

May 15, 2014

To: GEDA Board of Directors

From: Acting Administrator

RE: RFP 14-008 - for Professional Multi-Discipline Consulting Services for the Research, Planning and Implementation of Economic Development Initiatives and Opportunities

BACKGROUND:

GEDA issued RFP 14-008 for Professional Multi-Discipline Consulting Services for the Research, Planning and Implementation of Economic Development Initiatives and Opportunities. The intent of the RFP was to obtain proposals from consultants that were interested in providing a wide variety of services to GEDA. The selected consultant would perform services on an as-needed basis and subject to the availability of funds. The first task to be performed by the consultant was to prepare the update of the Hagãtña Restoration and Redevelopment Authority's Master Plan.

ANALYSIS:

The RFP was published in the Marianas Variety on March 28, 2014. The submission date for the proposal was April 25, 2014. Three (3) prospective offerors registered for the RFP but only one company submitted a proposal by the deadline. An evaluation team comprised of GEDA, HRRR Board members (Senator Respicio and John Calvo) and the President of the Department of Chamorro Affairs evaluated the proposal on May 7, 2014 and gave the proposal from Matrix Design Group Inc. 6,720 points out of a possible 7,000 total points.

If the selection of Matrix Design Group is approved by the GEDA board, a master contract will be negotiated. GEDA Board approval will be obtained for any specific future work required by GEDA under the master contract. Matrix fees for preparation of the HRRR Master Plan update will be negotiated and this particular task order will be submitted to the HRRR Board for approval.

Matrix Design Group Inc. is a Colorado-based company that has a local office. It has been performing services under a contract with the Office of the Governor which is fully funded by the Office of Economic Adjustment, Department of Defense.

RECOMMENDATION:

GEDA staff recommends that the Board of Directors approve the selection of Matrix Design Group Inc. to carry out the services under RFP 14-008 and authorize the Real Property Division to negotiate terms and conditions of the master contract, along with the fee proposal to be submitted by the single offeror for Task Order No. 1 to complete the HRRR Master Plan. The Board further authorizes the Administrator to execute a master contract with Matrix Design Group Inc. upon presentation to both GEDA and HRRR Board of Directors for final approval and final review by GEDA's legal counsel.

Approved

Disapproved



EDWARD J. CALVO
Chairman of the Board