

May 7, 2014

Ms. Celeste Werner
Vice President, Planning Services
Matrix Design Group
388 S. Marine Corps, Suite 204
Tamuning, Guam 96913

RE: RFP 14-008 Ranking and Request for Fee Proposal

Dear Ms. Werner:

Hafa Adai!

The Guam Economic Development Authority is pleased to inform you that Matrix's proposal under RFP 14-008 for Professional Multi-Discipline Consulting Services for the Research, Development, Planning and Implementation of Economic Development Initiatives and Opportunities has received the highest score during the evaluation process. This ranking still requires approval from the GEDA Board of Directors however, in the interest of expediting work on the Hagåtña Restoration and Redevelopment Authority (HRRA) Task Order, GEDA requests that Matrix submit its fee proposal for Task Order 1. The scope of work for this task order was presented in Section 4 of the RFP. To this scope, GEDA desires to add an operational and sustainability plan for HRRA to include an analysis of city management options using models from other jurisdictions; projected functions, staffing and costs; projected revenues and sources of revenue. The fee proposal should also include work tasks that Matrix determined to be necessary in its proposal that were in addition to the tasks identified in the RFP.

The fee proposal should detail the cost for providing the services solicited in the RFP for Task Order 1 and the additional scope items mentioned above in sufficient detail for evaluation. This should include man-hours and hourly rates of personnel assigned to perform consulting work associated with Task Order 1, overhead (audited), profit, taxes, reimbursable costs, direct, non-salary costs and all other costs for each of the work tasks identified for Task Order 1 and the additional scope items mentioned above. Further, the costs and hourly rates will be used by GEDA to negotiate subsequent task orders. Once received, a negotiation team will be convened to review and negotiate the fee and scope. Your fee proposal should also set forth your desired method of payment with proposed deliverables and delivery dates.

The GEDA Board of Directors is expected to act on the evaluation team's recommended ranking at its May 15, 2014 meeting. Thereafter, the HRRA Board of Commissioners is expected to act on Task Order 1, provided that agreement is reached on the fee and scope. Therefore, it is hoped that Matrix will be able to provide its fee proposal at the earliest possible time.

Thank you for your efforts in this regard and we look forward to a productive relationship. Should you have any questions, please contact Mr. Larry Toves at the numbers below or by email at ltoves@guameda.net. *Si Yu'os Ma'ase'*.

Sins eru,



MANA SILVA TAIJERON
Acting Administrator

