



GUAM PRESERVATION TRUST

INANGOKKON INADAHI GUA'HAN

P.O. Box 3036, Hagåtña, Guam 96932 * Tel: 671-472-9439/40 * Fax: 671-477-2047

**GUAM PRESERVATION TRUST
REGULAR BOARD OF DIRECTORS VIRTUAL MEETING
WEDNESDAY, AUGUST 18, 2021
3:00 P.M**

A G E N D A

- | | |
|---------------|--|
| | 1.0. CALL TO ORDER / ROLL CALL |
| Action | 2.0. APPROVAL OF MINUTES (May 12, 2021 Meeting) |
| | 3.0 EXECUTIVE SESSION |
| | 4.0 OLD BUSINESS |
| Info | 4.1. Board Orientation |
| Info | 4.2. Archbishop Felixberto Flores House, Hagåtña |
| Info | 4.3. Atantano Heritage Preserve - Dept. of Interior Grant |
| Info | 4.4. Planning Committee |
| Action | 4.4.a. Atantano |
| Info | 4.4.b. Hila'an |
| | 5.0 NEW BUSINESS |
| Action | 5.1. Personnel |
| Info | 5.2. NTHP Virtual Conference - November 2-5, 2021 |
| Info | 5.3. Strategic Plan - 2023-2027 |
| | 6.0. COMMITTEE REPORTS |
| | 6.1. Budget & Finance Report |
| Info | Refer to Report |
| | YTD Balance |
| Info | 6.2. Architecture Committee Report |
| | Refer to Report |
| | 6.3. Grants Committee Report |
| | Refer to Report |
| Info | 6.4. Archaeology Committee Report |
| | Refer to Report |
| | 7.0. OPEN DISCUSSION/ANNOUNCEMENTS |
| Action | 8.0. ADJOURNMENT |



GUAM PRESERVATION TRUST
INANGOKKON INADAH! GU'AHAN

P.O. Box 3036 • Agana, Guam 96932
Tel: (671) 472-9439/40 • Fax: (671) 477-2047

GUAM PRESERVATION TRUST
REGULAR BOARD OF DIRECTORS MEETING
WEDNESDAY, MAY 12, 2021
3:00 P.M.

M I N U T E S

PRESENT BY VIRTUAL ATTENDANCE:

Michael Makio, Architecture – P
Vince Leon Guerrero, History – A
Dave Lotz, Planning – P

Rebecca Duenas, CHamoru Culture - P
Edwin Reyes, Planning - A

ALSO PRESENT BY VIRTUAL ATTENDANCE:

Joe Quinta, GPT CPO
Patrick Lujan, SHPO
Ruby Santos, ASC – GPT Staff

Andrew Tenorio, PO – GPT Staff
Lawrence Borja, DO – GPT Staff

1.0 CALL TO ORDER / ROLL CALL

The meeting was called to order by Chairman Michael Makio at 3:07 p.m. and roll call was conducted.

2.0 ELECTION OF BOARD TREASURER

Chairman Makio reported the recent decision by Board member Nicole Calvo not to renew her appointment prompts the need to elect a new Board Treasurer. The floor was opened for nominations.

Motion

Rebecca Duenas nominated Edwin Reyes for Board Treasurer. The motion was seconded by Dave Lotz. Edwin Reyes honorably accepted the nomination.

There being no further discussion, Chairman Makio closed nominations and the motion was unanimously approved.

3.0 APPROVAL OF MINUTES (March 10, 2021 Meeting)

Chairman Makio opened the floor for discussion on the minutes of March 10, 2021.

Motion

Dave Lotz motioned to approve the minutes as read.

The motion was seconded by Rebecca Duenas.

With no further discussion the minutes were unanimously approved.

4.0 OLD BUSINESS

4.1. Board Orientation

Joe Quinata proposed to conduct a face-to-face Board orientation in June on a Saturday morning from 8 a.m. to 1 p.m., with breakfast and lunch to be provided.

The orientation will allow Board members to meet representatives of the investment firms, accounting service, and other partners.

With no objections by the Board, Joe Quinata will advise the date and location once a venue is secured.

4.2. Administration for Native Americans Grant

Joe Quinata reported an application is being submitted for the continuation of the Ekungok I Estoria-ta grant.

Motion

A resolution is required as part of the application. A copy of the Resolution was provided for Board review.

Dave Lotz motioned to approve the resolution authorizing the application to the U.S. Department of Health and Human Services, Administration for Children and Families, and Administration for Native Americans, to support the GPT project Ekungok I Estoria-ta. The motion was seconded by Rebecca Duenas.

The Board discussed the grant amount, matching funds, copyright, and residuals for Trust owned property.

With no further discussion, the motion was unanimously approved.

4.3. Archbishop Felixberto Flores House, Hagåtña

Joe Quinata reported on a recent conversation with Attorney John Terlaje, legal counsel for the Archdiocese of Agana.

A formal request has been submitted to the Courts and awaiting a response.

The Board discussed the possibility that the Court may impose conditions and reassessment of property value given the nature of it being in the flood zone.

Chairman Makio recommended to resume the clearing of the property of the overgrown brush adding to the deterioration and damage to the home.

4.4. Planning Committee Info**4.4.a. Atantano**

Chairman Makio reported federal stimulus funding will be made available for shovel ready projects and recommended engaging services to prepare a master plan for Atantano. The planners will assess the property, prioritize, and match the activities to the locations on the property, and provide feedback to the community.

GPT staff and partners have utilized the site to offer preservation and conservation programs, tours, clearing of paths, and conducting inventory of plants.

A master plan would make the property eligible for stimulus funds by further identifying CIP's and encapsulating the numbers of shovel ready projects that could be funded moving forward.

Joe Quinata elaborated that the master plan will include three sub-plans.

The first is the Conservation Plan which looks at biodiversity; second, a Cultural Resource Management Plan which will consist of the inventory of what cultural resources are available; and third, a Business Enterprise Plan which forecasts the cost of preservation and heritage programs. The master plan will then combine all three plans together.

A grant has been submitted to the Dept of Interior to assist in funding the overall master plan.

Motion

Dave Lotz motioned to approve soliciting services to prepare a master plan for the Atantano property with the addition to nominate Atantano to the Guam and National Register of historic places. The motion was seconded by Rebecca Duenas. With no further discussion the motion was unanimously approved.

4.4.b. Hila'an

Joe Quinata reported the owners have hired planners and surveyors to carve out the easement for the Trust. The area identified covers approximately 100 acres that includes cultural and water resources and a buffer along the cliff line.

The Board will be informed of any update from the owners.

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5.0 NEW BUSINESS

5.1. Archaeology Technician Certificate

Joe Quinata reported in 2018 former Board member Jolie Liston attempted to conduct an Archaeology Technician Certificate program with the University of Guam. With her relocation to Palau the program was cancelled.

Archaeologist Anthony Alvarez is currently working on his dissertation on the El Camino Real. He has credentials teaching at the community college and Hawaii University and is willing to provide the archaeological technician training. The syllabus consisting of both lecture and field work has been submitted to the University of Guam and awaits approval. The course will offer hands on training to agencies and cultural research management firms.

Staff recommended to fund \$2,500.00 as a matching fund with a NTHP grant which has been made available.

The \$2,500.00 will be used for supplies and materials.

Motion

Dave Lotz motioned to approve \$2,500.00 for the Archaeology Technician Certificate program. The motion was seconded by Rebecca Duenas. Chairman Makio opened the floor for discussion.

The Board discussed soliciting students from the University of Guam, GCC, federal and local governments, and natural resource groups who may not have a job title in archaeology but in similar fields.

Patrick Lujan expressed the SHPO's office is looking forward in participating in the program. John Marc Joseph will be meeting with Mr. Alvarez to review the curriculum and compliance with standards.

With no further discussion, the motion was unanimously approved.

5.2. FY 2022 Administration and Operations Budget

Chairman Makio reported while funds are available and with the uncertainties of meeting quorum over the next few months, the FY 2022 Administration and Operations Budget was opened for conversation by the Budget & Finance Committee. The Board may make changes to the budget at any time during any subsequent Board meetings.

Joe Quinata reported the Budget & Finance Committee consisting of members Chairman Makio, Rebecca Duenas, and Joe Quinata met to review the draft FY 2022 Administration & Operations Budget.

The increase in FY 2022 is due to the additional hiring of a Program Officer. All other areas remained the same as budgeted in FY 2021.

Joe Quinata presented each budgeted category and justification.

The proposed budget for FY 2022 is \$656,727.77.

The Board discussed the revenues from the collection of permit fees over the last three (3) years. The total permit fees collected in FY 2019 was \$761,000, in FY2020 \$735,000, and as of the 3rd quarter of FY 2021 \$298,000.

Chairman Makio reported the hiring of an additional program officer is with the anticipation of engaging conversations on the Programmatic Agreement and participating in all the related activities. The qualification will include experience with Section 106 and to assist in organizing and communicating the advocacy in those areas with GPT.

GUAM PRESERVATION TRUST

INANGOKKON INADAHI GUAHAN

Motion Dave Lotz motioned to increase the Equipment budget by \$2500.00 for the purchase of a drone. The motion was seconded by Rebecca Duenas.

The Board discussed how a drone will be useful in the overhead view and perspective of GPT properties.

With no further discussion, the motion was unanimously approved.

Motion Rebecca Duenas recommended to approve the adjusted budget of \$659,265.26 for the FY 2022 Administration and Operations Budget (Personnel \$344,325.43; Fringe Benefits \$104,720.90; Utilities/Communication/Insurance \$50,000.00; Staff Travel \$7,000.00; Equipment \$6,500.00; Automobile Expense \$6,500.00; Supplies \$1,800.00; Contractual \$97,000.00; Stipends \$7,000.00; Advertisement \$3,100.00; Post Office/Postage \$300.00; Dues & Subscription \$1,350.00; Employee Incentives \$15,000.00; Miscellaneous \$14,668.93). The motion was seconded by Edwin Reyes.

Chairman Makio opened the floor for discussion.

The Board discussed the Employee Incentives category.

Joe Quinata responded that Employee Incentive Category is included however any changes in salaries or bonuses are approved by the Board.

With no further discussion, the budget was unanimously approved.

6.0. COMMITTEE REPORTS

6.1. Budget & Finance Report

Refer to Report

YTD Balance

Joe Quinata reported the current fund balance is \$1,827,278.83 with \$1,033,262.47 obligated for approved grants and projects.

The remaining \$794,016.36 is reserved for grants and projects.

The Board reviewed the Budget & Finance report.

Action Chairman Makio requested to review the investment statements.

6.2. Architecture Committee Report

Refer to Report

6.2.a. FQ Sanchez

Chairman Makio reported the Architecture Committee reviewed a proposal received from RIM Architects. The firm was contracted to prepare the A&E plans for the facility several years ago and the plans and all the professional license stamps will need to be updated.

The fees have been reviewed and the committee recommends approving the proposal of \$51,913.00 to update the A&E plans and licensing stamps.

Motion Dave Lotz motioned to authorize expenditure of \$51,913.00 to update the A&E Plans and licensing stamps for the FQ Sanchez facility.

The motion was seconded by Vince Leon Guerrero.

Chairman Makio opened the floor for discussion.

Dave Lotz inquired on whether this cost would be reimbursed from the Stimulus Fund.

Joe Quinata will inquire with the Governor's staff assigned to the project.

With no further discussion, the motion was unanimously approved.

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6.3. Grants Committee Report**Refer to Report**

Joe Quinata referred to the Projects & Program Summary for updates.
 Joe Quinata reported the completion of the Kantan Herero – A Blacksmith's Song Film grant. A digital copy will be provided with the link to review.

All other grants and projects are on-track.

6.4. Archaeology Committee Report**Refer to Report**

Joe Quinata reported a zoom meeting will be held on May 17th to revisit the committee first formed by Jolie Liston consisting of the archaeology community. Board members will be provided the zoom meeting information.
 Joe Quinata will solicit any interested archaeologists interested in serving on the GPT Board.

7.0. OPEN DISCUSSION/ANNOUNCEMENTS**- Board Term Expirations**

Chairman Makio welcomed names to contact to serve on the Board to fill the vacant disciplines.

Board member Rebecca Duenas is carrying out the allowable 90-day extension to her term which expired March 20, 2021.

SHPO Patrick Lujan encouraged and looks forward to all members attending the Historic Review Board meeting next week.


8.0. ADJOURNMENT**Motion**

There being no further agenda items for discussion, Dave Lotz motioned to adjourn the meeting. The motion was seconded by Vince Leon Guerrero.

With no objections, the meeting adjourned at 4:54 p.m.


Transcribed by:

Date:


 8/18/2021

Approved by:

Date:


 8/18/21

GUAM PRESERVATION TRUST

INANGOKKON INADAHI GUAHAN



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RESOLUTION NO. _____

AUTHORIZING THE APPLICATION TO THE U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES, ADMINISTRATION FOR CHILDREN AND FAMILIES, ADMINISTRATION FOR NATIVE AMERICANS TO SUPPORT GPT PROJECT EKUNGOK I ESTORIA-TA

WHEREAS, Guam Preservation Trust (GPT) was created in 1990 under P.L. 20-151 with a mission to preserve and protect Guam's historic sites, culture, and perspectives for the benefit of our people and our future; and

WHEREAS, in GPT's enabling legislation, its first mandated purpose is to seek outside grants and donations; and

WHEREAS, GPT is a registered 501 (c) 3 non-profit organization with the Guam Department of Revenue and Taxation with mailing address PO Box 3036 Hagåtña, GU 96932 and a physical address of 167 Padre Palomo St, Hagåtña, GU 96910 and GPT is governed by a Board of Directors where currently six (6) duly confirmed members sit, and four (4) vacancies exist, and members represent historic disciplines of Archaeology, Architecture, CHamoru Culture, History, and Planning; and

WHEREAS; four (4) of the six (6) duly confirmed members of the Board identify as a person who are recognized by the eligible community to be served as having a cultural relationship with that community; and the cultural community is the CHamoru people of Guam, recognized as an eligible community to apply for grant funding from the Administration for Native Americans; and

WHEREAS, the Board of Directors have adopted the 2018-2022 Strategic Plan in 2018 which was conducted with the input of the local community of Guam and which guide the type of outcomes GPT envisions to accomplish for the community; and

WHEREAS, the proposed project *Ekungok I Estoria-ta*, is an extension to the successful pilot program of its same name and meets the conditions of GPT's 2018-2022 Strategic Plan and GPT seeks to apply for an up to three-year grant from ANA and to further implement the project which remains consistent to GPT's vision, mission, and proposed outcomes of the 2018-2022 Strategic Plan; and

WHEREAS, Administration for Native Americans (ANA) has been authorized \$20 million under the American Rescue Plan Act of 2021 to award Emergency Grants for Native American Language Preservation and Maintenance in addition to its preauthorized \$2 million for FY 22; and

WHEREAS, CHamoru is recognized as a Native American Language and GPT's *Ekungok I Estoria-ta* project is and will be tailored to assist in CHamoru language preservation through the use of Guam's historic sites;

NOW, THEREFORE BE IT **RESOLVED** the Board of Directors of the Guam Preservation Trust authorizes an application to the Department of Health and Human Services, Administration for Children and Families, Administration for Native Americans, Social and Economic Development Strategies and Native American Language Preservation and Maintenance program and designates Joe Quinata, Chief Program Officer, as its Authorized Organizational Representative to sign all applications, documents, and negotiate on behalf of the organization; and

BE IT FURTHER **RESOLVED** that the *Ekungok I Estoria-ta* Project is an up to three-year project proposed to commence on October 1, 2021 and end on or before September 30, 2024 and GPT will commit no more than 20% of project funds (matching and in-kind contributions) per project year for the entire project performance period in total matching non-federal funds required for the project.

ADOPTED on this 14th day of April, 2021 with a quorum present vote of ___ and ___ against:

ATTESTED BY:

MICHAEL MAKIO, CHAIRMAN

DAVE LOTZ, SECRETARY

GUAM PRESERVATION TRUST

Atantãno Planning for Sustainable Heritage Preserve

The Guam Preservation Trust will engage with traditional and non-traditional organizations including nonprofits, public agencies, private entities, and others with a shared interest in key preservation-related issues. We anticipate our outreach list will grow as we facilitate the development of the Atantãno Sustainable Heritage Preserve Master Plan.

Our list includes stewards of historic sites; funders of historic preservation; preservation-related governmental agencies, federal and local; nonprofit preservation organizations, national, regional, and local; university preservation programs, faculty members and students; cultural heritage tourism promoters; cultural landscape conservationists; as well as representatives of allied fields like climate, health, natural conservation, architecture, landscape design, planning, and archeology.



✓ April – May 2021

The following research is completed:

ENVIRONMENTAL

- [Phase 1 Environmental Assessment](#)
- [Atantãno River Sub-Watershed Feasibility Study](#)

ARCHAEOLOGY

- [Archaeological Survey and Restoration of Damaged Latte Set \(MARS\)](#)
- [Condition Assessment and Interpretive Plan for Atantãno Heritage Preserve. \(Enea Mongiello Bellelis\)](#)

MAPS

- [Property Land Map](#)
- [Directional Map](#)
- [Atantãno Heritage Reserve Site Plan](#)
- [Atantãno River Watershed Map](#)
- [Archaeological Site Maps](#)

PHOTOS/VIDEO

- [Vegetation](#)
- [Ariel](#)
- [River](#)

June - July 2021

Create committee to advise and assist with our targeted outreach to engage diverse parties via online surveys, listening sessions, and interviews. Continue analysis of existing research.

August 2021

Based on input gathered to date, prepare a draft framework solicit feedback via continued engagement and the help of the committee, including a user-friendly, interactive online hub. Framework will identify values, goals, and actions.

★ September 2021

Key Deliverables:

- Framework for Sustainable Heritage Preserve Master Plan
- Conservation Plan
- Cultural Resource Management Plan
- Heritage Enterprise Business Plan

October - November 2021

- Final Draft of the Atantãno Sustainable Heritage Preserve Master Plan

★ November 2021

Key Deliverable: Convene the preservation community at the Pacific Preservation Technology Summit to release the Atantãno Sustainable Heritage Preserve Master Plan

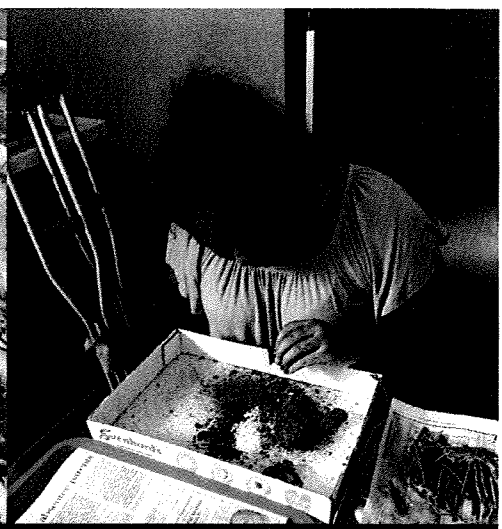
TOOLS FOR OUTREACH & ENGAGEMENT

Email: Throughout GPT's facilitation of the Atantãno Sustainable Heritage Preserve Master Plan, interested individuals can send ideas, comments, and questions to the Guam Preservation Trust at jpgpreservation@guam.net

Online Surveys: Google Survey tools designed to gather input and feedback from a broad group in the form of narrative responses, multiple choice answers, and prioritization of suggested options.

Listening Sessions: Hour-long meetings where the supermajority of the time is spent listening to feedback around specific questions. To maximize listening opportunities, participants will spend almost all of the hour divided into smaller breakout groups. A notetaker records key points.

Interviews: Video chat or phone conversations with an individual to answer a specific set of questions where the interviewee(s) bring special experience or expertise.



Guam Preservation Trust

ARCHAEOLOGY TECHNICIAN CERTIFICATE

University of Guam Global Learning and Engagement Office

June 4 - 22, 2021

INSTRUCTOR:

Anthony Alvarez with guest lectures by local archaeological experts

FOR COURSE SCHEDULE, INFORMATION,
AND REGISTRATION FORM



Or visit:

www.tinyurl.com/gpt671

FEE

\$125 admission fee. Scholarships available.

WHERE TO REGISTER

Guam Preservation Trust Office
Historic Lujan House, Hagåtña

Must be 18 years old.

Class limited to 25 participants. No pre-requisite needed.

PURPOSE

Fulfilling gap in training opportunities for scientific and analytical skills needed by employees of cultural resource management firms in the Mariana Islands. OR Continuing education in applied technical skills for employment and sparking interest for further study of CHamoru anthropology/archaeology.

COURSE DESCRIPTION

Students will be learning - field training including pedestrian survey, site mapping, and excavation; classroom lectures and discussions; hands-on exercises in laboratory analysis; interactive technical training.

For further information, please contact the
Guam Preservation Trust at 472-9439/40
or email: jqpreservation@guam.net

GUAM PRESERVATION TRUST

FY 2022

ADMINISTRATIVE & OPERATIONS

BUDGET

INTRODUCTION

The Guam Preservation Trust Fiscal Year Administration & Operations Budget is prepared annually as a fiducial duty and fiscal responsibility of the Trust Board and Staff.

Members of the GPT Budget & Finance Committee have developed a true cost program budget through the assessment of program performance and the analysis of revenues and cash flow projections to reflect current obligations and proposed outcomes.

The proposed FY 2022 Administration and Operations Budget total of \$656,727.77 reflects an increase of \$45,272.15 from FY 2021(\$611,455.62). Estimated revenue of \$600,000.00 from Building Permit Fees is anticipated accumulatively by the end of Fiscal Year 2022. The anticipated revenue does not include other revenues from grants and donations (estimated at \$250,000.00). Personnel (Five FTE) costs account for about 50% of the total budget with remaining 50% account for operations and other administrative costs.

GUAM PRESERVATION TRUST – FY 2022 BUDGET

A. PERSONNEL

SUBTOTAL: \$344,325.43

POSITION TITLE	SALARY	% OF TIME	MONTHS	TOTAL
Chief Program Officer		100	12	85,404.51
Administrative Service Coordinator		100	12	68,207.56
Development Officer		100	12	49,612.54
Program Officer		100	12	51,100.82
Program Officer		100	12	45,000.00
Program Officer		100	12	45,000.00
Sub-Total				344,325.43

Justification: This represents employee salaries.

Budget reflects additional Program Officer position. No change for all other staff.

B. FRINGE BENEFITS

SUBTOTAL: \$104,720.90

FICA	26,340.90
Health Insurance	70,000.00
Retirement Plan	7,630.00
Workman’s Compensation	750.00
Sub-Total	104,720.90

Justification: This represents FICA, and Workman’s Compensation rated based on gross salaries with the following itemized fringe benefits:

- Health Benefits offered at full coverage to employee and dependents. Increased rates are payable in December for calendar year effective for January 2022 coverage.
- Retirement Plan – Employer portion is 3% of gross for Simple IRA plan matching employee’s contribution and benefit offered to employees after 1 year of service

C. UTILITIES/COMMUNICATION/INSURANCE

SUBTOTAL: \$50,000.00

Telephone	4,000.00
Internet Services	2,000.00
Utility – GPA	16,000.00
Utility – GWA	1,500.00
Insurance (Property, Events & Contents)	26,500.00
Sub-Total	50,000.00

Justification: No change from FY21.

- Telephone Line Services are for 472-9439/40 and fax 477-2047
- Internet Service is Docomo Pacific; Website is for annual maintenance fee with Ideal Advertising
- Utilities (GPA & GWA) for Power and Water Consumption for Lujan House & Cliff Unit

- Property, Contents, Events Insurance coverage for the Lujan House/GPT Office

D. STAFF TRAVEL **SUBTOTAL: \$7,000.00**

Off-island travel to Washington D.C. & Barcelona, Spain	7,000.00
Sub-Total	7,000.00

Justification: No change from FY21.

- Travel to Washington D.C to defend the National Historic Landmark grant application
- Per diem to present at the Pompeu Fabra University in Barcelona, Spain

E. EQUIPMENT **SUBTOTAL: \$4,000.00**

Copier Lease	4,000.00
Sub-Total	4,000.00

Justification: No change from FY21.

The current copier lease is with Xerox Corporation and was obtained following procurement procedures.

F. AUTOMOBILE EXPENSE **SUBTOTAL: \$6,500.00**

Maintenance	2,000.00
Insurance	4,000.00
Safety and Registration Fees	500.00
Sub-Total	6,500.00

Justification: No change from FY21.

Automobile expenses are for the Trust's vehicles (Truck and Van). Maintenance, insurance, vehicles safety and registration, and fuel are basic necessities to maintain the vehicles for staff use.

G. SUPPLIES **TOTAL: \$1,800.00**

General Office Supplies	1,800.00
Sub-Total	1,800.00

Justification: No change from FY21.

General office supplies for administrative operations, projects, and programs for the year.

H. CONTRACTUAL **TOTAL: \$97,000.00**

Accounting Services	29,000.00
Audit Services	25,000.00
Legal Services	7,000.00
Technological Services	1,000.00
Maintenance & Landscaping Services	5,000.00
Atantano Interpretive/Trail Development	30,000.00
Sub-Total	97,000.00

Justification: No change from FY21

The following are contractual services:

- Contractual Accounting service is with Deloitte & Touche.
- Audit services for three-year agreement as prescribed by the Office of the Public Auditor.
- Contractual legal service is currently with Attorney Vanessa Williams.
- Technological Services is needed for maintenance and upkeep of the computer systems
- Yard Cleaning & Landscaping Maintenance (Lujan House & Cliff Grounds Maintenance fee)
- Atantano Feasibility Study/Master Plan

I. STIPENDS

TOTAL: \$7,000.00

Board stipends – 10 members @ \$50.00 per meeting X 14 meetings	7,000.00
Sub-Total	7,000.00

Justification: No change from FY21.

In accordance with GPT By-laws and approval by GPT Board motion, GPT Board members receive a \$50.00 stipend for attending Regular and Special Board meetings.

J. ADVERTISEMENT

TOTAL: \$3,100.00

GPT Board Meeting Advertisements 14 @ \$150.00	2,100.00
Request for Proposals, and other GPT announcement advertisements	1,000.00
Sub-Total	3,100.00

Justification: No change from FY21.

- In accordance with public law and GPT by-laws, Regular & Special Board meetings must be advertised.
- Advertisement for Request for Proposals (to comply with Procurement Regulations) another GPT announcements.

K. POST OFFICE / POSTAGE

TOTAL: \$300.00

1. Annual Postal Box Fee	90.00
2. Postage	210.00
Sub-Total	300.00

Justification: No change from FY21.

- Annual Postal Box Fee for PO Box 3036, Hagåtña, Guam 96932
- Postage

L. DUES & SUBSCRIPTION**TOTAL: \$1,350.00**

Association of Preservation Technology Membership	500.00
National Preservation Partners Network	500.00
NTHP Forum Membership	350.00
Sub-Total	1,350.00

Justification: No change from FY21.

- Membership with the National Trust for Historic Preservation & Partnership level entitles GPT to participate in Preservation programs on the National level.
- Dues & Subscription to various Preservation Resources for updates in the preservation efforts and programs and expanding partners in preservation
- Membership to the Association of Preservation Technology entitles GPT to participate and review technological advances, resources, and methods in preservation

M. EMPLOYEE INCENTIVES**TOTAL \$15,000.00**

Performance Bonuses	15,000.00
Sub-Total	15,000.00

Justification: No change from FY21.

- Performance Bonuses are based on performance evaluations and as approved by GPT Board Action.

N. MISCELLANEOUS**TOTAL \$14,631.44**

1. Contingency Fund (1.5% of overall budget)	9,631.44
2. Discretionary Funds	5,000.00
Sub-Total	14,631.44

Justification: Increase in contingency due to decrease in personnel and contractual budget.

- Miscellaneous expenses are unforeseen expenditures not categorized and needed for operations or projects to be effective. 1.5% of overall budget. All expenses reported to the Board.
- Discretionary funds are expenditures authorized by the Chief Program Officer and for purchases or services of \$500.00 and below.

TOTAL**\$656,727.77**

GUAM PRESERVATION TRUST ACCOUNTING SUMMARY

For Period Ending: APRIL 30, 2021

ADMIN & OPERATIONS	BOARD APPROVED	YTD EXPENSE	BALANCE
	\$ 611,455.62	\$ 290,791.38	\$ 320,664.24
BOARD FUNDED INITIATIVES			
Talaifak Bridge Signage	\$ 13,000.00	\$ 4,761.00	\$ 8,239.00
Capital Campaign	\$ 20,000.00	\$ 266.25	\$ 19,733.75
Architectural Book for Guam	\$ 49,500.00	\$ 49,500.00	\$ -
Printing	\$ 6,973.00	\$ 6,973.00	\$ -
Launch	\$ 700.00	\$ 375.28	\$ 324.72
Teaching with Historic Places	\$ 14,400.00	\$ 6,302.50	\$ 8,097.50
Latte Quarrying Project	\$ 6,200.00	\$ 2,591.85	\$ 3,608.15
Humatak Revitalization Plan	\$ 50,000.00	\$ 50,000.00	\$ -
Printing	\$ 3,100.00	\$ 3,100.00	\$ -
Archbishop Flores Hse Purchase	\$ 250,000.00	\$ -	\$ 250,000.00
Fencing & Cleanup	\$ 10,000.00	\$ 6,493.30	\$ 3,506.70
Latte in the Marianas	\$ 5,428.00	\$ 84.12	\$ 5,343.88
Preservation of People & Culture	\$ 10,000.00	\$ 7,000.00	\$ 3,000.00
Ekungok I Estoriata GPT Matching fund			
World Heritage Training	\$ 500.00	\$ 189.60	\$ 310.40
Section 106 Essentials Training	\$ 7,000.00	\$ -	\$ 7,000.00
Board Orientation	\$ 800.00		\$ 800.00
Cliff Condominium Renovation	\$ 9,000.00	\$ 6,420.00	\$ 7,420.00
Amendment 3/10/2021	\$ 4,840.00		
Archaeology Workshop-Atantano	\$ 2,500.00		\$ 2,500.00
Marianas History Conference	\$ 6,200.00	\$ 6,200.00	\$ -
SUBTOTAL	\$ 470,141.00	\$ 150,256.90	\$ 319,884.10
ETHNOGRAPHY & ORAL HISTORY			
SUBTOTAL	\$ -	\$ -	\$ -
REPAIR, REHABILITATION, RESTORATION AND RENOVATION			
Guam Legislature	\$ 2,759,277.75	\$ 2,758,678.37	\$ 24,700.00
CO1 (GPT 24,100.62; Leg 44758.28)	\$ 24,100.62		
CO2, CO3, CO4 No Cost to GPT			

Repair, Rehab, Restore (Continued)			
4 Inalahan Homes-Const Mgt	\$ 128,960.00	\$ 96,824.00	\$ -
Adjust to delete Meno House	\$ (32,136.00)		
Antonia Chargualaf House	\$ 393,350.00	\$ 393,350.00	\$ -
Rosario House - A&E	\$ 96,488.47	\$ 50,574.12	\$ 45,914.35
Amendment - Archaeo Monitoring	\$ 2,200.00	\$ 1,872.00	\$ 328.00
Amendment 10/14/20 motion	\$ 38,137.50	\$ 38,137.50	\$ -
San Nicolas House - A&E	\$ 83,217.21	\$ 83,217.21	\$ -
George Flores A&E	\$93,935.70	\$ -	\$ 93,935.70
SUBTOTAL	\$ 3,587,531.25	\$ 3,422,653.20	\$ 164,878.05

ARCHAEOLOGY RESEARCH			
Guam Rock Art Study	\$ 12,000.00	\$ 9,600.00	\$ 2,400.00
Spanish Shipwrecks in Guam	\$ 16,096.16	\$ 11,267.31	\$ 4,828.85
SUBTOTAL	\$ 28,096.16	\$ 20,867.31	\$ 7,228.85

PUBLIC INTERPRETATION AND PRESENTATION			
Learning Chamoru Preserving Values	\$ 9,950.00	\$ 7,960.00	\$ 1,990.00
Kantan Hereru-A Blacksmith's Film	\$ 7,660.00	\$ 6,128.00	\$ 1,532.00
Modern Guam Rises from Destruction of War 1945-1970	\$ 37,962.00	\$ 16,096.16	\$ 21,865.84
SUBTOTAL	\$ 55,572.00	\$ 30,184.16	\$ 25,387.84

ARCHIVAL RESEARCH			
SUBTOTAL	\$ -	\$ -	\$ -

ARCHITECTURAL RESEARCH			
FQ Sanchez A & E	\$ 208,054.00	\$ 207,554.00	\$ 500.00
Amendment 1	\$ 35,608.00	\$ 35,608.00	\$ -
Guam Courthouse Restoration	\$ 50,000.00	\$ -	\$ 50,000.00
SUBTOTAL	\$ 293,662.00	\$ 243,162.00	\$ 50,500.00

HISTORIC PROPERTY DOCUMENTATION & REGISTER NOMINATION			
SUBTOTAL	\$ -	\$ -	\$ -

GRANTS AWARDED TO GPT*			
*Take Care Heritage/Health Comm	\$ 3,000.00	\$ 2,027.16	\$ 972.84
*Org of American Historians	\$ 9,940.00	\$ 1,024.00	\$ 8,916.00
*Pacific Pres Technology - DOI	\$ 94,801.00	\$ 7,650.00	\$ 87,151.00
*Richard & Julia Moe Grant Ekungok I Estoriata	\$ 10,000.00	\$ 7,474.55	\$ 2,525.45
*World Heritage Workshop - DOI	\$63,217.00	\$ 38,026.65	\$ 25,190.35
*NTHP Archaeology Workshop	\$ 2,500.00	\$ -	\$ 2,500.00
Humanities Guahan-Ekungok Estoriata	\$ 10,000.00	\$ -	\$ 10,000.00
Humanities Guahan-Kumision	\$ 7,400.75	\$ 6,500.00	\$ 900.75
Esoriata - Hinanao-ta Exhibit			
GEDA - Ekungok I Estoriata	\$ 6,563.00	\$ -	\$ 6,563.00
Sub-Total	\$ 207,421.75	\$ 62,702.36	\$ 144,719.39

TOTAL OBLIGATED FUNDS	\$ 5,253,879.78	\$ 4,220,617.31	\$ 1,033,262.47
CURRENT FUND BALANCES			\$ 1,827,278.83
<i>Bank of Guam Checking</i>	\$ 211,784.76	4/30/2021	
<i>Bank of Guam Trust</i>	\$ 28,597.65	4/30/2021	
<i>Merrill Lynch</i>	\$ 711,457.52	4/30/2021	
<i>RBC Capital Markets LLC</i>	\$ 370,511.79	4/30/2021	
<i>Fidelity Investments</i>	\$ 504,926.88	4/30/2021	
<i>TD Ameritrade</i>	\$ 0.23	4/30/2021	
TOTAL	\$ 1,827,278.83		
Fund Less Obligated Funds			
Restricted for Grants & Projects			\$ 794,016.36

PROJECTS IN QUEUE	
<i>FQ Sanchez Rehabilitation</i>	\$ 2,200,000.00
<i>George Flores House - Rehab</i>	<i>To Be Determined</i>
<i>Agana Basilica Bell Tower</i>	\$ 150,000.00
<i>San Nicolas House - Construction</i>	\$ 920,000.00
<i>Rosario House - Construction</i>	\$ 1,265,000.00
<i>Archbishop Flores - A&E</i>	\$ 150,000.00
<i>Lujan House Repairs</i>	\$ 50,000.00
TOTAL	\$ 4,735,000.00

GPT FY21 ADMINISTRATION & OPERATIONS EXPENDITURE REPORT AS OF APRIL 30, 2021												
PERSONNEL	APPROP	OCT	NOV	DEC	JAN	FEB	MAR	APRIL	YTD EXP	BALANCE		
CPO	\$ 85,404.51	6569.58	6569.58	9854.37	6569.58	6569.58	6569.58	6569.58	\$ 49,271.85	\$ 36,132.66		
ASC	\$ 68,207.56	5246.76	5246.76	7870.14	5246.76	5246.76	5246.76	5246.76	\$ 39,350.70	\$ 28,856.86		
Program Officer AT	\$ 51,100.82	3930.84	3930.84	5896.26	3930.84	3930.84	3930.84	3930.84	\$ 29,481.30	\$ 21,619.52		
Program Officer CL	\$ 47,250.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$ -	\$ 47,250.00		
Development Officer	\$ 49,612.54	3816.34	3816.34	5724.51	3816.34	3816.34	3816.34	3816.34	\$ 28,622.55	\$ 20,989.99		
Performance Bonus	\$ 15,000.00									\$ 15,000.00		
FICA	\$ 23,070.52	1496.61	1496.61	2244.91	1496.61	1496.61	1496.61	1496.61	\$ 11,224.57	\$ 11,845.95		
Insurance	\$ 70,000.00	4764.00	4764.00	5186.00	5186.00	5186.00	5186.00	5186.00	\$ 35,458.00	\$ 34,542.00		
Wkms Comp	\$ 750.00	551.98							\$ 551.98	\$ 198.02		
Retirement	\$ 9,047.27	827.92	827.92	1241.88	827.92	827.92	790.06	427.92	\$ 5,771.54	\$ 3,275.73		
Utility/Comm/Insur	\$ 50,000.00	7302.77	7049.71	7046.48	7042.03	1298.00	1489.61	1781.34	\$ 33,009.94	\$ 16,990.06		
TRAVEL	\$ 7,000.00									\$ 7,000.00		
EQUIPMENT	\$ 4,000.00		238.83			721.18	261.08	250.81	\$ 1,471.90	\$ 2,528.10		
SUPPLIES	\$ 1,800.00		140.91	51.63	85.53	453.73		180.14	\$ 911.94	\$ 888.06		
CONTRACTUAL												
Accounting	\$ 29,000.00		3999.98	1368.42	1368.42	236.84	2210.52	7368.41	\$ 16,552.59	\$ 12,447.41		
Audit	\$ 25,000.00			9260.00	13890.00				\$ 23,150.00	\$ 1,850.00		
Legal	\$ 7,000.00									\$ 7,000.00		
Tech Maintenance	\$ 1,000.00	424.13	150.00	150.00	150.00	180.00	150.00	150.00	\$ 1,354.13	\$ (354.13)		
Landscaping	\$ 5,000.00	475.06	725.06	475.06	725.06	475.06	725.06	725.06	\$ 4,325.42	\$ 674.58		
Atantano Prop Plan	\$ 30,000.00									\$ 30,000.00		
VEHICLE EXPENSES	\$ 6,500.00	2413.81				213.00			\$ 2,626.81	\$ 3,873.19		
STIPEND	\$ 7,000.00	300.00	300.00		250.00	350.00	300.00	300.00	\$ 1,800.00	\$ 5,200.00		
ADVERTISEMENT	\$ 3,100.00	138.00	138.00	138.00	138.00	138.00	138.00	276.00	\$ 1,104.00	\$ 1,996.00		
POSTAGE	\$ 300.00	136.00		69.05			11.00	22.00	\$ 238.05	\$ 61.95		
DUES/SUBSCRPTN	\$ 1,350.00									\$ 1,350.00		
MISCELLANEOUS	\$ 13,962.40	150.00				1626.02	2174.70	563.39	\$ 4,514.11	\$ 9,448.29		
SUB-TOTAL	\$ 38,543.80	\$ 39,394.54	\$ 56,576.71	\$ 50,723.09	\$ 32,765.88	\$ 34,496.16	\$ 38,291.20	\$ 290,791.38				
TOTAL	\$ 611,455.62	\$ 572,911.82	\$ 533,517.28	\$ 476,940.57	\$ 426,217.48	\$ 393,451.60	\$ 358,955.44	\$ 320,664.24		\$ 320,664.24		



May 3, 2021

Mr. Joseph E. Quinata
Chief Program Officer
Guam Preservation Trust
P.O. Box 3036
Hagåtña, Guam 96932

Re: **FQ Sanchez School Renovation**
Humåtak, Guam
RIM Project Number: 144067

Dear Mr. Quinata,

We are pleased to present you with this Scope of Work and Fee Proposal to provide professional services for the FQ Sanchez School Renovation project located in Humåtak, Guam.

Project Description

The project is located Humåtak, Guam. The site is situated at the foot of the hills, along San Dionisio Drive, looking out Humåtak Bay.

RIM Architects previously provided design and document services for the purposes of obtaining building permits and for construction, in order to renovate the existing site and buildings. The goal of those documents was to repair the facility so that it can be used again, so that the structure would be rehabilitated to be safe and protected from further degradation, and that it would be more access friendly. And, in the process, to bring back the historical character that had been hidden for so long.

Since the documents were completed several years ago, in order to proceed with permitting and construction, they must have all the professional license stamps updated and signed again. As requested, a fee to update the cost estimate is provided.

In addition, with the long delay and changes required by the impact of COVID-19, we are proposing to update the plans. The plans were finished in 2015, based on a structural survey of the facility at that time. Our concern is that since then, the building has deteriorated further, and will likely require additional remedial work to be documented on plans. The impact of COVID on design has pushed mechanical systems to provide reliable fresh air in the air conditioning systems. Previously, as historically done, the system used the operable windows to provide fresh air. With the heightened focus on airborne diseases, the practicality of opening a window when the

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Suite 300
Hagåtña, Guam 96910

www.rimarchitects.com

a/c is running is no longer acceptable and a new few air system needs to be added to the system. Unfortunately, this will require additional power to be documented by the electrical engineer, and design and coordination time by the architect to ensure the system is provided with minimal impact on the spaces.

As requested, a fee for selecting furniture for bid purposes is included.

The proposal for Construction Contract Services, including assistance with Permitting and Bidding, will be provides under separate cover.

RIM Architects Scope of Services

RIM Architects will provide Architectural Services for the creation of Construction Documents sufficient to obtain a Building Permit, Contractor's Bidding, and Construction.

Consultant Services

- a. Civil Engineering
- b. Structural Engineering
- c. Mechanical-Plumbing Engineering
- d. Electrical Engineering
- e. Cost Estimating

Design Phases and Administration

Plans Restamping and Signatures

If updating the drawings is not approved, then the plans as finalized in 2015 will be provided with current professional stamps and wet signatures.

Deliverables: Construction Documents, Specifications, and Cost Estimate

Duration: 3 weeks

Site Investigation

If updating the drawings is approved, the Structural Engineer will perform a site investigation and review visible structural conditions. Deconstructive survey is NOT included.

Deliverables: Site Investigation Summary

Duration: 1 week

Construction Document Update:

If updating the drawings is approved, RIM will prepare the Construction Document package including the following deliverables:

Deliverables: Construction Documents; including drawings, specifications, and updated Cost Estimate. This set of documents will be utilized for permitting and bidding.

Documents by each engineering and design discipline.

Cost Estimate by the Cost Estimator

Duration: 4 weeks

FF&E Services

RIM Architects will provide FF&E Design Services as required for this project. We understand that it is our responsibility to make selections and prepare specifications for all guest, office, museum, and classroom related FF&E items.

These selections will be documented in a technical specifications package. We will also provide a tabulation sheet that can be used as the template for the bid submissions. These documents will be included as an addendum to the Guam Preservation Trust's administered Requests for Proposals.

It is our understanding that the Guam Preservation Trust will coordinate the bid process, bid analysis, and all procurement related tasks including scheduling of delivery and installation.

Services:

PROGRAMMING

- Coordination with GPT Representatives to define specific room requirements for furniture and material preferences
- Create Preliminary FF&E plan
- Define seating requirements /preferences
- Define Budget

CONCEPT PHASE

- Refine Furniture layout plan based upon GPT input
- Make preliminary furniture recommendations
- Design material and color direction specific to sample manufacturer
- Prepare Concept package with illustrations
- Prepare digital color boards to illustrate FF&E and interior architectural finishes
- Coordinate with a pre-determined vendor for preliminary overall cost estimate. This will not disallow this vendor from participating in the bid process

- Submittal Concept FFE package to GPT and Presentation meeting

DESIGN DEVELOPMENT PHASE

- Review meeting with GPT for comments on Concept FF&E Package
- Refine specification per GPT comments, Revise plans as needed
- Coordinate with all power, lighting, and communication needs
- Submittal package to GPT

FF&E BID PACKAGE PREPARATION

- Preparation of Procurement Data Sheets (specs) with illustrations
- Prepare Cost Summary Template
- Respond to Vendor RFIs during the bid period, as requested by GPT
- Bid Analysis support and input.

INSTALLATION

- Site visit after installation – punch list
- Post Punch list review – site visit

EXCLUSIONS

This proposal does not include design, specification, or general services for the following:

- Small accessory items like trash cans, recycle centers, clocks, large and small kitchen appliances.
- Audio/Visual or IT equipment
- Electronic items such as copiers, electronic white boards
- Production of the full RFP bid package
- Coordination of the bid process
- Procurement Services

Owner Responsibilities

The Owner shall provide user coordination and information for furniture requirements.

Professional Fees & Schedule

Professional Design Fees; plans restamp, update cost estimate:

ARCHITECTURAL FEE:	\$ 510
CONSULTANTS:	
Civil & Structural Engineering	\$ 472
Mechanical Engineering	\$ 590
Electrical Engineering	\$ 590

<u>Cost Estimate</u>	\$ 14,219
<u>Subtotal Design Fees</u>	\$ 16,381
<u>GRT @ 5.25%</u>	\$ 860
TOTAL DESIGN FEE:	\$ 17,241

Professional Design Fees; update documents for structure, a/c design:

ARCHITECTURAL FEE:	\$ 1,710
CONSULTANTS:	
Structural Engineering	\$ 3,068
Mechanical Engineering	\$ 8,260
<u>Electrical Engineering</u>	<u>\$ 2,950</u>
<u>Subtotal Design Fees</u>	<u>\$ 15,988</u>
<u>GRT @ 5.25%</u>	<u>\$ 839</u>
TOTAL CCA FEE:	\$ 16,827

Professional Design Fees; furniture bid package:

ARCHITECTURAL FEE:	\$ 16,955
<u>GRT @ 5.25%</u>	<u>\$ 890</u>
TOTAL FFE FEE:	\$ 17,845

Estimated Reimbursables: \$ 1,980

This includes one wet signed and stamped set of drawings (full size) and specifications, and five sets of prints for permit submittal.

The Guam Gross Revenue Tax value shown here is as required by the Government of Guam at the time of the proposal letter. We reserve the right to adjust as required by the Government of Guam, including any new tax or fees applied after the approval of this proposal letter.

Exceptions

The following are selected conditions which may be desired at a future stage, but are not included in this proposal. We welcome discussions to complete these items should you desire. This list is not intended to be comprehensive and is provided as a subset of possible conditions.

- A. Public/Agency Architectural Design Review
- B. Zoning

- C. Front end Bidding Documents including Invitations to Bid, Addenda and Contracts between Owner and Contractor
- D. Boundary / Topographical Surveying
- E. Geo-technical Investigation and Recommendations
- F. Design Services beyond described in this Proposal
- G. Construction Contract Administration
- H. Hazardous materials / Biological Vector Investigation and Mitigation
- I. Ordnance Investigation and Mitigation
- J. Radon Investigation and Mitigation
- K. Cultural, Historical, and Biological Resource Investigation and Mitigation
- L. Submission of Application for Permit
- M. Permit and Utility Development Fees
- N. LEED Compliance
- O. Graphics and Wayfinding Design
- P. Exterior Signage
- Q. Art Selection and Procurement Services
- R. Redesign fees due to Value Engineering
- S. Traffic Surveying and Engineering
- T. Utility Company Clearances
- U. GEPA Permit Documents; SWPPP, EPP, NOI, and Solid Waste Management Program

This Proposal includes *Exhibit A: Terms and Conditions* below. We may enter into a formal AIA Owner/Architect Agreement once the scope and fee have been agreed to. Refer to the attached Reimbursable Expense spreadsheet for anticipated reimbursable expenses for the Project, if attached.

Conclusion

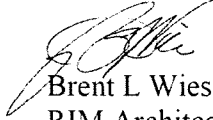
We trust that this proposal has adequately summarized the project parameters and the subsequent efforts. If you have any questions, please do not hesitate to contact us and we will provide clarification.

This proposal shall be valid for a period of sixty (60) days from the date of proposal submittal.

Upon authorization, we will proceed with the scope of work detailed above unless notified of any changes in writing. Please endorse and return one copy of this proposal.

Thank you for the opportunity and we look forward to working with you on this project.

Best Regards,



Brent L. Wiese, AIA NCARB LEED AP BD+C
RIM Architects (Guam), LLC

Authorized By:

Mr. Joseph E. Quinata, Guam Preservation Trust Chief Program Officer (Signature)

Date

Exhibit A: Terms and Conditions

Reimbursable Expenses

In addition to fees noted in the Proposal, unless specifically included in the fee, are typical reimbursable expenses such as plotting, printing, delivery, courier services, long distance communications, travel expenses, and other standard items which will be billed separately at 1.1 times of that amount billed to RIM Architects.

Compensation & Payment

Invoices will be processed every 30 days on the first of the month. Payments over 30 days beyond receipt of invoice shall bear an interest rate of 1.5% per month, compounded monthly. RIM Architects may, after giving prior written notice to the Client, suspend services under this Agreement until payment has been made in full of all amounts past due. In the event that any portion of an account remains unpaid 60 days after billing, the Client shall pay all costs of collection, including reasonable attorney's fees.

Additional Services

Additional services above and beyond the written scope of work contained in the Proposal shall be billed at RIM Architects' current hourly rates or an agreed upon lump sum fee. Additional services shall be approved in writing prior to commencement of said services.

If it is understood and agreed that RIM Architects' Basic Services under this Agreement do not include Construction Contract Administration services (including project observation, review of the Contractor's performance, or any other construction phase services), then such services will be provided by the Client. The Client assumes all responsibility for interpretation of the Contract Documents, for construction observation and supervision, and waives any claims against RIM Architects that may be in any way connected thereto.

Opinion of Probable Costs

In providing opinions of probable cost construction cost, the Client understands that RIM Architects has no control over the costs or the price of labor, equipment or materials, or over the Contractor's method of pricing, and that the opinions of probable construction costs provided herein are to be made on the basis of RIM Architects' qualifications and experience. RIM Architects makes no warranty, expressed or implied, as to the accuracy of such opinions as compared to bid or actual costs.

Liability Limitations

In recognition of the relative risks and rewards of the project to both the Client and

RIM Architects, the risks have been allocated such that the Client agrees that, to the fullest extent permitted by law, RIM Architects' total liability to the Client for any and all injuries, claims, losses, expenses, damages or claim expenses arising out of this agreement from any cause, shall not exceed the amount of the fee. Client agrees to indemnify and hold harmless RIM Architects for all liabilities in excess of that amount. RIM Architects will maintain worker's compensation insurance and general liability insurance as required by law. RIM Architects does not extend additional warranties or liability limitations above and beyond those noted above for each individual RIM Architect consultant associated with the proposal of services.

Indemnification

RIM Architects agrees, to the fullest extent permitted by law, to indemnify and hold the Client harmless from any damage, liability of cost (including reasonable attorney's fees and costs of defense) to the extent caused by RIM Architects' negligent acts, errors, or omissions in the performance of professional services under this Agreement and those of RIM Architects' sub consultants, or anyone for whom RIM Architects is legally liable. RIM Architects is not obligated to indemnify the Client in any manner whatsoever for the Client's own negligence.

The Client agrees, to the fullest extent permitted by law, to indemnify and hold RIM Architects harmless from any damage liability or cost (including reasonable attorneys' fees and costs of defense) to the extent caused by the Client's negligent acts, errors or omissions and those of the Client's contractors, subcontractors, consultants, or anyone for whom the Client is legally liable, and arising from the project that is the subject of this Agreement.

Termination or Suspension

If the Owner fails to make payments to RIM Architects in accordance with this Agreement, such failure shall be considered substantial nonperformance and cause for termination or, at RIM Architects' option, cause for suspension of performance of services under this Agreement. If RIM Architects elects to suspend services, the RIM Architects shall give seven days' written notice to the Owner before suspending services. In the event of a suspension of services, the RIM Architects shall have no liability to the Owner for delay or damage caused the Owner because of such suspension of services. Before resuming services, RIM Architects shall be paid all sums due prior to suspension and any expenses incurred in the interruption and resumption of RIM Architects' services. RIM Architects' fees for the remaining services and the time schedules shall be equitably adjusted.

If the Owner suspends the Project, RIM Architects shall be compensated for services performed prior to notice of such suspension, including all costs associated with the suspension of services. When the Project is resumed, RIM Architects shall be

compensated for expenses incurred in the interruption and resumption of RIM Architects' services. RIM Architects' fees for the remaining services and the time schedules shall be equitably adjusted.

Either party may terminate this Agreement upon not less than seven days' written notice should the other party fail substantially to perform in accordance with the terms of this Agreement through no fault of the party initiating the termination. The Owner may terminate this Agreement upon not less than seven days' written notice to RIM Architects for the Owner's convenience and without cause. In the event of termination not the fault of RIM Architects, RIM Architects shall be compensated for services performed prior to termination, together with Reimbursable Expenses.

Ownership of Documents

RIM Architects and RIM Architects' consultants shall be deemed the authors and owners of their respective Instruments of Service, including the Drawings and Specifications, and shall retain all common law, statutory and other reserved rights, including copyrights. Submission or distribution of Instruments of Service to meet official regulatory requirements or for similar purposes in connection with the Project is not to be construed as publication in derogation of the reserved rights of RIM Architects and RIM Architects' consultants.

In the event the Owner uses the Instruments of Service without retaining the author of the Instruments of Service, the Owner releases RIM Architects and RIM Architects' consultant(s) from all claims and causes of action arising from such uses. The Owner, to the extent permitted by law, further agrees to defend, indemnify and hold harmless RIM Architects and its consultants from all costs and expenses, including the cost of defense, related to claims and causes of action asserted by any third person or entity to the extent such costs and expenses arise from the Owner's use of the Instruments of Service under this Section. Instruments of Service may not be used by the Client for any other endeavor without RIM Architects' written consent.

Dispute Resolution

All claims, disputes and other matters between the Client and RIM Architects arising out of or in any way related to this Agreement or the breach thereof shall be subject to mediation. The Client and RIM Architects shall endeavor to resolve claims and disputes in accordance with the Construction Industry Mediation Rules of the American Arbitration Association currently in effect. Request for mediation shall be filed in writing. Both parties shall share the mediator's fee and any filing fees equally. Mediation shall be held in the place where the project is located, unless another location is mutually agreed upon. Agreements made as a result of mediation shall be enforceable and considered final. In the event mediation fails to resolve the dispute. The parties' only recourse shall be to submit the dispute to arbitration in

accordance with the American Arbitration Association Rules.

In the event that RIM Architects proceeds to perform services, at the wish of Client and prior to the execution by the Client of these terms and conditions, Client will be bound by the terms and conditions as of the time of transmittal of these terms and conditions by mail, facsimile or e-mail unless objected to and until the time of similar transmittal notice of said objection from Client.

GUAM PRESERVATION TRUST

Projects & Program Summary

For Period Ending: April 30, 2021

Repair, Restoration or Renovation of Historic Buildings and Structures

PROJECT NAME	APPLICANT	DATE APPROVED/ COMPLETION	AMOUNT APPROPRIATED	MILESTONES
Rosario House, Hagatna - A&E Design (AT)	GPT Board Initiative	01/31/2018	\$96,488.47	<ul style="list-style-type: none"> • Board Approval 1/31/18 • Contract Awarded to Provido Tan Jones Architects (2/20/18) • Soils testing at Rosario house done end of June. • Contract extended to include archaeological monitoring of Rosario house. • Board on 1/17/2020 had concerns of the Rosario House design relative to the Hagatna water table and requested a redesign. • Board approved additional scope of work and fee proposal for Rosario House. • Amendment to contract is currently being reviewed by Legal Counsel. • Board approved proposal • The A&E for the Rosario with additional design work completed and will enter the phase of construction upon availability of funds. • Project in closeout phase • 99% complete
		10/14/2020	\$38,137.50	
George Flores House, Inarajan A/E Design Phase	GPT Board Initiative	10/14/2020/ Completion Date: 10/14/2021	\$93,935.70	<ul style="list-style-type: none"> • Board approved A/E Design Fee Proposal from Provido Tan Jones Architects.

				<ul style="list-style-type: none"> • Contract Agreement signed and project ongoing. • Project orientation and clarification of preservation treatment meeting by ZOOM conducted in December with design team. • PTJA working with DCA to proceed with the HSR structural analysis • Project ongoing 1% complete
FQ Sanchez A&E (JQ)	GPT Board Initiative	12/18/14 6/4/15	208,054.00 35,608.00	<ul style="list-style-type: none"> • Contract awarded 12/18/14 • Amendment 6/4/15 • Balance \$500 remaining
Guam Historic Courthouse Restoration Planning Project Grant (AT)	Judiciary of Guam	9/6/19 Completion Date: 12/31/2021	\$50,000	<ul style="list-style-type: none"> • NOA provided and awaiting orientation meeting to discuss contract. • Orientation/Implementation meeting scheduled 12/17 with courthouse key stakeholders. Report 1 to be received in March 2020. • Report #2 received. Request for extension from December 2020 to December 2021 due to COVID 19. No cost extension approved after receipt of new milestone timeline. • Received Report #3. Project to get back on track January 2021 as Courthouse had to address COVID19 issues and the reopening of court first. • Report #4 received. an RFP needs to be sent out again for an AE team; Court working on placing an ad to obtain AE services. Next report is due April 30. • Project ongoing and is at 0% complete.

Public Interpretation and Presentation

PROJECT NAME	APPLICANT	DATE APPROVED/ COMPLETION	AMOUNT APPROPRIATED	MILESTONES
I Hinanao-Ta Exhibition (Kumision Estoria-ta)	Guahan Humanities CARES Act Grant	10/30/2020 Completion Date: 6/30/2021	\$7,400.75	<ul style="list-style-type: none"> Project ongoing
Ekungok I Estoria-ta Project (AT)	GPT Board Initiative	2/22/19 Completion Date: 7/31/2021	\$10,000 GPT match \$10,000 NTHP Partners Network/Moe Family grant = \$20,000	<ul style="list-style-type: none"> Orientation meeting with Chamoru studies completed. Draft MOU with GDOE and CSSPD created Flyers and website information created Professional Development Phase of Project ongoing and to be completed by end of September. Musical accompaniment phase to begin. Project Launch postponed to October/November 2020 to allow GDOE teachers to open schools first and adjust to the new school year. Musical component completed. Orientation awaiting in October or November. Applying for a grant with Humanities Guahan and GEDA for additional funds to continue project. Quotations for printing of 500pcs. Lesson Plans have been received. Final copy for print under final editing. PBS Guam added as a project partner and will do 10 video vignettes for the 10 sites in February. ZOOM meeting with teachers conducted to request their

				<p>narratives and inform them of the film schedule.</p> <ul style="list-style-type: none"> Project ongoing and is at is at 75% complete with remaining items to be done with PBS Guam.
<p>Ekungok I Estoria-ta Project II (Additional 10 Sites)</p>	<p>GEDA CARES Act Grant Guahan Humanities CARES Act</p>	<p>10/30/2020</p> <p>Completion Date: 7/31/2021</p>	<p>\$6,563.00</p> <p>\$10,000.00</p>	<ul style="list-style-type: none"> Project website and flyer created. Orientation meeting with CHamoru teachers done via ZOOM at their December meeting. Sign up in progress and list to be completed in January 2021. 9 teachers have signed up and will begin their professional development on February 7. Narratives complete, songwriting in progress, PBS filming ongoing, narrative reading scheduled during April. Project ongoing and is at 25% complete.
<p>Modern Guam Rises from the Destruction of War: 1945-70 (Phase II) Grant</p>	<p>Guampedia</p>	<p>10/14/2020</p> <p>Completion Date: 10/14/2021</p>	<p>\$37,692.00</p>	<ul style="list-style-type: none"> Grant agreement signed. Project ongoing.
<p>Kantan Herero- A Blacksmith's Song Film Grant (AT)</p>	<p>Sean Lizama</p>	<p>9/6/19</p> <p>Completion Date: 4/15/2021</p>	<p>\$7660</p>	<ul style="list-style-type: none"> Contract signed and post production in progress. Report 1 received. Project on schedule; completion set for spring 2020. Report 2 received. Request for no cost extension to September 2020. Report 3 received in June. Request for extension received September 2020. Requested to complete by December 15, 2020 due to limited activities to be done during PCOR1 reinstated in August. No cost extension granted until April 15.

				<ul style="list-style-type: none"> • Project ongoing and is at 75% completed.
Learning Chamoru- Discovering Guam's History Grant (AT)	Dr. Gerhard Schwab	8/9/19 Completion Date: 4/15/2021	\$9,950	<ul style="list-style-type: none"> • Contract signed and awaiting report 1 due Nov 30. • Report 1 received. Project on schedule • Report 2 Received. Project on schedule. • Report 3 Received. Project on schedule for completion in August • Report #4 received. Couple of items on the trail on their website. Project extended to April 2021. • Report #5 received December 2020. Project on track. • Final report to be received in April 2021. Remaining work are mostly video production. • Project ongoing and is at 75% complete.

Archaeological Research

PROJECT NAME	APPLICANT	DATE APPROVED/COMPLETION	AMOUNT APPROPRIATED	MILESTONES
Archaeology Technician Training (JQ)	GPT Board Initiative	2/2019 TBD	\$2,500.00	<ul style="list-style-type: none"> • UOG-PIP approved course application, which include course schedule (March 4-22) and program description (Jan. 2019) • Class begins March 4, 2019, 5:30-8:00pm at the Lujan House • Training postponed until further notice
Latte Book by Kelly Marsh and Jolie Liston (JQ)	GPT Board Initiative	7/31/18 Completion Date: 7/31/2021	\$5,428.00	<ul style="list-style-type: none"> • Feb 4 – submittal of section 1 (cultural snapshot) text/images to graphic designer • Feb 22 – Section 1 draft final graphic/layout complete • Pre-publication exhibition and presentation were conducted on Guam, Saipan, Tinian, and Rota. Exhibit will be set-up at the Guam Museum. • Copy editing on final review. • Next phase is printing/publication.
Guam Rock Art Study Grant (AT)	Drs. Andrea Jalandoni & Boyd Dixon	8/9/19 Completion Date: 7/31/2022	\$12,000	<ul style="list-style-type: none"> • Awaiting contract signature by grantee to begin project. • Contract signed. Fieldwork to begin February 2020. Report 1 due March. • Report #2 received. Request for project extension due to COVID-19. • Report #3 received and request for extension until December 2021 due to COVID as grant applicant is unable to travel to Guam and conditions do not allow for field work to be done.

				<p>Only \$340 has been spent from total grant funding.</p> <ul style="list-style-type: none"> • Project to be extended to July 2022 with field work to be completed by year end 2021. • Project ongoing with 0% Completed.
<p>Archaeology Training for High School Students (JQ)</p>	<p>NTHP Grant/GPT Matching</p>	<p>7/08/2020 TBD</p>	<p>\$5,000.00</p>	<ul style="list-style-type: none"> • Project on hold until further notice.
<p>Spanish Shipwrecks in Guam Grant (JQ)</p>	<p>William Jeffery and David Atienza</p>	<p>7/08/2020 Completion Date: 7/08/2021</p>	<p>\$16,098.16</p>	<ul style="list-style-type: none"> • Project ongoing • Report #1 due Jan 2021 • Report #1 received. • Contract signed with Dr. Jeffery and FIUS to implement research. Funds used to pay honoraria for the FIUS PI to implement the research. • Project on-going.

Miscellaneous

PROJECT NAME	APPLICANT	DATE APPROVED/ COMPLETION	AMOUNT APPROPRIATED	MILESTONES
Teaching w/Historic Places (LB)	Board Initiative		\$14,400.00	<ul style="list-style-type: none"> A total of over 250 students participated in this program. Program is still ongoing – https://historymethods.weebly.com/ As FTF is limited, only 10% of project is complete and will resume once restrictions are removed.
Archaeological Studies at San Dionisio (GHPI site 66-02-1024) and Palacio (GHPI Site 66-02-1116), Humatak, Guam (JQ)	GPT Coordination w/ Universitat Pompeu Fabra; University of Hawaii; Umatac Mayor's Office	May 2017/ Ongoing study	-0-	<ul style="list-style-type: none"> Research Design for Archaeological Studies at Humatak sites of San Dionisio Ruins and Humatak Palacio submitted and approved by SHPO. 2017 report submitted to SHPO. 2018 report submitted to SHPO. Presentation to the Umatac community – July 10, 2019 6pm. 2019 report completed www.pacificpreservation.org/humatak Due to COVID 19, project to resume upon further notice.
Cliff Condominium Renovation	GPT Board Initiative	7/8/2020 Completion date: May 2021	\$9,000.00 + GRT	<ul style="list-style-type: none"> Project awarded to PMV Designer's Builders. Project ongoing and expected to be completed May, 2021