy Director Esteves also added that the annual reevaluation of the utility allowance schedule happens when there is a 10% increase in the rates.</p> <p>Executive Director Napoli read Resolution No. FY2024-002.</p> <p>There were no further discussions.</p>	<p>[184/23] Vice Chairman Sanchez moved to approve Resolution No. FY2024-002, approving the Section 8 Housing Choice Voucher Program Utility Allowance Schedule and additional allowances for Reasonable Accommodations for Persons with Disabilities. Commissioner Delia seconded the motion. Motion passed unanimously.</p>

AGENDA ITEM	DISCUSSION	ACTION
<p>2. Resolution No. FY2024-003-Resolution Approving FY2024 Section 8 Housing Choice Voucher Program Payment Standards</p>	<p>[185/23] Executive Director Napoli read Resolution No. FY2024-003, Resolution approving FY 2024 Section 8 Housing Choice Voucher Program Payment Standards. She added that a memorandum to the board is provided in the board packet.</p>	<p>[186/23] Commissioner Delia moved to approve Resolution No. FY2024-003, approving the FY2024 Section 8 Housing Choice Voucher Program Payment Standards. Commissioner Rice seconded the motion. Motion passed unanimously.</p>
<p>3. Change Order #1-GHURA-23-13-Renovation of Eight (8) Guma Trankilidat Units</p>	<p>[187/23] Executive Director Napoli stated the following:</p> <ul style="list-style-type: none"> • Genesis Tech has an ongoing contract for the renovation of (8) Guma Trankilidat Units. • AE staff conducted a site visit of Guma Trankilidat following a change order request. • Upon assessment of the area, AE staff concluded a need for the following additional work (pg. 10 of 68 in the board packet): <ol style="list-style-type: none"> 1. Mobilization and Disposal- \$1000 2. Preparation for Roof Surfaces (Units D-5 and D-4); Existing coating to be removed and cleaned to be suitable for new coating- \$1330.00 3. Correct ponding water locations for smooth flow into 	

AGENDA ITEM	DISCUSSION	ACTION
	<p>roof drains (the use of epoxy/no shrink grout topping where required to build a slope)- \$1330.00</p> <p>4. Deteriorated roof coating and existing roof panel joints exposed-\$1000</p> <p>5. Provide new Elastomeric Waterproofing Roof Coating 45 mil. thick minimum. Total area of roof to be coated is 1523 sf. New roof coating will match existing roof coating-\$8950.00</p> <ul style="list-style-type: none"> • Based on AE staff's review, it was determined that the cost proposal is reasonable and acceptable. • GHURA requested the board's approval for the change order/contract modification with Genesis Tech Corp. in the amount of \$13,610. <p>Vice Chairman Sanchez inquired with Mr. Sonny Perez, AE Manager, about the original RFP date. Deputy Director Esteves indicated that the date was August 14 and would get back to the board with the Request for Bid date. Vice Chairman Sanchez inquired about what contributed to the (5) items that needed to be addressed. Mr. Ervin Santiago, AE staff, indicated that some of the contributing factors for the roof damage may</p>	

AGENDA ITEM	DISCUSSION	ACTION
<p>4. Change Order #2-GHURA-08-25-2022-AMP4; Replacement of AMP4 Maintenance Shop Extension</p>	<p>have been due to weathering or earthquakes.</p> <p>[189/23] Executive Director Napoli stated the following:</p> <ul style="list-style-type: none"> • Change Order #2-GHURA-08-25-2022-AMP4, Replacement of AMP4 Maintenance Shop Extension. • Genesis Tech Corp. has an ongoing contract for the Replacement of AMP4 Maintenance Shop Extension • AE Staff conducted a site visit to AMP4 in Toto following a Change Order Request from the contractor. • The original contract amount was for \$108,000 with a Notice to Proceed date on October 9,2023. • Changes approved were: <ol style="list-style-type: none"> 1. Contract duration: 190 calendar days 2. Adjusted Contract Amount: \$127,980.00 	<p>[188/23] Vice Chairman Sanchez moved to approve Change Order #1-GHURA-23-13, the Renovation of (8) Guma Trankilidat Units to Genesis Tech Corp in the amount of \$13,610.00. Commissioner Rice seconded the motion. Motion passed unanimously.</p>

AGENDA ITEM	DISCUSSION	ACTION
	<p>3. Contract Completion: April 16, 2024.</p> <ul style="list-style-type: none"> • Change Order #2 is for \$2,500, an adjusted contract amount of \$130,480 and completion date on April 16, 2024. • Cost Analysis and Justification: <ol style="list-style-type: none"> 1. Retracement survey of Site 6 Portion, 2 corners only Southwest -Request for property marking point from Agency (DPW). 2. Total lot, Labor, and materials quote- \$2,500.00 • Based on AE Staff's review, GHURA requested Board approval for Change Order/contract modification with Genesis Tech Corporation in the amount of \$2,500 for the additional work stated above. • AE has determined the cost proposal was reasonable and acceptable. <p>There were no further discussions.</p>	<p>[190/23] Commissioner Delia moved to approve Change Order #2- GHURA-08-25-2022- AMP4; Replacement of AMP4 Maintenance Shop Extension for \$2,500. Vice Chairman Sanchez seconded the motion. The motion passed unanimously.</p>

AGENDA ITEM	DISCUSSION	ACTION
<p>5. Change Order #1-GHURA-23-03-CDBG-5TREN; Talofof Renaissance Concrete Repair & Renovation</p>	<p>[191/23] Executive Director Napoli stated the following:</p> <ul style="list-style-type: none"> • Genesis Tech Corp. has an ongoing contract for Talofof Renaissance Concrete Repair and Renovation • AE Staff conducted a site visit to the Talofof Renaissance units following a Change Order Request from the contractor. • Upon assessment of the area, AE Staff concluded a need for additional work. • Cost Analysis and Justification: <ul style="list-style-type: none"> 1. Unit 1 (2bedroom): <ul style="list-style-type: none"> a) Remove and Replace Closets- \$4,800.00 b) Remove and replace bedroom doors with door jam and bathroom door- \$1,800.00 2. Unit 3 (3 bedroom): <ul style="list-style-type: none"> a) Remove and replace Closets- \$7,200.00 b) Remove and Replace bedroom and bathroom door- \$2,400.00. • Based on AE staff's review, GHURA requested board approval for Change Order/Contract Modification with Genesis 	

AGENDA ITEM	DISCUSSION	ACTION
	<p>Tech Corp. in the amount of \$22,800.00 for the additional work stated.</p> <ul style="list-style-type: none"> • AE determined that the cost proposal is reasonable and acceptable. <p>Resident Commissioner Karl Corpus inquired if this was GHURA tenant housing.</p> <p>Deputy Director Esteves clarified that this inventory was turned over to GHURA from the Government of Guam. He also added that additional compliance measures will need to be followed up on with HUD and ideally units will stay as rental inventory.</p>	<p>[192/23] Vice Chair Sanchez moved to approve Change Order #1-GHURA-23-03-CDBG-5TREN; Talofoto Renaissance Concrete Repair & Renovation for \$22,800. Commissioner Delia seconded the motion. The motion passed unanimously.</p>

V. CORRESPONDENCE AND REPORTS:

AGENDA ITEM	DISCUSSION	ACTION
<p>1. Travel Reports- Travel for attendance in the HUD-Sponsored Section 8 Administrator’s Meeting in Honolulu, Hawaii on September 8, 2023</p>	<p>[193/23] Executive Director Napoli stated the following:</p> <ul style="list-style-type: none"> • Annual Administrators Meeting was cancelled, however tickets for Norma San Nicolas (Section 8 Administrator) and Nicole Alejandro (Program Coordinator III) had already been purchased. • HUD invited GHURA to meet to discuss: <ul style="list-style-type: none"> a. FY2023 Comprehensive Compliance Monitoring Review findings b. GHURA’s performance in leasing and funding utilization c. NSPIRE, new inspection standards program d. Special Voucher Program updates <p>Executive Director Napoli deferred to Section 8 Administrator, Norma San Nicolas to brief on Honolulu, Hawaii, September 8 meeting.</p> <p>Ms. Norma San Nicolas reported:</p> <ul style="list-style-type: none"> • Section 8 CCMR Audit concerns: <ul style="list-style-type: none"> a. Accessibility of VAWA for all programs under GHURA. Section 8 had added a link on website to FAQs and forms for each of the programs available. b. Family Self Sufficiency Program and 	

AGENDA ITEM	DISCUSSION	ACTION
	<p>discrepancy of mandatory slot. Due to lack of historical records and computer record system changes, 124 mandatory slots were justified.</p> <ul style="list-style-type: none"> c. Lack of documentation for LIHTC Summer Town project. The documentation was confiscated for FBI Investigation. d. Admin plan determined rent for Project Based at 5%, It should be amended to 10%. <ul style="list-style-type: none"> • GHURA's performance in leasing and funding utilization <ul style="list-style-type: none"> a. HUD provided HCV dashboard online tool b. GHURA current performance reads: <ol style="list-style-type: none"> 1. 96.4% YTD Leasing Percentage 2. 17 Voucher Leasing Potential 3. 2023 Budget Authority is \$42,726,475, with HCV Reserves as of 12/31/22 at \$5,231,856, which is 11.20% of Budget Authority. • Special Voucher Programs <ul style="list-style-type: none"> a. Concern is Emergency Housing Voucher and inability to reissue, due to it being a temporary program under COVID 	

AGENDA ITEM	DISCUSSION	ACTION
	<ul style="list-style-type: none"> • NSPIRE - New Inspection Program <ul style="list-style-type: none"> a. Tool replaces HQS for Section 8 b. GHURA can push back implementation for Section 8 to October. <p>Deputy Director Esteves stated:</p> <ul style="list-style-type: none"> • Although FSS audit reduced number to 124, GHURA is still in Top Performing category. • GHURA FSS program is within benchmarks for record keeping and program is not adversely affected. 	<p style="text-align: right;">No action taken.</p>

VI. EXECUTIVE DIRECTOR'S REPORT:

AGENDA ITEM	DISCUSSION	ACTION
<p>1. Project Updates</p>	<p>[194/230 Executive Director Napoli stated:</p> <ul style="list-style-type: none"> • Citizen Centric Report for 2022 is posted on GHURA website. 	<p style="text-align: right;">No action taken.</p>

AGENDA ITEM	DISCUSSION	ACTION
<p>2. Division Updates:</p> <p>a. Community Development Block Grant Program</p> <p>b. A/E Division</p>	<p>[195/23] Executive Director Napoli deferred to A/E Manager Sonny Perez to provide project update on Women’s Treatment Center</p> <p>Mr. Sonny Perez reported:</p> <ul style="list-style-type: none"> • Introduced Mr. Rey Del Carmen of Inland Builders. Mr. Del Carmen stated that they are ready to submit the documentation for occupancy. • Structure was 97% complete as of December 11, 2023 • Flooring complete, walls painted, ceiling tiles installed, AC systems are being installed. <p>[196/23] Executive Director Napoli tabled Community Development Block Grant Program update to next Board Meeting</p> <p>[197/23] Executive Director Napoli deferred to A/E Manager, Sonny Perez to provide update on A/E Division</p> <p>Mr. Sonny Perez reported:</p> <ul style="list-style-type: none"> • A/E is focused on delivering projects on time and on budget and provides divisional leadership and subject matter expert services. • A/E provides Project Management, Technology and Engineering, and Regulatory Compliance 	

AGENDA ITEM	DISCUSSION	ACTION
<p>c. Low Income Housing Tax Credit Program</p>	<ul style="list-style-type: none"> • Administration team consists of A/E Manager, Program Coordinator I, and Program Coordinator III. • The Project Management and Inspection team consists of an Engineer 3, and Engineer 2, and two Planner 3's. • Past projects include <ol style="list-style-type: none"> a. I-Learn Charter School b. Sinajana Baseball Field c. Guma'Famalao'An d. Inarajan Basketball Court e. Sinajana Arts Center f. Umatac Baseball Field g. Homes Projects in Pano and Agat h. GFD Firestation Design i. Sinajana GPD Precinct <p>[198/23] Executive Director Napoli deferred to RP&E Chief Planner, Katherine Taitano to provide a briefing on Low Income Housing Tax Credit Program</p> <p>Ms. Katherine Taitano reported:</p> <ul style="list-style-type: none"> • Tax Credit Program is run by the Research and Evaluation Division • The LIHTC program falls under IRS and is used for new construction, acquisition, or rehab of affordable housing for qualified income levels. • Guam runs the 9% credit program for creation of new 	

AGENDA ITEM	DISCUSSION	ACTION
	<p>housing (new rental housing).</p> <ul style="list-style-type: none"> • The government of Guam provides authorization and the State Housing Finance Agency (GHURA) to administer the program. • GHURA awards credits and is responsible for compliance monitoring. • GHURA developed a Qualified Application Plan to determine selection of projects for credits. Selection reflects specific needs and market conditions may differ based on property type, target population, and housing needs. • Minimum threshold of 9% credit set aside for new construction. • The owner can sell the tax credits to an investor or syndicate (group of investors). • 1300 units of housing have been developed under this program. • Two companies have taken advantage of this credit program. • GHURA BOC is responsible for final approval LIHTC QAP. • GHURA BOC will award the best project or projects that meet established needs. <p>Executive Director Napoli thanked the GHURA BOC for the time to provide the divisional presentations.</p>	

VII. GENERAL DISCUSSIONS / ANNOUNCEMENTS:

AGENDA ITEM	DISCUSSION	ACTION
1. Next proposed scheduled Board meeting: Tuesday, January 9, 2023 @12PM	No Announcements or additional discussion	No action taken

VIII. ADJOURNMENT:

AGENDA ITEM	DISCUSSION	ACTION
		[199/23] Commissioner Delia moved to adjourn the December 12, 2023 GHURA BOC meeting. Vice Chairman Sanchez seconded the motion. Motion passed unanimously. Meeting was adjourned at 2:11 pm.

SEAL


Elizabeth F. Napoli
 Board Secretary/Executive Director

Date _____

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

MEMORANDUM:

TO: Board of Commissioners

FROM: Elizabeth F. Napoli 
 Executive Director

DATE: January 02, 2024

SUBJECT: Intent of Award
 IFB # GHURA-23-20
 Website Maintenance and Development

Bid opening for the subject project was held on September 25, 2023 at 2:00 p.m. A total of 2 bidders registered for the bid and given bid specifications of which 1 submitted a bid. Listed below are the results of the bid submissions, which were opened and read out aloud publicly.

No:	Vendor:	Bid Bond	3 years/ Option 2
1	1-A GuamWEBZ	<input checked="" type="checkbox"/> \$20,700 Cashier Check	\$82,800.00
Government Estimate			\$72,360.00

The intent of this procurement is to provide information to the community regarding various programs, announcements, policies, advertisements, email and domain hosting, and job employment to name a few. The website also allows the community to interact via our virtual receptionist, participate in Section 8 Lottery, complete and verify online housing applications, and make rental payments. All this is conducted with the highest standard of website accessibility, compliance, and security

In review of the bid result: 1-A GuamWEBZ provided the lowest responsive and responsible bid. After further clarification, the committee members determined to proceed with the award.

Attachments: Bid Tabulation



U.S. Department of Housing and Urban
Development

Honolulu Field Office
1003 Bishop Street, Suite 2100
Honolulu, Hawaii 96813
<http://www.hud.gov>

December 1, 2023

Ms. Elizabeth L. Napoli
Executive Director
Guam Housing and Urban
Renewal Authority
117 Bien Venida Avenue
Sinajana, Guam 96910

Dear Ms. Napoli:

SUBJECT: Request for Approval for Sole Bid
IFB GHURA-23-20
Website Maintenance and Development

We are in receipt of your email on November 16, 2023 and November 28, 2023, requesting approval of a sole source bid for Invitation for Bid (IFB) No. GHURA-23-20. The subject IFB is for website maintenance and development.

The IFB was published in the local newspaper on August 25, 2023. Only one proposal was received. The GHURA conducted an independent cost estimate and evaluated the proposal. The GHURA determined that the proposal is fair and reasonable. The GHURA is requesting HUD approval to award this IFB to the GuamWEBZ.

We have reviewed the documents provided and hereby approve the GHURA to proceed to award IFB GHURA-23-20 to the GuamWEBZ.

If you have any questions, please contact Kevin Ho by email at kevin.ho@hud.gov.

Sincerely,

JESSE WU

Jesse Wu
Director
Office of Public Housing

Digitally signed by: JESSE WU
DN: CN = JESSE WU C = US O = U.S.
Government OU = Department of Housing and
Urban Development, Office of Public and Indian
Housing
Date: 2023.12.01 09:10:53 -10'00'



IFB#GHURA-23-20
 Website Maintenance and Development
 Proposal due date: September 25, 2023
 Proposal due time: 2:00 PM

Elizabeth F. Napoli, Executive Director

No	NAME OF BIDDER	Base Bid Item	Bid Bond	Name of Bonding Co. and name	HUD 5369	HUD 5369A	HUD 5369B	HUD 5370	HUD 5370C	AG Forms 2, 3, 4, 5, 6, 7	AG Notarized 2, 3, 4, 5, 6, 7	GHURA FRM 09	GHURA FRM 010	GHURA FRM 013	GHURA FRM 014	GHURA FRM 16	GHURA Form 01B	Contractor License	RFI 1	Amendment 1
1.	A GUAM WEBZ	1	15%	BANK OF HAWAII CK#0825 \$20,700.00	✓	✓	✓	✓	✓	✓	✓								✓	✓

ATTESTED BY: *[Signature]* Date: 9/25/23
[Signature] Date: 09/25/2023

[Signature] 9-25-2023



Elizabeth F. Napoli, Executive Director

IFB#GHURA-23-20
 Website Maintenance and Development
 Proposal due date September 25, 2023
 Proposal due time 2:00 PM

No	NAME OF BIDDER	1st Year Service		2nd Year Service		3rd Year Service		4th Year Service		5th Year Service		Grand Total THREE (3) Year Website Maintenance & Support Fees	Grand Total THREE (3) Year Website Maintenance & Support Fees
		1.0	1.1	2.0	2.1	3.0	3.1	4.0	4.1	5.0	5.1		
1	I-K GUAM WEBZ	2,300.00	0	2,300.00	0	2,300.00	0	2,300.00	0	2,300.00	0	82,800.00	138,000.00
	Monthly Cost												
	Annual Cost	27,600.00		27,600.00		27,600.00		27,600.00		27,600.00			
	Monthly Cost												
	Annual Cost												
	Monthly Cost												
	Annual Cost												
	Monthly Cost												
	Annual Cost												

ATTESTED BY: *[Signature]*
 Date: 9/25/23
 Date: 09/25/2023

[Signature] 09.28.2023

IFB#GHURA-23-20

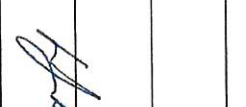
Elizabeth F. Napoli, Executive Director

Website Maintenance and Development

Proposal due date: September 25, 2023

Proposal due time: 2:00 P.M.

Bid Item # 2	6.0 Application Development Fees, Hourly	7.0 PayPal or Equivalent Fees* Monthly	8.0 PayPal or Equivalent Fees* Annually	9.0 PayPal Equivalent Fees* Non-Recurring	10.0 PayPal Equivalent Fees* Per Transaction
1 - A GUAM WEBZ	75.00	50.00	600.00	500.00	3.19 $90 + 0.194$

ATTESTED BY: 

Date: 9/25/23

09/25/2023

09 - DT - 2023

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

MEMORANDUM:

TO: Board of Commissioners

FROM: Elizabeth F. Napoli *ENapoli*
 Executive Director

DATE: October 04, 2023

SUBJECT: Intent of Award
 IFB # GHURA-23-18
 Railing Replacement of Twelve (12) GHURA 83 Units

Bid opening for the subject project was held on September 15, 2023 at 2:00 p.m. A total of 3 contractors registered for the bid and given bid specifications of which 2 submitted a bid. Listed below are the results of the bid submissions, which were opened and read out aloud publicly.

No:	Contractor:	Bid Bond	Base Bid No. 1
1	Genesis-Tech Corporation	[X] \$23,400.00 Cashier Check	\$156,000.00
2	O.H. Construction	[x] 15%	\$138,000.00
Government Estimate			\$122,688.00

The intent of the project is to Replace the Railing of Twelve GHURA 83 Units as per scope of work. Base Bid 1 consist of the 12 units in GHURA 83 located in the village of Umatac, Talofof and Inarahan. Replacing of Rails includes but is not limited to, cleaning common areas carpentry, painting, plumbing, sewer replacement, and electrical work. A detailed scope of work is included in the bid documents for review.

In review of the bid results: O.H. Construction provided the lowest responsive and responsible bid. They have been cleared by Department of Labor compliance, OSHA and EPLS Debarred list (see attached verification).

Based on A/E staff's review and determination, we are requesting approval to issue the contract to O.H. Construction for the total amount of \$138,000.00. Funding is available under the Capital Fund Program.

Attachments: Bid Tabulation
 Clearance
 Gov cost estimate



Elizabeth F. Napoli, Executive Director


IFB-GHURA-23-18


Railing Replacement of Twelve (12) GHURA 83 Units

Proposal due date: September 15, 2023

Proposal due time: 2:00 PM

No	NAME OF BIDDER	Base Bid Item 1	Bid Bond	Name of Bonding Co. and name	HUD 5389-A	AG Forms 2, 3, 4, 5, 7	AG Notarized 2, 3, 4, 5, 7	GHURA Form 09	GHURA Form 10	GHURA Form 13	GHURA Form 14	GHURA Form 16	GHURA Form 01B	Contractor License
	GENESIS-TECH CORPORATION	\$156,000.00	CASHIERS CHECK	BANK OF CALIF (23,900.00)	✓	✓✓✓✓✓	✓✓✓✓✓	✓	✓	✓	✓	✓	✓	✓
	O.H. CONSTRUCTION	\$133,000.00	15%	FIRST NET INSURANCE COMPANY	✓	✓✓✓✓✓	✓✓✓✓✓	✓	✓	✓	✓	✓	✓	✓

ATTESTED BY:  Date: 09/15/2023


 Date: 09/15/2023

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

To: File
From: Architect & Engineering Manager
Subject: GHURA-23-18; Railing Replacement of Twelve GHURA 83 Units

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	Guam Evergreen Corporation	OH Construction	
Department of Labor:			
ALPCD	9/22/2023	9/22/2023	
Fair Employment Practice	9/22/2023	9/22/2023	
Wage & Hour	9/22/2023	9/22/2023	
Workers Compensation	exp. 6/10/2024	exp. 6/8/2024	
Guam Contractors License Board	Contractor to obtain clearance from Guam Contractors License Board		
U.S. Department of Labor	9/22/2023	9/22/2023	
Revenue & Tax E/IN/SSN	Contractor to report to Revenue and Tax Office		
OSHA	10/2/2023	10/2/2023	
SAM Debarred List	10/2/2023	10/2/2023	


Sonny P. Perez, PE

		COST ESTIMATE				DATE PREPARED 07.13.21		SHEET 1 OF 2		
ACTIVITY AND LOCATION			CONSTRUCTION CONTRACT NO.				IDENTIFICATION NUMBER			
PROJECT TITLE 12 unit Railing Replacement GHURA 83			ESTIMATED BY MSR A/E DIVISION REFERENCE: RS MEANS 2020 STATUS OF DESIGN Engineering Estimate Only () PED (X) 50% () 100% () FINAL Other (Specify)				CATEGORY CODE NUMBER			
JOB ORDER NUMBER										
ITEM DESCRIPTION	QUANTITY		UNIT COST		MATERIAL/LABOR COST		EQUIPMENT		ENGINEERING ESTIMATE	
	NUMBER	UNIT	UNIT COST	TOTAL	UNIT COST	TOTAL	UNIT COST	TOTAL	UNIT COST	TOTAL
Civil Site Improvements										
a. 12 Unit Rail Replacement	12.00	LS	3,250.00	39,000.00	3,850.00	46,200.00				\$85,200.00
										<i>Sub-Total</i>
										\$85,200.00
										\$5,964.00
										\$8,520.00
										\$12,780.00
										\$10,224.00
									<i>Total</i>	\$122,688.00



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
Website: www.ghura.org



January 02, 2024

TO: Board of Commissioners

FROM: Executive Director, Elizabeth F. Napoli 

SUBJECT: **Equitable Adjustment #1**
IFB#GHURA-09-26-2019-CDBG; Construction of Lighthouse Recovery Center for Women, Tiyan, Guam

Inland Builders has an ongoing contract for the Construction of Lighthouse Recovery Center for Women. A/E Staff and I, the Executive Director Elizabeth F. Napoli, reviewed the request for Equitable Adjustment request and has concluded it to be reasonable to grant the adjustment.

Cost Analysis and Justification:

Labor: \$162,037.87
Materials: \$268,519.40
Bond/Insurance Costs: \$45,051.40

Total: \$475,608.67

Original Contract Award Amount:	\$1,160,000.00
Adjusted Contract Award Amount:	\$2,350,000.00
Changes Approved:	-1-
Adjusted Contract Amount:	\$2,567,660.00
This Equitable Adjustment:	\$475,608.67
Adjusted Contract Amount:	\$3,043,268.67

We are requesting Board approval for an equitable adjustment and contract modification with Inland Builders Corporation in the amount of \$475,608.67.

Attachment: Contractor's Request for Equitable Adjustment



INLAND BUILDERS CORPORATION

P.O. BOX 2767 HAQATNA, GUAM 96932

PHONE: (671) 848-5808 / 5893 * FAX: (671) 848-5929 * email: lbc@inland.com.gu

GENERAL CONTRACTOR

November 27, 2023

Ms. Elizabeth F. Napoli ^(E)
Executive Director
Guam Housing and Urban Renewal Authority
117 Bien Venida Avenue
Sinajana, GU 96910

Re: Request for Equitable Adjustment
IFB No. GHURA-09-26-2019-CDBG, Construction Lighthouse Recovery Center for Women, Tiyan, Guam

Dear Ms. Napoli:

We hereby submit our Request for Equitable Adjustment for increased costs in skilled labor, construction materials, and bond/insurance expenses that occurred subsequent to the issuance of the Notice to Proceed dated September 8, 2021. Lump sum figures for each are summarized as follows with their respective explanations below:

A. LABOR:	\$162,037.87
B. MATERIALS:	\$268,519.40
C. BOND/INSURANCE COSTS:	\$ 45,051.40

TOTAL:	\$475,608.67

A. LABOR INCREASES

We believe a Request for Equitable Adjustment is justified by the occurrence of multiple significant events outside of the Contractor and Owner's control, those events being driven by the global Covid-19 pandemic which caused severe social and economic disruption around the world. Having first been identified in December 2019 in China, the virus spread to areas of Asia and later worldwide in 2020. Common mitigation measures during this public health emergency included travel restrictions, lockdowns, business restrictions and closures, workplace hazard controls, mask mandates, quarantines, and testing. These measures were evident on Guam and mandated through Executive Orders issued by the Governor with the shutdown of government agencies and operations that began as early as March 2020 and continued throughout the year with restricted or reduced hours. ¹

¹ Reference is made to the following Executive Orders stating these restrictions: Executive Order (EO) 2020-04 dated 3/14/20, EO 2020-11 dated 4/30/20, EO 2020-14 dated 5/10/20, EO 2020-27 dated 8/16/20, EO 2020-28 dated 8/21/20, EO 2020-29 dated 8/27/20, EO 2020-31 dated 9/11/20, EO 2020-32 dated 9/17/20, EO 2020-34 dated 9/24/20, EO 2020-35 dated 9/29/20, EO 2020-38 dated 10/28/20, EO 2020-41 dated 11/27/20, EO 2020-43 dated 12/14/20, EO 2020-44 dated 12/18/20, EO 2020-46 dated 12/29/20

The processing of the Building Permit for the Project was substantially delayed and was not issued until May 11, 2021, fourteen months after the application was submitted to Department of Public Works. Please see the attached building permit and application showing various dates of approval by the respective DPW department.

This disruption in government services that led to this delay was significant in that Inland Builders Corporation (“Inland”) could not retain its local skilled construction workforce while continuing to wait indeterminately for the Permit issuance. Inland did not have any other jobs at this time and ultimately was forced to lay off its local skilled workers intended to undertake the construction of the Project. This nexus is where Inland anticipated that in order for the Project to continue, it had to rely on the utilization of H-2 workers. One other alternative was to use subcontractors for various portions of the work, but this proved to be unfeasible as most of the construction companies on the island were too busy with military jobs. Military construction was in high volume even before Covid-19, and many contractors simply declined to submit proposals. Those that did respond with proposals were too exorbitant in price. Thus the only viable option was the possibility of bringing in H-2 workers which was not fully realized until the request to utilize H-2 workers for the Project was acknowledged and confirmed as part of the US military realignment on Guam by the Joint Region Marianas through the NDAAREQ-FY21-105 approval letter on February 18, 2022.²

This approval allowed Inland to start the laborious process of applying for an I-129 labor petition with the Guam Department of Labor (GDOL) and the U.S. Citizenship and Immigration Services (USCIS), which successfully resulted in the arrival of 16 H-2 workers on Guam in December 2022 specifically for this project. This process included the services of an immigration attorney (Davis & Davis, P.C.), Philippine recruitment agency services (Global Manpower Management), bonding requirements (Cassidy’s Associated Insurance), and various documentation processing required by the Philippine Overseas Labor Office (POLO) and other Government of Guam agencies such as GDOL and Guam Department of Revenue and Taxation.

1. IMPORTATION. Costs already expended for the importation of 16 H-2 workers for the original labor visa term is as follows:

- Wage bond (Cassidy’s Associated Insurers) \$ 1,877.65
Prorated from 17 to 16 workers ($\$1995/17 \times 16 = \1877.65)
- 30 day advertisement of position attached (as required by GDOL) 2,595.00
- Preparation of Labor Petition (through Davis & Davis) 32,760.00
Attorney fees ($\$2200 \times 7$ categories = \$15,400)
GRT on Attorney fees ($\$15,400 \times 0.05 = \770)
USCIS fees ($\$2110 \times 7$ categories = \$14,770)
Photocopies & Fedex fees ($\$260 \times 7$ categories = \$1820)

² Please be advised we had requested the Authority as early as July 2020 for a Support Letter in connection with our intention to utilize H-2 workers for the Project. As we acknowledge that the Governor’s concurrence with the Support Letter was instrumental in the Department of Defense’s approval to include the Project as part of the military realignment on Guam, we received her official concurrence on 2/22/2021. The process in getting the approval of the Joint Region Marianas to include the Project as part of the military realignment on Guam took nearly one year.

• Philippine recruiting agency (Global Manpower) (\$3200 + \$10,586.88)	13,786.88
• Philippine Overseas Labor Office (POLO) fees	180.00
• Airfare for 15 H-2 workers @ \$247.08/worker	3,706.20
• Guam Department of Labor (GDOL) fee for Labor ID (\$15,682.50 + \$871.25 = \$16,553.75)	16,553.75
SUBTOTAL 1	<u>\$71,459.48</u>

At the time the labor petition was being prepared the completion date of the Project was anticipated to be May 31, 2023, so the visa term started from June 1, 2022 to May 31, 2023. However because of heavy backlog at the U.S. Embassy in the Philippines for all H-2 petitions due to Covid-19, arrivals of H-2 workers coming to Guam were much later than expected. Inland's petition was no exception as its 16 H-2 workers finally arrived in December 2022.

2. EXTENSION. As the original labor visa term ended on May 31, 2023, Inland then needed to file an extension to ensure completion of the Project. (Note: At the time of the extension application, Inland also imported an additional 9 workers for an unrelated project along with the extension of the original and current 16 workers for the Project). Thus, the following costs are prorated from 25 to 16 workers, and further prorated to 5 months (06/01/2023 to 10/31/2023) as follows:

• 30 day advertisement of position attached (as required by GDOL)	\$ 1,536.00
• Wage & repatriation bonds (Cassidy's Assoc. Insurers)	<u>7,770.00</u>
	9,306.00
Proration of 25 to 16 H-2 workers: $1/25 \times 16 = 0.64$	<u>x 0.64</u>
	5,955.84
Proration of extension (5/12 mo):	<u>0.4167</u>
Subtotal 2a	<u>\$ 2,481.60</u>
• Preparation of Labor Extension (through Davis & Davis)	\$34,825.00
Attorney fees (\$2,500 x existing 7 categories = \$17,500)	
GRT on Attorney fees (\$17,500 x 0.05 = \$875)	
USCIS fees (\$2,110 x existing 7 categories = \$14,770)	
Photocopy & Fedex fees ((\$60+\$180) x 7 = \$1680)	
• Guam Department of Labor (DOL) fee for ID	<u>33,456.00</u>
	68,281.00
Proration of extension (5/12 mo)	<u>x 0.4167</u>
Subtotal 2b	<u>\$28,450.42</u>
SUBTOTAL 2	\$30,932.02

3. LOCAL WORKFORCE INCREASES. To keep the few remaining local construction workers essential for the Project, Inland was compelled to match the increased hourly wages being offered by other contractors intent on hiring them away from our company. Inland still needed its local skilled workforce to augment the H-2 workers, especially in certain work classifications like

superintendents, mechanics, and heavy equipment operators. Increased hourly wages of our local workers (7 total local workers) is provided in detail of the attached spreadsheet, as well as copies of the workers' payroll checks showing the previous wage before 1/1/2022 and current hourly wage after 1/1/2022 in the attachment entitled "local workers' wage increases".

• Increase variance of local workers in 2022 (actual)	\$ 7,167.11
• Increase variance of local workers from 01/01/2023 to 08/26/2023:	12,989.79
• Increase variance of local workers from 08/27/2023 to 11/04/2023:	<u>6,154.00</u>
SUBTOTAL 3	\$26,310.90
SUBTOTAL 1 + 2 + 3:	\$128,702.39
OH, Fee, bond, and GRT:	<u>33,335.48</u>
TOTAL (A) LABOR	\$162,037.87

For reference attached are all checks and corresponding invoices for actual H-2 labor Importation and Extension costs expended by Inland as well as company QuickBooks printouts for local labor man hours for 2022 and 2023 (up to 8/26/2023).

B. CONSTRUCTION MATERIAL INCREASES

Increases in construction material prices and corresponding shipping prices also occurred as a result of the Covid-19 pandemic and created other significant events of unprecedented global supply line shortages and inflationary factors outside of the Contractor and Owner's control that led to the delay of ordering certain materials. After the Notice to Proceed was issued in September 2021 we immediately proceeded to obtain price confirmations of materials previously quoted in late 2019.

Those materials that experienced price increases included the following:

DIVISION 3 CONCRETE

• Steel reinforcement bar Grade 60	\$ 9,200.00
• Concrete 3000 psi	1,522.40
• Concrete 4000 psi	1,644.30

DIVISION 8 OPENINGS

• Aluminum doors, windows and louvers	<u>35,314.79</u>
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SUBTOTAL 1	\$ 47,681.49
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Please note that all prices of all respective materials quoted and used in the Project Schedule of Values (SOV) and the current purchased price are listed in the Material Spreadsheet Summary and is included again for reference.

In some cases material prices could not be held for long (standard validity of quotations in the industry is usually 30 days) because demand was high and shipping costs were volatile and increasing. Once a purchase order is issued submittals are then provided by the vendor for review by the Project Architect, and once approval is given the vendor can then proceed with the ordering at the prices originally quoted per the purchase order. As a result it became very difficult to obtain quotes for certain materials unless ordering could be finalized within a week. In many instances the building industry was still in a volatile environment in 2021 such that obtaining prices for certain materials was simply not possible. This was the case with waterproofing, insulation, ceramic tiles, and acoustic ceiling tile, where quotes were finally obtained towards the middle part of 2022. The increases at this time were:

DIVISION 7 THERMAL & MOISTURE PROTECTION	
• Waterproofing	\$ 11,933.00
• Insulation	3,320.09
DIVISION 9 ARCHITECTURAL FINISHES	
• Ceramic tiles	31,976.18
• Acoustic ceiling tile	<u>16,253.50</u>
SUBTOTAL 2	\$ 63,482.77

PASSING OF THE A/E

As mentioned in part above, the submittal process where architect approval is needed to ensure specifications are met is a necessary step in the ordering of materials. This process also became affected by another event outside of the Contractor and Owner's control, which was the unfortunate passing of Architect Andrew Laguana in July 2022. Mr. Laguana's passing delayed the approval of certain material submittals wherein vendors could not hold pricing during the delay. The following delays occurred in the approval of the following:

- Wood doors
Date submittals turned in to Architect: 12/09/2021
Date submittals approved: 10/28/2022
Total time: 323 calendar days
- Metal frames
Date submittals turned in to Architect: 12/09/2021
Date submittals approved: 10/28/2022
Total time: 323 calendar days
- Hardware
Date submittals turned in to Architect: 12/09/2021
Date submittals approved: 10/28/2022
Total time: 323 calendar days
- Ceramic tiles
Date submittals turned in to GHURA: 07/13/2022
Date submittals approved: 10/28/2022

Total time: 105 calendar days

- Fire Pump
 - Date submittals turned in to GHURA: 2/17/2022
 - Date submittals approved: 03/02/2023
 - Total time: 372 calendar days

Usual approval time of submittals in the industry is 2-3 weeks. Although we had received quotations for the doors, metal frames and hardware relatively soon after the NTP, the delay in the submittals was such that the vendor had to adjust pricings from those previously quoted. Copies of multiple price proposals are attached for reference. The final material price increases after approval of the respective submittals were as follows:

DIVISION 8 OPENINGS

• Flush Wood doors	6,189.36
• Steel frames	3,108.09
• Door hardware	3,313.54

DIVISION 21 FIRE SUPPRESSION SYSTEM

• Fire pump	<u>9,290.00</u>
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SUBTOTAL 3 \$ 21,900.99

STRUCTURAL STEEL. The structural steel for this Project involved a different consequence as a result of the Covid-19 pandemic. Our original vendor was a steel fabricator from China who obtained their raw steel materials from Chinese manufacturers who used British standards. Inland had previous experience with their British standard steel products on the Dusit Hotel Project which complied with rigorous ASTM specifications. Once Covid-19 occurred the vendor could no longer obtain these raw steel materials so Inland had to source other vendors for the steel. Inland attempted to source other vendors from China to avail of the competitive pricing but because of the language barrier and no previous experience with the vendor there was too much uncertainty in ensuring the ASTM specifications would be met. The decision was made to proceed with a US supplier to minimize any problems with meeting specification, but cost effectiveness could no longer be utilized.

The difference in U.S. structural steel prices as compared to its China counterpart used in our bid is as follows:

DIVISION 5 METALS	CHINA vendor	US vendor	INCREASE
• Structural Steel	\$ 29,965.40	\$ 110,178.00	
	SUBTOTAL 4		\$ 80,212.60
	SUBTOTALS 1 + 2 + 3 + 4:		\$ 213,277.85
	OH, Fee, bond, and GRT:		<u>55,241.55</u>

TOTAL (B) MATERIAL **\$ 268,519.40**

C. PERFORMANCE BOND, BUILDERS RISK INSURANCE COSTS

The Performance Bond is a contractor requirement for bidding on this project. Inland received an initial bonding commitment from its then regular Surety, First Insurance Company of Hawaii (FICOH). A proviso from FICOH, as an additional underwriting requirement was for an additional working capital contribution to be made to Inland. This requirement was originally slated to be funded by a sister company of Inland. Once Covid-19 occurred the sister company, which is heavily reliant on the tourism industry on Guam, was no longer able to assist, thus Inland needed to obtain a new bond commitment for the Project. Inland then immediately sought alternate bonding options through local insurance companies on Guam.

By the time the Notice to Proceed was issued in September 2021, Inland had already received a Performance Bond locally from Cassidy's Associated Insurers. Although the bonding fee from Cassidy's was more than Inland's former Surety, FICOH, it was a necessary increased cost required to make the Project a reality. The increase for the Bond listed below includes only as it relates to the original contract of \$2,350,000.00.³

Like the Performance Bond, Builder's Risk insurance premiums are based on the Project contract amount. The additional builders risk cost is listed here only as a result of the anticipated increase in excess of the original contract of \$2,350,000.00 amount:

DIVISION 1 GENERAL REQUIREMENTS

•	Performance Bond (2.8% - 1.3%) x \$2.35M =	\$ 35,250.00
•	Builders risk insurance (1.18% x \$648,821.60) =	7,656.09
	Change Order # 1: \$217,660.00	
	REA for Labor: \$162,037.87	
	REA for Materials: <u>\$269,123.73</u>	
	\$648,821.60	_____
		\$ 42,906.09
	GRT 5%	<u>2,172.08</u>
	TOTAL (C) BOND/INSURANCE COSTS	\$ 45,051.40

To summarize the overall increase in approved Change Order # 1 (\$217,660) and this proposed Request for Equitable Adjustment (\$475,608.67), or \$693,268.67, the percent change comes out to 29.5% ($\$693,268.67 / \$2,350,000 = 29.50\%$).

³ The Bond increases for Change Order # 1 (approved in the amount of \$217,660) and those relating to this Request for Equitable Adjustment have already been accounted for and included. It is only the original contract amount of \$2,350,000 that has not been subjected to the increased bonding fee of 2.8%

Ms. Elizabeth Napoli
November 27, 2023
Page 8

Attached are copies of Inland's material purchase orders and vendors' quotations in connection with all material prices listed and explained above, and pertinent correspondence on some of the orders regarding increases due to delay in submittal review. Please feel free to request any clarification or more information on any part of this Request for Equitable Adjustment.

Please note that at the onset of COVID-19, resulting in the subsequent loss of our local workforce and our bond commitment, IBC had expressed in 4/25/2020 its wish to request the Authority act under Paragraph 34 of the General Conditions to terminate the contract for convenience. IBC also stated at that time should the Authority decide to still pursue the Project (to save time on the exhaustive rebidding process), requests for time extension and associated costs, including possible increases in material prices and re-hiring of workers would be anticipated. GHURA ultimately chose to do so and we believe it was the right decision considering IBC is entering the final stages of the Project with the stated overall percent increase of the project amount.

We are appreciative of GHURA'S continued understanding and consideration.

Sincerely Yours,



Reynald Del Carmen
Vice President

GHURA LIGHTHOUSE PROJECT: EQUITABLE ADJUSTMENT FOR LABOR COST INCREASES							
		Quantity	u/m	unit	total	EXTENDED	REMARKS
1 IMPORTATION OF H-2 WORKERS							
a	Wage bond (pro-rated from 17 to 16)	16.00	ea	\$117.35	\$1,877.65	\$1,877.65	\$1995 / 17 workers x 16
b	Advertisement of labor position in paper	1.00	lot		2,595.00	2,595.00	
c	Legal fees	7.00	ea	2,200.00	15,400.00		unit prices are per category - can be found on Attorney Davis & Davis invoice
d	GRT fees on legal	7.00	ea	110.00	770.00		
e	USCIS fees	7.00	ea	2,110.00	14,770.00		
f	Photocopies & Fedex fees	7.00	ea	260.00	1,820.00		
				subtotal c-f	32,760.00	32,760.00	
g	Recruiting agency fees	1.00	lot	13,786.88	13,786.88	13,786.88	\$3200 + \$10,586.88
h	POLO fees	1.00	lot		180.00	180.00	
i	Airfare	15.00	men	247.08	3,706.20	3,706.20	
J	Labor ID	1.00	lot		16,553.75	16,553.75	\$15,682.50 + \$871.25
				Subtotal 1 H-2 Importation		\$71,459.48	
2 EXTENSION OF H-2 WORKERS							
a	Advertisement of labor position in paper	1.00	lot		1,536.00		
b	Repatriation & wage bond	1.00	lot		7,770.00		
				subtotal a-b	9,306.00		
	Proration: \$9306/ 25 x 16 = \$5,955.84			---->>>	5,955.84		pro-rated from 25 workers to 16
	prorated to applicable extension (5/12mo)			---->>>	2,481.60	subtotal 2a	2,481.60
							pro-rated from 12 months to 5
c	Legal fees (for existing 7 categories)	7.00	ea	2,500.00	17,500.00		These costs (c) thru (f) from Attorney Davis & Davis are only those relating to extension. Those relating to new importation are not included (see invoice)
d	GRT fees on legal	7.00	ea	125.00	875.00		
e	USCIS fees	7.00	ea	2,110.00	14,770.00		
f	Photocopies & Fedex fees	7.00	ea	240.00	1,680.00		
				subtotal c-f	34,825.00		
g	Labor ID	1.00	lot		33,456.00		
					68,281.00		
	prorated to applicable extension (5/12mo)			---->>>	28,450.42	subtotal 2b	28,450.42
							pro-rated from 12 months to 5
				Subtotal 2 H-2 Extension		\$30,932.02	subtotal 2a + subtotal 2b

continued on next page

9/7/2023

GHURA LIGHTHOUSE PROJECT: EQUITABLE ADJUSTMENT FOR LABOR COST INCREASES (continued)

		Quantity	u/m	wages before BID		Prices after COVID		EXTENDED	REMARKS
				unit	total	unit	total		
3	LOCAL WORKFORCE WAGE INCREASES								
a	Manhours for 2022 (actual)								
1	April, Goliath	468.00	hrs	\$20.00	\$9,360.00	\$25.25	\$11,817.00	\$2,457.00	
2	Araza, Raul	22.00	hrs	17.00	374.00	19.00	418.00	44.00	
3	Cayanan, Marcelino	197.00	hrs	17.00	3,349.00	20.00	3,940.00	591.00	
4	Gutierrez, Michael	47.50	hrs	16.00	760.00	19.00	902.50	142.50	subtotal 3a
5	Puno, Jeffrey	274.00	hrs	20.00	5,480.00	21.27	5,827.98	347.98	7,167.11
6	Ramos, Robert	342.50	hrs	16.75	5,736.88	19.00	6,507.50	770.63	
7	Sahagun, Roy	703.50	hrs	19.00	13,366.50	23.00	16,180.50	2,814.00	
b	Manhours for 2023: 1/1/23 - 8/26/23 (actual)								
1	April, Goliath	554.00	hrs	20.00	11,080.00	25.25	13,988.50	2,908.50	
2	Araza, Raul	127.00	hrs	17.00	2,159.00	19.00	2,413.00	254.00	
3	Cayanan, Marcelino	732.00	hrs	17.00	12,444.00	20.00	14,640.00	2,196.00	
4	Gutierrez, Michael	885.00	hrs	16.00	14,160.00	19.00	16,815.00	2,655.00	subtotal 3b
5	Puno, Jeffrey	227.00	hrs	20.00	4,540.00	21.27	4,828.29	288.29	12,989.79
6	Ramos, Robert	360.00	hrs	16.75	6,030.00	19.00	6,840.00	810.00	
7	Sahagun, Roy	969.50	hrs	19.00	18,420.50	23.00	22,298.50	3,878.00	
c	Projected manhours till Project Completion 08/27/23 to 11/04/23 (10 weeks)								
1	April, Goliath - 50% or 20 hours/wk	200.00	hrs	20.00	4,000.00	25.25	5,050.00	1,050.00	
2	Araza, Raul, 50% or 20 hours/wk	200.00	hrs	17.00	3,400.00	19.00	3,800.00	400.00	
3	Cayanan, Marcelino	400.00	hrs	17.00	6,800.00	20.00	8,000.00	1,200.00	
4	Gutierrez, Michael	400.00	hrs	16.00	6,400.00	19.00	7,600.00	1,200.00	subtotal 3c
5	Puno, Jeffrey - 50% or 20 hours/wk	200.00	hrs	20.00	4,000.00	21.27	4,254.00	254.00	6,154.00
6	Ramos, Robert - 50% or 20 hours/wk	200.00	hrs	16.75	3,350.00	19.00	3,800.00	450.00	
7	Sahagun, Roy	400.00	hrs	19.00	7,600.00	23.00	9,200.00	1,600.00	
							subtotal 3	\$26,310.90	
							Subtotal 1 Importation	\$71,459.48	
							Subtotal 2 Extension	\$30,932.02	
							Subtotal 3 Local Workforce	\$26,310.90	
								\$128,702.39	
	OH						0.08	10,296.19	
								138,998.58	
	IBC fee						0.08	11,119.89	
								150,118.47	
	bond						0.028	4,203.32	
								154,321.78	
	GRT						0.05	7,716.09	
								162,037.87	1.2590
								\$33,335.48	
								total OH, Fee, bond, and GRT	



GHURA

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



Amended Intent of Award

Lourdes A. Leon Guerrero
Governor of Guam

Joshua F. Tenorio
Lt. Governor of Guam

Sabino P. Flores
Chairman

Monica O. Guzman
Vice Chairwoman

Carl V. Dominguez
Commissioner

George F. Pereda
Commissioner

Frank T. Ishizaki
Commissioner

Joseph M. Leon Guerrero
Resident Commissioner

Ray S. Topasna
Executive Director

Elizabeth F. Napoli
Deputy Director

Mr. Reynald Del Carmen
Vice President
Inland Builders Corporation
P.O.Box 2767
Hagatna, Guam 96932

Dec. 23, 2019

Subject: CONSTRUCTION of a LIGHTHOUSE RECOVERY CENTER
FOR WOMEN TIYAN, GUAM
IFB GHURA-09-26-2019-CDBG
Intent of Award

Dear Mr. Del Carmen:

The Guam Housing and Urban Renewal Authority (GHURA) has accepted your proposal and is awarding you a contract for the Construction of a Lighthouse Recovery Center in Tiyan, Guam. The contracted Scope of Work for the subject project shall be as follows:

Basic Bid Item # 1 the above Scope of Work shall be done according to the "Specification for the Construction of a Lighthouse Recovery Center in Tiyan, Guam" as prepared by the GHURA.

The final total contract amount for the above scope of work shall be for the lump sum price of Two Million Three Hundred Fifty Thousand Dollars and no cents (\$2,350,000.00). Because of the availability of funds, we are awarding you a contract in two phases, Phase I will be for the startup, which includes: permitting, clearing, foundation, and walls in the amount of One Million One Hundred Sixty Thousand Dollars and No/cents (\$1,160,000.00) and upon completion of reprogramming of funds we will amend the contract for phase II for the additional funds to complete the project contingent on the availability of funds. If GHURA does not reprogram or otherwise come up with funds sufficient to pay \$2.35M for the work and amend this contract accordingly in a timely fashion, Inland will be entitled to stop work and the contract will be deemed completed upon the completion of work for which the scheduled values are \$1.16M.

We therefore transmit along with this Notice of Award, three (3) sets of the Contract Documents, including the Performance and Payment Bond form and the Specifications. Within ten (10) days upon receipt, you must execute the Contract, sign the first and last page of the project drawings and specifications, and return all three (3) sets to the Authority together with the insurances as indicated below

GHURA does not discriminate against persons with disabilities.
The Chief Planner has been designated as Section 504 Coordinator.
The Coordinator can be contacted at the above address and telephone numbers.



NOTICE OF AWARD

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1) Because GHURA is issuing the contract in two phases, a Letter of Commitment from a US surety listed that for 100 percent (100%) of the contract price will be in place prior to start of construction for Phase I and upon the amending the contract for phase II the performance and payment bond will be amended to cover the entire contract amount of \$2,350,000.00. The performance and payment bond, or separate performance and payment bond, shall be satisfactory to GHURA and must be executed by a surety company listed in the latest issue of the U.S. Treasury Circular No. 570.

Please review the insurance requirements on Page 13, Section 36, of the General Conditions of the Contract for Construction, which are part of the Specifications. Before commencing work, you are required to furnish GHURA certificates of the following insurance coverage:


1. Workmen's Compensation;
2. Commercial General Liability with a combined single limit for bodily injury and property damage of not less than \$1,000,000 per occurrence;
3. Automobile Liability on owned and non-owned motor vehicles to be used on the site(s) or in connection therewith for a combined single limit for bodily injury and property damage of not less than \$500,000 per occurrence;
4. Builders Risk Insurance

Should you plan to engage the services of a subcontractor, the subcontractor(s) must conform with the insurance requirements as listed above. Please review the requirements in Paragraph 36 and 37, pages 13 and 14, of the aforementioned General Conditions. Additionally, any and all requirements of the subcontractor(s) as stated in the contract specifications must be provided and in conformance as described.

Please acknowledge receipt of these documents by signing, dating, and returning the attached copy of this letter.

Sincerely,

 Elizabeth F. Napoli
 Acting Executive Director

Acknowledged By: 
 Signature
 Print Name: Mr. Reynald Del Carmen
 Date: January 1, 2020

January 2, 2020

Received: [Signature] 1/20/2020



GHURA

Guam Housing and Urban Renewal Authority
Aturidat Ginima' Yan Rinueban Siudad Guahan
117 Bien Venida Avenue, Sinajana, GU 96910
Phone (671) 477-9851 Fax (671) 300-7565 TTY (671) 472-3701
Website www.ghura.org



June 24, 2022

Memorandum

Mr. Reynald Del Carmen, Vice President
Inland Builders Corporation
PO Box 2767
Hagatna, Guam 96932

**Subject: Change Order #1: IFB #GHURA – 9 – 26 – 2019 – CDBG
Construction of the Lighthouse Recovery Center for Women, Tiyan, Guam**

Dear Mr. Del Carmen,

The subject contract has been amended to include to now include the following: provide all labor, materials, supervision, transportation, equipment for the complete construction and installation, according to the contract plans, specifications, and described scope or work for the items listed below:

- Change order #1 consists of material and labor increases in the mechanical, electrical, plumbing, communications and site works categories;
- To continue the construction of the Lighthouse Recovery Center for Women in Tiyan, Guam, as per the documents titled:
 - Bid Price Guam Advance Ent. MEP
 - CO Summary MEP and Siteworks Final
 - Current Price BMA Siteworks
 - Current Price Guam Advance Ent. MEP
 - Falcon Fire
 - Change Order Summary for MEP and Siteworks: **\$217,660.00**
- Contract Information:
 - Original Amount: \$2,350,000 (Awarded at \$1,160,000)
 - Amount to Date: \$2,350,000 (Un-Adjusted at \$1,160,000)
 - Adjusted Contract Amount: **\$2,567,660 (Currently at \$1,377,660)**
 - NTP Date: September 13, 2021
 - Contract Completion Date: November 21, 2022
 - New Completion Date: November 21, 2022

These terms and conditions remain for the change order and the contract for the subject project:

- This change order and accompanying work are subject to all contract stipulations and covenants;
- The rights of GHURA are not prejudiced;
- Any claims against GHURA resulting from, incidental to, or a consequence of this change order are satisfied

Accepted:

For Inland Builders Corporation

Reynald Del Carmen, Vice President

6/27/2022
Date

For GHURA

Elizabeth F. Nappi, Acting Director

06/28/2022
Date

GHURA does not discriminate against persons with disabilities
The Chief Planner has been designated as Section 504 Coordinator
The Coordinator can be contacted at the above address and telephone numbers

May 18, 2022

To: Board of Commissioners
From: Acting Executive Director, Elizabeth F. Napoli
Subject: Change Order #1 to GHURA – 09-26-2019 – CDBG: Lighthouse Recovery Center for Women, Tiyan, Guam

This is a request to approve the change order for the subject project:

Background

The Lighthouse Recovery Center for Women (LRCW) facility project was awarded to Inland Builders in January 2, 2020. Governor Leon Guerrero shutdown all government operations on March 17, 2020, due to the COVID-19 pandemic. GHURA worked and supported Inland Builders to continue the LRCW facility construction. The LRCW building permit was fully approved May 11, 2021, and GHURA held a groundbreaking ceremony July 10, 2021. Inland Builders fully mobilized to the worksite September 1, 2021, but encountered availability challenges to manpower, materials, and equipment.

Analysis

Change order #1 consists of material and labor increases in the mechanical, electrical, plumbing, communications, and site works. The percent increase per division is below:

Division	Old Value	New/Updated Value	Difference (% Increase)
Mechanical Works	\$388,374	\$454,644	\$66,270 (17%)
Electrical Works	\$261,628	\$322,564	\$60,936 (23%)
Site Works	\$105,152	\$150,827	\$45,675 (43%)

Site Works: Actual site conditions required additional fill and grading for storm water mitigation, drainage and to prevent site flooding during heavy rains.

Recommendation

Inland Builders submitted supporting documents, quotations, and acceptable rationales for the change order. A/E supports the proposal and recommends its approval. The total change order request for the three divisions and OHP: \$217,660.00

At the Regular Board Meeting of June 06, 2022, a motion was made by Commissioner Delia and seconded by Commissioner Ishizaki to approve the Change Order #1 to GHURA-09-26-2019-CDBG for the Lighthouse Recovery Center for Women In Tiyan, Guam, for the total change order request for the three divisions and OHP of \$217,660.00, subject to the availability of funds. Without any further discussion and objection, the motion was approved.

GUAM HOUSING AND URBAN RENEWAL AUTHORITY
Aturidat Ginima Van Rinueban Siudat Guahan
BOARD OF COMMISSIONERS
RESOLUTION NO. FY2024-005

Moved by: _____

Seconded by: _____

RESOLUTION REPEAL AND RENACT GHURA'S TRAVEL POLICY

- WHEREAS,** The Board of Commissioners of the Guam Housing and Urban Renewal Authority (“GHURA”) is empowered by 12 Guam Code Annotated §5104(e) to adopt policies providing for the internal organization and management of the Authority, and for the administration of its affairs and operations; and
- WHEREAS,** GHURA recognizes that official off-island travel, from time to time, is necessary to promote staff development, improve agency efficiency, and pursue strategic objectives consistent with its mission; and
- WHEREAS,** GHURA’s current travel policy and procedures were established in 2003 adopted in Resolution No. FY03-067, and further amended through Resolutions FY06-049, FY06-055, FY2019-016; and
- WHEREAS,** GHURA is considered a Non-Federal Entity (“NFE”) whose operations are funded through Federal grants and programs subject to conditions outlined in Federal law, regulations, and rulings; and
- WHEREAS,** 2 CFR 200, the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards hereafter known as the (“Uniformed Guidance”), provides GHURA the basis for its travel policy and procedures superseding OMB Circular A-87; and
- WHEREAS,** the Board of Commissioners of GHURA has determined the need to consolidate previous travel policies and update as necessary in a manner consistent with the Uniformed Guidance and GHURA’s mission; now therefore, be it
- RESOLVED,** that the GHURA Board of Commissioners hereby rescinds travel policies and procedures adopted in Resolution No. FY03-067 and amended through Resolutions FY06-049, FY06-055, and FY2019-016; and that it be further
- RESOLVED,** that any preceding travel policies, not otherwise rescinded herein, shall be replaced with this travel policy, hereinafter known as the (“2024 Travel Policy”); and that it be
- RESOLVED,** that the GHURA Board of Commissioners hereby adopts the provisions provided, hereinafter known as the 2024 Travel Policy:
1. Travel policies and procedures must promote transparency and prudence;
 2. Travel policies and procedures shall apply to the GHURA Board of Commissioners, employees, legal counsel, consultants, and/or GHURA residents who travel on behalf of the Authority;

3. All travel must be related to, or on behalf of, GHURA;
4. Travel shall be in the best interests of GHURA;
5. All travel expenses funded through Federal grants and/or programs shall conform to requirements and cost principles required under 2 CFR 200;
6. Travel funded by local funds shall conform to all local laws, regulations, rules, and guidance;
7. Travel advances, and/or reimbursements, shall be reasonable and necessary in the course of authorized travel, and shall be processed in accordance with Standard Operating Procedures;
8. Travel shall not exceed budget authorizations, unless previously approved by the Board of Commissioners;
9. All travelers within ten (10) working days from the day of return to work, shall submit an itemized statement of account that shall be prescribed in the Standard Operating Procedures;
10. Travel Expense Reports shall be reported to the Board of Commissioners;
11. Respective of individual or group travel on official business off-island, a trip report shall be made and presented to the Board of Commissioners in a Regular Board Meeting; and that it be

RESOLVED, that the Executive Director shall develop, approve, and publish Standard Operating Procedures enacting the 2024 Travel Policy; and that it be further

RESOLVED, that the 2024 Travel Policy shall be effective immediately.

**IN REGULAR BOARD MEETING, SINAJANA, GUAM - JANUARY 09, 2024
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 **January 09, 2024.**

(SEAL)

Elizabeth F. Napoli
Secretary / Executive Director