

**MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS OF THE
A.B. WON PAT INTERNATIONAL AIRPORT AUTHORITY, GUAM
Thursday, June 18, 2020, 4:00 p.m. Reconvened Meeting
GIAA TERMINAL CONFERENCE ROOM #3**

1. CALL TO ORDER AND ATTENDANCE

The special meeting of the Board of Directors of the A.B. Won Pat International Airport Authority, Guam ("GIAA" or the "Authority") held on June 15, 2020 was reconvened and called to order by Acting Chairman, Donald Weakley at 4:00 p.m. at the GIAA Terminal Conference Room #3, 355 Chalan Pasaheru, Tamuning, Guam, 96913.

Directors Present:

Donald I. Weakley
Lucy M. Alcorn (Via VTC)
Zenon E. Belanger
Doyon A. Morato (Via VTC)
Rosie R. Tainatongo

Offices or positions:

Board Secretary

Directors Absent:

Brian J. Bamba (Excused)
Gurvinder Sobti (Excused)

Chairman
Vice Chairman

GIAA Officials:

Thomas C. Ada
John M. Quinata
Jean M. Arriola
Antoniette Bautista
Ken McDonald
Henry Cruz

Executive Manager
Deputy Executive Manager
Airport Services Manager
Accounting Supervisor
Properties & Facilities Superintendent
Supply Management Administrator

Phillip Torres, Esq.
Frank R. Santos

GIAA Conflicts Counsel
GIAA Consultant

2. OLD BUSINESS

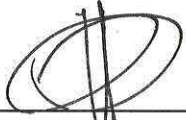
A. Approval of Award for Legal Services - RFP No. RFP-003-FY20

At this time Director Morato suggested the Board table the Approval of Award for Legal Services - RFP No. RFP-003-FY20, and adjourn the meeting, as the Board requires more time to review the documents provided.

3. ADJOURNMENT

Motion to adjourn duly made by Director Tainatongo, seconded by Director Morato; motion unanimously passed. The meeting adjourned at 4:02 p.m.

Dated this 29th, day of June, 2020.



Brian J. Bamba
Chairman

Attest:



Donald I. Weakley
Board Secretary

Prepared and Submitted By:



Amanda O'Brien-Rios
Corresponding Secretary

BOARD OF DIRECTORS SPECIAL MEETING
4:00 p.m., Monday, June 15, 2020
GIAA TERMINAL CONFERENCE ROOM #3

Public Notice

First Notice:

The Daily Post – June 8, 2020

Notice to Media – June 8, 2020

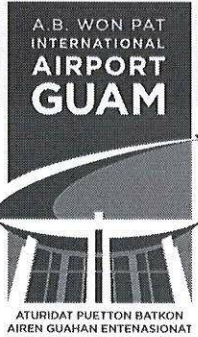
Second Notice:

The Daily Post – June 11, 2020

Notice to Media – June 11, 2020

AGENDA

- 1. Call to Order and Attendance**
- 2. Approval of Agenda**
- 3. Old Business**
 - A. Approval of Award for Legal Services - RFP No. RFP-003-FY20**
- 4. Adjournment**



A.B. WON PAT INTERNATIONAL AIRPORT AUTHORITY, GUAM
Board of Directors Reconvened Meeting
4:00 p.m., Thursday, June 18, 2020
GIAA Terminal Conference Room #3

SIGN-IN SHEET

	<u>PRINT NAME</u>	<u>COMPANY/AGENCY</u>
1.	Henry Cruz	GIAA
2.	ANN BAUTISTA	GIAA
3.	JENN AKKIOU	GIAA
4.	VICTOR J. CRUZ	GIAA
5.	EDUARDO MURIA	GIAA
6.	Roberta Fuenle	
7.	Phillip TORRES	TLG
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**ANTONIO B. WON PAT INTERNATIONAL AIRPORT AUTHORITY, GUAM
BOARD OF DIRECTORS**

EXECUTIVE SUMMARY

**REQUEST FOR PROPOSALS NO. RFP-003-FY20
LEGAL SERVICES (RE-SOLICITATION)**

June 15, 2020

Purpose

Board action is requested to approve the award for Request for Proposal No. RFP-003-FY20 for Legal Services (Re-Solicitation) ("RFP") to the second highest ranked Offeror.

Background

The referenced RFP solicits proposals from professional firms and/or individuals to provide professional expertise in all legal activities and representations such as, but not limited to, litigations, provide professional opinions, legal interpretations, research, for and on behalf of GIAA Management and its Board of Directors.

At the June 2, 2020 regularly scheduled Board of Directors meeting, the Board approved the ranking results and award to Offeror A, the highest ranked offeror.

Pursuant to Section 8: Selection of Best Qualified Offeror and Proposal of Basic Information of the RFP documents, "GIAA reserves the right to award the **Legal Services** Agreement to one (1) or more firm(s) and/or individual(s) based on the Offerors' qualification ranking, subject to negotiations and mutual agreement of reasonable rates."

Proposal Analysis and Evaluation

The Evaluation Committee appointed by me, completed their evaluations of the two (2) proposals based on the evaluation criteria set forth in the RFP. The score sheets were gathered and tabulated by the Procurement Office and the evaluation results in the order of ranking are as follows:

1. Offeror A
2. Offeror B

Legal Review

Upon Board approval, a contract will be forwarded to Legal Counsel for review and approval as to form. The term of the contract is for a period of two (2) years with additional three (3) one (1) year option years to be exercised at the sole discretion of GIAA, not to exceed a total contract period of five (5) years and subject to the availability of funding.

Financial Review

The **Legal Services** contract will be funded under the Administration Division's O&M Budget.

Recommendation

All offerors have been deemed to have met the standards of responsibility outlined in the Guam Procurement Law & Regulations.

On June 9, 2020, GIAA sent a letter notifying Offeror B that its proposal was determined to be responsive and responsible in accordance to the requirements as set forth in the RFP and subsequently requesting a fee proposal.

On June 11, 2020, GIAA received requested fee proposal from Offeror B. On June 12, 2020, a negotiations meeting was held with Offeror B and the GIAA Negotiations Committee via telephone conference where it was determined that the fees presented by the offeror were consistent with the scope of work presented in the RFP and that they were fair and reasonable.

Therefore, I recommend the Board approve the contract award to **Offeror B** for the **Legal Services** contract, subject to approval of the contract by the Office of the Attorney General of Guam.

June 12, 2020

MEMORANDUM

TO: THOMAS C. ADA
EXECUTIVE MANAGER

FROM: SUPPLY MANAGEMENT ADMINISTRATOR

SUBJECT: EVALUATION AND RECOMMENDATION - REQUEST FOR PROPOSAL (RFP)
(SUPPLEMENTAL)
LEGAL SERVICES (RE-SOLICITATION), RFP No. RFP-003-FY20

This memorandum is to supplement to the Evaluation and Recommendation memorandum dated May 29, 2020. On the June 2, 2020 regularly scheduled Board of Directors meeting, the GIAA Board of Directors approved the ranking results and the contract award to Offeror A, the highest ranked proposer. Pursuant to Section 8: Selection of Best Qualified Offeror and Proposal of Basic Information of the RFP documents, "GIAA reserves the right to award the **Legal Services** Agreement to one (1) or more firm(s) and/or individual(s) based on the Offerors' qualification ranking, subject to negotiations and mutual agreement of reasonable rates."

Proposal Review for Responsiveness

The two (2) proposals were reviewed to determine responsiveness, that is, whether or not the offerors submitted all the documents required by the RFP. Both offerors' proposals were deemed responsive.

Evaluation and Selection

Attached for your reference is the summary of the evaluation committee's scores based on the evaluation criteria set forth in the RFP.

The committee completed their evaluations of the two (2) proposals based on the evaluation criteria set forth in the RFP. The scores were tabulated as reflected on the attached summary worksheet. As a result of our tabulation, the firms ranked in the order as follows:

1. Offeror A
2. Offeror B

Recommendation

As a result of our review of the submitted required documents, all offerors have been deemed to have met the standards of responsibility outlined in the Guam Procurement Law & Regulations.

Therefore, management may approve the contract award to the second highest ranked offeror, **Offeror B** for **Legal Services**, subject to negotiation of fair and reasonable fees and approval by the GIAA Board of Directors. The term of the contract to be awarded is for a period of two (2) years with additional three (3) one (1) year option years to be exercised at the sole discretion of GIAA, not to exceed a total contract term of five (5) years and subject to the availability of funding and approval by the Office of the Attorney General of Guam.

Should you have any questions, I am available at your request.



HENRY M. CRUZ

APPROVED:

THOMAS C. ADA
EXECUTIVE MANAGER

Attachments

cc: Evaluation Committee / Procurement File



Antonio B. Won Pat International Airport Authority, Guam

Evaluation Score Tally Sheet

RFP No. RFP-003-FY20

LEGAL SERVICES (RE-SOLICITATION)

OFFEROR DESIGNATION	Evaluator 1		Evaluator 2		Evaluator 3		Final Ranking
	Score	Rank	Score	Rank	Score	Rank	
OFFEROR A	98	1	88	2	99	1	1
OFFEROR B	96	2	95	1	96	2	2

Evaluators:

No. 1: John M. Quinata, Deputy Executive Manager

No. 2: Victor J. Cruz, Engineering Supervisor

No. 3: Ken McDonald, Properties & Facilities Superintendent

ORDER OF ADJOURNMENT

By Resolution of the Board of Directors of the A.B. Won Pat International Airport Authority, Guam ("GIAA"), the June 15, 2020 Special Meeting of the Board of Directors of GIAA is hereby adjourned until Thursday, June 18, 2020 at 4:00 p.m., to reconvene at the GIAA Conference Room 355 Chalan Pasaheru, Tamuning, Guam, 96913.

Dated this 15th day of June, 2020.



Donald I. Weakley
Chairman of the Board, Acting