



**REQUEST FOR PROPOSAL  
RFP NO: PAG-019-001**

**A/E DESIGN CONSULTING SERVICES  
FOR ARCHITECTURAL DESIGN OF PORT AUTHORITY  
ADMINISTRATION COMPLEX**

**PORT AUTHORITY OF GUAM  
1026 Cabras Highway  
Piti, Guam 96925**

**JOANNE M.S. BROWN  
General Manager**

**January 2019**



**PORT OF GUAM**

ATURIDATI PUETTON GUAHAN

Jose D. Leon Guerrero Commercial Port

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Eddie Baza Calvo  
Governor of Guam

Ray Tenorio  
Lieutenant Governor

**REQUEST FOR PROPOSAL  
RFP-PAG-019-001**

**A/E Design Consulting Services for the New Port Administration Complex**

The Port Authority of Guam (PAG), a public corporation and an autonomous instrumentality of the Government of Guam, is soliciting proposals from qualified professional individuals, or companies (Offerors) to provide **A/E Design Consulting Services for the Architectural Design of the New Port Administration Complex** at the Jose D. Leon Guerrero Commercial Port.

**A Pre-Proposal Conference will be held in the Port Command Center Conference Room on January 15, 2019 at 9:00 a.m., (Chamorro Standard Time/Guam Time).**

**Deadline for Request for Inquiries (RFI), is on or before 4:00 p.m., Friday, January 18, 2019 (Chamorro Standard Time/Guam Time). All Offerors are encouraged to submit any questions, concerns, or inquiries in writing.**

Request for Proposal (RFP) packages may be obtained at the PAG Procurement and Supply Division Office located on the 2<sup>nd</sup> floor of the PAG Administration Building, from Monday through Friday, excluding holidays, between 8:00 a.m. and 5:00 p.m. or downloaded from the Port of Guam's Website at [www.portguam.com](http://www.portguam.com). No fee will be charged for each printed package or for an electronic file (in PDF format) in compact disc,

**Deadline for submission of all proposals is 4:00 p.m. Monday, February 18, 2019, (Chamorro Standard Time/Guam Time).** All proposals must be submitted to the attention of the PAG General Manager.

PAG shall have the right to reject, in whole or in part, proposals or offers which have been submitted in response to this RFP, and/or cancel this RFP if it is determined to be in the best interest of the PAG and/or for whatever reason allowed by law and/or regulation. This right to reject and/or cancel is pursuant to GSA Procurement Regulation 3115 (d)(2)(A).

For additional information, contact Mr. Steven P. Muna, Contract Management Administrator at (671) 477-5931/35 ext. 369 or email at: [spmuna@portguam.com](mailto:spmuna@portguam.com).

  
**JOANNE M.S. BROWN**  
General Manager

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PORT AUTHORITY OF GUAM

**PORT AUTHORITY OF GUAM (PAG)  
Request for Proposal: RFP NO. PAG-019-001**

**A/E DESIGN CONSULTING SERVICES FOR ARCHITECTURE DESIGN OF PORT  
AUTHORITY ADMINISTRATION COMPLEX**

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**REQUEST FOR PROPOSAL (RFP)**  
**RFP No: PAG-RFP-019-001**

**A/E DESIGN CONSULTING SERVICES**

**BASIC INFORMATION**

**I. BACKGROUND OVERVIEW:**

The Jose D. Leon Guerrero Commercial Port ("Port") is a public corporation and autonomous instrumentality of the Government of Guam, soliciting proposals from qualified and interested Professional Firm(s) to provide services to include, but not limited to, A/E Design Consulting Services for Architectural Design of the Port of Guam Administration Building Complex.

**II. INTRODUCTION**

- A. The Jose D. Leon Guerrero Commercial Port ("Port") will require Offeror(s) who may be supported by a sub-consultant to be ultimately responsible for services provided as part of the Proposal of Offeror(s).
- B. The Port will use procedures prescribed by the Guam Procurement Act, 5 GCA §§5001-5805, and DEPARTMENT OF ADMINISTRATION General Services Administration Procurement Regulations to establish a contract. The website to review the Guam Procurement Act is [www.guamcourts.org/CompilerofLaws/GCA/Title5.html](http://www.guamcourts.org/CompilerofLaws/GCA/Title5.html) and Guam Procurement Regulations is [www.guamcourts.org/CompilerofLaws/GAR/02gar.html](http://www.guamcourts.org/CompilerofLaws/GAR/02gar.html).
- C. Offerors are expected to have and shall have sole responsibility for working knowledge of these laws and regulations.
- D. Issuing Office: This Request for Proposals (RFP) is issued by the Port. No oral explanations in regard to the meaning of the RFP will be made and no oral instructions will be given before award of a contract to the selected Offeror. All proposals and any inquiries of prospective Offerors regarding this RFP must be in writing and must be to the attention of:

Ms. Joanne M.S. Brown  
General Manager  
Email: [jbrown@portguam.com](mailto:jbrown@portguam.com)

or

Mr. Steven P. Muna  
Contract Management Administrator  
Email: [spmuna@portguam.com](mailto:spmuna@portguam.com)

Address: Jose D. Leon Guerrero Commercial Port  
1026 Cabras Highway, Suite 201  
Piti, Guam 96925  
Tel: (671) 477-5931/35 Ext. 369  
Fax. # (671) 477-4445 or (671) 472-1439

*Except to the above person named, direct or indirect contact with Port Management, Staff, Board Members or any person participating in the selection process is prohibited.*

### **III. SUMMARY OF SCOPE OF SERVICES:**

This A/E Contract is to provide plans, specifications/reports and cost estimates to be used for competitive bidding for construction. A/E Services will consist of the planning and design of a new Port Administration Complex, to meet the latest Federal/Local regulations and Building Codes.

The A/E Scope of Work will be specific to the conceptual design to final design approval of the new Port Administration Complex: Site investigation to include topographic surveys and geotechnical investigations; programming, development of a Basis of Design, schematic design and site planning; design development; preparation of a detailed design analysis, bidding phase services, and limited construction support services.

Prime A/E Consultant will require the services of other specialized fields of engineering for surveying, geotechnical/environmental analysis, civil and structural engineering, electrical, mechanical and plumbing, unexploded ordinance (UXO) and landscape architecture.

Scope of Services will include the application of necessary clearances and permits such as Department of Public Works, Guam Environmental Protection Agency (GEPA) and other local government and federal government agencies as required.

Scope of Services will also include coordination with the PAG's Information Technology (IT) Division to develop design requirements for integration of the Terminal Operating Systems (TOS).

Consultant shall respond to RFIs from potential bidders, Government of Guam Regulatory Agencies and Construction Management Consultants pertaining to the review and approval of shop drawings, material submittals and testing requirements.

### **IV. DESCRIPTION OF THE WORK:**

A Preliminary Scope of Work, describing the work to be performed is detailed in **Attachment No. 1**. Upon final selection of the best qualified Offeror, the Scope of Work may be modified and refined during fee negotiations.

### **V. TERM AND TIME OF PERFORMANCE FOR THE WORK INVOLVED:**

1. The successful Offeror or Consultant shall commence work upon execution of the Initial Kick-Off meeting and Consultant is given a Notice to Proceed.
2. All work required for the Scope of Services shall be completed within the initial Two (2) year term. The Port reserves the right to renew with Three (3) additional One-year options and not to exceed Five (5) years. The Port will provide Consultant written notice and subject to the availability of funds.
3. The time of performance is the negotiated time in calendar days which begins upon the issuance of Notice to Proceed (NTP) and ends at the time of project completion, and cannot extend beyond the term of contract.

**VI. TYPE OF CONTRACT:**

A Service Agreement will be consummated between the Offeror and the Port. A sample agreement is attached herein as **Attachment 2, for reference**. The Port reserves the right to modify the sample Agreement during the proposal period or negotiation period. The Offeror(s) selected must be fully licensed to conduct business on Guam prior to execution of any contract resulting from this RFP.

**VII. SUBMISSION DEADLINE AND REQUIREMENTS:**

All proposals in response to this RFP solicitation shall be in writing, must be time-stamped and received at the Procurement and Supply Division, located at the 2<sup>nd</sup> floor of the Port Authority of Guam (PAG) Administration Building, and shall be to the attention of the General Manager, **no later than 4:00pm, Chamorro Standard Time (Guam Time) Monday, February 18, 2019.** No proposals shall be received after such date and time. **Additionally, proposals transmitted via facsimile or email will not be accepted.**

Offeror(s) must provide one (1) original, five (5) complete sets and one (1) CD containing electronic file copy in PDF format. All items should be sealed in one package bearing on the outside name of the Offeror, address, and the name of the project for which the proposal is submitted and shall be submitted no later than the deadline.

**VIII. PRE-PROPOSAL CONFERENCE:**

**A Pre-Proposal Meeting is scheduled on Tuesday, January 15, 2019 at 9:00 a.m., Chamorro Standard Time (Guam Time) at the Port Command Center's Conference Room.** No oral statements made at the Pre-Proposal Meeting by Port Personnel shall be relied on. The Port will respond in writing to all inquiries, questions, comments and suggestions.

**All Requests for Information (RFI) inquiries, clarifications or questions must be submitted no later than 4:00 p.m. Chamorro Standard Time (Guam Time) Friday, January 18, 2019.** RFI shall reference the RFP Number, Project Title and must be addressed to the attention of the Port Authority of Guam:

To: General Manager	or	Contract Management Administrator
Ms. Joanne M.S. Brown		Mr. Steven P. Muna
Email: <a href="mailto:jbrown@portguam.com">jbrown@portguam.com</a>		Email: <a href="mailto:spmuna@portguam.com">spmuna@portguam.com</a>

**IX. LATE PROPOSALS:**

Proposals submitted after the above submission deadline will **NOT** be accepted.

**X. OPENING OF PROPOSALS:**

Proposals and modifications shall not be opened publicly nor disclosed to unauthorized persons but shall be opened in the presence of two or more procurement officials or designees of the Port. A register of Proposals shall be established which shall include all

proposals, the name of each Offeror, the number of modifications received, if any, and a description sufficient to identify the services offered. The register of Proposals shall be opened for public inspection only after the contract has been awarded. Proposals of Offerors who are not awarded the contract shall not be opened for public inspection.

**XI. BUSINESS LICENSE:**

Firm/Offeror(s) must be fully licensed to do business in Guam prior to the execution of any contract resulting from this RFP. Firm/Offeror(s) and Sub-Consultants must also be registered with the Guam PEALS Board and authorized to practice engineering on Guam.

**XII. TRADE SECRETS AND PROPRIETARY DATA:**

Offerors may designate those portions of their proposal that contain trade secrets or proprietary data, which are to remain confidential. The Port will examine any such request to designate portions of proposals as trade secrets or proprietary data as confidential and determine the validity of such request prior to entering into negotiations with prospective Offeror.

**XIII. CONTENTS OF THE PROPOSAL:**

The Proposal, at the minimum, must contain the following:

**A. Transmittal Letter:**

1. A transmittal letter, prepared on the Offeror's business stationary, is to accompany the original and required copies of the Submission.
2. The purpose of this letter is to transmit the Proposal and should be brief.
3. The letter must be signed by an individual who is authorized to bind the Offeror to all statements contained in the submission.
4. The transmittal letter must make reference to the RFP number and A/E Design Consulting Services that Offeror is responding to.

**B. Statement of Qualifications:**

The proposal should demonstrate the ability of the Offeror to perform and provide the services enumerated in the Scope of Work attached herein as Attachment No. 1. The Statement of Qualifications must be current, accurate, and complete; thus, shall include the following:

1. The name of the Offeror, the location of Offeror's principal place of business and, if different, the place of performance of the proposed services, the age of the Offeror's business, the average number of employees over the past five (5) years and the current workload of the Offeror.

2. The abilities, qualifications, experience and the role of the key person(s) that would be assigned to perform the services contained in Attachment No. 1.
3. A list of all contracts under which services similar in scope, size and discipline for the required services, which the Offeror has substantially performed or accomplished as the Prime and/or Principal Firm over the past five (5) years, including client names, addresses, phone numbers and point of contacts.

The information is required for the Offeror and each subcontractor, if any, but information on the Prime Offeror and subcontractor(s) should be presented separately. The purpose of this requirement is to provide the Port with a basis for determining the Offeror's and subcontractors financial and technical capability for undertaking this project. The Port is not interested in a voluminous description of all prior contracts undertaken, but rather a concise, thorough description of experience relevant to this project.

4. A detailed plan specifying how the scope of work/services will be accomplished to include time and personnel resources.
5. A plan giving as much detail as is practical explaining how the services will be provided, including but not limited to, tasks or activities, deliverables, timeline, etc.
6. A statement that the Offeror has established and implemented an Affirmative Action Plan.
7. A letter affirming the existence of a Drug Free Workplace Program and Policy at the firm.
8. A statement of agreement with the Port's General Terms and Conditions and the Special General Provisions, which are made part of this RFP documents.
9. Statement of qualification on U.S. Government standard form SF 330 Architect, Engineer Qualification Part I and Part II, effective August 2016.
10. All items submitted in response to the RFP become the property of the Port and none will be returned.

#### **XIV. SELECTION OF BEST QUALIFIED PROPOSER AND PROPOSAL:**

1. **Evaluation and Ranking:** After receipt of all proposals, the Evaluation Committee established by the General Manager, will conduct an independent evaluation of all proposals received under this solicitation. Each proposal shall be evaluated according to the criteria as reflected herein and shall be ranked accordingly. The ranking of the proposals will be based on the total points awarded to the proposals by each Evaluation Committee member. Each proposal shall be evaluated on the following evaluation factors using a scale of one (1) to one hundred (100).



**Offerors may be required to be interviewed or hold discussions with the Evaluation Committee to clarify certain items from the submitted proposal. These discussions, if any, will be in accordance with the Guam Procurement Laws.**

In the event of a tie between two or more evaluation scores, Offerors shall be invited to appear before the evaluation committee for further interviews for the purpose of breaking this tie.

2. **Selection:** The selection of the best qualified responsible, responsive offeror shall be the highest rank offeror. A "Short Listing" will be established based on the ranking results of the evaluation process. The PAG reserves the right to short-list to a maximum of three (3) qualified Offerors.

The highest ranked Offeror will be selected to enter into negotiations with the Port. If an agreement can be reached as reasonable fees, a contract will then be prepared for signatures by both parties. The signature of the Port's General Manager or his designated representative is the only signature that will bind the Port.

If the Port is unable to negotiate a contract with the highest ranked Offeror, the General Manager or designee, may re-solicit for offers or enter into negotiations with the next highest ranked offeror based on the established short list.

Note: This procurement involves the development of specifications that will be used in future procurements and the awarded offeror will be disqualified from participating in future procurements relating to this project.

3. **Mandatory features:**

- a. Delivery of a Proposal with a Technical portion/volume;
- b. The Proposal and transmittal letter are signed by an individual authorized to bind the company or firm;
- c. The Proposal is valid for ninety (90) days from the deadline or close of the RFP;
- d. The minimum format and content required by the RFP is presented in the Proposal;
- e. Compliance with the Required Forms identified in Section XVII; and
- f. Contract Terms and Conditions described in the RFP have been agreed to.

Failure to comply with any of the aforementioned mandatory features or requirements shall result in the disqualification or rejection of the submitted Proposal. Minor irregularities in the Proposals that are immaterial or inconsequential in nature may be waived by the Committee whenever it is deemed in the best interest of the Commercial Port.

**XV. EVALUATION CRITERIA:**

The following factors and their relative importance that will be used in the evaluation of the proposals are:

1. A detailed plan with how the scope of work/services will be accomplished to include time and personnel resources, and schedule of activities to include begin/end dates. **(30 points)**
2. The ability of the Firm/Offeror(s) to perform the requisite services as reflected by technical training and education, general professional experience, specific experience in providing the services, and the qualifications and abilities of personnel proposed to be assigned to perform the services, which professional qualification and experience in this type of work or services, includes but is not limited to:
  - i. Knowledge of and experience with programming and design of Office Building structures. **(10 points)**
  - ii. Knowledge of and experience with design of Office Buildings in the region, including severe weather and corrosive environmental conditions. **(5 points)**
  - iii. Knowledge of and experience with site development including geotechnical and environmental issues, utilities, drainage, and landscaping. **(5 points)**
  - iv. Knowledge of experience with LEED requirements and certification. **(5 points)**
  - v. Knowledge of and experience with federal and local environmental permitting requirements. **(5 points)**
3. The Firm/Offeror(s) record of past performances related to the scope of services detailed in the RFP. **(20 points)**
4. The Firm/Offeror(s) availability of personnel in required disciplines for performance of the scope of work, including relevant equipment and facilities that are currently available or demonstrated to be available at the time of contracting. **(20 points)**

**XVI. FEE PROPOSALS:**

Offerors shall not submit any cost or pricing data with their proposal. Fee proposal will be solicited by the Port upon selection of the highest ranked proposal and be submitted at a time and in a format as determined by the Port.

**XVII. REQUIRED FORMS:**

Offerors must submit all forms required in this solicitation. Failure to submit any of the required forms may result in disqualification and rejection of the Offeror's proposal. The following required forms to accompany the Offeror's proposals are included and made part of this RFP:

1. *Special Reminder to Prospective Offerors:* This form is the checklist of the required forms to be submitted accompanying the proposals. By completion and submittal of this

form, the offeror acknowledges and understand its intent and implications. Offerors are held responsible for ensuring that all documents required in this RFP, which may not appear on the checklist, are submitted with their proposal.

2. *Affidavit Disclosing Ownership and Commissions:* Guam Law requires that any partnership, sole proprietorship, or corporation doing business with the government of Guam shall submit an affidavit executed under oath that lists the name and address of any person who has held more than ten percent (10%) of the outstanding interest or shares in said partnership, sole proprietorship, or corporation at any time during the twelve (12) month period immediately preceding submission of the Proposal.

The affidavit shall contain the number of shares or the percentage of all assets of such partnership, sole proprietorship or corporation which have been held by each such person during the twelve (12) month period. In addition, the affidavit shall contain the name and address of any person who has received or is entitled to receive a commission, gratuity, or other compensation for procuring or assisting in obtaining business related to the work described in this RFP for the Offeror and shall contain the amounts of such commission, gratuity, or other compensation. The affidavit shall be opened and available to the public for inspection and copying.

1. Affidavit Disclosing Ownership and Commissions, **AG-Form 2**
2. Affidavit re Non-Collusion, **AG-Form 3**
3. Affidavit re No Gratuities or Kickbacks, **AG-Form 4**
4. Affidavit re Ethical Standards, **AG-Form 5**
5. Declaration re Compliance with U.S. DOL Wage Determination, **AG-Form 6**
6. Affidavit re Contingent Fees, **AG-Form 7**

\*\*\*END OF BASIC INFORMATION\*\*\*

## **GENERAL TERMS AND CONDITIONS**

### **1. AUTHORITY:**

This Request for Proposal (RFP) solicitation is issued subject to all the provisions of the Guam Procurement Act (Public Law 16-124) and the Guam Procurement Regulations (copies are available for inspection from the following website:

[www.guamcourts.org/CompilerofLaws/GCA/Title.html](http://www.guamcourts.org/CompilerofLaws/GCA/Title.html)

[www.guamcourts.org/CompilerofLaws/GAR/\)/gar.html](http://www.guamcourts.org/CompilerofLaws/GAR/)/gar.html)

The RFP requires all parties involved in the preparation, negotiation, performance, or administration of contracts to act in good faith.

### **2. EXPLANATION TO OFFERORS:**

No oral explanation in regard to the meaning of the specification will be made and no oral instructions will be given before the award of the proposal. Discrepancies, omissions, or doubts to the meaning of the specifications should be communicated in writing to the named contact individual of the requesting agency/department for interpretation. Offerors should act promptly and allow sufficient time for a reply to reach them before submission of their proposals. Interpretation, if required, shall be made in the form of an amendment or addendum to the RFP which will be forwarded to all prospective Offeror and its receipt by the Offerors should be acknowledged on the proposal form.

### **3. METHOD OF AWARD:**

The PAG reserves the right to waive any minor informality or irregularity in proposals received. The PAG shall have the prerogative to award, amend, or reject proposals in whole or in part. It is the policy of the PAG to award contracts to selected Offerors duly authorized and licensed to conduct business in Guam.

### **4. REJECTION:**

The PAG shall have the prerogative to reject proposals in whole or in part for if a determination is made that such action is in the best interest of the PAG.

### **5. TAXES:**

Offerors are cautioned that they are subject to Guam Income Taxes as well as other taxes on Guam transactions. Specific information on taxes may be obtained from the Department of Revenue and Taxation.

### **6. LICENSING:**

Offerors are cautioned that PAG will not consider for award any offer submitted by a proposer who has not complied with the Guam Licensing Law. Specific information on licenses may be obtained from the Department of Revenue and Taxation.

**7. COVENANT AGAINST CONTINGENT FEES:**

The Offeror warrants that he has not employed any person to solicit or secure any resultant contract upon agreement for a commission, percentage, brokerage, or contingent fee. Breach of this warranty shall give the PAG the right to terminate the contractor, or in its discretion to deduct from the contract price or consideration the amount of such commission, percentage, brokerage, or contingent fees. This warranty shall not apply to commission payable by contractors upon contract or sales secure or made through bona fide established commercial or selling agencies maintained by the contractor for the purpose of securing business.

**8. IUSTIFICATION OF DELAY:**

The Offeror who is awarded the proposal guarantees that the service will be completed within the agreed upon completion date. If, however, the Offeror cannot comply with the completion requirement, it is the Offeror's responsibility to advise the PAG in writing explaining the cause and reason of the delay.

**9. EQUAL EMPLOYMENT OPPORTUNITY:**

Section 3.01 of the Executive Order 10935 dated March 7, 1965 requires the proposer not to discriminate against any employee or applicant for employment because of race, creed, color, age, marital status, and ancestry, persons with disabilities or national origin. The Offeror will take affirmative action to secure that applications are employed and that employees are treated equally during employment without regard to their race, creed, color or national origin.

**10. ASSIGNMENT:**

Assignment will not be accepted without prior approval from PAG. Request for approval of assignment must be made with submission of proposal. No assignment will be accepted if request is not made with the proposal.

**11. DETERMINATION OF RESPONSIBILITY OF PROPOSER:**

The PAG reserves the right for securing from Offerors information necessary to determine whether or not they are responsible and to determine the responsibility in accordance with Section 3116(2) of the Guam Procurement Regulations.

## **SPECIAL GENERAL PROVISIONS**

### **1. PROPOSALS:**

The Offeror is required to read each and every page of the RFP document and by the act of submitting a proposal shall be deemed to have accepted all conditions contained therein. In no case will failure to inspect constitute grounds for a claim or for the withdrawal of a proposal after opening. Proposals shall be filled out and signed in ink or typewritten. Erasures or omissions other changes in a proposal must be explained or noted over by the signature of the Offeror. Proposals containing any conditions, omissions, unexplained erasures or alterations or items not called for in the Proposal, or irregularities of any kind shall be rejected by the PAG as being incomplete.

### **2. GENERAL INTENTION:**

Unless otherwise specified. It is the declared and acknowledged intention and meaning of these Special General Provisions and General Terms and Conditions for the Offeror to provide the PAG with specified services.

### **3. AUTHORIZED REPRESENTATIVE AND CONTACT FOR CONTRACT ADMINISTRATION:**

All proposals submitted in response to this RFP shall be signed by an individual authorized to bind the Offeror to all statements, information and the services contained in the proposal. The Offeror is required to include in the proposal a written authorization designating a representative for the purpose of negotiating and executing a contract pursuant to this RFP and allowing such representative to negotiate on behalf of the Offeror. The authorization shall include:

- a. Name of Authorized Person
- b. Title of the Authorized Person
- c. Contact Numbers: Office, Fax, Mobile Phone
- d. E-mail address, if any.

### **4. DISCUSSIONS:**

The PAG may conduct discussions with all qualified Offerors who are prepared to discuss their proposals for the purpose of clarifying questions regarding the Proposal content and to afford Offerors an opportunity to further explain or clarify Proposal details. All qualified Offerors will be provided full and equal treatment with respect to any opportunity for discussion. During discussions, there shall be no disclosure of any information derived from proposals submitted by competing Offerors.

Offerors will be afforded an opportunity to clarify and revise their proposals prior to the conclusion of discussions and prior to final ranking by the Evaluation committee. There will be no official call for best and final proposals. The submission of revisions pursuant to discussions will be optional and at the sole discretion of individual Offerors. All discussions with the Offeror will be recorded and preserved for the procurement record.

**5. PAYMENT:**

Payment shall be made using a method mutually agreed upon by the PAG and the successful Offeror.

**6. RECEIPT AND HANDLING OF PROPOSALS:**

Envelopes containing proposals shall be sealed and marked on the outside with the name and address of the Offeror, the description of the services being solicited and the time and date of submission. Telegraphic proposals will not be considered, nor will modification by telegraph of proposals already submitted not be considered. Proposals shall be mailed or hand carried so as to be received on or before the submission deadline as indicated in the RFP document. All Proposals received, hand delivered or through the mail, after the established submission date and time will not be accepted and shall be deemed "late proposals".

Proposals and modifications shall not be opened nor disclosed to unauthorized person but shall be opened in the presence of two or more procurement officials or designees of the PAG. A Register shall be established which shall include all proposals, the name of each Offeror, the number of modification received, if any and a description sufficient to identify the services offered. The Register of Proposals shall be opened to public inspection only after award of the contract. Proposals of Offerors who are not awarded the contract shall not be opened to public inspection.

**7. WITHDRAWAL OF PROPOSALS:**

Proposals may be withdrawn by written or facsimile notice received by PAG at any time prior to the conclusion of any discussion that may take place between PAG and one or more Offeror. Proposals may be withdrawn in person by an Offeror's authorized representative upon verification of the representative's authority and execution of a receipt for the Offeror's returned proposal.

Negligence on the part of the proposer, in preparing the proposal, grants no right for the withdrawal of the proposal, after it has been opened. All items submitted in response to the RFP become the property of the PAG and none will be returned.

**8. LATE PROPOSALS:**

Late proposals will **NOT** be accepted.

**9. LIABILITY FOR COST TO THE PROPOSAL:**

The PAG is not liable for any cost incurred by the Offeror in connection with this RFP. By submitting a proposal, the Offeror specifically waives any claim against the PAG for any expenses incurred in proposal preparation. Submitted proposals become the property of the PAG and will be a part of the official procurement record. Offerors' request for the return of specific proprietary material may be considered by the PAG.

## **10. RIGHT TO AMEND, CANCEL OR REISSUE:**

The PAG reserves the right to amend, supplement or cancel the RFP, in whole or in part at any time, or reject any or all proposals submitted in response, or reissue the RFP, when this action serves the best interest of the PAG.

## **11. CONTRACT PROVISIONS:**

The PAG reserves the right to include any part of the Offeror's Proposal in the final agreement or contract. The Offeror's Proposal may be subject to additional conditions and terms as may be imposed by the PAG during contract negotiations.

All Offerors warrant that they have not employed any person to solicit or secure any resolution contract based upon a promise for a commission, percentage, brokerage or contingent fee. Breach of such warranty shall be grounds for the PAG the right to terminate clarifying discussion or pre contract negotiations or immediately terminate any contract that has been executed pursuant to this RFP.

The PAG will conduct negotiations with the best qualified Offeror. If the best qualified Offeror and the PAG are unable to agree on the terms and conditions of a contract, then the PAG may, at its sole and absolute discretion, terminate negotiations. In such instance, the PAG will have the right to initiate negotiations with the next highest ranked Offeror.

By submitting a proposal, the Offeror specifically understands and agrees that it has a duty to explain and clarify any and all conditions imposed on or included in its responses and questions in this RFP. The Offeror further understands that it has an affirmative duty to inquire about and clarify any section of the RFP that the Offeror does not understand or that the Offeror believes may be susceptible to more than one interpretation.

## **12. SPECIAL PERMITS AND LICENSES:**

The Offeror shall, at his/her own expense, procure all permits, certificates and license and shall give all notices and necessary reports required by law for the execution of the work.

## **13. LAWS TO BE OBSERVED:**

a. The offeror accepts sole responsibility for compliance with any/all applicable federal and local laws, codes, ordinances, and regulations which in any affect those engaged or employed in the work, or the material or equipment used in or upon the site, contemplated by this RFP. No place of misunderstanding or ignorance on the part of the Offeror of applicable laws, codes, ordinances, or regulations will in any way serve to modify any contract executed pursuant to this RFP.

b. Restriction Against Contractors/Consultants Employing Convicted Sex Offenders from Working at Government of Guam Venues. (Subsection 5253 of Title 5 Guam Code Annotated)



- i. No person convicted of a sex offense under the provisions of Chapter 25 of Title 9 Guam Code Annotated, or an offense as defined in Article 2 of Chapter 28, Title 9 GCA in Guam, or an offense in any jurisdiction which includes, at a minimum, all of the elements of said offenses, or who is listed on the Sex Offender Registry, and who is employed by a business contracted to perform services for an agency or instrumentality of the government of Guam other than a public highway.
  - ii. All contracts for services to agencies listed herein shall include the following provisions: (1) warranties that no person providing services on behalf of the contractor has been convicted of a sex offense under the provisions of Chapter 25 of Title 9 GCA or an offense as defined in Article 2 of Chapter 28, Title 9 GCA, or an offense in another jurisdiction with, at a minimum, the same elements as such offenses, or who is listed on the Sex Offender Registry; and (2) that if any person providing services on behalf of the contractor is convicted of a sex offense under the provisions of Chapter 25 of Title 9 GCA or an offense as defined in Article 2 of Chapter 28, Title 9 GCA or an offense in another jurisdiction with, at a minimum, the same elements as such offenses, or is listed on the Sex Offender Registry, that such person will be immediately removed from working at said agency and that the administrator of said agency be informed of such within twenty-four (24) hours of such conviction.
  - iii. Duties of the General Services Agency or Procurement Administrators. All contracts, bids or Request for Proposals shall state all the conditions in §5253(b).
  - iv. Any contractor/consultant found in violations of §5253(b), after notice from the contracting authority of such violation, shall, within twenty-four (24) hours, take corrective action and shall report such action to the contracting authority. Failure to take corrective action within the stipulated period may result in the temporary suspension of the contract at the discretion of the contracting authority.
- c. **Port Security Guidelines:** Any Offeror performing work on PAG property shall be required to comply with any applicable law, regulation, or policy regarding Port security, including but not limited to 33 CFR 105 and the following conditions:
- i. Contractors/Consultants and/or vendors authorized to conduct business within the controlled or restricted areas must pre-arrange their visits a minimum of twenty-four (24) hours in advance. Such notice shall indicate contractor/vendor company name, list of employees with either Social Security number or Driver's License number requesting entry, the time and date of their anticipated visit, and the nature of the business/work.
  - ii. No personnel, visitors or other non-employees shall have access to restricted areas without Port Police clearance or escort (when required) consisting of a properly identified employee authorized access.

- iii. The PAG Police division currently issues identification cards to Port Authority employees, tenants, users and other persons authorized to enter the Commercial Port compound. Temporary I. D.'s, is without a photo, however bears a control number and must be signed out to visitors requesting access in exchange for an acceptable valid photo I.D. The temporary I.D. card must be worn and visibly displayed on the exterior of the bearer's clothing. Lost or misplaced temporary I.D. cards must be reported immediately to the Port Police Division. Failure to report and/or return the issued temporary I.D. card constitutes a security breach and shall disallow holder to enter the terminal compound for the entire contractual period.
- iv. Contractor/Consultant must comply with the commercial Port's Insurance Policy (Policy Memorandum 97-001); submit listing and attach copies of registrations and proof of insurance of each company vehicle and/or equipment to be utilized and brought into the area. Third party contractual services shall be required to adhere to the same conditions as the primary contractor. If third party cannot fulfill the minimum insurance requirements the primary contractor shall be responsible to ensure coverage under their policy and show proof of coverage to Commercial Port Police prior to initiating performance.
- v. Upon clearance of company vehicle and/or equipment documents submission, temporary passes will be issued by the Commercial Port Police division. In instances where Contractor/Consultant/Vendors are required to conduct business or perform work in any of the areas within the terminal compound on a "near daily" seven (7) consecutive day basis, a written notice of twenty-four (24) hours advance notice is required.

**d. Transportation Workers Identification Credential (TWIC)**

- i. TWIC is a common identification credential for all personnel requiring unescorted access to secure areas as defined in the Maritime Transportation Security Act or MTSA-regulated facilities and vessels, and all mariners holding U.S. Coast Guard issued credentials. Transportation Security Administration will issue workers a tamper resistant "Smart Card" containing the worker's biometric (fingerprint template) to allow for a positive link between the card itself and the individual.
- ii. In accordance with a U.S. Coast Guard approved security plan, owners/operators define the areas of vessels or facilities that are "secure areas" and therefore require access control measures.
- iii. It will be the responsibility of the successful Offeror to comply with TWIC Program. For additional information, contact TSA's TWIC Program Help Desk at 1-866-DHS-TWIC (1-866-347-8924). You may also correspond by email at [uscg-twic-helpdesk@uscg.mil](mailto:uscg-twic-helpdesk@uscg.mil). For specific questions regarding implementation for 105 or 106 facilities owners/operators/facility security

officer/CSO's are encouraged to seek directly from the local Captain of the Port.

**14. STATUS OF OFFEROR:**

Offeror and its officers, agents, servants, subcontractors and employees are independent contractors performing professional services for the PAG, and are not employees of either the Port or the government of Guam. Offeror and its officers, agents, servants and employees shall not accrue vacation or sick leave; participate in the government of Guam retirement system, insurance coverage, bonding, use of government vehicles or any other benefits accorded to government of Guam employees. Offeror agrees that Offeror and its employees, officers, directors, agents, servants, and subcontractors are not and will not become an employee, officer or Board member of the Port at any time during the duration of this Agreement, and will otherwise comply with the provisions of the Guam Procurement Law regarding ethics in public contracting (Title 5 Guam Code Annotated, Chapter 5, Article 11 and its associated rules and regulations). Nothing in any contract pursuant to this RFP or any action taken pursuant to this RFP shall be deemed or construed in any manner or for any purpose to evidence or establish as between Offeror and the PAG a relationship of partnership, agency, association, joint, venture or representative, not authorize any party to undertake or bind any obligation or responsibility on behalf of the other party. In addition, there shall be no withholding of taxes by the PAG for the Offeror.

**15. INSURANCE:**

The successful Offeror shall procure and maintain at their own expense all necessary comprehensive insurance for their employees including but not limited to Worker's Compensation and General Liability Insurance required by the PAG.

**16. OWNERS RIGHT TO REJECT PROPOSAL:**

The PAG may make such investigation as deem necessary to determine the ability of the Offeror to perform the work and the Proposer/Consultant shall furnish to the PAG all such information and data for this purpose as the PAG may request. The PAG reserves the right to reject Offeror if the evidence submitted by, or investigation of such Offeror fails to satisfy the PAG that such Offeror is properly qualified to carry out the obligations of the contract and to complete the work contemplated herein. Conditional proposals will not be accepted.

Minor irregularities in proposals that are immaterial or inconsequential in nature may be waived by the PAG whenever it is deemed in the best interest of the PAG.

**17. CONFIDENTIAL OR PROPRIETARY INFORMATION:**

Proposals of Offerors who are not awarded the contract shall not be opened to public inspection, but will be part of the official procurement record. After award, the proposal of the Offeror receiving a contract will become available for public inspection. If the Offeror selected for award has requested in writing the non-disclosure of trade secrets or other proprietary data so identified, the PAG shall examine the designated information to determine whether such information shall become proprietary. If the PAG and the Offeror

are unable to agree as to the disclosure of certain portions of the Offeror's proposal, the PAG shall inform the Offeror in writing what portion of the proposal will be disclosed and that, unless the Offeror withdraws the proposal or protests under 5GCA Article 9 (Legal and Contractual Remedies) of the Procurement Act, the information may be so disclosed. [Refer to Title 2, Guam Administrative Regulations, Division 4, Section 3114(h)(2)]

**18. ETHICAL STANDARD:**

The Offeror represents that it has not knowingly influenced and promises that it will not knowingly influence a government employee to breach any of the ethical standards set forth in Guam's Procurement Code or Regulations pertaining to ethics in public contracting. Offeror represents that it will comply with ethical obligations under Guam Procurement Law. See 5GCA Sections 5601-5677.

**19. PROHIBITION AGAINST GRATUITIES AND KICKBACKS:**

The respondents represent that it has not violated, is not violating, and promises that it will not violate the prohibition against any kickbacks set forth in the Guam Procurement Law. The prohibition is as follows: It is a breach of ethical standards for any person to offer, give or agree to give any government employee or former government employee, or for any government employee or former government employee to solicit, demand, accept or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation of any part of a program requirement or a purchase request influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy or other particular matter pertaining to any program requirement or a contract or subcontract, or to any solicitation of proposal therefore. Further, it shall be a breach of ethical standards for any payment, gratuity or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor or order.

**20. APPLICABILITY OF GUAM PROCUREMENT LAW:**

If any part of this RFP is contrary to the Guam Procurement Law or contains ambiguous terms, then such portion of the RFP shall be interpreted or resolved in favor of or according to the provisions of the Guam Procurement Law.

***\*\* END OF GENERAL TERMS AND CONDITIONS AND SPECIAL GENERAL PROVISIONS \*\****

**ATTACHMENT 1**  
**Scope of Services**

## **SCOPE OF SERVICES**

### **Project Description:**

The existing Port Authority of Guam (PAG) Administration Building was constructed in the mid-1960's. The building has three floors, with a total area of approximately 27,000 square feet. The building currently houses Port personnel including the General Manager and Deputy General Manager offices, Planning Division, Finance Division, Clerical Division, Marketing Division, Procurement Division, Human Resources Division, and Information Technology Division. The building also houses the Guam Customs Office and several other Port tenants. The size and configuration of the new Administration Building Complex has not yet been determined; however, the building shall be assumed to have three floors with a total estimated usable floor area of approximately 40,000 square feet inclusive of port tenant and other stakeholder lease space.

This Architect Engineer (A/E) Contract is to complete all work associated with programming, site investigation, site planning and design of the new Administration Building Complex at the Port of Guam in accordance with the following phases.

### **A. Site Investigation**

#### **1. Civil Requirements:**

- a) The A/E shall complete a topographic survey of the site to collect accurate locational (horizontal and vertical) data to enable preparation of a topographic map. The accuracy of the survey will be to the nearest tenth of one foot, to generate one-foot ground contours. The survey shall encompass an area no less than 300 feet by 300 feet centered on the proposed building location. The Survey shall be tied to horizontal and vertical datum provided by the PAG. The survey shall be used to evaluate access to the site and any significant slopes that may affect stability of the Complex location. The survey shall also be used to calculate preliminary earthwork volumes for grading of the site for the Complex and associated access roadways and vehicle parking areas.
- b) The A/E shall evaluate the proposed site for storm water conveyance and water quality requirements. The evaluation shall include a conceptual design of how storm water will be managed at the site including connection to existing storm water systems if present. Storm water quality requirements for the site shall also be addressed in accordance with local codes and standards.
- c) The A/E shall evaluate utility requirements including water, sanitary sewer, electrical, communications and TOS/IT systems. This shall include a conceptual design for bringing utilities to the site from the nearest available source location(s) and interconnections with the port terminal fire & security alarm, annunciation and TOS/IT systems.

#### **2. Geotechnical Requirements:**

- a) The A/E shall conduct a soil and foundation investigation at the proposed site. The building is anticipated to be placed on spread footings if supporting soils can provide adequate bearing capacity following local practice and design conditions; however, alternative foundation types may be considered.

- b) The work shall include test borings including drilling and sampling of soil and rock, laboratory testing, geotechnical engineering design, and preparation of written preliminary and final geotechnical reports. All field work, drill rig rentals, engineering, labor, materials, testing services, written reports, permits, and other incidentals as may be required to perform the complete geotechnical investigation shall be included.
- c) A total of six (6) borings shall be made, with two (2) borings drilled and sampled to a minimum depth of 50 feet. These borings shall be suitable for ascertaining the necessary technical information for preliminary building foundation and geotechnical design.
- d) Complete laboratory testing shall be included. Tests shall include moisture and density, Atterberg limits, grain size distribution tests with passing #200 sieve tests, direct shear tests and unconfined compression strength tests. Tests shall provide enough site-specific data for shallow and deep foundation design, and settlement estimates. In addition, corrosivity testing shall be included.
- e) Soils removed from the boring holes shall be disposed of on site by backfilling the cuttings into the bore holes in an approved and legal manner in accordance with the local requirements.
- f) Any required boring permits shall be included if required by the PAG, or any other Agency having jurisdiction.
- g) Two (2) copies of a preliminary report and three (3) copies of the final report shall be included. Boring logs and laboratory test results shall be included in the report. An electronic copy of the reports shall be provided. PAG or designated representative will review the 'draft' report for completeness and technical adequacy and provide comments on the draft report.
- h) The following is a list of all the technical items that will be required to be included and addressed in the written report. Findings, conclusions, recommendations, and evaluations shall be presented. The final report shall be stamped and signed by a duly registered professional engineer in Guam and include the following:
  - 1) A site location plan
  - 2) Soil boring location plan
  - 3) Logs of test borings
  - 4) Summary of laboratory test results
  - 5) Geologic and seismic hazards
- i) Findings regarding:
  - 1) Existing site conditions
  - 2) Site history
  - 3) Nearby existing subsurface information
  - 4) Geologic, soil and ground water conditions

j) Conclusions regarding:

- 1) Bearing capacity for various anticipated foundation types
- 2) Compressible soils
- 3) Anticipated total and differential settlements
- 4) Effect of ground water on excavations
- 5) Liquefaction potential
- 6) Excavation conditions
- 7) Soil suitability for use as select backfill and general fill construction
- 8) Sub grade properties for support of asphalt and concrete pavements
- 9) Lateral active, at-rest, and passive earth pressures
- 10) Soil friction coefficient
- 11) Soil corrosivity

k) Recommendations regarding:

- 1) Site demolition and clearing
- 2) Site preparation and fill placement
- 3) Allowable slope gradients
- 4) Alternate foundation design including spread footings, drilled piers and piles for the building structures
- 5) Interior floor support
- 6) Exterior concrete slab support
- 7) Seismic design considerations
- 8) Pavement section alternatives for varying traffic conditions for both asphalt concrete and Portland cement concrete pavements
- 9) Additional geotechnical investigations for detailed design

3. Environmental Requirements

The A/E shall conduct surface and sub-surface investigations at the site to identify potential environmental issues that may need to be addressed prior to or during construction. Analytical results shall be compared to the current U.S. EPA Region 9 Regional Screening Levels and the Pacific Basin Environmental Screening Levels.

- a) The A/E shall collect soil samples from between 0.5 and 3 feet below ground surface (bgs) in a grid pattern with a minimum of nine (9) samples collected at the site. The soil samples shall be analyzed for the following:
- 1) Title 22 Metals using EPA Methods 6010B/7471A
  - 2) Lead and Arsenic using EPA Method 6010B
  - 3) Total Petroleum Hydrocarbons (TPH) as gasoline, diesel and motor oil using EPA Method 8015M (modified)
  - 4) Organochlorine pesticides using EPA Method 8081A



- 5) Volatile Organic Compounds (VOCs) using EPA Method 8260B
- 6) Polychlorinated Biphenyls (PCBs) using EPA Method 8082
- 7) Polycyclic Aromatic Hydrocarbons (PAHs) using EPA Method 8270C Selective Ion Mode (SIM)
- 8) Dioxin and Furans using EPA Method 8280

b) The A/E shall collect a minimum of four (4) grab groundwater samples from select soil boring locations at each site as described above. Grab groundwater samples shall be analyzed for the following:

- 1) Title 22 Metals using EPA Methods 6010B/7470A
- 2) TPH as gasoline, diesel and motor oil using EPA Method 8015M (Modified)
- 3) VOCs using EPA Method 8260B
- 4) PCBs using EPA Method 8082
- 5) Lead using EPA Method 6010B

c) The A/E shall conduct ambient air quality sampling at site to determine the air quality with regards to general site conditions and any issues that may arise due to the nearby power plant. The ambient air monitoring shall include high volume air sampling for a minimum of 5 days at three locations at the site to be determined based on prevailing winds, upwind sources and downwind receptors. Analytical results should be compared to the Federal National Ambient Air Quality Standards. Air samples shall be analyzed for the following constituents:

- 1) Particulate Matter at 2.5 and 10 microns and dust using EPA Method 201A or equivalent
- 2) Sulfur Dioxide and Sulfur Compounds by Ultra Violet Fluorescence or equivalent
- 3) Ozone using EPA FRM method or equivalent

#### 4. General/Other Requirements

- a) The A/E shall identify permitting requirements and potential zoning restrictions for the site.
- b) The A/E will be required to complete Munitions and Explosives of Concern (MEC) and Unexploded Ordnance (UXO) Awareness Training for all personnel, including subconsultants, who will be performing field work under this contract. The MEC/UXO Awareness Training will be conducted by Unitek Environmental Guam to all field personnel prior to any field work. Contact Tony Brinkley at (671) 565-3151 to schedule the training course. All costs to provide and complete training shall be borne by the A/E.

#### 5. Results of the Site Investigations

- a) The results of the Site Investigations shall be summarized in a Site Investigation Report that shall be reviewed with and approved by the PAG and become part of the Basis of Design (BOD) document for the project.

### **B. Programming/Planning Phase**

The Programming/Planning Phase will provide a basis and framework for the entire project to ensure that all future design phases meet the following criteria:

1. Conceptual Site and Space planning needs shall be established, and all current and future needs determined.
2. Design options and alternatives shall be explored and evaluated to determine preferred conceptual site and building planning alternatives, design methods and decision-making processes.
3. Design decisions and implementation schemes shall be logical, practical, coherent and cost effective.
4. Appropriate cost estimates and project budgets shall be established, evaluated and updated throughout the design and construction process to ensure that the project remains within the budget.
5. The Project shall progress in a professional and timely manner to meet PAG goals and schedules.
6. Strict guidelines for all documentation from the preparation of minutes of meetings to design documents shall be established, and a complete record of the entire process shall be maintained and periodically updated throughout the project.
7. Results of Site Planning and Programming shall be summarized in a Conceptual Design Report that shall be reviewed with and approved by the PAG and become part of the Basis of Design (BOD) document for the project.

### **C. Design and Site Planning Phases**

Each phase of the site planning and design processes shall be reviewed and approved by the PAG Design Review Team before moving on to the next phase.

#### **1. Basis of Design (BOD) Document**

The PAG approved results from the Site Investigation Report and the Conceptual Design Report shall be combined with a listing of governing codes, standards and other PAG design criteria to form the BOD for the project. Additional PAG design criteria may include, but not be limited to, LEED, Security, Terminal Operating Systems (TOS), UPS, US Customs and other lease space requirements.

#### **2. Schematic Design and Site Planning (SD/SP) Phase**

In the SD/SP Phase, the A/E and Design Team shall explore site and building space planning options and major building system designs that will maximize the criteria that has been established in the Programming/Planning Phase. A minimum of two (2) unique design solutions that satisfy all major site planning and building design criteria, illustrate general scope, scale, relationship, character, inclusive of 3D massing models, and cost of the programmed facility requirements, shall be prepared by the A/E. The A/E shall prepare Life Cycle and Value Engineering comparisons for major systems and components.

#### **3. Design Development (DD) Phase**

In the DD Phase, the A/E and Design Team shall develop and refine the selected design(s) evaluated in the SD/SP Phase. The A/E and Design team shall provide the most practical, sustainable and efficient overall site plan and building design, including space planning options and major building system designs, that will maximize the criteria, define specific systems, equipment and design elements, inclusive of 3D massing models, that fix and describe the size, character and cost of the entire project. The A/E and Design Team shall prepare Life Cycle and Value Engineering comparisons for major systems and components and shall include Peer Review and documentation.

#### **4. Construction Documents (CD) Phase**

In the CD Phase, the A/E Design Team shall prepare the final detailed construction drawings and specifications that will be used to obtain all the necessary approvals from the appropriate Governmental Agencies and bids for construction from Contractors to construct the project. The CD phase will be complete when the A/E delivers the approved CD's consisting of the required plans, specifications and calculations to PAG. The A/E Design Team shall provide Peer Review, Constructability Review and documentation during the CD Phase.

#### **D. Detailed Design Analysis**

The A/E and each lead team member of the Design Team shall prepare a detailed design analysis by discipline which will include, but not be limited to the following:

1. General Requirements: (for A/E and all Design Team disciplines)
  - a) Program Analyses: Statement of overall understanding of those project elements and requirements impacting each disciplines design
  - b) Codes and Standards: Listing of all codes and/or standards applicable to the project for this discipline by title, chapter, section, paragraphs and version.
  - c) Site Considerations: Listing of site issues specific to each individual discipline
  - d) Design Analyses: Shall discuss and include all calculations, illustrations, and any specifications used to develop and validate the alternatives considered, recommended and approved for use on the project. As required these shall be supplemented with descriptive drawings.
  - e) Recommended Solutions: Rationale for any deviations or changes from original program.
2. Civil Requirements:
  - a) Grading: soil type, slope stability, retaining walls
  - b) Storm Drainage: NPDES, SWPPP, and BMP requirements, hydrologic analysis, conveyance design, water quality, and storm water retention.
  - c) Site Utilities: Availability and capacity of utilities (power, water, sanitary, communication), location of connections, and relocation requirements.
  - d) Site Improvements: Roadways, access, pedestrian walkways, parking, fencing, bollards,

security

3. Architectural Requirements:

- a) Building footprint: Square foot per floor, usable space per floor, comparison of programmed space to design space, aesthetics
- b) Adjacencies: Functional areas, circulation, public vs. staff ingress and egress, security, life safety provisions
- c) Green Building Requirements: LEED analysis
- d) Rendering: 3D modeling, fly-by simulations
- e) Building Envelope: Patterns, building shapes, colors, energy efficiency, maintenance, durability, standard vs. non-standard components
- f) Interior design components to include furniture for office spaces, common areas, and executive suites. Consider colors, functionality, and durable fabrics. Provide a preliminary list of artwork and decorations for the various building spaced for consideration.
- g) Vertical/Horizontal Circulation: Code analysis of elevator, stair, and corridor exiting requirements
- h) ADA Requirements: Adherence to and considerations for accessibility
- i) Security building and department access control considerations
- j) Flexibility: Future expansion of building or changes in function to include additional staffing and functions as well as reorganizing functions.

4. Structural Requirements:

- a) Site Considerations: Interpretation of soils and geotechnical materials.
- b) Seismicity
- c) Live Loads: Floor and roof
- d) Structural System
- e) Foundation System
- f) Floor and Roof Framing
- g) Lateral Load Resisting System
- h) Building Envelope

5. Mechanical Requirements:

- a) Occupancy Type
- b) System type: VRF, VAV, Fan coil, DOAS
- c) Indoor Temperature, Humidity and Air Movement
- d) Indoor Air Quality, ASHRAE Standard 52.2 and Standard 62.1
- e) Energy Conservation and Green Building Requirements, IECC - International Energy

## Conservation Code

- f) Environmental Requirements
- g) Load Calculations: By season, peak days
- h) Internal loads, Lights, Plug load and people
- i) Zoning requirements for temperature control.

## 6. Plumbing Requirements

- a) Design based on the IPC – International Plumbing Code
- b) Performance: Pressure, domestic hot water
- c) Facility population
- d) Water supply and analysis
- e) Load analysis, availability, storage tank
- f) Resource conservation, use of rainwater or grey water for flushing

## 7. Fire Protection Requirements

- a) Program Analysis: Overall description of project elements and requirements
- b) Performance; NFPA 13, 14 and 20
- c) Facility population
- d) Fire flows, storage requirement
- e) Load analysis

## 8. Electrical Requirements

- a) Coordinate with local utility service origination point.
- b) Service voltage and ampacity
- c) Power distribution system
- d) Grounding system
- e) Lighting systems and associated controls
- f) Fire Alarm system
- g) Performance and operational requirements
- h) System growth allowance
- i) Lighting systems compliance with local energy codes.
- j) Emergency back-up systems: security, life safety, and mission critical systems.
- k) Load analysis and calculations
- l) Dual cable entrance to the building
- m) Dual separate cable ducts for energy and data

- n) Cable ducts crossing Route 11 to Terminal Facilities
- o) Integration of the office building in the PAG data network ring
- p) Inside building, power and network cabling, wall plugs, floor plugs

#### 9. Information Technology Requirements

- a. Coordinate with PAG IT Division to develop detailed system requirements
- b. Integration of IT/TOS systems with terminal operations
- c. Coordinate with PAG Finance Division the FMS Systems requirements for multiple locations
- d. Study multiple office and system locations for IT, Finance, Customs and Port Police
- e. Emergency back-up systems and clean power
- f. Facility requirements for IT equipment
- g. Integration of new telephone sys with IT systems and multiple side configurations
- h. Integration of Gate Operating System (GOS) and Custom System with TOS
- i. Integration of the Harbor Master facility requirements

#### 10. Security Requirements

- a) Overall site security
- b) Internal building security
- c) Access control
- d) Monitoring and annunciation
- e) Emergency back-up systems
- f) Prevent illegal access to wireless system
- g) TWIC card system
- h) Harbor Master camera systems and control

#### 11. Landscape and Irrigation Requirements

- a) Soil conditions
- b) Coverage: Requirements, density
- c) Site/Facility orientation: solar/climate, entrance
- d) Site art: Use of site art, monuments

## **E. Bidding Phase**

1. Attend pre-bid meetings as required.
2. Respond to Requests for Information (RFI's) from prospective bidders.
3. Prepare Contract addenda as required.

## **F. Construction Support Services**

1. Conduct bi-weekly site inspections to generally observe the quality of construction. Advise the Owner, or Owner's agent, of any construction observed not to be in conformance with the Contract Documents.
2. Review Contractor's construction submittals including, but not limited to, materials certifications, shop drawings, delegated design elements, etc.
3. Respond to Contractor RFI's for interpretation of the Contract Documents and unanticipated field conditions.
4. Produce clarifying drawings or details as required to address RFI's.
5. Review construction contractor's change orders for completeness and conformance with design standards, construction requirements, permitting and cost.
6. Review and comment on contractor's baseline schedule for conformance with contract documents and construction sequencing.
7. Review and comment on notices of non-conformance.
8. Coordinate with PAG's Construction Management firm as required.
9. Submit as-constructed drawings using contractor red-line drawings when construction is complete.

**ATTACHMENT NO. 2**

**SAMPLE CONTRACT**  
**AGREEMENT**



**AGREEMENT**  
**BETWEEN**  
**JOSE D. LEON GUERRERO COMMERCIAL PORT**  
**(PORT AUTHORITY OF GUAM)**  
**AND**  
**COMPANY**

**THIS AGREEMENT** is entered into by and between the **JOSE D. LEON GUERRERO COMMERCIAL PORT (PORT AUTHORITY OF GUAM) ("Port")**, a public corporation and autonomous instrumentality of the government of Guam, whose address is 1026 Cabras Highway, Suite 201, Piti, Guam 96925 ("Authority") and ("**Consultant**") authorized and licensed to do business in Guam, whose address is:

**WHEREAS**, the Port issued a Request for Proposal ("RFP") RFP No. PAG-019-001 seeking to retain a consultant to perform **A/E Design Consulting Services to the Port for the Architectural Design and Infrastructure for the Port's New Administration Building**.

**WHEREAS**, the Consultant responded to the RFP through submitting a proposal (A/E Consulting and Design Services) to provide services in accordance with the RFP, (**consultant**), was selected as the highest most qualified Offeror;

**WHEREAS**, in submitting the Proposal, Consultant warrants and represents that it possesses the necessary knowledge, resources and experience to perform the work and services herein described professionally, skillfully and diligently; and

**WHEREAS**, the Port desires to retain the Consultant as an independent contractor on the terms and conditions set forth in this Agreement and Consultant has agreed to accept such retainer;

**WITNESSETH**, in consideration of the mutual covenants hereinafter set forth, the Parties agree as follows:

**I. Statement of Work to be Performed.**

A. Scope of Work. The Consultant shall furnish A/E Design Consulting Services pursuant to and in accordance with the Scope of Services as identified in the RFP, Consultant's Proposal and Projects agreed to by both parties. A copy of the RFP, and Consultant's Proposal are attached as Attachment 1 & Exhibit 2 Services Required, incorporated as part of this Agreement. Consultant shall provide status reports on the services performed and required under this Agreement upon request by the Port.

B. Consultant Provisions of Resources. Consultant agrees to furnish all qualified personnel, materials and transportation to perform the consulting services provided for in this Agreement. Consultant represents that it and its employees possess the professional and technical expertise necessary to perform the services called for in this Agreement in a competent, professional manner, in line with the services of a typical consultant engaged in the same and similar

field as Consultant herein. The Port may, in its sole discretion and based upon availability, provide staff assistance to Consultant in furtherance of this Agreement. The Consultant shall insure that its employees engaged in work hereunder are informed of all relevant provisions of this Agreement.

C. Other Work. The Port acknowledges and agrees that Consultant may provide services to other clients, persons or companies apart from the services performed in this Agreement, as long as the performance of such other services does not in any way conflict with or hinder the performance of services herein. In the event the Port discovers or determines that the Consultant is providing services to a third party which conflicts with or hinders the performance of services under this Agreement, Consultant must immediately cease performing those third party services upon being provided written notice by the Port and the Port may invoke any further available remedies under the terms of this Agreement.

D. Location of Services. Consultant may perform the services under this Agreement at any suitable location as approved by the Port.

## II. Term of Agreement.

- A. The successful Offeror or Consultant shall commence work upon execution of the Initial Kick-Off meeting and Consultant is given a Notice to Proceed.
- B. All work required for the Scope of Services shall be completed within the initial Two (2) year term. The Port reserves the right to renew with Three (3) additional One-year options and not to exceed Five (5) years. The Port will provide Consultant written notice and subject to the availability of funds.
- C. The time of performance is the negotiated time in calendar days which begins upon the issuance of Notice to Proceed (NTP) and ends at the time of project completion and cannot extend beyond the term of contract.

## III. Compensation.

A. Compensation. In consideration for the A/E Design Consulting Services performed under this Agreement, the Port shall pay Consultant based on negotiated rates and fees according to specific work performed or services provided in accordance with Consultants approved work at various phases of the A/E design. The services performed by the Consultant under this agreement shall be consistent with Consultants proposal submitted and will not exceed (**\$\_\_\_\_\_ Dollar Amount**) for the life of this contract, and that all work shall be performed and compensated in accordance with the terms herein and agreed upon and authorized by the Parties.

B. Payment Terms. Payment shall be made upon the Payment Terms set forth in the RFP and based on deliverables. Payment shall only become due upon the receipt and certification by the Port of documents and reports described in the RFP and upon satisfactory performance by Consultant of the services in compliance with the terms of this Agreement, and shall be payable within thirty (30) days. Upon written notification by the Port of unsatisfactory performance by Consultant, Consultant shall immediately remedy its performance. Failure to remedy said unsatisfactory performance may result in the Port taking action in accordance with Section IV of this Agreement.

C. Expenses. Consultant shall be responsible for all expenses incurred in the performance stipulated under this Agreement.

D. No Compensation Prior to Approval of Agreement. The Port shall not be liable to Consultant for any services performed by Consultant prior to full execution of this Agreement by all parties, and all Consultant expressly waives any and all claims for services performed in expectation of this Agreement prior to its full execution.

E. Final Payment. Final payment shall be made upon satisfactory performance of all services required to be performed by Consultant under this Agreement. Prior to the final payment due Consultant, and as a condition precedent thereto, Consultant shall execute and deliver to the Port a release in form approved by the Port of claims against the Port arising under this Agreement. Consultant expressly waives the provision of Section 82602 of Title 18, Guam Code Annotated, which states:

*A general release does not extend to claims which the creditor does not know or suspect to exist in his favor at the time of executing the release, which if known by him must have materially affected his settlement with the debtor.*

F. Payment. All rates and prices and payments to the Consultant shall be in the currency of the United States.

#### IV. Early Termination.

A. By the Port. The Port reserves the right to cancel or terminate this Agreement prior to its completion:

(i) Termination without Cause: The Port may terminate this Agreement, without cause, upon the delivery of written notice to the Consultant at least thirty (30) days prior to the intended date of termination;

(ii) Termination in the Best Interest of the Government of Guam: The Port may terminate this Agreement based upon a determination that such termination is in the best interests of the Government of Guam by delivering a written notice of such termination to the Consultant and the effective date of such termination. Circumstances for termination under this clause include but are not limited to Consultant's successful completion of services under this Agreement to the satisfaction of the Port.

(iii) Termination for Cause/Default: The Port shall notify Consultant in writing of deficiencies or default in the performance of its duties under this Agreement. The Consultant shall have ten (10) days, which period may be extended by the Port (said extension not to be unreasonably denied), to correct the deficiency or cure the default or to request, in writing, a hearing from the Port. The Port shall hear and act upon same within thirty (30) days from receipt of said request and shall notify the Consultant of said action. The action by the Port shall be either to confirm, in whole or in part, the specified deficiencies or default, or find that there are no deficiencies or default, or such action as deemed necessary in the judgment of the Port. Failure of Consultant to remedy said specified default in notice by the Port within ten (10) days of receipt of such notice of such action, or such time reasonably necessary to correct the deficiency and/or cure

the default, shall result in the termination of this Agreement, and the Port may be relieved of any and all responsibilities and liabilities under the terms and provisions of this Agreement.

(iv) **Effects and Responsibilities of Parties for Early Termination by the Port:** In the event of an Early Termination without cause or for the best interests of Guam under paragraphs (i) and (ii) of this section, the Consultant agrees to use all reasonable efforts to mitigate expenses and obligations hereunder with respect to such event. Following an Early Termination under paragraphs (i) and (ii) by the Port, the Port shall pay the Consultant for all satisfactory services rendered up to that point. In the event of an Early Termination by reason of an event described in clause (iii), above, the Port shall not reimburse Consultant for services performed. The Port reserves all rights at law and equity in the event of an early termination, including arising out of a default or for other causes.

B. **By Consultant.** Termination for Cause: Consultant shall notify the Port in writing of deficiencies or default in the performance of the Port's duties under this Agreement. The Port shall have twenty (20) days to correct the deficiency or cure the default, which period may be extended by Consultant (said extension not to be unreasonably denied). Upon Consultant's termination of this Agreement for cause, the Consultant shall be entitled to payment, in accordance with Section III of this Agreement, for satisfactory services rendered up to the termination date and the Port shall have no obligations to Consultant. The Consultant shall be obligated to continue performance of services, in accordance with this Agreement, until the termination date and shall have no further obligation to perform services after the termination date.

C. **Termination/Modification for Lack of Funds.** The Port may terminate or modify this Agreement based upon a lack of funding. In such an event, the Port shall promptly provide notice to Consultant and within twenty (20) days of the notice, the Parties shall renegotiate the terms of this Agreement in good faith. If the parties are unable to reach an agreement on the renegotiation, then either Party may terminate this Agreement pursuant to Section IV of this Agreement as applicable.

D. **Preservation of Property.** Notwithstanding any termination of this Agreement, and subject to any directions from the Port, the Consultant shall take timely, reasonable and necessary action to protect and preserve the property in the possession of Consultant in which the Port has an interest.

E. **Additional Provisions.** In the event that either party effects an Early Termination, it is expressly provided that the Port may issue a new Request for Proposal with respect to such terminated services. This provision shall not be deemed an admission or waiver of any rights and defenses with respect to rights of either Party under this Agreement, including but not limited to, either Parties' rights to assert damages for breach of Agreement.

## V. **Contact Person.**

The Consultant agrees that, during the term of this Agreement, it shall identify a primary contact person who is familiar with the services being performed hereunder and who shall be responsive to the questions and direction of the Port. The contact person must be identified in writing within thirty (30) days after full execution of this Agreement by all parties. The Port reserves the right to request replacement of the contact person designated by the Consultant under

this Agreement.

## **VI. Confidentiality.**

A. Information. The Consultant hereby warrants that it shall not disclose any documents, materials or information, whether verbal, written, recorded magnetic media or otherwise (collectively, the "Information"), made available or acquired for the purpose of carrying out this Agreement. Only authorized persons shall use and have access to the Information, and then only for the period such access is required to perform services under this Agreement. All necessary steps shall be taken by the Consultant to safeguard the confidentiality of the Information in conformance with any applicable United States and Guam laws, statutes and regulations.

The Consultant shall keep copies of the Information and the provisions of this Section shall remain in effect as long as determined by the Port. All of the Information shall be returned promptly after use to the Port and all copies or derivations of the Information shall be physically and/or electronically destroyed. Consultant shall include a letter attesting to the complete return of Information and documenting the destruction of copies and derivations with the returned Information.

The Consultant shall not enter into any Agreements or discussions with a third party concerning such Information without the prior written consent of the Port, and then only if the Consultant requires the third party(ies) to agree to the terms of the confidentiality set forth herein and the Information is provided to such third party(ies) only for purposes of enabling the Consultant to discharge its responsibilities under this Agreement.

It is specifically provided that the limitations contained in this paragraph A shall not apply (i) to the extent required by applicable law, (ii) to the extent that any Information is now or hereafter becomes part of the public domain, but only to the limited extent that such Information, or any portion thereof, is in the public domain not as a result of any breach or violation of this Agreement, or (iii) to the extent that a party is directed otherwise under the terms of a valid and effective order, issued by a court of competent jurisdiction.

B. Liability. Failure to comply with the provisions of Paragraph A shall subject the Consultant to liability, including all damages and injunctive relief.

## **VII. Conflicts of Interests/Ethics**

A. The Consultant warrants and covenants that it has not violated and will not violate Guam's Procurement Law or Regulations pertaining to ethics in public contracting.

B. It is expressly understood that breach of any of the covenants or warranties in this Section on the part of the Consultant is a material breach of this Agreement and shall entitle the Port to immediately terminate this Agreement. Consultant agrees that in the event of a breach or violation of this Section, the Port shall have the right to terminate this or any other Agreement with the Consultant without liability.

C. Notwithstanding the provisions contained in this Agreement with regard to the assignment or subcontracting of any work under this Agreement, Consultant agrees that with

respect to any subcontractor it engages to perform any work contemplated by this Agreement, that any Agreements it enters into with such subcontractor(s) will include provisions which parallel this Section VII and shall require any subcontractor to execute a statement of no conflict of interests to the Port.

**VIII. Waiver.**

No waiver by any party of any right on any occasion shall be construed as a bar to or waiver of any right or remedy on any future occasion.

**IX. Severability.**

If any provision of this Agreement shall be held or deemed by a court of competent jurisdiction to be invalid, inoperative or unenforceable, the remaining provisions herein contained shall nonetheless continue to be valid, operative and enforceable as though the invalid, inoperative or unenforceable provision had not been included in the Agreement.

**X. Survival of Warranties.**

All representations, warranties, agreements, covenants and obligations in this Agreement shall be deemed to have been relied upon by the other party, and shall survive the completion of this Agreement and shall not merge in the performance of any obligation by any party hereto.

**XI. Fees and Expenses.**

Each of the Parties shall bear its own expenses in connection with the negotiation and consummation of the transactions contemplated by this Agreement.

**XII. Notices.**

All invoices, reports, correspondence, notices, requests, demands and other communications hereunder shall be in the English Language, in writing. All notices required to be given under this Agreement by either party to the other may be affected by personal delivery, or by mail (registered or certified, postage, prepaid with return receipt requested). Notices delivered personally shall be deemed communicated as of actual receipt. Mailed notices shall be deemed communicated as of the day of receipt or the fifth day after mailing, whichever occurs first. Notices shall be addressed and delivered to the parties as follows, provided that each party may change the address by giving the other party written notice in accordance with this section:

TO THE PORT:           PORT AUTHORITY OF GUAM  
                                  Jose D. Leon Guerrero Commercial Port  
                                  1026 Cabras Highway, Suite 201  
                                  Piti, Guam 96925

Attn: Ms. Joanne M. S. Brown; General Manager

TO CONSULTANT:

Attn:

**XIII. Assignment/Subcontractors.**

It is expressly acknowledged that Consultant is solely responsible for the fulfillment of its duties and obligations under this Agreement, regardless of whether or not Consultant utilizes one or more subcontractors for such purpose. The right and interest of Consultant under this Agreement (including, but not limited to, Consultant's right to or interest in any part or all of payments under this Agreement) may not be assigned, transferred or subcontracted to any other person, firm, corporation or other entity, whether by agreement, merger, operation of law or otherwise, without the prior, express written consent of the Port. In the event of a permissive subcontract or assignment of this Agreement by Consultant, Consultant agrees that any subcontractors retained by Consultant or assignees shall be subject to all provisions of this Agreement.

**XIV. Successors and Assigns.**

This Agreement shall be binding upon, and inure to the benefit of the Parties hereto and their respective successors, assigns and transferees, except as otherwise provided for under the terms of this Agreement.

**XV. Scope of Agreement.**

This Agreement, RFP, Proposal, and Cost Proposal collectively: (i) supersede any and all other Agreements, either oral or in writing, between the Parties hereto with respect to the subject matter hereof, and (ii) contain all of the covenants and Agreements between the Parties with respect to such subject matter in any manner whatsoever. The Consultant and the Port each acknowledge that no representations, inducements, promises or agreement, orally or otherwise, have been made by any party, or anyone acting on behalf of any party, which are not embodied herein, and that no other agreement, statement, or promise not contained in the Agreement shall be valid or binding.

In the event of a contradiction between the provisions of any of the documents collectively comprising this Agreement, Request for Proposal, RFP No. PAG-019-001, A/E Design Consultant Services, and the Offeror's Cost Proposal, the contradiction shall be resolved by giving precedence in the following order: first, to the provisions of the Agreement (as it may be amended from time to time); second, to the provisions of the RFP (as it may be amended from time to time); and, third, to the provisions of the Proposal and Cost Proposal (as they may be clarified or amended from time to time).

**XVI. Captions.**

All Section and paragraph titles or captions contained in this Agreement are for convenience only and shall not be deemed part of the content of the Agreement.

**XVII. Counterparts.**

This Agreement may be executed in counterparts, all of which taken together shall be deemed one original.

**XVIII. Governing Law and Forum Selection.**

Except to the extent U.S. federal law is applicable, the laws and regulations of Guam shall govern the interpretation, effect, and validity of this Agreement. Any court action shall be exclusively in Guam.

**XIX. Compliance with Laws.**

A. In General. The Consultant shall comply with all U.S. and Guam Laws, Statutes, Regulations and Ordinances applicable to this Agreement. The Consultant represents and warrants that it is fully licensed to do business in Guam to render the services to be provided herein.

B. Non-Discrimination in Employment. The Consultant agrees: (i) not to unlawfully discriminate in any manner against an employee or applicant for employment because of race, color, religion, creed, age, sex, marital status, national origin, ancestry, or physical or mental handicap; (ii) to include a provision similar to that contained in subsection (i) above in any subcontract or assignment agreement except a subcontract for standard commercial supplies or raw materials; and (iii) to post and to cause subcontractors and/or assignees to post in conspicuous places available to employees and applicants for employment, notices setting forth the substance of this clause.

**XX. DISPUTES**

A. All controversies between the territory and the contractor which arise under, or are by virtue of, this contract and which are not resolved by mutual agreement, shall be decided by the Procurement Officer in writing, within 60 days after written request by the contractor for a final decision concerning the controversy; provided, however, that if the Procurement Officer does not issue a written decision, within 60 days after written request for a final decision, or within such longer period as may be agreed upon by the parties, then the contractor may proceed as if an adverse decision had been received.

B. The Procurement Officer shall immediately furnish a copy of the decision to the contractor, by certified mail, return receipt requested, or by any other method that provides evidence of receipt.

C. Any such decision shall be final and conclusive, unless fraudulent, or

(i) the contractor brings an action appealing the decision to the Office of Public Accountancy.

D. The contractor shall comply with any decision of the Procurement Officer and proceed diligently with performance of this contract pending final resolution by the Superior Court



of Guam of any controversy arising under, or by virtue of, this contract, except where there has been a material breach of the contract by the territory; provided, however, that in any event the contractor shall proceed diligently with the performance of the contract where the Chief Procurement Officer, the Director of Public Works, or the head of a Purchasing Agency has made a written determination that continuation of work under the contract is essential to the public health and safety.

**XXI. Retention and Access to Records and Other Review.**

The Consultant, including subcontractors, if any, shall maintain all books, documents, papers, accounting records and other evidence pertaining to the services performed and costs incurred, and to make such materials available at its respective offices at all reasonable times during the Agreement period and for six (6) years from the date of the final payment under the Agreement, for inspection by the Port. The Port agrees to comply with reasonable requests of Consultant to provide access to all documents and Port property reasonably necessary to the performance of Consultant's services under this Agreement. The conditions of this section shall be placed in any subcontract or assignment arising under this Agreement.

**XXII. Liability.**

A. Indemnification. Consultant shall indemnify and hold harmless the Port and its officers, agents, Board members and employees from or on account of any claims, losses, expenses, injuries, damages, actions, lawsuits, judgments, or liability resulting or arising from (but only to the extent caused or contributed to by) the negligent or wrongful act or omission of the Consultant or its employees, officers, directors, contractors, agents, representatives, successors, or assigns, in the performance or nonperformance under this Agreement.

B. The Port is not Liable. The Port assumes no liability for any accident, loss, claim, judgment, action or injury that may occur to the Consultant and/or the Consultant's officers, directors, agents, servants, subcontractors and/or employees, and/or to the personal property of any such person or entity, arising out of the performance of services under this Agreement except to the extent caused or contributed to by the negligent act or omission of the Port. In addition, no Board member, officer, agent, or employee of the Port shall be liable personally under or by reason of this Agreement or any of its provisions. In addition, the Port assumes no liability for any accident or injury that may occur to Consultant's officers, directors, employees, agents, or dependents while traveling to and from Guam in furtherance of this Agreement.

**XXIII. Delays, Extensions and Suspensions.**

The Port unilaterally may order the Consultant in writing to suspend, delay, or interrupt all or any part of the work for such period of time as it may determine to be appropriate for the convenience of the Port. The Consultant agrees to prosecute the work continuously and diligently apart from those periods of suspension, delay or suspension. Except as otherwise agreed to by the Parties, reasonable time extensions for the performance of Consultant's services will be granted only for excusable delays that arise from causes beyond the control and without the fault or negligence of the Consultant, including, but not restricted to, acts of God, acts of the public enemy, acts of the Government of Guam or the Government of the United States in either its sovereign or

contractual capacity, acts of another contractor in the performance of an agreement with the Government of Guam, fires, floods, typhoons, earthquakes, epidemics, quarantine restrictions, strikes, freight, or embargoes.

**XXIV. Modifications including those Due to Public Welfare, Change in Law or Change in Marketing Conditions.**

The Port shall have the unilateral power to modify the Agreement at any time subject to the written agreement of Consultant. The Port shall have the power to make changes in the Agreement as a result of changes in law and to impose new rules and regulations on the Consultant under the Agreement relative to the scope and methods of providing services as shall from time-to-time be necessary and desirable for the public welfare. The Port shall give the Consultant notice of any proposed change and an opportunity to be heard concerning those matters. The scope and method of providing services as referenced herein shall be liberally construed to include, but is not limited to, the manner, procedures, operations and obligations, financial or otherwise, of the Consultant. In the event of any future change in federal or Guam laws, the Port materially alters the obligations of the Consultant, or the benefits to the Port, then the Agreement shall be amended consistent therewith. Should these amendments materially alter the obligations for the Consultant, then the Consultant or the Port shall be entitled to an adjustment in the rates and charges established under the Agreement. Consultant shall be entitled to terminate this Agreement rather than accept modified terms. Nothing contained in the Agreement shall require any party to perform any act or function contrary to law. The Port and the Consultant agree to enter into good faith negotiations regarding modifications to the Agreement, which may be required in order to implement changes in the interest of the public welfare or due to change in law. When such modifications are made to the Agreement, the Port and the Consultant shall negotiate in good faith, a reasonable and appropriate adjustment for any changes in services or other obligations required of the Consultant directly and demonstrably due to any modification in the Agreement under this clause.

**XXV. Independent Consultant and its Employees.**

A. Status of Consultant. The Consultant and its officers, agents, servants, subcontractors and employees are independent contractors performing professional services for the Port, and are not employees of either the Port or the Government of Guam. The Consultant and its officers, agents, servants and employees shall not accrue vacation or sick leave, participate in the Government of Guam retirement system, insurance coverage, bonding, use of government vehicles or any other benefits accorded to Government of Guam employees as a result of this Agreement. Consultant agrees that Consultant and its aforementioned employees, officers, directors, agents, servants, and subcontractors are not and will not become an employee, officer or Board member of the Port at any time during the duration of this Agreement, and will otherwise comply with the provisions of the Guam Procurement Law regarding ethics in public contracting (Title 5 Guam Code Annotated, Chapter 5, Article 11, and its associated rules and regulations). Nothing in this Agreement or any action taken under this Agreement shall be deemed or construed in any manner or for any purpose to evidence or establish as between Consultant and the Port a relationship of partnership, agency, association, joint, venture or representative, nor does this Agreement authorize any party to undertake or bind any obligation or responsibility on behalf of the other party. In addition, there shall be no withholding of taxes by the Port for the Consultant.

B. **Liability.** The Consultant assumes responsibility for its personnel and subcontractors providing services hereunder and will make all deductions and payments for social security and withholding taxes and for contributions to employment compensation funds, or any other payments required by the governments of the U.S. and Guam, if required. Consultant is responsible for paying when due any and all income taxes, gross receipts taxes, or any other taxes or assessments incurred as a result of the services performed by the Consultant and Consultant's employees or agents under this Agreement or the compensation paid to Consultant for services performed under this Agreement. Furthermore, Consultant shall maintain at the Consultant's expense all necessary insurance for its employees including but not limited to Worker's Compensation, Errors and Omissions, and liability insurance for each employee as required under U.S. and Guam Law and the mandates of the underlying RFP to this Agreement. Consultant agrees to hold harmless and indemnify the Port, its officers, directors, employees, agents, representatives, successors and assigns, for any and all claims, demands, costs, losses, fees, penalties, interest, or damages, including attorney's fees, which may be brought or asserted due to (i) any injury, death, or property damage arising from the negligence or other wrongful or tortuous acts of Consultant or Consultant's employees, officers, contractors, directors, agents, representatives, successors, or assigns, or (ii) Consultant's failure to comply with terms of this subparagraph B.

**XXVI. Disclosure.**

The Consultant hereby represents that it has disclosed to the Port all matters regarding Consultant which if not disclosed to the Port would materially affect the Port's decision to enter into this Agreement with Consultant.

**XXVII. Disposition of Property and Materials; Intellectual Property Rights.**

A. All plans, outlines, briefs, memoranda, studies, reports, analyses and all other work product and materials incidental or otherwise ("Work Product") which are produced by reason of this Agreement shall be and remain the property of the Port, regardless of whether Consultant is in possession of such Work Product, and may be used by the Port without permission from Consultant and without any additional costs to the Port.

B. All Work Products, including any and all intellectual property rights in said Work Product, arising out of the Agreement shall be the sole and exclusive property of the Port. Consultant explicitly acknowledges that the Port possesses exclusive rights to the Work Product arising out of this Agreement. Consultant shall not use or permit others to use in any way or form the Work Product without the express written consent of the Port.

**XXVIII. Disqualification.**

Consultant agrees and acknowledges that it will be disqualified from participating in procurement opportunities relating to this project as it has developed or participated in the development of specifications that will be used in the construction and/or implementation of these specifications.

**XXIX. Attachments, Exhibits, Schedules, and Entire Agreement.**

The Agreement, including its Attachments, Exhibits and Schedules, constitute the entire Agreement and supersedes all prior written or oral understandings. No Agreement, oral or written, expressed or implied, has been made by any party hereto, except as expressly provided herein. All prior Agreements and negotiations are superseded hereby. This Agreement and any

duly executed amendments hereto constitute the entire Agreement between the Parties hereto.

**XXX. Computation of Time.**

Whenever this Agreement provides for a time period of ten (10) days or less days, weekends and Government of Guam holidays are not included in the computation. When this Agreement provides for a time period of over ten (10) days, weekends and Government of Guam holidays are to be included in the computation.

**XXXI. Partial Invalidity.**

If any provision of this Agreement shall be deemed by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions shall continue to be in full force and effect.

**XXXII. Amendments/Modifications.**

Any amendment or modification to this Agreement will be effective only if it is in writing and signed by both parties.

IN WITNESS WHEREOF, the Parties have executed this Agreement on the day and year appearing opposite their respective signatures.

Consultant

Port Authority of Guam  
**JOSE D. LEON GUERRERO**  
**COMMERCIAL PORT**

\_\_\_\_\_

Principle Engineer

\_\_\_\_\_  
**JOANNE M.S. BROWN**  
General Manager  
Port Authority of Guam

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**LEGAL COUNSEL FOR  
PORT AUTHORITY**

**CERTIFICATION OF AVAILABILITY  
OF FUNDS:**

\_\_\_\_\_

**Phillip's & Bordallo Law Offices LLC**

\_\_\_\_\_

**MIAMI M. ELORDI,**  
Certifying Officer  
Jose D. Leon Guerrero Commercial Port

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**REQUIRED FORMS  
(MUST BE SUBMITTED CONTAINING  
THE PROPOSAL)**



**REQUEST FOR PROPOSAL (RFP) NO. RFP-PAG- 019-001**

**PROJECT DESCRIPTION:**

**A/E Design Consulting Services for Architectural Design of  
Port Authority Administration Complex**

**SPECIAL REMINDER TO PROSPECTIVE OFFERORS**

Proposers are reminded to read the Request for Proposal and General Terms and Condition attached to the RFP to ascertain that all of the following requirements checked below are submitted in the proposal envelope, **one (1) original, five (5) copies, one (1) CD containing electronic file copy**, at the date and time for it is due.

- ( x ) TRANSMITTAL LETTER & STATEMENT OF QUALIFICATION (Section XI)
- ( x ) AFFIDAVIT DISCLOSING OWNERSHIP AND COMMISSIONS (AG Form 002)
- ( x ) AFFIDAVIT RE NON-COLLUSION (AG Form 003)
- ( x ) AFFIDAVIT RE NO GRATUITIES OR KICKBACKS (AG Form 004)
- ( x ) AFFIDAVIT RE ETHICAL STANDARDS (AG Form 005)
- ( x ) DECLARATION RE COMPLIANCE WITH U.S. DOL WAGE DETERMINATION (AG Form 006)
- ( x ) AFFIDAVIT RE CONTINGENT FEES (AG Form 007)
- ( x ) OTHER REQUIREMENTS: (A) Valid Copy of Business License  
(B) Guam PEAL'S Board License/Certificate

This reminder must be signed and returned in the PROPOSAL envelope together with the proposal. **Failure to comply with the above requirements will mean a disqualification and rejection of the proposal.**

On this \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_. I, \_\_\_\_\_, authorized representative Of \_\_\_\_\_ acknowledge receipt of this special reminder to prospective offerors for the above referenced RFP and hereby attest that I have read and understand its intent and implications.

\_\_\_\_\_  
Signature of Authorized Representative

**THIS REMINDER FORM MUST BE COMPLETED AND RETURNED IN THE ENVELOPE CONTAINING THE PROPOSAL**

**AFFIDAVIT DISCLOSING OWNERSHIP and COMMISSIONS**

CITY OF \_\_\_\_\_ )  
 ) ss.  
 ISLAND OF GUAM )

A. I, the undersigned, being first duly sworn, depose and say that I am an authorized representative of the offeror and that *[please check only one]*:

- The offeror is an individual or sole proprietor and owns the entire (100%) interest in the offering business.
- The offeror is a corporation, partnership, joint venture, or association known as \_\_\_\_\_ *[please state name of offeror company]*, and the persons, companies, partners, or joint venturers who have held more than 10% of the shares or interest in the offering business during the 365 days immediately preceding the submission date of the proposal are as follows *[if none, please so state]*:

<u>Name</u>	<u>Address</u>	<u>% of Interest</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

B. Further, I say that the persons who have received or are entitled to receive a commission, gratuity or other compensation for procuring or assisting in obtaining business related to the bid or proposal for which this affidavit is submitted are as follows *[if none, please so state]*:

<u>Name</u>	<u>Address</u>	<u>Compensation</u>
_____	_____	_____

C. If the ownership of the offering business should change between the time this affidavit is made and the time an award is made or a contract is entered into, then I promise personally to update the disclosure required by 5 GCA §5233 by delivering another affidavit to the government.

\_\_\_\_\_  
 Signature of one of the following:  
 Offeror, if the offeror is an individual;  
 Partner, if the offeror is a partnership;  
 Officer, if the offeror is a corporation.

Subscribed and sworn to before me  
 this \_\_\_\_ day of \_\_\_\_\_, 201\_\_.

\_\_\_\_\_  
 NOTARY PUBLIC  
 My commission expires: \_\_\_\_\_









**DECLARATION RE COMPLIANCE WITH U.S. DOL WAGE DETERMINATION**

Procurement No.: \_\_\_\_\_

Name of Offeror Company: \_\_\_\_\_

I, \_\_\_\_\_ hereby **certify under penalty of perjury**:

(1) That I am \_\_\_\_\_ [*please select one: the offeror, a partner of the offeror, an officer of the offeror*] making the bid or proposal in the foregoing identified procurement;

(2) That I have read and understand the provisions of 5 GCA § 5801 and § 5802 which read:

**§ 5801. Wage Determination Established.**

In such cases where the government of Guam enters into contractual arrangements with a sole proprietorship, a partnership or a corporation ("contractor") for the provision of a service to the government of Guam, and in such cases where the contractor employs a person(s) whose purpose, in whole or in part, is the direct delivery of service contracted by the government of Guam, then the contractor shall pay such employee(s) in accordance with the Wage Determination for Guam and the Northern Mariana Islands issued and promulgated by the U.S. Department of Labor for such labor as is employed in the direct delivery of contract deliverables to the government of Guam.

The Wage Determination most recently issued by the U.S. Department of Labor at the time a contract is awarded to a contractor by the government of Guam shall be used to determine wages, which shall be paid to employees pursuant to this Article. Should any contract contain a renewal clause, then at the time of renewal adjustments, there shall be made stipulations contained in that contract for applying the Wage Determination, as required by this Article, so that the Wage Determination promulgated by the U.S. Department of Labor on a date most recent to the renewal date shall apply.

**§ 5802. Benefits.**

In addition to the Wage Determination detailed in this Article, any contract to which this Article applies shall also contain provisions mandating health and similar benefits for employees covered by this Article, such benefits having a minimum value as detailed in the Wage Determination issued and promulgated by the U.S. Department of Labor, and shall contain provisions guaranteeing a minimum of ten (10) paid holidays per annum per employee.

(3) That the offeror is in full compliance with 5 GCA § 5801 and § 5802, as may be applicable to the procurement referenced herein;

(4) That I have attached the most recent wage determination applicable to Guam issued by the U.S. Department of Labor. [*INSTRUCTIONS - Please attach!*]

\_\_\_\_\_  
Signature

**AFFIDAVIT re CONTINGENT FEES**

CITY OF \_\_\_\_\_ )  
  ) ss.  
ISLAND OF GUAM                             )

\_\_\_\_\_ [state name of affiant signing below], being first duly sworn, deposes and says that:

1. The name of the offering company or individual is [state name of company]  
\_\_\_\_\_.

2. As a part of the offering company’s bid or proposal, to the best of my knowledge, the offering company has not retained any person or agency on a percentage, commission, or other contingent arrangement to secure this contract. This statement is made pursuant to 2 GAR Division 4 11108(f).

3. As a part of the offering company’s bid or proposal, to the best of my knowledge, the offering company has not retained a person to solicit or secure a contract with the government of Guam upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except for retention of bona fide employees or bona fide established commercial selling agencies for the purpose of securing business. This statement is made pursuant to 2 GAR Division 4 11108(h).

4. I make these statements on behalf of myself as a representative of the offeror, and on behalf of the offeror’s officers, representatives, agents, subcontractors, and employees.

\_\_\_\_\_  
Signature of one of the following:  
Offeror, if the offeror is an individual;  
Partner, if the offeror is a partnership;  
Officer, if the offeror is a corporation.

Subscribed and sworn to before me  
this \_\_\_\_ day of \_\_\_\_\_, 201\_\_.

\_\_\_\_\_  
NOTARY PUBLIC  
My commission expires \_\_\_\_\_, \_\_\_\_\_.