

Prescribed By:
Judiciary of Guam

REQUEST FOR PROPOSAL
 (SERVICE CONTRACT)

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Issued By: 
PERRY C. TAFPANO,
 Administrator of the Courts

Address: **JUDICIARY OF GUAM
 GUAM JUDICIAL CENTER
 PROCUREMENT SECTION
 120 WEST O'BRIEN DRIVE
 HAGÄTÑA, GUAM 96910
 Tel: (671)475-3393 Fax: (671)477-8009**

Date Issued: August 14, 2008

Request For Proposal No.: 08-02

Sealed Proposals (1) original and (5) copies, SUBJECT TO THE TERMS AND CONDITIONS OF THIS PROPOSAL, ITS SCHEDULE AND THE ATTACHED GENERAL PROVISIONS, will be received at the above office until: 2:00 o'clock p.m., September 12, 2008.

General information and instructions to offerors are contained in the terms and conditions attached.

SCHEDULE

Item No.	Supplies or Services	Quantity (No. of Units)	Unit	Unit Price	Amount
1.	To provide Consultant Services for the preparation of a comprehensive Facilities Master Plan incorporating the building requirements of the existing Judicial complex and a proposed Northern Court.				
Please leave this space blank when submitting proposals. Price to be submitted by selected firm during the negotiation process. *****					
	Proposal		Date		

Offers providing less than sixty (60) calendar days for Government acceptance after the date offers are due will not be considered and will be rejected.

Indicate Whether: Individual Partnership Corporation Incorporated in the state of:

NAME AND ADDRESS OF OFFEROR: (Type or Print) SIGNATURE AND TITLE OF PERSON AUTHORIZED TO SIGN THIS PROPOSAL.

AWARD: CONTRACT NO.: DATE:

Accepted as to items numbered Amount

By: _____
 Contracting Officer

\$ _____

Invoice for payment should be mailed to:

Accounting and Appropriation Date

Payment will be made by:

JUDICIARY OF GUAM

Request For Proposal No. RFP 08-02

Consultant Services
Facilities Master Plan

I. GENERAL INFORMATION

Purpose: This RFP is issued to solicit proposals from qualified firms to provide Consultant Services for the preparation of a comprehensive Facilities Master Plan incorporating the building requirements of the existing Judicial complex and a proposed Northern Court as envisioned by the Judiciary of Guam and supported by studies prepared by the National Center of the State Courts (NCSC) and requirements developed by the Judiciary of Guam.

Authority: This RFP is governed by the Judicial Council of Guam Procurement Regulations adopted on March 19, 2004 as amended, and the applicable laws of Guam.

Issued By: Perry C. Taitano, Administrator of the Courts/Purchasing Officer
Judiciary of Guam
Guam Judicial Center
120 West O'Brien Drive
Hagatna, Guam 96910

Date Issued: This RFP is issued August 14, 2008

Date Due: Proposals must be submitted by 2:00 p.m. on September 12, 2008. Late proposals will not be considered.

Proposals: One (1) original and five (5) copies of the proposals must be submitted in a sealed envelope addressed to the Judiciary of Guam and clearly marked "RFP NO. 08-02". The offerors name, address and phone numbers must also be identified on the envelope.

Place: Proposals must be submitted to the Office of the Procurement & Facilities Management Division located at the Guam Judicial Center, 1st floor, 120 West O'Brien Drive in Hagatna, Guam.

Questions: Questions concerning this RFP may be directed to:

Mr. Raymond L.G. Taimanglo
Procurement & Fac. Mgt. Administrator
Tel. No. (671)475-3433/3175
Fax No. (671)477-8009
E-mail:rtaimanglo@mail.judice.gov.gu

Conference: A pre-proposal conference may be conducted at the discretion of the Purchasing Officer to explain procurement requirements. Notice of a pre-proposal conference will be sent to all prospective offerors known to have obtained this RFP.

II. QUALIFICATIONS

The following minimum qualifications are required and should be presented in the proposal:

- A. Offeror's must have recognized technical, management and operational experience in the development of Facilities Master Plans, and management of similar type projects.
- B. Offeror's must demonstrate technical and contractual credibility through recent experience in similar type projects.
- C. Offeror's should be proficient in setting objectives, identifying constraints, coordinating and leading professional and community working groups, assimilating documents and technical information.
- D. Offeror's must be knowledgeable of various local and federal permitting requirements, laws, regulations, policies and statutes governing Facilities Master Planning in Guam. Offeror's must also be knowledgeable of federal and/or local procurement rules and regulations, (Guam Procurement Law and Judiciary of Guam Procurement Regulations).
- E. Offeror's must possess the professional credentials for this line of work.

III. AMENDMENTS TO THE RFP AND MODIFICATIONS OR WITHDRAWAL OF PROPOSALS

- A. Amendments/addendums to RFP shall be identified as such and shall require that each offeror acknowledge receipt of all amendments/addendums issued in their proposal. **Failure to acknowledge any amendments/addendums issued may result in disqualification from the RFP.** Amendments/addendums shall be sent to all prospective offerors known to have obtained this RFP. Amendments/addendums shall be distributed within a reasonable time to allow prospective offerors to consider them in preparing their proposals.
- B. Proposals may be modified or withdrawn at any time prior to the conclusion of discussions.

IV. HANDLING AND OPENING OF PROPOSALS

Proposals and modifications shall be time-stamped upon receipt and held in a secure place until the established due date. Proposals shall not be opened publicly nor disclosed to unauthorized persons, but shall be opened in the presence of two or more procurement officials. A register of proposals shall be established which shall include, for all proposals, the name of offeror, the number of modifications received, if any, and a description sufficient to identify the services offered. The register of proposal shall be opened to public only after award of the contract. Proposals of offerors who are not awarded the contract shall not be opened to public inspection.

V. EVALUATION OF PROPOSALS

The Purchasing Officer or his assignee shall evaluate the proposals and may conduct discussions with any of offerors pursuant to the Judiciary of Guam Procurement Regulations. The Purchasing Officer or his assignee shall then select, in order of their qualification ranking based on the following criteria and point schedule, no fewer than three (3) acceptable offerors (or such lesser number if less than three acceptable proposals were received) deemed to be the best qualified to provide the required services. The qualification ranking shall be determined by the following evaluation criteria and weighted point schedule.

The plan for performing the required services	30 Points
Ability to perform the services as reflected by technical training and education, general experience, specific experience in providing the required services, and the qualifications and abilities of personnel proposed to be assigned to perform the services	25 Points
The personnel, equipment, and facilities to perform the services currently available or demonstrated to be made available at the time of contracting	25 Points
A record of past performance of similar work	20 Points
100 Points Maximum	

VI. NEGOTIATION AND AWARD OF CONTRACT

A. Following the evaluation and ranking of the proposals, the best qualified offeror will be promptly notified. The Purchasing Officer conducting the procurement or a designee of such officer shall negotiate a contract with the best qualified offeror at the compensation determined in writing to be fair and reasonable. Contract negotiations shall be directed toward: (1) making certain requirements involved in providing the required services;

(2) determining that the offeror will make available the necessary personnel and facilities to perform the services within the required time; (3) agreeing upon compensation which is fair and reasonable, and doing so while taking into account the estimated value of the required services, and the scope, complexity, and nature of such services.

B. If compensation, contract requirements, and contract documents can be agreed upon with the best qualified offeror, the contract will be awarded to that offeror, although no award will be made until the offeror provides proof that a Guam business license has been obtained.

C. Written notice of award shall be public information and made a part of the contract file.

D. If compensation, contract requirements, and contract documents cannot be agreed upon with the best qualified offeror, a written record stating the reasons thereof shall be placed in the file and the Purchasing Officer shall advise such offeror of the termination of negotiations which shall be confirmed by written notice within three (3) business days. Upon failure to negotiate a contract with the best qualified offeror, the Purchasing Officer may cancel the procurement or may enter into negotiations with the next most qualified offeror. If compensation, contract requirements, and contract documents can be agreed upon, then the contract shall be awarded to that offeror.

E. If no contract can be negotiated with the offerors initially selected as the best qualified offerors, the Purchasing Officer may cancel the RFP or proposals may be re-solicited or additional offerors may be selected based on their original, acceptable submissions in the order of their respective qualification ranking and negotiations may continue in accordance with these rules until an agreement is reached and the contract is awarded.

VII. BUSINESS LICENSE REQUIREMENT, MAJOR SHAREHOLDERS DISCLOSURE AFFIDAVIT AND FORM OF NON-COLLUSION AFFIDAVIT

The successful offeror shall be licensed to do business on Guam and shall execute a Major Shareholders Disclosure Affidavit and Form of Non-Collusion Affidavit prior to award of the Contract and a Notice to Proceed.

VIII. SCOPE OF WORK

Prepare a comprehensive Facilities Master Plan incorporating the building requirements of the existing Judicial complex and a proposed Northern Court as envisioned by the Judiciary of Guam and supported by studies prepared by the

National Center of State Courts (NCSC) and requirements developed by the Judiciary of Guam.

Project Work Elements:

- A. Topographic survey including the footprint of the existing judicial complex, utilities and infrastructure, available parking, proposed facilities and review of the existing building inventory. A topographic survey of the proposed northern court is not required for this project at this time since a project site has not been selected. However, once the proposed northern site has been selected, a topographic survey will be required for use by the project design team.
- B. Functional Analysis sessions with the design team and the stakeholders to analyze and determine a realistic future vision of the existing Judiciary complex. An organized spreadsheet of the existing program units, their corresponding functions and the proposed area requirements will be developed.
- C. Prepare alternative concept building plans and site plans for maximizing the usage of the existing site and possible inclusion of adjacent sites if required for presentation to and approval of the stakeholders.
- D. Prepare a preliminary cost budget for the presented schemes, implementation program and schedule.
- E. Coordinate with appropriate agencies for impact requirements of the proposed development.
- F. If required by Guam law or regulations, assist the Judiciary of Guam in obtaining zone changes or waivers and preparing proper notices.
- G. Prepare a Facilities Master Plan incorporating the following components.
 - 1. Design and colored exhibits depicting the proposed development.
 - 2. Development cost estimates for selected scenario.
 - 3. An implementation plan and schedule.
- H. Conduct a power point presentation of the Facilities Master Plan to the Judicial Council for approval.
- I. Provide ten (10) copies of the final Facilities Master Plan to the Judicial Council along with an electronic copy.


PERRY C. TAINANO,
Administrator of the Courts

SPECIAL PROVISIONS

All bidders are required to submit a current affidavit as required below, failure to do so will mean disqualification and rejection of the bid.

Excerpt from PL 1844

Section 44. A new Section 6961.3 is added to the Government Code to read:

“Section 6961.3. Disclosure of major shareholders. As a condition of bidding, 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 a bid. 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 bid for the bidder and shall also contain the amounts of any such commission, gratuity or other compensation. The affidavit shall be open and available to the public for inspection and copying.”

NOTE: Each affidavit is only good for the month within which it was prepared and notarized.

EXAMPLE:

1. A bidder intends to participate in bids schedule for October 05, 15, and 25, 2003. He has to prepare and submit a **NEW AFFIDAVIT ON OCTOBER 05** and may submit **COPIES** of affidavit on the bids for October 15 and 25.
2. A bidder intends to participate in bid scheduled for October 20 and November 05, 2003. He has to submit a **NEW NOTARIZED AFFIDAVIT for EACH BID.**

